

SAFEGUARDING POLICY

Children & Vulnerable Adults



East Clayton Farm

Version 3.0 – September 2021

Policy number		Policy owner		
Adopted by the Trustees September 2019		The Trustee Board of East Clayton Farm		
Current version	Date of policy review	Date of next review	Policy reviewed by	Changes made to policy
V2	Created December 2017	Sept 2020	Jean Rolfe	N/A
V3		Sept 2021	Jean Rolfe	
V4		Sept 2022		
Related ECFLDC policies				

SAFEGUARDING CONTACTS

TITLE	NAME	PHONE	EMAIL
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Designated Safeguarding Officer			
Associate Trustee	Jan Hobson		jan@juniortheatre.co.uk jan.hobson@lorica.org.uk
West Sussex LADO	Lindsey Tunbridge Adams	0330 222 339 01403 229900	
West Sussex Multi Agency Safeguarding Hub (MASH)		01403 229 900	mash@westsussex.gov.uk
Children's Services Area Office (Includes Out of Hours)		01243 642 555	
NSPCC Child Protection Helpline		0808 800 5000	
West Sussex Adult Services		01243 642 121	

RELATED POLICIES & PROCEDURES

DOCUMENT TITLE	LOCATION
Equality & Diversity	ECF Policies and Procedures
Whistleblowing	ECF Policies and Procedures
Social Media	ECF Policies and Procedures
Anti-Bullying and Harassment	ECF Policies and Procedures
Learner behaviour policy	ECF Policies and Procedures
Staff behaviour policy/code of conduct	ECF Policies and Procedures

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APPENDIX 1	SUSPECTED CHILD/VULNERABLE ADULT PREVENT REFERRAL FORM - for volunteers or staff to complete.
APPENDIX 2	PREVENT REFERRAL FORM – for DSL to complete.
APPENDIX 3	ECF policy on recruitment of ex-offenders.

1. INTRODUCTION

East Clayton Farm (ECF) is committed to safeguarding all children and vulnerable adults with whom we work. We believe that children and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child or vulnerable adult to be paramount.

ECF recognises that safeguarding and promoting the welfare of children and vulnerable adults is everyone's responsibility. All practitioners should make sure their approach is child or vulnerable adult centered, considering always what is in their best interests.

ECF will train and empower all staff and volunteers to recognise and respond effectively to protect a child or vulnerable person who may be at risk of significant harm. We are committed to safeguarding children and we expect everyone who works for ECF to share this commitment. Adults at ECF take welfare concerns very seriously and encourage children to talk to us about anything that bothers them. We will always act in the best interests of the child or vulnerable adult.

ECF will ensure that all staff and volunteers maintain an attitude of 'it could happen here'. Staff and volunteers should always feel able to raise concerns about a child or an adult at risk. They should also feel confident about raising any concerns about the behaviour of any staff member who they believe may present a risk.

SAFEGUARDING MEANS:

- Protecting the children and vulnerable adults from abuse and maltreatment.
- Preventing harm to children and vulnerable adults' health or development.
- Preventing harm to children's mental and physical health or development
- Ensuring children and vulnerable adults receive safe and effective care.
- Taking action to ensure the best outcomes for all children.

We will take every reasonable step to ensure that children and vulnerable adults are protected whenever our staff and associates are involved in the delivery of our work.

All staff members believe that ECF should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

MENTAL HEALTH

All staff are also aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following the farm's child protection policy and speaking to the designated safeguarding lead.

The overall aim of this policy is to provide clear direction for employees, workers (incl. subcontractors), volunteers and site visitors about expected behaviour in dealing with safeguarding issues, ensuring concerns and referrals are handled sensitively and professionally.

All referring organisations (e.g. schools) will be issued with our child protection policy. We will publish our policies and procedures on our website so that they are available for parents and carers.

Where a pupil is at ECF as part of an alternative provision from a school (referring organisation) the school continues to be responsible for the safeguarding of that pupil. The Designated Safeguarding Lead (DSL) will therefore work closely with the referring organisation over any concerns raised.

EAST CLAYTON FARM WILL:

- Provide a welcoming and safe environment for children and vulnerable adults to learn about the world around them.
- Recognise that all children and vulnerable adults have an equal right to protection from all forms of abuse and should be listened to if they express any concerns.
- Ensure all our staff and volunteers take responsibility to act on any disclosure or suspicion that a child or vulnerable adult may be at risk
- Respond swiftly and appropriately to all suspicions or allegations of abuse and provide referring organisations, parents and carers with the opportunity to voice concerns.
- Have robust escalation arrangements and appropriate systems of support in place for children and vulnerable adults, staff and volunteers.
- Operate a culture of transparency and willingness to share information with referring organisations, Local Authority Designated Officers (LADO), Local Authority Safeguarding Children and Vulnerable Adult Boards and other local agencies, such as the Police, as protecting children and vulnerable adults is everyone's responsibility.

VOICE OF THE CHILD – WORKING TOGETHER TO SAFEGUARD CHILDREN 2018

ECF recognises that the voice of all children and vulnerable adults should be heard in relation to safeguarding issues and will ensure that they are enabled to raise issues of concern and complaints. Our Designated Safeguarding Lead (DSL) is well trained and experienced in reassuring, listening to and dealing with issues and complaints from children and vulnerable adults.

We recognise the findings in Working Together to Safeguard Children 2018, where children expressed that they wanted an effective safeguarding system to have the following characteristics:

- **Vigilance** - to have adults notice when things are troubling them.
- **Understanding and action** - to understand what is happening, to be heard and understood and



to have that understanding acted upon.

- **Stability** - to be able to develop an ongoing stable relationship of trust with those helping them.
- **Respect** - to be treated with the expectation that they are competent rather than not.
- **Information and engagement** - to be informed about and involved in procedures, decisions, concerns and plans.
- **Explanation** - to be informed of the outcome of assessments and decisions and reasons when their views have not been met with a positive response.
- **Protection** - to be protected against all forms of abuse and discrimination.

We will use this information to support the training of our staff and volunteers by reviewing this and other policies as appropriate.

