

**Bethel - London's Riverside Church**  
**Safeguarding policy**

<b>APPROVED BY</b>	Board of Directors
<b>EFFECTIVE FROM</b>	Date of approval:
<b>SUPERCEDED DOCUMENTS</b>	Child young people and vulnerable adults protection policy Tenacious Kidzcare child protection policy Open Access and records policy Confidentiality policy
<b>REVIEW DATE</b>	21 February 2017
<b>Scope of Application and Exceptions</b>	
<p>This policy document covers all activity within Bethel - London's Riverside Church, this includes Tenacious Kidzcare and all other activities which relate to children, young people and vulnerable adults.</p> <p>All staff and volunteers working with Bethel London's Riverside Church working in whatever capacity are expected to adhere to this policy.</p> <p>There are no exceptions to the application of this policy</p>	

**CHURCH DETAILS**

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## 1. MISSION STATEMENT

- The Board of Directors recognise the importance of its ministry to children, young people and vulnerable adults and its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the church's care.
- As part of its mission Bethel - London's Riverside Church is committed to:
  - Creating a 'culture of safety' by valuing, listening to and respecting children, young people and vulnerable adults as well as promoting their welfare and protection.
  - Safe recruitment, supervision and training for all those who work with children, young people and vulnerable adults within the organisation.
  - Adopting a procedure for dealing with concerns about possible abuse.
  - Encouraging and supporting parents/ carers.
  - Supporting those affected by abuse in the organisation.
  - Maintaining good links with the statutory childcare authorities and other relevant statutory and voluntary organisations.

## 2. PURPOSE OF THE POLICY

- The purpose of this document is to inform relevant persons of their roles and responsibilities. It includes the expected steps of action which must be to take if safeguarding concerns are identified or raised. It should also be used as a staff training resource.
- Bethel - London's Riverside Church acknowledges that children (everyone who is under 18 years old), young people and vulnerable persons can be the victims of physical, sexual and emotional abuse and neglect.
- The Board of Directors have adopted the procedures set out in this document (hereafter "the policy").
- The policy and attached documents are based on a model published by the Churches' Child Protection Advisory Service (CCPAS).
- The Board of Directors will make this policy available on the Bethel London's Riverside Church website. Paper copies can be made available in request.
- The Board of Directors agree not to allow this document to be copied by other organisations.

## 3. RESPONSIBILITIES AND ROLES

Party	Key Responsibilities
<b>Board of Directors</b>	<p>The Board of Directors are committed to on-going safeguarding training for all those who work with children, young people and vulnerable adults.</p> <p>The Board of Directors will regularly review the policy and operational guidelines and documents attached.</p> <p>The Board of Directors will undertake to follow the principles found within <b>(Department for Education, Working together to safeguarding children (2015) and Department for Education's guidance; Keeping children Safe in education (2016)</b> and it is</p>

	<p>therefore unacceptable for those in position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.</p> <p>The Board of Directors have leadership responsibility for the organisation's safeguarding arrangements.</p> <p>The Safeguarding lead will sit on the Board of Directors.</p> <p>The Board of Directors will respect the role of the Safeguarding lead and the safeguarding deputy lead, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.</p>
<p><b>Safeguarding lead and deputy lead</b></p>	<p>The safeguarding lead and deputy lead will be available to discuss any safeguarding concerns.</p> <p>Adequate and appropriate cover arrangements will be made clear for periods that they are not available.</p> <p>The safeguarding lead and deputy lead will:</p> <p>Support the departmental safeguarding coordinator/ deputy in the collation and recording of detailed, accurate records of concerns, allegations or suspicion.</p> <p>Co-ordinate any safeguarding referrals which need to be made whilst ensuring that staff are appropriately supported during this period.</p> <p>Ensure that referrals and relevant information are stored securely.</p> <p>Undergo training which ensures they have the knowledge and skills required so they can act as a source of support, advice and expertise for staff. Training will be updated every two years.</p> <p>Their knowledge and skills be updated at least annually.</p> <p>Undertake the Prevent awareness training.</p> <p>Have understanding of how local authorities conduct a child protection case conference and a child protection review conference and support the departmental safeguarding coordinator and deputy coordinator in attending and contributing to these effectively when required to do so.</p>
<p><b>The departmental safeguarding coordinator and deputy coordinator</b></p>	<p>The safeguarding coordinator and deputy coordinator will be available to discuss any safeguarding concerns.</p> <p>Adequate and appropriate cover arrangements made clear for periods that they are not available.</p> <p>The departmental safeguarding coordinator and deputy coordinator will:</p> <p>Collate the recording of detailed, accurate, secure records of concerns, allegations or suspicions.</p> <p>Pass safeguarding information on to the safeguarding lead/ deputy lead and on to the relevant referral organisation.</p> <p>Ensure all records of referrals and other documents are stored securely.</p>

	<p>Undergo training which ensures they have the knowledge and skills required so they can act as a source of referral, support, advice and expertise for staff. Training will be updated every two years.</p> <p>Their knowledge and skills be updated at least annually.</p> <p>Undertake the Prevent awareness training.</p> <p>Have a working knowledge of how local authorities conduct a safeguarding core groups meeting and child protection conferences and be able to attend and contribute to these effectively when required to do so.</p> <p>Coordinate the training or induction and on-going training.</p> <p>Maintain staff (including volunteers) training records.</p>
<p><b>All Staff</b></p>	<p>All staff, including volunteers are expected to adhere to the policy. New staff will complete safeguarding training at induction and will be provided with on-going safeguarding training.</p> <p>All our staff will be aware of signs and symptoms of abuse and will be given appropriate training. They should know not to just take things at face value but should be respectfully sceptical.</p> <p>If a member of staff has concerns or evidence that a child in our care has been, or is being abused, they will go directly to the Safeguarding coordinator or deputy who will support them in recording their concerns.</p>

#### 4. RESPONDING TO ALLEGATIONS OF ABUSE

Detailed definitions, and signs and symptoms of abuse can be found in the **Glossary of Terms**.

