



Policy on Safeguarding and Promoting the Welfare of Children, Young People and Vulnerable Adults

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This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedure

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Terminology

SCA Practitioner: A SCA practitioner works on a sessional or full-time basis for.

Enhanced Disclosure: A list of all spent and unspent convictions and cautions held on the Police National Computer and local police systems.

Safer Communities alliance (SCA) takes the protection of Children, Young People and Vulnerable Adults very seriously, and follows a comprehensive protocol to ensure that when recruiting a Practitioner, we adhere to the following policy:

1. Introduction

1.1. Purpose of this document

The purpose of this document is to outline's policies regarding the safeguarding and protection of children, young adults that we work with.

Note We use the following definition to classify a vulnerable adult: "A vulnerable adult is a person who is, or may be, in need of community care services because of mental disability or other disability, age or illness, and who is, or may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation."

Categories of abuse

Children and vulnerable adults can experience abuse in several ways. Forms of abuse that may affect children and vulnerable adults include:

Abuse of trust	Emotional Abuse	Modern slavery
Child sexual exploitation	Female Genital Mutilation (FGM)	Breast ironing
Child crime exploitation	Financial or material abuse	Neglect
Child Trafficking	Forced marriage	Website/Online abuse
Discriminatory abuse	Grooming	Organisational or institutional abuse
Domestic violence or abuse	Harmful sexual behavior	Physical Abuse
Sexual Abuse	Radicalisation of children or vulnerable adults	Psychological or emotional abuse
Financial abuse	Self-neglect	

These categories can overlap, and an abused child or adult often suffers more than one type of abuse.

Disabled children, young people and vulnerable adults are particularly vulnerable to abuse in any form. Safeguards for disabled children/adults are essentially the same as for non-disabled children/Adults. Staff must maintain high standards of practice, remain vigilant to the possibility of a child being abused and minimise situations of risk. All staff must ensure that the children/adult they work with know how to raise concerns and have access to interpreters/specialist workers and other aids to communication if required. Where there are concerns about the welfare, they should be acted upon in accordance with the procedures set out in this policy.

The same thresholds for action apply. Where concerns are raised about a child who has communication difficulties, appropriate support, interpreting services and communication aids must be secured.

Abuse can take place in any relationship and there are many contexts in which abuse might take place, e.g., Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Money fraud and theft, Scams. Some of these are named specifically within home nation legislations.

PROCEDURES FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

1.2. Agency roles and responsibilities

The SCA operates as an agency and therefore has the following roles and responsibilities:

- Clear priorities for safeguarding and promoting the welfare of children, young people and vulnerable adults should be stated explicitly in company policy documents
- A clear commitment by senior management to ensure that all staff and SCA Practitioners are aware of the importance of safeguarding and promoting the welfare of children, young people, and vulnerable adults, and should work in accordance with this.
- Recruitment and human resource management procedures that take account of the need to protect children, young people and vulnerable adults including arrangements for appropriate checks on new staff
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out responsibilities effectively, as well as being aware of the establishment's arrangements for safeguarding and promoting the welfare of children, young people, and vulnerable adults.

1.3. The definition of safeguarding

Safeguarding and promoting the welfare of children, young people and vulnerable adults is defined for the purposes of this guidance as:

- Ensuring that they are safeguarded and protected from harm.
- Preventing impairment of their health or development.
- Ensuring that they are developing in circumstances consistent with the provision of safe and effective care.
- Enabling them to have optimum life chances, allowing children and young people to enter adulthood successfully.

1.4. Policy Context

- SCA is currently operating in response to coronavirus (Covid-19), however, our safeguarding principles, remain the same. We will continue to follow government guidance and will amend this policy and our approaches, as necessary.
- As a result of the Covid-19 pandemic some members of our community may have been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work with local services, such as health and the local authority, to ensure necessary support is in place.

The Children Act 1989 (and subsequent amendments) & 2004, Children and Social Work Act 2017, Working together to Safeguard Children 2018 etc.

Section 10 of the Children Act 2004 places a duty on each local authority to decide with relevant agencies to cooperate to improve the wellbeing of children. This Act also required local authorities to set up statutory Local Safeguarding Children Board

The Police Act 1997

This Act established the Criminal Records Bureau for England and Wales. The presence of this Act makes it a criminal offence for an employer to:

- Not run a Standard/Enhanced Disclosure on employees working with children
- Give a job to someone who is inappropriate to work with children, young people, or vulnerable adults (where their unsuitability is known to be the case)

Criminal Justice and Court Services Act 2000

This Act stipulates that it is an offence if an individual that is disqualified from working with children, young people or vulnerable adults knowingly applies for,

offers to do, accepts or does any such work. Furthermore, it is an offence if such an individual is not removed from such work.

