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**Safeguarding Children and Young People**  
**Policy and Procedures**

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# **Safeguarding Children Policy and procedures**

## **Purpose**

### **Safeguarding and promoting the welfare of children**

Pop Arts recognises that, under the Children Act 1989 and 2004, it has a duty and responsibility to ensure all its functions and projects are delivered with absolute regard to safeguarding and promoting the welfare of children/young people in their care.

“Safeguarding and promoting the welfare of children” is defined in Working Together 2015 as:

- protecting children from maltreatment
- preventing impairment of children’s health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

### **Persons affected**

- All staff
- All service users

### **Safeguarding policy**

Pop Arts is committed to the importance of safeguarding and promoting the welfare of children. It has:

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children.
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- arrangements which set out clearly the processes for sharing information procedures with other professionals and with the Local Safeguarding Children Board (LSCB).
- a designated professional lead for safeguarding at Pop Arts. Their role is to support other professionals in the charity to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles are explicitly defined in job descriptions. Safeguarding leads are given sufficient time, funding, supervision, and support to fulfill their child welfare and safeguarding responsibilities effectively.
- safe recruitment practices for individuals whom Pop Arts will permit to work regularly with children, including policies on when to obtain a DBS check.
- appropriate supervision and support for staff, including undertaking safeguarding training.

- ensuring that staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role.
- staff are given a mandatory induction, which includes familiarization with safeguarding responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare.
- all staff should have regular reviews of their own practice to ensure they improve over time in their work with children, young people and families.

**Pop Arts will ensure that staff understand:**

- What they need to do, and what they can expect of one another, to safeguard children.
- Core legal requirements, making it clear what individuals and Pop Arts should do to keep children safe. In doing so, Pop Arts seeks to emphasise that effective safeguarding systems are those where the child's needs are paramount, and the needs and wishes of each child should be put first, so that every child receives the support they need before a problem escalates.
- That all staff who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children.
- The requirement to share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care.
- The necessity to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child.
- The necessity to contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.

**Key principles will be communicated that:**

- safeguarding is everyone's responsibility; for services to be effective each professional and organisation should play their full part.
- a child-centred approach; for services to be effective they should be based on a clear understanding of the needs and views of children.

## Review

This policy and related guidance will be monitored by the Board of Trustees on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended, and name.	Signed
July 2023 – Rosalie Marler	
July 2023 – Elizabeth Withnall	
July 2023 – Gemma Corby	
July 2023 – Rosamund Cummings	

## **Pop Arts Safeguarding Procedures (all staff )**

### **Responsibilities**

Safeguarding is everyone's responsibility. All members of staff are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding. It is important that Staff are also aware of and follow the Government's PREVENT strategy.

The Safeguarding Officer(s) will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the Police or other appropriate external bodies.

### **Safeguarding procedures**

- Safeguarding is everybody's responsibility.
- Pop Arts' commitment to keeping children and young people safe is regularly and consistently referenced in all our key policies, procedures, website and appropriate documents.
- Pop Arts communicates its safeguarding policies and procedures to all staff. This is done as part of induction, at supervision for relevant roles and policies and procedures are available on Pop Arts' website.
- Pop Arts communicates its safeguarding policies and procedures to all staff and relevant stakeholders, including the children and young people we support through its website, staff and documentation. Safeguarding updates on practice or referral routes etc is a standing item on internal team meeting agendas.

### **Reporting of Safeguarding concerns**

If you are worried about a child, talk to the Pop Arts Safeguarding Officer to discuss your concerns at the earliest opportunity.

**Safeguarding Officer:** Gemma Corby | 07463 233 303 | corbygemma@gmail.com

## **Haringey**

### **What should you do if you are concerned about a child?**

If you have concerns that a child may be at risk of significant harm or has already been harmed or abused then you should make immediate telephone contact with Haringey's Multi-Agency Safeguarding Hub (MASH).

Please do not keep your worries to yourself. If the child is suffering actual significant harm at this point then you should telephone the police on 999. An example would be if a parent collected a child from school and was intoxicated or a parent was in the process of physically abusing a child.

### **How to make contact through the MASH**

Everyone who comes into contact with children and young people has a role to play in identifying welfare and safeguarding concerns, and taking prompt action to share these concerns and relevant information with the local council.

This includes all professionals working with children and young people and their families, including teachers and nursery staff, children's centres, doctors and health workers, housing support officers, police and probation officers, family support services, social workers and voluntary and community run organisations.

