



Safeguarding Children and Young People

Policy and Procedures

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Policy Owner: Designated Safeguarding Lead (Centre Manager)

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Contents

Page

1. Introduction	3
2. Purpose and scope	4
3. Definitions: safeguarding and child protection	4
4. Current legislation, statutory guidance and standards	5
5. Supporting documents	6
6. Policy statement	6
7. Principles	9
8. Policy implementaion	10
9. Responsibilities	11
10. Induction, Training and Supervision	11
11. Partners and collaborative working	12
12. Continuous improvement	12
13. Safe recruitment	12
14. FCDC events and activities	13
15. Online safety	14
16. Mobile Phones, Cameras and Social Media	15
17. Record keeping	15
18. Confidentiality and GDPR	18
19. Code of Professional Conduct and Safer Working Practice Guidance	18
20. Policy breaches	18
21. Policy monitoring and review	18
Procedures	19
What to do if you are worried about a child/young person (flowchart)	20
What to do if a child or young person tells you about abuse or if you are concerned about a person's welfare?	21
What to do if a child tells you about abuse or you have concerns about a child's welfare when they are away from home	22
What to do if you have concerns about a child who might be harming other children	23
Reporting a Disclosure	24
How we manage safeguarding concerns and allegations	25
Appendices	
APPENDIX 1: Types of Abuse	31
APPENDIX 2: FCDC Safeguarding Role Descriptions	32
APPENDIX 3: Signs and Types of Abuse	34
APPENDIX 4: Key Definitions and Terminology	44
APPENDIX 5: Child Protection Legislation in England	45
APPENDIX 6: FCDC Safeguarding Concern / Incident Report Form	46
APPENDIX 7: Safeguarding Contacts and Helplines	52
APPENDIX 8: Keeping Bristol Safe Partnership: ALLEGATIONS MANAGEMENT PROCESS	56

1. Introduction

The Family Centre (Deaf Children), which is also referred to as 'FCDC' in this policy document, is committed to proactively safeguarding children, young people, adults at risk and its workforce. The safety and welfare of everyone affected by our services and activities is our first priority and at the heart of everything we do.

The Children Act 2004 places a duty on all organisations to safeguard and promote the wellbeing of children. This includes the need to ensure that all adults who work with children in organisations are competent, confident and safe to do so. FCDC's safeguarding standards, policies, procedures and guidance outline how we will fulfil our duty of care to safeguard the children, young people and adults at risk we work with as well as those that work on our behalf.

We understand that effective safeguarding needs people to work together and we are committed to supporting our staff and volunteers to feel confident and able to respond to any safeguarding concerns. This policy aims to support staff and volunteers to safeguard the children and young people that they are in contact with. It provides procedures and guidance on what to do if anyone at FCDC has any concerns about a child or young person and the support that is available to help them. It also explains what we expect of our staff, volunteers, contracted professionals, sessional workers, partner organisations and service users in relation to safeguarding.

The Safeguarding Children and Young People Procedures section of this policy set out the procedures that everyone should follow if they have a concern about a child/young person or a person's behaviour.

Everyone working on behalf of the charity will receive a copy of this policy document, which they must sign to confirm that they have read and agree to abide by. It is very important that staff and volunteers follow this safeguarding policy, procedures and guidance as it will help you to develop good practice and adhere to FCDC's duty of care.

Throughout this policy, certain words, phrases and names of other FCDC policies are highlighted in order to help you find the information and guidance you need.

If you have a safeguarding concern, any questions about this Policy, suggestions to improve this policy or if you are unsure whether your concern or question comes under this Policy, please contact FCDC's Designated Safeguarding Lead:

Designated Safeguarding Lead

Helen Davies (Centre Manager)

Tel: 0117 9030366 / Mobile: 07810 533269

Email: helen@fcdc.org.uk

This policy is reviewed annually or earlier if legislation, statutory guidelines or good practice guidance require this.

This policy and a child-friendly version of this policy, are available on FCDC's shared drive (Sharepoint) and on the charity's website www.fcdc.org.uk.

2. Purpose and scope

2.1 Purpose

The purpose of this policy is to:

- Protect children and young people who receive our services from harm which includes the children of adults who use our services.
- Promote the welfare of children and young people who receive our services.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

If you are concerned about an **adult at risk**, please refer to FCDC's [Safeguarding Adults Policy](#) and [Safeguarding Adults Procedures](#).

2.2 Scope

This policy applies to anyone working on behalf of The Family Centre (Deaf Children), including paid staff, volunteers (including trustees), sessional workers, agency staff, contracted professionals (freelancers) and students. The term 'staff' is used for simplicity throughout this policy document to refer to all of the above.

This policy also applies to anyone accessing our services or who comes into contact with our organisation in the course of our work.

In addition, we expect our partners (community partner organisations, suppliers and contractors) to adopt and demonstrate their commitment to the safeguarding principles and practices set out in this policy.

3. Definitions: safeguarding and child protection

3.1 Deaf

For the purposes of this policy, we use the term 'deaf' to refer to all levels of hearing loss in children and young people including a partial, total or temporary loss of hearing. This includes those who may describe themselves as having a 'hearing loss', 'hearing impairment' or as 'deaf' and includes children/adults who have glue ear.

3.2 Child/children

The UN Convention on the Rights of the Child defines a child as everyone under the age of 18. For the purposes of this policy, a child and young person are defined as anyone who has not yet reached their 18th birthday, including unborn babies.

3.3 Safeguarding

Safeguarding involves all actions taken to promote and protect the welfare of children and adults, prevent harm and ensure safety. This includes health and safety, risky behaviours, and disclosure procedures, while also educating children and young people on these practices to minimise risks and make informed choices.

Safeguarding children means to:

- protect children from abuse and maltreatment
- prevent harm to children's health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes

3.4 Child protection

The term 'child protection' refers to preventing and responding to violence, exploitation and abuse against children – including commercial sexual exploitation, trafficking, child labour and harmful traditional practices, such as female genital mutilation and child marriage.

Child protection is part of the safeguarding process; it focuses on protecting the individual children identified as suffering, or likely to suffer, significant harm. This includes child protection procedures, which detail how to respond to concerns about a child or young person. The goal of child protection is to promote, protect and fulfil children's rights to protection from abuse, neglect, exploitation and violence as expressed in the UN Convention on the Rights of the Child (UNCRC) and other human rights, humanitarian and refugee treaties and conventions, as well as national laws.

3.5 Abuse/harm

Abuse is any action by another person that causes significant harm, there does not have to be an intention to cause harm such as neglect. Harm is the result of abuse and includes ill treatment, causing or not stopping avoidable deterioration in mental health, and causing impairment in any aspects of a person's development.

4. Current legislation, statutory guidance and standards

This policy has been drawn up on the basis of legislation, statutory guidelines and best practice guidance that seeks to protect children in England and Wales. The legislation and guidance relevant to safeguarding and promoting the welfare of children and young people includes:

- [The Children Act 1989 \(updated 2004\)](#)
- [Working together to safeguard children \(2023\)](#)
- [The Health and Social Care Act \(2008\)](#)¹
- [Care Act \(2014\)](#)
- [Safeguarding Vulnerable Groups Act \(2006\)](#)
- [The Charity Commission guidance: safeguarding and protecting people for charities and trustees \(updated 2018\)](#)
- [Keeping Children Safe in Education \(update Sept 2025\)](#)

There are also other guidance and standards which should be read in conjunction with this policy to help shape and inform good practice, which include:

- [Out-of-school settings: voluntary safeguarding code of practice](#)
[Standards for safeguarding and protecting children in sport](#)
- [NSPCC's safeguarding and children protection standards for the voluntary and community sector](#)
- [Safeguarding standards for the youth sector \(National Youth Association\)](#)
- [Specific faith standards \(for example, the Ten standards by Thirtyone:eight\)](#)

A summary of the key child protection legislation and guidance is available from:

<https://learning.nspcc.org.uk/child-protection-system>

5. Supporting documents

This policy and procedures document should also be read alongside other relevant FCDC policies, procedures, guidance and related documents, including (but not limited to):

- Anti-bullying and Harassment Policy
- Behaviour codes for children and young people
- Code of professional conduct and safer working practice guidance
- Code of safe conduct for adults working with children and young people
- Complaints and compliments policy and procedures
- Digital safeguarding policy
- Health and safety policy
- Induction policy
- Supervision and support policy
- Training and development policy
- Personal and intimate care policy
- Role descriptions for the Designated Safeguarding Lead and nominated Safeguarding Trustee
- Safer recruitment policy and procedures
- Whistleblowing Policy

6. Policy statement

The Family Centre (Deaf Children) is a well-established registered charity that provides a range of holistic services aimed at supporting local children and young people impacted by hearing loss and their families, including.

- d/Deaf children and young people
- Children of Deaf Adults (CODAs)
- Parents and carers of d/Deaf children
- Siblings of d/Deaf children

Our services include:

- Advice, information and guidance
- Children and young people's peer support groups (age appropriate)
- Family outings/day trips
- Family sign courses (BSL)
- Parent and toddler group support in partnership with Sensory Support Services
- Recreational, leisure and social activities/events for children, young people and their families
- Resource lending library (deaf specialist equipment for the home, toys, books and games)
- Teddy Ear Centre clinics
- Wellbeing, skills and personal development workshops
- Youth adventure and sports activities/events
- Youth volunteering programme

We believe that

- children and adults should never experience abuse of any kind and have zero tolerance to all forms of abuse.
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take.
- any actions taken must be in the best interest of the child or young person.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, disability, communication needs or other issues
- the presence of multiple disabilities increases the risk of abuse and neglect.
- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's deafness/hearing loss/disability without further exploration.
- Deaf children are more prone to peer group isolation than hearing children.
- Deaf and disabled children may be particularly vulnerable to abuse, especially where they are more dependent on others due to the extent of their disability or have difficulty communicating. It is especially important to make sure all steps are taken to protect them from harm and to keep a watchful eye for signs of abuse, exploitation or neglect.
- The potential for children with Special Educational Needs (SEN) and disabilities being disproportionately impacted by behaviours such as bullying, without showing any signs.
- The communication barriers and additional difficulties deaf children and young people can experience in reporting abuse and accessing support after abuse has occurred.
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.
- children and young people who are particularly vulnerable to abuse must be proactively safeguarded.
- professionals don't always recognise or understand the signs that d/Deaf children and children who have disabilities are experiencing abuse, which can result in safeguarding concerns being missed.
- research indicates d/Deaf children are also more likely to be exposed to violence at home and in school and may experience domestic violence at an earlier age.
- d/Deaf children are particularly vulnerable to abuse and neglect. They are 3.4 times more likely to experience abuse and more likely to experience bullying and intimidation compared to hearing children.
- As a charity dedicated to supporting d/Deaf children and their families, we have a particularly important role to play in proactively safeguarding children and young people who can be more vulnerable to abuse and neglect.

