

ETON WICK YOUTH CLUB

Village Hall, Eton Wick, Windsor, Berkshire SL4 6JN | EWYC-Committee@outlook.com

SAFEGUARDING AND CHILD PROTECTION POLICY

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CONTACTS

Club Contacts

Chair of Trustees	Mr Peter Lawless
Designated Safeguarding Lead (DSL)	
Nominated Safeguarding Trustee	Ms Helen Branscombe-Davies

Contacts in County

County Safeguarding Advisory Service ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities. secure-esasduty@buckinghamshire.gov.uk	01296 387981
First Response Team (including Early Help, Channel) The First Response Team process all new referrals to social care, including children with disabilities. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.	01296 383962 Out of hours 0800 999 7677
Local Authority Designated Officer (LADO) - Berkshire	
Local Authority Designated Officer (LADO) -Buckinghamshire The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis	01296 383293
Berkshire Family Information Service	
Berkshire Safeguarding Children Partnership	
Bucks Family Information Service Information for families on a range of issues including childcare, finances, parenting and education	01296 383065
Buckinghamshire Safeguarding Children Partnership (BSCP) Procedures, policies and practice guidelines	01296 387915
Social Services Emergency Team Out of Hours Emergency	0800 137915 0800 999 7677
Thames Valley Police	101 (999 in case of emergency)



Other contacts

NSPCC	0800 800 5000
Childline	0800 11 11
Kidscape – Parent Advice Line (bullying) (Mon-Weds from 9:30am to 2:30pm)	020 7823 5430
Female Genital Mutilation Helpline (NSPCC) NSPCC FGM Helpline	0800 028 3550 fgmhelp@nspcc.org.uk
Samaritans - Helpline	116 123
Forced Marriages Unit - Foreign and Commonwealth Office Forced marriage - GOV.UK	020 7008 0151 fmf@fco.gov.uk
Crimestoppers	0800 555 111
R-U Safe? Barnardos - Children/Young People Sexual Exploitation Service Barnardos RUSafe Bucks	01494 785 552
CEOP (Child Exploitation and Online Protection)	

This policy should be read in conjunction with the following policies and other policies you feel it would be useful to refer to:

- Harassment & Anti-bullying
- Behaviour Contract
- Equality & Diversity
- Health & Safety
- Lone Working
- Guidelines for Trips and Visits
- Facebook
- Code of Conduct
- Whistleblowing



INTRODUCTION

- 2.1. At Eton Wick Youth Club we believe that a policy on child protection is founded on the right of all children to be safe and feel safe, and that it is the fundamental obligation on all clubs to robustly secure this right.

This aim of this policy is to provide the Trustees, Youth Workers, Session Leaders, Management Committee and Volunteers with the framework they need to keep children in Eton Wick Youth Club safe and secure and to provide parents and carers with information about how we will safeguard their children whilst in our care.

This policy has been developed in accordance with the principles established by the **Children Acts 1989 and 2004**; and in line with the following:

- “Working Together to Safeguard Children 2018” - July 2018 [Working Together To Safeguard Children July 2018](#)
- Information Sharing Guidance for Safeguarding Practitioners [Information Sharing Guidance](#) – DfE July 2018
- Statutory Guidance issued under section 29 of the Counter-Terrorism and Security Act - 2015 [Prevent Duty Guidance](#) 2015
- The Equality Act - 2010 [Equality Act 2010: guidance - GOV.UK](#)
- The United Nations Convention on the Rights of the Child (UNCRC) [United Nations Convention on the Rights of the Child](#)
- What to do if you’re worried a child is being abused - March 2015 [What to do if you are worried a child is being abused](#)

- 2.2. We believe clear governance and leadership is central to embedding a safeguarding culture. The Trustees & Management Committee takes its responsibilities seriously to safeguard and promote the welfare of children; working together with other agencies to ensure adequate arrangements are in place within our club to identify, assess, and support those children who are suffering harm or whose welfare may be in question. The Youth Workers, Session Leaders, Management Committee members will ensure all Youth Workers, Session Leaders, Management Committee members and volunteers at the club have read and understood their responsibilities.

- 2.3. All Youth Workers, Session Leaders, Management Committee members and Volunteers are required to read and adhere to the **Code of Conduct Policy** which governs behaviours expected of them, as well as having an understanding of the **Behaviour Policy**

- 2.4. We recognise all Youth Workers, Session Leaders Management Committee, Contractors and Volunteers have a full and active part to play in protecting our club members from harm, actively promoting their welfare and ensuring that every child’s welfare is our paramount concern. Each Youth Worker, Session Leaders Management Committee members, and Volunteers are responsible for contributing to a positive culture of safeguarding in Eton Wick Youth Club.



- 2.5.** All Youth Workers, Session Leaders Management Committee Members and Volunteer believe our club must provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual children.
- 2.6.** The club recognises that as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation outside their homes and from other children. Youth Workers, Session Leaders, Management Committee Members, Contractors and Volunteers must remain vigilant and alert to these potential risks.
- 2.7.** The aims of this policy are:
- 2.7.1.** To support club members development in ways that will foster security, confidence and resilience, free from discrimination.
- 2.7.2.** To provide an environment in which children feel safe, secure, valued and respected.
- 2.7.3.** Children feel confident that they know how to approach adults if they are in difficulties.
- 2.7.4.** To ensure that all newly appointed Youth Workers, Session Leaders Volunteers and Management Committee members receive induction training which includes:
- Safeguarding and Child Protection Policy training;
 - Behaviour and Discipline Policy;
 - Code of Conduct
 - Whistleblowing Policy.
- 2.7.5.** To ensure all Youth Workers, Session Leaders. Management Committee Members and Volunteers:
- are aware of the need to safeguard and promote the wellbeing of children;
 - identify the need for support early to promote well-being;
 - promptly report cases of actual or suspected abuse, in line with; guidance from the Buckinghamshire Threshold Document;
 - are trained to recognise signs and indicators of potential abuse;
 - are trained to manage a report of child on child sexual harassment.
- 2.7.6.** To provide a systematic means of monitoring children known to be or thought to be at risk of harm and ensure contribution to assessments of need and support plans for those children.
- 2.7.7.** To acknowledge the need for effective and appropriate communication, ensuring staff know how and when to share information to protect children in a way that is legal, ethical and timely.