It also includes children and young people who have concerns over their own welfare or issues within their household, or parents/carers and wider family members and neighbours who identify that a child may need some help or additional support.

Please use the numbers below to contact staff for advice:

- Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm Tel: 020 8489 4470
- Out of office hours, including weekends the Emergency Duty Team Tel: 020 8489 0000

Please only use the out of hours number if you are calling outside normal working hours. When ringing out of hours your call will be logged by our call centre who will take brief details. An Emergency Duty social worker will ring you back. Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases call 999.

During your phone call, if you are a professional working with children, you may be asked to complete a referral form within 48 hours, which should be emailed securely to [mashreferral@haringey.gov.uk](mailto:mashreferral@haringey.gov.uk)

### **Download the MASH referral form (Word, 54KB)**

Where there is no immediate risk of significant harm or abuse to the child, but where you believe some early help and additional support may be needed, professionals should begin by completing a referral form and then emailing this to [mashreferral@haringey.gov.uk](mailto:mashreferral@haringey.gov.uk).

## **Recognising child abuse**

Abuse can take many forms and the examples in the definitions below are not exhaustive. There may be other situations not covered in the examples below that give you concern for a child's safety and wellbeing.

### **Definitions of abuse**

#### **Physical Abuse**

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**

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 or 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 or

'making fun' of what they say or how they communicate. It may involve seeing or hearing the ill-treatment of another. It may involve 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**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving high levels of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or 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 adult males. Women can also commit acts of sexual abuse as can other children.



## **Neglect**

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 and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment
- IT may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Domestic abuse**

**Be aware that a referral must be made direct to Children's Social Care, following the reporting flowchart below, if it seems reasonable to suspect that:**

- a child sees, hears, experiences or is otherwise aware of domestic abuse – i.e. that domestic abuse is part of their experience of family life. This applies regardless of whether they actually witness any particular event or are physically harmed, and
- the non-abusing parent will not be able – for whatever reason – to ensure the safety and well being of their child without significant professional assistance and support.

Recognising signs and symptoms of possible and actual abuse can be found at Appendix B of this document.

### **Allegations of abuse or malpractice against a member of staff including volunteers**

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

This procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. **It also includes allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children.**

It must be used in respect of all allegations that are consistent with the guidance in Working Together i.e. cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to a child  
or behaved in a way that indicates s/he is unsuitable to work with children.

**If the allegation is against a Pop Arts member of staff or volunteer the allegation must be reported immediately, at least within one working day, to the Pop Arts Safeguarding Officer.**

If the allegation is against the Safeguarding Lead then the allegation must be reported to the Pop Arts Deputy Safeguarding Officer. The Pop Arts Safeguarding Officer must then report the allegation to the Local Area Designated Officer (LADO) on the same day.

### **Contact details for LADOs**

#### **London Boroughs:**

Haringey: Tel: 020 8489 2968 | lado@haringey.gov.uk

## **PREVENT: Vulnerable to radicalisation (VTR) or influenced by Extremism**

Staff may notice a change in a child or young person behaviour that may suggest they are vulnerable to violent extremism.

After having discussed concerns with appropriate colleagues, being mindful of confidentiality, where the staff member still has concerns that the individual may be vulnerable to violent extremism, contact the dedicated Prevent team who can be contacted for advice:

### **UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL**

#### **Haringey**

If you have concerns about an individual:

If you are concerned that someone you know, or have come across, is at risk of being exploited for extremist purposes, you should inform the Local Authority who will assess the individual and provide them with appropriate support if they are at risk.

If you are concerned about a child, young person, or a family: make a referral to the SPA (Single Point of Access) Team, they will assess their needs in terms of safeguarding and liaise with the Prevent Coordinator regarding any extremism related concerns. Details below: o 020 8489 4470 during office hours, or 020 8489 0000 out of hours (including weekends). If appropriate, you can **Download the MASH referral form (Word, 54KB)**

If you are concerned about an adult: make a referral to the Prevent Coordinator, who will assess their needs in terms of any extremism related concerns and liaise with relevant services, such as adult social care regarding any safeguarding issues.

020 8489 3884 or 020 8489 1280 (office hours only)

Email: [prevent@haringey.gov.uk](mailto:prevent@haringey.gov.uk)

## Referrals forms

Referral to children's social care services should be done by contacting the relevant local authority (see page 6 for contact information).

