

New Arrivals Support CIC (NASCIC)



Safeguarding Children and Young People Policy and Procedure POL-001 V1.2

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Reviewed	15/05/2025	Reviewed by	Tetiana Larina (DIRECTOR) Lyudmyla Gorobets (DIRECTOR)
Next Review due	May 2026		

Purpose

This document outlines NASCIC's policy and guidance on safeguarding children and young people.

It explains our commitment and the structures and procedures we have for safeguarding. This includes protecting children and young people, as well as the more proactive elements of safeguarding that help us create safe and supportive environments for everyone involved in NASCIC work.

It is accompanied by additional guidance on specific topics (Safeguarding Supporting Procedures and Resources document), which may be used in their entirety, or elements taken from these documents to inform shorter guidance packs for individuals in specific roles.

NASCIC's Safeguarding Policy Statement

NASCIC is a community interest company dedicated to improving the lives of new arrivals. We define new arrivals as migrants, asylum seekers, and refugees, who have arrived in the UK within the last three years or migrants who have not established themselves within UK life.

NASCIC's objectives are to promote health and well-being among new arrivals, facilitate integration, and prevent intergenerational poverty.

We are committed to providing safe and supportive environments for everyone involved in our organisation and our work, whether through our face-to-face or online services.

NASCIC believes that everyone – and specifically those who are in vulnerable circumstances and less able to protect themselves – has the right to be kept safe from harm, exploitation and abuse.

Every NASCIC representative¹ has a personal responsibility to safeguard children and adults. They do this by:

- Considering the safety and well-being of all those involved in NASCIC's projects and activities.
- Protecting children and adults from harm, exploitation and abuse
- Supporting them whenever this happens.

To whom does the policy and guidance apply?

This policy and guidance apply to all 'NASCIC representatives'.

'NASCIC representatives' are people who are paid employees, agency workers, contract, sessional and unpaid representatives, people on work placements, people who are volunteers, including Directors and Group Coordinators, and any others who are working on behalf of NASCIC in any capacity and any setting.

Communication of the Safeguarding Policy

The policy and guidance will be made available to:

- NASCIC representatives
This Safeguarding Policy is available on the NASCIC internal electronic system (OneDrive) and will be issued to all new NASCIC representatives during their induction. All line managers are responsible for ensuring that representatives are fully aware of

¹ 'NASCIC representatives', are people who are paid employees, agency workers, contract, sessional and unpaid representatives, people on work placements, people who are volunteers, and any others who are working on behalf of NASCIC in any capacity and in any setting.

the Safeguarding Policy and any changes in policies and procedures. Based on this policy, all representatives are required to undertake safeguarding training at least every three years.

- Parents who are members of or using NASCIC projects or services
NASCIC Policy Statement and our approach to Identifying and Responding to Safeguarding Concerns are available on our website for parents and the public to access. We will inform any parents we are working with that they can find this information on our website, or they can request a copy.
- Partners, funders and other organisations we may be working with
This Safeguarding Policy is available upon request for anyone with whom NASCIC may work in partnership or through joint activities.

1.0 Introduction

1.1 This policy and related procedure describe NASCIC's commitment to safeguarding children and young people aged 18 years and under. Its purpose is to ensure that our organisation is safe for children by promoting awareness about child abuse and neglect to prevent harm and to ensure we take appropriate action when we become aware of any concerns.

1.2 Under the Children Act 1989, Children and young people aged 18 years and under have a right to protection from abuse and neglect regardless of their gender, race, culture, background or disability. The Act also emphasises that safeguarding children and young people is everyone's responsibility. Organisations have to ensure that all employees and volunteers receive appropriate safeguarding training.

1.3 The NASCIC Directors have strategic responsibility for ensuring effective safeguarding practices throughout the organisation. They must take steps to ensure that those benefiting from or working with NASCIC are not harmed in any way through contact with the organisation. They should ensure that safeguarding policies and procedures are approved, implemented and monitored.

1.4 Directors must ensure that safeguarding and protecting people is at the heart of NASCIC culture. They do this by annually reviewing and approving this policy, as well as any associated safeguarding guidance or reports, which helps ensure that potential risks of harm, exploitation, or abuse arising from NASCIC's activities and operations have been appropriately identified, assessed, and managed. These risks include:

- sexual harassment, abuse and exploitation
- negligent treatment
- physical or emotional abuse
- bullying or harassment
- health and safety

- commercial exploitation
- extremism and radicalisation
- forced marriage
- child trafficking
- female genital mutilation
- discrimination on any of the grounds in the Equality Act 2010
- people may target NASCIC
- an organisation's culture may allow poor behaviour
- people may abuse a position of trust they hold within a NASCIC

1.5 The policies and procedures for handling concerns, allegations, and incidents are appropriate and effective. The NASCIC representatives respond appropriately when problems, allegations, and incidents arise and report to statutory agencies as necessary. Ongoing monitoring is in place to review the effective implementation of safeguarding policies and procedures.

