

Joint Activities & Motor Education Service

Safeguarding & Child Protection

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This document operates as part of the wider JAMES portfolio of policies and procedures.

JAMES wanted to thank PRISM Independent School and Young Lives Bradford for their support in the update of this document.

JAMES mission is;

“To provide an effective, caring and understanding environment where young people and families can overcome disadvantage and lack of provision to achieve their full potential in life”

In achieving this JAMES understands we have a critical role to ensure that all young people and families accessing our services are kept safe. Our responsibility extends to others operating within the organisation, including all; staff, volunteers, trustees and student placements, but also beyond our walls and to address all reports and concerns regardless of their location.

The Voluntary Sector are taking on increasing service delivery to those facing disadvantage, where as a result JAMES promotion of welfare and wellbeing will be part of a multi-agency response in Bradford District; where everyone has a responsibility.

The young people, families and all who participate at JAMES, have the right to protection, regardless of age, gender, race, culture, disability or other characteristic. At JAMES we respect all who engage with us; supporting them to overcome individual barriers, giving them the confidence and ability to sustain positive changes in their lives. We work to build an effective, caring and understanding environment, creating a culture of security, where people feel valued and listened to. Those that engage with JAMES drive our programmes, creating services which reflect the needs and resilience of our communities. As a result our safeguarding ethos is an all-encompassing approach, with children and young people at the very centre, where they understand and are supported at every point along their journey.

JAMES is committed to safer recruitment and the guidelines within this document are for all staff and volunteers to follow when faced with safeguarding and child protection situations. We all have a responsibility and need to take an active role in supporting young people and families, ensuring we do not miss an opportunity to make a positive difference or protect others.

This document will be available for inspection and reference at all times, as well as being accessible on our website, at JAMES sites, for all staff and volunteers and as part of our induction process.

JAMES Management Team

A. Document Aims:

This document provides guidelines to help ensure

- the safety of children, young people and families who come into contact with our services
- all JAMES staff, trustees and volunteers, understand their child protection and safeguarding responsibilities
- JAMES is working within the principles, requirements and duties established by the purpose of the Acts:
 - Children Act (1989/ 2004)
 - Disability Discrimination Act (1995/2005) as replaced by the Equality Act (2010)
 - Data Protection Act (2018) General data Protection Regulation (GDPR)
 - Homelessness Reduction Act (2017)
 - Female Genital Mutilation Act (2003) – Serious crime Act (2015)
 - Human Rights Act (1998)
 - Education Act (2002/2011)
 - Sexual Offences Act (2003)
 - Safeguarding Vulnerable Groups Act (2006)
 - Safeguarding Children and Safer Recruitment in Education (2012)
 - Protection of Freedoms Act (2012)
 - Children and Families Act (2014)
 - Statutory Framework for the Early Years Foundation Stage (2021)
 - Disqualification under the Childcare Act (2006/ 2018)
 - Information sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)
 - Special Educational needs and disability (SEND) code of practice: 0 – 25 – Statutory guidance for organisations who work with and support children and young people who have special educational needs or disabilities; HM Government (2014 / 2020)
 - What to do if you're worried a child is being abused (March 2015)
 - The Teachers Standards (2011 / 2021)
 - Working Together to Safeguard Children (2018/ 2022)
 - Counter-terrorism and Security Act (2015) (section 26 Prevent duty)
 - Safer working Practice Guidance (2022)
 - The Care Act (2014)
 - Keeping Children Safe in Education (Sept 2023)
 - Children missing education (2013/ 2016)
 - United Convention of the Rights of the Child (1989)
 - JAMES follow the West Yorkshire child protection procedures set out by Safer Bradford <http://saferbradford.co.uk>
 - Plus the Continuum of Need and Risk Identification Tool for Bradford District (2023) [continuum of need](#)

JAMES work with, support and sometimes lead different agencies to enable the most appropriate form of intervention to take place. This policy aims to outline this role, the procedures that staff should take and guidance on issues related to safeguarding and child protection generally, it also provides information. It is not exhaustive. All staff should put the needs and safety of the children, young people and families at the centre of any decision they need to take. We all have a responsibility to not miss an opportunity to keep JAMES service users safe.

SEXUAL OFFENCES ACT 2003: Abuse of Trust

The purpose behind the offences in the Act is to enable the prosecution of abusive and exploitative sexual activity. To achieve this, the Act includes a number of offences that criminalise sexual activity between under 18s and under 16s. However, this will not lead to the prosecution of mutually agreed sexual activity within normal adolescence behaviour, where there is no evidence of sexual exploitation or coercion.