All professionals making telephone referrals to children's social care services **MUST** confirm this in writing **within 24 hours**. If you are worried about the **immediate** safety of a child/young person and cannot contact a Safeguarding Officer call the police on 999. You can also contact the local authority.

Your report must be accurate and where possible use the child's exact words if they disclosed the information to you, not your own.

The report must be signed and dated, including the year. Ensure the form is emailed safely following the directions on the form and ensure a copy is sent to Pop Arts' Safeguarding Officer in the same manner marked "Confidential SG".

**Flowchart for referral for actual or suspected abuse – for staff who are not safeguarding leads** We are all responsible for reporting concerns about a child's welfare. Legislation and guidance for each of the UK's 4 nations clearly sets out expectations with regard to professionals reporting their suspicions that a child or vulnerable adult is at risk of harm to the authorities (NSPCC)

**Concerns**

Suspicion and or allegation of abuse raised by: child disclosure, observation, report by another person, anonymous communication

**RECORD Sign and Date**

**Consult**

**Speak with the Safeguarding Officer**

**IMPORTANT: It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Officer, or appropriate authority**

**RECORD Sign and Date**

**Action**

**DO NOT INVESTIGATE**

The Safeguarding Officer would normally make the referral. You would only do so if a delay in contacting the Safeguarding Officer would put a child or vulnerable adult at risk. Parents and carers should be advised that you are doing this unless this might put the child at risk or cause any delay in referring. You must notify the Safeguarding Officer ASAP of any referral you make.

**Contact: Police 999 if immediate danger**

**If the allegation is against a Pop Arts member of staff or volunteer the allegation must also be reported to the Local Authority Designated Officer (LADO)**

**RECORD Sign and Date**

**Confirm**

**DO NOT INVESTIGATE**

Referrals must be followed in writing.

Send copy of notes/referral to Safeguarding Officer within 24 hours.

**RECORD Sign and Date**

**Further commitment**

You may be required to provide other information, as required. Remember **all** notes are disclosable should a formal or criminal investigation occur. Make sure your notes are dated, professional, separate opinion from fact, use the same words used in the disclosure

**RECORD Sign and Date**

## Information sharing procedures relating to safeguarding children

Through the safe and effective sharing of information it aims to ensure that vulnerable adults and or children get the support they require from external services and that the people it works with are protected from harm, abuse or neglect. It also seeks to prevent them from offending.

In many reviews into deaths of children and or vulnerable adults the lack of information sharing between agencies and organisations is often highlighted as a contributory, if not causal, factor in the death. **It is imperative that Pop Arts staff understand the requirement to share safeguarding information in order to protect vulnerable children from harm.**

Confidentiality and information sharing must be integrated across all aspects of Pop Arts services and management as its users have the right to privacy and confidentiality and to understand when “secrets” cannot be protected for their best interests.

### Information Sharing Definitions

**Confidentiality:** Not all information is confidential. Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood that it would not be shared with others.

Pop Arts understands confidentiality to mean that no information regarding a service user shall be given directly or indirectly to any third party which is external to the Staff, without that service user’s prior expressed consent to disclose such information.

**Breach of confidentiality:** Confidence is only breached where the sharing of **confidential** information is not authorised by the person who provided it or to whom it relates. If the information was provided on the understanding that it would be shared with a limited range of people or for limited purposes, then sharing in accordance with that understanding will not be a breach of confidence. Similarly, there will not be a breach of confidence where there is explicit consent to the sharing.

**Even where sharing of confidential information is not authorised, Pop Arts may lawfully share it if this can be justified in the public interest.**

Seeking consent should be the first option, if appropriate. Where consent cannot be obtained to the sharing of the information or is refused, or where seeking it is likely to undermine the prevention, detection or prosecution of a crime, the question of whether there is a sufficient public interest must be judged by the Safe Guarding Officer on the facts of each case.

Therefore, where you have a concern about a child or young person, you should not regard refusal of consent as necessarily precluding the sharing of confidential information

**Public interest:** A public interest can arise in a wide range of circumstances, for example, to protect children or other people from harm, to promote the welfare of children or to prevent crime and disorder. There are also public interests, which in some circumstances may weigh against sharing, including the public interest in maintaining public confidence in the confidentiality of certain services. The key factor in deciding whether or not to share confidential information is proportionality, i.e. whether the proposed sharing is a proportionate response to the need to protect the public interest in question.