Safeguarding Vulnerable Groups Act 2006

This Act was created in response to a recommendation from the Department for Children, Schools, and Families, that a central service be developed that would bar unsuitable people from working with children. Previously, there has been multiple lists detailing the individuals that are unsuitable to work with children — this Act works alongside the Independent Safeguard Authority to provide a single list of those barred from working with children.

SECTION 45 MODERN SLAVERY ACT 2015 - STATUTORY DEFENCE FOR CHILD VICTIMS OF TRAFFICKING AND SLAVERY

Where a child commits an offence and they do so as a direct consequence of being or having been a victim of slavery or 'relevant exploitation', then section 45 Modern Slavery Act 2015 may provide a defense.

(4) A person is not guilty of an offence if—

(a) the person is under the age of 18 when the person does the act which constitutes the offence,

(b) the person does that act as a direct consequence of the person being, or having been, a victim of slavery or a victim of relevant exploitation, and

(c) a reasonable person in the same situation as the person and having the person's relevant characteristics would do that act.
(Section 45, Modern Slavery Act 2015)

'Relevant exploitation' is exploitation, within the meaning of section 3, Modern Slavery Act 2015 (see below), that is attributable to the exploited person being, or having been, a victim of human trafficking (section 45(5) Modern Slavery Act 2015).

'Trafficking' occurs where 'a person arranges or facilitates the travel of another person ('V') with a view to V being exploited' (section 2(1) Modern Slavery Act 2015). The definition of trafficking is wide, and a child could be the victim of trafficking even if they have never been out of the United Kingdom (section 2(5) Modern Slavery Act 2015).

A child is the victim of exploitation where a person uses or attempts to use them:

(a) to provide services of any kind,

(b) to provide another person with benefits of any kind, or

(c) to enable another person to acquire benefits of any kind.
(Section 3, Modern Slavery Act 2015)

Once it is established that a child is a victim of trafficking for the purposes of exploitation, the relevant consideration is whether there is a sufficient nexus between the trafficking for the purposes of exploitation and the offence; it is not necessary to go so far as to show there was compulsion to commit the offence as required in the case of an adult (*R v VSJ and Others (Anti-Slavery International Intervening)* [2017] EWCA Crime 36, para. 35).

2. Safer Communities' Alliance responsibilities

The Safer Communities Alliance is an organisation which has a 'duty of care' to ensure the optimum protection of children, young people, and vulnerable adults. All our Practitioners will be in possession of an Enhanced Criminal Records Bureau (DBS) Disclosure, obtained through Kent County Council.

We acknowledge that could play an influential part in the education and development of children. Therefore, we will work jointly with schools and other external partners to safeguard and promote the welfare of children, young people, and vulnerable adults.

It is also our responsibility to continually review and monitor our safeguarding policies and procedures and gain further advice and information wherever possible. All our employees are aware of our policies and procedures, and they understand their individual responsibilities.

We will reassure children or vulnerable adults who report concerns that they are being taken seriously and that they will be supported and kept safe.

Children, Young People, and adults can confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

3. Safeguarding children and young people in education

As a learning agency, we deliver projects through our Practitioners in schools, community groups, and private, voluntary, and independent settings. Our safeguarding policy complies with the guidance issued by the Government and will also abide by arrangements made by the local authority, the governing body or proprietor. A school/educational setting has a duty towards the children it works with to enforce compliance of legislative obligations. Therefore, has a responsibility to conform to the statutory requirements of the setting in terms of safeguarding and promoting the wellbeing of children, young people, and vulnerable adults.

The Kent Safeguarding Children's Multiagency Partnership (KSCMP) and (KMSAB) has a responsibility to co-ordinate the efforts of local agencies in safeguarding

and promoting the welfare of children and vulnerable adults in the Kent area, as well as setting and communicating policies and procedures. Presents a high level of awareness and co-operation with all guidelines laid out by the KSCMP. We also liaise with other local authorities where relevant to ensure that we adhere to safeguarding policies and procedures. <https://www.kscmp.org.uk/>

<https://www.kmsab.org.uk>

SCA understands the importance of adopting the correct recruitment and selection procedures to ensure that we can identify, deter, and decline to use Practitioners that are unsuitable to work with children and young people.

