



# Potential Plus UK

## Safeguarding & Child Protection Policy

Agreed and adopted by Board of Trustees dated: 20<sup>th</sup> September 2017

Review Date: September 2020

Signed:.....Chair of Trustees



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## **Key contacts**

### **Potential Plus UK**

#### **Chief Executive**

Name: Julie Taplin

Contact details: 01908 646433

#### **Senior Designated Child Protection Member of Staff**

Name: Julie Taplin

Contact details: 01908 646433

#### **Deputy Designated Child Protection Member of Staff**

Name: Rebecca Howell

Contact details: 01908 646433

#### **Chair of Trustees**

Name: Michael Speranza

#### **Nominated Trustee for Safeguarding and Safer Recruitments**

Name: Joy Morgan

## **1 PURPOSE OF POLICY**

The purpose of this policy is to provide protection for the children and young people who receive a service or support from Potential Plus UK and to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all permanent staff, in addition to associate staff, Trustees, volunteers, or anyone working with or volunteering on behalf of Potential Plus UK.

Where there is a child protection concern involving a member of staff or a volunteer, this **MUST** be referred using appropriate procedures as laid out in this policy.

Potential Plus UK is committed to delivering good outcomes for children and young people by providing a safe environment that promotes their welfare and helps them to develop educationally, socially and emotionally, so that they can make the most of their life chances.

In line with the Education Act 2002, Potential Plus UK will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:

- providing a safe environment that helps them to develop to their full potential
- safeguarding their welfare, particularly those children and young people who are most disadvantaged
- ensuring a safeguarding culture throughout the organisation
- ensuring safe recruitment practices for both staff and volunteers
- ensuring robust procedures for recognition and referral where there are welfare or child protection concerns
- raising awareness amongst staff and volunteers of child protection issues and ensuring staff and volunteers are equipped to deal with concerns
- promoting partnership working with parents and other professionals.

## **2 ROLES AND RESPONSIBILITIES**

### **2.1 Milton Keynes Children and Families Services**

As an organisation with its head office in Milton Keynes, but with branches, events and associate staff around England, we develop policies and procedures in line with guidance from Milton Keynes Council and Families Services. It is Milton Keynes Council and Families Services that we would turn to:

- for support and queries that we might have about a child, regardless of where that child might be living or where we have come into contact with that child;
- for guidance if dealing with allegations against members of staff and volunteers, regardless of whether that is in Milton Keynes or elsewhere;
- to alert them to our concerns about a child who might live in a different part of the country and about whom we might need to deal with another council and/or families services.

At the same time, the Safeguarding Children Board at the Council local to the family would also be alerted as appropriate.

### **2.2 Board of Trustees**

The Board of Trustees will ensure that:

- our safeguarding policies and procedures are consistent with Milton Keynes Safeguarding Children Board (MKSCB) procedures and that these are regularly monitored, reviewed and updated where necessary;
- there is a responsible Safeguarding Trustee and a Designated Child Protection member of staff who reports directly to the Board of Trustees on the implementation of child protection policies;
- parents/carers and schools are made aware of Potential Plus UK's safeguarding policies and procedures;
- we have appropriate procedures in place to ensure safe recruitment practices and to deal with allegations against staff or volunteers;

- all staff and volunteers should receive safeguarding information as part of their induction;
- the designated staff member for child protection and deputy should undertake training every two years. All staff and adults who work or volunteer with children must undertake appropriate safeguarding and child protection training, relevant to their position, and should be kept up to date by refreshing training every three years;
- action is taken where any weaknesses in child protection or safeguarding policy and practice are apparent within Potential Plus UK;
- other adults or organisations working with Potential Plus UK and coming into contact with children and young people on our behalf have appropriate safeguarding, child protection policies and procedures in place to complement those of Potential Plus UK;
- any person who interviews a candidate for a paid or volunteer post or, if there is a selection panel, at least one panel member has completed the safer recruitment training.

### **2.3 Chief Executive**

The Chief Executive will ensure that:

- staff and volunteers are fully aware of our safeguarding and child protection policies and that these policies are fully implemented;
- the designated child protection member of staff is given sufficient support, time and resources to carry out their responsibilities;
- staff are released to attend child protection conferences and professional meetings to discuss potential safeguarding issues concerning children and young people coming into contact with Potential Plus UK;
- safe recruitment practice is followed in all cases whenever recruiting paid staff or unpaid volunteer posts.
- Potential Plus UK offers a safe environment for staff, volunteers, and children and young people to raise concerns about poor or unsafe practice;

- appropriate action is taken, whenever an allegation is made against a member of staff or a volunteer. Allegations should be referred to the LADO (Local Authority Designated Officer) within one working day of Potential Plus UK being made aware of the concern.

Further information is available here:

<https://www.milton-keynes.gov.uk/children-young-people-families/children-s-social-care/the-role-of-the-lado-local-authority-designated-officer>

- contact is also made with the LADO at the Safeguarding Children Board at the appropriate council, if the staff member or volunteer is not based in Milton Keynes.

### **3 SAFEGUARDING CHILDREN**

#### **3.1 Definition**

Safeguarding is the action we take to promote the welfare of children and protect them from harm and it is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. Safeguarding covers a broad agenda and aims to achieve the following:

- protect children from maltreatment
- prevent impairment of children's health or development
- ensure children are growing up in circumstances consistent with the provision of safe and effective care
- take action to enable all children to have the best outcomes.