##### 4.1 External organisations safeguarding cases

- Information related to external organisations safeguarding investigations and or cases will be shared on a need to know basis by the safeguarding lead/ deputy and departmental safeguarding coordinator/ deputy.
- The departmental safeguarding coordinator/ deputy when invited will attend safeguarding core groups meeting and child protection conferences.
- The departmental safeguarding coordinator will update the safeguarding lead every six months or sooner if any significant changes occur.

##### 4.2 Allegations of abuse made against a person who works within Bethel - London's Riverside church or Tenacious Kids care

- If a volunteer or paid member of staff receives a complaint against another member of staff whether volunteer or a paid member of staff must do the following:
  - Concerns must be reported immediately, but not more than 48 hours to the Safeguarding lead who has been nominated by the Board of Directors to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the relevant statutory authorities.

- The Safeguarding lead may also be required by conditions of the organisation's Insurance Policy to immediately inform the Insurance Company.
- In the absence of the Safeguarding lead or if the suspicions in any way involve the Safeguarding lead then the report will be made to Safeguarding deputy lead.
- If the suspicions implicate both the Safeguarding lead and the Deputy then a member of Bethel - London's Riverside Church Board of Directors must be informed immediately but not more than 48 hour.
- If necessary they will consult with:

**Churches' Child Protection Advisory Service (CCPAS) PO Box 133,  
Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550**

Or

follow the **Local Authority Designated office LADO Referral process (See Appendix 1)**

- Suspicions must not be discussed with anyone other than those nominated.
  - A written record of the concerns should be made in accordance with Bethel - London's Riverside Church procedures and kept in a secure place.
  - The Board of Directors will be immediately informed by the Safeguarding lead/ Deputy.
  - Details of the allegation may or may not be discussed with the member of staff concerned, depending on the case.
  - OFSTED, the Local Education Authorities Child Protection Agency and the Early Years Group Manager for Childcare if relevant will be informed.
  - A strategy meeting will be arranged and steps forward decided upon.
  - The member of staff whom an allegation has been made against will be suspended from duties if an investigation is required.
- Any member of staff who believes that allegations or suspicions are not being dealt with properly, have a responsibility to report to the Local Education Authorities Lead Officer for Child Protection.
  - The member of staff in question will need support at this time. This support will be provided by the Senior Ministerial team in conjunction with others that they consider appropriate.
  - If the allegation is found to have been malicious it will be removed from personnel records of the staff member.
  - A clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached will be kept on the confidential personnel file of the accused, and a copy provided to the person concerned.
  - This will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.
  - The record should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

- Under no circumstances will a church worker carry out their own investigation into the allegation or suspicion of abuse.
  - Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding lead the absence of the Safeguarding lead or Deputy should not delay referral to the Children's Social Services Department if appropriate.
  - It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from CCPAS, although The Board of Directors hope that members of Bethel - London's Riverside Church will use this policy. If, however, the individual with the concern feels that the Safeguarding lead and the Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding lead as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that The Board of Directors demonstrate the commitment of Bethel - London's Riverside Church to effective child protection.

#### **4.3 Allegations of physical injury, neglect or emotional abuse from a child, young person or vulnerable adult**

- If a child, young person or vulnerable adult has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Concerns Action flowchart must be followed to **(See Appendix 2)**
- Parents/ carers will be informed that it is our duty to act if we suspect that a child we are looking after may have been abused.
- Parent/ carers are advised that they should tell us if their child has been involved in an incident which has resulted in an injury / bruising before leaving their child in our care. In such instances, the Tenacious Kidzcare has an 'Off the Premises Accident Form'. Details of incidents are recorded. The parent/carer's signature will be required.
- Parents of children attending Tenacious Kidzcare Out of School who are involved in an accident/incident at school, will be informed when collecting their child. Details of incidents are recorded. The parent/carer's signature will be required.

#### **4.4 Allegations of sexual abuse**

- In the event of allegations or suspicions of sexual abuse the Safeguarding Concerns Action flowchart must be followed to **(See Appendix 2)**
- Onward external referral details are :
  - Children's Social Services Department Duty Social Worker for children and families**
  - Or
  - Police Child Protection Team**
- If for any reason it is unclear whether or not to contact Children's Social Services/Police CCPAS will offer advice. CCPAS will confirm its advice in writing for future reference.
- DO NOT speak to the parent/carer or anyone else.