- 2.7.8. To ensure Eton Wick Youth Club has a clear system for communicating concerns and a model for open communication between children, Youth Workers, Session Leaders and Volunteers working with children.
- 2.7.9. To have a clearly understood structured procedure within the club which will, in cases of suspected abuse, be promptly followed by all members of the club community.
- 2.7.10. To ensure the club has robust systems in place to accurately record safeguarding and child protection concerns, which are clearly understood by Youth Leaders, Session Workers and Volunteers and adhered to. Actions taken to address concerns and outcomes achieved are dealt with in a timely manner, clearly and accurately recorded. These records are securely stored.
- 2.7.11. To develop effective working relationships with all other agencies involved in safeguarding, supporting the needs of children at our club.
- 2.7.12. To ensure that all Youth Workers, Session Leaders and Volunteers appointed have been through the safer recruitment process and understand the principles of safer working practices as set out in our **Code of Conduct**, which stipulates their duty to report where behaviours of colleagues may have stepped outside of agreed safe practices. All staff must work to develop a positive culture of safeguarding in our club.
- 2.7.13. To ensure that children are taught how to keep safe online in club sessions
- 2.7.14. This policy is published on our website, in the menu bar under Policies and hard copies are available from the Youth Leader or Management Committee Safeguarding Officer.

3. RESPONSIBILITIES

- 3.1. All Youth Workers, Session Leaders, and Volunteers can make a referral directly to the agencies listed in Section 1 as safeguarding children is **everyone's responsibility** and that they must be diligent to help secure children's safety and wellbeing. Any person who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred will normally report it immediately to the Safeguarding Officer of the Management Committee or, to Trustee Safeguarding Officer. In the absence of either of the above, concerns will be brought to the attention of the Youth Worker present at the club. Youth Workers, Session Leaders, Management Committee Members and Volunteers understand that if there is an immediate risk of harm then the police or First Response will be called directly and the Safeguarding Officer will be updated at the earliest opportunity (see the referral procedure in sections 5 and 8, and allegations against Youth Workers, Session Leaders, Management Committee Members and Volunteers (in section 10).



- 3.2.** Youth Workers, Session Leaders, Management Committee Members and Volunteers must maintain a good working knowledge of the [Buckinghamshire Threshold Document](#) and any updates, how it can be used to safeguard and promote the wellbeing of club members and how it should be used to inform decision making regarding a referral to First Response as soon as there is a significant concern.
- 3.3.** Youth Workers, Session Leaders, Management Committee Members and Volunteers understand that the most common reason for children becoming looked after is as a result of abuse and/or neglect and that previously looked after children remain vulnerable. Youth Workers, Session Leaders, Management Committee Members and Volunteers have the skills, knowledge and understanding to keep both looked after children and previously looked after children safe.
- 3.4.** Youth Workers, Session Leaders, Management Committee Members and Volunteers understand increased vulnerability and that barriers exist when recognising abuse and neglect for children with Special Educational Needs or Disabilities.
- 3.5.** The Trustees understand and fulfil its safeguarding responsibilities. It must:
- 3.5.1.** Ensure that the Chairman of Trustees and (when not the Chairman) the Trustees create and maintain a strong, positive culture of safeguarding within the club.
 - 3.5.2.** Ensure that this policy reflects the unique features of the community we serve and the needs of the club members attending our provision (see section 4). This will be reviewed at least annually in line with changes to guidance and legislation.
 - 3.5.3.** Regularly monitor and evaluate the effectiveness of this Child Protection Policy and be satisfied that it is being complied with.
 - 3.5.4.** Appoint a Designated Safeguarding Officer (Management Committee), . The Trustee Safeguarding Officer has overall responsibility for safeguarding within the club. The Designated Safeguarding Officer must report to the Trustee Safeguarding Officer on a regular basis.
 - 3.5.5.** Recognise the importance of the role of the Designated Safeguarding Officer, ensuring they have sufficient time, training, skills and resources to be effective. Refresher training must be attended every two years, in addition, knowledge and skills must be refreshed at regular intervals, at least annually.
 - 3.5.6.** Ensure measures are in place for the governing body to have oversight of how the club's delivery against its safeguarding responsibilities are exercised and evidenced. Ensure robust structures are in place to challenge the Chairman of Trustees where there are any identified gaps in practice or procedures are not followed.



- 3.5.7.** Recognise the vital contribution that the club can make in helping children to keep safe, through incorporation of safeguarding within the curriculum. Ensure that children in the club understand, at age and stage appropriate levels, safeguarding and how to keep themselves safe in a contextually appropriate way.
- 3.5.8.** Ensure safe and effective recruitment policies and disciplinary procedures are in place.
- 3.5.9.** Ensure resources are allocated, as a priority, to meet the needs of club members requiring child protection or early intervention.
- 3.5.10.** Ensure the Designated Safeguarding Officer completes a regular Safeguarding report for the Trustees Safeguarding Officer to be put before all Trustee meetings.
- 3.6.** It is the duty of the Trustees Safeguarding Officer, to liaise with relevant agencies if any allegations are made against the Youth Worker. Session Leaders, Management Committee or Volunteers If there are concerns that issues are not being progressed in an expedient manner, supervisors/club members/parents/carers should escalate concerns to the Local Authority Designated Officer (LADO) via First Response.
- 3.7.** The Management Committee must ensure that a named Youth Worker is designated for children who are Looked After and that an up to date list of children who are subject to a Care Order or are accommodated by the County Council is regularly reviewed and updated.
- 3.8.** The Trustees have a statutory duty to appoint a Nominated Trustee for Child Protection. The Nominated Trustee must be familiar with [Buckinghamshire Safeguarding Children Partnership](#) procedures, Local Authority procedures and guidance issued by the Department for Education. The Nominated Trustee must:

 - 3.8.1.** Work with the Trustees to produce the Child Protection Policy annually.
 - 3.8.2.** Undertake appropriate safeguarding training, to include Prevent Training.
 - 3.8.3.** Ensure child protection is an agenda item for every Trustees meeting
 - 3.8.4.** Meet at least quarterly with the Management Committee to review and monitor the clubs's delivery on its safeguarding responsibilities and to review the Single Central Record.
- 3.9.** All Trustees must complete safeguarding training on appointment.
- 3.10.** Overall responsibility for the safeguarding of club members remains with the Chairman of Trustees, although tasks may be delegated to other members of the team, including the nominated Designated Safeguarding Officer of the Management Committee if appropriate. We have a Designated Safeguarding Officer who is responsible for:



- 3.10.1.** Creating a culture of safeguarding within the club, where children are protected from harm. Ensuring all Youth Workers, Session Leaders, Management Committee Members and Volunteers receive an appropriate level of induction and training to support them to be professionally curious and vigilant in order to question behaviours and challenge perceptions if they have concerns for a club member. Youth Workers, Session Leaders, Management Committee Members and Volunteers training and induction includes regular updates from Action4Youth for safeguarding.
- 3.10.2.** Ensuring children receive the right help at the right time using the Buckinghamshire Threshold Document to inform plans for support or protection (see Appendix for definitions of the categories of abuse).
- 3.10.3.** Ensuring referrals to partner agencies are followed up in writing, within 24 hours of initial contact, including referrals to First Response.
- 3.10.4.** Establishing and embedding a policy and process for recording and storing information about child protection concerns and outcomes achieved, enabling records to be reviewed and an overview gained, in order to support timely interventions and allow prompt follow up. This includes the use of the Escalation Process found on the BSCP website.
- 3.10.5.** Ensuring safeguarding records, legislation and guidance are up to date and are maintained in accordance with data protection. Ensuring records are stored safely and securely and remain confidential. That:
- The Designated Safeguarding Officer must share information, both internally and externally, on a 'need to know' basis only, being able to justify the reason for sharing and in accordance with the confidentiality policy.
 - all child protection files are held separately from club records.
- 3.10.6.** Maintaining the record of staff safeguarding training. Ensuring that the Eton Wick Youth Club most up to date **Child Protection Policy** is widely available on our website. Ensuring that the safeguarding team contact details and photographs are displayed in prominent areas around the club.
- 3.10.7.** Being the designated point of contact for Youth Workers, Session Leaders, Management Committee Members and Volunteers to be able to discuss and share their concerns, developing a culture whereby staff feel comfortable to do so. In their absence, the Designated Safeguarding Lead will ensure the Youth Worker or most senior member of supervisory team, is available.
- 3.10.8.** Being available to Youth Workers, Session Leaders, Management Committee Members and Volunteers and outside agencies during clun hours for



consultation on safeguarding concerns raised. Having responsibility to ensure that cover is arranged outside of club-time.

- 3.10.9.** Contributing effectively to multi agency working, for the safeguarding and promotion of the welfare of children, this could include:
- participating in Strategy discussions;
 - attending Child Protection Case Conferences;
 - submitting reports to the conference, which must be shared in advance with the parents/carers;
 - contributing effectively and taking shared responsibility for core group meetings with all other agencies involved;
 - engaging fully, as requested, in any other multi-agency planning meetings;
 - contributing to the Framework for Assessments process;
 - ensuring coverage is available at all times during the year.
- 3.10.10.** Providing the Trustees with a regular report for the Trustees regular meetings, detailing how club delivers on its safeguarding responsibilities and any child protection issues within the club.
- 3.10.11.** Meeting at least once a quarter with the Nominated Trustee to share oversight of the safeguarding provision within the setting, monitor performance and develop plans to rectify any gaps in policy or procedure.
- 3.10.12.** Meeting the statutory requirement to keep up to date with knowledge, enabling them to fulfil their role, including attending mandatory and any other additional relevant training.
- 3.10.13.** Referring immediately to the Police any cases where a criminal offence may have been committed or risk of harm is imminent.
- 3.10.14.** Understanding the unique risks associated with online safety and having the relevant knowledge and up to date capability to keep children safe whilst they are online at Eton Wick Youth Club.

4. CATEGORIES OF ABUSE

Everyone who works with children has a duty to safeguard and promote their welfare. They should be aware of the signs and indicators of abuse and know what to do and to whom to speak if they become concerned about a child or if a child discloses to them. The Children Act 1989 defines abuse as when a child is suffering or is likely to suffer 'significant harm'. Harm means ill treatment or the impairment of health or development. Child abuse is a form of maltreatment. 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. 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. The following categories of abuse are identified:

4.1. 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.

4.2. Emotional Abuse

The persistent emotional maltreatment of a child such 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.

4.3. Sexual Abuse

Involves forcing or enticing a child 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 abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The [Brook Sexual Behaviours Traffic Light Tool](#) can be used as guidance to support professionals in identifying and responding to sexual behaviour in children.

4.4. 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, 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. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

4.5. Domestic

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

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

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

4.6. Peer on Peer

Peer on peer abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'. Equally, abuse issues can sometimes be gender specific e.g. girls being sexually touched/assaulted and boys being subject to initiation/hazing type violence (KCSIE, 2020). All staff operate a zero-tolerance policy to peer on peer abuse and recognise that peer on peer issues may include, but may not be limited to:

- Bullying (including cyber bullying);
- Racial abuse;
- Physical abuse, such as hitting, hair-pulling, shaking, biting or other forms of physical harm;
- Sexual violence and sexual harassment;
- Abuse related to sexual orientation or identity;
- Sexting as set out in section 17;
- Initiation/hazing type violence and rituals;
- Emotional abuse;
- Upskirting.

