

**Buckinghamshire Community Wellbeing (BCW) Hub
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Safeguarding Children and Young People Policy and Procedure

Purpose

1. The purpose of this policy and procedure is to safeguard children and young people who access Buckinghamshire Community Wellbeing (BCW) Hub including the children of adults accessing our services, through the prevention of, and protection from, harm.
2. It outlines the principles and procedures that guide our child safeguarding efforts. We aim to:
 - Provide a safe, supportive environment for all children and young people.
 - Ensure that all staff and volunteers understand their responsibilities regarding safeguarding.
 - Protect children from all forms of harm: abuse, neglect and exploitation, while adhering to our legal and ethical obligations.
 - To ensure the BCW Hub has a clear system for communicating concerns both internally and with external agencies in line with the Working Together guidance.
 - To ensure that any community users of the BCW hub have due regard to expectations of how they should maintain a safe environment, which supports children's wellbeing.
3. The BCW Hub recognises that all children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal prevention and protection from all types of harm.

Scope

4. All services who have chosen to use the BCW Hub for their various activities will work within their own safeguarding procedures and policies.
5. This policy and procedure applies to anyone working on behalf of BCW Hub including the Board of Trustees, staff, external supervisors, consultants, sessional workers, students, volunteers, or undertaking a volunteering, work experience or educational placement.
6. It covers all services and activities provided by the Hub, at all sites and through virtual platforms. It is essential that everyone is aware of its central messages and any duties/responsibilities it places on them.

Definitions

7. **Safeguarding and promoting the welfare of children** involves:
 - providing help and support to meet the needs of children as soon as problems emerge
 - protecting children from maltreatment, whether that is within or outside the home, including online

- preventing impairment of children’s mental and physical health or development
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
 - taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework. (HM Government, 2023)
8. **Child protection** is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes familial and extra familial harm that occurs inside or outside (contextual) the home, including online.

Further information regarding the categories of harm and abuse can be found in **Appendix 1**.

Legal Framework

This policy and procedure is underpinned by key legislation and guidance that safeguard children and young people in England. These include:

9. *Children Act 1989 and 2004*
 - Introduces the concept of "significant harm" as the threshold for compulsory intervention in a child's life.
 - Establishes that the welfare of the child is paramount, mandating agencies to cooperate to safeguard children effectively.
 - Defines a child as someone under the age of 18 years.
10. *United Nations Convention on the Rights of the Child (UNCRC), Article 19*
 - Requires all measures to be taken to protect children from all forms of physical or mental violence, injury, abuse, neglect or exploitation.
11. *Working Together to Safeguard Children (HM Government, 2023)*
 - This statutory guidance outlines inter-agency working to safeguard and promote the welfare of children, emphasising coordinated action across services.
12. *Education Act 2002*
 - Requires educational institutions to safeguard and promote the welfare of children and young people.
13. *Mental Capacity Act 2005 and Family Law Reform Act 1969*
 - Both support assessment and decision of capability of whether a young person aged 16-18 years has sufficient understanding to make decisions about their care, treatment, confidentiality and welfare.
 - Where a young person lacks capacity, decisions must be made in their best interests, in consultation with parents, carers, guardians or relevant professionals.

- For those under 16 years, the principles of the MCA do not directly apply. However, the notion of assessing a young person's capacity to consent should underpin safeguarding decisions.
14. Gillick Competency and Fraser Guidelines
- For children under 16 years, Gillick Competency is used to assess their understanding and ability to make informed decisions. The Fraser guidelines help balance respect for a child's autonomy with the responsibility to protect their welfare.
15. *Safeguarding Vulnerable Groups Act 2006*
- Prevents people who are deemed unsuitable to work with children and vulnerable adults for gaining access to them through their work or volunteering.
16. Additional relevant Statutory Guidance and Resources include:
- *Equality Act 2010*
 - *Domestic Abuse Act 2021*
 - Keeping Children Safe in Education (DfE, 2024)
 - Information Sharing Advice for Safeguarding Practitioners (DfE, 2024)
 - Safeguarding Children and Young People from Sexual Exploitation (HM Government, 2009)
 - Prevent Duty Guidance (*Counter-Terrorism and Security Act 2015*)
 - Multi-agency Statutory Guidance on Female Genital Mutilation (FGM).