**Serious crime:** This means any crime that causes or is likely to cause significant harm to a child or young person or serious harm to an adult

## **Responsibilities of Pop Arts' Safeguarding Officer**

The Lead Safeguarding Officer's role is to support other staff to recognise the needs of children, including identifying and responding to possible abuse. The role will be given sufficient resource and, supervision and support them to fulfill their child welfare and safeguarding responsibilities effectively. They will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm, and promotes their welfare.

In the case of allegations made against Pop Arts Staff the Safeguarding Lead will work with the LADO and must follow their procedures. In cases of actual or suspected abuse by a member of Pop Arts staff the Safeguarding Lead in consultation with the LADO will ensure the Police and/or other statutory bodies like Social Services are informed as appropriate. The victim must be protected from further abuse while the Police/ external agencies conduct their own investigation.

If not already aware any allegation must be reported to the Safeguarding Officer unless the Safeguarding Officer is the alleged perpetrator; in that situation the report will be made to the Pop Arts Deputy Safeguarding Lead.

Any information held either electronically or in hard copy will be held securely in a password-protected document or sealed envelope in a secure, locked cabinet/drawer. Any electronic database used for recording and reporting abuse internally will protect the identity of the child and use an identifying code rather than the name so as to ensure confidentiality.

### **Responsibilities of the Pop Arts Safeguarding Trustee**

In its publication Strategy for dealing with safeguarding vulnerable groups including children's issues in charities, the Charity Commission is clear that Trustees have primary responsibility for safeguarding in Pop Arts while some responsibilities can be delegated over all responsibility lies with the Board.

To ensure that Pop Arts is taking steps to safeguard and take responsibility for the children with whom it works and is acting in their best interests, taking all reasonable steps to prevent any harm to them, assessing and managing risk, ensuring safeguarding policies and procedures are in place, undertaking ongoing monitoring and reviewing of policies and procedures including complaints and recruitment, to ensure that safeguards are being implemented and are effective, that Pop Arts is responding appropriately to allegations of abuse.



## **Detailed procedures for Pop Arts safeguarding officers or staff reporting in their absence.**

### **Additional Procedures**

The following procedures must be followed and referred to as necessary: -

- Common Assessment Framework (CAF)
- Child In Need (CIN)
- Domestic abuse

### **Allegations Management : Allegations of abuse or malpractice against a member of staff (including volunteers).**

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation. The framework for managing allegations is set out in *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children 2006*, and *Safeguarding Children and Safer Recruitment in Education 2007*.

The framework for managing cases set out in this procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm.

It also caters for cases of allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children. It should be used in respect of all allegations that are consistent with the guidance in *Working Together* i.e. cases in which it is alleged that a person who works with children has behaved in a way that has harmed, or may have harmed, a child possibly committed a criminal offence against, or related to, a child; or behaved in a way that indicates she/he/they is unsuitable to work with children.

In compliance with the Local Safeguarding Board's Allegations Management guidance, the following procedures will be followed:

### **Reporting procedure for Allegations**

If the allegation is against a Pop Arts member of staff the allegation must be reported immediately, at least within one working day, to the Pop Arts Safeguarding Officer. If the allegation is against the Safeguarding Officer then the allegation must be reported to the Pop Arts Deputy Safeguarding Lead. The Pop Arts Safeguarding Officer/or Deputy must then report the allegation to the Local Area Designated Officer (LADO) on the same day.

## **Initial consideration**

The LA Designated Officer (LADO) will discuss the matter with the Pop Arts Safeguarding Officer and, where necessary, obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded.

If the allegation is not patently false and there is cause to suspect that a child or young person is suffering, or is likely to suffer, significant harm, the LA Designated Officer should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve the employer.

## **Action following initial consideration**

Where the initial evaluation decides that the allegation does not involve a possible criminal offence, it is dealt with by the Pop Arts Safeguarding Officer or Chair. In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

Where further investigation is required to inform consideration of disciplinary action, the Safeguarding Officer or Chair will discuss who will undertake that investigation with the LA Designated Officer. In some settings and circumstances, it may be appropriate for the disciplinary investigation to be conducted by a person who is independent of Pop Arts to ensure objectivity. In any case, the investigating officer should aim to provide a report to the employer within 10 working days.

