



ICENI PARTNERSHIP CHILD & YOUNG PERSON SAFEGUARDING POLICY

Last Updated: 1st December 2025

Next Review Date: 1st December 2026

Child and Young Person Safeguarding Policy

Section 1 - Introduction (Aim / Ethos)

This policy sets out Icen Partnership's commitment to safeguarding and promoting the welfare of all children and young people aged under the age of 18. The policy applies to all children, staff, volunteers, trustees, tenants, visitors and parents who use our facilities or with whom we come into contact in the course of our work. Staff and volunteers will be trained to respond to a disclosure from a child and will know the procedure to follow.

Section 2 - Designated Safeguarding Person (DSP)

Icen Partnership has a Designated Safeguarding Lead and a Trustee Safeguarding Lead. Posters with DSP contact details are displayed prominently in our venues.

Designated Safeguarding Person:

Catherine White (Icen Partnership Manager) Tel: 01760 722 800, 9am – 4pm, Tuesday to Friday.

Designated Safeguarding Person Deputy: Jonathan Reed (Icen Partnership Deputy Manager)

Tel: 01760 722 800, 9am – 4pm, Monday to Friday.

If you feel it is an emergency and the DSP/Deputy DSP cannot be contacted, please call the Police on 999.

If the DSP/Deputy DSP are unavailable, anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS).

-A staff member or volunteer can call (0344 800 8021) and choose from the following options:

Option 1-the child or young person is currently being supported by a Social Worker or Family Practitioner.

Option 2-your call relates to Child Exploitation.

Option 3-your call relates to Domestic Abuse.

For all other Safeguarding Concerns please hold until your call is answered.

-A parent or member of the public can call (0344 800 8020).

3 - Roles and Responsibilities of Designated Safeguarding Person (DSP)

The roles and responsibilities of the Icen Partnership DSP are as follows:

-The named person that safeguarding concerns are reported to.

-Liaise with Children's Services and other agencies and make referrals to The Children's Advice and Duty Service or Local Authority Designated Officer (LADO) when required.

-Responsible for making sure the policy is reviewed yearly and updated when changes happen at local/national level.

-Ensure all staff/volunteers/visitors/parents are aware of this policy and the procedures to follow.

-Ensure all staff and volunteers have received appropriate safeguarding information during induction and have received safeguarding training.

-Ensure that safer recruitment practices are followed.

-Update staff on changes to safeguarding.

-Complete DSP Training.

-Follow the Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership (NSCP).

Section 4 - Safer Working Practices for staff and volunteers

Staff/volunteers are required to sign a distribution sheet, confirming that they have read and understood our Safeguarding policy. They are required to resign each time changes are made.

Safer Recruitment

We adopt the Safer Recruitment approach when employing new staff/volunteers. This includes providing a job description and person specification. We require people to complete an application form for all roles. We carry out interviews, require references and if appropriate to the role, check qualifications. Further details can be found in our Safer Recruitment Policy.

Procedure for DBS Checks

We will always gain the correct level of DBS disclosure appropriate to the role. There is no official expiry date for a paper DBS certificate. However, our organisation will request a new paper DBS check every 3 years as part of our ongoing safer working practices.

Safeguarding induction process for staff /volunteers

New staff and volunteers are provided with all policies and procedures connected to safeguarding and are required to confirm that they have read these as part of the induction process. They have a meeting with the DSP to understand how to record and report safeguarding concerns.

All staff and volunteers are also given a copy of our Code of Conduct and will be asked to read this and sign to confirm they will adhere to this, which forms part of our safer working practices.

Staff/volunteer training (Safeguarding)

Any staff/volunteer roles that have contact with children are required to attend the Safer Programme's Introduction to Child Safeguarding Course or an equivalent level course. This must be renewed every 3 years.

Section 5 - Procedure for handling a disclosure from a child

Key points to consider when dealing with a disclosure:

- Listen and be supportive.
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Do not stop or interrupt a child who is recalling significant events.
- Never promise the child confidentiality– it must be explained that information will need to be passed on to help keep them safe.
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
- Name, sign and date the record in ink.
- Contact the DSP immediately who will decide on what action to take.

Section 6 - Contacting The Children's Advice and Duty Service (CADS)

If we have an emergency, we will call the Police on 999.

We will contact CADS when there are concerns about a child's safety or wellbeing, and we believe they may be at risk of harm. This includes:

- **Immediate Safeguarding Concerns** - where a child is at risk of significant harm, including physical, emotional, sexual abuse, or neglect.
- **Escalating Concerns** - Where previous support or interventions have not improved the situation and concerns are increasing.
- **Concerns About Parenting Capacity** - Where a parent or carer's ability to meet a child's needs is compromised due to issues such as substance misuse, mental health, or domestic abuse.
- **Professional Consultation** - Where the situation is complex and you require advice or guidance on appropriate next steps.