A summary of these and other key legislation is available from <https://learning.nspcc.org.uk/child-protection-system/england>

Safeguarding Principles

17. Clear governance and leadership is central to embedding a safeguarding culture. The Board of Trustees take their responsibility seriously to safeguard and promote the welfare of children; working together with other agencies to identify and support those children who are suffering harm or whom may be at risk of harm.
18. We are committed to the following principles:
- The welfare of children and young people is paramount in all our decisions – they should never experience harm of any kind
 - Although some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues, all, regardless of their background, have the right to equal protection from harm.
 - Collaboration with children, families and external agencies is essential for effective safeguarding.
 - Ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with the related evidence base, best practice and Buckinghamshire Safeguarding Children Partnership requirements.

Prevent Duty

19. The Prevent Duty, part of the UK Government's counter-terrorism strategy, is designed to safeguard individuals, particularly children and young people, from the risk of radicalisation and extremism.
20. The BCW Hub is committed to implementing the Prevent Duty in accordance with the Buckinghamshire Safeguarding Children Partnership guidance, ensuring all staff, volunteers, Students and stakeholders are vigilant and take appropriate action to protect children and young people.
21. Prevent aims to:
 - Safeguard children and young people from being drawn into terrorism or extremist activities.
 - Promote understanding and respect for the values of democracy, rule of law, individual liberty, and tolerance of different faiths and beliefs.
22. Radicalisation refers to the process through which individuals come to support terrorism or extremist ideologies. This can occur online, in person, or through social networks.

Responsibilities Under Prevent

23. Staff Awareness and Training:
 - All BCW Hub staff, volunteers, and trustees will complete Prevent awareness training as part of their safeguarding responsibilities.
 - This training will help identify signs of vulnerability to radicalisation and the steps required to respond appropriately.
24. Risk Assessment:
 - The BCW Hub will regularly review its safeguarding practices to ensure they address risks of radicalisation. This includes evaluating activities conducted at the Hub to ensure they are inclusive, promote tolerance, and do not promote extremist views.
25. Referral Process:
 - If staff, volunteers or Students identify concerns regarding radicalisation, these must be reported to the DSL.
 - The DSL will assess the concern and, where appropriate, refer to the Channel programme or other relevant local safeguarding procedures outlined by the Buckinghamshire Safeguarding Children Partnership.

Safeguarding Responsibilities

All

26. Individuals working on behalf of BCW Hub including the Board of Trustees, staff, external supervisors, consultants, sessional workers, students, volunteers, or undertaking a volunteering, work experience or educational placements, understand that safeguarding children is everyone's responsibility.
27. The BCW Hub will keep children and young people safe by:

- Valuing, listening to and respecting them.
- Appointing a Designated Safeguarding Lead (DSL) who will also act as the Prevent Lead, deputy (as appropriate) and a safeguarding Trustee/board member.
- Facilitating comprehensive safeguarding training to all staff and volunteers.
- Adopting safer recruitment practices, including DBS checks.
- Implementing a Code of conduct, IT /Online safety, Data protection/GDPR, Whistleblowing, Harassment and sexual misconduct policies and related procedures.
- Creating an anti-bullying and anti-discrimination environment and addressing complaints effectively.
- Understanding vulnerable groups have an increased risk of harm. This includes, but is not limited to children and young people who are care experienced, privately fostered, living with domestic abuse, experience or have parents/carers/guardians who experience poor mental health and/or substance misuse, disability or have parents/carers/guardians with a disability, SEND, go missing, live in temporary accommodation, have English as a second language, are risk of discrimination due to their sexuality, race, ethnicity or religion.
- Ensuring robust reporting mechanisms are in place for all safeguarding concerns.
- Maintaining a good working knowledge of the Buckinghamshire Continuum of Need and how it should be used to inform decision making regarding a referral to First Response.

Trustees

28. Assign a DSL who holds senior authority and expertise to lead safeguarding efforts at the BCW Hub. Provide them with necessary resources, training, and support to fulfil their responsibilities effectively.
29. Maintain, led by the DSL, an up-to-date safeguarding children policy and procedure, making it accessible on the BCW Hub website and in hard copy at all BCW Hub sites.
30. Review, led by the DSL, the safeguarding children policy and procedure annually or sooner if new legislation, guidance or policies are introduced. Document updates and communicate changes to staff and stakeholders.
31. Implement robust safer recruitment processes, including pre-employment checks for all staff and volunteers.
32. Promote adherence to safer working practices across the BCW Hub as set out by the Code of Conduct.
33. Require all trustees, staff and volunteers to complete safeguarding training during induction and participate in regular updates. Training must align with national and local safeguarding guidance and reflect their specific roles.
34. Ensure compliance with the Data Protection Act 2018 and UK GDPR principles, supporting staff in sharing or withholding personal information when necessary to protect children or young people.