(This is based on the definition used in the Children Act 2004, and in the government guidance document Working Together to Safeguard Children 2016)

Safeguarding is a preventative agenda that helps children and young people to achieve their full potential regardless of negative factors, such as poverty or social exclusion, by providing services and support to overcome barriers to achievement.

#### **3.2 The role of Potential Plus UK**

Potential Plus UK recognises that children and young people may face many barriers in their learning and development that may affect their prospects in later life. Potential Plus UK will safeguard and promote children and young people's welfare by focusing on preventative actions so that all children and young people are able to fulfil their potential.

Safeguarding outcomes for children and young people are:

- **Children and young people are safe:** the effectiveness of services in taking reasonable steps to ensure that children and young people are safe
- **Children and young people feel safe:** the effectiveness of services in taking reasonable steps to ensure that children and young people feel safe.

Safeguarding is not just about protecting children from deliberate harm, it includes issues such as:

- Health and safety
- Referring for early help
- Bullying including cyber bullying
- Internet safety
- Racist abuse, harassment and discrimination
- Use of physical intervention
- Meeting the needs of children and young people with medical conditions
- Providing first aid
- Drug and substance misuse
- Intimate care (e.g. taking children to the toilet)
- Site security
- Female genital mutilation
- Sexual exploitation
- Managing allegations against staff

### **3.3 Our Services**

The Trustees, staff and volunteers at Potential Plus UK believe that the services and support provided by the organisation to parents/carers, professionals and the children themselves can aid the safeguarding of these young people. They will aim to ensure that services, such as assessments, and events, such as fun and stimulating activities, help young people to develop their:

- Self-esteem
- Sense of who they are
- Sense of belonging
- Communication skills
- Team working skills
- Independence

### **3.4 Supporting children and young people**

Potential Plus UK will support as appropriate all children and young people who have been assessed as having extra needs, such as those with a special education need or disability.

### **3.5 Use of cameras and photographic images**

Videos and photographs of children and young people are often used by Potential Plus UK to raise awareness and promote our services and support. The organisation will always secure the consent of a child's parent/carer before taking an image of a child or using an image in a public or closed forum. Potential Plus UK will also ensure that images do not promote abuse or exploitation i.e. the inappropriateness of images of children in night wear or swim wear.

### **3.6 Working with parents and carers**

Parents and carers have the main responsibility for safeguarding and promoting their child's welfare and Potential Plus UK recognises the importance of working in positive partnership with them to ensure the welfare and safety of children and young people.

Potential Plus UK will:

- make parents aware of the charity's role in safeguarding and promoting the welfare of children and young people, including its duty to refer children and young people on if there is a concern about the child's welfare. This duty of care is communicated with parents and carers by making all of its policies available on its website and on request;
- provide opportunities for parents and carers to discuss their concerns, including those around safeguarding, with staff during telephone consultancy appointments and at other times as appropriate;
- ensure a robust complaints system is in place to deal with issues raised by parents and carers;
- provide advice and signpost parents and carers to other services and resources where children and young people need extra support.

### **3.7 Inter-agency working**

Potential Plus UK recognises its duty under the Children Act 2004 to work in partnership with other professionals and agencies within the children's workforce in order to deliver integrated services that focus on prevention.

To achieve this, Potential Plus UK is legally required to share information with agencies in order to ensure children and young people receive appropriate services. This information could relate to trustees, staff, volunteers or others working with the charity. There may also be occasions when the sharing of information relates to family itself or others connected to the family.

Potential Plus UK will liaise with Milton Keynes Council's Integrated Support and Social Care Referral Hub – (01908) 253169/70 for safeguarding advice wherever there are any concerns or issues relating to safeguarding practice or individual child protection matters.

## **4 CHILD PROTECTION**

### **4.1 The role of Potential Plus UK**

**Child protection is a part of safeguarding and deals with specific concerns about harm to individual children and young people. There are clear statutory procedures to deal with child protection concerns and it is essential that any settings we work in and organisations with which we work are familiar with these and are able to implement them.**

Potential Plus UK will work to the following policy documents in order to support the protection of children and young people who are at risk of significant harm.

- Working Together to Safeguard Children DfE 2015  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)
- Milton Keynes Safeguarding Children Board Inter-Agency Procedures  
<http://www.mkscb.org> including chapter 13 'Allegations against staff, carers and volunteers'

In line with these policies and procedures, Potential Plus UK will carry out the following:

- Identify any child protection concerns (where a child may be suffering or at risk of significant harm) and refer that child on to the Integrated Support and Social Care Referral Hub (Children's Social Care)
- Ensure that Potential Plus UK has a senior member of staff who is designated to take on lead responsibility for child protection issues

- Ensure staff and volunteers are aware of their responsibilities and receive adequate training to enable them to carry these out

#### **4.2 Role of the designated child protection member of staff**

The Chief Executive is appointed to the role of designated member of staff to take lead responsibility for child protection issues, and the Deputy Chief Executive deputises in their absence.

Their role is to:

- refer cases appropriately to relevant agencies;
- provide advice and guidance for staff and volunteers on child protection issues;
- take the lead in developing, monitoring and reviewing Potential Plus UK's child protection policy and procedures;
- oversee child protection systems within Potential Plus UK, including management of records and provision of information to other agencies;
- link with and report to the nominated Trustee for child protection on the Board of Potential Plus UK;
- provide a link between Potential Plus UK and other agencies, particularly Children's Social Care and the Milton Keynes Safeguarding Children Board (MKSCB) as Potential Plus UK's head office is located in Milton Keynes;
- provide a link between Potential Plus UK and other agencies, particularly any Safeguarding Children Board in a geographical area that a child may come from;
- ensure staff and volunteers are aware of Potential Plus UK's policies and that they are kept informed and involved;
- attend designated safeguarding training every two years.