4.6.1. The following will be considered when dealing with incidents of Peer on Peer Abuse:



- Whether there is a large difference in power between the victim and perpetrator i.e. size, age, ability, perceived social status or vulnerabilities, including SEND, CP/CIN or LAC;
 - Whether the perpetrator has previously tried to harm or intimidate pupil;
 - Any concerns about the intentions of the alleged perpetrator.
 - Consideration will be given as to how best support and protect both the victim and the alleged perpetrator (and any other children involved/impacted).
- 4.6.2.** In order to minimise the risk of peer on peer abuse taking place, Eton Wick Youth Club must:
- Ensure that club members know that all members of Youth Workers, Session Leaders, Management Committee Members and Volunteers will listen to them if they have concerns and will act upon them;
 - Have systems in place for any club member to be able to voice concerns;
 - Develop robust risk assessments if appropriate;
 - Refer to any other relevant policies when dealing with incidents, such as the **Behaviour and Discipline Policy** and the **Anti-Bullying Policy**.
- 4.6.3.** We recognise that ‘Upskirting’ involves taking a photograph under an individual’s clothing without their knowledge. We understand that it causes the victim distress and humiliation. Youth Workers, Session Leaders, Management Committee Members and Volunteers recognise that ‘Upskirting’ is a criminal offence and must promptly report any such incidence to the Chairman of Trustees, Designated Safeguarding Officer or most senior member of staff.
- 4.6.4.** Reference will be made to the following government guidance to ensure that all Youth Workers, Session Leaders, Management Committee Members and Volunteers have an understanding of the serious nature of sexual violence and sexual harassment between children. [Sexual violence and sexual harassment between children - GOV.UK](#)
- 4.6.5.** Youth Workers, Session Leaders, Management Committee Members and Volunteers should consider the seriousness of the case and make a quick decision whether to inform the Designated Safeguarding Officer immediately before taking any further in-club actions.
- 4.6.6.** An assessment of an incident between peers should be completed and consider:
- Chronological and developmental ages of everyone involved;
 - Difference in their power or authority in relation to age, race, gender, physical, emotional or intellectual vulnerability;
 - All alleged physical and verbal aspects of the behaviour and incident;
 - Whether the behaviour involved inappropriate sexual knowledge or motivation;



- What was the degree of physical aggression, intimidation, threatening behaviour or bribery?
- The effect on the victim considering whether there have been any attempts to ensure the behaviour and incident is kept a secret;
- The child or young person's motivation or reason for the behaviour, if they admit that it occurred;
- Whether this was a one-off incident, or longer in duration. It is important to deal with a situation of peer on peer abuse immediately and sensitively. It is necessary to gather the information as soon as possible to get the true facts. It is equally important to deal with it sensitively and think about the language used and the impact of that language on both the children and the parents when they become involved;
- Avoid language that may create a 'blame' culture and leave a child labelled.

4.6.7. Youth Workers, Session Leaders, Management Committee Members and Volunteers will:

- talk to children in a calm and consistent manner;
- not be prejudiced, judgmental, dismissive or irresponsible in dealing with such sensitive matters;
- always take complaints seriously and gain a statement of facts from the children;
- assess needs of victim and alleged perpetrator and support accordingly;
- consider referral to the police or Social Care;
- contribute to multi-agency assessments;
- record all incidents and all action taken.

4.7. Vulnerability of Children with SEND

4.7.1. Children with Special Educational Needs and Disabilities (SEND) can face additional safeguarding challenges and are vulnerable to abuse. Eton Wick Youth Club recognises that additional barriers can exist when recognising abuse and neglect in children with SEND. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Eton Wick Youth Club will always consider the use of extra pastoral support for children with SEND.



5. PROCEDURES

Our club procedures for all Youth Workers, Session Leaders, Management Committee Members and Volunteers and visitors in safeguarding and protecting children from harm are in line with Berkshire Youth, Royal Borough of Windsor & Maidenhead Council, Buckinghamshire County Council and [Buckinghamshire Safeguarding Children Partnership](#) safeguarding procedures, “Working Together to Safeguard Children 2018”, “Keeping Children Safe ” 2020 and statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015.

Eton Wick Youth Club members are children from a wide variety of ethnic and religious backgrounds. We are a non-selective club. We recognise the range of cultural and experiences of our members and respond to their particular needs, e.g. language barriers or cultural issues, whilst ensuring that safeguarding takes precedence when there are any child protection concerns.

We will ensure:

- We have a designated member of the Senior Management Team who has undertaken appropriate training for the role. Our Designated Safeguarding Officer will be required to update their training
- A Youth Leader will act in the Designated Safeguarding Officers absence and who has also received training for the role In the absence of an appropriately trained member of Youth Workers, Session Leaders, Management Committee Members and Volunteers the most senior member of the team on site will assume this role.
- All adults Youth Workers, Session Leaders, Management Committee Members and Volunteers new to our club are made aware of the clubs’s policy and procedures for child protection, the name and contact details of the Designated Safeguarding Officer, their role and responsibilities under “**Keeping Children Safe**” and the booklet “**What to do if You’re Worried a Child is Being Abused**”. They will have these explained, as part of their induction into the club

Visitors must be :

- Clearly identified with visitor/contractor passes.
- Met and directed by Youth Workers, Session Leaders, Management Committee Members and Volunteers /representatives.
- Signed in and out of the club by club supervisory team.
- Given access to club members restricted to the purpose of their visit.

All members of Youth Workers, Session Leaders, Management Committee Members and Volunteers must complete regular safeguarding training, attend regular refresher training and partake in any training opportunities arranged or delivered by the Designated Safeguarding Officer. Updates must be cascaded to all Youth Workers, Session Leaders, Management Committee Members and Volunteers throughout the year, at a minimum of once a year.



All parents/carers must be made aware of the club's responsibilities in regard to child protection procedures through this policy, which is available on our website. Hard copies are also available from the Club Office.

All Youth Workers, Session Leaders, Management Committee Members and Volunteers must follow the reporting procedures as follows when reporting any child protection concerns:

- Youth Workers, Session Leaders, Management Committee Members and Volunteers must ensure the child is in a safe place and in receipt of support;
- Youth Workers, Session Leaders, Management Committee Members and Volunteers must initially make a verbal report to the Designated Safeguarding Officer to alert them to the safeguarding/child protection concern;
- Youth Workers, Session Leaders, Management Committee Members and Volunteers must make a written report using the club record keeping process;
- All concern forms are located in the Club office;
- Youth Workers, Session Leaders, Management Committee Members and Volunteers must ensure the time and date of the incident is recorded;
- A factual account of the incident must be recorded, including who was involved, what was said/seen/heard, where the incident took place and any actual words or phrases used by the child;
- Use a body map to record any injuries seen or reported by the child;
- Youth Workers, Session Leaders, Management Committee Members and Volunteers must sign and date the report giving details of their role within the club;

The Designated Safeguarding Officer must record when the report was passed to them and what action was taken alongside any outcomes achieved.