2. EXPECTATIONS

On site at ECF and throughout all our project activities we expect our employees, workers, volunteers and visitors to:

- As part of their induction and continued training, be familiar with our Safeguarding Children and Vulnerable Adults Policy and Procedure, the Behavior Policy, the Staff Behavior Policy or Code of Conduct, and the role of the Designated Safeguarding Lead (DSL).
- Have read 'Keeping Children Safe in Education 2020 - Part 1'.
- Be subject to safer recruitment processes and checks whether they are new staff, consultants, contractors or volunteers.
- Be vigilant and alert to signs and indicators of physical, emotional or sexual abuse and to be aware of other specific risks e.g. radicalisation, forced marriage, honour-based violence, peer on peer abuse, county lines.
- Be aware of who the DSL is how to contact them
- Be aware of how to record and escalate concerns immediately.
- Deal with disclosures of abuse from a child or vulnerable adult in line with safeguarding procedures.

3. LEGISLATION AND GUIDANCE

ECF will act in accordance with the following legislation and guidance:

- The Health and Safety at Work Act 1974.
- The Children Act 1989.
- The Children (Protection from Offenders) Regulations 1997.
- The Protection of Children Act 1999.
- The Criminal Justice and Court Services Act 2000.
- The Care Standards Act 2000.
- The Education Act 2002.
- The Children Act 2004.
- The Education Regulations 2005.
- The Safeguarding Vulnerable Groups Act 2006.
- The Protection of Freedoms Act 2012.
- The Counter Terrorism and Security Act 2015.
- Revised Prevent Duty Guidance July 2015.
- Working Together to Safeguard Children June 2018.
- Keeping Children Safe in Education DFE 2020.
- Sexual violence and sexual harassment between children in schools and colleges 2018.
- Safeguarding Children and Young People from Sexual Exploitation – Supplementary Guidance to Working together to Safeguard Children.
- Local Safeguarding Children and Vulnerable Adults Board Guidance.

4. CONSENT AND CONFIDENTIALITY

CHILDREN

- As a general principle, all matters relating to child protection are confidential and should only be shared on a 'need to know' basis.
- The designated safeguarding lead will disclose any child protection related information about a child to other adults on a need to know basis only.
- All staff and volunteers must be aware that they have a responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets if doing so might compromise the child's safety or wellbeing.

VULNERABLE ADULTS

If concerns are raised concerning a vulnerable adult, attempts should be made, wherever possible, to obtain consent to share confidential information, but a lack of consent should not prevent information being shared with the DSL.

Empowering vulnerable adults in this situation is important and involves a proactive approach in seeking consent and maximizing the persons involvement. Adults should be consulted on whether they see the issue as a cause for concern and what they want to happen.

An adult's right to make choices about their own safety needs to be balanced with the rights of others to be safe. Information must only be shared on a 'need to know' basis when it is in the interests of the adult. If it is not possible to have obtained informed consent it may be necessary to override the requirements to share information. The individual will have to assess whether providing the information will be necessary and consider the risk of not sharing the information.

A record of the decision to disclose and reasons for it must be endorsed on the safeguarding file.

If consent is obtained, from a vulnerable adult it should be 'informed', meaning the person giving consent must understand why information needs to be shared, what information will be shared and with whom, how the information will be used, and the possible implications of sharing the information.

5. ROLES AND RESPONSIBILITIES

DESIGNATED SAFEGUARDING LEAD (DSL)

The Trustee Board have appointed the CEO **Jean Rolfe** as the Designated Safeguarding Lead (DSL) for East Clayton Farm. The ultimate responsibility for safeguarding and child protection lies with the DSL. The name of our DSL will be advised to all new staff at their induction and thereafter as necessary. This role has defined responsibilities as follows:

- Oversight of all cases of suspected abuse referred to the Local Authority Designated Officer (LADO), the appropriate Local Authority Children or Vulnerable Adult Boards, Disclosure and Barring Service (DBS), Local Authority Channel Referral and Intervention processes and/or local Police in cases where a crime may have been committed.
- Liaising with referring organisations (such as schools/alternative provision college/Intervention planning team) regarding any safeguarding issues.
- Referring cases of suspected abuse to the West Sussex MASH. (Where a referral is made ensure notes are completed that same day.)
- Referring cases to the Channel programme where there is a radicalisation concern.
- Referring cases where a person is dismissed or left due to risk or harm to a child to the Disclosure and Barring Service as required.
- Ensuring that all child protection files are kept separately and securely from other records and are accessible only by staff who need access to them for safeguarding purposes.
- Ensuring that all staff and volunteers know who the DSL is, what their role is, and how to report concerns.
- Liaising with the ECF Trustee Board to inform them of on-going enquiries and/or investigations regarding safeguarding activities.
- Ensuring that the ECF Trustee Board have full refresher training every 2 years
- In addition to in-house training the lead will also ensure full compliance with training requirements from Local Safeguarding Children and Vulnerable Adults Boards and multi-agency safeguarding training programmes.
- Ensuring that the staff are fully aware of multi-agency tools for identifying, assessing and recording safeguarding concerns.
- Acting as ECF's Transport Lead for all occasions where ECF is directly responsible, either through use of our own transport or via contractors, for the safe transit of children or vulnerable adults to and from activities.
- Ensuring that the ECF safeguarding policy and procedure is reviewed annually and that procedures are regularly updated and reviewed to keep up with changes in legislation, guidance and best practice.
- Ensuring that the ECF Safeguarding Policy and Procedure is made available publicly.
- Ensure that parents/carers and referring organisations are aware of the fact that referrals about suspected abuse or neglect may be made.
- Be the lead when engaging the Managing Professional Difference protocol.
- Be the lead when there is a disagreement between ECF and other agencies in respect of action taken to keep a child safe.
- Embedding across ECF an ethos and culture of listening to children and vulnerable adults and taking account of their wishes and feelings amongst all staff, workers and volunteers.

RESPONSIBILITY OF TRUSTEES

Our Board of Trustees have overall accountability for ensuring the safety of all people involved with our charitable activities. Keeping Children Safe in Education 2020 makes clear that the Trustee Board should have a lead person to take leadership responsibility for safeguarding arrangements.