#### **5. RECORD KEEPING**

- All concerns, discussions and decisions made and the reasons for those decisions will be recorded in writing **(See Appendix 3 and 4).**

- The person making the entry will sign and date each record entry.
- If in doubt about recording requirements, staff should discuss with the designated safeguarding lead.
- Bethel - London's Riverside church and Tenacious Kidzcare keep personal and / or developmental records on children attending our setting.
- The records include:
  - Full name (name by which they are known if different)
  - Address
  - Age/ date of birth
  - Names of parents/ carers, mobile and /or home, work telephone numbers
  - An emergency contact person and / or any other person authorized to collect the child
  - Information about the religion, ethnic origin, culture and language(s) spoken (if the child / parent/ carer is prepared to provide this)
  - Their 'looked after' status
  - Information about health problems or other special requirements, e.g. diet that the child may require
- It is the right of all parents and carers to see what has been recorded about them and their child, and to add their own comments to all relevant records.
- Where applicable, parents/ carers have the right to decide which members of their family have access to their child's file. This should be in writing.
- Where possible, records can be made available in the parent's community language.
- Where records include reports or communications from a third party, these documents will remain confidential unless the third party has agreed to them being open to the parent/ carer.
- Parent/ carer will be informed that these records exist.
- If access is sought by a parent/ carer but agreement to share the information cannot be obtained, the parent/ carer will be given details about how to pursue their request for access.
- Parents/ carers will be informed that records will be kept and that they have the right to see them on request. A private room will be provided for confidential reading.
- Records will be kept in confidence except in circumstances where this would be inconsistent with the Child Protection Policy.
- Any disagreement regarding the factual content of the recorded entries, that cannot be resolved informally, will be addressed through the Complaint's Procedure.
- Child protection records, registers and transition records will be archived. These will be stored for 7 years from when Bethel - London's Riverside church and / or Tenacious Kidzcare finish caring for a child.

## 6. INTIMATE CARE

Detailed definition can be found in the **Glossary of Terms**.

- Bethel - London's Riverside Church and Tenacious Kidzcare understand that all children

have the right to be safe and to be treated with dignity, privacy and respect in relation to their bodies appropriate to the child's age and situation.

- Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.
- Adults working with children need to be sensitive to each child's individual needs.
- Adults carrying out intimate care should have passed the appropriate checks.
- Two adults will be present when intimate care is required.
- As much as possible promote independence whilst taking into consideration the child's age and development.
- Make sure that practice in intimate care is as consistent as possible.
- Be sensitive and responsive to a child's reactions. Always aiming to promote their self-image and checking they are comfortable with the procedures.
- If the child shows signs of dislike for a particular carer, try to find out why and consider changing responsibility to another carer.
- Any concerns are to be reported immediately.

## **7. MOBILE PHONES / INTERNET**

- Staff will not use their mobile phone / camera whilst in contact with the children.
- The only exceptions made will be during trips / school picks up when essential communication is necessary.
- Parents are asked to refrain from using their mobile phone / camera whilst in the church building.

## **8. PHOTOGRAPHY**

- Staff will not use pictures of children or colleagues on personal social networking and media accounts unless consent is given by the parent or individual.
- The Bethel - London's Riverside Church social networking and media accounts will use photography for publicity purposes only and with the consent of the parent/s or individual.

## **9. FEMALE GENITAL MUTILATION (FGM)**

Detailed definitions, and signs and symptoms of FGM can be found in the **Glossary of Terms**.

- It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. **(Section 5B of the Female Genital Mutilation Act, 2003)**
- There is a FGM mandatory reporting duty to inform the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.
- Those failing to report such cases will face disciplinary sanctions.
- It is rare that visual evidence is disclosed. No child should not be examined by staff.

- The safeguarding lead and those involved in children's social care as appropriate should be informed.

**(Section 5B of the FGM Act, 2003, as inserted by section 74 of the Serious Crime Act 2015)**

## 10. PREVENT

Detailed definitions, and signs and symptoms of radicalisation can be found in the **Glossary of Terms**.

As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

- Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel programme.
- Should radicalization concerns be observed the Safeguarding Concerns Action flowchart must be followed (**See Appendix 2**).

### 10.1 Channel programme

- Channel is a programme which focuses on providing support and a referral mechanism when concerns are identified (**See Appendix 6**).
- An eLearning channel awareness programme for staff is available at: Channel General Awareness [http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html) .

## 11. THOSE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

### 11.1 Children with special educational needs and disabilities (SEND)

Detailed of what constitutes a Regulated Activity can be found in the **Glossary of Terms**

- Bethel – London's Riverside Church and Tenacious Kidzcare should be made aware of any special educational needs and disabilities a child may have.
- Appropriate support which could include 1-1 working, observations, individual play plans can then be agreed.
- Record keeping will be kept in line with Ofsted requirements.

### 11.2 Adults with special educational needs and disabilities

Detailed of what constitutes a Regulated Activity can be found in the **Glossary of Terms**

- Bethel – London's Riverside Church comes into contact with vulnerable adults through the following activities: Ace Life activities and Sunday services.
- Whether staff including volunteers are involved in a regulated or unregulated activity boundaries are what define the limits of the relationship between a worker and a vulnerable adult. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

- Bethel – London's Riverside Church expects workers to maintain the following boundaries:
  - Giving and receiving gifts from vulnerable adults on an individual level. However gifts may be provided by the organisation as part of a planned activity.
  - Personal, intimate relationships between a worker and a vulnerable adult who is attending a club or service is prohibited.
  - Language used to a vulnerable adult shall always be up-lifting and appropriate.
  - Punishment or any form of chastisement shall never be used.
  - Passing on personal contact details is prohibited.
  - Selling to or buying items from a vulnerable adult is prohibited.
  - Accepting responsibility for any valuables on behalf of a vulnerable adult is prohibited.