Abuse of trust is created where a person aged 18 or over in a position of trust/power abuses that power in a sexual manner (this can be actual, intent, exposure to, etc) In cases of Abuse of Trust the child may be aged 16 or 17.

The legislation describes a number of situations whereby a sexual relationship with someone of 16 or 17 (under 18) is against the law. These include:

- In a hospital, a nursing home, children's home or other institution providing health and/or social care.
- When being looked after by the local authority, whether in foster care, residential care or semi-independent accommodation.
- In full time education.
- In detention under any court or enactment.

Reference is made to working on an individual basis by providing services under, or pursuant to, section 114 of the Learning and Skills Act 2000. This category covers employees who provide or secure support for young people facing barriers to effective participation in learning. They also provide information, advice, guidance and personal development opportunities and broker access to specialist help on such issues as drug abuse or teenage pregnancy. Therefore, in line with JAMES protocols this will be viewed as a disciplinary matter.

B. Principles Relating to Risk and Abuse

JAMES staff and volunteers must always be aware and open to the issue of risk and abuse, and must therefore:

- Always be open to the possibility that young people may be living with or in danger of abuse, or risk.
- Remember disclosure may not always be immediate.
- Aware that young people may go to great lengths to hide risk or abuse.

Reasons include:

- because they wish to protect others (including, sometimes, the perpetrator),
- because they are ashamed,
- because they are fearful of the consequences of disclosure,
- because they think it is their fault.

- Acknowledge that the young person's experience is real and a starting point from which the worker can begin to assist the young person in obtaining help.
- Always take seriously disclosure of abuse or risk. Young people rarely make up such things. Never indicate disbelief or surprise - your reaction to an attempt at disclosure may be critical in a young person deciding whether or not to take the issue forward.
- Always follow these guidelines when dealing with issues of disclosed or **suspected** abuse or risk.
- Be aware that disclosure may raise issues for yourself and/or others working with you. This may be unexpected and can never form part of your discussions with young people. It is essential you use your own support networks to address this. These may include supervision both managerial and non-managerial, as well as support from colleagues and friends.

How do You Know When Abuse or Risk May Exist?

There is no sure way of 'recognising' young people who are at risk or living with abuse. Instead there are factors that may or may not be indicators of abuse. As 'indicators' these factors cannot be seen as evidence, so a checklist is not helpful.

JAMES staff have a role to build positive relationships with young people and families, which often means they are well placed to notice any outward signs of abuse and/or any significant changes in behaviour.

JAMES follows an open approach to safeguarding, where we maintain a 'it could happen here' ethos to support a culture of transparency.

If you have any concerns about a young person whom you feel may be showing signs of risk, or abuse, yet are uncertain, use the steps outlined in these guidelines and speak to Kevin Metcalfe or Angela Stack; Designated Safeguarding Officers (DSO).

C. Roles & Responsibilities

What Role Does JAMES Play?

JAMES should provide an environment in which young people and families feel safe and are able to disclose abuse and/or circumstances in which they are or feel at risk.

JAMES is NOT an investigative agency for child protection. This means if we have concerns about a young person we must alert the relevant people using the procedures outlined below. We will continue to work with the young person but we will not assume an investigative role.

The staff member will make it clear to all young people that confidentiality cannot be guaranteed, and if a young person is considered 'at risk' the information will be passed to the relevant agencies, (see appendix B)

JAMES work in partnership with other agencies, including Pupil Referral Units (PRU), other education providers and Children's Social Care. As a result JAMES staff will be part of a range of multi-agency panels including Child Protection Conferences/Strategy meetings and has signed up to the Bradford Continuum of Need and Risk Identification Tool (2019)

Role & Responsibilities of JAMES Trustees

The Trustees have overall responsibility for monitoring child protection at JAMES by:

- Having organisational DSO; Kevin Metcalfe (Operations Manager) and Angela Stack
- Ensuring that there is a member of the governing body who has particular responsibility for safeguarding and child protection; Paul Robinson
- Reviewing policies and procedures in line with the Bradford Safeguarding Partnership and other appropriate guidance, on at least an annual basis
- Receiving regular reports from the Management Team on safeguarding and child protection
- Ensuring all staff and volunteers are made aware of Bradford Safeguarding Partnership procedures and where to locate them.
- Ensuring appropriate procedures are in place to deal with allegations against a member of staff or volunteer
- Ensuring that appropriate ongoing training is provided so that staff maintain knowledge of safeguarding and child protection issues and are aware of any new developments.