3.1. SCA practitioner Initial Recruitment Policy ~ Recruitment Process

The SCA Practitioner will complete an application form to ensure that essential information about an individual is immediately recorded, as well as to gain an insight into their creative and professional practice. If their initial application is successful, we will invite them to an interview to further assess the applicant's suitability as a SCA Practitioner.

3.2. Procedure

Once the applicant has proved their suitability as a Practitioner, the following procedure will be carried out:

- The Practitioner will be required to hold or apply for a Kent County Council Enhanced Criminal Records Bureau Disclosure (DBS).
- All KCC disclosures are to be dated within 3 years
- If making an application through they will be required to present the application along with the correct documentation (in person) to the office.
- SCA will always check that the practitioners have the right to work within the UK – presenting either a British Passport or a Permit to Work. A copy of this document for everyone will be taken and kept on record in our secure database.
- The SCA will ensure that the Public Liability Insurance policy held by any SCA Practitioners is a limit of indemnity of at least £5 million.
- If a DBS application is being made carry out the Enhanced Disclosure application through the Kent County Council's Schools Protection Service's application process
- A List 99 confirmation will be returned by Kent County Council immediately.

- Once the disclosure has been issued Kent County Council will forward a disclosure number to, they will then record the number and date on a secure spreadsheet.
- SCA does not hold a copy Enhanced Disclosure certificates from each Practitioner (unless there are disclosures) a confirmation letter issued by the KCC will be kept on file confirming the disclosure details this will be kept on our secure database (see separate confidential Data Storage policy). If the SCA practitioner has no content on their Enhanced Disclosure, they are then cleared to work for.

Proof of identity is required for DBS applications — we handle all relevant information with confidentiality and discretion. Once an applicant has passed through the successful Disclosure checks, they must always carry their certificate with them when working at the setting.

Supervision and Support

- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child’s safety or welfare.
- SCA will provide appropriate supervision and support for all members of staff to ensure that:
 - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children, young people & vulnerable adults
 - All staff are supported by the DSL in their safeguarding role.
 - All members of staff have regular reviews of their own practice to ensure they improve over time.
- Any member of staff affected by issues arising from concerns for children’s welfare or safety can seek support from the DSL.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union or other similar organisations directly.

3.3. SCA practitioner Disclosure Content

If an Enhanced Disclosure has content on it, Kent County Council Schools Protection Service will inform the designated DBS representative there is content on the Disclosure and that it has been sent to the applicant. This will then be brought to the attention of the Senior Leadership Team and projected managers who will not be able to commission the Practitioner for work until the following procedures have adhered to:

- The Practitioner will be advised that they must contact the DBS representative when a copy of the Enhanced Disclosure is received. Once the project Practitioner receives the Enhanced Disclosure, will request a copy. At this time the Practitioner is also invited to submit a written explanation of any disclosure content.
- SCA project Leaders will be made aware of any relevant information concerning the Practitioner if it is directly relating to their individual projects. As well as being confidential, the transfer of data between the designated information holders will be factual and without bias.
- Once all relevant information has been received, the Senior Leadership Team will meet to discuss if the Practitioner is to be cleared to work with. The decision-making criteria for this discussion are as follows:
 - The nature of the offence
 - The nature of the project's role
 - The age of the offence
 - The frequency of the offence
- After the Senior Leadership Team have reached an agreement, the Practitioner will be contacted in writing and informed of the decision to proceed with or decline their role for.
- When a SCA Practitioner is commissioned to work on a project, a representative of will contact the client to discuss if they are willing to use this SCA practitioner on their project.
- To aid this discussion, can also fax a copy of the Enhanced Disclosure certificate and a copy of the practitioner's explanation of disclosure content.
- If it is agreed that the client is willing to proceed, will send a letter of consent to be signed in agreement.
- Once a SCA practitioner has a Kent County Council Enhanced Disclosure certificate, request that the Enhanced Disclosure is renewed every three years.
- All SCA practitioners must be prepared to present their Enhanced Disclosure along with photographic identification, at the place of work that has commissioned them to. This is a contractual requirement and if it is not adhered to, the contract of the SCA practitioner in question will be terminated.