**Department of Health (2011)**

## **12. CONFIDENTIALITY**

- Bethel - London's Riverside Church and Tenacious Kidzcare aim to work in partnership with parents and carers based on a common concern for the wellbeing of children.
- Confidentiality means that personal information will not be discussed with third parties who have no direct interest in the matter.
- Confidentiality is not to be confused with keeping secrets.
- Safeguarding children and vulnerable adults is paramount.
- Should the parent/ carer wish to discuss something of personal significance about their child staff will be available to do so in a timely fashion ensuring privacy is provided.
- It is important that all communications are open, honest, and based on clear boundaries relating to confidentiality, which are known and adhered to by all parties.
- All children, parents and carers have the right to respect, privacy and dignity.
- In almost all circumstances it will be appropriate to agree with the informant exactly who the information is to be shared with, and to pay due respect to their wishes, within the parameters of this policy.

## **13. OFSTED NOTIFICATIONS**

- Tenacious Kidzcare setting will inform Ofsted if:
  - There is a change of manager
  - There is any significant event that is likely to affect the suitability of the early years provider or any persons to look after children.
- Tenacious Kidzcare will notify Ofsted and Local child protection agencies of serious accident, illness, injury, death, or any allegation of serious harm or abuse to safeguard our children

## **14. STAFF TRAINING**

- All staff members will undergo safeguarding training at induction.

- Induction and training will be in line with advice from the London Safeguarding Children's Board.
- All staff members will receive regular safeguarding updates annually or sooner to ensure they keep relevant skills and knowledge to safeguard children effectively.
- Staff will receive regular supervision which will provide them with support and coaching to promote the interests of the children.
- Each department will have a safeguarding coordinator and deputy who must hold a full and relevant safeguarding and child protection Level 3 qualification. They should have at least two years' experience of working in a setting or have other suitable experience.

#### **14.1 Record of training**

- All our staff will have a record of training and / or professional development which will be held by the department lead

### **15. APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS, WORKERS & VOLUNTEERS**

- Bethel - London's Riverside Church will be breaking the law if we knowingly employ someone, including volunteers, into a regulated activity with a group from which they are barred from working.
- A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.
- DBS checks are made to assist Bethel - London's Riverside Church in making safer recruitment and licensing decisions. However a check is just one part of our robust recruitment practice.
- The DBS can't access criminal records held overseas. A DBS check may not provide a complete view of an applicant's criminal record if they have lived outside the UK. Bethel - London's Riverside Church will therefore make sure we have access to all the information available to enable us to make a safer recruitment decision.
- Individuals may be allowed to start work in unregulated activities before the DBS is available.
- Where an individual is due to start work which relates to a regulated activity before the DBS certificate is available, Bethel - London's Riverside Church will ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

#### **Department for Education (2016)**

- To ensure all staff are appointed, inducted, trained, supported and supervised in accordance with the principles set out in this policy the Safeguarding co-ordinators will be required to provide the Safeguarding lead with regular updates.

### **16. SUPPORT TO THOSE AFFECTED BY ABUSE**

- The Board of Directors are committed to offering pastoral care, working with statutory agencies as appropriate, giving support to those attending the church who have been affected by abuse.
- They will be made aware of this need as set out in the Safeguarding action flowchart (**See Appendix 2**).

**17. WORKING WITH OFFENDERS**

- When someone attending the organisation is known to have abused children, young people or vulnerable adults, the Board of Directors will supervise the individual concerned and offer pastoral care.
- The Board of Directors will interview and set agreed boundaries for that person, which they will sign.
- The Board of Directors will make it clear that their commitment to the protection of children, young people and vulnerable adults is paramount.

**This Safeguarding Policy was adopted by resolution by the directors Bethel - London's Riverside Church.**

Signed \_\_\_\_\_ Date \_\_\_\_\_ Ken Williamson

Signed \_\_\_\_\_ Date \_\_\_\_\_ Martin Overare

Signed \_\_\_\_\_ Date \_\_\_\_\_ Cynthia Gumbiti-Zimuto

## GLOSSARY OF TERMS

### RECOGNISED CATEGORIES OF ABUSE

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, age, gender or culture.

It can be in the form of maltreatment of a child or adult, inflicting harm or failing to act to prevent harm by a family member 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.

There are five recognised categories of abuse.

#### **1) Physical abuse**

- May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or vulnerable adult.
- Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

#### **2) Emotional abuse**

- The persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and adverse effects on the child or vulnerable adult emotional development.
- It may involve conveying to a child or vulnerable adult 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 or vulnerable adult 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 or vulnerable adults.
- These may include interactions that are beyond a child or vulnerable adult's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child or vulnerable adult's participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another.
- It may involve bullying (including cyberbullying), causing children or vulnerable adult's frequently to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adult's.
- Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adult, although it may occur alone.

#### **3) Sexual abuse**

- Involves forcing or enticing a child, young person or vulnerable adult 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, 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 or vulnerable adult 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.