1.6 The Directors are responsible for ensuring that NASCIC has an appropriate and effective safeguarding policy and regularly reviews it, that accompanying procedures, including a Whistleblowing Policy, are in place, that there are clear lines of accountability, and that the Management Team has the resources to implement these policies and procedures across all areas of their work. They must advise the Directors of any significant causes of concern and present the annual safeguarding report for approval.

1.7 The Directors will assign a Safeguarding Lead, who will be available to provide more detailed support and scrutiny to representatives as required; however, the legal responsibility remains with the Directors. Designated Safeguarding Lead (DSL) and their Designated Safeguarding Officers (DSOs) are responsible for implementing organisational policies. Their role also includes dealing with and managing allegations/concerns about abuse and neglect in the organisation.

1.8 The names and contact details of the Designated Safeguarding Lead/Designated Safeguarding Officer for NASCIC are:

DSL: Oksana Kalala, Oksana.kalala@nascic.org.uk, 07767153647

DSO: Olena Podolska, olena.usg@nascic.org.uk, 07493421593

1.9 The DSL is a Director with the knowledge and skills required to perform the role. They act as the primary source of support, advice and expertise for safeguarding within NASCIC and are responsible for compiling the annual safeguarding report for the Directors.

The DSL is primarily responsible for:

- Ensuring that all NASCIC representatives can access appropriate advice, up-to-date training, policies and guidance.
- Managing safeguarding allegations or incidents of harm, exploitation or abuse that pose a significant risk to an individual or the organisation.

- Working with HR if the concern relates to a NASCIC representative, in case HR needs to implement a disciplinary process or criminal proceedings and advice from a safeguarding perspective.
- Working with HR if the concern relates to a NASCIC representative who may themselves be at risk of significant harm.
- Liaise with external agencies, including the Disclosure and Barring Service (DBS), the police, and any other concerned statutory body, if a safeguarding allegation or incident regarding a NASCIC representative is reported.
- Ensuring an appropriate safeguarding monitoring and reporting procedure is in place and that all (relevant) NASCIC representatives are aware of its existence and requirements.
- Supporting NASCIC representatives with advice and guidance on safeguarding issues
- Ensuring that any safeguarding concerns raised between NASCIC and its partner organisations are addressed and appropriately resolved.

Designated Safeguarding Officer (DSO):

- Act as deputy to the DSL, supporting them in safeguarding concerns or incidents and ensuring that safeguarding administration and record keeping are up to date and in line with the organisation's safeguarding policy.
- Act as a safeguarding manager alongside Heads of Team – supporting NASCIC staff to assess safeguarding concerns and determine action.
- Supporting DSL in devising and delivering safeguarding staff training internally and developing our safeguarding practice.
- Champion of NASCIC's internal safeguarding policy, supporting the DSL in keeping the policy and procedures current.
- Acting as an additional point of contact for NASCIC staff on day-to-day issues related to safety and safeguarding.
- Liaise with external agencies as needed.

1.10 We are committed to making our safeguarding approach accessible and understandable to children and young people. A young person-friendly safeguarding poster is included in **Appendix 1** and displayed in all areas where young people access our services. It outlines in simple language who to speak to, what to do if they are worried, and how they will be supported.

2.0 Aim of Policy & Procedure

2.1 The aims of this policy are to:

- a) provide a safe environment for children and young people using our services, and
- b) set down the correct procedures for those who encounter safeguarding issues of concern.

3.0 Definition of Safeguarding ²

3.1 Safeguarding is the action we take to ensure that children and young people are safe and protected. This means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes

3.2 Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer abuse and harm, for example, from physical and emotional neglect, physical abuse, and sexual abuse, amongst others described below.

3.3 Children and young people may be particularly vulnerable to suffering harm if they:

- are forcefully migrated due to war or natural disasters
- are disabled
- have special educational needs
- are young carers
- are showing signs of engaging in anti-social or criminal behaviours
- live in difficult family situations that present challenges for them, e.g. parental substance misuse, parental mental health problems, domestic violence or poverty
- have returned home to their family from care
- are showing early signs of abuse and neglect
- are being privately fostered

3.4 Children and young people can suffer harm because of **sexual abuse, physical abuse, emotional abuse and neglect**. They can also be subject to harm from other risks and challenges (see Appendix 3 for definitions), including:

- Homelessness
- Domestic Violence
- Child Trafficking
- Grooming
- Child Sexual Exploitation
- Harmful Sexual Behaviour
- Female Genital Mutilation (FGM)
- Forced Marriage
- Chastisement
- Radicalisation (Prevent)
- Gangs
- Bullying & Cyberbullying

² Working together to safeguard children, DfE, 2018; www.gov.uk/government/publications/working-together-to-safeguard-children

- Internet and Social Media Risks

3.5 Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but it can just as often be a lack of love, care and attention. Whatever form it takes, neglect can be just as damaging to a child as any of the types of concerns listed above.

