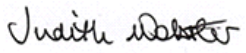




## MUSIC FOR YOUTH SAFEGUARDING POLICY & PROCEDURES

Author	Head of Operations
Purpose	This policy and procedures sets out how Music for Youth implements safeguarding for children and young people with whom we come into contact during our work.
Approval	Judith Webster, Chief Executive, Music for Youth 
Application	This policy and procedures is applicable to all that come into contact with Music for Youth through the course of our work.
Version	2.0
Effective	December 2020
Revision	December 2021

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## 1. POLICY STATEMENT

### 1.1 Our commitment

Music for Youth (MFY) is committed to safeguarding and promoting the welfare of children and we expect everyone working with, and for, MFY to share this commitment. We recognise that MFY has a responsibility for the safety of children and young people involved in all of our activity and that good safeguarding policy and procedures are of benefit to everyone involved in MFY's work.

### 1.2 Who the policy applies to

This policy applies to all staff including the CEO, the board of trustees, employed staff, freelance staff, temporary staff, Music Mentors, workshop leaders, presenters, artists, musicians, volunteers, partner organisations, contractors and third parties working on behalf of MFY.

### 1.3 Definition of a child

A child is anyone who has not yet reached their 18th birthday. In this document 'children' is taken to include young people up to 18. The fact that a young person has reached the age of 16, is living independently or is in further education does not change his/her entitlement to protection. This policy applies to children and young people aged under 18. (Children's Act 1989).

Commented [BS1]:

### 1.4 Nations

This policy is England focused but MFY also offers services across Wales, Northern Ireland (NI) Scotland and this policy therefore offers an overarching framework for these nations however it should be used alongside any relevant local safeguarding guidance and legislation.

### 1.5 The purpose of this policy

- To ensure all staff are clear about how to identify and respond to safeguarding concerns about children, especially those that are of a child protection nature
- To ensure all staff have a clear understanding of the principles and practice involved in the safeguarding and protection of children
- To ensure all staff understand the importance of prevention in responding proactively and efficiently to all concerns
- To provide information for groups and young people participating in MFY events on the responsibilities of, and approach taken by, MFY in the safeguarding and protection of children
- To ensure participating groups, young people, staff and volunteers understand that if abuse is disclosed this information cannot remain confidential and that MFY will report it to the appropriate authority
- **To ensure that all staff understand there will be consequences to breaches of MFY's Safeguarding Policy and Procedures, that will be either legal, disciplinary or other depending on what the breaches are.**

Commented [BS2]: You need to identify what the consequences of the breaches be? i.e. legal, disciplinary or other depending on what the breaches are

Music for Youth recognises that;

- The welfare of the child/young person is paramount
- We work with a diverse range of children and young people aged between 4 and 21, and we are inclusive of all children and young people regardless of age, disability, sex, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

Please note that this policy applies for children up to the age of 18. For working with vulnerable adults please see our separate policy.

**1.6 MFY policy recognises that:**

- All staff working on behalf of MFY accept that the welfare of children who come into contact with MFY in connection with its tasks and functions is paramount, and that they will report any concerns about a child or somebody else's behaviour using the procedures outlined in this document
- There is a Designated Safeguarding Lead (DSL) within MFY who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear
- The DSL knows how to make appropriate referrals to statutory child protection agencies
- All MFY staff and volunteers should adhere to the MFY Code of Safe Conduct at section 5 in relation to children
- Information relating to any allegation or disclosure will be clearly recorded as soon as possible and there is a procedure setting out who should record information and the time-scales for passing it on
- Legislation states that the 'welfare of the child is paramount'. This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
- MFY's policy on duty of care to children will be referred to or included in recruitment, training and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.
- A culture of mutual respect between children and those who represent MFY in all its activities will be encouraged, with adults modelling good practice in this context.
- All staff roles will be evaluated and applicants vetted appropriately for the role as per our Safer Recruitment policy.
- It is part of MFY's acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of MFY will be supported when they report their concerns in good faith.

### 1.7 MFY activity and scope of safeguarding

If you are concerned about a child during any activities or events as outlined in this document, for a quick reference guide please refer to Appendix 1.

**Commented [BS3]:** During any activities or events as outlined in this document, for a quick reference guide

#### Partnerships

Music for Youth works on a partnership model, with partner organisations delivering some events on behalf of Music for Youth, in these instances we expect partner organisations to adhere to their Safeguarding Policy and Procedures in the first instance, which must be up-to-date, as agreed in their partnership agreements. If there is a concern please also consult with MFY's Designated Safeguarding Lead (DSL).

**Commented [BS4]:** Write DSL out in full if your using it for the first time

#### Group Leader's responsibilities

Where events are delivered by MFY, participating music groups will be informed that they must be accompanied by an adult group leader. A group leader is the adult that has been designated with overall responsibility for the group and is accompanying them to the event on the day. For example, this could be a teacher from the school, a conductor of a music ensemble, the leader of a band, a member of music service staff, a member of the education department in a venue, a parent or the administrator of a community group. We expect the group leader to follow the Safeguarding Policy and Procedures of their school/organisation in the first instance. If there is a concern please also consult with MFY's DSL.

#### MFY activities

For the majority of MFY events, music groups will be informed that they must be accompanied by an adult group leader\* and other adult helpers, who have responsibility for the group at all times. MFY provides no pastoral care at any time. MFY activity includes, but is not limited to, performances, panels and workshops;

Activity	Produced by	Location	Description
<b>Annual Programme</b> <b>Regional Festivals</b>	MFY and partners on behalf of MFY	Nationwide	Regional Festivals are open access, day-long festivals welcoming groups of all ages (4-21), abilities and musical styles to perform.
<b>National Festival</b>	MFY	Birmingham	Multi-day festival at multiple venues featuring performances, workshops and educational activity for young people from across the UK.
<b>MFY Proms</b>	MFY	London	Showcase performances.
<b>Primary Proms</b>	MFY	Nationwide	Educational and inspirational concerts featuring young people as performers for primary school audiences across the UK.

<b>Special Projects: MFY Invites, MFY Connects, Frequencies etc.</b>	MFY and partner organisations	Nationwide	Performance, workshop and panel opportunities for MFY participants.
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Please refer to individual event risk assessments for further information. If there is a concern, follow procedure in Appendix 1.

The below policies are linked to think Safeguarding Policy and Procedures and should be used in the first instance and where appropriate use the procedures in section 4 and 6 of this document.

- Missing or Lost Children policy
- Safeguarding Online policy
- Recorded Media Consent policy
- Anti-bullying policy
- Safer recruitment policy
- Disciplinary policy

**2. DEFINING SAFEGUARDING AND CHILD PROTECTION, LEGISLATION AND ABUSE**

**2.1 Definitions of safeguarding and child protection**

Safeguarding and promoting the welfare of children is defined as Working Together to Safeguard Children 2018;

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

*NB: In Scotland, the term ‘Child Protection’ is use in lieu of ‘Safeguarding’ (as per England, Wales and Northern Ireland). In Scotland, a child legally becomes an adult when they turn 16, but statutory guidance which supports the Children and Young People (Scotland) Act 2014 includes all children and young people up to the age of 18. Where concerns are raised about a 16 or 17-year-old, agencies may need to refer to the Adult Support and Protection (Scotland) Act 2007, depending on the situation of the young person at risk. [Please see here.](#)*

Child protection is a part of safeguarding and promoting welfare and refers to the activity that is undertaken to protect specific children who are suffering, or likely to suffer, significant harm. In terms of **protecting** those children where concerns or risks have been identified we expect our staff, volunteers and DSL’s to adhere to MFY policies, procedures and practices that;

- Take all suspicions and/or allegations of abuse or risk to children seriously, and respond **swiftly** and appropriately through the provision of child protection procedures

**Commented [BS5]:** Where your referring to other documents or appendices I would highlight these for easy reference

**Commented [BS6]:** What about disciplinary, volunteer’s policy etc.? what about the process for safeguarding, e.g. is this within the missing children policy and if not, you need to safe they use missing children for missing children in the first instance but then refer to this policy section ??? and follow further procedures

**Commented [BS7]:** Also, Scotland don’t use the term safeguarding only child protection so I would indicate this. You could do this in the policy statement when you talk about nations

**Commented [BS8]:** Are these roles DSL or staff? Just clarifying this

- Support the timely sharing of information, with relevant authorities, when there are concerns about a child's welfare
- Contribute to effective partnership working between all those involved in providing services for children

In terms of **safeguarding** children, we expect our staff and volunteers to adhere to the principles and practices as outlined above at 1.7.