We are committed to:

- safeguarding children and adults at risk as an integral part of our charity's mission, values and aims.
- promoting the welfare of children and young people
- working to prevent abuse occurring and seek to protect those who are risk of abuse or neglect;

- responding as effectively as we are able to those who have been abused and will take steps to identify children and young people at risk.
- proactively safeguarding children and young people in line with national legislation, statutory regulations/requirements and best practice guidance e.g NSPCC, NDCS, Chairity Commission, Local Authorities and local safeguarding boards/partnerships.
- NSPCC and NYA safeguarding standards and refer to these as a source of specialist information and resources to inform our safeguarding practices.
- creating a safe, positive environment and an open, listening and learning culture where people feel able to share concerns without fear of retribution.
- making sure our services and activities are delivered in a way which keeps children and young people safe.
- responding effectively to safeguarding concerns and allegations of abuse
- creating a culture of early intervention and zero-tolerance of abuse and harm

We are also committed to promoting the seven key themes found in the UN Convention on the Rights of the Child:

- being healthy
- staying safe including being free from abuse, victimisation and exploitation, accidental death or injury, bullying, discrimination, crime and anti-social behaviour
- having a nurturing place to live
- enjoying, learning and achieving
- making a positive contribution and being listened to
- achieving economic well-being
- security, stability, and a respect for the human rights of children

We will seek to keep children and young people safe by:

- ❖ Valuing them, listening to and respecting them.
- ❖ Through our work, supporting them to develop an awareness of unacceptable behaviour and what they can do about it.
- ❖ Appointing a Designated Safeguarding Lead for FCDC
- ❖ Appointing a board member as Trustee Safeguarding Lead to have oversight of our safeguarding work.
- ❖ Adopting safeguarding and child/adult protection practices through robust policies and procedures.
- ❖ Making sure everyone understands their roles and responsibilities and providing effective management for staff through supervision, support, training and quality assurance measures.
- ❖ Recruiting staff safely, ensuring all necessary checks are made.
- ❖ Making sure that we provide a safe physical environment for children, adults and staff by applying health and safety measures in accordance with the country specific laws and regulatory guidance, and to any higher standards that may be set by us.
- ❖ Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children and adults at risk, their families and staff via the most appropriate method to the country we are operating in.
- ❖ Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and who will manage it and respond appropriately.

- ❖ Using our procedures to manage any allegation against staff or other service users appropriately, transparently and effectively, and to prevent the employment/ deployment of unsuitable individuals through effective due diligence.
- ❖ Making sure that we have effective complaints and whistleblowing measures in place.
- ❖ Making sure that we have effective escalations of concern processes in place.
- ❖ Ensuring all service users and families are informed about our safeguarding policies and procedures

7. Principles

FCDC's safeguarding approach and practices are based on the following key principles:

- The welfare of the child is paramount.
- Safeguarding is everyone's responsibility and everyone must play their full part in safeguarding children and young people.
- All children and young people have the right to equal protection from all forms of abuse, neglect and harm, regardless of their age, disability, gender, gender identity, cultural background, racial heritage, religious belief or lack thereof, sexual orientation, political, socio-economic or immigration status).
- Children, young people and their families/carers should be seen as key partners in safeguarding and be at the centre of all decision-making, wherever possible.
- Everyone must contribute to a safeguarding culture where people are listened to and where allegations, concerns, views and wishes are taken seriously.
- All partners involved with FCDC must adhere to the highest of safeguarding standards and practice and adhere to FCDC's safeguarding standards, policies and procedures.

How we fulfil our principles

FCDC safeguard and promote the welfare of children and young people by embedding safe practice. We do this by taking the following safeguarding approaches:

- We take a zero-tolerance approach to all forms of abuse, harassment and bullying.
- We adopt safeguarding and child/adult protection practices through robust policies and procedures.
- We appoint a Designated Safeguarding Lead who is responsible for the safeguarding of children and child protection and ensure that their contact details are well publicised across the organisation and available on our website.
- We appoint a Designated Safeguarding Trustee to oversee safeguarding governance.
- We have a safeguarding framework and appropriate standards, policies and procedures in place that are based on good practice and regularly reviewed.
- We value, listen to and respect everyone equally.
- We treat everyone with dignity and respect.
- We create and maintain an anti-bullying, harassment and inclusive environment which is supported by our policies and procedures.
- We have codes of conduct in place for our staff and service users, including children and young people.

- We set clear standards, expectations and procedures for the reporting and sharing of safeguarding concerns and for managing any allegations.
- We record and store personal information securely, in line with UK data protection legislation and guidance.
- We make sure our staff, volunteers and service users know who to speak to if they have a safeguarding concern.
- We share relevant information with external agencies, when required and it is appropriate to do so in line with our safeguarding policies and procedures.
- We follow best practice safeguarding procedures to manage any low-level concerns or allegations about staff, sessional workers, contractors and volunteers promptly and appropriately.
- We have effective whistleblowing and child-friendly safeguarding and complaints policies in place which are regularly reviewed and easily found.
- We follow legislative and regulatory guidance for the health and safety of our workforce and service users.
- We keep our policies and procedures under a cycle of regular review and promote an organisation culture of learning, continuous improvement and safeguarding best practice.
- We involve key stakeholders in the development and review of our safeguarding standards, policies and procedures.
- Through our work, we support children and young people to develop an awareness of unacceptable behaviour and what they can do about it.

8. Policy Implementation

This policy is implemented through accompanying detailed procedures, specific to England and Wales. The procedures contain all necessary forms, flowcharts and contact information. Guidance and training are also provided to help staff carry out their safeguarding and child/adult protection responsibilities.

- This policy, together with other related FCDC policies, including FCDC's Safeguarding Adults Policy and Procedures, are reviewed on an annual basis and whenever there are changes in relevant legislation and/or government/Local Safeguarding Boards guidance or as a result of any other significant change or event.

Where abuse is suspected, FCDC will provide a service which is:

Prompt

In situations where there is any doubt about a child/young person's immediate health, emotional wellbeing, mental health and safety.

Sensitive

To children and young people and their parents and families.

Effective

In reporting, communicating and providing solutions which aim to prevent the risk of further abuse and the abuse recurring, working within a strengthening families multi-agency framework.

Balanced

FCDC staff and volunteers must exercise their responsibilities and duties appropriately, avoiding unwarranted intervention into family's lives.

Aware

Does not discriminate against a child, young person or family member because of their race, religion, cultural beliefs, age, disability, gender/gender identification or sexuality.

We will support children, young people and their families to have access to relevant sources of information and help such as '[Abuse is Wrong](#)' and '[What to do if you are worried about a child](#)' guidance, a child-friendly complaints policy, a child-friendly safeguarding policy and ensure they know who to contact at FCDC if they have a safeguarding concern.

9. Responsibilities

Safeguarding is the responsibility of everyone. This should be made explicit in every job or role description for staff, sessional workers and volunteers and referenced in agreements with partners and contractors.

This policy and procedures will be widely promoted and are mandatory for everyone involved in The Family Centre (Deaf Children).

Failure to comply with the policy and procedures will be addressed without delay and may lead to disciplinary process, ultimately resulting in dismissal/exclusion from the organisation.

We will make sure the charity has a dedicated safeguarding lead officer (Designated Safeguarding Lead) who can provide advice on any safeguarding concerns or queries and escalate them where appropriate.

We will make sure there is clear internal escalation process to the Board of Trustees, and clear external escalation to the relevant authorities responsible for child/adult protection, as well as within each Local Authority area where we operate. Our internal escalation process will support anybody who has concerns about how safeguarding concerns/issues are managed (or not), and any decision making, whether applied unsatisfactorily or not applied appropriately.

Our trustees will maintain an oversight of safeguarding within the organisation to make sure that those benefiting from or working with the charity are not harmed in any way through contact with it. This includes having a nominated Trustee Safeguarding Lead, providing regular updates and annual safeguarding training for all trustees. The safeguarding responsibilities for trustees and for the Designated Safeguarding Trustee are set out in the trustees' role description.

10. Induction, Training and Supervision

All staff will be trained and supervised to ensure that they are sufficiently equipped to:

- identify where there may be a concern
- support the maintaining of a safe working environment
- know where and how to obtain professional safeguarding advice
- refer concerns appropriately to specialist workers as necessary
- protect themselves from allegations of abuse.

a) Staff Induction

All staff will be informed of the following as part of their induction process at FCDC:

- FCDC safeguarding policies and procedures
- FCDC Code of Professional Conduct and Safer Working Practice Guidance
- What to do if they are concerned about a child, young person or adult at risk
- What to do if they are concerned about the behaviour of another member of staff, volunteer or contractor

- What to do if nobody is listening to a concern that has been raised, the escalation process and FCDC's Whistleblowing Policy.

All staff must sign their induction sheet to confirm that they have been made fully aware of, and understand the contents of:

- FCDC's safeguarding policies and procedures
- FCDC's Code of Professional Conduct and Safer Working Practice Guidance

b) Safeguarding Training

All staff and volunteers will undertake accredited safeguarding training at a level appropriate to their role at FCDC. Staff working directly with children and young people must attend minimum Level 2 in safeguarding children training within three months of starting their roles..

The relevant level of safeguarding training must be renewed at least every three years, or sooner, where need is identified by FCDC.

The Designated Safeguarding Lead will undertake safeguarding management/lead training every two years.

All staff are also required to complete Home Office Prevent Duty Training (online).

c) Staff Support and Supervision

All staff will receive regular support and supervision in line with FCDC's [Support and Supervision Policy](#). Supervision meetings will include safeguarding and safe practice as a standard agenda item.

At supervision meetings, staff are required to make a self-declaration that nothing has changed in their personal circumstances that might call into question their suitability to work with children, young people and adults at risk.

11. Partners and collaborative working

From time to time, FCDC may work jointly with other organisations, agencies and contracted professionals to deliver the charity's activities, events or services. When setting up joint working arrangements, FCDC will ensure the safeguarding policies and procedures of other parties and external agencies are fit for purpose. This may involve a written agreement that sets out all parties' responsibilities, including who will be the lead partner for safeguarding.

FCDC will work cooperatively with all agencies who share responsibility for safeguarding.

12. Continuous Improvement

FCDC continually monitor and review our safeguarding practices in line with statutory guidance to fulfil the legal and regulatory requirements associated with our organisation's activities. Where there are updates in safeguarding legislation and best practice guidance, the Designated Safeguarding Lead will provide safeguarding briefing updates to staff at team meetings and Board of Trustee meetings.

13. Safe Recruitment

FCDC will implement robust recruitment/selection procedures and ensure that those who work with children, young people and their families are subject to the appropriate level of criminal records and other checks prior to their appointment.

The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with FCDC's [Safer Recruitment Policy](#).

All applicants will be subject to an Enhanced Disclosure & Barring Service check prior to appointment.

Single Central Record

A single central record will be kept for all personnel which will be stored confidentially and password-protected. Each individual personnel file will record that the following checks have been carried out:

- An identity check
- A barred list check
- An enhanced DBS
- Checks on those who have lived outside the UK
- Professional and academic qualifications check (relevant to the role)
- A right to work check

14. FCDC Events and Activities

All staff, when delivering events and services for children and young people are required to follow the charity's Professional Code of Conduct and other relevant organisational policies and guidance (e.g. risk assessment policy and health and safety policy).