3.6 An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It usually happens over some time rather than being a one-off event. It is important to remember that children and young people can suffer harm by being directly subjected to abuse and neglect. They can also suffer harm by witnessing abuse and neglect of others, e.g. online or at home.

3.7 Getting help early for children, young people, and families can prevent problems from escalating and prevent children from suffering severe harm. Therefore, all workers must be vigilant about potential harm to children. They are also responsible for ensuring that activities and support for children and young people within the organisation are safe and secure.

4.0 Actions to take if concerned about Safeguarding or Allegations of Abuse

4.1 Staff and volunteers working directly with children and young people are in a unique position to identify any abuse or neglect or changes in behaviour which may indicate a child or young person may be abused or neglected. Therefore, they must always:

- be alert to any possible signs of abuse, neglect or harm
- question any behaviour that may appear unusual
- take seriously anything that is said to them by children and young people, however, these may be expressed
- take careful notes of what is said without leading them (see Appendix 2 for guidance on the procedure to follow in the event of a disclosure)
- report the matter to the **Designated Safeguarding Lead (DSL)/Designated Safeguarding Officer (DSO)**

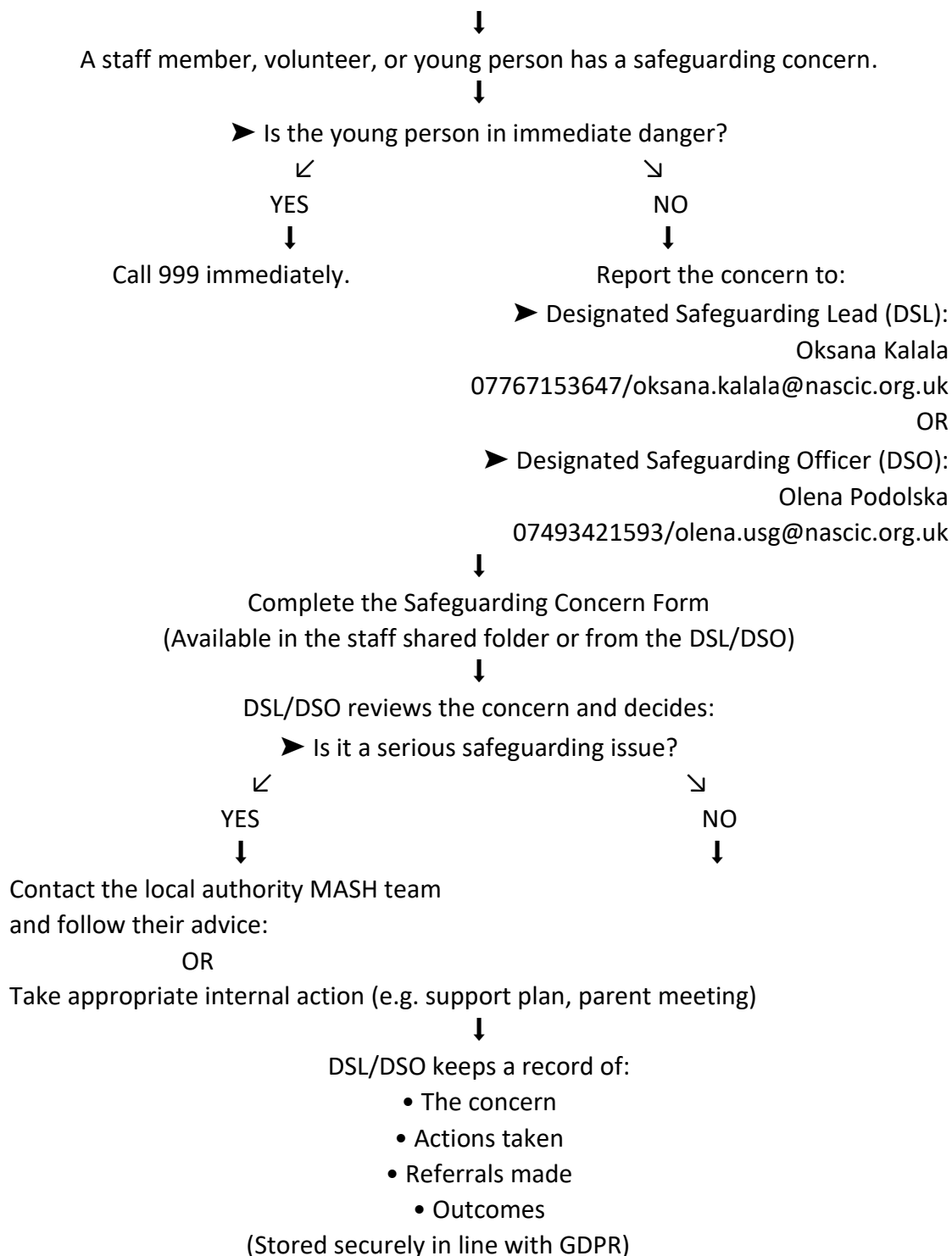
4.2 If a child or young person is in imminent danger, police and other emergency services must be called by dialling 999.