35. Require confirmation from agencies and organisations providing services or activities at the BCW Hub that they have appropriate safeguarding policies and procedures. Maintain and periodically review these records.
36. Oversee safeguarding practices through regular monitoring, audits, and reports from the DSL. Use these findings to identify risks and drive improvements.
37. Lead by example to foster a culture of vigilance and shared responsibility for safeguarding. Emphasise the importance of safeguarding as a collective effort throughout the BCW Hub.

Designated Safeguarding Lead

38. Leads the development implementation a regular review and update of this policy and procedure to ensure it reflects current legislation statutory guidance and best practice.
39. Acts as the primary point of contact for all safeguarding concerns raised within the BCW Hub that are not being dealt with already by workers of agencies or organisations working within or providing activities on behalf the BCW Hub.
40. Provides advice and guidance to staff, volunteers and learners of the BCW Hub on safeguarding matters. Maintains a good working knowledge of the Buckinghamshire Continuum of Need and ensures it is used effectively to inform decision-making regarding referrals to First Response as required.
41. Responds promptly and appropriately to safeguarding concerns as relevant, ensuring they are reported to relevant external agencies (e.g., Social Services, Police) where necessary. Maintain detailed records of safeguarding incidents and actions taken, in line with data protection regulations.
42. Develops and maintain strong working relationships with local safeguarding boards, statutory agencies and other relevant organisations.
43. Ensures all staff, volunteers and trustees complete safeguarding training at induction and receive regular updates in line with national and local guidance.
44. Conducts periodic audits to assess the effectiveness of safeguarding measures and recommend improvements to the Board of Trustees.
45. Manages the safe handling, storage, and sharing of safeguarding information in accordance with the *Data Protection Act 2018* and *UK GDPR*. Oversee decisions regarding information sharing, ensuring that the welfare of the child takes precedence over confidentiality concerns where necessary.
46. Escalates any significant safeguarding issues to the Board immediately, including allegations involving BCW Hub staff, volunteers or trustees.
47. Must stay up-to-date with changes in safeguarding legislation, policies and best practices. Participate in appropriate safeguarding training and professional development to enhance expertise, updated on an annual basis.

BCW Hub Manager

48. Verifies that all staff, volunteers, learners and others working on behalf of the BCW Hub have a clear understanding of their roles and responsibilities as outlined in this safeguarding children policy and procedure
49. Ensure the DSL responds promptly and appropriately to safeguarding concerns as relevant, ensuring they are reported to relevant external agencies

(e.g., BNU Safeguarding Team, Social Services, Police) where necessary and maintains detailed records of safeguarding incidents and actions taken, in line with data protection regulations. Completes these actions in the absence of the DSL or appointed deputy.

50. Liaising with the LADO in the event of an allegation being made against a member of the staff (not the DSL), volunteer or an organisation using the BCW Hub.

To note: It is the duty of the Safeguarding Trustee/board member to liaise with relevant agencies if any allegations are made against the DSL or the BCW Hub manager.

Procedural Guidance

Our procedures for all Trustees, staff, volunteers, learners and visitors in safeguarding and protecting children from harm are in line with Buckinghamshire Council and [Buckinghamshire Safeguarding Children Partnership](#) safeguarding procedures.

Recruitment, Training and Self Care

51. The BCW Hub follows the guidance provided by the Buckinghamshire Safeguarding Children Partnership to ensure that all the appropriate checks have been carried out on new staff and volunteers.
52. All BCW Hub staff and volunteers are required to undergo an appropriate DBS check to ensure their suitability of involvement with BCW Hub before they begin work. In addition to this, all BCW Hub staff and long term volunteers must participate in safeguarding training on a yearly basis.
53. All workers that may be impacted by any child safeguarding concerns or disclosures are offered extra supervision, line management and time with the DSL or deputy to ensure they feel supported and equipped for their role.

To note: As part of our Joint Working Agreement (JWA) with Buckinghamshire New University (BNU), safeguarding measures such as DBS checks, HR hosting and training for staff employed at the BCW Hub are supported by BNU.