#### **4) Neglect**

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

**(Department for Education, 2016)**

#### **5. Financial (or material) abuse**

- This includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**(Department of Health, 2000)**

### **LOOKED AFTER CHILDREN**

- The most common reason for children becoming looked after is as a result of abuse and/or neglect.
- Appropriate staff will have information regarding the child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and pick up responsibilities with those with parental responsibility.
- Where appropriate staff should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
- The designated safeguarding lead should have details of the child's social worker and the name of the child's school head that looks after the child.

**(Department for Education, 2016)**

### **INTIMATE CARE**

- Intimate personal care includes hands-on physical care in personal hygiene, and physical presence or observation during such activities.
- Intimate personal care tasks can include: body bathing other than to arms, face and legs

below the knee, toileting, wiping and care in the genital and anal areas, dressing and undressing, application of medical treatment, other than to arms, face and legs below the knee supporting with the changing of sanitary protection.

(Ministry of Defense 2013)

### **FEMALE GENITAL MUTILATION (FGM)**

- FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs.

### **PREVENT**

- During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.
- Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.
- There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings.
- Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer.
- The internet and the use of social media in particular has become a major factor in the radicalisation of young people.
- Staff will be trained in line with the Channel strategy (part of Prevent) to assess the vulnerability of individuals to be drawn into terrorism. They will be given clear information regarding how to report concerns once identified.

### **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

- They can face additional safeguarding challenges. We recognise that additional barriers can exist when recognising abuse and neglect in this group of children.
- These can include:
  - Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
  - The potential for children with SEND and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
  - They may have communication barriers and difficulties in overcoming these barriers.

### **Regulated Activities**

- Includes providing:
  - Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children
  - Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing
  - Health care for children provided by, or under the direction or supervision of, a

regulated health care professional.

## **ADULTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

### **Regulated Activities**

- A Regulated activity excludes any activity carried out in the course of family relationships, and personal, non-commercial relationships.
  - *Family relationships* - involve close family (e.g. parents, siblings, grandparents) and relationships between two people who live in the same household and treat each other as family.
  - *Personal, non-commercial relationships* - are arrangements where either no money changes hands, or any money that does change hands is not part of a commercial relationship (for example, gifting a friend money for petrol after they have driven you to the hospital), and the arrangement is made between friends or family friends
- There are six categories within the definition of regulated activity.
  - 1) Providing health care - This includes first aid and counselling
  - 2) Providing personal care - This includes providing an adult with physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails.
  - 3) Providing social care
  - 4) Assisting with general household matters - This includes managing the person's cash, paying the person's bills, or shopping on their behalf.
  - 5) Assisting in the conduct of persons own matters / affairs
  - 6) Conveying - This includes any drivers and any assistants who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving, health care, relevant personal care or relevant social work

## **REFERENCES**

- Child Protection Advisory Service (CCPAS) <https://www.ccpas.co.uk/>
- The Children's Act (1989) <http://www.legislation.gov.uk/ukpga/1989/41/contents>
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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/194272/No\\_secrets\\_guidance\\_on\\_developing\\_and\\_implementing\\_multi-agency\\_policies\\_and\\_procedures\\_to\\_protect\\_vulnerable\\_adults\\_from\\_abuse.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets_guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_abuse.pdf)
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<http://www.legislation.gov.uk/ukpga/2015/9/part/5/crossheading/female-genital-mutilation/enacted>
- Department of Health (2011) Regulated activity (adults) The definition of 'regulated activity' (adults) as defined by the Safeguarding Vulnerable Groups Act 2006 from 10th September 2012  
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- Department for Education (2015) Working Together to Safeguarding Children  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
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<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/577320/Adult\\_workforce\\_guidance\\_v9.0\\_111216.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/577320/Adult_workforce_guidance_v9.0_111216.pdf)
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- Ministry of Defense (2013) Intimate care policy, Archived July 2016)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/532268/Intimate\\_Care\\_Policy\\_final\\_archived27june2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/532268/Intimate_Care_Policy_final_archived27june2016.pdf)

## **APPENDIX**

1. Staff Capability to Safeguard Children In Early Years or Childcare Settings
2. Safeguarding Concerns Action flowchart
3. What To Do If You Have Concerns About A Child's Welfare
4. Record of Concern
5. Complaints form
6. Prevent Duty



## Staff Capability to Safeguard Children in Early Years or Childcare

If an allegation is made by a parent, child or other practitioner against a member of staff, or a child is lost or goes even temporarily missing you MUST adhere to the following procedure:

- Complete Part 1 of the LADO Referral Form and email to [lado@lbbd.gov.uk](mailto:lado@lbbd.gov.uk)
- This must be done within 24 hours of receiving the allegation
- **DO NOT DISCUSS THE ALLEGATION WITH THE STAFF MEMBER CONCERNED**
- Follow up your referral with a telephone call to ensure the referral has been received and to discuss the next step  
**Call: 020 8227 3934 or 020 8227 3896**

Local Authority Designated Office (LADO)  
Child Protection Adviser (Early Years)