On receipt of the report of the disciplinary investigation, the Safeguarding Officer or Chair should decide whether a disciplinary hearing is needed within **two working days**, and if a hearing is needed it should be held within **15 working days**.

## **Suspension**

The possible risk of harm to children posed by an accused person needs to be managed and evaluated. The evaluation will be in respect of the child/children involved in the allegation and any other children in the individuals home, work or community life. In some cases it will require consideration to be given to the use of suspension for the person involved in the allegation. This may be until the matter is resolved.

A Pop Arts member of staff must not be automatically suspended without careful thought and consideration of the circumstances of the allegation. In making the decision, the Safeguarding Officer must consider whether the person should be suspended from contact with children for

the duration of the investigation, or until resolution has been reached. In any case, alternatives to suspension should be explored and advice sought from the LA Designated Officer.

If the allegation has been referred and a strategy meeting is to be convened, it will be a task of the strategy meeting to consider the facts of the allegation, and although a senior manager of Pop Arts cannot be directed to suspend, they will be supported in making the decision. This should be done after the views of the designated senior named officer from the police and Area Safeguarding Manager have been canvassed.

If the allegation is reported to a Pop Arts staff member against a member of staff (including a volunteer) of another organisation or agency then the member of Pop Arts staff should consult with the Pop Arts Safeguarding Officer and agree who should contact the LADO. However, if any delay in this procedure is likely to put a young person at risk of significant harm then the Pop Arts member of staff should contact the LADO directly.

### **Common Assessment Framework (CAF) Procedure**

The Common Assessment Framework (CAF) is a tool that any professional working with children, young people and their families can use to help them identify unmet additional needs. It is intended to be used to support the development of relationships with families and early intervention when it is needed.

CAF is used when we alone are unable to meet all the identified needs and it is necessary to refer a child with whom we are working to another agency for support. In some cases it may be difficult to establish exactly what the needs are, or how those needs will be met.

Consent from family/young person is required, CAF can only be used when the child or young person and family are happy to work alongside professionals to meet the child's needs.

### **Children in Need (CIN) procedures**

These procedures set out the requirements for agencies in Haringey to work together to work to achieve good outcomes with children who are 'in need' under the Children Act 1989 and their families.

In accordance with Haringey's policy and procedure for children in need under the Children Act 1989 Pop Arts is cognisant that it must:

- build and maintain effective partnerships at a strategic and local level to support good outcomes for children in need
- promote child centred practice where the focus is on the child's safety and welfare
- ensure that staff have appropriate knowledge and skills to work effectively with children in need

**In these procedures:**

- 'Child' means those 0 -18 years (19 years if disabled) and includes unborn babies.
- 'Parent or carer' includes birth parents, whether or not they live with the child, adoptive and step parents, partners of parents and those with a significant caring role for the child
- CIN means child in need under Children Act 1989 (Section 17) Who are children 'in need' under this policy?
- Children with multiple and complex needs who, unless services are provided may be at risk of significant harm and poor outcomes. (Defined in Children Act 1989 Section 17)

**Principles for work with children in need**

- The safety and welfare of the child is central at all times.
- All work with children in need is focused on achieving the best possible outcomes.
- Help will be given to children in need and their families as early as possible to prevent difficulties escalating.
- Establishing rapport and a constructive working relationship with the child (as appropriate to age and understanding) and their parents and carers will be a cornerstone of the work.

**Domestic Incidents/Abuse procedure**

A referral must be made direct to Children's Social Care if it seems reasonable to suspect that:

a child sees, hears, experiences or is otherwise aware of domestic abuse – i.e. that domestic abuse is part of their experience of family life. This applies regardless of whether they actually witness any particular event or are physically harmed, and

the non-abusing parent will not be able – for whatever reason – to ensure the safety and well being of their child without significant professional assistance and support.

Referrals should be made with the agreement of a parent unless the child's best interests are not served by seeking or obtaining consent. Non-consent should not be a barrier to referral if there

is on the face of it reasonable cause to suspect that the child may suffer significant harm of otherwise not have significant needs met.

A disclosure or allegation by a victim is not a pre-requisite for referral of concerns regarding a child. Concern about the effects of domestic abuse on a child may be triggered in other ways – for example, by hidden or inadequately explained injuries to a parent or carer, or damage to the home or personal property, or by the behaviour of parents, or concerns expressed by the child, or concerns about the child’s wellbeing.