Visitors

54. We will ensure visitors are:
 - Met and directed by BCW Hub or BHT/BNU staff.
 - Clearly identified with relevant stickers/passes/badges.
 - Signed in and out of the sites by BCW Hub or BHT/BNU staff

- Given restricted access to only specific areas of the BCW Hub, as appropriate.
- Escorted by a member of staff/representative as required.
- If an agency or organisation providing services within or on behalf of the BCW Hub - that they are aware that are expected to follow their own organisational safeguarding children policy and procedures if they have any concerns with their own clients.

Information Sharing

55. The BCW Hub is committed to safeguarding children and young people by ensuring effective and appropriate information sharing while respecting privacy and adhering to legal frameworks.

Key Principles based on the 7 Golden Rules

56. **Prioritising Child Welfare:** Protecting a child or young person from harm takes precedence over privacy concerns. The *UK GDPR* and the *Data Protection Act 2018* allow information sharing when a failure to do so may put a child at risk.
57. **Engagement with Families:** Where safe and practicable, inform the child, young person and/or their carer(s) about the information you intend to share, with whom, and why. Do not inform them if doing so could increase the risk to the child.
58. **Consent:** Is not required to share information if a child or person is at risk of harm. A lawful basis under data protection laws (e.g., safeguarding purposes) suffices. Transparency and cooperation are encouraged, but objections may be overridden when necessary to protect the child.
59. **Seeking Advice:** If unsure about sharing information, promptly consult the Designated Safeguarding Lead or BCW Hub Manager. Do not delay action to protect a child or young person while awaiting advice.
60. **Protecting Identities:** Take steps to safeguard the identities of those who could be at risk if their details are disclosed, including children, young people, carers or others involved.
61. **Relevance and Proportionality:** Share only information that is necessary, relevant and accurate with agencies or individuals directly involved in safeguarding or providing support.
62. **Recording Decisions:** Document all decisions to share or not share information, including the rationale and any subsequent updates that may influence your decision. Be prepared to explain and reconsider decisions, or escalate concerns if new information emerges.

Confidentiality

63. The DSL and BCW Hub Manager may disclose personal information about a child or young person only on a strict need-to-know basis. Such decisions should always prioritise the safety and well-being of the individual concerned.

64. Before any work takes place, workers inform residents about the limits of confidentiality, particularly in cases of significant risk to a child or young person. This discussion ensures service users understand the BCW Hub's commitment to safeguarding, and the agreement is documented in a written contract.
65. A child or young person must never be promised secrecy as this may compromise their safety, well-being or that of another person. Instead the child should be reassured that all information shared will be treated seriously, that it will only be shared with those who can help ensure their safety and provide necessary support and they will be informed of what will happen next and who will be informed, using age-appropriate language..
66. Confidentiality must always be balanced with the need to act to protect a child or young person from harm.
67. BCW Hub Staff, volunteers, learners and others should seek guidance from the DSL or BCW Hub Manager if they are uncertain about whether to share information. They must not assume that someone else will pass on safeguarding information. If they believe the information may be critical to the safety or well-being of an adult at risk, they have a professional duty to share it.

Key Actions When Responding to a Disclosure

68. **Listen attentively:** Allow the child or young person to share their story in their own words and at their own pace. Do not interrupt or respond emotionally. Remain calm, supportive and reassuring.
 69. **Clarify carefully:** Avoid leading questions. Use only open-ended questions when clarification is needed, following the TED approach: Tell, Explain, Describe.
 70. **Record accurately:** Document the disclosure using the BCW Hub's safeguarding record-keeping processes. Include times, dates, locations mentioned and the child's or young person's exact words. Avoid substituting anatomically correct names for terms the child or young person uses.
- See also: Decisions, Documentation and Reporting Section below.*
71. **Reassure and inform:** Let them know they did the right thing by telling someone. Explain the next steps, including the need to share the information to keep them safe.
 72. **Monitor and safeguard:** Ensure the child or young person is accompanied and supported at all times until a plan is in place to protect their safety.

Recognising and Responding to Harm – Also see Appendix 3

73. **Disclosures or Concerns Identified by Agency/Organisational Staff Using the BCW Hub:**
If a staff member or worker from an agency or organisation using the BCW Hub identifies signs, indicators of abuse or neglect involving a resident or their children:

- They must follow their own agency's safeguarding policy and procedures.
- Information should only be shared with the DSL on a strict need-to-know basis, ensuring confidentiality and the safety of those involved.