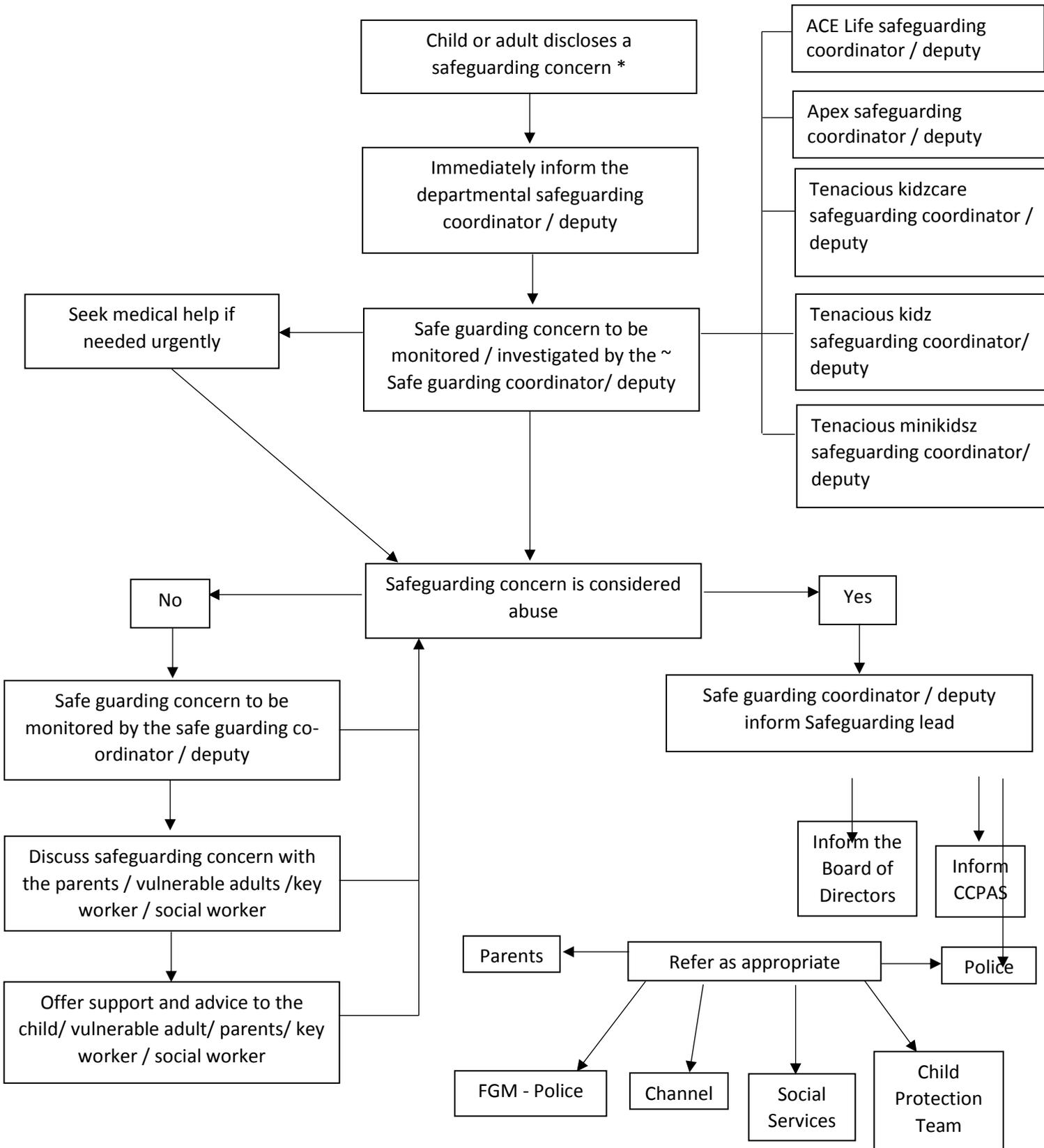
**Teresa De Vito**  
**Mike Cullern**

- The Child Protection Advisor will then discuss with you about how to proceed.
- Based on your discussion you will be advised whether you will need to complete a Multi-Agency Referral Form (MARF).
- The Child Protection Advisor will discuss the options available, including advice on the position of the member of staff and whether suspension or other steps should be considered to safeguard the child and staff member as well as what to tell the parents.
- You must not discuss any of the details of the allegation with the member of staff concerned – the Child Protection Advisor will advise you if you can tell them that an allegation has been made and what Child Protection procedures must be followed – in some circumstances you may be advised that you cannot tell them anything at this stage.
- You will need to email the MARF to the referral officers at:  
[childrens@lbbd.gov.uk](mailto:childrens@lbbd.gov.uk)
- A strategy meeting may then be arranged.
- You must inform Ofsted.
- You must inform Joy Barter (Group Manager Early Years Foundation Stage and Childcare) on 020 8227 5533 or 07870278335.
- You may be invited to a strategy meeting which you must attend. Joy Barter will accompany you.
- You may be asked to conduct your own internal investigation once a decision has been made about a criminal investigation or other single agency investigation.