To ensure events and services for children and young people comply with FCDC's safeguarding policy, staff must ensure that:

- A full risk assessment is carried out for activities and venues before an event takes place
- Full insurance cover is in place and checked for the activity and venue
- Appropriate licenses/registrations and checks are in place when working with or using third party organisations or instructors e.g. food hygiene certificates
- Service user medical and consent forms are received and checked before the event
- Appropriate insurance and staff ratios are in place

Supervision and First Aid

When running events and activities for children and young people, staff must ensure:

- There is at least one first aid trained person, with access to a first aid kit.
- There is at least one supervising adult for every six children (age 3+) or ratio stipulated by the relevant local authority.
- That children remain the responsibility of their parent/carer at FCDC family events at all times (unless otherwise stated).
- Appropriate steps and safeguarding measures are put in place to ensure the safety of the children and young people attending the event/activity.
- They are aware of their role and responsibilities.
- They are confident, healthy and able to perform the role they have been allocated/assigned to.
- They are aware of the communication and support needs of the children and young people attending the event/activity.
- They have the appropriate consent, medical and emergency contact information required for those attending.

→ Attendees are informed of and comply with FCDC policies in relation to photography, image sharing and social media.

15. Online Safety

We know that:

Many deaf children, young people, adults and their families use social media and online devices as a default of engagement with others due to various degrees of communication barriers.

There has been a rise in online abuse, inappropriate use of technology, the number of perpetrators of all ages, and the level of inappropriate contact, conduct and content. Online based abuse, radicalisation, bullying, grooming, exploitation for different purposes, harmful information and websites have increased significantly.

We will make sure that:

- Our online services are designed and managed to the standards recommended by The Child Exploitation and Online Protection Command (CEOP) and the ICO Children's Code.
- We provide service users with information, advice and guidance on how to safely use our digital services.
- We signpost to other organisations who may be more expert in guiding people on how to stay safe online.
- Our staff are trained to follow and enforce our safeguarding processes so that our digital services provide a safe high-quality environment which our service users trust us to deliver.
- Our safeguarding responsibilities are enforced when using devices (mobile, laptop, desktop etc.) and all digital platforms whether they are private conversations (e.g. WhatsApp) or public conversations (e.g. Facebook).

We require all FCDC staff to:

- Conduct themselves professionally regardless of the method of communication with any child, adult or family.
- Ensure they document online conversations, chats or interventions as they would via other means of offline communication, for instance face-to-face conversations. The same data protection and safeguarding protocols apply, such as seeking parental consent to record.
- Follow all relevant safeguarding and data protection guidance when considering the use of digital equipment and securing consent to do so.
- Only use the organisation's authorised devices, videos and cameras (including tablets, phones etc.) in order to take photos of service users. Under no circumstances are photographs or videos to be taken on personal devices. Secure written parental consent, or individual consent (if over 18 years old), before photographs or videos are created.
- The purpose of the photograph or video must be explicitly on the consent form and can only be used for that purpose. Images and videos should be captured on FCDC authorised devices only. Using the organisation's devices assigned to staff permanently for their individual use should be avoided. You must discuss with your line manager and follow all requirements, such as risk assessments, secure parental consent, if this cannot be avoided. Written agreement from the Centre Manager is also required.

- Understand they are not permitted to show any images from their work devices to anybody outside of the organisation.
- Leave and securely store any devices not permanently assigned to individual staff that contains images of the people we support at one of the organisation's buildings, they may not be taken off-site.

FCDC operates a whole organisation approach to online safety, empowering us to protect and educate staff and service users in their use of technology.

All staff and volunteers, regardless of whether or not their role includes working with children and young people directly, must understand that FCDC have a responsibility to;

- help keep children and young people safe online, whether or not they are using FCDC's network and devices.
- ensure that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- maintain, review and update the security and integrity of FCDC ICT systems, social media accounts and website.

The breadth of issues classified within online safety at FCDC can be categorised into four main areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Personal online behaviour that increases the likelihood of, or causes, harm**
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

Online safety training will be embedded into staff learning and development plans. Training will include how to identify; cyberbullying, emotional abuse, sexting (coercion), sexual abuse and sexual exploitation. Please see FCDC's [Digital Safeguarding Policy](#) for more information and guidance.

16. Mobile Phones, Cameras and Social Media

Personal mobile phones, tablets, cameras or any other device must not be used by FCDC personnel at any time to take photographs or to make recordings of children and young people, either within the school premises where our office is based and many of our activities take place or in community settings.

Staff must report any incidents of anyone making, downloading, possessing or distributing indecent images of children to the Designated Safeguarding Lead immediately.

Staff must not befriend a child or young person through social media platforms e.g Facebook, WhatsApp and Instagram.

Please see FCDC's [Code of Professional Conduct and Safer Working Practice Guidance](#) for further information and guidance on the use of mobiles, technology and social media at FCDC.

17. Record Keeping

If anyone involved with FCDC has concerns about a child or young person's welfare or safety, it is vital that all relevant details are recorded. This should be done regardless of whether the concerns are shared with the police or children's social care.

All concerns, discussions and decisions made relating to safeguarding, and the reasons for those decisions, should be recorded in writing. This information must be kept confidential and stored securely. Electronic files should be password protected and stored on computers with protection against hackers and viruses.

17.1 Records management

Child protection files must be kept separate from a child or young person's general FCDC membership records, but a 'CPF' mark should be placed on their membership registration form to indicate that there is a separate child protection file. Records will be reviewed by the Designated Safeguarding Lead so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and addressed.

Records should include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached and the outcome.

If in doubt about information recording and storage requirements, staff should contact the Designated Safeguarding Lead (DSL) for clarification.

The records created, in accordance with this Policy and associated safeguarding procedures, may contain personal data. Staff and volunteers must also ensure that they follow FCDC's [Data Protection Policy](#) and [Confidentiality Policy](#) when handling personal data.

FCDC will treat all safeguarding information with an appropriate level of confidentiality and will only involve others on a 'need to know' basis when appropriate to do so.

17.2 Records Storage, Sharing and Retention

a) Storage and sharing of child protection records

FCDC will keep all records relating to safeguarding and welfare concerns electronically in a confidential and secure drive, which is password protected and stored on computers with protection against hackers and viruses.

Information about child protection concerns and referrals will be kept in a separate child protection file for each child. These records are kept separately from a child's general FCDC membership records.

If there is a need to share records with outside agencies such as the Police, Local Safeguarding Children and Adult Partnerships or Local Area Designated Officers (LADO) for the purpose of safeguarding, these will be shared confidentially using passwords and encryption.

FCDC safeguarding staff should not use their personal computers to make and store records, if the need for this arises, FCDC will ensure a clear agreement is in place prior to them having access to records that outlines how these records must be stored securely.

Physical records will be stored in a locked fireproof filing cabinet. Electronic records will be stored on the shared drive in an access-restricted system.

When required to share child protection records, this will be done using encrypted file-sharing/email. Physical records will be transferred by use of a reputable courier service. Transfer date and the name of the person and agency receiving the records will be logged.

b) Safeguarding records retention

FCDC will retain safeguarding records about a child until the child reaches their 25th birthday. In some cases, records may be kept for longer periods of time. For example, if:

- The records provide information about a child's personal history, which they might want to access at a later date.
- The records have been maintained for the purposes of research.
- The information in the records is relevant to legal action that has been started, but not finished.
- Where there are legal proceedings, FCDC will seek legal advice about how long to retain those records.
- Records relating to children who have been 'looked after' by the local authority.
- Records relating to adopted children and registered foster carers.
- Residential children's homes.

Currently the length of time records should be kept for 'Looked After Children' is 75 years. Each nation of the UK has legislation and guidance about the retention and storage of child protection records. Official inquiries, for example the Independent Inquiry into Child Sexual Abuse (IICSA), may also issue instructions requiring records to be retained for longer periods of time, which must be followed.

Records relating to concerns about an adult's behaviour will be kept until the individual reaches the age of 65 or for 10 years, whichever is longer. This applies to volunteers and paid staff.

Records relating to allegations against staff and volunteers will be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

Records relating to allegations against staff and volunteers that are found to have been malicious will be removed from personnel records.

c) Criminal record checks

Copies of criminal records check certificates will not be stored by FCDC, but a confidential and secure database will be used to store the following data:

- The date the criminal record check was completed
- The level and type of check (standard/enhanced/barred list check and the relevant workforce)
- The reference number of the DBS certificate
- The decision made about whether the person was employed (with reasons).

If there is a dispute about the results of a DBS check, a copy of the certificate may be retained by FCDC for no longer than 6 months. See FCDC's [Recording, Retention and Storage of Safeguarding Records Policy](#) for further information and guidance.

17.3 Information Sharing

FCDC recognise that multi-agency working and information sharing is key to effective safeguarding. In this context, FCDC may need to share information and cooperate with external agencies such as the Police or social services to:

- Provide more information about a concern someone has raised.
- Provide a safe venue for a child/young person/family members/parent or carer to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the Police or other agencies.

- Share information about the outcomes of internal investigations.

Information sharing will be compliant with current data protection, human rights legislation and statutory guidance, such as *Working Together to Safeguard Children (2023)*.

18. Confidentiality and GDPR

All staff must comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) to keep information safe and secure at FCDC. However, the Data Protection Act and GDPR do not prevent the sharing of information for the purposes of keeping children safe.

Where there are safeguarding concerns about an individual or situation, staff must disclose these concerns to the Designated Safeguarding Lead. Disclosure within the organisation is not a breach of confidentiality.

At FCDC, exceptions to confidentiality apply when:

- There are safeguarding issues in relation to a child/young person or adult at risk. This could be:
 - where an individual has been abused / harmed by someone else;
 - where a person plans to or has harmed / abused another person; or
 - where a client tells you he/she plans to self-harm.
- There are concerns about financial irregularities, such as fraud or theft.
- A crime (or the intention to commit a crime) against a person or property has been disclosed.
- Information relating to radicalisation, terrorism or suspected terrorism is disclosed.

The Centre Manager is the 'Data Controller' at FCDC and can provide guidance to staff on data protection and GDPR queries and issues.

See FCDC's [Confidentiality Policy](#) and [Data Protection Policy](#) for further information.

19. Code of Professional Conduct and Safer Working Practice Guidance

To support the implementation of this policy: all staff must follow and comply with FCDC's '[Code of Professional Conduct and Safer Working Practice Guidance](#)' which is provided and explained by line managers during the induction process. This guidance document is also available in the 'Staff Handbook' and 'Volunteer Handbook' folders on FCDC's shared drive (Sharepoint).

20. Policy Breaches

Any breach of this policy, whether online or offline, may result in disciplinary procedures being invoked. In certain circumstances breaches may also result in reports to regulatory bodies, relevant Local Authorities and the police.

21. Policy Monitoring and Review

The implementation of this policy will be regularly monitored by the Designated Safeguarding Lead (DSL) and Designated Safeguarding Trustee (DST).

This policy, procedures and guidance will be reviewed by the DSL and DST annually or earlier in the event of changes in legislation, statutory guidelines or best practice guidance. This policy will also be reviewed fully by the Board of Trustees every three years.



SAFEGUARDING CHILDREN AND YOUNG PEOPLE

PROCEDURES

This procedures and guidance section tells you:

- What to do if you have a concern about a child or young person.
- What your responsibilities are and how to respond (even if it is out of hours).
- How to respond if you think a child may be abusing another child.
- What to do if you think an adult working with children is unsafe to do so.
- How we manage safeguarding concerns (including digital concerns), allegations, low-level concerns and referrals to external agencies.

Policy Appendices

In the appendices section of this policy, you will find additional information and guidance on:

- ❖ definitions and indicators of abuse and harm.
- ❖ the types of abuse a child or young person might suffer.
- ❖ some of the signs which might indicate that a child or young person is suffering abuse or neglect.
- ❖ A safeguarding concern/incident report form and body map to help you record and report any concerns that you may have about a child or young person, and to record what you have done.
- ❖ Useful safeguarding contacts and helplines.