We will contact CADS on their direct line: 0344 800 8021.

We will choose from the following options:

Option 1 -the child or young person is currently being supported by a Social Worker or Family Practitioner.

Option 2 -your call relates to Child Exploitation.

Option 3 -your call relates to Domestic Abuse.

For all other Safeguarding Concerns please hold until your call is answered.

We will have the following information ready before contacting CADS:

all the details known to your organisation about the child (including DOB, current address, contact details for the family, the family composition including

siblings, and where possible extended family members and anyone important in the child's life)

the nature of the concern and worries

history of the family (including significant events)

any work/support you have provided to the child or family to date.

where the child is now

whether you have informed parents/carers of your concern

- When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 4 and CADS FAQs on the NSCP Website Page: [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)
- We will also consult the [Norfolk Continuum of Needs Guidance 2023](#) produced by the Norfolk Safeguarding Children Partnership (NSCP)
- We will gain consent from the parent to contact CADS, unless the concerns being raised suggest that the child or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine the investigation into a serious crime.
- Reasons for not seeking consent should be clearly stated when contacting CADS and recorded on internal systems for our records.
- We will have a discussion with a Consultant Social Worker.
- A copy of the discussion will be securely emailed to us.
- We will follow the advice given.
- We will keep written dated records of all conversations with CADS, for our own safeguarding recording process.
- We will not investigate and will be led by the Local Authority and/or the Police.
- We understand if we are unhappy about a decision made by CADS, we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
- Parents or members of the public can contact CADS on 0344 800 8020

Requesting Early Help support

For concerns that do not meet the above threshold, Early Help support & guidance can be accessed via [Request for support - Norfolk County Council](#).

Early Help is designed to support children, young people, and families experiencing difficulties that may affect their wellbeing, development, or ability to flourish. It aims to:

- Prevent problems from escalating by addressing issues early.
- Support the wider family context, including parents, carers, and siblings.

- Improve outcomes such as school attendance, mental health, and relationships.
- Encourage multi-agency working, bringing together professionals to create a coordinated support plan.
- Empower families by focusing on strengths and helping build resilience.

Concerns about Radicalisation and Extremism

If we have concerns that a child or young person could be vulnerable to radicalisation, we will follow the procedure in Appendix 1.

Section 7 - Types of Abuse

Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

What is abuse and neglect? 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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or 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 so as to cause severe and persistent 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 cyber bullying), 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, though 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 Sexual abuse can take place online, and technology can be used to facilitate offline to 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 caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

For information on indicators of abuse consult Appendix 2.

Additional safeguarding concerns to be aware of are:

- Child Sexual Exploitation
- Child Criminal Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Based Abuse
- County Lines
- Domestic Abuse
- Online Abuse
- Radicalisation

For more information on these consult Appendix 3.

Section 8 - Managing Allegations against people working or volunteering with children

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in '*Working Together to Safeguard Children*' (2023).

An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/workplace which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At **Iceni Partnership** we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at lado@norfolk.gov.uk

We will take all possible steps to safeguard our children and to ensure that the adults at **Iceni Partnership** are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice. If an allegation is made or information is received about *any* adult who works/ volunteers in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform the DSP immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

The DSP, should within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

Should an allegation be made against the DSP this will be reported to the Iceni Partnership Trustee Safeguarding Lead, Clare Peak. If Clare Peak is not contactable on that day, the information must be passed to and dealt with by the Chair of the Iceni Partnership Board of Trustees, Judy Anscombe.

Further Reporting of Allegations

We are required by the Charity Commission to report serious incidents. A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- harm to your charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work
- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work or reputation

In the case of such an incident, we will follow the procedures set out in the guidance and support found here:

<https://www.charitysafeguarding.dcms.gov.uk/handling-safeguarding-allegationscharity?page=1>

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#handle-andreport-incidents-and-concerns>

Section 9 - Disciplinary Procedures when an allegation has been made against a staff member or volunteer

If an allegation is made against a staff member or volunteer, we will follow the process and procedures set out in our Disciplinary Procedure. This includes suspending the individual pending an investigation.

Section 10 - Low level concerns about adults working or volunteering with children which do not meet the harm threshold for a LADO referral

A low-level concern is any concern, doubt, or sense of unease, no matter how small, that someone may have acted in a way that is inconsistent with your organisations code of conduct.

Behaviour that might be considered as inappropriate often depends on the circumstances. A low-level concern may not be seen as immediately dangerous or intentionally harmful to a child, but it can soon escalate and become a serious safeguarding concern.

Examples of such behaviour could include:

- Being over friendly with children
- Excessive 1-1 to attention beyond what is required for their role
- Having favourites
- Adults taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area
- Using inappropriate sexualised, intimidating or offensive language
- Inappropriate sharing of images
- Humiliating children

This list of examples is not exhaustive, and low-level concerns can arise from various forms of behaviour.