#### **4.3 Child protection procedures**

The following procedures set out what actions Potential Plus UK will take where there are child protection concerns regarding children and young people.

### **4.3.1 Recognition**

- All staff and volunteers have a responsibility to identify those children who are suffering from abuse or neglect and to ensure that any concerns about the welfare of a child/children and young people are reported to the designated member of staff.
- Staff and volunteers should refer to the appendix for a full definition of significant harm and the specific indicators that *may* suggest a child may be at risk of suffering significant harm.
- Any concerns held by staff or volunteers should be discussed in the first instance with the designated member of staff or their deputy and advice sought on what action should be taken.

### **4.3.2 Dealing with disclosures**

If a child discloses to a member of staff or a volunteer that they are being abused, the member of staff or volunteer should:

- Listen to what is said without displaying shock or disbelief and take seriously what the child is saying.
- Allow the child to talk freely.
- Reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to the Children's Social Care through the Integrated Support and Social Care Referral Hub.
- Reassure the child that what has happened is not their fault and that they were right to tell someone.
- Not ask direct questions but allow the child to tell their story.
- Not pass judgement or criticise the alleged perpetrator.
- Explain what will happen next and who has to be told.
- Make a formal record and pass this on to the designated member of staff.

### **4.3.3 Referral**

A decision on whether or not to refer a child to the ISSC Referral Hub should be made by the designated staff member or their deputy following a discussion with the member of staff or volunteer who has raised concerns and having referred to the MKSCB Levels of Need documentation.

The **Multi Agency Safeguarding Hub, managed by the Council's Referral and Assessment Team** uses the nationally standardised approach to conducting an assessment of the needs of a child and deciding how these should be met. It is a simple assessment for use by professionals in all agencies to clarify concerns they may have about a child and communicate and work more effectively together. It is an expectation that a Family Assessment and Support Team (FAST) is considered where there are concerns about the child but the child is not considered to be suffering significant harm. This is a voluntary, open process that involves talking to the child and/or their parents.

The FAST is designed for when:

- There are concerns about how well a child is progressing in terms of their health, welfare or any other aspect of their well-being
- The child's needs are unclear or broader than a single service can address
- The MKFA should not delay the process if a professional is concerned that a child is, or may be, at risk of significant harm. In such cases the professional must make a referral directly to Milton Keynes Council Integrated Support & Social Care (ISSC) Referral Hub.
- The MKFA is the second part of the **Children & Families multi-agency referral form**, which can be found on the MKC website Children and Families Practices page: see [Milton Keynes Council – Children and Families Practices](#)
- Urgent child protection referrals will be accepted by telephone but must be confirmed in writing within 48 hours.
- Where there is any doubt about whether the concerns raised meet the thresholds for a child protection referral, the designated member of staff should discuss the case on a consultation basis with [Milton Keynes ISSC Referral Hub Milton Keynes Council – Children's Services](#)
- Parental consent must be sought prior to the referral being made unless to seek consent would place the child or any other child at risk of further harm. If parents do not consent, but the child is at risk of significant harm, the referral should still be made.
- If the child already has an allocated Children's Social Care (CSC) social worker, the referral should be made directly to them. If the child is not already known to CSC, referrals should be made to the (ISSC) Referral Hub.

- All referrals will be acknowledged by the ISSC Referral Hub within 24 hours and the referrer informed of what action will be taken.

#### **4.3.4 Attendance at Child Protection Conferences and Core Groups**

The designated staff member will liaise with Children's Social Care to ensure that all relevant information held by Potential Plus UK is provided to CSC during the course of any child protection investigation.

The designated staff member will ensure that Potential Plus UK is represented at Child Protection Conferences and Core Group meetings:

- Where possible, a member of staff or volunteer who knows the child best, such as a regular activity organiser, will be nominated to attend
- Failing that, the designated staff member or their deputy will attend
- If no-one from Potential Plus UK can attend, the designated staff member will ensure that a report is made available to the conference or meeting

#### **4.3.5 Monitoring**

Where a child is the subject of a Child Protection Plan and Potential Plus UK has been asked to monitor their attendance and welfare as part of this plan:

- Monitoring will be carried out by the relevant staff member or volunteer in conjunction with the designated child protection staff member.
- All information will be recorded and shared at each Conference and Core Group meetings.
- Potential Plus UK will open a file for the child and the recorded information will be kept on this confidential file and copies made available to all Conferences and Core Group meetings.

#### **4.3.6 Records**

- Child protection records relating to the children and young people are highly confidential and will be kept in a designated welfare file. These records will be securely held within Potential Plus UK. Electronic records must be protected/access restricted.
- The designated staff member is responsible for ensuring that records are accurate, up to date and that any recording is of a high standard.
- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.

- The designated staff member is responsible for keeping central records of child protection and welfare concerns which should be recorded (see Appendix 3 – example of good practice) and all records should be signed and dated.
- The designated staff member should be aware of patterns reoccurring and any repeated incidents.