What to do if you are worried about a child/young person

Guidance for anyone involved in The Family Centre (Deaf Children)

You have a concern or someone shares a concern with you

Are they - or someone else - in immediate danger?

Yes

Call the police on 999 / Text 999 if you are deaf

Record any information you can about your concern

Inform the Designated Safeguarding Lead or The Chair

If you still have the concern, contact the Local Authority Safeguarding Team who will support you and will advise you if you need to complete a referral

You can also contact the NSPCC to ask for their advice.

Share the information with the Designated Safeguarding Lead. We can support you to make a referral or manage the process and feedback to you.

No

Share your concern with the Designated Safeguarding Lead (DSL)
(or Designated Safeguarding Trustee, if the DSL is unavailable for any reason)

Record any information you can about your concern

Share the information with the Designated Safeguarding Lead (or Designated Safeguarding Trustee, if they are unavailable for any reason)

You can also contact the NSPCC to ask for their advice.

Let us know what response you get so we can support you and follow up if needed

Further Support and Useful Contacts

NSPCC: Tel **0808 800 5000** / email help@nspcc.org.uk

For any concerns or to get advice. Don't wait until you're certain, it's always good to discuss it. You can also use Sign Video to contact the NSPCC.

FCDC Designated Safeguarding Lead: Helen Davies (Centre Manager)

Tel or text: 07810 533269 / Email: Helen@fcdc.org.uk

FCDC Designated Safeguarding Trustee: Neil Curry (Chair of the Board of Trustees)

Tel or text: 07946 733003 / Email: Neil@fcdc.org.uk

What to do if a child or young person tells you about abuse or if you are concerned about a person's welfare

The meaning of 'tell' is very broad in this context. Often, it is not what a child/adult says or signs, but what s/he does, or does not do, that alerts you. An individual may be frightened to talk or sign about what is happening at home. Sometimes, communication difficulties have made speech or sign impossible. An individual may display sudden or strange changes of behaviour, for example angry outbursts or complete withdrawal. A child/adult might become unusually dirty or dishevelled, may lose weight dramatically or look exhausted. Changes in behaviour or appearance that worry you must be passed on. It may be that what is happening has nothing to do with child or adult protection, but there may still be a need for support in other ways. For this reason, the agencies that can offer this help need to be alerted.

Listen/watch carefully. Most people find it difficult to talk about abuse. If they have summoned up the courage to talk or sign to you, it is because they believe you can help. Now is not the time to be working out whether what you receive is true or not.

Let them lead the pace. Try not to ask questions. Don't jump in to fill pauses. Keep the conversation going with encouraging nods, attentive eye contact and repetitions (for clarity) of what has been said or signed.

Once is enough however. Once you know you will have to report what you have been told, don't ask the person to repeat what s/he has said. Make sure they know that s/he is not alone, and that you are taking what they say seriously. Reassure them that you will be getting help from someone who knows what to do in this kind of situation.

Be honest. Answer their questions as honestly as you can; if you don't know the answer, say so, but say you will try to find out.

Don't investigate, don't confront. Your job will be to pass on the information, not to investigate. Don't confront the alleged abuser; this will not be helpful and may cause difficulties for any investigation.

Remember the boundaries of confidentiality. Never promise total confidentiality if you are told about possible abuse. You will almost certainly have to share the information in order to help keep the person safe. If somebody wants to tell, but wants a promise of confidentiality first, tell them that if you believe that they or anyone else might be harmed, you cannot keep it secret or confidential. If they are not able to say anything more, you can help them find some privacy and a telephone to contact Childline (0800 1111 or via SignVideo) or Samaritans (call 116 123 or email jo@samaritans.org).

Seek advice. Explain to the person that this kind of thing happens to a lot of people; that's why you are able to talk to people who know what to do to help. The Designated Safeguarding Lead will support you in making a confidential report. Even if the account that's given seems vague or you're uncertain, still take advice from the Children's or adults Social Care service in the area where they live. You can do this, if necessary, by discussing the situation without mentioning any names. Local Group

Keep contact numbers handy. A list of safeguarding contacts and helplines is available in [APPENDIX 3](#) of this policy. Make a note of those in your area and keep them handy.

In conclusion, your job is **to listen, support and pass information on**. Then let the experienced professionals take over, and cooperate with them in any way that you can to protect the child.

What to do if a child tells you about abuse or you have concerns about a child's welfare when they are away from home

For example: at a residential youth weekend away or an event without their parents.

The immediate decision you will face is whether the child is safe to go home, for example, you will need to consider what to do if the alleged abuser is likely to be there. If you believe the risk to the child is serious and immediate, or the child does not feel safe to go home, call the local Children's Social Care/ Social Work service Emergency Duty/Out of Hours Team or the Police.

Make clear that this is a child protection matter and take advice on what to do next. You can also seek advice from the NDCS Local Groups Designated Safeguarding Officer or the NDCS Head of Safeguarding but do not delay taking action if you cannot contact them.

As soon as possible after receiving the information or becoming aware of the concern:

Make a careful log of what has happened: what the child told you (use the child's own words as closely as you can); what you saw and heard; when and where the alleged abuse took place; who was involved, when and where the child told you about it.

Log any calls you make e.g. to children's social care/social services team or the police. Put a full date and time on the log.

Contact the Designated Safeguarding Lead to tell them what has happened and seek advice. Go over the log together to make sure it is clear, then give it to the Designated Person for filing in a secure place. It might be needed by other agencies.

The Designated Safeguarding Lead should call the appropriate Children's Social Services team (local to the child's address), if you have not already made an emergency referral. Make sure s/he has to hand the details of the child's name(s), address and date of birth on it.

The Designated Safeguarding Lead where possible should seek advice on whether or not to inform the parents or carers of the referral, and will:

Follow up the call with a written note (s/he will be advised about what needs to be included in it by the social worker who takes the call).

This will usually be called the children's social care team or children's social services and is part of the local Council, or in NI the Health and Social Services Trust. You need to speak to the Duty Child Protection Worker or Duty Social Worker.

The Designated Person will keep a copy of your log, plus a log of any further action. They will also inform the Designated Safeguarding Trustee at FCDC of the incident, sharing what is needed to know only. However, there may be times where they may need to intervene, in which case, further details may be shared to ensure the right outcomes are achieved.

If the Designated Safeguarding Lead is not available, and you believe the child is in imminent danger, contact the Police and explain that this is a child protection call. They will advise you on what to do next. You can also seek advice from the Designated Safeguarding Trustee.

What to do if you have concerns about a child or young person who might be harming other children

It is important to be aware that children can abuse other children. There is a range of behaviours, starting with normal childhood activity, which in the extreme can extend to bullying, violence or sexual assault. Sexual activity between children and young people under the age of consent can form part of normal childhood exploration, but in some circumstances can be abusive.

It is therefore important to understand the difference between consenting and abusive, and between appropriate and exploitative peer relationships. Staff should not dismiss some abusive sexual behaviour as 'normal' between young people and should not develop high thresholds before taking action.

Therefore, when a child or young person within or outside the family alleges abuse by another child, the child protection procedures must be followed in respect of both the victim and considered in relation to the alleged abuser.

It is not the responsibility of FCDC to make an assessment of the needs of either child, but to identify the level of concern and make appropriate decisions about immediate action and referral.

The principles of the child protection procedures as outlined on page 30 should be followed:

- Listen Carefully
- Let the Child Lead the Pace
- Once is Enough
- Be Honest
- Don't Investigate, Don't Confront
- Remember the Boundaries of Confidentiality Seek Advice
- Keep Contact Numbers Handy: and out of hours
- Make a Careful Log
- Log any Calls
- Contact the Designated Safeguarding Person. (DSL)

It is also important to follow these additional steps:

Be Aware of what is happening between children and young people. Good, but unobtrusive, supervision can prevent many problems from escalating.

Don't Overreact. However distressing the situation, stay calm and keep your language and behaviour neutral. The outcome for both children can be affected by the way that adults respond.

Gather Information. It will be important to record the detail of what the alleged victim, the alleged perpetrator and any other children who were present have to say, without taking an investigative approach.

Consider whether there is a need to make an immediate referral to the Police and Children's Social Care. This might be important in the case of a very serious allegation of assault.

Consider whether both children can remain at the activity/event. This will depend to a large extent on whether both children can be kept safe. The views of the alleged victim (and their parents in the case of a young child) should be consulted and a risk assessment conducted.

Consider, with the Designated Safeguarding Lead, **the need to report** the matter to Children's Social Care and the Police in respect of each child. If the alleged victim wishes a report to be made to the Police, then this is what should happen. If they express a wish for this not to happen, this should still be considered, in the interests of the alleged perpetrator and other children.

The needs of children and young people who abuse other children should be considered separately from the needs of their victims, and an assessment should be carried out by the statutory agencies in each case. They may also be in need of protection. The perpetrator of abuse should therefore also be referred to the statutory child protection agencies. Children who harm others should be considered as children in need, but should also be held responsible for their actions.

Reporting a Disclosure

If a person is in danger or immediate risk of harm, call **999** for the Police, ambulance or fire services.

All staff and volunteers must report all safeguarding concerns and disclosures to the Designated Safeguarding Lead (DSL) without delay, and in any event within 24 hours.

Helen Davies - Designated Safeguarding Lead (Centre Manager)

Office Tel: **0117 9030366** / Mobile: **07810 533269**

Email: helen@fcdc.org.uk

Out of Hours Emergency: Tel: **07810 533269**

The DSL has Board level oversight for child protection at FCDC and acts as a source of support, advice and expertise to staff and volunteers on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant external agencies. The DSL is required to keep detailed, accurate, secure written records of all concerns raised and external agency referrals. e.g Police and Social Services.

Due to the highly confidential nature of a disclosure regarding a child or young person, staff and volunteers must not update any child/young person's record on FCDC systems relating to disclosures or safeguarding issues as the Designated Safeguarding Lead is responsible for keeping and updating all safeguarding records at FCDC.

In the event that the DSL is unavailable for any reason e.g. she is on annual leave, you should contact and report any safeguarding concerns to FCDC's Designated Safeguarding Trustee:

Neil Curry - Designated Safeguarding Trustee (Chair of the Board of Trustees)

Mobile: **07946 733003** / Email: neil@fcdc.org.uk

If for any reason both the DSL and DST are unavailable, you should report the concern to another FCDC trustee. Contact the office to request the contact details of another trustee. You should also contact another trustee if the allegation, disclosure or concern relates to the Designated Safeguarding Trustee.

FCDC's 'Out of Hours' safeguarding support phone number must be used if a report needs to be made outside of normal working hours (9am – 5pm Monday to Friday).

Our of Hours Telephone No: 07810 533269

The Designated Safeguarding Lead will advise whether information must be shared with another relevant organisation in line with statutory requirements. FCDC staff will seek to gain consent to share information unless there is reason to believe that this would increase risk of harm.

If you suspect that the Designated Safeguarding Lead is responsible for the abuse or you have good reason to believe that they will not respond appropriately, you must report your concerns or the disclosure directly to the Designated Safeguarding Trustee or another member of the Board of Trustees if they are unavailable for any reason.

A list of safeguarding contacts and helplines is available in [Appendix 3](#) of this policy document.