74. Disclosures or Concerns Identified by BCW Hub Staff, Volunteers, Learners or Others:

If a BCW Hub staff member, volunteer, learners or other individual identifies signs, indicators of abuse, or neglect involving a resident or their children who are clients of an agency or organisation using the Hub:

- The concern must be immediately shared with the DSL.
- The DSL will provide advice and/or inform the relevant agency or organisational staff member/worker as soon as possible and request confirmation of the actions they will take.
- The agency or organisational staff member/worker must follow their own safeguarding policy and procedures.
- If the DSL believes that the disclosure or concern is not being taken seriously or appropriately acted upon, they must escalate the issue to their manager, the agency's safeguarding team, and/or First Response.

75. Disclosures or Concerns Involving BNU Staff, Learners or Others (and Their Children):

If a disclosure or concern is raised about BNU staff, learners or others working or volunteering within the BCW Hub, or their children:

- The concern must be reported to the DSL.
- The DSL will consider an appropriate response and, if necessary:
 - Submit a report via the BNU online **Report and Support Tool**: <https://reportandsupport.bnu.ac.uk/> or
 - Contact the BNU Safeguarding Team by email at **safeguarding@bnu.ac.uk**, providing details of the concern.

76. Disclosures or Concerns Involving Non-BNU Volunteers, Learners, or Others (and Their Children):

If a disclosure or concern involves non-BNU volunteers, learners, or others working or volunteering at the BCW Hub, or their children:

- The concern must be reported to the DSL in the first instance.
- The DSL will assess the situation and, if appropriate, share the information with the individual's primary contact as outlined in their placement, volunteering, or work experience documentation.

77. Disclosures or Concerns Involving Visitors (External to the BCW Hub):

If a disclosure or concern arises about a visitor to the BCW Hub or their children who are not directly affiliated with the BCW Hub, BNU, or partner agencies but are present on-site for events, workshops or other purposes:

- The concern must be reported directly to the DSL, or BCW Hub manager who will share with the DSL.
- The DSL will assess the situation and refer to the Buckinghamshire Continuum of Need to determine what actions to take, making a referral to First Response if required.

78. Disclosures or Concerns Involving BCW Hub Staff:

If a safeguarding concern or disclosure relates to suspected harm by a BCW Hub staff member:

- The DSL must be informed immediately to take appropriate action.
- If the allegation involves the DSL, the concern should be reported to the BCW Hub Manager.
- If the allegation involves the BCW Hub Manager, the concern should be escalated to the safeguarding Trustee/board member.
- The member of staff may be suspended immediately pending investigation. This decision will be made by the safeguarding Trustee/board member, the BCW Hub Manager, and the DSL (provided the individual is not the subject of the allegation) on advice from the LADO.
- Suspension is a neutral act and does not assume guilt but allows an appropriate and impartial investigation to proceed.

To note: If the DSL is unavailable, concerns must be shared with the BCW Hub manager or most senior staff member present. In cases of immediate danger, call the police on 999 without delay.

Escalation of Concerns

79. If the DSL is unavailable, report concerns to the nominated safeguarding Trustee, the BCW Hub manager or the most senior staff member present.
80. For immediate risks, contact emergency services (999) or Buckinghamshire Children's Social Care directly via First Response- Multi-Agency Safeguarding Hub (MASH).
81. Once immediate safety is ensured, the DSL must be informed as soon as possible.
See **Appendix 2** for contact details.

Decisions, Documentation and Reporting

82. Any decisions made, actions taken by, any discussions had or meetings attended by BCW Hub or BNU staff, learners or others working or volunteering within the BCW Hub must be documented on the appropriate documentation and stored securely.
83. This will be done with the knowledge of the person making the allegation or disclosure or sharing their concerns. This information is kept for 5 years and if any of the information is used as evidence and shared with the relevant authorities then it will be kept in line with their policies and procedures.

See also: Key Actions When Responding to a Disclosure Section above..

Whistleblowing and Raising Complaints

The BCW Hub is committed to fostering a culture of openness, accountability and safety. We ensure that robust procedures are in place for raising complaints and whistleblowing to address concerns about safeguarding or unethical conduct.