There is no clear guidance on how long child protection files should be stored and organisations are expected to develop their own procedures based on need. Files may be needed for a variety of purposes: they may need to be linked to concerns about younger siblings; they may be needed for future court hearings either in the family proceedings court or civil action for compensation; they may be needed for future serious case reviews. For all these reasons it is best to store the file long-term, pending any further national guidance on storage times. Files can be scanned and saved electronically. As a guide, MKC recommends child protection records will be kept until the child leaves education or for a period of at least 10 years from the date of any incident/last incident if that is longer. Records should then be disposed of securely as confidential waste.

#### **4.4 Confidentiality and information sharing**

- All information obtained by Potential Plus UK staff or volunteers about a child and their family is confidential and can only be shared with other professionals and agencies with the family's consent or when there are concerns about the child's safety.
- If the child is under 12, consent to share information about them must be obtained from their parents or carers. Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues. Young people aged 16 and over are able to give their own consent.
- Where a child is at risk of suffering significant harm, organisations have a legal duty to share this information with Children's Social Care (CSC) and make appropriate referrals. Equally, where a child is subject to a child protection investigation, organisations must share any information about the child as may be requested by CSC.
- Where appropriate, parental consent to making a child protection referral should be sought but if withheld, the referral must still be made and parents made aware of this.
- Parental consent to a referral need not be sought if seeking consent is likely to cause further harm to the child, or if the child is a flight risk. Before taking this step, organisations should consider the proportionality of disclosure

against non-disclosure: is the duty of confidentiality overridden by the need to safeguard the child? Safeguarding ALWAYS overrides confidentiality: the welfare of the child is paramount.

- Only relevant information should be disclosed, and only to those professionals who need to know. Staff and volunteers should consider the purpose of the disclosure, and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff and volunteers must not guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of Potential Plus UK's duty to share information.
- Staff and volunteers should discuss any concerns or difficulties around confidentiality or information sharing with the designated member of staff or seek advice from Children's Social Care.

## **5 SAFE ENVIRONMENT**

### **5.1 Safe recruitment**

Potential Plus UK recognises that safe recruitment practices are an essential part of creating a safe environment for children and will ensure that staff and volunteers working for and with Potential Plus UK are suitable to do so and do not pose any kind of risk.

- We will therefore carry out extensive enquiries on applicants for all positions, including voluntary and support roles. No staff member (including associate staff), branch committee officer or Trustee will be allowed to take up posts until all checks and enquiries have been satisfactorily completed.
- All new members of staff (including associate staff) recruited by Potential Plus UK are appointed by a panel that includes at least one member who has completed safer recruitment training and whose training was completed successfully within the last 5 years. Refresher training is an ongoing requirement of safe recruitment.
- We ensure that all staff, associate staff, Trustees and volunteers in the branches who have regular or unsupervised contact with children and young people (i.e. the branch committee officers) have been subject to an enhanced Children's Barred List DBS check within the last 3 years.
- On an ongoing 3 yearly basis we confirm the status of all staff, associate staff, Trustees and volunteers in the branches who have regular or unsupervised contact with children and young people (i.e. the branch

committee officers) via the enhanced DBS check; we encourage staff and volunteers to register for the update service to enable this.

- We also ensure that all activity providers at our events and in the branches who have regular or unsupervised contact with children and young people have been subject to an enhanced Children's Barred List DBS check within the last 3 years. Where possible and relevant we make use of the DBS update service to check this. If the individual does not hold an enhanced DBS check then for one-off activity providers at our events and in the branches we:
  1. Carry out an up-to-date check against the Children's Barred List; or
  2. Ensure that an individual is accompanied by a staff member or volunteer with an enhanced Children's Barred List DBS check
- Although the Chief Executive will have day-to-day responsibility for the recruitment of staff, the nominated Trustee for safer recruitment will ensure that they maintain an overview of recruitment systems in order to scrutinise practice and ensure all necessary checks are carried out.
- The Chief Executive will ensure that a single central record of all staff that includes details of all checks carried out and the outcome of these checks is maintained for Potential Plus UK.

Where activity leaders or professional advisers working for Potential Plus UK are sourced by a third party provider e.g. an activity organisation, the Chief Executive (or their nominated representative) must obtain written confirmation from the organisation that the same safer recruitment checks which are required for Potential Plus UK's own staff and volunteers, have been completed for these persons. In relation to DBS Disclosures the written confirmation from the organisation must confirm that relevant DBS Disclosures have been requested for an individual, whether or not the Disclosure has been received, and if received, whether it included any disclosure information. Where there is disclosed information, Potential Plus UK must obtain a copy of the DBS Disclosure from the organisation before the individual carries out their work for Potential Plus UK.

### **5.1.1 Current practice**

We maintain a single central record of all staff, Trustees and volunteers who come into regular contact with children and young people (i.e. branch committee officers) which must include the following information:

- Identity checks against a photo ID are seen, except where, for exceptional reasons, none are available;
- A check is made to establish that the person is not barred from regulated activity relating to children (the enhanced DBS check currently includes this Children's Barred List);

- An enhanced with Children's Barred List criminal record certificate is obtained in respect of the person;
- Checks are made to establish that the person meets the requirements with respect to any essential qualifications;
- The date on which each such check was completed or the certificate obtained;
- Further checks are made because a person has lived outside the United Kingdom; i.e. a Certificate of Good Conduct.

In addition, for staff:

- A check is made to establish the person's right to work in the United Kingdom.