A [Safeguarding Concern/Incident Report Form](#) and [Body Map](#) can be found in [Appendix 2](#).

Failure to adhere appropriately to FCDC's Safeguarding Policies and Procedures will be treated as a very serious matter and may result, in the case of staff, in disciplinary action for gross misconduct or, in the case of contractors, in termination of contract. If you are not working under a contract (for example, you are a volunteer or trustee), a breach of policies and procedures (including falling below the expected standards) may mean that we have to ask you to cease being a volunteer or trustee.

How we manage safeguarding concerns and allegations

All staff and volunteers have a duty to report safeguarding concerns, disclosures and allegations, which will always be taken seriously.

The Designated Safeguarding Lead (DSL) will ask the staff member or volunteer to make a written record of all face to face or telephone conversations regarding the child/young person; what they witnessed, observed or what they were told and the steps that were taken.

This information must be recorded on an FCDC [Safeguarding Concern/Incident Report Form](#) and be marked 'confidential', stating the facts of what was seen, observed or heard. The form should not contain any interpretation or speculation of the events and circumstances. The form should be dated, signed and sent immediately to the Designated Safeguarding Lead using password-protected or encrypted communication.

The DSL will consider all the available information and decide whether any action needs to be taken. Appropriate referrals will be made to external agencies, such as the Local Authority and/or the Police. Referrals to the Local Authority should be made in accordance with the referral threshold as set by the relevant Local Safeguarding Partnership.

A referral to the Local Authority must always be made where there is reasonable cause to suspect that a child has suffered significant harm through abuse or neglect; or is likely to suffer significant harm in the future. A referral should be made even if such an incident has taken place in another country.

Allegations against volunteers or staff (as defined above) should be reported to the Local Authority Designated Officer (LADO).

The Police should be contacted in cases where a crime may have been committed.

If a report is determined to be unsubstantiated, unfounded, false or malicious, the DSL should consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to children's social care may be appropriate.

Children's social care assessments should consider where children are being harmed in contexts outside the home, so it is important that FCDC provides as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and enable a contextual approach to address such harm.

1. How we manage referrals to external agencies

In managing referrals to external agencies, FCDC's Designated Safeguarding Lead will:

- Refer all cases of suspected abuse to the relevant Local Authority children's social care team.
- Refer to the relevant Local Authority Designated Officer (LADO) for child protection concerns (all cases that concern a staff member or volunteer) and following an allegation against an FCDC staff member or volunteer. If because of consulting the LADO, a child protection investigation is undertaken, FCDC staff and volunteer disciplinary procedures will be followed only when these investigations and any resulting actions are completed.
- Make a referral to the Disclosure and Barring Service in cases where a person is dismissed or has left the organisation due to risk/harm to a child and/or to the Police (in cases where a crime may have been committed).
- Liaise with the Designated Safeguarding Lead(s) at any relevant schools, community partner organisations and work collaboratively with them (as appropriate)

In borderline cases, FCDC's DSL should discuss the safeguarding concern with the Local Authority. Following the discussion(s), the DSL will be guided by the Local Authority in terms of whether, in their judgement, a referral should be made or what other next steps should be taken.

The timing of referrals should reflect the level of perceived risk of harm, and be made as soon as reasonably practicable or, if that is not possible, not longer than one working day of identification or disclosure of harm or risk of harm.

In circumstances where the DSL considers that the threshold for reporting to statutory agencies has not been met, the DSL will consider what appropriate steps should be taken to support the child/children or young person/young people involved, to address any poor conduct that has been reported (with reference to FCDC's codes of conduct, disciplinary policies and procedures, as appropriate, in consultation with FCDC's Designated Safeguarding Trustee, and carry out and implement risk assessments, as and when required.

2. How we manage allegations against a member of staff or volunteer

At FCDC, we have a duty of care to our employees and volunteers, and we will ensure that we provide effective support. We will try to deal with the allegation quickly and in a fair and consistent way that provides effective protection for the child/young person and, at the same time, support the person who is the subject of the allegation.

The following definitions will be used when determining the outcome of the allegation:

- Substantiated
- Malicious
- False
- Unsubstantiated
- Unfounded

The individual will be advised to contact their trade union, if they have one, or a colleague for support.

If an allegation is made against a member of staff or volunteer who is working directly with children, young people and families at FCDC, after seeking advice, a course of action will be agreed with the relevant Local Authority's Designated Officer (LADO) (or child protection advisor acting as LADO). The member of staff or volunteer will initially be suspended by FCDC's Designated Safeguarding Lead or Chair, in consultation with the Board of Trustees and pending an investigation.

It is important for all staff and volunteers to understand that any member of staff or volunteer may be subject to this procedure, including senior managers and trustees.

The Disabled Children's Team or the relevant social work team at the Local Authority will be notified and the manager handling the situation will discuss their concerns based on the information recorded.

The parents or carers of the child/young person will be contacted and a meeting held with them to discuss the concerns, and any actions taken. FCDC will also keep them updated on any subsequent actions. However, where a strategy discussion is required, or the Police and/or Social Services need to be involved, the agencies will agree what the parents or carers are told. Parents or carers will also be made aware of the requirements about any allegation to maintain confidentiality.

All these steps will be undertaken in close liaison with the relevant LADO. All decisions and actions will be made in close liaison with FCDC's Chair and with the agreement of the LADO.

Any subsequent investigation action will be conducted in accordance with FCDC Disciplinary Procedures.

LADO contact details for Bristol, South Gloucestershire, Bath and North-East Somerset Local Authorities (the main areas where FCDC operates) can be found in [Appendix 7](#).

Keeping Bristol Safe Partnership's 'Allegations Management Process' for people working with children can be found in [APPENDIX 8](#) of this document.

3. How we manage allegations against a member of a child's family

The safety of children is paramount in all decisions relating to their welfare. If there is an allegation made against a member of the child's family, FCDC's Designated Safeguarding Lead will seek immediate advice from the relevant Local Authority Social Services department as to what to do with the child. For example, It may be necessary for the child to stay within FCDC's service setting after the other children have gone home, until a decision has been made by Social Services, staff should be prepared for this.

The child should not be released into anyone's care until advised by Social Services. This is of particular importance when there is a serious threat to the child's safety and/or the need to protect the child from further abuse and to avoid the child being pressured by family members to not cooperate with an investigation.

It is important to remember:

- that allegations could be made against anyone; staff, volunteers, other children, adult service users, and parents/carers.
- All FCDC processes and systems should operate with the best interests of the child at heart.

4. How we manage allegations against one or more other children (child-on-child abuse)

FCDC has a zero-tolerance approach to all forms of abuse, harassment and bullying, including child-on-child abuse and will challenge and respond appropriately to inappropriate behaviours between peers, which can happen in person or online.

FCDC is committed to never downplaying behaviours between peers, such as dismissing sexual harassment as “just banter”, “having a laugh” or “boys being boys” which can lead to a culture of unacceptable behaviours. This can result in children and young people normalising abuse / harassment and not reporting abuse when they witness or experience it.

Allegations of abuse of whatever kind, including unpleasant initiation rituals or attempts to radicalise by one or one child against another child are taken very seriously.

In addition, FCDC is aware that some children are more vulnerable to child-on-child abuse than others. For example, it is more likely that girls will be the victim of sexual violence and sexual harassment and that these forms of abuse will be perpetrated by boys, and that children with Special Educational Needs or a disability are more likely to be abused by their peers.

Disclosures of child-on-child abuse should be handled appropriately and treated in the same way as any safeguarding disclosure at FCDC.

If there is a disclosure about child-on-child abuse, the safety and welfare of all children involved, whether they are the alleged perpetrator/s, victim/s or other children who have been impacted should be considered.

5. How we manage digital-related concerns

If staff suspect that somebody is, or has been, subjected to harm or abuse through the use of social media or online devices, they must share their concerns with the Designated Safeguarding Lead (DSL). The DSL will also consider the best course of action, including contacting local police by calling 101 or 999 if there is a risk of immediate harm. Each police force has a dedicated unit for online investigations.

If the concern regards sexual abuse of child/ren or grooming of a child online, a referral may also be made to the Child Exploitation and Online Protection Command (CEOP), which is part of the UK’s National Crime Agency (NCA).

Where the DSL cannot find a local police unit, a referral to CEOP must be undertaken. CEOP will make arrangements with the relevant police force. CEOP works nationally and internationally to bring online child sex offenders, including those involved in the production, distribution and viewing of child abuse material to the UK courts. Referrals can be made at www.ceop.police.uk/ceop-reporting/.

The DSL must take advice from the police and/or CEOP regarding delete and take steps to preserve or record evidence of online harm e.g. screenshots, but only if those authorities instruct to do so.

If the threshold for an allegation is not met and the threshold for any safeguarding considerations are not met, our Code of Conduct policy, Complaints policy, Data Protection policy and/or disciplinary procedures, amongst others, will be considered and whichever takes prevalence will be applied as appropriate.

Inappropriate use of social media and/or online technology may breach our safeguarding policies and procedures, data protection policy, safer working practice guidance or codes of conduct which may have, or did put any children or adults at risk.

In certain circumstances breaches may also result in reports to regulatory bodies, relevant Local Authorities and the police.

6. How we manage low-level concerns

FCDC is committed to creating an open and transparent culture in which all safeguarding concerns, including those that do not meet the definition of an allegation, are shared responsibly and with the right person, recorded and dealt with appropriately.

For this reason, we encourage all staff, volunteers, service users and other key stakeholders to share any concerns – no matter how small – about their own or another person’s behaviour with FCDC’s Designated Safeguarding Lead.

The term “low-level” concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold of an allegation.

A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ – that a person involved with the charity may have acted in a way that:

- is inconsistent with an applicable Code of Conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour include, but are not limited to:

- being over friendly with children
- having favourites
- using inappropriate or misjudged language.

Occasionally a trustee or member of staff may find themselves in a situation which could be misinterpreted or might appear compromising to others. Equally, they, for whatever reason, may have behaved in a manner which, on reflection, they consider falls below the standards set out in the Charity’s applicable Code of Conduct. Self-reporting in these circumstances can be positive for a number of reasons, and FCDC personnel are encouraged to self-report on the basis that:

- it is self-protective, in that it enables a potentially difficult issue to be addressed at the earliest opportunity.
- it demonstrates awareness of the expected behavioural standards and self-awareness as to their own actions or how they could be perceived.
- it is an important means of maintaining a culture where everyone aspires to the highest standards of conduct and behaviour.

FCDC’s Designated Safeguarding Lead will respond to reports of low-level concerns in a sensitive and proportionate way – on the one hand maintaining confidence that such concerns when raised will be handled promptly and effectively, whilst on the other hand protecting staff, trustees and other volunteers from any potential false allegations or misunderstandings. Any investigation of low-level concerns will be done discreetly and on a need-to-know basis.

Most low-level concerns by their very nature are likely to be minor. Some will not give rise to any ongoing concern and, accordingly, will not require any further action. Others may be most

appropriately dealt with through management guidance and/or training. In many cases, a low-level concern will simply require a conversation with the individual about whom the concern has been raised.

Some low-level concerns may also raise issues of misconduct or poor performance. The Designated Safeguarding Lead will also consider whether this is the case – by referring to the charity's disciplinary and/or capability procedure and taking advice from the Board of Trustees and/or a specialist HR advice service.