**The Government defines domestic abuse as:**

*“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”*

The legal definition of “significant harm” to children was extended in January 2005 to include harm suffered from seeing or knowing of the abuse of another, particularly in the home. This was reinforced by the Adoption and Children Act 2002.

Child protection referrals where the primary concern relates to a domestic abuse incident may include:

Verbal Altercation

- Children not present but usually part of the household
- Children in house but not witness to the incident
- Children present
- Children present and victim of abusive behaviour

Damage to Property

- Children not present but usually in the household
- Children present but not witness to the incident
- Children present

Physical Assault

- Children not present but usually part of the household
- Children in house but not witness to the incident
- Children present and witness the incident
- Children present and a victim of assault

Sexual Assault

- Children not present but usually part of the household
- Children in house but not witness to the incident
- Children present and witness to the incident
- Children present and a victim of sexual abuse

## **Appendix A Good Practice:**

### **How to react when a child / young person wants to talk about abuse**

#### **General points**

- Take seriously what the child/young person says (however unlikely the story may sound)
- Keep calm
- Look at the child/young person directly
- Be honest
- Let them know you will need to tell someone else – don't promise confidentiality
- Reassure them they are not to blame for the abuse
- Be aware that the child/young person may have been threatened
- Never push for information
- Ask questions for clarification only; avoid asking questions that suggest a particular answer.

#### **Helpful things to say or show**

- Show acceptance of what the child/young person says
- "I am glad you have told me"
- "It's not your fault"
- "I will help you"

#### **Avoid saying**

- "Why didn't you tell anyone before?"
- "I can't believe it"
- "Are you sure this is true?"
- Never make false promises
- Never make statements such as "I am shocked!", or "don't tell anyone else"

#### **Concluding**

- Reassure the young person that they were right to tell you and that you take them seriously

- Let the young person know what you are going to do next and that you will let them know what might happen
- Immediately report the matter, as per procedures

## **Staff ratios**

### **Plan the work of the group so as to minimise situations where the abuse of children and/or young people may occur**

Arrange that all work takes place where it can be observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much benefit to the adult as to the child or young person.

Ensure that all staff, paid and unpaid, who work with children and young people do not meet one of the children or young people outside designated Pop Arts premises without a parent or other adult being present.

OFSTED recommends that the following number of adults should be present when working with children:

Age 13 - 18: 1 adult to 10 children.

If there are not enough leaders, the event should not take place.

However, these are just general recommendations in addition we must always ensure appropriate ratios of leadership to children and young people are observed according to age and gender and reflect the needs identified in the risk assessment for the activity and the group of children and young people involved.

## **Other good practice**

**Consent forms** including medical details should always be used for children and young people attending the activity and should be readily available during the activity.

As it is good practice to keep a **record of each activity**/session these will be used. This record should be compliant with the Data Protection Act.

All staff working with children or young people will be subject to a **DBS enhanced check**. While waiting for a DBS check to arrive the person will never be left alone with children unsupervised.



## **Appendix B: Recognising possible child / young person abuse**

The following behavioural signs *may* be indicators of child/young person abuse, but care should be taken in interpreting them in isolation.

### **Physical signs**

- Any injuries, bruises, bites, bumps, fracture, etc. which are not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- Injuries which have not received medical attention.
- Instances where children/young people are kept away from the group inappropriately or without explanation.
- Self-mutilation or self-harming e.g.. cutting, slashing, drug abuse.

### **Emotional signs**

Changes or regression in mood and behaviour, particularly where a child/young person withdraws or becomes clinging. Also depression/aggression.

- Nervousness or inappropriate fear of particular adults.
- Changes in behaviour e.g., under-achievement or lack of concentration, inappropriate relationships with peers and/or adults e.g., excessive dependence attention-seeking behaviour.
- Persistent tiredness, wetting or soiling of bed or clothes by an older child.

### **Signs of neglect**

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Failure to thrive e.g. poor weight gain, consistently being left alone and unsupervised

### **Indicators of possible sexual abuse**

- . Any direct disclosure made by a child/young person concerning sexual abuse.
- . Child/Young person with excessive preoccupation with sexual matters and detailed knowledge of.
- . Adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- . Preoccupation with sexual activity through words, play or drawing.
- . Child/Young person who is sexually provocative or seductive with adults.
- . Inappropriate bed-sharing arrangements at home.
- . Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- . Other emotional signs (see above) may be indicative of sexual or some other form of abuse.