## 2.2 Legislation

The following list of legislation and guidance underpins MFY's safeguarding policy and procedures:

- Working Together to Safeguard Children & HM Government (2018)
- Children Act 1989 and 2004
- UN Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- What to do if you are Worried a Child may be being Abused HM Government (2015)
- Sexual Offences Act 2003
- Charity Commission Guidance; The Essential Trustee 2015
- Keeping Children Safe in Education (KCSIE) 2018

For more information follow link below: [www.nspcc.org.uk/preventing-abuse/child-protection-system](http://www.nspcc.org.uk/preventing-abuse/child-protection-system)

*Please also see Appendix 10 of this document for information on guidance and legislation for Wales, Northern Ireland and Scotland. For additional information see links below:*

- [Wales](#)
- [Northern Ireland](#)
- [Scotland](#)

## 2.3 Definitions of abuse

**All types of abuse as defined in this section should be reported as per section 4.**

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention i.e. neglect.

There are four categories of harm although often children may suffer more than one type of harm.

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

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

Sexual abuse is not solely perpetrated by any one group within society. People of any gender can commit acts of sexual abuse, as can other children.

*Child sexual exploitation* is a form of child sexual abuse.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

**Non-recent abuse (also known as historical abuse)** is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years or over, relating to an incident which took place when the alleged victim was under 18 years old.

**Disabled children** or with additional health needs are a particularly vulnerable group as signs of abuse and neglect may be masked or misinterpreted as being due to underlying impairments. Disabled young people are three times more likely than non-disabled children to experience abuse.

Statutory guidance, Working Together to Safeguard Children 2018, also lists the following areas of abuse:

- Domestic abuse
- Online abuse
- Child sexual exploitation
- Harmful sexual behaviour
- Bullying and cyberbullying
- Child trafficking
- Female genital mutilation

See Appendix 7 for full definitions of abuse and Appendix 8 for types and indicators of child abuse and neglect.



### 3. SAFEGUARDING GOVERNANCE AND ROLES & RESPONSIBILITIES

The Safeguarding governance structure at MFY is as follows;



More details of each of the safeguarding roles and responsibilities described above can be found in Appendix 5 as can contact details for DSL's in Appendix 6.

MFY has two Designated Safeguarding Lead(s) (DSL) who are responsible for dealing with any concerns about the protection of children and to support staff who report these concerns. These are;

- Chief Executive, Strategic DSL
- Head of Programmes, Operational & Strategic DSL

Who to contact to raise your concerns with:

- In the first instance report all concerns to Operational & Strategic DSL
- If the concern is regarding Operational & Strategic DSL, contact Chief Executive, Strategic DSL
- If Operational DSL unavailable, contact Strategic DSL
- If the concern is regarding Strategic DSL, contact Safeguarding Champion trustee
- If the concern is regarding trustees including Safeguarding Champion contact either Operational DSL or Strategic DSL

In addition, the Senior Management Team, of which the Chief Executive and Head of Programmes are part, has strategic responsibility to:

- Support staff/volunteers after they have shared their concerns about a child
- Communicate to staff any changes in policy and procedures
- Evaluate the effectiveness of safeguarding within the organisation
- Review, update and develop MFY's policy and procedures on safeguarding in consultation with the NSPCC

- Promote the importance of safeguarding across the organisation
- Manage complaints about poor practice of either staff or **volunteers**
- Make decisions about appointing someone who has a criminal record
- Ensure that the organisation meets the requirements of its insurers regarding its safeguarding responsibilities

**Commented [BS9]:** You need a small section on poor practice under managing allegations and support for staff

All staff and others covered by this policy have a responsibility for identifying, responding and reporting all safeguarding concerns to the DSL and:

1. To be familiar with MFY safeguarding policy and procedures
2. Take action (within the same working day) when a concern arises
3. Report the concern immediately to the DSL who will determine the next steps to take
4. To record concerns and actions taken (or to pass to DSL to record) see Safeguarding Concern Form, Appendix 3.

#### 4. PROCEDURES – WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

*For all concerns relating to children please refer for Flowchart – Concerns About a Child in Appendix 1.*

##### 4.1 Procedures for reporting concerns in an emergency

In an emergency call 999 and request the police/medical as appropriate and then follow procedure in Appendix 1.

##### 4.2 Procedure for reporting concerns in a non-emergency

If you have seen/heard something that concerns you, but a child has not disclosed to you please record this as per Safeguarding Concern Form – Appendix 3. If you do not have this to hand you should:

1. Write an account of your concerns.
2. Put the date and timings on it
3. Mention anyone else who was present. Then sign it and hand your record in to your Designated Safeguarding Lead, who will decide what action to take next. (See Safeguarding Concern Form, Appendix 3).
4. If a child has not disclosed to you, do not approach the child and ask questions of them or anyone else involved in the situation.

**Commented [BS10]:** Are the procedures not the same for this and 4.3?

**Commented [LC11R10]:** They are separate as it's differentiating between a child disclosing, and something someone sees as a concern.

##### 4.3 Procedure if a child discloses to you:

1. Write an account of the conversation immediately. Put the date and timings on it and mention anyone else who was present. Then sign it and hand your record in to your Designated Safeguarding Lead, who should contact the Children's Social Care Department.
2. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Safeguarding Lead in the organisation.

3. Keep the discussion confidential, following the procedure for reporting concerns (4.2), aside from this do not discuss with others.
4. Any subsequent events/incidents where you or MFY are involved affecting the child need to be recorded.

**If a child discloses abuse, remember that this may be the beginning of a legal process, as well as of a process of recovery for the child. Legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.**

#### **4.4 Information sharing and confidentiality**

***Staff should always consult with the DSL unless the DSL is the person of concern, then it should be referred to the Strategic DSL as per section 3.*** For further information on record keeping and retention please refer to section 7 or see government advice on 'Information Sharing: Advice for Practitioners 2018' [here](#).

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

If a child discloses non-recent abuse (also known as historic abuse), please adhere to the procedure as outlined above in this section (4.3).

**Commented [BS12]:** Add a link to sharing info document here. There are 7 golden rules that you can list here from the document and link [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

#### 4.5 Advice on how to respond to a disclosure

- Respond in a calm manner
- Rather than directly questioning the child, just **listen** and be supportive. Do not investigate, e.g. ask to see other bruises.
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than s/he wishes.
- Do not promise to keep secrets. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – but only those who need to know about it.
- Reassure the child that they have done the right thing in telling you
- Tell the child what you will do next

#### 4.6 Barriers to disclosure

Some children and young people are reluctant to seek help because they feel they don't have anyone to turn to for support.

They may have sought help in the past and had a negative experience, which makes them unlikely to do so again. They may also:

- feel that they will not be taken seriously
- feel too embarrassed to talk to an adult about a private or personal problem
- worry about confidentiality
- lack trust in the people around them (including parents) and in the services provided to help them
- fear the consequences of asking for help
- worry they will be causing trouble and making the situation worse
- find formal procedures overwhelming

#### 4.7 Concerns

Any concerns you might have may not always be of the same nature, and may not require the same course of action. In practical terms, concerns are likely to arise in a number of ways:

- **Day to day concerns:** these are concerns that will arise as part of the child's day to day activities and are not concerns to do with safeguarding or child protection. On the whole these concerns will be dealt with immediately by the responsible adult that is the group leader as part of their relationship and engagement with that child and they may require the assistance of MFY staff, or for specific MFY projects working with individual children that do not involve group leaders, these concerns will on the whole be dealt with immediately by MFY staff.