FCDC will retain all records of low-level concerns (including those which are subsequently deemed by the DSL to relate to behaviour which is entirely consistent with the charity's Codes of Conduct) securely (and applying appropriate password-protected and access restrictions) in a central low-level concerns file.

Where multiple low-level concerns have been shared regarding the same individual, these will be kept in chronological order as a running record, and with a timeline alongside. These records will be kept confidential and held securely with access afforded only to a limited number of individuals such as the Designated Safeguarding Lead and Chair.

Where a low-level concern (or group of concerns) has met the threshold for referral to the LADO (i.e. is considered an allegation) and is found to be substantiated, it will be referred to in a reference.

Low-level concerns (or a group of concerns) which have not met the threshold for referral to the LADO which relate only to safeguarding will not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance.

APPENDIX 1

Types of Abuse

The list below is not an exhaustive list of the types of abuse children and young people may experience. Further information on child abuse, neglect and signs of abuse can be found in [APPENDIX 3](#) and on the NSPCC's website: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

<ul style="list-style-type: none">• Physical abuse• Bullying and cyberbullying• Child trafficking and/ or child exploitation• Criminal exploitation and gangs• Domestic abuse• Emotional abuse• Female genital mutilation	<ul style="list-style-type: none">• Grooming• Neglect – all types• Online abuse• Sexual abuse• Radicalisation• Modern slavery• Organisational/Institutional abuse• Mate crime
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Key Definitions

- **Abuse** is defined as a violation of a child's human and civil rights by any other person/s.
- **A child** is defined as anyone who has not yet reached their 18th birthday, including unborn children.
- **A low-level concern** means concerns / allegations about the conduct of a person which do not meet the threshold of an allegation
- **Safeguarding query** means a question or query relating to safeguarding which is not a concern or allegation.
- **Safeguarding concern** is a concern that a child is or may be at risk of being abused or neglected.
- **Safeguarding allegation** means that a person who works with children is said to have:
 - behaved in a way that has harmed a child or may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates that they may pose a harm to children
 - behaved in such a way that indicates that they may not be suitable to work with children. This may include behaviour that happens outside of the work context.

APPENDIX 2

FCDC Safeguarding Role Descriptions

1. Designated Safeguarding Lead (DSL)

The DSL at FCDC has primary responsibility for putting into place procedures to safeguard children and young people, supporting staff/volunteers and where relevant managing concerns about children and young people.

DSL duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment within the sport.
- Playing a lead role in developing and establishing the organisation's approach to safeguarding children/young people and adults at risk, maintaining and reviewing the organisation's implementation plan for safeguarding children/young people and adults at risk in line with current legislation and best practice.
- Coordinating the dissemination of FCDC's safeguarding policies, procedures and resources throughout the organisation.
- Contributing to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding children, young people and adults at risk.
- Advising on the organisation's training needs and the development of its training strategy.
- Writing and sharing reports on and managing cases of poor practice and abuse reported to FCDC.
- Arranging and coordinating safeguarding training for FCDC personnel at an appropriate level to their FCDC role/function.
- Preparing and delivering safeguarding briefings for FCDC staff and volunteers.
- Maintaining appropriate safeguarding recording systems.
- Supporting FCDC's Chair to co-ordinate the case management process.
- Managing liaison with, and referrals to, external agencies. For example: adult social-care services and the Police.
- Creating a central point of contact for internal and external individuals and agencies concerned about the safety of children, young people and adults at risk within the organisation.
- Providing safeguarding advice and support to FCDC personnel.
- Taking a lead role in the recruitment, selection and training of staff, sessional workers, contracted professionals and volunteers.
- Representing the organisation at external meetings related to safeguarding.

Designated Safeguarding Trustee (DST)

1. Role purpose

The purpose of the role is to support The Family Centre Deaf Children (FCDC) to create a safe and welcoming environment, where everyone is respected and valued. It's about making sure FCDC is run in a way that actively prevents harm, harassment, bullying, abuse and neglect; and to ensure that the charity is ready to respond safely and well if there is a problem.

2. Principal responsibilities

The lead trustee for safeguarding takes on the following duties in addition to their wider responsibilities as a trustee.

• **Strategic leadership**

- Consider the organisation's strategic plans and make sure they reflect safeguarding legislation, any regulations specific to our activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with FCDC's Designated Safeguarding Lead regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe.
- Check the organisation's risk register reflects safeguarding risks properly and plans sensible
- measures to take, including relevant insurance for trustees' liability.
- Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.

• **Effective policy and practice**

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Understand the monitoring activity to see whether policies and procedures are effective.
- Call for audits of qualitative and quantitative data (either internal or external) as needed.
- Learn from case reviews locally and nationally, to improve the organisation's policies, procedures
- and practices.
- Oversee safeguarding allegations against staff or volunteers, together with the Senior Leader and Designated Safeguarding Lead.

APPENDIX 3

Signs and Types of Abuse

The following examples cover the types of abuse and what this can look like.

This is predominantly taken from NSPCC guidance 2020 with some additional information from other specialist safeguarding guidance.

<https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

1. Physical abuse

Physical abuse happens when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It is also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FI).

Signs of physical abuse:

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern.

Injuries that are more likely to indicate physical abuse include:

Bruising

- bruises on babies who are not yet crawling or walking
- bruises on the cheeks, ears, palms, arms and feet
- bruises on the back, buttocks, tummy, hips and backs of legs
- multiple bruises in clusters, usually on the upper arms or outer thighs
- bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- large oval-shaped bite marks.

Burns or scalds

- any burns which have a clear shape of an object, for example cigarette burns
- burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times.

If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

2. Neglect

Neglect is persistently failing to meet a child's basic physical and/or psychological needs usually resulting in serious damage to their health and development.

Neglect may involve a parent's or carer's failure to:

- provide adequate food, clothing or shelter
- supervise a child (including leaving them with unsuitable carers) or keep them safe from harm or danger
- make sure the child receives appropriate health and/or dental care
- make sure the child receives a suitable education

- meet the child's basic emotional needs – parents may ignore their children
- when they are distressed or even when they are happy or excited. This is
- known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Signs of neglect

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- children who appear hungry – they may come without lunch money or even try to steal food
- children who appear dirty or smelly and whose clothes are unwashed or inadequate for the weather conditions
- children who are left alone or unsupervised
- children who fail to thrive or who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of Development and level of known disability
- children who live in an unsuitable home environment, for example the house is very dirty and unsafe, perhaps with evidence of substance misuse or violence
- children who have taken on the role of carer for other family members.
- Children who are consistently not collected or and absent family carer when returned to the family home

3. Sexual abuse

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that is what is happening. Child sexual abuse can involve contact abuse and/or non-contact abuse.

Contact abuse happens when the abuser makes physical contact with the child. It includes:

- sexual touching of any part of the body whether the child is wearing clothes or not.
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- encouraging a child to watch or hear sexual acts
- not taking proper measures to prevent a child being exposed to sexual activities by others
- showing pornography to a child
- making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images.

Online sexual abuse includes:

- persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- persuading or forcing a child to take part in sexual activities via a webcam or smartphone

- having sexual conversations with a child by text or online
- meeting a child following online sexual grooming with the intent of abusing them.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped. Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as 'grooming'.

Signs of sexual abuse

There may be physical signs that a child has suffered sexual abuse. These include:

- anal or vaginal soreness or itching
- bruising or bleeding near the genital area
- discomfort when walking or sitting down
- an unusual discharge
- sexually transmitted infections (STI)
- pregnancy
- Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age.

For example:

- they could use sexual language or know things about sex that you wouldn't expect them to
- a child might become sexually active at a young age
- they might be promiscuous

4. Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Signs of child sexual exploitation

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour. Young people who are being sexually exploited may:

- go missing from home, care or education
- be involved in abusive relationships, appearing intimidated and fearful of certain people or situations
- hang out with groups of older people, or anti-social groups, or with other vulnerable peers
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels

- not know where they are, because they have been moved around the country
- be involved in petty crime such as shoplifting
- have access to drugs and alcohol
- have new things such as clothes and mobile phones which they can't or won't explain
- have unexplained physical injuries.

5. Harmful Sexual Behaviour (HSB)

Children and young people who develop harmful sexual behaviour harm themselves and others.

HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- full penetrative sex with other children or adults.

Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than 2 years' difference in age or if one of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them. For example, if the older child is disabled (Rich, 2011).

Signs of harmful sexual behaviour

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates and some may be slightly more or less advanced than other children in their age group. Behaviours which might be concerning depend on the child's age and the situation.

If you're unsure whether a child's sexual behaviour is healthy, Brook provide a helpful, easy-to-use traffic light tool. The traffic light system is used to describe healthy (green) sexual behaviours, potentially unhealthy (amber) sexual behaviours and unhealthy (red) sexual behaviours.

6. Emotional abuse

Emotional abuse is persistent and, over time, it severely damages a child's emotional health and development.

It involves:

- humiliating, putting down or constantly criticising a child
- shouting at or threatening a child or calling them names
- mocking a child
- constantly blaming or scapegoating a child for things which are not their fault
- trying to control a child's life and not recognising their individuality
- not allowing them to have friends or develop socially
- pushing a child too hard or not recognising their limitations
- manipulating a child
- exposing a child to distressing events or interactions such as drug taking,
- heavy drinking or domestic abuse
- persistently ignoring them
- being cold and emotionally unavailable during interactions with a child
- never saying anything kind, positive or encouraging to a child and failing to praise their achievements and successes.

Signs of emotional abuse

There aren't usually any obvious physical signs of emotional abuse but you may spot signs in a child's actions or emotions.

It's important to remember that some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development and level of need.

Babies and pre-school children who are being emotionally abused may:

- be overly-affectionate towards strangers or people they haven't known for very long
- not appear to have a close relationship with their parent, for example when
- being taken to or collected from nursery
- lack confidence or become wary or anxious
- be unable to play
- be aggressive or nasty towards other children and animals.

Older children may:

- use language, act in a way or know about things that you wouldn't expect for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- fear making mistakes
- fear their parent being approached regarding their behaviour
- self-harm.

7. Domestic Abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can also happen between adults who are related to one another. Domestic abuse always has an impact on children.

Domestic abuse can include:

- coercive control such as being told where to go and what to wear or being isolated from friends and family
- physical abuse such as being punched, kicked, cut, or being hit with an object
- emotional abuse such as being constantly undermined, sworn at, intimidated, ridiculed, harassed, or threatened with harm or death
- sexual abuse and rape including within a relationship or being made to have sex with other people
- stalking and harassment such as being repeatedly followed or spied on, being regularly given unwanted gifts or receiving unwanted communication
- economic and financial abuse such as having access to money controlled or withheld or being prevented from earning money
- technology-facilitated abuse such as having messages and emails monitored or deleted, constantly being sent messages or calls, or being tracked via device location

Being exposed to domestic abuse in childhood is child abuse. Children and young people may experience domestic abuse both directly and indirectly.

Children and young people may experience:

- not getting the care and support they need from their parents or carers as a result of the abuse
- hearing the abuse from another room
- seeing someone they care about being injured and/or distressed
- finding damage to their home environment like broken furniture
- being hurt from being caught up in or trying to stop the abuse
- being denied access to parts of their home, such as rooms being locked
- being forced out of or losing their home

Signs of domestic abuse

It can be difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around.