When recruiting staff from overseas, we:

- check, copy, validate and keep on file the applicant's identity and immigration status i.e. the right to work in the UK from their passport;
- try and make enquiries in the country of origin;
- we make extensive enquiries of referees, including previous and recent employers.

## **5.2 Volunteers**

The Chief Executive will ensure that unpaid volunteers are recruited using safer recruitment practices and that they:

- are subject to a DBS check at the appropriate level if unsupervised;
- undergo a recruitment process, such as reference checks and interviews that is appropriate to the duties assigned to them;
- are competent to carry out the duties assigned to them;
- are only assigned duties that are suitable to their qualifications and experience;
- are provided with appropriate access to support from Potential Plus UK head office;
- are fully inducted in relation to all Potential Plus UK policies and procedures.

There is no requirement to carry out DBS checks in relation to parents and carers who only accompany their own children to activities or who only help at specific one-off events e.g. the BIG Family Weekend and are not left unsupervised with children.

Volunteers at events can and should be DBS checked unless supervised to the satisfactory standard i.e. supervised by a member of Potential Plus UK staff, another volunteer or activity leader who is appropriately checked.

We may choose to check occasional volunteers against the Children's Barred List. There is no duty to do an enhanced DBS check; however Potential Plus UK may choose to request one.

## **5.3 Staff**

### **5.3.1 Induction and training**

- The Chief Executive will ensure that all staff are fully inducted, are made aware of Potential Plus UK's Safeguarding and Child Protection Policy and procedures and that staff are fully aware of their role in implementing these.
- The Chief Executive will ensure that all staff receive safeguarding and child protection training on a three-yearly basis in line with MKSCB guidance on basic single agency safeguarding training specification. Principal elements of specific training should include the following:
  - Identification of the signs and symptoms of abuse and risk factors;
  - Relevant legislation and guidance and national and locally agreed procedures;
  - Potential Plus UK's own procedures;
  - Managing disclosures;
  - Information sharing and confidentiality
  - Recording and keeping safe records – transfer of information
  - Referral processes
  - Thresholds for referral
  - Working with parents
  - Multi agency and Children's Social Care assessments
  - Child protection conference processes
  - Local safeguarding issues
- The designated staff members will receive:
  - Specific training on the role of the designated staff member every two years

### **5.3.2 Conduct and safe practice**

- Potential Plus UK expects staff and volunteers to set a good example to children and young people through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and maintain appropriate boundaries.
- The Chief Executive will ensure that each member of staff, including Trustees and volunteers, signs a code of conduct agreement on appointment that sets out Potential Plus UK's expectations with regards to standards of professional behaviour and that all staff receive copies of relevant policies.

### **5.3.3 Restrictive Physical Intervention**

It is Potential Plus UK's policy to use restrictive physical intervention only in line with Milton Keynes Safeguarding Children's Board's "Restrictive Physical Intervention" policy.

<http://mkscb.procedures.org.uk/ykpy/assessing-need-and-providing-help/additional-practice-guidance/restrictive-physical-intervention-policy>

We refer to the DFE guidance (Use of Reasonable Force)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

### **5.3.4 Allegations against Staff and Volunteers**

In the event that an allegation is made against a member of staff or volunteer, Potential Plus UK will follow Milton Keynes guidance "Managing allegations and concerns regarding staff in education settings and schools". This includes where the allegation concerned is against the Chief Executive (Designated Child Protection Member of staff).

This local guidance for settings regarding management of allegations against people who work with children is found at:

[http://mkscb.procedures.org.uk/assets/Documents/man\\_alleg\\_sch\\_settings.pdf](http://mkscb.procedures.org.uk/assets/Documents/man_alleg_sch_settings.pdf)

This policy is supplementary guidance to MKSCB Inter-Agency Policy & Procedures MKSBC Procedures chapter 13: Allegations against Staff, Carers and Volunteers and is based on national government guidance Working Together to Safeguard Children (2015), which outlines the role of the Local Authority Designated Officer (LADO) and the council's responsibilities under s11 Children Act 2004.

These procedures relate to the management of allegations against people who work with children and young people in any capacity, whether paid or unpaid, volunteers, casual, via an organisation or self-employed.

**Statutory guidance requires that the Local Authority Designated Officer (LADO) should be contacted when an allegation is made against anyone who is in the position of trusted adult with children or young people.**

The LADO role also covers people who may have significant contact with children or young people, but are not employed directly to work with them, such as helpers at an event or caretakers in a setting.

The guidance should also be followed if it becomes known that an individual who is involved with children in any of the above capacities has, in their personal life, acted in a way that may have caused harm to a child. This is important as it may raise potential concerns about them in their professional capacity.

The LADO **must** be contacted in all cases where it is suspected or alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The LADO is responsible for the following:

- Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers and recommending a referral as appropriate.
- Convening and chairing a Strategy Meeting should the allegation require investigation by police and/or social care.
- Managing and overseeing individual cases from all partner agencies.
- Ensuring the child's voice is heard and that they are safeguarded.
- Ensuring there is a consistent, fair and thorough process for all adults working with children and young people against whom an allegation is made.
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible.

**If a staff member or volunteer becomes aware of any concerns or allegations in respect of the above, they must notify the LADO and their manager**

**without delay and within one working day.** If the LADO is not available, refer to Integrated Support and Social Care (ISSC) Referral Hub on 01908 253169/3170.

The LADO will decide whether there is a need for a **Strategy Discussion** if there are sufficient grounds to believe a child has suffered or is likely to have suffered significant harm. The Strategy Discussion will decide whether enquiries should be made under the s47 Children Act 1989. The Strategy Discussion would usually be in the form of a meeting, but may take place by telephone where appropriate (e.g. expediency).