Our nominated Associate Trustee for safeguarding at ECF is **Jan Hobson**.

Operational management is delegated to the DSL. The Trustee board takes seriously its responsibility to safeguard and promote the welfare of children and vulnerable adults in its care and to work together with other agencies to ensure that adequate arrangements exist to recognise children and adults who may be suffering harm.

Our Trustees will ensure that:

- Safeguarding policies and procedures are effective and comply with the law at all times. This will include a Child protection policy, Safeguarding policy and a Staff behavior Policy in accordance with all relevant legislation and guidance.
- Our charity operates safe recruitment procedures to ensure adequate checks are carried out on staff, contractors and volunteers.
- A senior member of staff acts as DSL.
- The DSL attends appropriate refresher training.
- ECF has procedures to deal quickly, professionally and sensitively with any allegations of any sort of abuse against staff, contractors and/or volunteers
- Child protection records are kept securely and separately from other records and are only accessed by staff who need to see them.
- Through regular review and audit ensure that any safeguarding deficiencies or weaknesses within the organisation are remedied without delay.
- All staff and volunteers are familiar with 'Keeping Children Safe in Education - Part 1' 2020, and that staff and volunteers have been trained appropriately.
- ECF keep an up to date Single Central Register (SCR) of all staff and volunteers and the dates of all appropriate safeguarding checks, including annual DBS checks.
- There are procedures in place to effectively manage allegations against staff and volunteers.
- That the Trustees are trained in respect of safeguarding.
- That safeguarding policy and procedures are reviewed annually.

New West Sussex Safeguarding Children Partnership

From Tuesday 25th June 2019 the West Sussex Safeguarding Children Board was replaced by the West Sussex Safeguarding Children Partnership where three lead agencies; Health Partnership, Police and the Local Authority, will work together as joint and equal partners to shape bespoke arrangements for the needs of the children in West Sussex. As a Trustee Board, we are fully committed to working with the Partnership and will enable our safeguarding lead to attend briefings on how the new partnership will support our children.

In the event that an existing volunteer's DBS check showing bad character, the following procedure will be followed:

1. The DSL will immediately notify the volunteer that they are barred from entering the farm's premises whilst an investigation is carried out.
2. The Volunteer will be given, in writing, 7 days' notice to attend an interview with a panel made up of the DSL, and the Safeguarding Trustee (the Panel). The initial interview must take place within 14 days of the bad character having been discovered.
3. At the interview, the details of the bad character will be put to the volunteer and they will be asked to give full disclosure regarding the circumstances. They will also be given the opportunity to submit any mitigation that they wish the Panel to consider.
4. The Panel will decide whether further information is required before deciding what action to take. If further information is required, the Panel will agree the date of a second interview while the volunteer is present. The second interview must take place within 14 days of the first interview. The Volunteer will remain suspended from the farm in the interim.
5. The Panel will notify the Volunteer, in advance of the second interview, of any additional information that they have received. The Volunteer will be entitled to make further representations.
6. At the conclusion of the second interview, the Panel will make their decision. The Panel will decide each matter on a case by case basis. The decision of the Panel will be final. The Volunteer will be told of the Panel's decision which will then be confirmed in writing within 48 hours. There is no right to appeal.

In the event of a prospective volunteer's DBS check showing bad character:

The DSL will decide to either accept or decline the Volunteer based on the nature, severity and time since the bad character occurred.

You can find full details of ECF's policy on the recruitment of ex-offenders in Annex 4 of this document.

RESPONSIBILITIES OF ALL STAFF AND VOLUNTEERS WORKING WITH CHILDREN

We recognise that all adults working with children at ECF share responsibility for:

- Reading 'Keeping Children Safe in Education - Part 1' 2020 and will be alert to signs of abuse and will know to whom they should report any concerns or suspicions.
- Being aware of signs of possible abuse and maintaining an 'it could happen here' attitude with regards to child protection.
- Ensuring that children know that there are adults at ECF they can approach if they are worried about any problems.
- Knowing what to do if a child tells them they are being abused or neglected.
- Knowing how to report their concerns to DSL as soon as possible.
- Participating in annual safeguarding training.
- Referring to the Safeguarding Trustee if they have concerns about the DSL.

6. DEFINITIONS

CHILD

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under The Children Act 1989.

VULNERABLE ADULT

“A vulnerable adult is a person aged 18 years or over who may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation;” *No Secrets* (DH/Home Office 2000)

The ADASS National Framework of Standards (2005) argues against the use of the word “vulnerable” and suggested that local safeguarding adults’ procedures should apply to “every adult who is or may be eligible for community care services “

The Safeguarding Vulnerable Groups Act (2006) uses the term “vulnerable adult” in a much wider context to apply to people using certain types of services or residing (even temporarily) in certain types of places.

Consider therefore that a “vulnerable adult” is a person aged 18 years or over who is:

- In residential accommodation provided connection with care or nursing or receiving care or nursing at home.
- Receiving health care.
- In lawful custody or under the supervision of a probation officer.
- Receiving a welfare service of a prescribed description or direct payments from a social services authority.
- Receiving services, or taking part in activities, aimed at people with disabilities or special needs because of his/her age or state of health.

It may be that a vulnerable person is someone who is unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation. He/she may be elderly or frail, have learning disabilities, suffer from mental illness, have a physical disability, be a substance misuser, be homeless or in an abusive relationship.

7. SUSPICION OF ABUSE

Any ECF staff member or volunteer who witnesses or suspects abusive behavior towards a child or vulnerable adult should immediately report it to the DSL (see reporting and escalation flowchart Appendix 2).

If a worker has suspicions, he/she must act on these and not ignore a potentially very serious situation.

It is NOT the individual's responsibility to decide:

- how serious the matter might be, or,
- to investigate his/her suspicions

This requires expertise he/she is not expected to have.

WHISTLEBLOWING

Our Whistleblowing Policy enables all our staff, workers and volunteers to raise any concerns in confidence. An electronic copy will be provided to each new Volunteer.