- Children who witness domestic abuse may:
 - become aggressive
 - display anti-social behaviour
 - suffer from depression or anxiety
 - not do as well at school – due to difficulties at home or disruption of moving to and from refuges.

8. Bullying and cyberbullying

(please also refer to FCDC Anti-Bullying and Harassment Policy)

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.

Bullying includes:

- verbal abuse, such as name calling
- non-verbal abuse, such as hand signs or glaring
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices.

Online bullying can also be known as cyberbullying.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Spotting the signs of bullying and cyberbullying

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault. No one sign indicates for certain that a child's being bullied, but you should look out for:

- belongings getting 'lost' or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

Indicators that signal that children are at risk from or are involved with, serious violent crime:

- Unexplained gifts/new possessions
- Increased absence
- Changes in friendships, relationships
- Significant decline in academic performance
- Signs of self-harm / significant change in well-being
- Signs of assault /unexplained injuries

9. Child Trafficking

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011).

Child trafficking can also be organised by individuals and the children's own families.

Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in cases of child trafficking - a child cannot legally consent to their exploitation so child trafficking only requires evidence of movement and exploitation.

Modern slavery is another term which may be used in relation to child trafficking. Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking (HM Government, 2014).

Signs of child trafficking

Signs that a child has been trafficked may not be obvious, but you might notice unusual behaviour or events.

These include a child who:

- spends a lot of time doing household chores
- rarely leaves their house, has no freedom of movement and no time for playing
- is orphaned or living apart from their family, often in unregulated private foster care
- lives in substandard accommodation
- isn't sure which country, city or town they're in
- is unable or reluctant to give details of accommodation or personal details
- might not be registered with a school or a GP practice
- has no documents or has falsified documents
- has no access to their parents or guardians
- is seen in inappropriate places such as brothels or factories
- possesses unaccounted for money or goods
- is permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
- has injuries from workplace accidents
- gives a prepared story which is very similar to stories given by other children.

There are also signs that an adult is involved in child trafficking, such as:

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- travelling with different children who they're not related to or responsible for
- insisting on remaining with and speaking for the child
- living with unrelated or newly arrived children
- abandoning a child or claiming not to know a child they were previously with.

10. Female Genital Mutilation (FGM)

Female genital mutilation is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

The age at which FGM is carried out varies. It may be carried out when a girl is newborn, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It's used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Signs of female genital mutilation

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad

- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- missing school or sessions repeatedly or running away from home.

A girl who has had FGM may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

Reporting requirements

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police (Home Office, 2016).

11. Child on Child Abuse

Child-on-child abuse: children can abuse children (referred to as peer on peer abuse). This is likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between peers (sometimes known as 'teenage relationship abuse');
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- 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;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting, which typically involves taking a picture under a person's clothing without their permission,, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- teenage relationship abuse – defined as a pattern of actual or threatened acts of physical, sexual or emotional abuse, perpetrated against a current or former partner
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

12. Organisational Abuse

Organisation abuse is abuse that happens when professionals (e.g. care workers, doctors and nurses) misuse their role, power and/or trust. For example, they may not act on suspected abuse/crimes; provide poor care or neglect the services they should provide; have a sexual relationship with a patient/client; provide poor, ill-informed, or out-of-date practice; not provide support for a young person to access health care/treatment. Abuse can happen in residential services when groups of users live together, but are incompatible or where there are negative responses to challenging

behaviours. Organisational abuse can also be a result of policies, practice and processes within an organisation

13. Radicalisation

Radicalisation is comparable to other forms of exploitation, such as grooming and child sexual exploitation. The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views, and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Preventing radicalisation

Protecting children from the risk of radicalisation should be seen as wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help and protection. Staff should use their judgement in identifying children who may be at risk of radicalisation and act proportionately, which may include making a referral to the Channel programme.

Prevent

From 1st July 2015, specified authorities, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. The Prevent duty builds on existing local partnership arrangements. Safeguarding arrangements must take into account the policies and procedures of the Local Safeguarding Partnerships. Effective engagement with parents and families should also be considered as they are in a key position to spot signs of radicalisation. The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extreme ideas.

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Channel

FCDC also have a duty to ensure that children are safe from terrorist and extremist material when accessing the internet.

Staff should understand when it is appropriate to make a referral to the Channel programme. This is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools and services to make referrals if they are concerned that an individual might be vulnerable to radicalisation. The engagement with this programme is voluntary and they may be asked to attend a Channel panel to discuss the individual referred to determine whether support is required.

<https://www.gov.uk/government/publications/channel-guidance> for more information.

APPENDIX 4

Key Definitions and Terminology

- **A child:** anyone who has not yet reached their 18th birthday, including unborn children.
- **Safeguarding children:** the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.
- **Child protection** is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
- **Child abuse** happens when a person (adult or child) harms a child. It can be physical, sexual or emotional, but can also involve a lack of love, care and attention. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
- **Abuse:** any act where a person experiences intentional harm caused by an adult or another child. The definition also covers situations where a child experiences harm due to neglect. It is the violation of a person's human and civil rights by any other person/s.
- **A child at risk** is defined as any child that is currently experiencing or may experience neglect, abuse or any form of harm and thus has a need for care or support. The term 'at risk' denotes any situation where action needs to be taken to prevent abuse, harm or neglect from occurring or from continuing to occur.
- **Disclosure** is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act/action. Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.
- **An adult at risk** is defined in England and Wales as an individual aged 18 years and over who:
 - a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
 - b) is experiencing, or at risk of, abuse or neglect, AND;
 - c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect
- **Contextual safeguarding:** the process of understanding and responding to children's experiences of harm, abuse or neglect outside the family environment, including at school, online, within their immediate neighbourhoods or during extra-curricular activities.
- **A low-level concern** means concerns / allegations about the conduct of a person which do not meet the threshold of an allegation
- **A safeguarding query** means a question or query relating to safeguarding which is not a concern or allegation.
- **A safeguarding concern** is a concern that a child is or may be at risk of being abused or neglected.
- **A safeguarding allegation** means that a person who works with children is said to have:
 - behaved in a way that has harmed a child or may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates that they may pose a harm to children
 - behaved in such a way that indicates that they may not be suitable to work with children. This may include behaviour that happens outside of the work context.

APPENDIX 5

Child Protection Legislation in England

The Department for Education (DfE) is responsible for child protection in England. It sets out policy, legislation and statutory guidance on how the child protection system should work.

This legislation provides the framework for safeguarding and child protection in England. It makes clear the expectations and requirements around duties of care to children and creates accountability for these.

1.1 Who is responsible for safeguarding and child protection?

Local safeguarding statutory partners are responsible for child protection policy, procedure and guidance at a local level:

- the local authority (council)
- the Integrated Care Board (ICB, previously clinical commissioning group or 'CCG')
- the police.

Working together with other relevant agencies, these partner agencies must co-ordinate and ensure the effectiveness of work to protect and promote the welfare of children, including making arrangements to identify and support children at risk of harm

1.2 What legislation relates to safeguarding children?

There are four major pieces of legislation regarding safeguarding in the UK:

The Children Act 1989 – This act enshrines in law the concept that the safety of children is paramount. It details safeguarding frameworks for social workers, courts and local authorities. This act was amended by the [Children Act 2004](#), which encourages a more child-centric, integrated approach.

The Care Act 2014 – This is the main legislation related to safeguarding in the UK. Although aimed at vulnerable adults, the principles contained in this Act can also be applied to children

The Children and Social Work Act 2017 – This act enhances the regulations laid down by the Children Act 1989 and provides guidelines for improved support for children in care.

The Safeguarding Vulnerable Groups Act 2006 – This act deals with the vetting process related to employing people who will deal with children or vulnerable adults. Its aim is to prevent unsuitable people from being placed in positions where they could cause harm to children or vulnerable adults.

Other relevant legislation relating to safeguarding includes (but not limited to):

[The Health and Social Care Act 2012](#)

[Domestic Abuse Act 2021](#)

[The Mental Capacity Act 2005](#)

[The Equality Act 2010](#)

[The Human Rights Act 1998](#)

[Keeping Children Safe in Education 2020](#)

APPENDIX 6

FCDC Safeguarding Concern / Incident Report Form

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid, if relevant. Once completed, it must be submitted to the Designated Safeguarding Lead in accordance with FCDC's safeguarding policy and procedures.

**REFERENCE
NUMBER**

Name and job title / volunteer role of person completing this form:

FCDC Service/Activity:

Date form completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parent(s)/carer(s) details:

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of Reportee:

Are you reporting your own concerns or responding to concerns raised by someone else? (Please tick)	Reporting my own concerns	
	Responding to someone else's concerns	
If responding to someone else's concerns, please provide their details below:		

Name:
Relationship to child, young person or adult at risk:
Email address:
Contact number:

Incident Details:

Date/ Time:	Group/activity/event name (if applicable):
Location of incident:	
Description of the incident or concern: (continue on separate sheet if necessary & include reference number): <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)</i>	
Details of any previous concerns, incidents or relevant safeguarding records:	
Child, young person or adult at risk account of the incident or concern: <i>(use their own words)</i>	

Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*

Details of any witnesses:

Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
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Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
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Outcome of incident & immediate actions taken: (tick box where relevant)

<ul style="list-style-type: none"> • Ambulance required? Y/N • Name of hospital / medical facility attended if applicable: <p style="margin-left: 40px;">Police/fire/rescue services attended? Y/N</p> <p>Notes:</p>	First aid treatment provided: and by whom	Medication given:
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Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?
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Signed By Author:	Name:	Date:
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Reporting to the Designated Safeguarding Lead (DSL) section: (to be completed by DSL)

Date & time DSL notified of incident/concern:

Date & time this form passed on to DSL (if different from above):

DSL comments: *(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):*

External agency referral: (tick box where relevant)

<u>Social Services notified</u>	<u>LADO notified</u>	<u>Other referral made</u>
Date & time of referral:	Date & time of referral:	Agency:
Name of contact person:	Name of contact person:	Date & time of referral:
Contact number / email:	Contact number / email:	Name of contact person:
Agreed action or advice given:	Agreed action or advice given:	Contact number / email:
		Agreed action or advice given:

Signed By DSL:	Name:	Date:
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For Office Use Only:

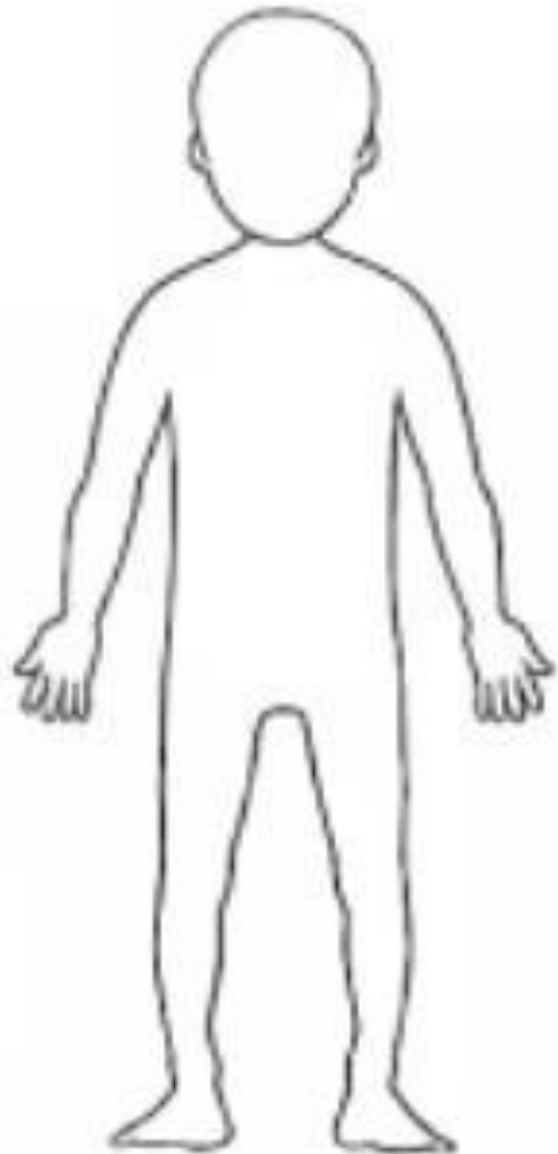
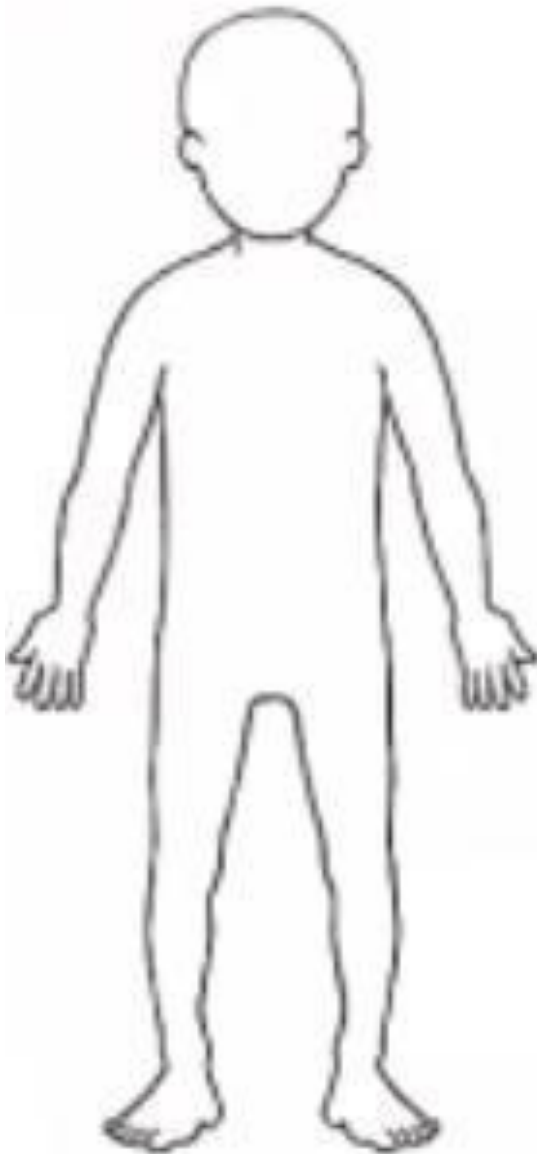
Follow-up action required:		
Action:	Due date:	Who is responsible?

Safeguarding Concern/Incident Report: Body Map

If applicable, please indicate on the diagrams below any physical injuries/ signs of abuse

FRONT

BACK



Safeguarding Contacts and Helplines

IF A PERSON IS IN IMMEDIATE DANGER, CONTACT THE EMERGENCY SERVICES

Organisation	Phone Number	Available
Police	999	24 hours
999 BSL (app)	999	24 hours
Typetalk emergency number	18000	24 hours

If you are deaf, you can contact emergency services using the **999 British Sign Language application**, which you can download from *Google Play* and *the Apple Store*.

Once the app is open, click on the **red button** and you will be connected with a BSL interpreter.

The Family Centre (Deaf Children): Safeguarding Contacts

Role	Person designated	When to contact	Contact details
Designated Safeguarding Lead (DSL)	Helen Davies (Centre Manager)	Contact Helen immediately with any safeguarding concerns or allegations. You can also contact Helen if you have any questions about safeguarding in general and our policies, procedures, guidance and practice.	Email: helen@fcdc.org.uk Tel: 0117 9030366 (Office hours: Mon-Fri 9.30am - 3.30pm) Mobile: 07810 533269 (Out of office hours)
If Helen Davies cannot be reached, please contact the Chair of the Charity who is the Designated Safeguarding Trustee.			
Safeguarding Trustee	Neil Curry (Chair)	Contact Neil with any safeguarding concerns or issues, if you cannot reach Helen or if you have a concern or allegation about the DSL/Centre Manager.	Email: neil@fcdc.org.uk Mobile: 07946 733003

If you are unable to contact Helen or Neil for any reason, please contact FCDC offices and a member of staff will provide you with the contact details of another trustee at FCDC who can help with safeguarding queries, concerns, disclosures and incident reporting.

FCDC Office Telephone No: **0117 9030366** / Email: info@fcdc.org.uk

CEOP, Local Authority Contacts by Area and Helplines

<p>Child Exploitation and Online Protection Command (CEOP)</p>	<p>If the concern regards sexual abuse of child/ren or grooming of a child online, a referral may be made to CEOP, which is part of the UK's National Crime Agency (NCA). CEOP works nationally and internationally to bring online child sex offenders, including those involved in the production, distribution and viewing of child abuse material to the UK courts.</p> <p>Referrals can be made at www.ceop.police.uk/ceop-reporting/</p>
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In non-emergency cases, use the local contact details below. Ideally you should contact the area in which the child is resident in the first instance.

<p>Bristol</p>	<p>If you're concerned that a child (under 18 years old) in Bristol is at risk of being abused or neglected, contact the First Response Team on 0117 903 6444 during office hours or submit a safeguarding referral through their online form.</p> <p>https://www.bristol.gov.uk/residents/social-care-and-health/children-and-families/concerns-about-a-child/first-response-for-professionals-working-with-children</p> <p>.....</p> <p>Local Authority Designated Officer (LADO)</p> <p>The LADO is the point of contact if there is an allegation about an adult who works or volunteers with children in the Bristol area.</p> <p>Tel: 0117 903 7795 / Email: LADO@bristol.gov.uk</p> <p>Complete the LADO referral form within one working day of becoming aware of the allegation.</p> <p>The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.</p>
<p>South Gloucestershire</p>	<p>If you're concerned that a child (under 18 years old) in South Gloucestershire is at risk of being abused or neglected, contact:</p> <p>Tel: 01454 866000 - Monday to Friday Tel: 01454 615165 - Out of hours/Weekends</p> <p>https://sites.southglos.gov.uk/safeguarding/#report</p> <p>.....</p> <p>Local Authority Designated Officer (LADO): Tina Wilson</p> <p>The LADO is the point of contact if there is an allegation about an adult who works or volunteers with children in the South Gloucestershire area.</p> <p>Tel: 01454 868508 / Email: LADO@southglos.gov.uk</p> <p>https://sites.southglos.gov.uk/safeguarding/children/i-am-a-professional/allegations-management/</p>

Bath & North-East Somerset	<p>If you think a child is in immediate danger, call the Emergency Duty Team: 01454 61 51 65. Report all other concerns on their online form:</p> <p>https://www.bathnes.gov.uk/webforms/concerned-about-a-child-or-family/</p> <p>.....</p> <p>Local Authority Designated Officer (LADO): Victoria Harlin</p> <p>The LADO is the point of contact if there is an allegation about an adult who works or volunteers with children in the Bath and North-East Somerset area.</p> <p>Tel: 01225 396810 / Email: LADO@bathnes.gov.uk</p> <p>https://thehub.bathnes.gov.uk/Article/118095</p>
Useful Helplines	
Childline	<p>Childline is the UK's free, confidential helpline for children and young people. They offer advice and support, by phone and online, 24 hours a day. Whenever and wherever you need them, they'll be there.</p> <p>Call: 0800 1111.</p> <p>https://www.childline.org.uk/</p>
NSPCC Helpline	<p>Whether you want to report child abuse and neglect, or are worried about a child and not sure what to do, they can give you advice.</p> <p>Call: 0808 800 5000 (Mon-Fri /10am - 4pm)</p> <p>https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/nspcc-helpline/</p>
School Bullying Helpline	<p>Helpline: 0300 323 0169 (Mon-Fri 9am- 5pm) and (Sat 10am - 12pm)</p> <p>www.nationalbullyinghelpline.co.uk</p>
The Antibullying Alliance	<p>https://anti-bullyingalliance.org.uk/tools-information/advice-and-support/if-youre-being-bullied/find-help-and-support</p>
EACH	<p>Freephone helpline for children experiencing homophobic, biphobic or transphobic bullying or harassment.</p> <p>Call: 0808 1000 143. (Monday to Friday 10am-5pm.)</p> <p>https://each.education/homophobic-transphobic-helpline</p>

GALOP	<p>Helpline for LGBT+ people experiencing abuse and violence</p> <p>https://galop.org.uk/</p> <p>Call: 0800 999 5428</p>
REFUGE	<p>National Domestic Abuse Helpline</p> <p>Help women and their children fleeing an abuser.</p> <p>Call: 0808 2000 247 (24-hour Helpline, 7 days a week)</p> <p>https://refuge.org.uk/</p> <p>https://www.nationaldahelpline.org.uk/</p>
Mankind	<p>Helpline for male victims of domestic abuse</p> <p>Call: 0808 800 1170</p> <p>https://www.nationaldahelpline.org.uk/</p>
Victim Support	<p>Support Line: 08 08 16 89 111.</p> <p>They offer support to young people affected by crime. Their Children and Young People's Service also deals with cases of bullying; offering advice and working with professionals to ensure young people get the support they need.</p> <p>https://www.victimsupport.org.uk/more-us/why-choose-us/specialist-services/children-and-young-people/</p>



ALLEGATIONS MANAGEMENT PROCESS

Concern about a member of staff or a volunteer working with children

If a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern may amount to:

- a) behaved or may have behaved in a way that has harmed a child, or may have harmed a child
- b) committed or may have committed a criminal offence against or related to a child
- c) behaved or may have behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- d) behaved or may have behaved in a way that indicates they may not be suitable to work with children

Report the concerns

Report the concern to the Designated Safeguarding Lead or most senior person not implicated in the allegation.

Completion of written record

Complete a written record of the nature and circumstances surrounding the concern, including any previous concerns. Include where the concern came from and give brief details only.

Seek advice before proceeding – Initial Discussion

Always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a police or social care investigation

Contact/Referrals

Local Authority Designated Officer (LADO)

Tel: 0117 903 7795 – Email: LADO@bristol.gov.uk

Complete the [LADO referral form](#) **within one working day** of becoming aware of the allegation

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues

Allegations Management Process

If, after your Initial Discussion with the LADO, it is agreed that the allegation meets the criteria, a multi-agency meeting may be convened and you will be invited. This might result in a criminal investigation, a social care investigation and/or an investigation to inform whether disciplinary action is required.

If it is agreed that the allegation does not meet the criteria, the LADO will record the Initial Discussion. Any further action will be taken within your setting if necessary.

Further action

Further meetings might be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management process can be found in the government document [Working Together to Safeguard Children 2018](#) and the [South West Child Protection Procedures](#)

More information about the '**Keeping Bristol Safe Partnership**' can be found on their website:

<https://bristolsafeguarding.org/>