There may be three strands of enquiry in the consideration of an allegation:

- A police investigation of any possible criminal offence.
- Enquiries and assessment by Children's Social Care about whether a child is in need of protection or in need of services.
- Consideration by an employer of disciplinary action with respect to the individual.

It is important to note that, whilst the LADO (or ISSC Referral Hub) will always provide advice, immediate **management action to ensure the protection of child(ren) from harm rests with the Chief Executive / Chair of Trustees** and does not have to wait until a Strategy Meeting. This may include temporarily removing the alleged perpetrator/named adult from their role, through suspension if necessary.

The LADO (or the ISSC Referral Hub if the LADO is unavailable) can be consulted to discuss any issues in relation to managing allegations against people who work with children and to assist if you are uncertain whether the criteria for LADO involvement are met.

See contact details at Appendix 3.

### **5.3.5 Whistleblowing**

At Potential Plus UK we recognise that there may be circumstances where staff and children and young people feel unable to raise concerns or incidents of malpractice within the organisational environment as there is reasonable doubt that these would be dealt with adequately. All staff and volunteers have a legal duty to raise concerns where they feel individuals or organisations are failing to safeguard and promote the welfare of children. Where it is not possible to raise concerns within Potential Plus UK, staff and volunteers may report concerns to MKC Head of Delivery for Setting and School Effectiveness (see key contacts at Appendix 3 Below).

## 5.4 E-Safety

E-Safety is a whole organisation responsibility for Potential Plus UK. This will be led by a **member of staff responsible for e-safety** who will draw upon support from colleagues and advisers with technological expertise to understand issues and problems.

- Useful links and model e-safety policies can be found at: <http://www.mkscb.org/parents-carers/online-safety>
- The member of staff responsible for e-safety will ensure that they keep up to date with e-safety issues

## 6 MONITORING AND REVIEWING POLICIES

To enable Potential Plus UK to monitor the safety of the office premises and its environment, including the safety of venues used by the organisation for events and by its branches for meetings, as well as the implementation of policies, the Chief Executive (or their nominated representative) will ensure that;

- Potential Plus UK keeps a central record of all accidents and incidents including what action was taken and by whom; this requires the volunteers at the branches and the organisers at events to record all accidents and incidents and provide this information to the Chief Executive on a regular basis.
- Staff and volunteers are aware of their responsibility to record accidents and incidents as detailed above.
- The Chief Executive has an overview of all accidents/incidents and checks for any patterns emerging.
- Prejudice based incidents are recorded and dealt with in accordance with Government guidance and the Equality Act 2010.
- Serious accidents and incidents are reported to the Board of Trustees AND are scrutinised on a regular basis by the Board of Trustees to identify any problems or weaknesses around Potential Plus UK's safeguarding policies and procedures or any emerging patterns, and to agree any course of action.
- The designated member of staff secures a high standard of recording of child protection concerns.

## **Appendix 1: CHILD PROTECTION – DEFINITIONS AND INDICATORS**

**Safeguarding and promoting the welfare of children** refers to the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

**Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

### **Types of abuse and neglect**

**All Potential Plus UK staff, associate staff, Trustees and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child 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 others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

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

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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

clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

### **Possible indicators of abuse and neglect**

N.B this is not an exhaustive list

#### Signs and Symptoms

<b>Neglect</b>	<ul style="list-style-type: none"> <li>• Inadequate or inappropriate clothing</li> <li>• Appears underweight and unwell and seems constantly hungry</li> <li>• Failure to thrive physically and appears tired and listless</li> <li>• Dirty or unhygienic appearance</li> <li>• Frequent unexplained absences from school/setting</li> <li>• Lack of parental supervision</li> </ul>
<b>Physical abuse</b>	<ul style="list-style-type: none"> <li>• Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury</li> <li>• Injuries in unexpected places or that are not typical of normal childhood injuries or accidents</li> <li>• High frequency of injuries</li> <li>• Parents seem unconcerned or fail to seek adequate medical treatment</li> </ul>
<b>Sexual abuse</b>	<ul style="list-style-type: none"> <li>• Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child’s age/stage of development</li> <li>• Sexual risk taking behaviour including involvement in sexual exploitation/older boyfriend</li> <li>• Continual, inappropriate or excessive masturbation</li> <li>• Physical symptoms such as injuries to genital or</li> </ul>

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	<p>anal area or bruising, sexually transmitted infections, pregnancy</p> <ul style="list-style-type: none"> <li>• Unwillingness to undress for sports</li> </ul>
<b>Emotional abuse</b>	<ul style="list-style-type: none"> <li>• Developmental delay</li> <li>• Attachment difficulties with parents and others</li> <li>• Withdrawal and low self-esteem</li> </ul>
<b>Indirect indicators of abuse and neglect</b>	<ul style="list-style-type: none"> <li>• Sudden changes in behaviour</li> <li>• Withdrawal and low self-esteem</li> <li>• Eating disorders</li> <li>• Aggressive behaviour towards others</li> <li>• Sudden unexplained absences from school/setting</li> <li>• Drug/alcohol misuse</li> <li>• Running away/going missing</li> </ul>
<b>Parental attributes</b>	<ul style="list-style-type: none"> <li>• Misusing drugs and/or alcohol</li> <li>• Physical/mental health or learning difficulties</li> <li>• Domestic violence</li> <li>• Avoiding contact with school/setting and other professionals</li> </ul>