Through our **Attendance Policy**, we have a robust system for monitoring attendance and will act to address absenteeism with parents/carers and club members promptly and identify any safeguarding issues arising.

All children attending our club are required to have a minimum of two identified emergency contacts.

Parents/carers must inform the club if there are any changes to a club member's living arrangement. Eton Wick Youth Club has a mandatory duty to inform the local authority, via the First Response Team, if a child under the age of 16 years old lives with someone other than their parent, step-parent, aunt, uncle or grandparent for a period of more than 28 days. This is defined as being a private fostering arrangement.

All Youth Workers, Session Leaders, Management Committee Members and Volunteers, parents/carers and children are made aware of the club's escalation process, which can be activated in the event of concerns not being resolved after the first point of contact. We acknowledge an individual's safeguarding responsibility does not end once they have informed the Designated Safeguarding Officer of any concerns, although specific details of further actions



may be appropriately withheld by the Designated Safeguarding Officer as information will only be shared on a need to know basis.

The club operates recruitment practices, including ascertaining the suitability of volunteers and contractors, who are working in regulated activities.

Allegations against members of Youth Workers, Session Leaders, Management Committee Members and Volunteers are referred to the Local Authority Designated Officer (LADO).

Our procedures are reviewed and updated annually as a minimum, or as there are changes to legislation.

RETENTION OF RECORDS

When a disclosure of abuse or an allegation against a member of staff or volunteer has been made, our school must have a record of this. These records are maintained in a way that is confidential and secure, in accordance with our **Record Keeping Policy** and **Data Protection Legislation**.

The club maintains child protection files until a club member reaches the age of 25 years, any child protection files will remain at our club in a secure location. Child protection files will only be destroyed when the club member reaches their 25th birthday.

We have a robust system for reviewing our archived information held. Our files are stored and disposed of in line with GDPR protocols.

CONFIDENTIALITY

We recognise that all matters relating to child protection are confidential.

The Chair of Trustees or Designated Safeguarding Officer must only disclose personal information about a club member to other members of Youth Workers, Session Leaders, Management Committee Members and Volunteers on a need to know basis.

Youth Workers, Session Leaders, Management Committee Members and Volunteers must not keep duplicate or personal records of child protection concerns. All information must be reported to the Designated Safeguarding Officer and securely stored in the designated location within the club, separate from the club records.

All Youth Workers, Session Leaders, Management Committee Members and Volunteers are aware they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another as they have a duty to share. Youth Workers, Session Leaders, Management Committee Members and Volunteers must, however, reassure the child that information will only be shared with those people who will be able to help them and therefore need to know.



We will always undertake to share our intention to refer a child to Social Care (First Response) with their parent/carer's consent, unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with First Response on this point. We recognise that GDPR must not be a barrier for sharing information regarding safeguarding concerns.

DEALING WITH A DISCLOSURE

In the event of a child disclosing abuse Youth Workers, Session Leaders, Management Committee Members and Volunteers must:

- Listen to the child, allowing the child to tell what has happened in their own way, and at their own pace. Youth Workers, Session Leaders, Management Committee Members and Volunteers must not interrupt a child who is freely recalling significant events.
- Remain calm. Be reassuring and supportive, endeavouring to not respond emotionally.
- Not ask leading questions. Youth Workers, Session Leaders, Management Committee Members and Volunteers are reminded to ask questions only when seeking clarification about something the child may have said or to gain sufficient information to know that this is a safeguarding concern. Staff are trained to use TED; Tell, Explain, Describe.
- Make an accurate record of what they have seen/heard using the school's record keeping processes, recording; times, dates or locations mentioned, using as many words and expressions used by the child, as possible. Staff must not substitute anatomically correct names for body part names used by the child.
- Reassure the child that they did the right thing in telling someone.
- Youth Workers, Session Leaders, Management Committee Members and Volunteers must explain to the child what will happen next and the need for the information to be shared with the Designated Safeguarding Officer.
- In the unlikely event the DSL and deputy DSL not being available, staff are aware they must share concerns with the most senior member of Youth Workers, Session Leaders, Management Committee Members and Volunteers.
- **If it is deemed that a child is at risk of imminent harm, staff will NOT DELAY and will contact social care immediately or if a crime has been committed contact the police immediately.**

Children's services will be contacted within 24 hours of a referral if it is deemed necessary.

The child will be monitored/accompanied at all times following a disclosure, until a plan is agreed as to how best they can be safeguarded.

Any member of Youth Workers, Session Leaders, Management Committee Members and Volunteers can make a referral to the support services listed in Section 1.



Following a report of concerns the Designated Safeguarding Officer must:

- Decide whether there are sufficient grounds for suspecting significant harm, in which case a referral must be made to First Response and the police if it is appropriate. The rationale for this decision should be recorded by the Designated Safeguarding Officer.
- A referral to any of the support agencies/police does not require parental consent. Normally the school should try to discuss any concerns about a child's welfare with parents/carers and, where possible, obtain consent before making a referral to First Response. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could impact a police investigation. Where there are doubts or reservations about involving the child's family, the Designated Safeguarding Officer should clarify with First Response or the police whether the parents/carers should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child's views should also be taken into account.
- If there are grounds to suspect a child is suffering or is likely to suffer significant harm, the Designated Safeguarding Officer (or Deputy) must contact First Response by telephone in the first instance and then completing the Multi Agency Referral Form (MARF) making a clear statement of:
 - the known facts;
 - any suspicions or allegations;
 - whether or not there has been any contact with the child's family.
- If the child is in immediate danger and urgent protective action is required, the police must be called. The Designated Safeguarding Officer must then notify First Response of the occurrence and what action has been taken.
- If a child needs urgent medical attention, the Designated Safeguarding Officer (or Deputy) should call an ambulance via 999. Designated Safeguarding Officer to contact First Response; advice to be sought from First Response about informing parents/carers.