Any allegations of abuse made against anyone working for ECF will be thoroughly investigated and dealt with through our disciplinary procedure. Serious breaches may lead to dismissal. The DSL will appropriately record an allegation or reported incident.

If a child or vulnerable adult themselves discloses to a staff member or volunteer that they are being abused, the staff member will reassure them to let them know that they are doing the right thing in speaking about this and that we must then pass this information onto the DSL.

The DSL who will be responsible for contacting the Local Authority Designated Officer (LADO), statutory child and adult protection agencies, the school/residential home, parent/carer, if appropriate and/or the police if necessary.

8. PLANNING & SUPERVISION

All activities or assignments involving children or vulnerable adults will be planned in advance to ensure they take into account the age range and ability of the participants. Staff, volunteers or freelancers supervising assignments involving children or vulnerable adults will be competent and trained to do so. Ratios of the number of skilled and experienced supervisors to the number of learners /participants will be selected to ensure that both the quality of learning and safety are maximised. This policy does not prescribe ratios because they will vary according to the age and needs of the participants, the nature of the activity and the competence of the participants and staff involved. Our approach is that activity supervision plans, including ratios, will match the level of risk involved.

Decisions on ratios and effective supervision will take into account, as part of the risk assessment, the following factors:

- Competence of staff and the person in charge.
- Competence of volunteer assistants and apprentices.
- Gender, age, behaviour and ability of participants.
- Any special medical, educational or capability needs of the participants.
- The duration and nature of the activity e.g. classroom based, land based, ICT based.
- The nature of the site and environment.
- Specific site requirements e.g. permits
- Contingency options
- Level of first aid cover required.
- Access to emergency services.
- The season and the local weather forecast.
- Specific guidance from professional national bodies.

All staff should avoid working alone with a child or vulnerable adult wherever possible. If it is not avoidable they should re-plan their work so that at least two supervising adults are in the vicinity at any time, where possible including a ECF employee. If possible, the worker should also move to a workstation where he/she and the child/vulnerable adult can both be seen by other colleagues or other adults.

This guidance applies also to transport in vehicles - workers should not transport a child or vulnerable adult anywhere unless accompanied by a further person or as part of a formal arrangement.

9. PHYSICAL CONTACT

If a child/vulnerable adult is hurt or distressed, the worker should do his/her best to comfort or reassure the affected person without compromising his/her dignity or doing anything to discredit the person's own behaviour.

If a child or vulnerable adult requires intimate care this will be written into a care plan delivered by their carer, that staff will adhere to and be trained to support.

If first aid is needed this will be delivered by a trained member of staff and fully recorded.

THE USE OF REASONABLE FORCE

Keeping Children Safe in Education 2020 recognises that there are circumstances when staff (not volunteers) will have to use reasonable force to safeguard children and young people. The term 'reasonable force' covers a broad range of actions used by staff that involve either physical contact or control to restrain a child. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed' The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm.

A 'no contact' policy can leave staff unable to fully support and protect students

Please refer to KCSIE 2020 guidance and Use of Reasonable Force Guidance.

PHYSICAL RESTRAINT

Any physical restraint is only permissible when a child is in **imminent** danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to defuse the situation have failed. Another member of staff or volunteer should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL who will decide what to do next.

10. SITE SECURITY AND TRANSPORT

The safety and well-being of the people we work with is paramount and we are committed to providing a safe environment within which to work. Anyone leading a task at ECF will ensure all appropriate site-based risk assessments are in place.

All visitors to our sites are asked to sign in, where required to show ID, to wear a visitor lanyard & badge and will be escorted or supervised whilst on site based on the judgement of the CEO.

Our farm gate is to be kept closed at all times when young people are on site

Transporting young people or vulnerable adults sits under a Section 19 of The Transport Act 1985. A permit is issued by West Sussex County Council. This means a complete service must have been undertaken on the vehicle being used and the driver has to complete a sheet check before and after every journey. Passenger information will be available for every journey. Users will be adequately trained. Appropriate insurance will be up to date and adequate to cover such assignments.

Our DSL will also act as our Transport Lead for all occasions where ECF is directly responsible either through use of our own transport or via contractors for the transit of children or vulnerable adults to and from activities.

10. IMAGES AND E-SAFETY

Photographs and videos of our charitable work are sometimes taken for publicity purposes and/or at a funder's request, but we always seek prior consent from the child, adults, or from the referring organisation, to take any image of their children. Their permission to do so is recorded on our Photo / Video Consent form.

We do not use children's names against any image. We also ensure that children and vulnerable adults in our care tell a member of staff if they are concerned that someone is taking pictures of them.

This approach also extends to children sending messages that could be considered as cyber bullying and/or sexting. ECF will treat any such issues just as seriously as any other type of bullying and will be dealt with in line with our anti-bullying policy.

Some social network sites, chat rooms and websites are a clear source of inappropriate material and we do not allow access to such sites on our premises. Acceptable Use of IT for staff and volunteers is laid out in a related policy.

All our staff, workers and volunteers should:

- Not photograph/video a child or vulnerable adult, without their valid consent and that of their parent/guardian or carer.
- Ensure that any photographs/videos taken are appropriate.
- Report any inappropriate use of images.

ECF will ensure that all our staff and volunteers using ICR projects with children and vulnerable adults will:

- Be made aware of the dangers associated with social networking sites and the internet and know to tell someone if they encounter anything that makes them feel unsafe or threatened.
- Will be supervised at all times.
- Design access to the Internet and ICT services expressly for their use and will include filtering appropriate for their age.
- Give clear objectives for how the ICT is to be used, relevant to the activity requirement.
- Limit the amount of time spent accessing the computer, relevant to the activity requirements

Contact will not be made with any of the children or vulnerable adults with whom we are working for any reason unrelated to the particular piece of work. Our employees and volunteers are required to maintain our reputation for integrity and responsibility in dealing with children and vulnerable adults and should not enter into any social or other non-work related arrangements with them.

11. WHEN TO BE CONCERNED (INDICATORS OF ABUSE)

WHAT IS ABUSE?