Management Team's Roles and Responsibilities

- Ensuring all staff, trustees and volunteers are given a copy of this Safeguarding document and the implications on their role are fully explained.
- Ensuring all members of staff and volunteers are made aware of their responsibilities in relation to the disclosure or discovery of child abuse/harm and JAMES procedures for dealing with such incidents.
- Ensuring all members of staff and volunteers are made aware of the main forms of abuse and their symptoms
- Develop a clear framework for behaviour management for any children/ young people
- Ensuring that all staff and volunteers have enhanced DBS checks and any online pre-recruitment checks for short-listed candidates
- Check staff's knowledge and identify training needs around safeguarding issues.

Staff Roles & Responsibilities

We recognise that some of the young people and families engage with JAMES, where they do not with other provision. In addition, some of the young people and families

have more daily contact with JAMES than with any other agency. Therefore staff and volunteers are well placed to observe children and spot potential indicators of abuse. The Operations Manager Kevin Metcalfe is the Designated Safeguarding Officer (DSO) for young people and Angela Stack is DSO for the Family programmes. The deputy designated person is Anna Shepherd.

JAMES has a Mental Health Champion within the staff team; Kam Singh Kaddra.

The Designated Safeguarding Officer is responsible for:

- Coordinating action within JAMES and liaising with social care and other agencies over cases of abuse and suspected abuse
- Acting as a source of advice within JAMES and supporting/guiding referrals
- Ensuring that staff are familiar with the child protection policies and procedures
- Referral of individual cases of suspected abuse or harm to the relevant social care agency
- Organising in house training on safeguarding at least annually and signpost to relevant training on safeguarding practice
- Informing parents/carers of the responsibilities of staff members with regard to safeguarding and child protection procedures
- Ensuring that any referred young person who is absent is followed up with contact to the family and where no contact is possible to the referrer. Where there is persistent absenteeism (10 continuous days) JAMES will follow CME guidelines and notify the council – see attendance policies.
- Making any Prevent referrals to the local authority and discuss any concerns with them.
- Escalate any cases where necessary.
- Ensuring there is an up to date log of safeguarding flags/concerns where any actions are addressed timely.
- Ensuring JAMES undertake appropriate filtering and monitoring processes

Where referrals are made to social care these should be documented within 24 hours. The DSO is responsible for following up any referrals where concerns remain. Where there is uncertainty about making a full referral, advice can be sought from the advice line at the Integrated Front Door (IFD).

JAMES staff and volunteers are responsible for:

- Being alert to the signs and symptoms of abuse and their responsibility for the immediate referral of any concerns to the DSO.
- Providing information for use in multi-agency meetings and to DSO
- Receiving and applying any recommendations resulting from a multi-agency meeting
- Supporting young people and families who wish to make a disclosure
- Establishing and maintaining an environment where young people and families feel secure, are encouraged to talk, and are listened to.

- Implementing JAMES Health and Safety policies and procedures in order to maintain a safe and secure setting.
- Ensuring that young people know there are adults at JAMES whom they can approach if they are distressed or worried.
- Promoting anti-discriminatory and anti-oppressive practice in line with JAMES policy by providing positive role models, promoting diversity and by acknowledging and respecting the individual needs.
- Being aware of JAMES whistle blowing policy and are encouraged to raise any concerns relating to practice.
- Ensuring that every effort will be made to minimise the time when members of staff are left alone with a young person. If it is necessary for a member of staff to be alone with a young person then staff should be vigilant and minimise their time in vulnerable situations.
- Ensuring that if a young person makes inappropriate physical or verbal contact with a member of staff, or another participant, the incident must be reported to the DSO and recorded on the JAMES incident record and addressed immediately.
- Ensuring they are mindful of how they approach young people and families both physically and verbally. All contact should be appropriate to their age and emotional understanding and unnecessary or potentially inappropriate contact will be avoided.
- Ensuring that they are aware that their actions, however well intentioned, may be misconstrued and therefore they must ensure that they consider, and are aware of, the implications of their actions at all times.
- Be aware of and adhere to the JAMES code of conduct at all times.
- Ensure their safeguarding training is updated at least every three years.