4.3 It is essential to remember that staff, volunteers, and trustees are not responsible for investigating or deciding whether an incident has occurred in the case of children and young people. That task is for the statutory agencies, particularly Children's Services and the Police.

4.4 The role of the Designated Safeguarding Lead/Designated Safeguarding Officer is to report any concerns or allegations to these agencies by contacting the **Multi-Agency Safeguarding Hub (MASH)**. Where an allegation of abuse implicates a member of staff, volunteer or trustee, the Designated Safeguarding Officer/Deputy Safeguarding Officer must also report the matter to the **Local Authority Designated Officer (LADO)**. See Appendix 1 for contact details of the MASH, LADO and other vital sources of advice and information.

4.5 In addition to investigating child abuse, the MASH and LADOs will advise and guide the DSL or DSO on the immediate action to take following a report.

Safeguarding Concern Reporting Flowchart



5.0 Common Signs of Abuse and Neglect

5.1 The signs of abuse and neglect are not always obvious. Furthermore, a child may be unable or unwilling to disclose what may happen to them. They are not even aware that they are being harmed in any way. Additionally, there are various types of abuse, as outlined in Appendix 3 of this document. The signs of abuse may depend on the type of abuse being experienced. The signs of neglect (physical or emotional) may be different from the signs of sexual abuse, for instance. Staff and volunteers are expected to familiarise themselves with these by undertaking training as recommended by the Designated Safeguarding Lead.

5.2 Some common signs that a child or young person may be experiencing harm include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body

6.0 Confidentiality

6.1 Child protection raises issues of confidentiality, which everyone must clearly understand. All personal information regarding all service users must be kept confidential in compliance with the Data Protection Act. However, staff, volunteers and trustees have a professional and statutory responsibility to share relevant information with other professionals to safeguard children when requested. All such requests must be referred to the Designated Safeguarding Lead for further action.

6.2 Where possible, consent should be obtained from the child/young person/parents before sharing personal information with others, and an explanation must be provided as to why it is essential to share this information.

6.3 In some circumstances, obtaining consent may be neither possible nor desirable, as the safety and welfare of the child/young person should be the priority. Such an instance might be if a child is being harmed deliberately at home; seeking parental consent might put the child at further risk.

6.4 Where consent has been sought but refused, an explanation must be offered as to why a disclosure must be reported for legal reasons or to ensure help.

7.0 Duty of Care and Position of Trust & Code of Conduct

7.1 In part, the duty of care is exercised by developing respectful and caring relationships. It is also exercised by workers taking all reasonable steps to ensure the safety and well-being of those they are responsible for during their work.

7.2 All workers must understand and acknowledge the responsibilities and trust inherent in their role and always maintain professional boundaries. They must avoid behaviour that might be misinterpreted or misconstrued. Child abuse involving a worker is never acceptable. Concerns must be recorded and reported to the designated safeguarding lead or designated officer, who will deal with them using the steps outlined above.

8.0 Safer Recruitment

8.1 NASCIC will ensure that all workers, including paid staff and volunteers, are appointed, trained, supported, and supervised in accordance with our safer recruitment policy. This includes ensuring:

- there is a written job description/person specification for the post
- those applying have completed an application form and a self-declaration form
- safeguarding has been discussed before the appointment
- written references have been obtained and followed up where appropriate
- a current Disclosure and Barring Service certificate has been obtained wherever relevant and appropriate
- the person appointed receives a copy of this safeguarding policy as part of the induction for staff and knows how to report concerns
- a probationary period applies to all recruit

8.2 NASCIC will also ensure that regular contractors attending our premises are aware of this policy and hold up-to-date DBS certificates. Occasional visitors will be accompanied at all times in accordance with this policy, and records of all visitors' sign-in and sign-out will be maintained.