Abuse is something that is done to another person, without their full understanding or consent, which harms them in some way.

It may consist of a single act or repeated acts.

It can be done by an adult or adults, another child or children.

All staff and volunteers should be aware of the main categories of abuse - **Physical abuse, emotional abuse, sexual abuse, neglect.**

PHYSICAL ABUSE

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, pinching, or otherwise causing physical harm to a child.

Signs of physical abuse may be :

- Scratches.
- Bite Marks
- Bruising. It is often impossible to differentiate between accidental and inflicted bruises. If bruising occurs in places that are not consistent with normal play, this can be an indicator of deliberately inflicted harm. This includes bruises in or around the mouth, the eyes, the head, the back, the ears, stomach or neck etc. Bruises may be marks consistent with straps, sticks, fingers, pinching and grabbing.
- Fractures. They may cause pain, swelling, discolouration over a bone or joint. It is unlikely that a child will have a fracture without carers being aware of a child's distress. There are grounds for concern if the history is vague or inconsistent.
- Burns and scalds. It can be difficult to distinguish between accidental and non-accidental burns and scalds. Scalds are the most common intentional burn injury recorded. Any burn with a clear outline may be suspicious, such as circular burns from cigarettes, scalds that have a line indicating immersion or poured liquid.

Emotional / behavioural presentation:

- refusal to discuss injuries
- admission of punishment which appears excessive
- fear of parents being contacted and fear of returning home
- withdrawal from physical contact
- arms and legs kept covered in hot weather
- fear of medical help
- aggression towards others
- frequently absent from school
- an explanation which is inconsistent with an injury
- several different explanations provided for an injury.

Indicators in the parent:

- may have injuries themselves that suggest domestic violence

- not seeking medical help/unexplained delay in seeking treatment reluctant to give information or mention previous injuries
- absent without good reason when their child is presented for treatment
- disinterested or undisturbed by accident or injury
- aggressive towards child or others
- unauthorised attempts to administer medication
- tries to draw the child into their own illness
- past history of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault
- parent/carer may be over involved in participating in medical tests, taking temperatures and measuring bodily fluids
- observed to be intensely involved with their children, never taking a much needed break nor allowing anyone else to undertake their child's care.
- may appear unusually concerned about the results of investigations which may indicate physical illness in the child
- wider parenting difficulties may (or may not) be associated with this form of abuse
- parent/carer has convictions for violent crimes.

Indicators in the family/environment:

- marginalised or isolated by the community
- history of mental health, alcohol or drug misuse or domestic violence
- history of unexplained death, illness or multiple surgery in parents and/or siblings of the family
- past history of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault or a culture of physical chastisement.

EMOTIONAL ABUSE

This is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and continued adverse effects on their emotional development. It may also involve conveying to them that they are worthless, unloved, inadequate or valued only in so far as they meet the needs of another person.

This presents itself in a child or vulnerable adult's behavior such as:

- Undue fear of adults, fearful watchfulness and failure to thrive.
- Fear of changing for physical activities.
- Isolating themselves from peers or being isolated from peers by others.
- Aggression towards others including bullying.
- Refusal to discuss injuries.
- Arms and legs kept covered up during hot weather.
- Several different explanations provided for an injury.

Indicators in the parent:

- domestic abuse, adult mental health problems and parental substance misuse may be features in families where children are exposed to abuse
- abnormal attachment to child e.g. overly anxious or disinterest in the child
- scapegoats one child in the family
- imposes inappropriate expectations on the child e.g. prevents the child's developmental exploration or learning, or normal social interaction through overprotection
- wider parenting difficulties may, or may not, be associated with this form of abuse.

Indicators of in the family/environment:

- lack of support from family or social network
- marginalised or isolated by the community
- history of mental health, alcohol or drug misuse or domestic violence
- history of unexplained death, illness or multiple surgery in parents and/or siblings of the family
- past history of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault or a culture of physical chastisement.

NEGLECT

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

This includes:

- Ignoring or withholding physical or medical care needs. Examples are failing to provide appropriate food, shelter, heating, clothing, medical care, hygiene, personal care.
- Inappropriate use of medication or over-medication.

Physical signs of neglect may be:

- Inadequate/inappropriate clothing.
- Underweight.
- Constant hunger, scavenging for food/hoarding food.
- Poor standard of hygiene.
- Untreated illness.
- Low level of concentration.
- Tiredness or listlessness.
- Responsibility for non-age appropriate activities e.g. cooking, ironing, caring for siblings

Emotional signs of neglect may be:

- Attachment disorders.
- Emotionally needy.
- Constant tiredness.
- Poor self-esteem.
- Aggressive and impulsive behavior.
- Disturbed peer relationships.
- Self-harming.

Indicators in the parent:

- dirty, unkempt presentation
- inadequately clothed
- inadequate social skills and poor socialisation
- abnormal attachment to the child e.g. anxious
- low self-esteem and lack of confidence
- failure to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene
- failure to meet the child's health and medical needs e.g. poor dental health; failure to attend or keep appointments with health visitor, GP or hospital; lack of GP registration; failure to seek or comply with appropriate medical treatment; failure to address parental substance misuse during pregnancy
- child left with adults who are intoxicated or violent
- child abandoned or left alone for excessive periods
- wider parenting difficulties, may or may not be associated with this form of abuse.

Indicators in the family/environment

- history of neglect in the family
- family marginalised or isolated by the community
- family has history of mental health, alcohol or drug misuse or domestic violence
- history of unexplained death, illness or multiple surgery in parents and/or siblings of the family
- family has a past history of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault or a culture of physical chastisement
- dangerous or hazardous home environment including failure to use home safety equipment; risk from animals
- poor state of home environment e.g. unhygienic facilities, lack of appropriate sleeping arrangements, inadequate ventilation (including passive smoking) and lack of adequate heating
- lack of opportunities for child to play and learn

SEXUAL ABUSE

This includes any sexual act to which the child or vulnerable adult has not consented and may not understand. For example, being touched or kissed when it is not wanted, being made to touch or kiss someone else, being raped, being made to listen to sexual comments or forced to look at sexual acts or materials

Physical signs of sexual abuse may be:

- Difficulty in walking or sitting.
- Recurrent tummy pain, discharges or headaches.
- Being unusually compliant.
- Regressive behavior such as soiling themselves.
- Masturbation, touching others inappropriately.
- Urinary infections

Emotional/behavioural signs of sexual abuse may be:

- The child or vulnerable adult makes a disclosure.
- Inexplicable changes in behavior such as becoming aggressive or withdrawn.
- Self-harming
- Withdrawal or isolation.
- Inappropriate sexualised conduct.
- Drawing sexually explicit pictures.
- Depression.