New staff and volunteers are familiarised with this Safeguarding and Child Protection document as part of their induction.

- All JAMES staff are encouraged to report (even on a sense of unease or a nagging doubt) about other staff via this safeguarding process, even where they might not perceive it reaches the threshold of harm. Examples could include; being over friendly with children, having favourites; taking photographs of children on their mobile phone; engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or using inappropriate sexualised, intimidating or offensive language. Any such concerns should be shared with the DSO, deputy or JAMES Chair, properly recorded and dealt with appropriately. This should also protect staff from potentially false allegations, or misunderstandings.

Training

All JAMES staff and volunteers will attend training at least every three years. The DSO will undertake training every two years in order for them to fulfil their role. All staff will undertake Prevent Awareness training. The DSO will be able to provide advice and support to members of staff on protecting children from the risk of radicalisation. Most full-time staff will be trained in First Aid.

Raising Awareness of Safeguarding & Child Protection

JAMES is committed to raising awareness of safeguarding and child protection and to equipping young people and families with the skills needed to keep them safe. It aims to do this by:

- Ensuring staff have access to appropriate training and resources.
- Including opportunities in the curriculum and our programmes that will help young people and families to develop skills they need to recognise and stay safe from abuse.
- Supporting young people and families to learn about online Safety.
- Providing opportunities for outside agencies to work alongside our young people and families
- Ensuring that young people and families know what to do if they have worries or concerns
- Providing young people and families with the opportunity to share their worries or concerns via a range of mediums

D. Handling Disclosures

This section needs to be read in conjunction with section G (Absolute confidentiality)

Recent research has outlined that a large number of young people have not felt supported when making a disclosure. Nothing should be considered trivial and all disclosures should be listened to and reported to the DSO and all young people making a disclosure should be treated with the utmost respect throughout and after disclosure.

When a young person discloses information about abuse to a member of staff, it may be done indirectly and be limited in detail. An abused young person is likely to be under severe emotional stress and the member of staff chosen may be the only adult with whom the young person feels it is safe to talk. The member of staff will need to reassure the young person and retain their trust, whilst explaining the need to inform other professionals.

In any discussions with the young person:

- Be accessible and receptive
- Listen carefully
- Do not ask leading questions
- Take it seriously
- Reassure the child/young person that they are right to tell.
- Inform the child/young person that you will have to pass the information on, highlight the confidentiality statement
- Negotiate getting help

Make careful records of what was said using the young person's own words, do not use your own interpretation; it is vital that this is factual information and is recorded as soon as is practicable following the disclosure. Date, time and sign the record. This record could be used in any subsequent legal proceedings. Details of the referral should be documented within 24 hours and copied to your line manager.

Do not:

- Jump to conclusions, speculate or accuse anybody.
- Stop a child/young person from freely recalling significant events.
- Directly question the young person or suggest words for him/her to use.
- Interrupt the child/young person or try to get the young person to disclose all the details.
- Show shock or ask the young person if they are sure.

E. Types of Abuse, Neglect and other Considerations

A young person up to the age of 18 years is considered to be abused or at risk of abuse by parents or carers “*when the basic needs of the young person are not being met through avoidable acts of either commission or omission so as to have caused or to have placed the young person at risk of significant harm*”.

Child abuse manifests itself in a variety of ways, some overt and some less obvious. All members of staff and volunteers are committed to maintaining a vigilant approach to identify potential cases. Safeguarding is not just about protecting children from deliberate harm. Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. **Extra familial harm** was often previously known as contextual safeguarding and refers to harm caused by people outside the family such as peers, strangers or other known adults. **Intra familial harm** is the term used for harm caused by family members. Staff also need to be aware that all types of abuse can be child on child abuse not just adult to child.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after (this situation is commonly described using terms such as fabricated or fictitious illness – previously known as Munchausen by proxy).

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

Sexual Abuse and harassment

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in

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the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Harassment is behaviour characterized by the making of unwelcome and inappropriate sexual remarks or physical advances.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Domestic Abuse

Children may suffer both directly and indirectly if they live in households where there is domestic abuse. Domestic abuse is likely to have a damaging effect on the health and development of children, and it will often be appropriate for such children to be regarded as children in need. Domestic abuse can also be experienced from child-to-parent, and, or between siblings.

Online Abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online). Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

Child Exploitation

Child sexual exploitation (CSE) and Child Criminal exploitation (CCE) are types of abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. CCE is often referred to as County Lines where young people are trapped in an exploitative situation where they are then forced to sell drugs or be involved in criminal activities. Children are victims in these circumstances.