## Appendix 2: SAFEGUARDING / CHILD PROTECTION REPORT FORM

**Date and time of incident:**

**Place of incident:**

**Child's details:**

Full name:

Gender:  Male  Female

Date of birth:

Details of any siblings:

Does the child have any disability or special educational need?  Yes  No

Please specify:

**Why are you concerned about this child?**

*You must report what is fact. You must not ask the child leading questions or try to investigate the concern yourself. Continue on the back of this sheet or additional pages if needed.*

**What did you say to the child (if anything)?**

**What action has been taken (if any)?**

**Your name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Your role:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*If you have used additional sheets to complete this form, please staple them to this form and write the number of additional sheets at the top of the form.*

*Hand this form to the designated safeguarding person immediately. If the designated person is unavailable, or if it concerns the designated person, send it immediately to head office; either scan and email or take a photo and email.*

***NB: If you do not have certain information, such as the child date of birth, do not delay handing in the form.***

### Appendix 3 – KEY LOCAL AUTHORITY CONTACTS

NAME	ORGANISATION	E-MAIL & TEL NO.
Jo Clifford	Milton Keynes Local Authority Designated Officer (LADO)	<a href="mailto:jo.clifford@milton-keynes.gov.uk">jo.clifford@milton-keynes.gov.uk</a> 01908 254306
CAIU (Child Abuse Investigation Unit)	Thames Valley Police	CAIU (Child Abuse Investigation Unit) 01908 276140

## **Appendix 4 – IDENTIFICATION OF PERSONS AT RISK OF RADICALISATION**

All staff and volunteers have a responsibility to help children understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of the terrorist ideology and learn how to challenge these ideas. The 2014 Government extremism task force identified risks around radicalisation within educational institutions and Prevent is actively employed at Potential Plus UK to protect children from harm and ensure that they are taught in a way that is consistent with the law and British values.

Staff have a responsibility to:

- assess the risk of any child being drawn into terrorism and report any incidents or indication that a child may be at risk from radicalisation (including topics such as hate crime, racism, bullying, online safety and extreme political views);
- record;
- report any suspicions to the Chief Executive;
- ensure children are safe from terrorist and extremist material when accessing the internet at events and branch activities.

### Introduction

Although Potential Plus UK is not a school and does not have a statutory duty placed on it by the Counter Terrorism and Security Act 2015 to prevent children from being drawn into extremism, safeguarding children from all risks of harm is an important part of the organisation's work and protecting them from extremism is one aspect of that.

### Ethos

Potential Plus UK has a zero tolerance approach to extremist behaviour for all of its community members. We rely on our strong values to steer our work and ensure the pastoral care of our children protects them from exposure to negative influences.

Potential Plus UK is fully committed to safeguarding and promoting the welfare of all the children and young people it supports and works with. At Potential Plus UK all staff and volunteers are expected to uphold and promote the fundamental principles of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

At Potential Plus UK we ensure that through our vision, values, relationships and work we promote tolerance and respect. The Board of Trustees ensures that this ethos is reflected and implemented effectively through policy and practice and that there are policies in place to safeguard and promote the general welfare of the children with whom we work.

All members of the organisation's community have the right to learn and work in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.

### Related Policies

- E-Safety and Internet Use Policy
- Safeguarding Policy
- Equality Opportunities Policy
- Whistle-blowing Policy

### Definitions

Extremism is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

British Values are democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### Legal Framework / Statutory Duties

The duty to prevent children and young people being radicalised is set out in the following documents:

- Counter Terrorism and Security Act 2015
- Keeping Children Safe in Education 2015
- Prevent Duty Guidance 2015
- Working Together to Safeguard Children 2015

## ROLES AND RESPONSIBILITIES

### Board of Trustees

It is the role of the Board of Trustees to ensure that Potential Plus UK safeguards the children and young people it works with, including keeping them safe from harm with regards to radicalisation.

### Chief Executive

It is the role of the Chief Executive is to ensure that staff and volunteer conduct is consistent with preventing radicalisation and to ensure that all staff and volunteers understand the issues of radicalisation and that they have had access to

appropriate training as required in order to recognise the signs of vulnerability or radicalisation and know how to refer any concerns.

The Designated Child Protection member of staff will receive safeguarding concerns about children who may be vulnerable to the risk of radicalisation or are showing signs of radicalisation. They will make referrals to appropriate agencies with regard to concerns about radicalisation and will liaise with partners including WBC and police. Any incidents will be reported to the Board of Trustees.

### Staff and Volunteers

It is the role of all staff and volunteers to access appropriate training in order to develop an understanding of the issues of radicalisation and to recognise the signs of vulnerability or radicalisation. All staff have a responsibility to know how to refer any concerns and to carry out an appropriate referral to the Designated Child Protection member of staff at head office or the Safeguarding Volunteer in the branches.

### Internet Safety

The internet provides children and young people with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. We will include guidance in our E-Safety policy about what action to take if staff or volunteers have any concerns about this.

### Staff Training

Staff and volunteers will be given access to appropriate training to help them understand the issues of radicalisation, so that they are able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns.

### Safer Recruitment

We ensure that the staff we appoint and the volunteers we engage are suitable to work with children and young people and that our recruitment procedures follow vetting and barring checks.