9.0 Preventing Accidents

9.1 The NASCIC approach to accident prevention is set out in the Health and Safety Policy. This includes ensuring that every activity for children and young people is adequately risk-assessed to minimise accidents and other harm risks, and maximise the benefits that children, young people, and families receive from our services. The Health and Safety Policy also ensures:

- Children and young people are not left unattended
- Any activity using potentially dangerous equipment is supervised by trained staff
- Parental consent is obtained as necessary
- Records about children's allergies, medical problems or any special needs are recorded

- First aid facilities are readily available and adequate
- Equipment is adequate and checked regularly
- There is access to a telephone at all times for emergency calls
- Insurance cover is adequate and covers all necessary activities, transport and public liability

9.2 All accidents, however minor, must be recorded in an accident book. Workers must always have access to a telephone to call for help or emergency services if needed.

10.0 Bullying

10.1 NASCIC does not tolerate any form of bullying, including cyberbullying. Children can bully each other or be bullied by an adult, and they can also bully adults. We will inform children, young people, their parents, and carers about bullying, the consequences, and how to report such incidents promptly. There is also an expectation that anyone who knows bullying is happening will report it to the Designated Safeguarding Lead/Officer, who will take local action as necessary.

10.2 Children who are bullied need protection. However, those responsible for the bullying need to address the reasons for their behaviour and will be encouraged to relate to others in positive ways. Persistent offenders will risk being excluded from our services. Staff and volunteers found guilty of bullying will be dealt with in accordance with the organisation's disciplinary procedures.

10.3 Some common forms of bullying include:

- Name-calling, sarcasm, spreading rumours and teasing
- Being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts, homophobic and sexist remarks
- Pushing, kicking, hitting, punching or any other use of violence
- Sexually abusive comments or gestures
- Practical jokes which may cause physical or emotional harm, even though these may not be intended

11.0 Online Safety

11.1 The COVID-19 pandemic has led to children spending more time online than ever. In the first year of the pandemic, the NSPCC helpline saw a 45% increase in contacts from young people worried about online sexual abuse.

11.2 Staff and volunteers are expected to be alert about such abuse and report any concerns to the DSL. If appropriate and relevant, NASCIC will ensure that staff and volunteers receive training about online abuse and how to keep children safe from such abuse.

12.0 See the Adult See the Child

12.1 When working with children and young people, it is essential that workers are curious about their family backgrounds and the environments in which they live. Serious Case Reviews (SCRs) indicate a risk of harm to children when various parental and environmental risk factors are present in combination or over extended periods. This is particularly in relation to domestic abuse, parental mental ill health, and alcohol or substance misuse.

12.2 The Designated Safeguarding Lead must always report such concerns to the Adult Safeguarding and Children's Social Care Multi-Agency Safeguarding Hub (MASH) on the same day that the concerns are raised or notified. To report concerns to the MASH:

- Royal Borough of Greenwich: phone 0208 921 3172 (9 am-5 pm) or 0208 854 888 (after 5 pm). If you are unsure what to do, call 0208 921 2267 for advice and guidance (Monday to Friday, 9 am-5 pm).
- London Borough of Lewisham: Phone 020 8314 6660, Monday to Friday, 9 am–5 pm. If you have concerns about the welfare of a child outside these hours, please get in touch with the emergency duty team on 020 8314 6000 and ask to speak to the out-of-hours duty social worker

13.0 Implementation and Monitoring Policy

13.1 The Designated Safeguarding Lead is responsible for implementing and monitoring this Safeguarding Policy. This includes ensuring that all staff and volunteers receive adequate safeguarding training and reviewing and updating the policy annually, or as necessary in light of changes to national and local guidance.

Our safeguarding commitment

We will:

- Promote the general safety and well-being of all.
- Take steps to minimise the possibility that harm, exploitation and abuse occur, which includes being drawn into terrorism and violent extremism.
- Develop trusting and respectful relationships with those we work with, recognising their rights as individuals and should be treated with dignity and respect. In doing so, we will provide them with safe and supportive environments.
- Take steps to ensure we do not discriminate against those involved in our organisation and the work we do due to being a child or on the grounds of age, sex, gender, disability, racial heritage, religious belief, sexual orientation, appearance or cultural background, marriage or civil partnership, pregnancy and maternity.
- Act promptly and appropriately where there are concerns, allegations or incidents of harm, exploitation or abuse.
- Provide NASCIC representatives with the appropriate support when responding to safeguarding concerns.

To meet this commitment, we will ensure that:

- Every NASCIC representative is familiar with and has access to the safeguarding policy and understands their role and responsibilities in safeguarding.
- Every NASCIC representative has access to safeguarding training appropriate to their role.
- There are appropriate risk assessments in place for all our programmes and activities.
- We encourage the active participation of children and adults in keeping themselves and others safe.
- Children and adults, parents and families know how to voice their concerns and know where and how to seek help if needed.
- Effective procedures are in place for responding to concerns, allegations and incidents of suspected or actual harm, exploitation or abuse.
- We practice safe recruitment in checking the suitability of NASCIC representatives.
- The safeguarding policy, associated procedures and practice meet the requirements of all legislation and statutory guidance (in England and Wales)
- NASCIC continues to implement and monitor the Safeguarding Policy and take any measures required to strengthen and improve existing practices.