SUPPORTING SUPERVISORS

We recognise that Youth Workers, Session Leaders, Management Committee Members and Volunteers becoming involved with a child who has suffered harm, or appears to be likely to suffer harm, could find the situation stressful and upsetting.

We will support such Youth Workers, Session Leaders, Management Committee Members and Volunteers by providing an opportunity to talk through their anxieties with the Designated Safeguarding Officer and to seek further support if necessary.

In consultation with all Youth Workers, Session Leaders, Management Committee Members and Volunteers, we have adopted a **Code of Conduct** working in our club. This forms part of Youth Workers, Session Leaders, Management Committee Members and Volunteers induction and is in the Volunteers Handbook.



All Youth Workers, Session Leaders, Management Committee Members and Volunteers are required to sign that they have read, understood and agree to comply with the agreed standards of practice set out in the staff **Code of Conduct**

ALLEGATIONS AGAINST YOUTH WORKERS, SESSION LEADERS, MANAGEMENT COMMITTEE MEMBERS AND VOLUNTEERS (INCLUDING TRUSTEES)

All Youth Workers, Session Leaders, Management Committee Members and Volunteers must take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents/carers to be conducted in view of other adults (See also section 8 above). There must be no 1:1 contact between Youth Workers, Session Leaders, Management Committee Members and Volunteers staff and club members which is not “open to the casual observer”.

We understand that a club member may make an allegation against a Youth Workers, Session Leaders, Management Committee Members and Volunteer. If such an allegation is made, against a Youth Worker, Session Leader, Management Committee Member and Volunteers notified of the allegation will immediately inform the Chair of Trustees or another member of the Trustees if the Chair of Trustees is not present.

The Chair of Trustees/Trustee on all such occasions must immediately discuss the content of the allegation with the Local Authority Designated Officer (LADO). The purpose of an initial discussion is for the LADO and the Case Manager to consider the nature, content and context of the allegation and agree a course of action.

The Chair of Trustees/Trustee must:

- Follow all the advice given by the LADO throughout the investigation process, including how to manage the Youth Worker, Session Leader, Management Committee Members or Volunteer against whom the allegation is made, as well as supporting other Youth Workers, Session Leaders, Management Committee Members and Volunteers within the workplace.
- Follow all the advice given by the LADO relating to supporting the child making the allegation, as well as other children connected to the organisation.
- Ensure feedback is provided to the LADO about the outcome of any internal investigations.

If the allegation made to a member of staff concerns the Youth Worker, the person receiving the allegation will immediately inform the Chair of Trustees who will consult the LADO without notifying the Youth Worker first.

The Club will follow the local safeguarding procedures for managing allegations against Youth Workers, Session Leaders, Management Committee Members and Volunteers, a copy of which can be found in the Office

Suspension of the member of Youth Workers, Session Leaders, Management Committee Members and Volunteers against whom an allegation has been made needs careful consideration



and, if necessary, we will consult with the LADO in making this decision. Guidance will also be sought from our Trustee Safeguarding Officer.

If a suspension is made, restrictions will apply to all Youth Workers, Session Leaders, Management Committee Members and Volunteers regarding contact with them whilst they are suspended, including contact via social media, such as Facebook and Twitter.

Should an individual Youth Workers, Session Leaders, Management Committee Members and Volunteer or Trustee be involved in child protection, other safeguarding procedures or police investigations in relation to abuse or neglect, they must immediately inform the Chair of Trustees. In these circumstances, the club will need to assess whether there is any potential for risk of transfer to the workplace and the individual's own work with children.

The Disclosure and Barring Service (DBS) will be informed when an adult is dismissed or removed, or would have been dismissed or removed from Eton Wick Youth Club due to the allegation being upheld.

WHISTLEBLOWING

We have a **Whistleblowing Policy** which can be found in the Volunteer Handbook and Office. Youth Workers, Session Leaders, Management Committee Members and Volunteers are required to familiarise themselves with this document during their induction period.

All Youth Workers, Session Leaders, Management Committee Members and Volunteers must be aware of their duty to raise concerns about the attitude or actions of colleagues and report their concerns to the Youth Worker or Chair of Trustees

DISCRIMINATORY INCIDENTS

In line with the **Equalities Act 2010**, our **Equalities Opportunities Policy** addresses all forms of discriminatory incidents.

PHYSICAL INTERVENTION/POSITIVE HANDLING

Our policy on physical intervention is set out in our **Behaviour and Discipline Policy**.

MENTAL HEALTH

Eton Wick Youth Club places a great emphasis on the mental health of club members and staff alike. We have access to an independent counsellor for children and Youth Workers, Session Leaders, Management Committee Members and Volunteers. If you are concerned about any child or have concerns about yourself or another member of Youth Workers, Session Leaders, Management Committee Members and Volunteers, please speak to the Designated Safeguarding Officer



HEALTH AND SAFETY

We recognise the importance of safeguarding club members throughout the club sessions. Our **Health and Safety Policy** reflects the consideration we give to the protection of our children, both physically and emotionally, within the club environment.

Part of the safeguarding measures we have in place include the safe dropping off and collection of club members at the start and end of club sessions. All parents/carers must deliver their children to the entrance doors and collect them from the same places for drop off and pick up. Parents/carers are expected to inform us when dropping off at the club if there is to be a change in the arrangement of collection for their child. **Children will only be released to recognised adults.**

Club members who leave the site during a session do so only with the written permission of a parent/carer and are collected by an authorised adult where appropriate. The Club should be notified by the parents/carers regarding whom they have authorised for this task.

In the event of a club member goes missing during the course of the club session we will carry out immediate checks to ensure the club member is not on site, we will then make contact with the club members parents/carers and inform the police.

To ensure club members safety, EWYC will operate on a ratio of 1 Youth Workers, Session Leaders, Management Committee Members and Volunteers per 8 club members present at a session. This ratio will be reviewed during regular Board of Trustees meetings.