3.4. Continuing awareness

As employers, we maintain a continuing awareness throughout our operations management to ensure that we are taking every step to consider, protect and

promote the wellbeing of the children and young people that we work with at our settings. Appendix 1 shows a Code of Conduct that we have developed for our SCA practitioners to adopt in settings.

We encourage our SCA practitioners to adopt a continuing awareness of safeguarding in the settings they work in. SCA practitioners should work with the support of teachers and whilst awareness is necessary, it is not the sole responsibility of our practitioners to notice and raise concerns with the wellbeing of the children and young people unless appropriate.

4. Creative Practitioner Project Selection

This section details all the checks that should be made on employees wishing to work with children and young people through a role in the education service. These checks will be mentioned to potential SCA practitioners at the interview stage, to ensure that good safeguarding practice is honored throughout recruitment.

4.1. Checks procedures

SCA requires all recruited practitioners to have an Enhanced Disclosure through the Criminal Records Bureau. This Disclosure should be umbrella/issuing body; therefore, our SCA practitioners have an Enhanced Disclosure via Kent County Council. Requires SCA practitioners to renew their Enhanced Disclosure every three years.

A slightly different procedure applies for candidates who have lived or worked outside of the United Kingdom. Enhanced Disclosures do not generally show offences committed by individuals whilst living abroad. Therefore, in addition to an Enhanced Disclosure, additional checks such as obtaining certificates of good conduct from relevant embassies or police forces are necessary.

SCA strives to maintain a fair and Un-biased recruitment process for the selection of all SCA practitioners chosen to work on our project.

The following criteria are to be followed by all project Managers before any SCA practitioners can be used on any project

- All SCA practitioners working on our project are selected from a pool of practitioners who have met the criteria.
- All SCA practitioners are in possession of an Enhanced Disclosure from the Criminal Records Bureau (see SCA practitioner Recruitment Policy for more details on this procedure). If there is content on the Enhanced Disclosure, will follow the procedure as also outlined in our SCA practitioner Recruitment Policy.

- Project Managers will select several possible SCA practitioners from the Practitioners database
- Once the shortlist of SCA practitioner is complete, the Project Manager will check on ACT! That the appropriate legal documents are in place.
- If an appropriate SCA practitioner is not listed on the database, a Project Manager will follow the SCA practitioner Recruitment Policy process.
- Appropriate SCA practitioners will then be invited to complete an expression of interest.
- Interested/available SCA practitioner will respond to the Project Manager with a short proposal/application. The Project Manager will collate all responses and assess SCA practitioner suitability for the project in question.
- The Project Managers will then shortlist the SCA practitioner/s and will invite them for a short interview (which could be telephone or face to face meeting).
- Practitioner selection is then confirmed, and a contract is drawn up, signed by the relevant staff, and sent off to the SCA practitioner for them to sign and return.

All settings that work with children and young people have varying Child Protection policies. Obtaining these details is part of the planning phase for each individual setting that we work with. We will adhere to the policies and procedures as contracted by individual settings.

4.2. Public Liability Insurance

SCA requires all practitioners to have Public Liability Insurance with a limit of indemnity of £5,000,000. This covers any awards of damages granted to a member of the public because of an injury or damage to their property.

5. Confidential Data Storage

All confidential data (Criminal Records Bureau Enhanced Disclosure checks, Passports and Public Liability insurance copies) held by concerning any associated personnel will be stored using the following protocol:

- All information will be directly scanned by the appointed person to a secure password protected file — no paper copies will be retained
- The file used will be password-protected — only accessible by the senior leadership team at. No other personnel will have access to these files.

- Information will be stored in the secure file for 3 years or when replaced by updated details. All files older than 3 years will be completely deleted from the system.
- If there are disclosures a contracted setting has the right to request to see the disclosure of the SCA practitioner/s in question. If this is requested, will oblige, in accordance with the following procedure:
- Once the setting in question has requested a copy of the Enhanced Disclosure/s of the SCA practitioner/s, the designated DBS representative at will contact the setting and ask the designated contact at the setting to confidentially oversee the correspondence.
- SCA will fax over a blank piece of paper to the contracted setting to ensure the contact fax number is correct.
- The setting in question should write a note of confirmation on this piece of paper and fax it back to immediately.
- Once this has been received at, we will fax over copies of the Enhanced Disclosure certificates.

SCA has a secure computer server with an up-to-date antivirus system.

6. Dealing with Allegations of Abuse

Any allegations of abuse made against staff, SCA practitioners or other associates will be 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. All schools and settings working with children and young people will have procedures for dealing with allegations, so action against the accused individual will be subject to these guidelines.