Indicators in the parents:

- comments made by the parent/carer about the child
- lack of sexual boundaries
- wider parenting difficulties or vulnerabilities
- grooming behaviour
- parent is a sex offender

Indicators in the family/environment:

- marginalised or isolated by the community
- history of mental health, alcohol or drug misuse or domestic violence

- history of unexplained death, illness or multiple surgery in parents and/or siblings of the family
- past history of childhood abuse, self-harm, or a culture of physical chastisement
- family member is a sex offender.

VULNERABLE ADULTS MAY EXPERIENCE:

Financial abuse - The misuse or stealing of an adults' money or belongings, fraud or pressuring an adult into making decisions about their financial affairs.

Discriminatory abuse - Discriminatory abuse includes any type of abuse aimed at a vulnerable adult because of their colour, religion, appearance or sexuality. For example, ignoring spiritual or religious beliefs, comments or jokes about a person's disability, age, race, sexual orientation, or gender/gender identity, ignoring cultural needs, for example diet or clothing. Discriminatory abuse is also known as 'hate crime'

When working with children or vulnerable adults with disabilities, our staff and volunteers are aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child.
- Lack of stimulation.
- Unjustified and/or excessive use of restraint.
- Rough handling, extreme behaviour modification such as deprivation of food or clothing, disabling wheelchair batteries.
- Unwillingness to try to learn the child's/adult's means of communication.
- Ill-fitting equipment, for example calipers.
- Misappropriation of money.

Any staff or volunteers noticing the presence of any indicator for abuse or neglect should immediately report it to the DSL.

EARLY HELP

Any child may need early help, but staff should be particularly alert to the potential need for early help for a child who:

- Is disabled and has specific attention needs.
- Has special educational needs.
- Is a young carer.
- Is showing signs of being drawn into anti-social or criminal behavior.
- Is misusing drugs or alcohol.
- Is a privately fostered child.

12. PROCEDURE FOR DEALING WITH A DISCLOSURE

It is the clear responsibility of all our staff and volunteers to immediately report any concerns they may have over a child or vulnerable adult to the Designated Safeguarding Lead (DSL) in line with the reporting and escalation flow chart in Appendix 1.

The signs of abuse aren't always obvious, and a child or vulnerable adult might not tell anyone what's happening to them. The same process is to be followed if a child or vulnerable adult discloses abuse of any sort or if you have concerns that abuse may be happening.

This procedure must be followed whenever any staff or volunteer hears an allegation from a child or vulnerable adult that abuse has, or may have, occurred or where there is a significant concern that there may be such abuse.

Listen to what is said - if a child or vulnerable adult is in immediate danger 999 should be rung

Accept what you are told - you do not need to decide whether or not it is true. Listen without displaying shock or disbelief

Do not promise confidentiality - reassure them that they have done the right thing. Explain who you will have to tell and why and what the next step may be. And in the case of vulnerable adults request consent to share the information.

Do not promise that “everything will be alright now” - (it might not be).

Stay calm - the pace should be dictated by the child or vulnerable adult without them being pressed for detail. Avoid leading questions but ask open ended ones it is our role to listen not to investigate

Clarify anything you do not understand - if more information is needed to establish whether there has been abuse, use open questions such as ‘tell me what happened’

Use language that the child or vulnerable adult will understand – such as age appropriate words. Avoid jargon or words that might not be understood.

Do not criticise the perpetrator - the child or vulnerable adult might have a relationship with them

Make notes as soon as possible – during the interview if you can. Recordings can also be made:

- Start with the time, date, place and context of disclosure.
- Describe observable behaviour and appearance.
- Record what is said but not your assumption or interpretation.
- If it involved observation of bruising or an injury record the detail, e.g. ‘right arm above the elbow’.
- Do not take photographs (the DSL must decide what should be done regarding photographs).
- Do not destroy your original notes – they may be needed later on and must be given to the DSL.



Discuss immediately (or as soon as you can) with your DSL.

Once reported to them, the DSL will take responsibility for the matter and will take all of the necessary actions. However if you have questions or need additional support, then ask.

The DSL must discuss concerns with referring organisations if responsibility for safeguarding still rests with that organisation (School)

Reporting forms should be available to all staff and volunteers who may require them.

They should be kept with easily accessible paper copies of the 'Keeping Children Safe in Education', 'Confidential Reporting Policy' and the 'Safeguarding' policy.

13. HANDLING ALLEGATIONS ABOUT STAFF AND VOLUNTEERS

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has or may have harmed a child or vulnerable adult.
- Committed a criminal offence.
- Behaved towards a child or vulnerable adult in a way which indicates they would pose a risk of harm if they continue to work in that capacity.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

Any allegation of abuse will have a significant impact on the accused individual and it is therefore essential that the facts of the case, as they are known, and alternative courses of action are carefully considered when deciding if action is to be taken.

The Disciplinary Policy and Procedure should be followed. It must also be recognised that colleagues may be affected, and consideration should be given to the necessary support required to address this.

Consideration should be given to reassigning the member of staff/volunteer in question to work which does not involve direct contact with children or vulnerable adults, whilst the investigation continues. Agreement must be reached with the member of staff/volunteer as to how information will be shared throughout the investigative process and what support/counselling will be offered.

15. INFORMATION MANAGEMENT

All safeguarding concerns raised either about the suspected abuse of a child or vulnerable adult or about the behaviour of staff or volunteers (e.g. if they hurt a child/adult, breach this policy and procedure or do something considered to be poor practice) must be recorded.