FGM

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health. As FGM is illegal this should be reported to the Police via the 101 non-emergency number, staff need to speak to the JAMES DSO/ Deputy to ensure this takes place.

Bullying/ Cyber-Bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyber-bullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Child Trafficking

Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They could be any age. Many children and young people don't understand that they have been groomed or that what has happened is abuse.

Self-neglect - This covers a wide range of behaviour concerning a person's personal hygiene, health or surroundings and includes behaviour such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case-by-case basis. A decision on whether a safeguarding response is needed will depend on the person's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Forced marriage

Forced marriage is against the law and occurs when, one or both spouses do not consent to a marriage and some element of duress is involved. Duress might include both physical and/or emotional/psychological pressure. Forced marriage is recognised as an abuse against human rights and will also constitute abuse within the context of this Multi-Agency Safeguarding Adults Policy and Procedure if the person is also an adult at risk.

The Forced Marriage Unit is a joint initiative between the Home Office and the Foreign and Commonwealth Office providing specialist advice and guidance. The guidance recommends forced marriage of an adult at risk, should be dealt with within the safeguarding adults procedure. The *One Chance Rule* is that sometimes there will only be one chance to help a person facing forced marriage, hence reference should be made with urgency to the Multi-Agency Practice Guidelines listed above.

The police should always be contacted for advice in relation to suspicions or concerns about forced marriage.

In addition, the Forced Marriage Unit provides a confidential advice and assistance for:

- those who have been forced into marriage

- those at risk of being forced into marriage
- people worried about friends or relatives
- professionals working with actual or potential victims of forced marriage

Forced marriage should be reported to the police. If the person has needs for care and support, and is unable to protect themselves as a result, a safeguarding concern should also be raised.

The Forced Marriage Unit website provides a wealth of information and guidance

www.fco.gov.uk/forcedmarriage, together with a helpline: 020 7008 0151

Honour-based violence

So-called 'honour-based violence' is a crime or incident, which has or may have been, committed to protect or defend the perceived honour of the family and/or community. Honour-based violence can take many forms, it is used to control behaviour within families to protect perceived cultural and religious beliefs and/or honour. Examples may include murder, fear of or actual forced marriage, domestic violence, sexual abuse, false imprisonment, threats to kill, assault, harassment and forced abortion. This list is not exhaustive.

Women are predominantly (but not exclusively) the victims and the violence is often committed with a degree of collusion from family members and/or the community.

Honour-based violence is a crime and should be reported to the police. If the person has needs for care and support, and is unable to protect themselves as a result, a safeguarding concern should be raised.

Anti-Radicalisation and Extremism (The Prevent Duty)

We will ensure that staff are provided with appropriate training and information to enable them to assess the risk of young people and families being drawn into extremist ideas that are part of terrorist ideology and identify any young person who may be at risk and how to support them. We recognise that young people with low aspirations are more vulnerable to radicalisation and therefore we strive to equip our service users with confidence, self-belief, respect and tolerance as well as setting high standards and expectations for themselves.

Concerns will be discussed with the young person and their family whenever possible and with the Local Authority Prevent co-ordinator and referrals made to the Channel programme when appropriate. We recognise that during the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions. Extremism is defined by HM Government 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; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

All staff members are aware of these issues and have accessed training.

JAMES works within our services to promote the Fundamental British Values, tolerance and respect for diverse views, while challenging prejudice of any kind.

Concern from staff member to be brought to DSO immediately →
DSO call Prevent education officer or prevent co-ordinator 01274 437770 →
To decide on further action such as notifying the police or a Channel referral.

Children Absent from Education or services

All staff should be aware that children being absent from education or other services, particularly repeatedly, and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of the procedures when children and young people are absent.

Child on Child Sexual Violence and Sexual Harassment

Context Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their attainment and engagement.

Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

All JAMES Staff should be aware of the importance of:

- Recognising the extent/scale of sexual harassment. Acknowledging that it can happen outside/ inside organisations; on or offline and understand that it can be driven by wider societal factors such as everyday sexism/ sexist language
- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys"; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts, or dropping/pulling down trousers. Dismissing or tolerating such behaviours risks normalising them.