The subject of the allegation should inform. Every effort will be made to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated. It is important that a clear and comprehensive summary of any allegations is provided by the subject. May play a role in this confidential record-keeping to ensure that accurate information can be given in response to any future reference if the person in question has moved on.

Initial suspension must not be instigated without careful thought. However, any incidents relating to physical, emotional, or sexual abuse will be suspended immediately pending further investigation. In this case, the Kent Safeguarding Children's Multiagency Partnership (KSCMP) will be informed immediately of the situation to date and will take over the investigation.

The local authority designated officer will discuss the matter with the Headteacher or Principal and may refer to children's social care, depending on the grounds of the allegation. Will remain involved in the process and will

support and contribute as is necessary and appropriate. The outcome of the investigation will determine the suitability of the SCA practitioner for use on projects.

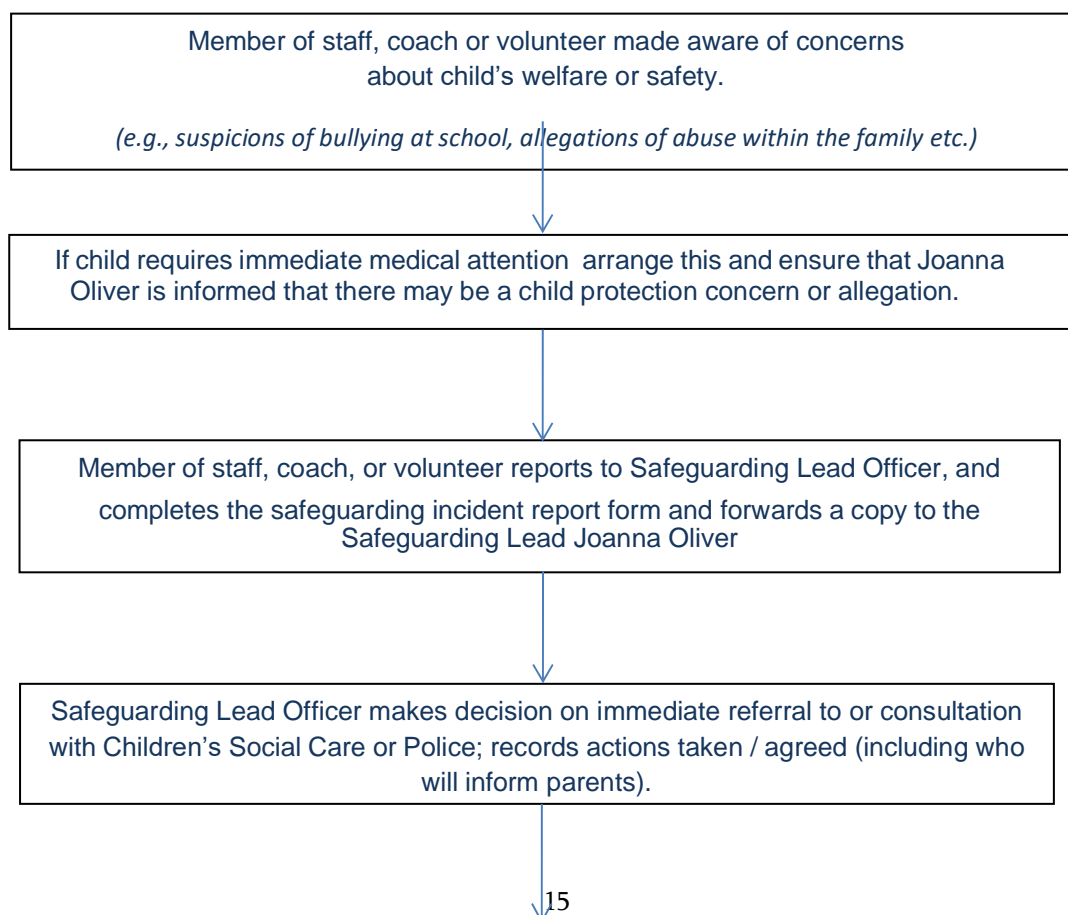
7. Information sharing / Reporting Procedures – DO NOT DELAY

It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether the matter is taken to another authority.

Outline safeguarding reporting procedure concerns

1. About children, and young people

(e.g., at home, school or in the community)



Safeguarding Lead Officer sends online safeguarding report
to Children's Social Care within 24 hours and considers need for support or advice
for original referrer or others involved.