Records kept for safeguarding purposes must be kept securely, separate from other records.

All information relating to staff and volunteers and safeguarding checks should be kept securely as a Single Central Register that should be checked annually by the Safeguarding trustee.

Safeguarding records should only be seen by those who need to have proper access to them. An accurate record should be kept of:

- The Date and time of the incident/disclosure
- Names of the parties who were involved, including any witnesses to an event, what was said or done and by whom.
- Any action taken.
- Any further action taken.
- Where relevant, the reasons why a decision was taken not to refer those concerns to a statutory agency.
- Any interpretation/inference drawn from what was observed, said or alleged should be clearly recorded as such.
- Name of person reporting the concern, name and designation of the person to whom the concern was reported, date and time and their contact details.

The record should be signed.

Records should be stored electronically on the ECF network, to ensure regular back-up. They should be password protected and only available to the DSL and Safeguarding Trustee

Where information is shared with external agencies, the information will be encrypted and emailed to people in named roles who need to know about the information in those records.

The protocols of the LADO in regard to retention of safeguarding documentation will be followed.

INFORMATION SHARING

If in doubt whether to share information the DSL should take advice from MASH. Further advice on the seven golden rules for sharing information for staff can be found in the following document, *Advice for practitioners providing safeguarding services to children, young people, parents and carers and guidance*

Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision. [Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers](#) supports staff who have to make decisions about sharing information. This advice includes the seven golden rules for

sharing information and considerations with regard to the Data Protection Act 2018 and General Data Protection Regulation (GDPR). If in any doubt about sharing information, staff should speak to the designated safeguarding lead. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety of children.

TAKING RESPONSIBILITY

Staff and volunteers should not assume a colleague or another professional from another organisation is making a referral. It is the duty of the Designated Safeguarding Lead to take action and ensure information is shared in order to keep a child safe.

In addition, ECF will ensure that all staff, including volunteers, will have confidence and know how to contact MASH in the unlikely event that the DSL or Safeguarding Trustee are not available. This will also be the case where any member of staff is concerned that the DSL is not taking concerns seriously.

In addition, we encourage all members of staff, including volunteers to recognise and respond to safeguarding concerns which occur in the community and are nothing to do with school in the appropriate manner to by contacting MASH or the NSPCC.

16. MANAGING PROFESSIONAL DIFFERENCES AND CONCERNS

This is a vital tool in keeping children safe. On occasions there may be differences of opinion between professionals in response to a specific safeguarding matter, for example children's social care closing a case too early.

Professional Differences and Concerns Protocol

In such circumstances the DSL will assess the impact of such a decision on the child and where concerns remain, the DSL will engage the Managing Professional Difference protocol which can be found on the West Sussex Safeguarding Children website.

17. CURRENT ISSUES

ECF will ensure that that staff and volunteers are trained to identify signs and indicators of risk and that any concerns will be treated in line with existing reporting and escalation processes detailed in Appendix 2. If staff or volunteers detect indicators, these will be shared with the DSL who will then share them with the referring organisation if appropriate.

CHILD SEXUAL EXPLOITATION (CSE) and CHILD CRIMINAL EXPLOITATION (CCE)

These are defined as forms of abuse where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity

The imbalance can be due to age, as well as other factors like gender, sexual identity, cognitive ability, physical strength, status and access to economic or other resources

In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (e.g. increased status) of the perpetrator or facilitator

It can be perpetrated by individuals or groups, males or females, and children or adults

It can be a one-off occurrence or be a series of incidents over time, and range from opportunistic to complex organised abuse

It can involve force and/or enticement-based methods of compliance and can involve violence or threats of violence

Victims can be exploited even when activity appears to be consensual

It can happen online as well as in person

Any ECF staff or volunteers noticing the presence of any indicators that they have received training to look for in terms of sexual exploitation will trigger the escalation process outlined in Appendix 1.

Where there are concerns of child sexual exploitation, advice will be sought from MASH.

RADICALISATION/PREVENT

Protecting children from the risk of radicalisation is one of ECF's wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene in order to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support any form of violent extremism, including terrorism. There is no single way of identifying an individual who is likely to be susceptible to extremist ideology. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online and with specific needs for which an

extremist or terrorist group may appear to provide an answer. The internet and the use of social media has become a major factor in the radicalization of young people.

All ECF staff and volunteers should be alert to behavior which could indicate that a child or vulnerable adult may be in need of help or protection.

The Trustee board will ensure that their behaviour, that of staff and volunteers, the ECF curriculum, policies and procedures demonstrate the British values of democracy, the rule of law, individual liberty and mutual respect for those with different faiths and beliefs.

Our staff and volunteers will be trained to look out for indicators of individuals being at risk of becoming radicalised. ECF will therefore intervene in delivery of our charitable activities to prevent children and vulnerable adults from being radicalised and drawn into terrorism.

Any member of ECF staff or volunteer who has concerns that an individual may be at risk of radicalisation or involvement in terrorism, will speak with the Designated Safeguarding Lead (DSL). This may result in the individual at risk of radicalisation being given appropriate support e.g. PREVENT referral to the Channel programme (see referral form in Appendix 4.) Consideration should be given to sharing concerns with the police.

FEMALE GENITAL MUTILATION (FGM)

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs.

It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

There is a legal obligation to report all cases of FGM

ECF Staff will be made aware of the signs and indicators of FGM and will follow the escalation process as detailed in Appendix 1.

FORCED MARRIAGE AND HONOUR BASED VIOLENCE

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or where abuse is used. Forcing a person into a marriage is a crime in England and Wales

In the UK it is recognised as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Honour based violence can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

ECF Staff and volunteers on noticing the presence of any indicators as identified during training will report to the DSL who will seek advice from MASH and will trigger the escalation process as detailed in Appendix 1.