NASCIC Code of Conduct

NASCIC's updated code of conduct can be found in the staff handbook.

NASCIC's values

To be brave, inclusive, trustworthy, supportive, and ambitious.

Breach of this Policy

Any breach of this policy or associated guidance may result in disciplinary action being taken against an individual.

Further sources of information

A resource that provides the most up-to-date information on safeguarding policies and best practices: <https://www.nspcc.org.uk/>

For local information about Safeguarding relating to the Royal Borough of Greenwich, please refer to the Greenwich Safeguarding Children's Board website:

<http://www.greenwichsafeguardingchildren.org.uk>

For the London Borough of Lewisham: [Lewisham Council - Children's social care safeguarding service](#)

Internet Links

www.ceop.gov.uk

www.childline.org.uk

www.thinkuknow.co.uk

www.ceop.gov.uk/reportabuse/index.asp

For Children and Young People

www.childline.org.uk/pages/yourplace.aspx

ChildLine 0800 1111

NSPCC 0808 800 5000

Appendix 1

Young Person-Friendly Safeguarding Poster

The following poster is designed to help children and young people understand how they can stay safe and who to speak to if they have a worry or concern. It is displayed in our service spaces and forms part of our wider approach to safeguarding, participation, and wellbeing.



Appendix 2

Safeguarding key terms

The term "**child**" has the specific legal meaning of anyone under 18 (as defined by the United Nations Convention on the Rights of the Child, 1989).

The term **adult**, therefore, refers to anyone aged 18 years or over.

Safeguarding means protecting people's health, well-being, and human rights and enabling them to live free from harm, exploitation, or abuse.

Safeguarding children and promoting their welfare involves protecting them from maltreatment or things that are detrimental to their health or development, ensuring they grow up in circumstances that allow for safe and effective care, and taking action to enable all children to achieve the best possible outcomes. (Working Together to Safeguard Children 2018).

Child protection is specifically about the steps and measures an organisation puts in place to protect individuals identified as either suffering or likely to suffer from harm, exploitation or abuse.

Significant harm is the threshold which justifies compulsory intervention in the child's or adult's best interests. The local authority is under a duty to make enquiries or cause enquiries to be made where it has reasonable cause to suspect that the child is suffering or likely to suffer significant harm (section 47 of the Children's Act 1989) or where it has reasonable cause to suspect that a person aged 18 years or over is at risk of abuse or neglect because of their needs for care and support (Care Act 2014).

There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes, a single traumatic event may cause considerable damage, e.g., violent assault, suffocation, neglect or living in a household where there is domestic abuse. More often, however, the cumulative effect of incidents and behaviours over time significantly impairs a child's physical and psychological development.

Appendix 3

Contacts for reporting allegations of abuse/concerns

1. Contact details of the Multi-Agency Safeguarding Hub (MASH):

Multi-Agency Safeguarding Hub (MASH)
Woolwich Centre, First Floor, 35 Wellington Street, London, SE18 6HQ

Consultation line for workers: 020 8921 2267
Telephone number for referrals: 020 8921 3172

Referrals or other communications via secure e-mail: initial.response@royalgreenwich.gov.uk or faxed to 020 8921 3180.

The out-of-hours social worker handles Referrals outside office hours and can be contacted at 020 8854 8888.

2. If you have a concern involving an **allegation against staff or volunteers**, you must consult with the Local Authority Designated Officer (LADO) on telephone number 0208 921 3930. If appropriate, you may be requested to complete a referral form. This should then be sent by email to **childrens-LADO@royalgreenwich.gov.uk**.

3. Contact for advice and guidance on Early Help

Early Help has been renamed the Family & Adolescent Support Service (FaASS). FaASS provides information, support, and advice to families with children and young people aged between 0 and 19 or up to 25 for disabled young people. Additionally, FaASS can provide information and advice on services and assessments to a range of practitioners, including voluntary sector workers.

- **Consultation line for general advice and guidance: 020 8921 4590 (1 pm to 4 pm)**

Appendix 4**Procedure in the event of a disclosure**

Children must be protected from abuse. All complaints, allegations or suspicions must be taken seriously. This procedure must be followed whenever an allegation is made that a child has been abused or when there is a suspicion that a child has been used. Promises of confidentiality should not be given, as this may conflict with the need to ensure the safety and welfare of the child.

If the complainant is a child, questions should be kept to a minimum necessary to understand what is being alleged, and leading questions should be avoided. Using leading questions can cause problems for the subsequent investigation and court proceedings.

A complete record of the nature of the allegation and any other relevant information shall be made as soon as possible. Use the child/young person's words or explanations – do not translate into your own words, in case you have misconstrued what the child/young person was trying to say.