### Signs of vulnerability

There are no known definitive indicators that a young person is vulnerable to radicalisation but there are number of signs that together increase the risk. All staff and volunteers will receive training on signs of vulnerability and how to spot them as well how to recognise signs of extremism.

Signs of vulnerability include:

- underachievement
- being in possession of extremist literature
- poverty
- social exclusion

- traumatic events
- global or national events
- religious conversion
- change in behaviour
- extremist influences
- conflict with family over lifestyle
- confused identify
- victim or witness to race or hate crimes
- rejection by peers, family, social groups or faith

### Recognising extremism

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes;
- glorifying violence, especially to other faiths or cultures;
- making remarks or comments about being at extremist events or rallies;
- evidence of possessing illegal or extremist literature;
- advocating messages similar to illegal organisations or other extremist groups;
- out of character changes in dress, behaviour and peer relationships;
- secretive behaviour;
- online searches or sharing extremist messages or social profiles;
- intolerance of difference, including faith, culture, gender, race or sexuality;
- graffiti, art work or writing that displays extremist themes;
- attempts to impose extremist views or practices on others;
- verbalising anti-Western or anti-British views;
- advocating violence towards others.

### Referral Process

Staff and volunteers must refer all concerns about children who show signs of vulnerability or radicalisation to the Chief Executive using the agreed methods for reporting safeguarding concerns. When there are significant concerns about a young person, the Chief Executive will make a referral to the appropriate body.

As Potential Plus UK is within the Thames Valley Police area, we would report incidents or indications of radicalisation to the Prevent Team (Rachel Mahon) at Thames Valley Police:

[PreventReferrals@thamesvalley.pnn.police.uk](mailto:PreventReferrals@thamesvalley.pnn.police.uk)

## **Appendix 5 – FEMALE GENITAL MUTILATION (FGM)**

FGM (also known as cutting) is a cultural practice which has been recognised as being harmful to the person who has undergone the practice. There is no religious justification for the procedure, although communities who practise it will often state that they do it for religious reasons.

The definition is quite clear and covers any deliberate injury of alteration of the genital organs for non medical reasons.

The procedure has no health benefits and there is no medical reason for this procedure to be undertaken. It is not the same as male circumcision which is often undertaken for clear medical reasons or for religious reasons, as the act of female circumcision has implications in terms life threatening complications both at the time of FGM and afterwards.

The psychological trauma that girls go through during mutilation often stays with them for the rest of their lives. This may lead to post traumatic stress, feelings of incompleteness, confusion, betrayal and depression.

However the types of FGM practised is different in each community. As people have migrated across the globe they have taken the practice with them but also adopted local practices so it has changed and continues to change over time. The practice also shows a deep rooted inequality between sexes and extreme discrimination. It is led and practised by the women within the society.

FGM violates a number of human rights principles, including the principles of equality and non-discrimination on the basis of sex. It is considered as a form of violence against girls and women and a form of child abuse. It carries a strong message about the subordinate role of women and girls in society. FGM violates a person's rights to health, security and physical integrity; the right to be free from torture and cruel, inhuman or degrading treatment; and the right to life when procedure results in death.

### Female Genital Mutilation Act 2003

- It is illegal for it to happen within the UK
- It is illegal to take a British citizen abroad to have it happen
- It is illegal to assist in the process or to enable a girl to do it to herself

Indicators are difficult in situations that do not cover regular attendance or meetings (as with Potential Plus UK), but some indications that FGM has happened could include:

- A child may spend long periods of time in the toilets during the day with bladder or menstrual problems
- Emotional and psychological issues e.g. withdrawal, depression etc

- That a child may confide in a professional
- That a child may ask for help.

Similarly, if a member of staff or volunteer suspects that a child is about to be subjected to FGM or taken out of the country for this reason, the person should use the Safeguarding report form to outline their concerns. If the act is deemed to be imminent, the individual should follow the guidance as per for Safeguarding and Child Protection.

## **Appendix 6: CHILD SEXUAL EXPLOITATION**

### **Four key indicators:**

- Going missing
- Associating with older people to the exclusion of usual friends
- Not attending school
- Breaking away from family and friends

### **Models of exploitation:**

#### **Boyfriend model**

This is where the abuser develops a relationship with the young person. They will often be of a similar age. The young person believes they are entering a normal relationship. Usually the abuser will shower them with gifts moving onto alcohol and drugs before persuading the young person to 'do them a favour' as they owe money to an individual. The victim will be asked to pay this back using sex. Often there will be several victims who have no knowledge of each other.

#### **Inappropriate relationship model**

The abuser will have power over the victim. This might be age difference, money or the ability to access drugs or drink.

#### **Organised model**

This is organised/networked sexual exploitation or trafficking. Young people (often connected) are passed through networks, possibly over geographical distances, between towns and cities where they may be forced or coerced into sexual activity with multiple men. Often this occurs at 'sex parties', and young people who are involved may be used as agents to recruit others into the network. Some of this activity is described as serious organised crime and can involve the organised 'buying and selling' of young people by abusers.

#### **Gang related**

Gangs are groups of young people with a discernible structure, a recognised territory and distinctive beliefs, values, attitudes and behaviours. Although the gang may offer inclusion, protection and success to some socially disadvantaged children and young people, it is primarily concerned with crime, not infrequently drug-related, and violence, often armed and occasionally lethal. While most gang affiliates are young men, young women may be involved, occasionally as 'soldiers', but more usually as partners of the young men or 'links' (someone with whom to have casual sex).

# The grooming line