CHILD CRIMINAL EXPLOITATION: COUNTY LINES

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying involvement in county lines are missing episodes, where the victim may be trafficked for the purpose of transporting drugs. Like other forms of abuse and exploitation, county lines exploitation:

- Can affect any young person (male or female) under the age of 18 years.
- Can affect any vulnerable adult over the age of 18 years.
- Can still be exploitation even if the activity appears consensual.
- Can involve force or enticement-based methods of compliance and is often accompanied by violence or threats of violence.
- Can be perpetrated by individuals or groups.
- Is typified by a power imbalance in favour of those perpetrating the exploitation. This includes age, gender, cognitive ability, physical strength, status and access to economic and other resources.

If there are any concerns that a child or young person is at risk of Criminal exploitation MASH must be contacted for advice.

PEER ON PEER ABUSE

ECF recognises that some students will negatively affect the learning and well-being of other students. Their behavior will be dealt with under ECFs anti-bullying or behavior policy

However, some accusations may be so serious that they raise safeguarding concerns.

All staff and volunteers should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This may include physical abuse and/or emotional abuse. Sexual abuse and sexual exploitation may manifest as bullying, gender based violence/sexual assaults and sexting. All staff and volunteers must be aware that children can be abusers and concerns should be discussed with the DSL

If peer on peer abuse is suspected, the DSL should follow section 8.7 of the West Sussex Child Protection and Safeguarding Procedures.

SERIOUS VIOLENCE

All staff at ECF will be aware of the indicators which may signal that children are at risk from, or involved with serious violent crime. We will be aware that indicators such as increased absence, a change of friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or injuries. In addition, unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

We understand that such cases are often difficult to identify. We will do all we can to hear the voice of the child, enabling children to share concerns, worries or feel enabled to ask for help.

If there are any concerns a child is at risk of serious violence we will contact MASH for advice.

If we are concerned that the child is at risk of imminent serious violence we will call the police on 999.

CONTEXTUAL SAFEGUARDING NETWORKS

Recent developments in developing a contextual safeguarding network can significantly increase the support to young people at risk of exploitation. This network looks at different aspects of potential abuse which is committed outside the home.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the farm and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

DOMESTIC ABUSE

ECF recognises the definition of domestic abuse to be any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological;
- physical;
- sexual;
- financial; and
- emotional

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members.

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

Any concerns regarding domestic abuse will be considered by the designated safeguarding lead or deputy and advice and guidance obtained from MASH.

YOUTH PRODUCED SEXUAL IMAGERY OR 'SEXTING'

ECF recognizes that 'Sexting' is a safeguarding risk. Any incident of youth produced sexual imagery will be referred to the DSL.

ECF recognises that responding to such cases can be complex and as such has adopted the UK Council for Child Internet Safety (UKCCIS) guidance, as recommended by West Sussex Safeguarding Children Board in responding to and managing such incidents.



UPSKIRTING

ECF recognizes that this is a criminal offence. Upskirting typically involves taking a picture up or under a person's clothing without them knowing. The picture is taken with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

When an allegation of upskirting is brought to our attention we will respond as we would for any other disclosure of potential abuse.

We will follow the principles as set out in responding to reports of sexual violence and harassment above and will take advice from MASH on how to progress any allegation of upskirting.

APPENDIX 1

Suspected child/vulnerable adult Prevent Referral Form – Section 1 to be completed by concerned volunteers or staff and then passed to the DSL (or the DSO, if the DSL is not on the farm)

SECTION 1 - TO BE COMPLETED BY STAFF OR VOLUNTEERS

Please complete this form immediately that you have any concerns over the safety or welfare of a child/young person.

Actions:

Receive, reassure and react to the Child/vulnerable adult.

Record on Form and inform the DSL.

Reflect and seek support if required.

Form to be completed by informant:

Name of child:

Date of birth and age:

Ethnicity:

Religion:

First language:

Any disability:

Any special factors:

Parent's/carers' name(s):

Home Address (and phone number if available):

.....

.....Postcode

Phone number (if available):

School.....

Known to social Services?

What are your concerns?

Please continue on to a separate sheet if required:

Have you informed the DSL? Yes/No.

Please give reasons here if DSL was not informed:

Your name and position:

Signature..... Date

SECTION 2 – TO BE COMPLETED BY THE DSL

Actions taken – Continue on separate sheet (if you run out of space), remember to record the date and time of each action

Time:

Date:

DSL's name:

Signature:

School informed:

Referred to:

Time:

Date:

DSL's name:

Signature:

Please give reasons here if the school was not informed:

Social services referral made: *(To be completed by the DSL in cases where the child/vulnerable adult has been independently referred.*

In cases where a child was referred to ECF by their school, the DSL should refer back to the school. The school must decide whether to make a referral to social services.)

Referred to:

Time:

Date:

DSL's name:

DSL's signature

Please give reasons here if the social services were not informed:

Responsibilities

All members of staff and volunteers have a responsibility to be aware of this policy and to report any suspicions that they might have concerning child or vulnerable adult abuse.

APPENDIX 2

Prevent Referral Form – For DSL to complete

Restricted and Confidential

Please send completed form to: prevent@sussexpnn.police.uk

Details of the individual being referred		
Name of the individual being referred		
Parents contact details (if person is under 18)		
Gender	Date of Birth	
Address	Telephone number	
Address of East Clayton Farm		
The Lorica Trust, East Clayton Farm, Storrington Road, Washington, RH2 0 4AG		
.		
Name of member of staff	Contact Number	Email Address
Details of any other agencies involved (if known).	Name of Contact	Contact details email/Telephone number
Referral Details		
Please give a full description on why the referral is being made and vulnerabilities to extremism identified.		

APPENDIX 3

ECF POLICY ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order we use criminal record checks processed through the Disclosure and Barring Service (DBS). ECF complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- ECF undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- ECF will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about, where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- ECF will only ask an individual about convictions and cautions that are not protected.
- ECF is committed to the fair treatment of its staff, potential staff, volunteers, potential volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- ECF actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- ECF select all candidates for interview based on their skills, qualifications and experience
- An application for a criminal record check is only submitted to DBS when ECF considers that one is both proportionate and relevant to the position concerned. For those employment or volunteering positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted prior to an individual being offered the position.
- ECF ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- ECF also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, ECF will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or volunteering.
- ECF undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or volunteering.