8. Guidance on how to respond to a person disclosing abuse

DO:

- Do always treat any allegations extremely seriously and act towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you must tell and why.
- Do tell the child what you are doing and when and keep them up to date with what is happening.
- Do take further action — you may be the only person able to prevent future abuse — tell your nominated person immediately.
- Do write down everything said and what was done.

DON'T:

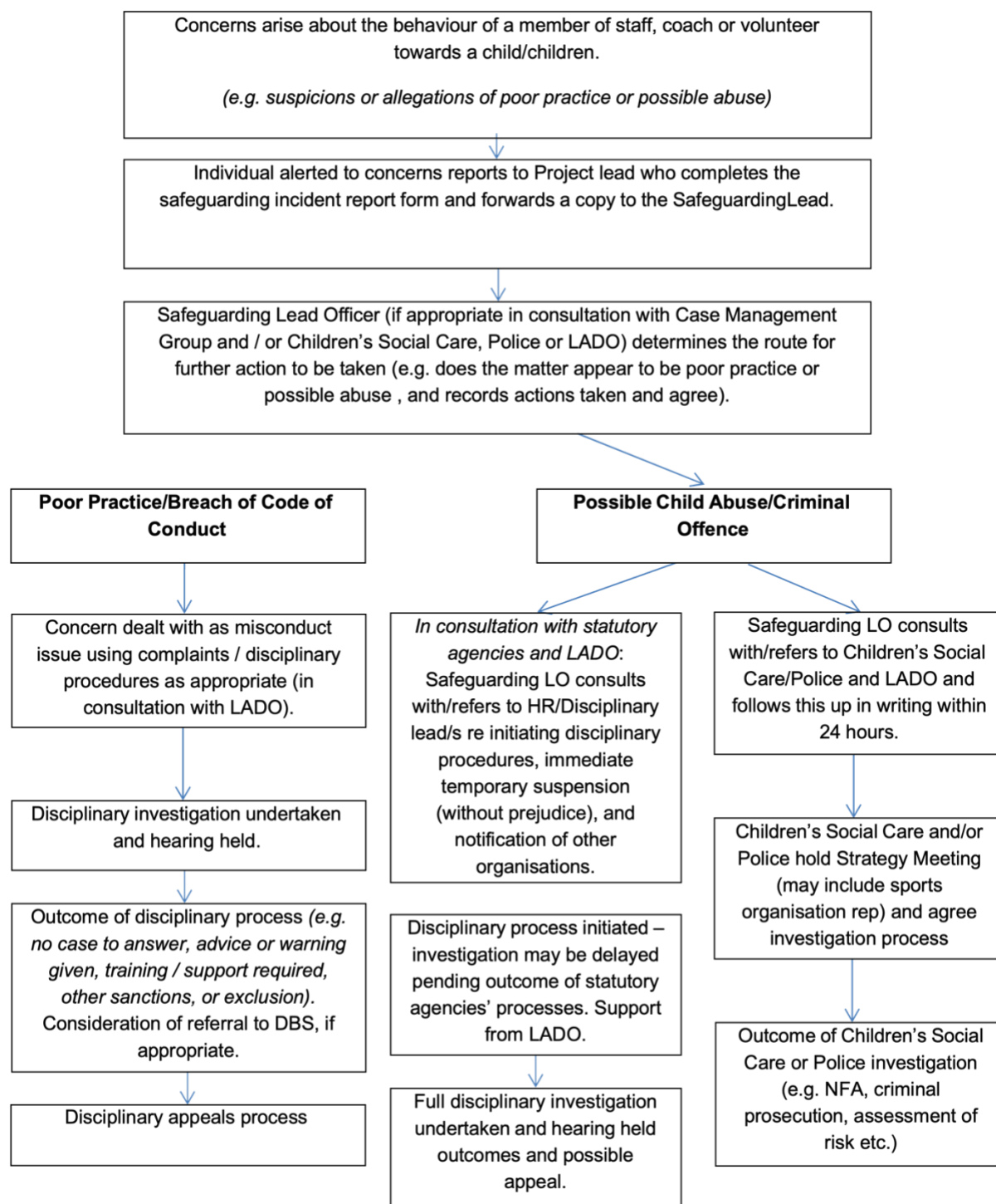
- Don't make promises you can't keep.
- Don't interrogate the child — it is not your job to carry out an investigation — this will be up to the police and social services, who have experience in this.
- Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.