ANTI-BULLYING

Anti-Bullying is referenced within the **Anti-Bullying Policy** and measures are in place to prevent and respond to all forms of bullying, which acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

E-SAFETY/ON-LINE SAFETY

All staff are aware of the club policies on **E-Safety/On-line Safety and Mobile Devices and Taking and Storing of Images** which set out our expectations relating to:

- Creating a safer online learning environment,
- Giving everyone the skills, knowledge and understanding to help children stay safe on-line, question the information they are accessing and support the development of critical thinking,
- Inspiring safe and responsible use of mobile technologies, to combat behaviours on-line which may make club members vulnerable, including sexting (youth-produced sexual imagery),
- Use of mobile technology both within club and on club trips/ outings
- Use of camera equipment, including smart phones,
- What steps to take if there are concerns and where to go for help,



- Youth Workers, Session Leaders, Management Committee Members and Volunteers use of social media as set out in the **Social Media and Marketing Policy**,
- **No mobile phones, cameras or iPad/tablets with cameras are permitted in the EYFS without the permission of the session leader.**

Cyber-bullying by children, via texts, social media and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. This includes sexting and image exchange under threat or through coercion.

Club members, staff and parents/carers are supported to understand the risks posed by:

- the CONTENT accessed by club;
- their CONDUCT on-line;
- and who they have CONTACT with in the digital world.

Children are not allowed mobile phones in club.

Visitors to our club are respectfully requested to turn all mobile devices off. This is a safeguarding measure for our club members

Youth Workers, Session Leaders, Management Committee Members and Volunteers use of mobile technology whilst on site is set out in the **Code of Conduct**.

USE OF PHOTOGRAPHY

We will often use photographs and film to capture achievements, monitor a child's development and help promote successes within our club. We like to have a record of all the wonderful activities our club members take part in, guidelines for the use of photography in Eton Wick Youth Club is set out in our **Taking and Storing Images of Children Policy**.

SEXTING

'Sexting', also referred to as 'youth produced sexual imagery', is one of a number of 'risk-taking' behaviours associated with the use of digital technologies, social media or the internet. It is accepted that children experiment and challenge boundaries and therefore the risks associated with 'online' activity can never be completely eliminated.

Youth Workers, Session Leaders, Management Committee Members and Volunteers, club members and parents/carers are supported, via training, to understand the creation and sharing of sexual imagery, such as photos or videos, of under 18s is illegal. This includes images of club members themselves if they are under the age of 18.

Any youth produced sexual imagery disclosures will follow the normal safeguarding practices and protocols for our club.

If the incident meets the threshold it may be necessary to refer to the police in a timely manner; contact will be through a safer schools officer, a PCSO (Police Community Security Officer), local



neighbourhood police or by dialling 101. Such a report will result in an Outcome 21 record being generated by the police. We will always endeavour to speak to the parents/carers of the club members involved prior to any report being made to the police.

EXPLOITATION

Exploitation is a form of child abuse and may take a number of forms:

CHILD SEXUAL EXPLOITATION

Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

The definition of child sexual exploitation is as follows:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child Sexual Exploitation does not always involve physical contact; it can also occur through the use of technology, see [CSE Guidance Core Document](#).

We recognise that exploitation includes the trafficking of children and Modern Day Slavery, [Victims of modern slavery – frontline staff guidance](#).

CULTURAL ISSUES

As a club, we are aware of the cultural diversity of the community around us and work sensitively to address the unique culture of our club members and their families as they relate to safeguarding and child protection. This includes children at risk of harm from abuse arising from culture, faith and belief on the part of their parent, carer or wider community.

Youth Workers, Session Leaders, Management Committee Members and Volunteers must report concerns about abuse linked to culture, faith and beliefs in the same way as other child protection concerns.

PREVENT DUTY / ANTI RADICALISATION

We are aware of the Prevent Duty under **Section 26 of the Counter Terrorism and Security Act 2015** to protect young people from being drawn into terrorism. This is a safeguarding matter like any other and is referenced within the **Anti-Radicalisation Policy**. Which details measures we have in place to support children and their families where vulnerabilities are identified,



including monitor appropriate web filtering systems so that club members cannot view potentially extreme material

All Youth Workers, Session Leaders, Management Committee Members and Volunteers and Trustees will commit to remain up-to-date with Prevent training.

EXTREMISM

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Youth Workers, Session Leaders, Management Committee Members and Volunteers understand the need for a culture of vigilance to be present in the club to support safeguarding. This includes awareness and sensitivity to changes in the attitudes of club members, which may indicate they are at risk of radicalisation.

HONOUR BASED ABUSE

Youth Workers, Session Leaders, Management Committee Members and Volunteers at our club understand there is a legal duty to report known cases of Female Genital Mutilation (FGM) and So Called 'Honour' Based Abuse to the police and they will do this with the support of the DSL. [Mandatory reporting of female genital mutilation: procedural information - GOV.UK](#)

Our club is aware of the need to respond to concerns relating to forced marriage and understand that it is illegal, a form of child abuse and a breach of children's rights. We recognise some club members, due to capacity or additional learning needs, may not be able to give an informed consent and this will be dealt with under our child protection processes. Eton Wick Youth Club Youth Workers, Session Leaders, Management Committee Members and Volunteers can contact the Forced Marriage Unit if they need advice or information. Contact 020 7008 0151 fmf@fco.gov.uk

We are aware of the signs of FGM [Female genital mutilation \(FGM\) | NSPCC](#)

We recognise both male and female club members may be subject to honour based abuse e.g. where children's cultural background are at odds with their behaviours such as sexuality, under-age sex, relationships, gender identity or life style choices.

We promote awareness through training and access to resources, ensuring that the signs and indicators are known and recognised by Youth Workers, Session Leaders, Management Committee Members and Volunteers.

Any suspicions or concerns for forced marriage are reported to the Designated Safeguarding Officer who will refer to First Response or the police if emergency action is required.



CONTEXTUAL SAFEGUARDING

Contextual Safeguarding is an approach to understanding, and responding to children's experiences of significant harm beyond their families. It recognises that the different relationships that children form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers may have little influence over these contexts, and children's experiences of extra-familial abuse can undermine parent/carer- children relationships.