Record any discussion or actions taken within 24 hours. Details must include as far as practical:

- Name of child or young person
- Age
- Home address (if known)
- Date of Birth (if known)
- Name/s and address of parent/s with parental responsibility
- Telephone numbers, if available
- Is the person making the report expressing their concerns or passing on those of somebody else? If so, record details.
- What has prompted the concerns? Include dates and times of any specific incidents.
- Has the child or young person been spoken to? If so, record details.
- Has anybody been alleged to be the abuser? If so, record details.
- To whom has this been passed on for appropriate action to be taken? E.g. Designated Safeguarding Officer
- Has anyone else been consulted? If so, record details.

All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet. Only the designated safeguarding officers will have access to these files.

Responding appropriately to a child making an allegation of abuse

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.

- Tell the child that the matter will only be disclosed to those who need to know about it.
- Allow the child to continue at their own pace.
- Ask questions for clarification only, and always avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record what was said in writing, using the child's words. As soon as possible, note the date, time, and any names mentioned to whom the information was given, and ensure that the record is signed and dated.

Appendix 5

Definitions of Abuse **(Working together to safeguard children, 2015)**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family, an institutional, or a community setting by those known to them or, more rarely, by others (e.g. via the Internet). An adult or adults, or another child or children, may abuse them.

Physical Abuse & Chastisement

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing bodily 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.

The physical punishment of children is still a common parenting practice in the UK. However, there are signs that public attitudes towards physical punishment are changing, with its use becoming more controversial and less widely accepted. This change in perceptions may be due to the recognition of physical punishment as a human rights issue and its consequent prohibition in an increasing number of countries, as well as a growing body of research suggesting that physical punishment is, at best, an ineffective form of discipline and at worst, harmful for children's health and development.³

Protection from physical punishment in all settings, including the family home, is a fundamental human right of every child and is enshrined in international human rights law. The Convention on the Rights of the Child and other global and regional instruments obligate ratifying states to ensure that their citizens are protected from physical punishment and other cruel and degrading treatment.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child, such as causing severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet another person's needs. It may also affect not allowing the child 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 beyond a child's developmental capability,

³ Equally Protected?

A review of the evidence on the physical punishment of children

overprotection and limitation of exploration and learning, or preventing the child from participating in regular social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve severe bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

It involves forcing or enticing a child or young person to take part in sexual activities, not necessarily applying a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the Internet).

Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the severe 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 adequate caregivers) or
- ensure access to appropriate medical care or treatment

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

Child Sexual Exploitation (CSE)

This is a form of sexual abuse where children / young people are sexually exploited for various reasons such as money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online.

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. If concerned that a child or young person is or may be sexually exploited, refer immediately to the MASH team and also contact the Safeguarding Lead for CSE on 0208 921 4435 for consultation /complete Part 1 of the CSE MAP referral form and email it to CSEMAP@royalgreenwich.gov.uk at least one week before the meeting. The referrer must attend the conference to present the case to the panel.

Child Trafficking

Trafficked children are coerced or deceived by the person arranging their relocation. They are forced into exploitation by the trafficker or person under whose control they are delivered or sold. Most, but not all, children are from overseas. Any child transported for exploitation is considered to be a trafficking victim.

Child Trafficking links with other forms of exploitation such as child sexual exploitation, trafficking of adults, gangs and criminal activity (begging, theft, tending illegal cannabis farms, benefit fraud) and economic exploitation at home or in a workplace.

Child Trafficking is also linked to inter-country adoption, private fostering and unaccompanied children.

Forced Marriage

Forced marriage is defined as a marriage which is conducted without the valid consent of at least one of the parties and where duress is a factor; it is different from a consensual 'arranged' marriage. Duress cannot be justified on religious or cultural grounds, and forced marriage is an abuse of human rights.

Forced marriages of children must be regarded as a child protection issue. You would not contact the parents in this situation, and you should make a direct referral to the Police Child Abuse Investigation Team, who will liaise with social care. For further advice, contact the Forced Marriage Unit on 020 7008 0230 or 020 7008 0151, www.fco.gov.uk

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is a collective term for procedures involving the partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. FGM is child abuse and a form of violence against girls and women. FGM is typically performed on girls aged between 4 and 13 years. It is sometimes performed on newborn infants or young women before marriage or pregnancy.

Greenwich has a very diverse population. There are a significant number of girls who come from communities where Female Genital Mutilation has been traditionally practised.

FGM is illegal in the UK and carries a custodial sentence. The FGM Act 2003 makes it an offence for UK nationals or permanent UK residents to carry out FGM abroad or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

It is now mandatory for any NHS healthcare professional to record within a patient's clinical record and report cases of FGM in children under 18 to the police. It is also mandatory for all acute hospitals, mental health services and GPs to collate and submit data about the number of patients identified with FGM to the Department of Health.