- Don't do nothing — make sure you tell your nominated Safeguarding Children person immediately — they will know how to follow this up and where to go for further advice.

Outline safeguarding reporting procedure concerns

2. About the behaviour of the organisation's staff member or volunteer

(e.g., allegation about a staff or officer's behavior towards a child)



- All members of staff are made aware of the organisation Whistleblowing procedure ([SCA Whistleblowing policy](#)). It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
- Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.

9. Prevent

In 2011, the Government published the Prevent Strategy which raised awareness of the specific need to safeguard children, young people and families from extremism and radicalization. Please refer to our Prevent Duty Procedure.

Extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist, or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Prevent is about safeguarding our learners to keep them both safe and within the law. The Prevent Duty is not about preventing learners from having political and religious views and concerns but about supporting them to use those concerns or act on them in non-extremist ways.

Radicalisation & Extremism - The holding of extreme political or religious views e.g., animal welfare rights, environmentalists, EDL / white supremacy groups, anti-gay groups, Islam / Christian ideology. The Counter Terrorism and Security Act, places a duty on specified authorities, including local authorities and childcare, education, and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. ("The Prevent duty")

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

SCA is clear that this exploitation and radicalisation should be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part of the company's safeguarding duty.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Young People may become susceptible to radicalisation through a range of social, personal, and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff can recognize those vulnerabilities.

Extremism is defined by the Government in the 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Responding to suspicions of radicalisation and extremism

We are alert to changes in a young person's behaviour or attitude which could indicate that they need help or protection.

- When any member of staff has concerns that a young person may be at risk of radicalisation or involvement in terrorism, they should speak with the On-Duty Designated Safeguarding Officer for investigation and action.
- Disclosure records are held by the Safe and Sound team and stored on a secure server.
- Staff take care not to influence the outcome either through the way they speak to or question children/vulnerable young people.
- We will continue to welcome the young person/adult whilst investigations are being made. The young person/adult may choose to withdraw from activities whilst investigations take place. We follow the procedures as set by the Local Safeguarding Board in relation to the delivery of services and designated roles and tasks in supporting the young person/adult, family, and employer after any investigation.
- All suspicions and investigations are kept confidential and shared only with those who need to know.
- Any information is shared under the guidance of the Regional Prevent Coordinator.

Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason, the appropriate interventions in any case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship, or drug/alcohol issues.

Staff will report any concerns to the DSL (or a deputy), who is aware of the local procedures to follow.

10. Local Support

- All members of staff in SCA are made aware of local support available.
 - **LADO Service**
 - Telephone: 03000 410888
 - Email: kentchildrenslado@kent.gov.uk
 - **Integrated Children's Services**
 - Front door: 03000 411111
 - Out of Hours Number: 03000 419191
 - **Kent Police**
 - 101 or 999 if there is an immediate risk of harm

- **Kent Safeguarding Children Multi-Agency Partnership (KSCMP)**
 - kscmp@kent.gov.uk
 - 03000 421126
- **Adult Safeguarding**
 - Adult Social Care via 03000 41 61 61 (text relay 18001 03000 41 61 61) or email social.services@kent.gov.uk

11. References

- ¹ Found under most popular publications at [Teachernet Online Publications](#)
- ² *Working Together to Safeguard Children*, published 2006 by the Stationary Office
- ³ Summary taken from [The Safeguarding Vulnerable Groups Act factsheet](#)
- ⁴ See associated document at <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00061/>
- ⁵ See factsheet as issued by the Independent Safeguarding Authority at http://www.isa.gov.org.uk/PDF/283896_ISA_A4_FactSheetNo3.pdf
- ⁶ KCMP - <https://www.kscmp.org.uk/about-kscb/kscmp-frameworks>

12. Appendix 1 **Sample Code of Conduct**

We have developed a sample code of conduct or safe practice which we require all SCA practitioners to read and adhere to. We may also share this with schools and other clients in the initial planning stages, so that they are clear about what to expect from project delivery.

Always put the welfare and safety of the child, young person, or vulnerable adult first.

Treat all children, young people, and vulnerable adults equally, with respect and dignity.

Do not have, or be perceived to have, favorites.

Ensure you have agreed roles, responsibilities, and standards of behavior with others involved, including teachers and other adults.

Never agree to work with children, young people or vulnerable adult without a teacher or another responsible adult in the setting.