Low-level concerns may arise in several ways and from several sources. For example: suspicion; complaint; or disclosure by a child, parent or other adult within or outside of the organisation.

At our organisation we promote an open and transparent culture in which all concerns about all adults working in or volunteering on behalf of our organisation are dealt with promptly and appropriately.

Through induction, we ensure all staff/volunteers understand the importance of self-referring, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Managing a Low-Level Concern

At our organisation staff/volunteers are expected to report all low-level concerns immediately to the DSP.

If reported to the DSP they will inform the Icen Partnership Safeguarding Trustee, Clare Peak, of the concern.

The Icen Partnership Safeguarding Trustee, Clare Peak, will be the ultimate decision maker in respect of all low-level concerns.

At our organisation we understand the importance of recording low-level concerns and the actions taken considering those being reported. We will review the records we hold to identify potential patterns and take appropriate action. This could be through a disciplinary process, or where a pattern of behaviour moves from a low level concern to meeting the harm threshold, where it should be referred to the LADO.

If our organisation is in any doubt as to whether the information which has been shared about a member of staff/volunteer as a low-level concern in fact meets the harm threshold, they should consult with the LADO on lado@norfolk.gov.uk

Section 11 - Making a Barring Referral to the Disclosure and Barring Service

If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:

Condition 1

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

Condition 2

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found [online](#). If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support. A Barring Referral can be completed online via the [DBS website](#).

It falls within the responsibilities of the DSP to make a barring referral. The Icen Partnership Safeguarding Trustee will ensure that the barring referral is made if the allegation is against the named person.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

Section 12 - Working with Parents/Carers

An up-to-date copy of our Safeguarding Policy is included as part of the contract that anyone hiring our facilities is required to accept. Our Room Hire Terms and Conditions make it clear that anyone hiring our facilities must:

- Adhere to our Safeguarding Policy and any other safeguarding legislation and guidelines relevant to the event.

- Ensure that all individuals involved in the event are informed about our Safeguarding Policy.
- Ensure appropriate supervision rates for children and young people.

For events involving children and young people, the hirer must confirm in writing to us that parents have been made aware of the following:

- Our legal duty to assist other agencies with Safeguarding enquiries and that we will we contact The Children’s Advice and Duty Service (CADS) and or Police if we have concerns about the welfare of their child.
- We will need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek consent from them if there are serious concerns about harm or likely harm to their child.

Section 13 - Records and Confidentiality

Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children’s Advice and Duty Service and or Police. It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

The DSP will provide anyone who has a disclosure/safeguarding concern with the standard form used for recording such incidents. This form must be completed and handed back to the DSP as soon as possible. The form includes sections, completed by the DSP, that record the actions taken following the concerns/disclosures raised.

A log is kept of all safeguarding incidents. All safeguarding records are kept in a locked filing cabinet to which only the DSP/Deputy DSP have the key. These records are kept securely for a period of three years. After this they are disposed of securely.

Section 14 - Online Safety

Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches. We have a separate Online Safety Policy that is included in our Room Hire Terms and Conditions. We have an Online Acceptable Use Agreement for staff and volunteers. The following point is relevant to our safeguarding policy:

- No images/videos can be taken or used of children/young people on our premises without the explicit consent of the parents of the child.

Section 15 - Relevant Guidance and Legislation

- Working Together to Safeguard Children 2023
- What to do if You’re Worried a Child is Being Abused 2015
- Children Act 1989 / 2004
- The Online Safety Act 2023

- Data Protection Act 2018
- The Prevent Duty Guidance 2023
- Norfolk Continuum of Needs Guidance 2023 [Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolklscp.org.uk\)](#)
- Norfolk Safeguarding Children Partnership Policies and Procedures [Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolklscp.org.uk\)](#)

Section 16 - Other Relevant Policies

Our safeguarding policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella:

- Safer Recruitment
- Code of Conduct
- Online Safety
- Whistleblowing
- Confidentiality and Information Sharing

Section 17 - Useful Contacts

- Norfolk Children’s Advice and Duty Service (CADS) 0344 800 8021
- Norfolk Children’s Services 24 hours 0344 800 8020
- Norfolk Police 101 / In an emergency 999
- LADO Team lado@norfolk.gov.uk
- Norfolk Safeguarding Children Partnership (NSCP) norfolklscp.org.uk
- Safer Programme 01603 228966 safer@norfolk.gov.uk

Section 18 - Policy Review

We will make changes to our policy and procedures in line with Norfolk Safeguarding Children Partnership’s guidance on norfolklscp.org.uk

<u>Policy Last Updated</u>	<u>Approved By</u>	<u>Next Review Date</u>
December 2025	CW/CP	December 2026