Reporting sexual violence or sexual harassment

The initial response to a report from a child or young person is important. It is essential that JAMES staff reassure all victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem. It is important that all JAMES staff (and especially DSO and deputy) understand consent. This will be especially important if a child or young person is reporting they have been raped. Nor should a victim ever be made to feel ashamed for making a report. If staff have a concern or a child or young person makes a report to them, they should follow the safeguarding process as set out in this policy. It is important to also recognise that children or young people may not directly tell staff about their abuse – eg staff may overhear a child/ their friend talking about it. The key consideration is for staff not to view or forward illegal images of a child. The highlighted advice provides more details on what to do when viewing an image is unavoidable. If possible, staff should manage reports with two members of staff present, (preferably one of them being the DSO or a deputy). As is always the case, if staff are in any

doubt as to what to do they should speak to the DSO (or a deputy). All cases should be dealt with on a case by case basis and due to the extremely complex nature of these allegations appropriate responses carefully considered and decisions never taken in isolation.

Children Who Abuse Other Children

JAMES recognises that children and young people are capable of abusing their peers. JAMES works to minimise the risk of child on child abuse and will investigate and deal with any allegations robustly. Where needed risk assessments will be carried out and strategies put in place to protect the young person. Concerns raised will be treated seriously and followed up in a timely and sensitive fashion.

The new government guidance/legislation on sexual violence and sexual harassment 2021 will be followed.

It is important to be conscious that any child who is engaging in abusive behaviour towards others may have been subject to abuse from other children or from adults. Children who abuse others should be held responsible for their abusive behaviour, whilst being identified and responded to in a way which meets their needs as well as protecting others. In such incidences, JAMES will follow guidance issued in relation to children who abuse others and make referrals to social care and/ or police as appropriate.

Malicious Claims

JAMES should consider any appropriate steps relating to deliberately invented or malicious claims, but also consider whether all unfounded claims are a cry for help. Those making reports may have been abused themselves and need a referral to children's social care services. Such considerations must be responded to appropriately and under the guidance of the DSO and Deputy.

F. Absolute Confidentiality

No service for young people, or any individual, should ever guarantee a young person absolute confidentiality. Referred young people will be made aware and supported to complete and sign a data recording and sharing form (see appendix B).

When to Share Information

There are situations when staff must share information and any GDPR is overruled:

- Where there is a child protection issue (i.e. young person is at risk of suffering harm);
- Where the life of the young person or a third party is at risk;
- When sharing the information with your immediate team (where appropriate); or on a need to know basis.
- When in supervision with your line manager.

Every young person should be made aware of the confidentiality boundaries of the organisation, each project should ensure a young person is aware of the likely or possible outcomes of the information being passed on to another agency. This is essential if the young person is to retain any control or self-determination (and therefore trust in JAMES). If the decision is made to pass on information the worker

should attempt to obtain the young person's permission to do so (**failure to obtain the consent will not constitute a reason for not passing on the information**).

G. Action to be taken if abuse is suspected

Whenever any member of staff suspects that a young person has suffered abuse or is at risk of suffering abuse, the worker must inform the JAMES DSO. In consultation with the worker, a decision must be made as to whether there are grounds for suspecting abuse or potential risk of abuse.

In the case of immediate risk or concern the DSO or the allocated worker will contact Social Care. It is unacceptable to delay the referral as this could put the young person further at risk.

All relevant information recorded on the appropriate referral form must be passed on and should include the young person's name, address, date of birth, telephone contact numbers of parents/carers and details of the allegation where possible.

An accurate written record must be kept of all that has occurred. The written record must include a factual account of what is alleged to have occurred or been said using the young person's own words, including any visible marks or injuries (see Appendix A Skin Map). This record must be timed, dated and signed.

Referring School/Referral Unit and/or Social Care, as the lead agency will decide who is the appropriate person to contact and inform parents.

When a child requires medical attention and there is suspicion of abuse, Social Services will make appropriate arrangements to accompany the young person. Where a parent/guardian is unwilling/unable to attend, the young person must be accompanied at all times by a responsible adult, who will be identified in discussion with Social Care, the young person and School/referring unit or agency.

There are strict procedures in the event of an allegation against a member of staff. (see Allegations policy).

If you think a child is at immediate risk of harm you need to contact Children's Social Care's IFD on **01274 435600** for action to be taken to safeguard the child.

If there are concerns that a child may be at risk of sexual exploitation then a West Yorkshire CSE Risk Assessment should be sent to Children's Social Care IFD, sent to: childrens.enquiries@bradford.gov.uk

If you do not have a secure email, please fax to: **01274 435607**

Please make sure the vulnerabilities and indicators (see Threshold document appendix 1) of the young person are identified on the form.