Wherever possible avoid spending time with an individual, or with small groups of children, young people, or vulnerable adults in an unobserved environment.

If it is never necessary to be alone with a child, young person, or vulnerable

adult

Avoid physical contact with children, young people, or vulnerable adults unless it is necessary for a particular activity, or if a learner has been (or is about to be) injured.

If physical contact cannot be avoided, seek the permission of the child, young person, or vulnerable adult first and ensure they are comfortable with what you are proposing.

Listen to what children, young people or vulnerable adults must tell you.

Ensure that children, young people, or vulnerable adults understand that you will treat what they tell you with confidentiality, unless you believe them (or another young person) to be in danger.

If a child, young person, or vulnerable adult discloses something to you, or you see something that concerns you, tell the member of school staff that you are working with and contact the office.

If you see something that concerns you regarding an adult, contact the office, who will contact the school if appropriate.

Do not contact children, young people, or vulnerable adults outside of the setting or operating hours.

Do not develop social or sexual relationships with the children, young people, or vulnerable adults that you are working with.

Never accept, or give, gifts or money to children, young people, or vulnerable adults.

Support and watch out for other SCA Practitioners that you are working with to ensure they are not being drawn into situations that could be misinterpreted; how colleagues view each other's practice will indicate how outsiders will view it.

This policy and related procedures are driven by the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Working Together to Safeguard Children 2018
- What to do if you are worried a child is being abused 2015
- Keeping Children Safe in Education (KCSIE) 2018
- Protection of Freedoms Act 2012
- Care Act 2014

- Safeguarding Children: Working Together Under the Children Act 2004 and Disqualification under the Childcare Act 2006 (2018)
- Counter Terrorism and Security Act 2015
- Prevent Duty Guidance for England and Wales (2015)
- Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism 2015
- Multi-agency guidance on FGM (2016)
- Modern Slavery Act (2015)
- Information sharing: advice for practitioners providing safeguarding services (2018).
- Children missing in Education (2016)
- Child sexual exploitation: definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (2017)
- Sexting in schools and colleges: responding to incidents and safeguarding young people (UK Council for Child Internet Safety (UKCCIS), 2016).
- Sexual violence and sexual harassment between children in schools and colleges (2018)
- General Data Protection Act (2018)
- Specific roles and responsibilities concerning Safeguarding

The Designated Safeguarding Lead will:

- Report recommendations for changes to the Company Safeguarding and Prevent Policy and Procedures considering legislative changes to the Board of Directors
- Undertake regular and appropriate training for this role
- Make the decision to investigate any allegations or concerns about abuse
- Address any immediate protection issues
- Make the decision and support staff to refer to an appropriate statutory agency (Police, Local Authority, Social Services and / or Channel)
- Liaise with Local Safeguarding Board
- Ensure employees are trained on Company Safeguarding procedures
- Source appropriate external training for Safeguarding

13. Appendix 2 Support Organisations

NSPCC 'Report Abuse in Education' Helpline

- [0800 136 663](tel:0800136663) or help@nspcc.org.uk

National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardo's: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children's Society: www.childrenssociety.org.uk

Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline
- Harmful Sexual Behaviour Support Service: <https://swgfl.org.uk/harmful-sexual-behaviour-support-service>

Support for Learners

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk

Support for Adults

- <https://www.kmsab.org.uk>
- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org
- Advice now: www.advicenow.org.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

Contextual Safeguarding Network

- <https://contextualsafeguarding.org.uk/>

Kent Resilience Hub

- <https://kentresiliencehub.org.uk/>

Substance Misuse

- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Talk to Frank: www.talktofrank.com

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phonenumber: <https://respectphonenumber.org.uk>

Criminal and Sexual Exploitation

- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- It's not okay: www.itsnotokay.co.uk
- NWG Network: www.nwgnetwork.org

Honour Based Abuse

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information: www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Peer on Peer abuse, including bullying, sexual violence, and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: www.brook.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk

- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now! www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Diana Award: www.antibullyingpro.com/
- Bullying UK: www.bullying.co.uk
- Kidscape: www.kidscape.org.uk

Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/onlinesafety
- Get Safe Online: www.getsafeonline.org
- Parents Protect: www.parentsprotect.co.uk
- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Anna Freud: www.annafreud.org/schools-and-colleges/

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Children with Family Members in Prison

National information Centre on Children of Offenders (NICCO):
<https://www.nicco.org.uk/>