- **Safeguarding concerns:** these concerns will go beyond those that are dealt with as above and will usually indicate a member of staff or volunteer's concern about a child's vulnerability, where it is felt that vulnerability needs further assessment and possible action.
- **Child protection concerns:** these will arise when staff or volunteers are worried or have evidence that a child has been harmed or is likely to be harmed or where a child makes a disclosure.

All staff have a responsibility to ensure concerns about children, no matter how unclear, are passed on and assessed. **MFY staff should not undertake any investigations. The responsibility of MFY staff is to be vigilant, record and report only.**

The source of your concern is most likely to stem from either;

- The conduct of a member of the public or a staff member
- A child 'disclosing' abuse
- Bruising or evidence of physical hurt; which may be accompanied by
- Your observations of how the child is behaving, either by themselves or with others
- Signs and symptoms displayed by the child
- Information passed to you by someone else

Concerns about a specific child or concerns should be reported by MFY staff and volunteers immediately to the MFY DSL following the process as laid out in section 4.1 and 4.2.

If at a Regional Festival where no member of full time MFY staff is present and neither of the MFY DSL's are present then the reporting process of partner organisation where the festival is held should be followed and reported to the MFY DSL by telephone at the appropriate point **following the flowchart, process and procedure in Appendix 1. Please also refer to section 8 on our policy and procedures on what we require and expect when working with contractors, partners and third party hirers.**

**Commented [BS13]:** Can you add here about the section on partners/third parties and ask them to refer to their expectations in this section

At other events such as MFY Invites or small projects where no member of full time MFY staff is present and the MFY DSL is not present then the reporting process of the partner organisation or venue should be followed and reported to the MFY DSL by telephone at the appropriate **point following the flowchart in Appendix 1.**

## 5. CODE OF SAFE CONDUCT

### Guidelines for staff and volunteers

Within MFY's acknowledgement that it has a responsibility for the safety of children involved in all of its activity and that the welfare of the child/young person is paramount, it expects all its staff and volunteers to adhere to safe conduct. Safe conduct includes valuing and respecting children as individuals.

Your attention is drawn to the position of trust you hold in working with children and the power and influence you hold. MFY expects this responsibility to be at the forefront of the minds of all staff and volunteers to ensure that these positions of trust are never abused.

**Any breaches will result in appropriate action which may be legal, disciplinary or other as per MFY Disciplinary and/or Grievance Policy as appropriate.**

**MFY expects that all staff will be aware of this Code of Safe Conduct and adhere to its principles of good practice in their approach to all children.**

#### **DO's**

- Wherever possible ensure that there is more than one adult present during activities with children and young people and avoid spending time with young people unobserved
- Where absolutely necessary invite the young person to bring a friend, move into view of others or leave the door open
- Staff and volunteers should watch out for each other. Are colleagues being drawn into situations that could be misinterpreted? How colleagues' view each other's practice will be how outsiders will view it, including parents
- Give guidance and support to inexperienced helpers
- Be aware of any physical contact with a young person. Where necessary, for example when there has been an accident and you are the on duty first aider, ensure that you are treating the person for the injury. Do not continue with any additional contact wherever it is unnecessary.
- Treat young people with respect
- Do wear identification badges and t-shirts as supplied to you by MFY, or as supplied by the partner organisation / venue.

#### **DO NOT**

- Do not have, or be perceived to have, favourites
- Do not bully, shout or use discriminatory (e.g. racist, sexist, homophobic, transphobic, ableist, sectarianism etc.), offensive (e.g. humiliating, personal comments about appearance, sarcastic, inappropriate etc.), violent or inappropriate behaviour or language at any time
- Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted
- Do not give lifts to young people
- Do not take young people to your home
- Do not use physical punishments or any action that involves locking up a child
- Do not arrange meetings outside working hours
- Do not develop social or sexual relationships with young people that participate in the MFY Season. If you come into contact with a participant in a social setting, try and move away, if this is not possible try and maintain a professional distance. Pay attention to your own behaviour in such a setting.
- Do not buy goods from or use the services of MFY participants or their friends

**Commented [BS14]:** Action, this may be legal, disciplinary or other.

Also, what are your expectations outside of work hours for staff? Do you need to highlight this as the Oxfam case was misconduct outside of work?

**Commented [BS15]:** I would put this at the top before do's and don'ts'

- Do not accept any money or gifts from MFY participants. Tell young people of MFY’s policy and ensure the participant does not feel offended. If they just wish to make a charitable donation, inform them of MFY’s online fundraising pages.
- Do not give money or gifts to MFY participants. If in a situation where a participant is stranded with no money to get home, discuss the situation with the participants’ parents. Where there is no other alternative than to give the participant money to cover travel costs such as train fare, ensure that other members of MFY staff are aware of this and make a written record of conversations leading to this decision.
- Do not borrow money from MFY participants
- Do not store photos or recordings of young people on your personal devices

## 6. PROCEDURES – ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

Refer to Appendix 2 Flowchart – Allegations Against Staff and Volunteers.

**If there are any breaches of this policy and procedures we will take appropriate action, legal, disciplinary or other as per MFY’s Disciplinary Policy.**

The section below outlines a best practice approach as outlined in [Keeping Children Safe in Education 2020](#).

The aim of this section is to manage allegations/concerns that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a member of staff, or volunteer, has;

- 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; or\*
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.\*

There are three possible courses of action that might follow the initial consideration and none, one or a combination of these may be necessary:

- Disciplinary action (as per MFY’s Disciplinary Policy) which may include disciplinary procedures, internal or external investigation, warnings, suspension or dismissal
- Police investigation
- Referral to a list of persons considered unsuitable to work with children (Disclosure and Barring Service and the Charity Commission) by the DSL

Allegations/concerns may be reported by a child or an adult, and may refer to any type of abuse as outlined in Appendix 7. Allegations against a person who is no longer a member of staff or volunteer

**Commented [BS16]:** Do you have a separate volunteer’s policy as they are not employed so you may need to consider disciplinary as well as reporting to the policy or authority? What does your volunteer policy say? You haven’t referenced this here or at the beginning when you make links to other policies

**Commented [BS17]:** If the breaches are serious then it would involve the police and social care so you may need to reword this. I am also not sure that sentence fits in this section or managing allegations

should be referred to the police. Allegations that pose an immediate threat to the child should be referred to Children's Social Care/police **immediately** by the DSL.

**Commented [BS18]:** Who does this?

Allegations and concerns should be reported to the Operational DSL who will then confer with the Chief Executive immediately as the most senior person in the organisation with HR responsibility about the best course of action as per MFY's Disciplinary Policy and/or MFY's Grievance Policy, unless that person is the subject of the allegation, in which case it should be reported to the MFY Board of Trustees' Safeguarding Champion. If the Operational DSL is the subject of the allegation, then it should be reported to the Chief Executive, who is also a DSL, who will then refer with the Safeguarding Champion.

If the allegation meets any of the criteria outlined above\* the Operational DSL should report it to the **Designated Officer for Local Authority (DOLA)** for the area where the event is taking place within one working day. (The DOLA is responsible for providing advice, liaison and monitoring the progress of cases specifically relating to allegations against members of staff, to ensure that cases are dealt with as quickly as possible, consistent with a fair and thorough process).

The police and other relevant agencies should always be consulted before informing the person who is the subject of an allegation that may possibly require a criminal investigation.

The DOLA will discuss the matter with MFY and, where necessary, obtain further details of the allegation and the circumstances in which it was made.

If the allegation is not patently false and there is cause to suspect that a child is suffering, or is likely to suffer, significant harm, the DOLA will immediately refer to children's social care and ask for a strategy discussion to be convened straightaway. In these circumstances, the strategy discussion should include the DOLA and a representative of MFY.

If there is no cause to suspect that 'significant harm', but a lower threshold of 'harm' is an issue, or where but a criminal offence might have been committed, the DOLA will immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve the employer.

### **Support**

Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and, at the same time supports the person who is the subject of the allegation.

If the allegation or concern is not deemed a safeguarding issue, but rather than of poor practice, as per Appendix 2 this will also be managed as per MFY's Disciplinary Policy including performance reviews and monitoring.



In the instance that this refers to a volunteer the procedure is the same and ask them to adhere to our Safeguarding Policy and Procedures as we do all working with and for MFY.

## **7. RECORDING, RECORD RETENTION AND DESTRUCTION**

It is essential that MFY keeps clear and comprehensive records of any concern or allegation including details of how they were followed up and resolved, and details of the decisions reached and any action taken.

The purpose of the record is to:

- Enable accurate information to be given in response to any future request for a reference
- Provide clarification in cases where a future DBS disclosure reveals information from the police that an allegation was made but did not result in a prosecution of a conviction
- Prevent unnecessary re-investigation should an allegation resurface after time
- Provide evidence and information if a decision is made to refer the person for consideration to be barred from working with children
- Enable MFY to review and improve policies, procedures and practice based on learning and feedback

### **Creation and Maintaining**

The DSL is responsible for creating and maintaining the records during the course of managing a safeguarding concern or allegation.

### **Additional Records**

Additional records e.g. email, hard copy documents are likely to be created as part of an investigation process. Summaries of the contact of these will be recorded on Appendix 4 Safeguarding Action Log. At the end of the investigation the DSL will create a file of all emails including scan copied of all hard copy documents. The file must be appended to Appendix 3 Safeguarding Concern Form by the DSL. All original hard copy documents should be immediately destroyed (post scanning) using the shredder / secure paper collection.

### **Records of Safeguarding Allegations**

Records of safeguarding allegations and any subsequent processes against member of staff must be retained by MFY, including for people who leave the organisation, at least until the person reaches 65 years, or for 10 years if that is longer. The records must be stored securely in a password protected folder in a shared drive and with restricted access by the DSL and anyone else authorised by them. Details of allegations that are found to be malicious should be removed from personnel records.

### **Safeguarding Concern Form**

All the information relating to a safeguarding concern about a child and subsequent action taken must be recorded using Appendix 3 Safeguarding Concern Form and Appendix 4 Safeguarding Action Log. The records must be stored securely in a password protected folder in a shared drive and with restricted access by the DSL and anyone else authorised by them. These records should be retained for a period of

**Commented [BS19]:** Again, do you have a volunteer's resolution policy as to how you will manage volunteer allegations of poor practice or does your disciplinary policy cover this

15 years. The period of retention may need to be longer if there has been a complaint in respect of the case of legal proceedings.

It is the responsibility of the Designated Safeguarding Lead in MFY to ensure that information is passed on to the relevant authorities as requested, to the Children's Social Care Department or the Police in order to assist any further enquiries and investigation, and that it is completed correctly.

**Recording a disclosure / concern:**

The purpose of recording information is that it:

- Allows for a chronology of what happened and when it happened
- Shows history of events and allows analysis of any patterns
- Allows for continuity in absence of a staff member
- Shows actions taken by staff
- Provides accountability
- Provides a basis for evidence in court
- Provides information for enquiry, statistics, research
- Highlights staff training and development needs

**To be as helpful as possible the information should include:**

1. The nature of the allegation or concern
2. A description of any visible bruising or other injuries (location, size, colour or any other significant factor)
3. The child's account, if he or she can give them, of what happened
4. Any times, dates, or other relevant information
5. Whether the parent, carer, child is aware of the concern
6. A clear distinction between what is fact, opinion, or hearsay

**In addition staff should:**

7. Keep a record of the concern using Appendix 3- Safeguarding Concern Form. The form can be completed by the person reporting the concern, or the DSL. However, it is the role of the DSL to ensure that it has been completed and appropriate action is taken
8. Not determine if abuse has taken place; rather they are responsible for reporting on their concerns to the appropriate individuals within MFY such as DSL

**Do not:**

- Delay reporting the matter by trying to obtain more information
- Destroy any handwritten notes made at the time of the incident in case they are needed by the Courts

**Practice issues:**

- Be specific – what is the exact nature of the concern and which category of abuse does it suggest
- Show the evidence – What did you see, hear? Who said what, when, where, how?
- Be precise with time words – what does always, frequent, never mean?
- State your professional judgment
- Ensure your professional judgment is supported by the evidence
- Copies of records and referrals should be kept in line with MFY’s data protection policy and procedure

### **Confidentiality and Information Sharing**

Care must be taken to ensure that both adults and children’s confidentiality is maintained and that information is handled and disseminated on a need to know basis only. Individuals must be confident that information held about them by MFY will only be disclosed to others either with their consent or when there is a legal duty to do so.

Good practice principles must be adhered to when handling personal information, that is;

- Personal information is obtained and processed fairly and lawfully in line with our privacy policy
- Only disclosed in appropriate circumstances
- Accurate, relevant and not held for longer than necessary
- Kept securely

Guidance allows for the disclosure of personal information without consent of the subject in certain conditions, including for the purposes of the prevention and detection of a crime, for example where there is a child protection concern. GDPR legislation is not a barrier to sharing information with regards to child protection concerns.

In situations where a request is made by another organisation for information about individuals (staff, volunteers and children), the relevant manager and designated person must be informed, and their decision (including reasoning for this decision) should be recorded and stored by the DSL.

In all cases where information is shared the following information should be recorded:

- Date and time
- Summary of information shared
- Who the information was shared with
- Whether you are sharing with or without consent
- If sharing without consent, whether the child or family were informed
- How the information was shared and any receipt of it having been received

MFY will ensure that data regarding children is correctly stored and managed in line with these principles, and that we will take all appropriate action regarding the sharing of information as follows: MFY recognises that GDPR legislation is not a barrier to sharing information about concerns.

- Be honest and open with the person (be they a child or an adult) about why, what, how and with whom information will be shared
- Seek advice when we are in doubt, without disclosing the identity of the person (be they a child or an adult) where possible
- Share information with consent where appropriate and respect the wishes of those who do not consent to share confidential information where possible
- Base our information sharing decisions on considerations of safety and well being
- Ensure the information we share is necessary, proportionate, relevant, accurate, timely and secure
- Keep a record of our actions, decisions, and reason(s)

### 8. WORKING WITH CONTRACTORS, PARTNERS AND THIRD PARTY HIRERS

We work with a number of contractors, partners and third party hirers across the country to deliver our activity and as per our commitment to safeguarding (see 1.1 and 1.2) we expect everyone working with, and for, MFY to share our commitment to safeguarding and promoting the welfare of children.

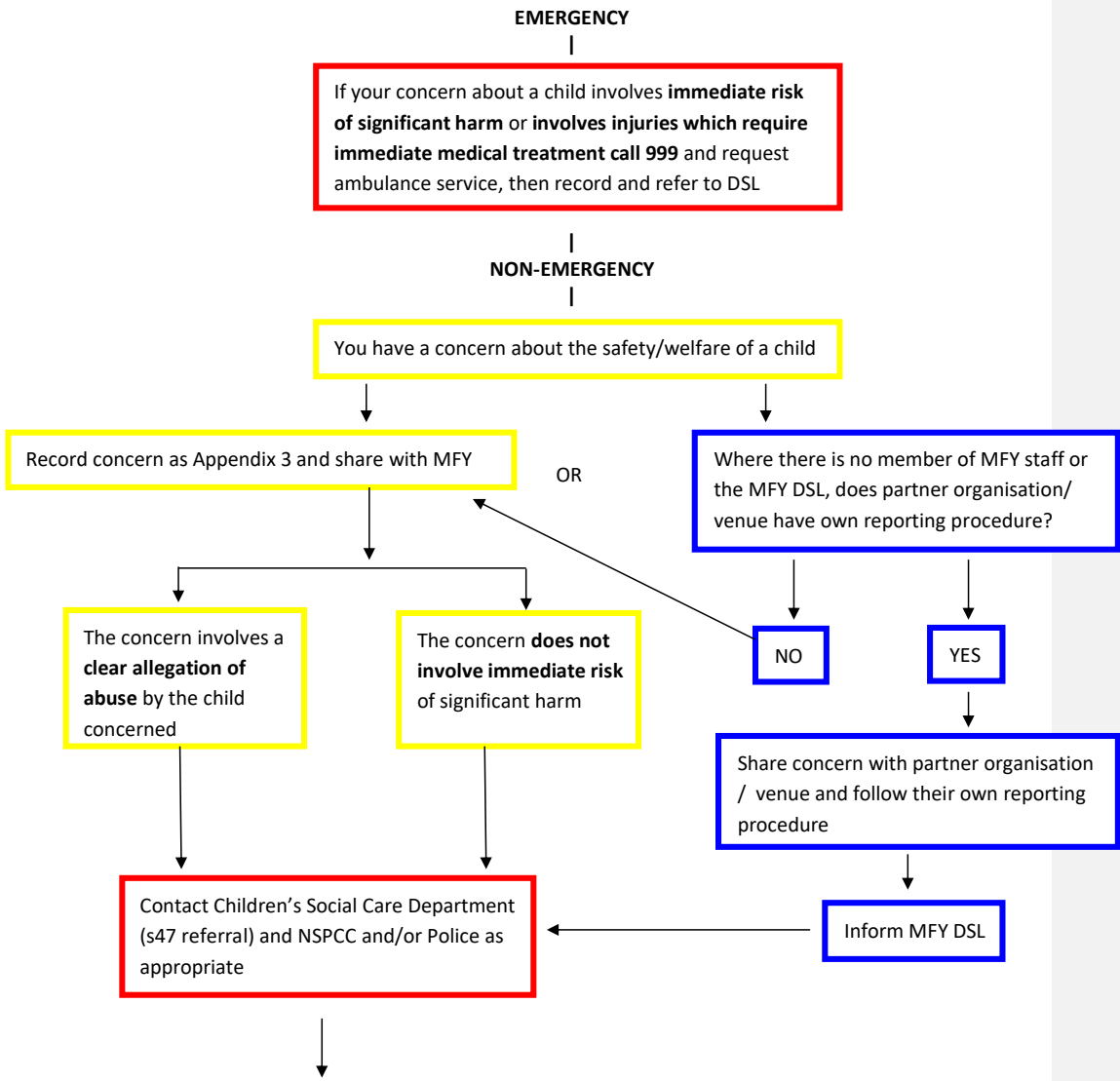
MFY enters into contracts, either raised by ourselves or by the contractors, partners and third party hirers which outlines safeguarding responsibilities. It is our policy that contractors, partners and third party hirers follow their own safeguarding policy and procedure which must be up-to-date and appropriate, and that they are solely responsible for this. We also ask contractors and partners to adhere to our Safeguarding Policy and Procedure which ensures that they revert to theirs, and if they don't have one then they must adhere to MFY's.

All contractors are required to sign our Code of Safe Conduct as per section 5, and Safeguarding is part of training and briefing for all staff, contractors, partners and venues at event.

Activity	Produced by	Location	Contract types
<b>Annual Programme</b> Regional Festivals, National Festival, MFY Proms, Primary Proms	MFY <i>and</i> partners on behalf of MFY	Nationwide	Working with contractors partners and venues (third party hirers)
<b>Special Projects:</b> MFY Invites, MFY Connects, Frequencies	MFY and partner organisations	Nationwide	Working with contractors, partners and venues (third party hirers)

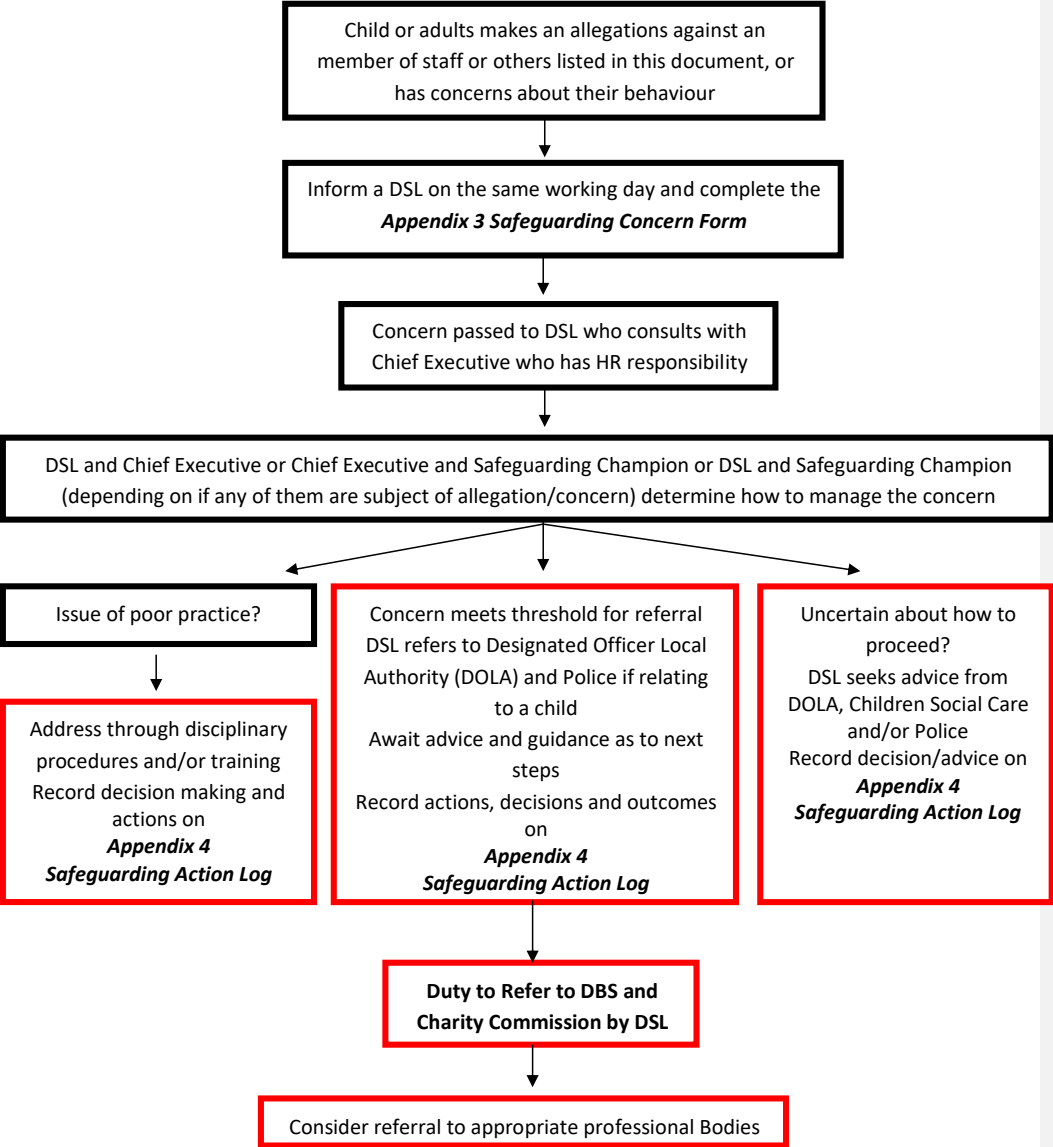
9. APPENDICES

APPENDIX ONE - PROCESS FLOWCHART FOR REPORTING CONCERNS



RECORD concerns, actions, and reasons for actions

**APPENDIX 2 – FLOWCHART FOR ALLEGATIONS AGAINST STAFF & VOLUNTEERS**



**APPENDIX 3 - SAFEGUARDING CONCERN FORM**

*Complete as much detail as you are able. Don't delay making a referral if there is information missing.*

<b>Part 1 Details of the Child/children:</b>		
Name of Child/ren:		
Gender:	Age:	Date of Birth:
Religion	Ethnicity	Any additional needs (e.g. disability, language spoken, interpreter required)
Parent's/Carer's name(s):		
Home address of child/ren		
Legal status of Child/ren if known (Subject to child protection plan on a child protection register a care order or child in need plan)		
<b>Part 2 Details of a safeguarding allegation against staff and all others named in this document</b>		
Name, role and organisation (if not MFY Staff)		
Age and/or Date of Birth		
Home address		
<b>Part 3 Your Details:</b>		
Your Name:	Your Position:	Your contact details
<b>Part 4 Report:</b>		
Are you reporting your own concerns or responding to concerns raised by someone else?		
<input type="checkbox"/> Responding to my own concerns  <input type="checkbox"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name, role and contact details (if known):	

<p>Please provide details of the concerns including times, dates or other relevant information. Please make it clear whether you are giving a fact, expressing opinion or an opinion of someone else.</p> <p>If you are reporting on concerns about a safeguarding allegation against a member of staff, partner or third party please provide full details here.</p>	
<p>The child's account of what happened (e.g. of any incident, injury, disclosure, behaviour):</p>	
<p>Please provide details of the person alleged to have caused the incident/injury if known (e.g. names(s) /address/ incident address /relationship to child</p>	
<p>Please provide details (name, role contact details if known) of any witnesses to the incident/concerns:</p>	
<p><b>Part 5: Actions Taken</b></p>	
<p>State any risk of immediate danger:</p>	
<p>Identify any action taken already e.g. contact with police, manager, children's social care services etc.</p>	
<p>Is the child/or family/carer or accused person aware that a report has been made:</p>	
<p>Any known previous history of concerns or abuse or allegations:</p>	
<p>Any further information or comments:</p>	

**Date and time of report being submitted.....**



**Part 6: Immediate action and decisions by DSL**

**APPENDIX 4 – SAFEGUARDING ACTION LOG**

<b>Time and date information received, and from whom.</b>	
<b>Any advice sought – if required (date, time, name, role, organisation and advice given).</b>	
<b>Action taken</b> (referral to children’s social care/monitoring advice given to appropriate staff/CAF etc.) with reasons.  Note time, date, names, who information shared with and when etc.	
<b>Parent’s informed?</b> Y/N and reasons.	
<b>Outcome</b>  Record names of individuals/agencies who have given information regarding outcome of any referral (if made).	
<b>Where can additional information regarding child/incident be found (e.g. pupil file, serious incident book)?</b>	
<b>Should a concern/confidential file be commenced if there is not already one? Why?</b>	
<b>Signed</b>	
<b>Printed Name</b>	

## **APPENDIX 5 - SAFEGUARDING ROLES & RESPONSIBILITIES**

### **Role Description Trustees**

#### **Trustee's will:**

- Nominate a Safeguarding Champion on the Board whose role is one of scrutiny and to support the DSL with safeguarding responsibilities in assessing and managing safeguarding risks where identified
- Monitor compliance of safeguarding Training
- Ensure communication of lessons learned throughout any incidents with the objective of preventing reoccurrence of any safeguarding incidents
- Ensure that there is ongoing monitoring, review and evaluation and that safeguards are being implemented with effective controls in place
- Promote a culture and environment whereby all staff are enabled to raise concerns and understand their safeguarding responsibilities
- Communicate to staff any changes in policy and procedures
- Ensure that MFY meets the requirements of its insurers regarding its safeguarding responsibilities

### **Role Descriptions for Designated Safeguarding Leads (DSL)**

#### **Strategic DSL responsibilities:**

- Make decisions about appointing someone who has a criminal record
- Manage complaints about poor practice of staff in any capacity
- Keeping the Trustees informed about any incidents, risk or deficits, action taken, and any further action required in safeguarding arrangements or practices
- Ensure safeguarding policies and procedures are in place, regularly reviewed, up to date and signed off by the board of trustees
- Ensure that safeguarding is integrated into all contractual arrangements with partners/Third Parties
- Develop a safeguarding action plan and report against it on an annual basis
- The provision of appropriate support for staff including safeguarding training, induction and support relevant to their role and responsibility for safeguarding

#### **Operational & Strategic DSL's responsibilities:**

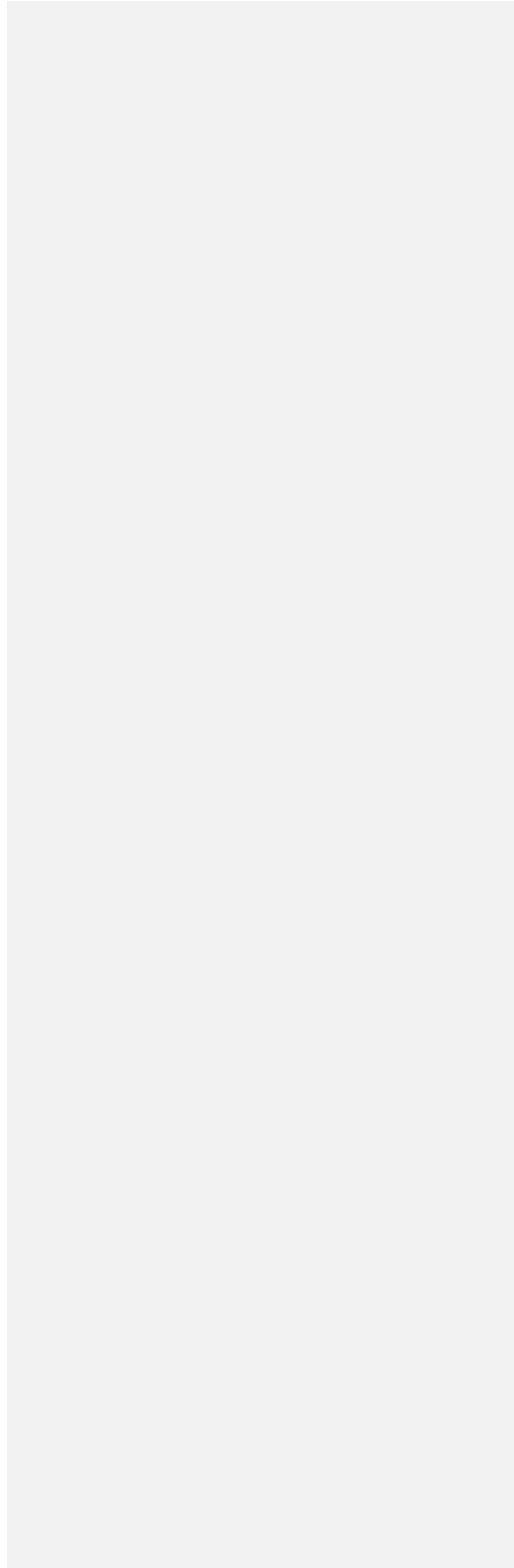
- Being the first point of contact for concerns about the safety and welfare of a child

- Dealing with the aftermath of an incident
- Collating monitoring data on safeguarding activities
- Updating the organisations policy and procedures on safeguarding
- Quality assure and monitor partners/third parties comply with safeguarding best practice when providing services
- Consider the safeguarding implications of all existing and proposed new activities, services or developments
- Together with the Chief Executive / Office Manager ensure that safer recruitment practices, including DBS vetting checks, are in place and in operation for appointment of staff engaged in regulated activity. (regulated activity as defined by the DBS relating to close and unsupervised contact)
- DSL to alert the DBS in cases where a person is dismissed or left MFY due to the harm or risk of harm they present to children
- Assist in the management of safeguarding allegations against staff
- Liaise with the Chief Executive as appropriate, about any action taken and any further response required where there have been allegations about staff
- Ensure that partners and third parties have their own policies and procedures in place or adhere to MFY policies and procedures if there was to be an incident as per the partner agreement

**Responsibilities for all staff and volunteer**

- Report any concerns immediately as per Appendix 1
- Safeguard as per MFY's Safeguarding Policy and Procedures
- Adhere to Code of Conduct at all times as per section 5

**APPENDIX 6 – SAFEGUARDING CONTACT LIST**



Name and job title	Safeguarding Role	Contact details
John Dixon, Vice Chair, MFY Board of Trustees	Safeguarding Champion	
Judith Webster, Chief Executive	Designated Safeguarding Lead, Strategic	020 7759 1832, 07976 834 676, <a href="mailto:judith@mfy.org.uk">judith@mfy.org.uk</a>
Head of Programmes	Designated Safeguarding Lead, Operational & Strategic	020 7759 18370, <a href="mailto:mfy@mfy.org.uk">mfy@mfy.org.uk</a>
NSPCC Helpline	24-hour helpline for advice on child protection matters for professionals and adults	0808 800 5000
ChildLine	24-hour helpline for children and young people	0800 1111
Whistle blowing advice line (external)	Advice can be sought from NSPCC if using the MFY whistleblowing procedure has not resolved the concern	0800 028 0285
The UK Safer Internet Centre	Provides advice for professionals and responds to reports about sexual abuse images of children online	0844 381 4772
Child Exploitation and Online Protection Centre (CEOP)	Investigates inappropriate online behavior such as grooming online or sexual exploitation	0870 000 3344
Internet Watch Foundation	Remove images of child sexual abuse content and criminally obscene content online	01223 203030
Disclosure and Barring Service (DBS)	Advice line for criminal records checks	03000 200 190
Local authority Children's Social Care (England)	Use the following website to find out the details <a href="https://www.gov.uk/report-child-abuse-to-local-council">https://www.gov.uk/report-child-abuse-to-local-council</a>	
Welsh Local Authorities	<a href="http://wlga.wales/welsh-local-authority-links">http://wlga.wales/welsh-local-authority-links</a>	
Northern Ireland	<a href="https://www.nidirect.gov.uk/articles/reporting-child-abuse-and-neglect">https://www.nidirect.gov.uk/articles/reporting-child-abuse-and-neglect</a>	
Scotland		
Charity Commission	<a href="https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity">https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity</a>	

#### APPENDIX 7 - DEFINING CHILD ABUSE & NEGLECT

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

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children

that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include:

- Not giving the child opportunities to express their views
- Deliberately silencing them, 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

- Physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing and touching outside of clothing
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by any one group within society. People of any gender can commit acts of sexual abuse, as can other children.

*Child sexual exploitation* is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- Protect a child from physical harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

Neglect can also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Abuse by peers.** Young people, particularly those living away from home, are vulnerable to physical, sexual and emotional bullying and abuse by their peers. Such abuse should always be taken as seriously as abuse perpetrated by an adult. It is subject to the same safeguarding children procedures as apply in respect of any young person who is suffering or at risk of suffering significant harm from an adverse source. A significant proportion of sexual offences are committed by teenagers. Staff should not dismiss some abusive sexual behaviour as “normal” between young people.

**Child abuse linked to belief in “spirit possession” or “witchcraft”.** The belief in “possession” and “witchcraft” is widespread in some communities. It is not confined to particular countries, cultures or religions. The number of known cases of child abuse linked to accusations of “possession” or “witchcraft” is small, but young people involved can suffer damage to their physical and mental health, capacity to learn, ability to form relationships and self-esteem due to extreme physical and emotional abuse that may be wrongly justified on the basis of spirit possession or witchcraft.

**Child abuse and social media.** The internet has become a significant tool in the distribution of abusive images of children. Social media is used as a means of contacting young people with a view to grooming them for inappropriate or abusive relationships. Contacts made initially in a chat room can be carried on via email, instant messaging services, mobile phones or text messaging. Cyberbullying, including sexting (which is illegal), is now widespread and can be very harmful to young people. Further advice and guidance on this topic are on the websites of the NSPCC, CEOP, Internet Watch Foundation and the UK Safer Internet Centre.

**Children and families who go missing.** Local agencies and professionals should bear in mind, when working with young people and families where there are outstanding concerns about the young person’s safety and welfare that a series of missed appointments may mean the family have moved. Young people who are looked after (i.e. in care) sometimes go missing from their placements. There will be procedures in place, which should be followed if this occurs and the care home/foster placement must be immediately informed.

**Child trafficking.** Child trafficking is child abuse. This is where children are recruited, moved or transported and then exploited e.g. for the purpose of sexual exploitation or domestic servitude. They are often subject to multiple forms of abuse. Children may be trafficked into the UK from abroad but can also be trafficked from one part of the UK to another. Advice can be sought from the Child Trafficking Advice Centre (CTAC) on: 0808 800 5000.

**Disabled children.** Children with a disability or additional health needs are a particularly vulnerable group as signs of abuse and neglect may be masked or misinterpreted as being due to underlying impairments. Disabled young people are three times more likely than non-disabled children to experience abuse due to a number of factors:

- Have fewer outside contacts than other young people
- May receive personal care, possibly from a number of carers, which may both increase the risk of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries
- Have an impaired capacity to resist or avoid abuse
- Have communication difficulties that may make it difficult to tell others what is happening or to be believed
- Be inhibited about complaining because of a fear of losing services

- Be especially vulnerable to bullying and intimidation and /or, abuse by their peers

**Domestic violence.** Young people living in families where they are exposed to domestic violence have been shown to be at risk of behavioural, emotional, physical and long term developmental problems. Everyone working with young people and families should be alert to the frequent inter-relationship between domestic violence and the abuse and neglect of young people.

**Families living in temporary accommodation.** Living in temporary accommodation, often at a distance from previous support networks, can lead to young people and families falling through the net and becoming disengaged from services. Where there are concerns about a young person in temporary accommodation, safeguarding procedures should be followed.

**Female genital mutilation (FGM).** (Also known as ‘female genital cutting’ or ‘female circumcision’) Communities tend to use local names for referring to this practice including “sunna”. Some FGM-practicing families do not see it as an act of abuse; however, FGM has significant physical and mental health consequences both in the short and long term and, therefore, must not be excused, condoned or accepted. FGM cannot be left to personal preference or cultural custom as it is an extremely harmful practice that violates basic human rights. Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. FGM is illegal in the UK and where it is suspected it must be referred onto children’s social care.

**Forced marriage.** A forced marriage is a marriage conducted without the full consent of both parties and where duress is a factor. It is an entirely different from an arranged marriage, and the two should not be confused. In an arranged or assisted marriage, the families take a role in choosing and introducing the marriage partners but the marriage is entered into freely by both people, without pressure. In a forced marriage, this consent does not exist. If this form of harm is suspected, advice should be sought from the Forced Marriage Unit prior to any discussion with the young person or family on 0207 008 0151 or out of office hours contact: 0207 008 1500 (ask for Global Response Centre).

**Parental adversity.** Parental drug misuse can cause harm from conception to adulthood, including physical and emotional abuse and neglect. Where drug misuse co exists with domestic violence and mental illness the risk of harm to a child is even greater.

**Race and racism.** Young people from black and minority ethnic groups may have experienced harassment, racial discrimination and institutional racism. The experience of racism is likely to affect the responses of the young person and parents/carers to other intervention in their lives. There is also a danger that professionals working with children and young people may not intervene soon enough for fear of being seen as racist and in so doing, offer the child less protection.

**Unaccompanied asylum-seeking children (UASC).** A UASC is an asylum-seeking child under the age of 18 who is not living with their parent, relative or guardian in the UK. They can be more vulnerable to abuse and exploitation because they lack the necessary support networks, protection and communication skills.

**Safeguarding adolescents.** The nature of abuse and neglect for teenagers is different from that of younger children. Behaviours by parents/adults that might be deemed abusive or neglectful for a very young child may be considered appropriate for teenagers. Additionally, they may face a wider range of risks due to the relationships they have, social media that they use, lifestyles that they lead and with



their increasing independence. Risk taking and experimentation is a normal part of growing up but also can place young people in harm's way.

**Young people whose behaviour indicates a lack of parental control.** When young people are brought to the attention of the police or wider community because of their behaviour, this may be an indication of vulnerability, poor supervision, abuse or neglect in its wider sense. It is important to consider whether these are young people in need of protection and/or support services and not to view them as only an offender as they may well be also victims themselves.

**Young people and gang activity.** Overall, young people can be particularly vulnerable to suffering harm in the gang context are those who are:

- Not involved in gangs, but living in an area where gangs are active, which can have a negative impact on their ability to be safe
- Not involved in gangs, but at risk of becoming victims of gangs
- Not involved in gangs but at risk of becoming drawn in, for example, siblings or children of known gang members
- gang-involved and at risk of harm through their gang-related activities e.g. drug supply, weapon use, sexual exploitation and risk of attack from own or rival gang members

**Young carers.** A young carer is a person under 18 who provides or intends to provide care for another person (of any age with the exception of where that care is provided for payment or as voluntary work). Young carers may require support services either for them or for the person they care for in order to ensure that their health and welfare does not suffer. In some instances young carers may also be in need of protection due to the adverse circumstances they may be experiencing or where the behaviour of the person that they are caring for is abusive.

**Radicalisation and violent extremism.** Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Extremism is defined by the Government in the 2011 Prevent Strategy as: *Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.* It also includes calls for death of members of the armed forces, whether in this country or overseas.

There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Children or adults may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals.

Indicators of vulnerability include:

- *Identity crisis* – the young person is distanced from their cultural/religious heritage and experiences discomfort about their place in society
- *Personal crisis* – the young person may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging

- *Personal circumstances* – migration; local community tensions; and events affecting the student’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
- *Unmet aspirations* – the young person may have perceptions of injustice; a feeling of failure; rejection of civic life
- *Experiences of criminality* – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration
- *Special educational needs* – young person may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

Indicators of radicalisation and violent extremism may include:

- Showing sympathy for extremist causes
- Contact with extremist recruiters
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations
- Glorifying violence, especially to other faiths or cultures
- Making remarks or comments about being at extremist events or rallies
- Possessing illegal or extremist literature
- Advocating messages similar to illegal organisations or other extremist groups
- Out of character changes in dress, behaviour and peer relationships secretive behaviour
- Online searches or sharing extremist messages or social profiles
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Graffiti, art work or writing that displays extremist themes
- Attempts to impose extremist views or practices on others
- Verbalising anti-Western or anti-British views

Children or adults who are showing signs of radicalisation and violent extremism will need to be considered as at risk of harm to themselves or others and therefore such concerns should be acted upon by following safeguarding procedures.

## **APPENDIX 8 - TYPES AND INDICATORS OF CHILD ABUSE AND NEGLECT**

**Some of the following signs might be indicators of abuse or neglect:**

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed
- Children with clothes which are ill-fitting and/or dirty or with consistently poor hygiene
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason
- Children who talk about being left home alone, with inappropriate carers or with strangers

- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason
- Children who are regularly missing from school or education or who are reluctant to go home after school
- Parents who are dismissive and non-responsive to professionals' concerns
- Parents who collect their children from activities when inebriated, or under the influence of drugs
- Children who drink alcohol regularly from an early age
- Children who are concerned for younger siblings without explaining why
- Children who talk about running away
- Children who shy away from being touched or flinch at sudden movements

There are four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse and neglect. Each has its own specific indicators, which you should be alert to.

#### **Physical abuse**

Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse occurs. Babies and disabled children also have a higher risk of suffering physical abuse. Physical abuse can also occur outside of the family environment.

#### **Possible indicators are:**

- Children with frequent injuries
- Children with unexplained or unusual fractures or broken bones
- Children with unexplained: bruises, cuts, burns, scalds, bite marks

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Emotional abuse may involve serious bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

#### **Possible indicators are:**

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder'
- Parents or carers blaming their problems on their child
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons

#### **Sexual Abuse and Exploitation**

Sexual abuse is any sexual activity with a child. Often children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong, rather believe that they are in a relationship with someone.

#### **Possible indicators of sexual abuse are:**

- Children who display knowledge or interest in sexual acts inappropriate to their age
- Children who use sexual language or have sexual knowledge beyond their years
- Children who ask others to behave sexually or play sexual games
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy

**Possible indicators of sexual exploitation are:**

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school or education or don't take part in education

**Neglect**

Neglect is a pattern of failing to provide for a child's basic needs, whether it is adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development.

Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

**Possible indicators are:**

- Children who are living in a home that is persistently dirty or unsafe
- Children who are left hungry or dirty
- Children who are left without adequate clothing for the weather conditions
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence
- Children who are often angry, aggressive or self-harm
- Children who fail to receive basic health care
- Parents who fail to seek medical treatment when their children are ill or are injured
- Children left in the care of unsuitable adults

**APPENDIX 9 - GROOMING BEHAVIOURS**

Signs that an individual may be grooming a child or young person include:

- Being dressed inappropriately around the child or young person
- Spends most of his/her spare time with children and has little interest in spending time with someone of his/her own age
- Giving special attention to a particular child or young person
- Isolating a child or young person from other people
- Hugging, touching, kissing, tickling, wrestling with or holding a child or young person

- Giving gifts (including cigarettes/alcohol/drugs) or money for no apparent reason
- Treating a child as an equal/peer or like a spouse
- Finding ways to be alone with a child or young person when other adults are not likely to interrupt, e.g. taking the child for a car ride, arranging a special trip, etc
- Not respecting the privacy of a child or young person
- Discussing their own sex life or asking a child or young person to discuss sexual experiences or feelings
- Viewing abusive images of children
- Abusing alcohol or drugs and/or encourages children or young people to use them. The use of such substances reduces inhibitions
- Allowing children or young people to consistently 'get away' with inappropriate behaviors
- Encouraging silence or secrets
- Makes fun of a child's body parts – uses sexualised names for the child or young person
- Not adhering to the rules, authority or code of conduct in the particular setting, organisation or within an activity

#### **APPENDIX 10 - Legislation in Wales, Northern Ireland and Scotland**

##### **Wales**

- Social Services and Well-being (Wales) Act 2014, Working Together to Safeguard People, Volume 1
- Wales Accord on the Sharing of Personal Information (WASPI) 2013
- All Wales Child Protection Procedures 2008 and All Wales Safeguarding Protocols
- CFA Safeguarding Children Guidance Note 2014
- Well-being of Future Generations (Wales) Act 2015

##### **Northern Ireland**

- UN Convention on the Rights of the Child 1989 (UNCRC International Treaty)
- The Children (NI) Order 1995
- Co-operating to Safeguard Children and Young People in Northern Ireland (2017)
- Criminal Law Act (NI) 1967
- Sexual Offences (NI) Order 2008
- The Criminal Justice (NI) Order 2008
- Rehabilitation of Offenders (Exceptions) Order (NI) 1979.
- AccessNI

##### **Scotland**

- Children (Scotland) Act 1995\
- Children and Young People (Scotland) Act 2014
- Getting it right for every child (GIRFEC)
- National Guidance for Child Protection Scotland 2014