**It is essential that you follow the steps above and that regardless of how trivial or serious you think the allegation or the Safeguarding issue is, that you do not delay in contacting the Child Protection Advisor.**

**Bethel - London's Riverside Church and Tenacious Kidzcare**

**Safeguarding action flowchart**



\* The person receiving the initial safeguarding concern must be supported in documenting the Record of Concern form

**Bethel - London's Riverside Church and Tenacious Kidzcare**

**Named Safeguarding Individuals**

<b>Party</b>	<b>Named Individual</b>
Safeguarding lead	Cynthia Gumbiti-Zimuto
Safeguarding deputy lead	Martin Smith
<b>ACE Life</b>	
Safeguarding coordinator	Martin Smith
Safeguarding deputy coordinator	Wendy Buckingham
<b>Apex</b>	
Safeguarding coordinator	Hannah Williamson
Safeguarding deputy coordinator	Alison Lait
<b>Tenacious Kidzcare department</b>	
Safeguarding coordinator	Deola Adu
Safeguarding deputy coordinator	Cynthia Odei
<b>Tenacious kidz</b>	
Safeguarding coordinator	Abby Anderson
Safeguarding deputy coordinator	Sarah Riley
<b>Tenacious minikids</b>	
Safeguarding coordinator	Yinka Okello
Safeguarding deputy coordinator	Deola Adu



## What To Do If You Have Concerns About A Child's Welfare

**Record your concern:** noting date, time, what you saw or what you were you told. Use a body map to record unexplained marks etc, and add your signature

**Report these concerns to your Nominated Safeguarding Officer**

The **Nominated Safeguarding Officer** must discuss the concerns with:

**Children's Services Duty and Assessment Team**

**LBBB Multi Agency Safeguarding Hub (MASH)                      0208 227 3811**

or

**Joy Barter** Group Manager Early Years Foundation Stage and Childcare    **07870278335**

or

**Out of Hours Emergency Duty Social Worker after 4:45pm                      0208 594 8356**

You may be advised to complete a Common Assessment Framework (CAF)

or

Advice will be given whether to complete a Multi Agency Referral Form (MARF)

[www.bardag-lscb.co.uk](http://www.bardag-lscb.co.uk)

You must email the MARF to the referral officers at:

[childrenss@lbbd.gov.uk](mailto:childrenss@lbbd.gov.uk)                      **0208 227 3811**

You must ensure you receive confirmation of the receipt of the MARF within three days. It is your duty to follow this up.

When you contact the Out of Hours Duty Social Worker on 0208 594 8356 you must ask for Emergency Duty Social Worker. This call will go through to a central call centre and there may be a delay before you can speak to a social worker.

If you have any concerns about a child's safety and parental responsibility at the time of collection you must contact the police on 999 immediately.

**Remember**

**Recognise**

**Record**

**Report**

**Refer**

**Receipt**

LBBD Early Years Advisory Team September 2016

**Record of Concern form**

**This form is to be used if you have a safeguarding incident-concern or disclosure. It is important to write exactly what the child has said or what you have observed. Where necessary please use the body map overleaf.**

Date of incident concern/ disclosure:

Name of child:

Date of birth:

Please record what the child said or did, what you observed and what you said to the child:

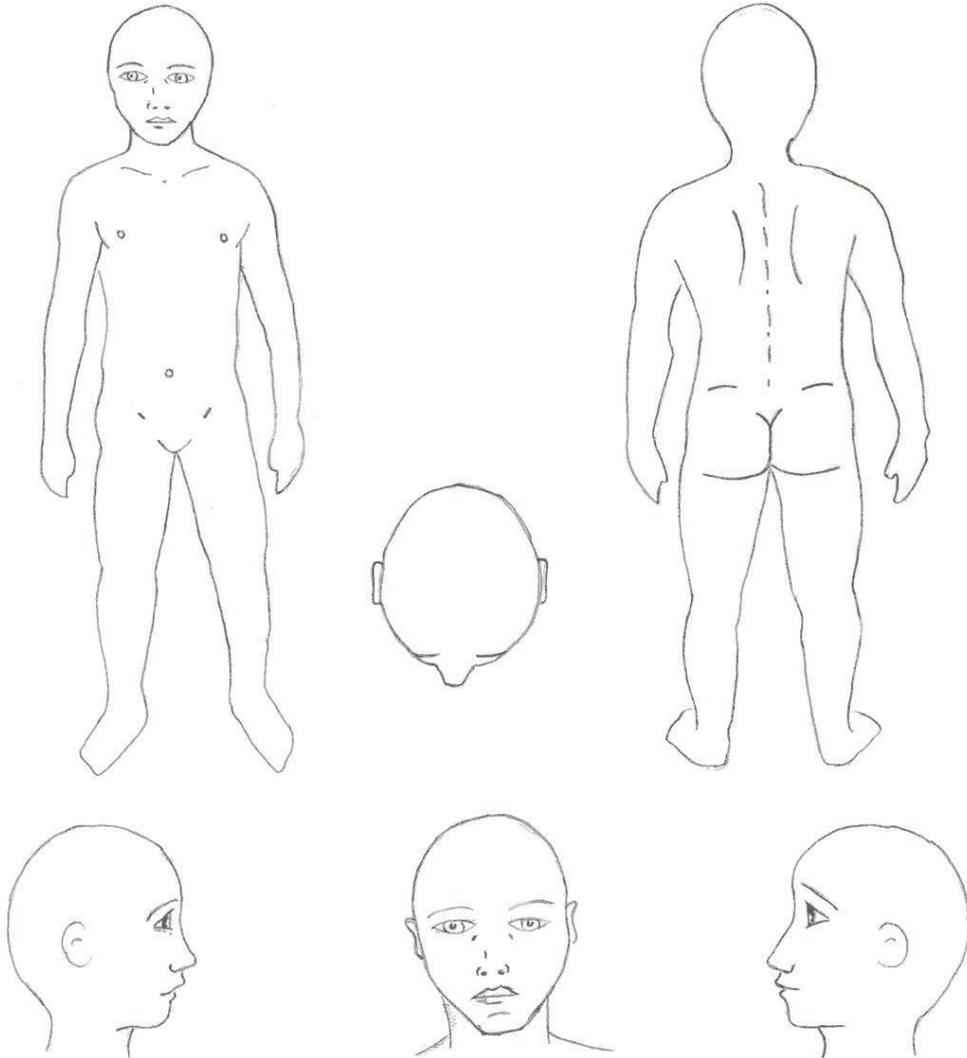
Discussion with Parent/carer (if applicable):