Everyone working with children and young people should be alert to the risk of FGM and must report any suspicion or concern about a child or young person being at risk or being a victim of FGM to MASH and the Police.

Private Fostering

Private fostering occurs when a child under 16 (or 18 if disabled) is cared for by an adult who is not a relative for more than 28 days by private arrangements between the parent and the carer. This is different from children in the care of a local authority.

The Children Act 2004, the Children (Private Arrangements for Fostering) Regulations 2005, and associated statutory guidance introduced measures to strengthen and enhance the fostering notification requirements within the 1989 Act. Under this Act, Local Authorities must proactively identify private fostering arrangements in their area. The aim was to improve compliance with the legislative framework and, therefore, improve the arrangements for safeguarding children in private fostering arrangements.

Arrangements for regulating private fostering originated from concern following Victoria Climbié's death in 2000. Her great-aunt privately fostered Victoria. Agreements were codified in the Children Act 2004. Following this, the Children (Private Arrangements for Fostering) Regulations 2005 outline the duties of local authorities in their arrangements for private fostering, and national minimum standards for local authorities were published in 2005.

Prevent

The Prevent Strategy was reinforced by the Prevent and Channel statutory duties in the Counter-Terrorism and Security Act (2015). This strategy outlines the UK government's approach to preventing individuals from becoming terrorists or supporting terrorism.

Prevent aims to deliver early intervention to protect and divert people away from the risks of radicalisation and being drawn into terrorist-related activity. Channel is a supportive multi-agency process designed to safeguard those individuals who may be vulnerable.

The channel works by identifying individuals who may be at risk, assessing the nature and extent of the risk, and, where necessary, providing an appropriate support package tailored to their specific needs. A multi-agency panel, chaired by the local authority, determines the most suitable course of action to support an individual after considering their specific circumstances.

Anyone who becomes aware of a young person who is at risk of radicalisation or who may be about to commit an act of terrorism must contact the Prevent Team and Police or the MASH.

Gangs

A gang is usually considered a group of people who spend time in public places. This group sees itself and is seen by others as a noticeable group. Members of the group engage in a range of criminal activity and violence.

They may also have any or all of the following features:

- identify with or lay a claim over territory
- conflict with other similar gangs

However, if the majority of offences are at a lower non-violent level, the group would be considered a peer group, not a gang.

A criminal network (different from a gang) is a group of individuals involved in persistent criminality for some form of personal gain. This includes profit and gain, or demonstrating status, which is causing significant harm to the community, for example:

- a group that keeps breaking the law to make money
- this law-breaking is causing harm to the community
- or, this law-breaking is a problem internationally (e.g. people trafficking)
- violence is used to make money (e.g. to scare people into giving them money)
- they are running an illegal business (e.g. drug trafficking)

Domestic Violence

Domestic abuse is any controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.

It can happen in any relationship, even after it ends. Both men and women can be abused or abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships. In relationships where there is domestic violence and abuse, children see about three-quarters of the abusive incidents. About half the children in such families have themselves been badly hit or beaten. Sexual and emotional abuse is also more likely to happen in these families.

Appendix 6**Safeguarding legislation and statutory guidance**

The UK's four nations – England, Northern Ireland, Scotland and Wales – have their own child and adult protection systems and laws to help protect children and adults from harm, exploitation and abuse. Each nation has a framework of legislation, guidance and practice to identify children and adults who are at risk of injury and act to protect them and prevent further abuse from occurring.

Although the child and adult protection systems differ in each nation, they are all based on similar principles. NASCIC is registered in England and Wales. Therefore, this Policy reflects the requirements for England and Wales as outlined in the Children Act 1989 and 2004, the Care Act 2014, and the Social Services and Well-being Act 2014_(Wales).

Other key legislation and guidance which informs safeguarding at the NASCIC include:

- The Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Wellbeing of Future Generations Act 2015 (Wales)
- Equality Act 2010
- Modern Slavery Act 2015
- UK Department for Education: Working Together to Safeguard Children 2018
- Working Together to Safeguard People 2014 (Wales)
- Information Sharing: Advice for practitioners providing safeguarding services to vulnerable children, young people, parents and carers, 2015.
- Local authority multi-agency safeguarding procedures.
- UN Convention on the Rights of the Child 1991
- Data Protection Act 2018
- General Data Protection Regulations 2018
- Children Act 1989 and 2004
- Care Act 2014
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- HM Government (2018) Working Together to Safeguard Children
- HM Government (2015). What to do if you are worried a child may be being abused.
- Counter-Terrorism and Security Act 2015
- Female Genital Mutilation Act 2003
- Charity Commission Regulations
- Serious Crime Act 2015