At EWYC, we recognise that club members may encounter safeguarding issues that happen in the wider community and we will respond to such concerns, reporting to the appropriate agencies in order to support and protect the pupil.

All Youth Workers, Session Leaders, Management Committee Members and Volunteers and especially the Designated Safeguarding Officers, will consider the context of incidents that occur outside of school to establish if environmental factors may be putting the club member's welfare and safety at risk.

Children who may be alleged perpetrators will also be supported to understand the impact of contextual issues on their safety and welfare.

In such cases the individual needs and vulnerabilities of each child will be considered.

SERIOUS VIOLENCE

All Youth Workers, Session Leaders, Management Committee Members and Volunteers are aware of the signs and indicators which may signal that children are at risk from, or are involved with, serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or significant change in well-being or signs of assault or unexplained injuries. Youth Workers, Session Leaders, Management Committee Members and Volunteers are aware that unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

At EWYC we are aware of the risks to children and will take appropriate measures to manage any situations arising.

COUNTY LINES

As set out in the Serious Violence Strategy (see link below), published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.



CHILD CRIMINAL EXPLOITATION

As set out in the [Serious Violence Strategy](#) published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Taken from "[Working Together to Safeguard Children](#)" 2018.

SIGNS OF ABUSE

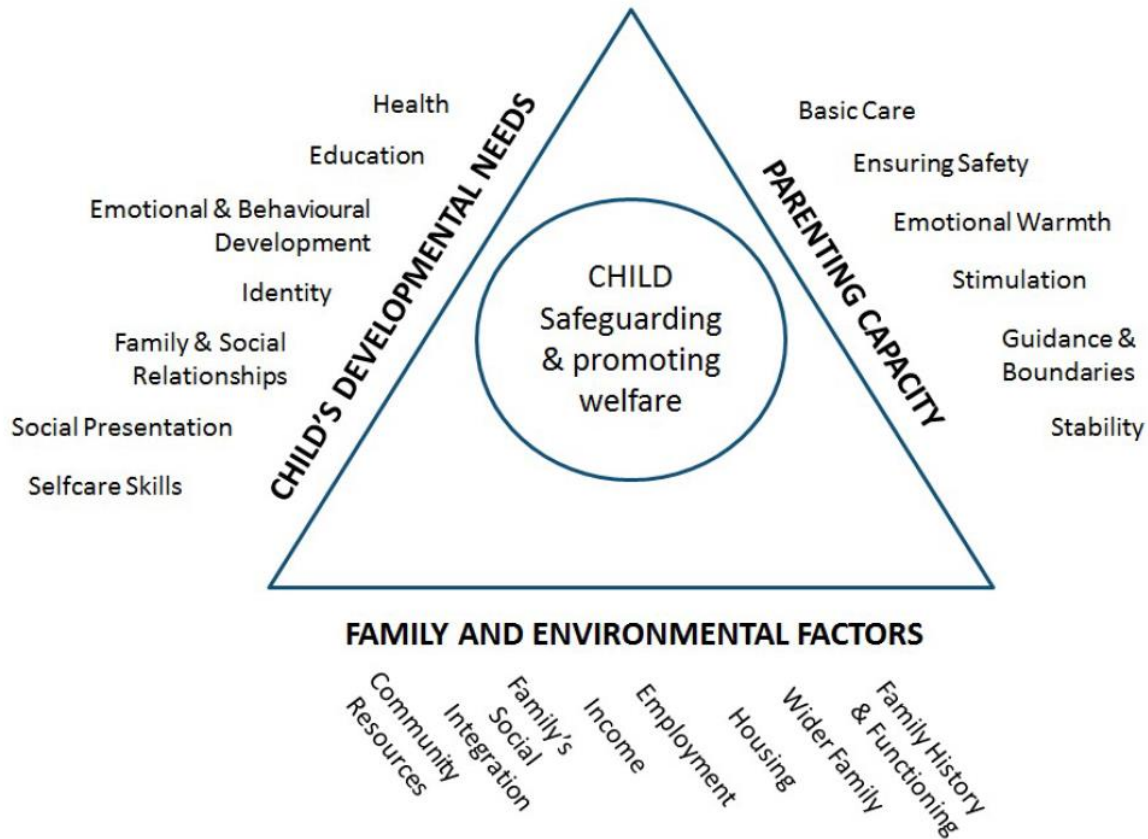
All staff should be alert to the potential need for early help for a child who may one, some or all of the following signs:

- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently mis-used from home or care;
- is at risk of modern slavery, trafficking or exploitation;
- is at risk of being radicalised or exploited;
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- is mis-using drugs or alcohol themselves;
- has returned home to their family from care; and
- is a privately fostered child.



Assessment Framework

(from Working Together to Safeguard Children, July 2018)



Every assessment should draw together relevant information gathered from the child and their family and from relevant practitioners including teachers and school staff, early years workers, health practitioners, the police and adult social care.

Every assessment of a child should reflect the unique characteristics of the child within their family and community context.

Each child whose referral has been accepted by children's social care should have their individual needs assessed, including an analysis of the parental capacity to meet those needs, whether they arise from issues within the family or the wider community.

Frequently, more than one child from the same family is referred and siblings within the family should always be considered.

ACKNOWLEDGEMENT

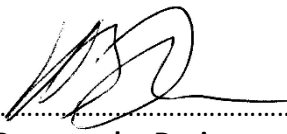
This policy is derived from a similar document produced in 2021 by Burnham Youth Club. This support is gratefully acknowledged.

POLICY REVIEW

The Governing Body of our club is responsible for ensuring the annual review of this policy. The date the next review is due as per the Review Record on the back page of this policy.

The Trustees of Eton Wick Youth Club are responsible for ensuring the annual review of this policy.

This policy was adopted by the Youth Club Management Committee:

Signed:  Date: 22 August 2023
 Name: **Helen Branscombe-Davies**
 Position: Secretary, Eton Wick Youth & Community Centre CIO

REVISION RECORD

Document created: 15th August, 2022

Date Reviewed	Version	Next Review Date
		August 2024