Action taken:

Staff name:

Signature:

Date:



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Staff name:

Signature:

Date:

## Complaints Form

Date of Complaint:

Source of complaint	√	Nature of complaint – EYFS Safeguarding and Welfare Requirements	√
Parent in writing		Child Protection	
Parent in person		Suitable people	
Parent over the telephone		Health	
Anonymous		Safety and suitability of premises, environment and equipment	
Ofsted		Learning and Development	
Other..... .....		Other..... .....	
<b>Please give details of the complaint</b>			
<b>How was the complaint dealt with?</b>			<b>√</b>
Internal investigation – By			
Investigation by the Local Authority			
Investigation by Ofsted			
Investigation by other agencies			
<b>Please give details of investigation or an outcome letter from Ofsted</b>			

Actions and outcomes		V
Internal actions		
Actions agreed with the Local Authority		
Actions agreed with Ofsted		
Changes to registration		
Other action taken by Ofsted		
Actions imposed or agreed by other agencies		
No action		
Please give details of actions and outcomes		
Have the parents been notified of the outcome? (within 28 days)	Yes	No
Parents comment:		
Name of person recording the complaint:		
Position of person recording the complaint:		
Date of completion:		

## Prevent Duty referral process

Record and Report by completing steps 1 to 4 (Sept 2016)

<b>1</b>	<b>Radicalisation and/ or Extremism Concern</b>
	<p><b>Report concerns relating to any families, practitioners, shared premises users or children that may be vulnerable in regards to radicalisation and/ or extremism to:</b></p> <p><b>Police Prevent Officer Greig Urquhart</b> phone <b>07766 227 261</b></p> <p>Followed up with an email to <a href="mailto:Greig.Urquhart@met.pnn.police.uk">Greig.Urquhart@met.pnn.police.uk</a> and Prevent Coordinator <a href="mailto:Gareth.tuck@lbbd.gov.uk">Gareth.tuck@lbbd.gov.uk</a> phone <b>020 8227 3875</b></p>
<b>2.</b>	<b>Child Protection Concern Related to Radicalisation and/or Extremism</b>
	<p>If there are associated safeguarding concerns report to: <b>Children's Services Duty and Assessment Team MASH</b> phone <b>0208 227 3811</b></p> <p><b>Out of Hours Emergency Duty Social Worker after 4:45pm</b> phone <b>0208 594 8356</b> You will be advised on what to do next: <b>Email Multi Agency Referral Form (MARF) to <a href="mailto:childrenss@lbbd.gov.uk">childrenss@lbbd.gov.uk</a></b> Or complete a Common Assessment Framework (CAF) for the child and / or family.</p>
<b>and / or</b>	<b>Staff Capability to Safeguard Children Related to Radicalisation and/or Extremism</b>
	<p>If there are associated concerns related to a member of staff report to the Local Authority Designated Safeguarding Officer (LADO) <b>Teresa De Vito</b></p> <p>Child Protection Adviser (Early Years) <b>Mike Cullern</b></p> <p>Complete LADO referral form and email to <a href="mailto:childrenss@lbbd.gov.uk">childrenss@lbbd.gov.uk</a> phone <b>020 8227 3934</b> <b>020 8227 3896</b></p> <p>Followed up with an email <b>Email Multi Agency Referral Form (MARF) to <a href="mailto:childrenss@lbbd.gov.uk">childrenss@lbbd.gov.uk</a></b></p>
<b>3</b>	<p>Inform <b>Ofsted</b> Follow up with an email. Inform <b>Joy Barter</b> (Group Manager Early Years Foundation Stage and Childcare) phone <b>020 8227 5533</b> <b>07870 278 335</b></p>
<b>4</b>	<b>Training and Risk Assessment</b>
	<p><b>London Borough of Barking and Dagenham Prevent Coordinator</b> <b>Gareth Tuck</b> phone <b>020 8227 3875</b> <a href="mailto:Gareth.tuck@lbbd.gov.uk">Gareth.tuck@lbbd.gov.uk</a></p> <p>Contact Gareth Tuck if you require any advice or support in implementing the Prevent Duty or in reporting concerns of individuals who may be vulnerable to radicalisation or extremism.</p>
	<p>The Department for Education also has a telephone helpline 020 7340 7264 to raise concerns relating to extremism directly. Email <a href="mailto:counter.extremism@education.gsi.gov.uk">counter.extremism@education.gsi.gov.uk</a>. You must also inform the Police Prevent Officer and LBBDD Prevent Coordinator to ensure the correct referral route is followed.</p>