84. While whistleblowing and safeguarding are distinct concepts, they may occasionally intersect:
- Safeguarding involves measures to prevent harm, abuse, or neglect and to protect the health, well-being and rights of individuals.
 - Whistleblowing is the reporting of illegal, unethical or improper conduct by internal members of an organisation.
85. In some situations, such as when harm to a child or young person is caused by a BCW Hub staff member, volunteer, or trustee, both safeguarding and whistleblowing policies may apply. For example, concerns about organisational practices or suspected abuse by a staff member may require escalation under both frameworks to ensure the appropriate response.
86. A complaint or whistleblowing concern should be raised if you believe that a BCW Hub staff member, volunteer, or trustee has:
- Behaved in a way that has caused harm to a child or young person or exposed them to harm.
 - Behaved in a way that indicates they are unsuitable to work with children and young people.
 - Engaged in illegal, unethical, or improper conduct that compromises safeguarding practices or organisational integrity.
87. For detailed guidance, refer to the Complaints Policy and Whistleblowing Policy.

Supporting Individuals

88. We recognise that BCW Hub staff, volunteers, trustees or those undertaking placements at the BCW Hub who become involved with a child or young person who has suffered harm, or appears to be likely to suffer harm, could find the situation stressful and upsetting.
89. Support will be provided such as an opportunity to talk through their feelings with the DSL who will signpost to further support if necessary.

Appendix 1 Key Definitions

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. Four categories of abuse are identified:

Categories of Harm

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 people 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.

- **Physical Abuse** - A form of abuse which may involve; hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional Abuse** - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual Abuse** - Involves forcing or enticing a child 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.

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

Exploitation

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

- **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)** - Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

[Home Office – Serious Violence Strategy, April 2018 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/682042/serious_violence_strategy.pdf)

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

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. Potential indicators include:

- Isolation from family and friends.
- Expressing support for extremist ideologies or groups.
- Displaying intolerant views towards others.

- Sudden changes in behaviour, appearance, or language.
- Accessing or sharing extremist material online.

Harmful sexual behaviour (HSB)

Children's sexual behaviour ranges, from normal and developmental expected to inappropriate, problematic, abusive and violent. The inappropriate, problematic, abusive and violent behaviour can cause developmental damage and is referred to as "Harmful Sexual Behaviour" (HSB).

Appendix 2 Important Contacts

<p>BCW Hub Designated Safeguarding and Prevent Lead</p>	<p>Claire Tilson claire.tilson@bnu.ac.uk 07834 406268</p>
<p>BCW Hub Nominated Safeguarding Trustee (if the DSL is unavailable:)</p>	<p>Karen Buckwell – Nutt Karen.buckwell-Nutt@bucks.ac.uk</p>
<p>BCW Hub Manager</p>	<p>Claire Tilson claire.tilson@bnu.ac.uk 07834 406268</p>
<p>Buckinghamshire New University Safeguarding Team</p>	<p>Submit a report via the BNU online Report and Support Tool: https://reportandsupport.bnu.ac.uk/. Contact the BNU Safeguarding Team at safeguarding@bnu.ac.uk, providing details of the concern.</p>
<p>Buckinghamshire Healthcare NHS Trust Safeguarding Team</p>	<p>Submit a report here https://intranet.buckshealthcare.nhs.uk/documents/safeguarding-adults-referral-form/ Or contact the safeguarding team 8am to 4pm, Monday to Friday on 01296 255740 or buc-tr.adultsafeguardsbht@nhs.net</p>
<p>First Response Team (aka MASH) (including Adult Social Care, Channel) If you have concerns about an adult you can call the Safeguarding Adults</p>	<p>Working Hours: 0800 137915 or 01296 383204 Out of Hours: 0800 999 7677 (Emergency Duty Team) Email: ascfirstresponse@buckinghamshire.gov.uk Portal: https://www.buckssafeguarding.org.uk/adults-board/report-a-concern/</p>

<p>Team via MASH. Upon receipt of a concern into the MASH, information will be collated to build up a picture of the circumstances of the person(s) subject to the concerns and in order to assess whether intervention under the safeguarding The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.</p>	
<p>People In A Position of Trust (PIPOT) If you wish to make a referral regarding someone in a position of trust.</p>	<p>Email the Local Safeguarding Adults Manager LASM@Buckinghamshire.gov.uk Referral form PIPOT BSAB PIPOT Protocol</p>
<p><u>Buckinghamshire Safeguarding Adults Board (BSAB)</u> Procedures, policies and practice guidelines</p>	

Appendix 3 Recognising and Responding to Harm