Referrer will be contacted and informed of the outcomes and actions recommended from Children's social care. Staff should inform themselves of this document and a range of additional guidelines including the government document. 'what to do if you're worried a child is being abused' <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

H. Codes of Practice

For the purposes of this document, the following issues have been highlighted.

STAFF

At no time is any non-approved adult to have access to young people without constant supervision from an approved member of staff. NB. 'Approved' means an adult who has been cleared in accordance with DBS. Volunteers must be cleared in accordance with all the procedures required for the appointment of paid staff.

Regular team meetings and sessional briefings should be held to clarify child protection roles and responsibilities and to ensure that all work is delivered proactively and reactively in issues relating to child protection.

DBS Checks

Any employee or volunteer whose DBS check is considered unsuitable will have the right to put forward a reason/account of the incident/incidents in question.

If a potential employee/volunteer fails to pre-notify JAMES of any historical incidents that show up on the DBS check then their employment will be subject to review. Once all information has been gathered, regarding any DBS recordings, the Management Team will make an informed judgement, taking into account the nature of any incident and the age of the person when this happened. Staff must also notify the management team of any personal incident involving the police or Children's Social Care at the earliest opportunity – failure to do so could result in dismissal.

No one will be considered with any history of offences against children.

Working with Young People

Ensure that at all times and in all places, full and detailed consideration is given so that you do not place yourself in a vulnerable position as far as safeguarding and child protection is concerned.

Avoid physical contact with young people, e.g. do not encourage physical displays of affection; do not engage in physical 'horseplay'.

Ensure that you maintain professional boundaries with both staff and young people and families in all situations.

Keep full and detailed written records of all child protection related incidents. These must be kept locked securely. Include date, time, name(s) of people involved and details of incident/allegation, including where and when.

Ensure that the Childline number and other local agency information is prominently displayed in JAMES buildings

- **Childline** **0800 1111**
- **NSPCC** **0800 800500**

I. Record Keeping

Accurate record keeping is an essential part of best practice in all work with young people. In matters of child protection in particular it can allow the building of a wider picture and identify patterns of behaviour.

All sites/projects are expected to keep accurate and as detailed as possible records of work undertaken including incidents/concerns arising out of contact with young people.

If a concern arises regarding child protection an additional recording should be kept in a separate log. All concerns, however small, should be recorded, the written record must be signed and dated and timed as this may be read for evidence. Make sure you are careful not to ask leading questions.

If there are signs of physical abuse, the worker should use a skin map, with the young person's permission (see appendix A), to record marks and should give a brief description of their size, colour etc. Workers should not investigate markings or disturb any clothing. Do not further investigate, i.e. asking friends, etc. Workers should record details of any alleged marks but must state whether or not they have seen them. They should state the source of any allegations. (i.e. a friend said they'd seen a bruise).

NB. Where an injury is not visible then a worker must not undress a young person in order to see if there are any marks. Undressing the young person in these circumstances could constitute assault.

J. Allegations against staff – see JAMES Allegations Policy

Allegations made against an outside organisation or individual; these might be allegations from community groups, sports associations or other service providers.

JAMES will follow this safeguarding policy and procedures and our DSO will inform the local authority designated officer (LADO) if a safeguarding allegation is made by JAMES against an external individual or organisation.

K. Communication with the community and media

Under no circumstances should any member of JAMES staff respond to queries from the public and/or the media. All such queries will be dealt with through the Management Team. In the event that you are contacted please record the following details about the person who has contacted you:

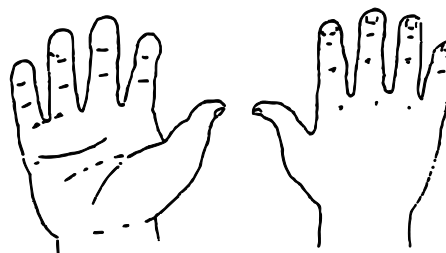
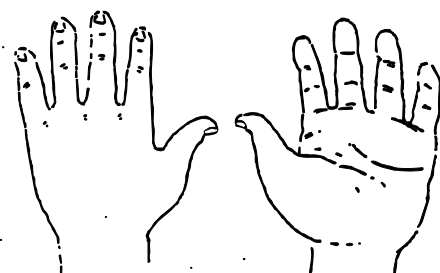
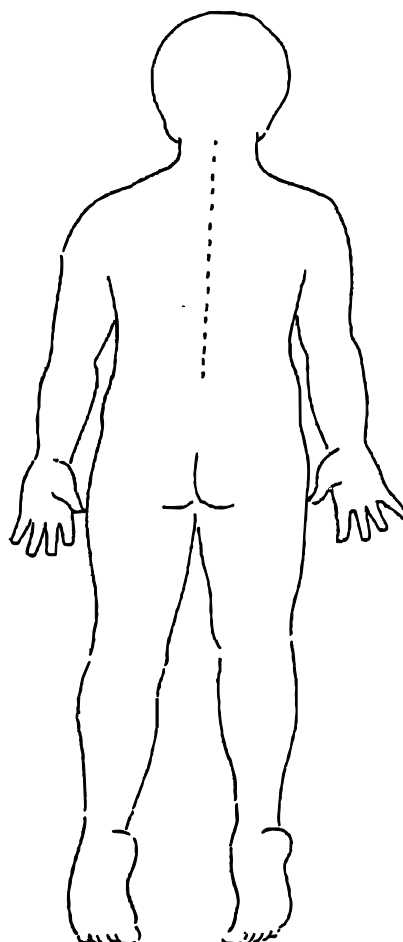
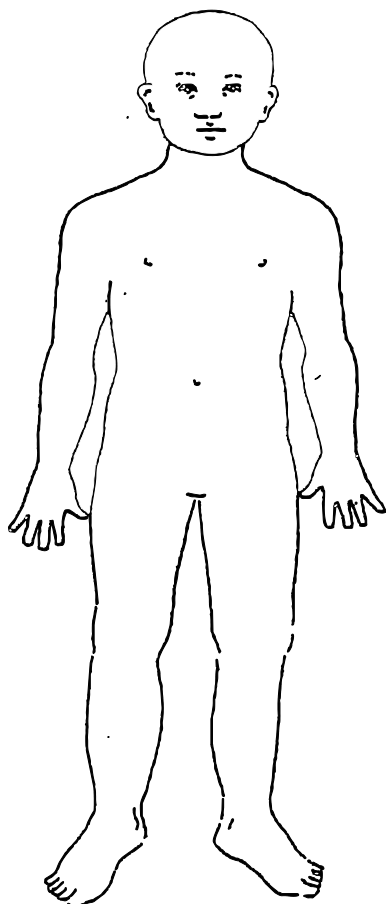
- Name
- Telephone number
- Organisation
- Deadline
- Their line of enquiry/questions
- Tell them the matter will be looked into and that someone will call them back shortly. Then pass all this information to a member of the Management Team.

APPENDIX A

RECOGNITION OF CHILD ABUSE (SKIN MAP)

NAME OF YOUNG PERSON

DATE OF BIRTH



NAME OF REFERRER

SIGNATURE OF REFERRER

DATE

APPENDIX B

Consent to receive a service & for information to be recorded & shared

1. What we will record about you

We may keep paper files or electronic files on our computer system. These may include photographs, videos and other personal information. All our records will be factual but may sometimes contain a workers opinion. Any contact we have with you or with someone else about you will be recorded including phone calls, text messages and letters sent and received. Notes taken at meetings attended will also be saved onto the file.

2. The reasons that we record the information about you

A record is held about you so we can decide how we can best help you and show the people that fund us how we have helped you. How much progress you have made and in which areas, plus which bits to focus on where you need more support.

3. If you want to see your record

If you would like to see your record you can speak to a member of staff and they will contact a manager and ask for your record for you.

4. Who will have access to your information and who may it be shared with

Any of the staff team has access to records. The staff will often share information from your record with their managers and occasionally with funders and inspectors. People looking at the records will be able to see all of your record.

5. What will happen to your record when we no longer work with you

After we finish working with you we still have to keep the records for several years.

6. Confidentiality

The information recorded about you will not be shared with anyone, apart from people like those listed above, without your consent, unless this is considered by JAMES to be needed to protect yourself, or others, to stop, or help the police with a crime, or because we have to by law, for example due to a Court Order.

☐ If I have any questions about the information recorded about me I understand that I can discuss this with my worker or a JAMES manager.

I agree to JAMES recording and sharing information about me, as explained above.

Name of person receiving the service:

Date of birth:

Signature of child/young person:

Signature of worker:

Date: