



## Safeguarding and Child Protection Policy

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1	April 2022	Board of Trustees	+1 Year	April 2023

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## 1. KEY CONTACTS

THE HEBE FOUNDATION		
Children's Advocate Designated Safeguarding Lead	Amie Buhari	<a href="mailto:amie@thehebefoundation.org.uk">amie@thehebefoundation.org.uk</a> 07807 222010
Children's Advocate Designated Safeguarding Officer	Georgina Amoh	<a href="mailto:Georgina@thehebefoundation.org">Georgina@thehebefoundation.org</a> 07807 222010
WANDSWORTH LOCAL AUTHORITY CONTACTS		
Local Authority Designated Officer	Anita Gibbons	<a href="mailto:lado@wandsworth.gov.uk">lado@wandsworth.gov.uk</a> Tel: 07974586461
<b>Wandsworth Multi Agency Safeguarding Hub</b>  Please only use the out of hours number if you are calling outside of normal working hours. Your call will be logged and the operator will take brief details. An out of hours social worker will ring you back.	Making a MASH referral	Monday to Thursday 8:45 am to 5:00pm; Friday 8:45 am to 4:45 pm 020 88716622 <a href="mailto:MASH@wandsworth.gov.uk">MASH@wandsworth.gov.uk</a>  Out of office hours, including weekends: 020 8871 6000  During your phone call (above) if you are a professional working with children, you may be asked to complete a MASH referral form within 24 hours.

		Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999
<b>LAMBETH LOCAL AUTHORITY CONTACTS</b>		
Local Authority Designated Officer	Andrew Zachariades	<a href="mailto:LADO@lambeth.gov.uk">LADO@lambeth.gov.uk</a> Tel: 020 7926 4679 or 07720 828 700
<b>Lambeth Multi Agency Safeguarding Hub</b>  Please only use the out of hours number if you are calling outside of normal working hours. Your call will be logged and the operator will take brief details. An out of hours social worker will ring you back.	Making a MASH referral	Monday to Thursday 8:45 am to 5:00pm; Friday 8:45 am to 4:45 pm 020 79263100 <a href="mailto:helpandprotection@lambeth.gov.uk">helpandprotection@lambeth.gov.uk</a>  Out of office hours, including weekends: 020 79265555  During your phone call (above) if you are a professional working with children, you may be asked to complete a MASH referral form within 24 hours.  Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999
<b>SOUTHWARK LOCAL AUTHORITY CONTACTS</b>		
Local Authority Designated Officer	Eva Simcock	<a href="mailto:gau.safeguarding@southwark.gov.uk">gau.safeguarding@southwark.gov.uk</a> Tel: 0207 525 0689
<b>Southwark Multi Agency Safeguarding Hub</b>	Making a MASH referral	Monday to Thursday 8:45 am to 5:00pm; Friday 8:45 am to 4:45 pm 020 75251921 <a href="mailto:mash@southwark.gov.uk">mash@southwark.gov.uk</a>

<p>Please only use the out of hours number if you are calling outside of normal working hours. Your call will be logged and the operator will take brief details. An out of hours social worker will ring you back.</p>		<p>Out of office hours, including weekends: 020 7525 5000</p> <p>During your phone call (above) if you are a professional working with children, you may be asked to complete a MASH referral form within 24 hours.</p> <p>Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999</p>
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### HARINGEY LOCAL AUTHORITY CONTACTS

Local Authority Designated Officer	Shauna McAllister	<p><a href="mailto:shauna.mcallister@haringey.gov.uk">shauna.mcallister@haringey.gov.uk</a></p> <p>Email: <a href="mailto:LADO@haringey.gov.uk">LADO@haringey.gov.uk</a> Tel. 020 8489 2968</p>
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<p><b>Haringey's Multi-Agency Safeguarding Hub (MASH)</b></p> <p>Please only use the out of hours number if you are calling outside normal working hours. When ringing out of hours your call will be logged by our call centre who will take brief details. An Emergency Duty social worker will ring you back.</p>	<p>Making a MASH referral</p>	<p>Monday to Thursday 8:45 am to 5:00pm; Friday 8:45 am to 4:45 pm 020 8489 4470</p> <p>Out of office hours, including weekends: 020 8489 0000</p> <p>During your phone call (above) if you are a professional working with children, you may be asked to complete a MASH referral form within 24 hours.</p> <p>Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999</p>
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**NSPCC – National Society for the Prevention of Cruelty to Children**

NSPCC Helpline  Channel Helpline	-  -	Tel: 08088005000  Tel: 02073407264
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## 2. INTRODUCTION AND ETHOS

- As members of The Hebe Foundation, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
- The Hebe Foundation recognise our statutory responsibility to safeguard and promote the welfare of all children and young people. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, trustees, leaders, parents, families and service users) are an important part of the wider safeguarding system for children and young people and have an essential role to play in making this community safe and secure.
- Staff working with children and young people at The Hebe Foundation, are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.
- The Hebe Foundation, believes that the best interests of children and young people always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children and young people regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- The Hebe Foundation recognises the importance of providing an ethos and environment within all settings that will help children and young people to be safe and feel safe. In our settings, children and young people are respected and encouraged to talk openly. All our staff understands safe professional practice and adheres to our safeguarding policies.
- The Hebe Foundation is committed to promoting and following Good Practice within all settings.

## 3. POLICY CONTEXT

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. Other legislation this policy is based on includes:

Legislation	What it covers
Children's Act 1989 (and 2004) amendment)	<ul style="list-style-type: none"> <li>• Provides the framework for the care and protection of children.</li> </ul>
Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015 (Section 5B (11))	<ul style="list-style-type: none"> <li>• Places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.</li> </ul>
Rehabilitation of Offenders Act 1974	<ul style="list-style-type: none"> <li>• Sets out when people with criminal convictions can work with children.</li> </ul>
Schedule 4 of the Safeguarding Vulnerable Groups Acts 2006	<ul style="list-style-type: none"> <li>• Defines what 'regulated activity' is in relation to children</li> </ul>

#### 4. DEFINITION OF SAFEGUARDING

- Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:
  - protecting children from maltreatment;
  - 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; and
  - taking action to enable all children to have the best outcomes.
- Safeguarding is what we do to prevent children suffering or coming to harm.
- Abuse is a form of maltreatment of a child that covers inflicting harm or failing to prevent the infliction of harm. Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and psychological needs. *Section 8 and Appendix 1 provides a more detailed explanation of the different types of abuse and signs and symptoms and specific safeguarding issues.*

#### 5. RELATED SAFEGUARDING POLICIES

This policy is one of a series in The Hebe Foundation integrated safeguarding portfolio and should be read and actioned in conjunction with the policies as listed below:

- Online Safety
- Health and Safety (including First Aid and managing medical needs)
- Risk Assessments

#### 6. POLICY COMPLIANCE, MONITORING AND REVIEW

- All staff (including temporary staff and volunteers) will be provided with a copy of this policy. They will be asked to confirm they have read and understood its contents, are familiar with The Hebe Foundation procedures and will adhere to them.
  - Parents/carers will be signposted to the Safeguarding and Child Protection policy prior to children and young people being enrolled.
  - Parents/carers can obtain a copy of the organizations Safeguarding and Child Protection Policy by contacting The Hebe Foundation, or via the Children's Advocate.
  - Children and young people will be made aware of The Hebe Foundations systems in age-appropriate ways.
  - The Children's Advocate will ensure children and young people have understood and are aware that they can raise concerns at any time, they will be listened to, taken seriously and their wishes respected (where possible), given the necessary support and kept informed of actions taken.
  - The Hebe Foundation will review this policy at least annually. It will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our procedures.
  - The senior team and board of trustees will review this policy annually.
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## **7. KEY RESPONSIBILITIES**

### **Children's Advocate**

- The Hebe Foundation has appointed a Children's Advocate and Deputy Children's Advocate who will have delegated responsibilities and act in the Children's Advocate's absence.
- The Children's Advocate has overall responsibility for the day-to-day oversight of safeguarding and child protection systems within all settings.
- The Children's Advocate and Deputy Children's Advocate will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Their training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.

### **All members of staff and volunteers have a responsibility to:**

- Provide a safe environment in which children and young people can thrive.
- Be aware it can happen here, and safeguarding is everyone's responsibility.
- Understand the signs and indicators that can signal that a child or young person is experiencing unmet needs, harm or is at risk of harm.
- Have a trauma-informed understanding of the impact of childhood adverse events and experiences on behaviour, achievement and presentation.
- Actively promote welfare and safeguarding, including online safety of children and young people.
- Know what to do if a child or young person tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have.
- Understand the difficulties that children and young people may have in approaching staff about their circumstances and consider how to build trusted relationships that facilitate communication.
- Be prepared to identify children and young people who may benefit from early help.
- Understand The Hebe Foundation safeguarding policies and systems.
- Undertake appropriate training, which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- Know how to maintain an appropriate level of confidentiality and the importance of recording and information sharing.
- Understand the wider definitions of peer-on-peer abuse and be aware of specific issues such as cyberbullying, sexual violence, sexual harassment and exploitation.

### **Children and young people have a right to:**

- Feel safe, be listened to, and have their wishes and feelings taken into account.
  - Receive help from a trusted adult.
  - Understand how to keep themselves safe, including online.
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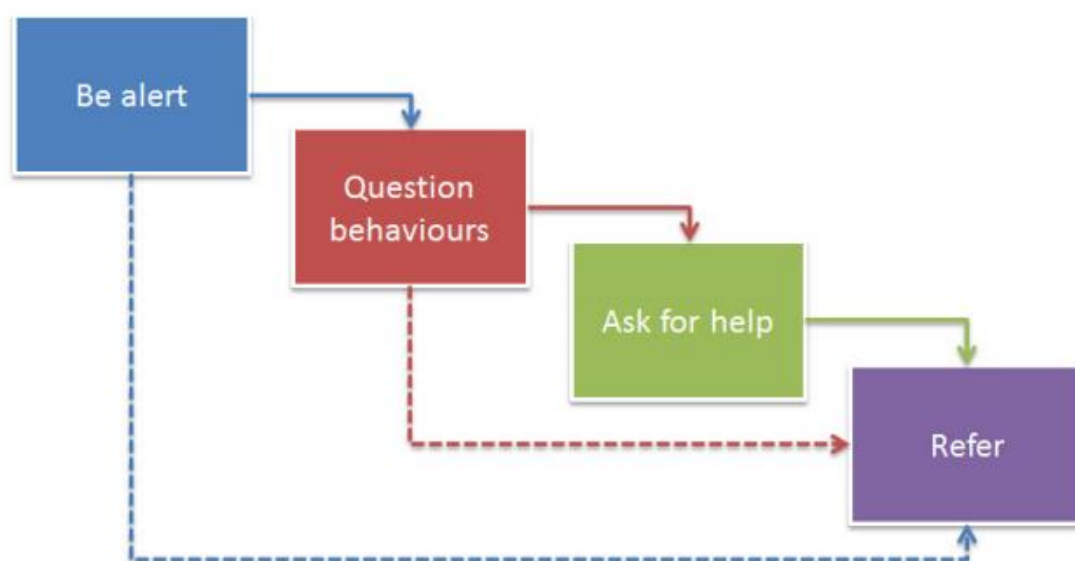


## Parents/carers have a responsibility to:

- Understand and adhere to the relevant Hebe Foundation policies and procedures.
- Talk to their children about safeguarding issues, identify behaviours which could indicate that their child is at risk of harm - including online, and seek help and support from The Hebe Foundation or other agencies.
- Speak to staff and volunteers if they have any concerns about the welfare, wellbeing and safety of their child.

## 8. RECOGNISING INDICATORS OF ABUSE AND NEGLECT

- All staff and volunteers at The Hebe Foundation are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018).
- The Hebe Foundation recognise that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
- All members of staff are expected to be aware of and follow this approach if they are concerned about a child:



*'What to do if you are worried a child is being abused' 2015*

## 9. CHILD PROTECTION PROCEDURES

- The Hebe Foundation adheres to the Wandsworth Safeguarding Children multi-agency partnership procedures (Wandsworth LA). The full Wandsworth LA procedures and additional guidance relating to specific safeguarding issues can be found on their website: [www.wscp.org.uk](http://www.wscp.org.uk)
- Staff (volunteers, governors, contractors, agency and supply staff and visitors) must follow the Hebe Foundation procedures set out in this and the following sections should they identify or have a worry about a child protection issue. The actions staff and other adults should take if there is any safeguarding concerns about a child or young person are listed below. This will be covered in staff

training, including new staff induction. If anyone is unsure about reporting concerns, they must speak to the Children's Advocate.

- The Hebe Foundation recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.

### **Action if a child or young person is in immediate danger or suffering harm or likely to suffer harm**

- As soon as a member of staff becomes aware that a child or young person is suffering or likely to suffer harm, or in immediate danger they must let the Children's Advocate know immediately.
- The member of staff must make a record of what the child or young person (ideally contemporaneously) is telling them/has told them and also record this on an incident/suspected abuse record sheet as soon as possible after the alert to the Children's Advocate.
- Any handwritten record should be scanned and added to the electronic record (see details under making a record of a concern).
- The Children's Advocate along with the relevant Deputy Children's Advocate will review the case and decide on the next steps. If a child or young person is in immediate danger or is at risk of significant harm, a request for support should be made immediately to the Integrated Children's Services (Wandsworth's Safeguarding Team) and/or the police in line with Wandsworth LA procedures.
- If the Children's Advocate or deputy Children's Advocate is not available, for example out of school hours, then any staff member can make a referral to the local MASH team.
- Any member of staff/adult making a referral to the MASH team must inform the Children's Advocate as soon as possible, verbally and provide a written record of the concerns and actions taken.

### **Action if a concern about a child is not in immediate danger or risk**

- Staff may notice safeguarding concerns that do not place a child at immediate risk of harm. Staff must be mindful that no concern is too small not to share and that they are vital in helping the Children's Advocate to build a picture of the child's or young person's well-being, welfare, mental health and safety and take the necessary action. Examples of concerns could be a child or young person looking unkempt, saying or making a comment that arouses your suspicions or a change in character/behaviour.
- Staff must follow The Hebe Foundations procedures and record the concern on incident/suspected abuse record sheets.
- The member of staff should not hesitate in also discussing their concern with the Children's Advocate or deputy Children's Advocate. The Children's Advocate will review this information, with any other safeguarding concerns they have on record, and take any necessary actions.

### **Making a record of a concern or disclosure**

- Any child protection concerns should be recorded on the incident/suspected abuse record sheet.
- If the concern is a direct disclosure from a child, this should be recorded in writing by the receiving professional so there is a contemporaneous record of the disclosure, which can be used as evidence should a case go to court.

### **Notifying parents and carers of child protection concerns**

- Parents/carers will be informed of child protection unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.
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- The Children's Advocate will liaise with local authority MASH Team before deciding not to inform parents/carers of a child protection concern.
- Parents/carers will be notified of disclosures of peer abuse where their child is the alleged perpetrator or victim, unless it is unsafe to do so.

## **10. CONFIDENTIALITY, INFORMATION SHARING AND RECORD KEEPING**

### **Confidentiality**

- All members of staff and volunteers must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- All staff and volunteers must be aware that they cannot promise confidentiality in situations, which might compromise a child or young person's safety or wellbeing.
- The Children's Advocate deputy Children's Advocate will share information about a child or young person on a 'need to know' basis to help maintain confidentiality.

### **Information Sharing**

- The Hebe Foundation recognises our duty to share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance.
- The safety of the child and young person is always paramount. Any concerns about sharing information must not be allowed to stand in the way of ensuring the welfare and safety of children and young people.
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purpose of keeping children safe. Fears about sharing information must not be, allowed to stand in the way of the need to safeguard, promote the welfare and protect the safety of children.
- If members of staff are in any doubt about recording requirements, they should discuss their concerns with the Children's Advocate.

## **11. MULTI-AGENCY WORKING**

- The Hebe Foundation recognises and is committed to its responsibility to work within the Wandsworth LA multi-agency safeguarding arrangements. The leadership team and DSL and DDSs will work to establish strong and co-operative local relationships with professionals in other agencies in line with statutory guidance.
  - The Hebe Foundation recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to Wandsworth LA processes as required. Such as, participation in relevant safeguarding multi-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.
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## **12. COMPLAINTS**

- All reported concerns would be, taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for Managing Allegations against staff.

## **13. STAFF INDUCTION, AWARENESS AND TRAINING**

- All staff and volunteers are expected to be aware of systems within The Hebe Foundation settings which support safeguarding. This will be explained to them as part of staff induction and updated on a regular basis to ensure they are fully aware of current practice. This includes:
  - Safeguarding and child protection policy, which should amongst other things also include the policy and procedures to deal with peer-on-peer abuse.
  - Behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying).
  - Safeguarding response to children who go missing from education.
  - Role of the Children's Advocate and deputy Children's Advocate.
- The Children's Advocate will ensure that all new staff and volunteers (including agency and third-party staff) receive child protection training to ensure they are aware of the internal safeguarding processes as part of their induction.
- All staff and volunteers will be, made aware of The Hebe Foundation expectations regarding safe and professional practice.

## **14. SAFER WORKING PRACTICE**

- All members of staff and volunteers are required to work within our clear guidelines on safer working practice as outlined in the code of conduct.
- Any physical interventions/use of reasonable force must be in line with agreed policy and procedures and national guidance.

## **15. STAFF SUPERVISION AND SUPPORT**

- Any member of staff or volunteer affected by issues arising from concerns for children's welfare or safety can seek support from the Children's Advocate.
  - The induction process will include familiarisation with safeguarding and child protection responsibilities and procedures to be followed.
  - The Hebe Foundation will provide appropriate supervision and support for all members of staff and volunteers to ensure that:
    - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
    - All staff are supported by the Children's Advocate in their safeguarding role.
  - The Children's Advocate will also put staff and volunteers in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, or other similar organisations directly.
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## 16. SAFER RECRUITMENT

- The Hebe Foundation is committed to ensuring we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our children and young people and staff.

### **Allegations against staff and volunteers (ASV)**

- All members of staff (aged 16+) working on behalf of the organization, including volunteers, governors, contractors, agency and third-party staff, including supply staff, visitors and contractors, are required to treat children and young people with respect, integrity, and consideration.
- The LADO must be notified if any member of staff is suspected of behaving in a way that:
  - has or may have harmed a child;
  - has or may have committed a criminal offence against or related to a child;
  - behaved towards a child or children in a way that indicates that they may pose a risk of harm to children; or
  - behaved or may have behaved in a way that indicates they may not be suitable to work with children.

### **Whistleblowing**

- All staff and volunteers should feel able to raise concerns about poor or unsafe practice or other wrong-doing and be secure that such concerns will always be taken seriously by the leadership team.
  - Wrong-doing covered by this 'public interest disclosure' includes:
    - someone's health and safety is in danger;
    - damage to the environment;
    - a criminal offence (eg fraud);
    - not obeying the law;
    - covering up wrong-doing;
    - misusing public funds;
    - actions that negatively affect the welfare of children.
  - It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
  - Staff and volunteers should raise concerns with
    - The Children's Advocate or deputy Children's Advocate
    - Local Authority
  - Staff and volunteers can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
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## **17. SAFEGUARDING CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

- The Hebe Foundation acknowledges that children and young people with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. The Children's Advocate will work closely with staff to plan support as required.
- The Hebe Foundation will ensure that children and young people with SEN and disabilities, specifically those with communication difficulties, will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children and young people with SEN and disabilities can be, disproportionately impacted by safeguarding concerns, such as bullying and exploitation.
- All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's or young person's disability and be aware that children and young people with SEN and disabilities may not always outwardly display indicators of abuse. To address these additional challenges, The Hebe Foundation will always consider extra pastoral support for children and young people with SEN and disabilities.

## **18. PEER-ON-PEER ABUSE**

- All members of staff at The Hebe Foundation recognise that children and young people are capable of abusing their peers. The Hebe Foundation believes that abuse is abuse and it will never be tolerated. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.
- Staff are mindful that some peer-on-peer abuse issues may be affected by gender, age, ability and culture of those involved.
- All allegations of peer-on-peer abuse will be recorded, investigated, and dealt with in line with associated The Hebe Foundation policies, including child protection and anti-bullying.
- Alleged victims, perpetrators and any other child affected by peer-on-peer abuse will be supported by:
  - providing pastoral support to both the victim and perpetrator
  - working with parents/carers
  - in cases of sexual assault, informing the police and/or LA Safeguarding Team.

## **19. GANGS, COUNTY LINES, SERIOUS VIOLENCE, CRIME AND EXPLOITATION**

- The Hebe Foundation recognises the impact of gangs, county lines, serious violence, crime and sexual exploitation.
  - It is recognised that the initial response to child victims is important and that staff will take any allegation seriously and work in ways that support children and keep them safe.
  - All staff will be trained to recognise the need to be vigilant for the signs that may include, but not exclusively:
    - The particular vulnerabilities of certain children or young people (those who have experienced prior childhood trauma/abuse, children with disabilities and additional needs, children excluded from school, children in care)
    - Unexplained gifts/new possessions – these can indicate children or young people have been approached by/involved with individuals associated with criminal networks/gangs.
    - Children or young people who go missing for periods of time or regularly come home late
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- Children or young people who regularly miss school or education or do not take part in education
- Change in friendships/relationships with others/groups
- Children or young people who associate with other young people involved in exploitation
- Children or young people who suffer from changes in emotional well-being
- Significant decline in performance
- Signs of self-harm/significant change in wellbeing
- Signs of assault/unexplained injuries

## **20. MENTAL HEALTH AND CHILDREN AND YOUNG PEOPLE REQUIRING MENTAL HEALTH SUPPORT**

- All staff and volunteers will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff and volunteers will be made aware of how children's experiences, can impact on their mental health, behaviour and education.
- Staff and volunteers are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or at risk of developing one.
- If staff or volunteers have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the Children's Advocate.
- The Hebe Foundation has in place a range of ways to support children's mental health both within and beyond school.

## **21. CHILDREN IN NEED OF A SOCIAL WORKER (CHILD IN NEED AND CHILD PROTECTION)**

- The Hebe Foundation recognises that children and young people may need a social worker due to safeguarding or welfare needs. We recognise that a child's or young person's experiences of adversity and trauma can leave them vulnerable to further harm as well as potentially creating barriers to attendance, learning, behaviour and mental health.
- The Children's Advocate will work with and support social workers to help protect these and all vulnerable pupils. The Children's Advocate will always consider the support of the social worker to ensure any decisions are made in the best interests of the child's safety, well-being, welfare and educational outcomes.

## **22. LOOKED AFTER CHILDREN (LAC)**

- The Hebe Foundation will ensure that staff have the skills, knowledge and understanding to keep looked-after and previously looked-after children safe.
  - The Children's Advocate has details of students' social worker. Appropriate staff are provided with relevant information about each looked after child's legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements.
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## 23. ONLINE SAFETY

- It is recognised by The Hebe Foundation that the use of technology presents challenges and risks to children, young people and adults both inside and outside of their settings. The Hebe Foundation will empower, protect the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.
- The Hebe Foundation identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:
  - **Content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
  - **Contact:** being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
  - **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.
  - **Commerce:** risk such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group.
- The Children's Advocate will have overall responsibility for online safeguarding within the settings but will liaise as necessary with other members of staff.
- The Children's Advocate will respond to online safety concerns in line with the child protection and other associated policies such as anti-bullying and behaviour.
  - Internal sanctions and/or support will be implemented as appropriate.
  - Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.
- Staff and volunteers should understand the implications of private social media accounts being accessed by children and young peoples, parents/carers and the wider community, and that these may have an impact on their professional standing and could result in a referral to the LADO if they indicate suitability issues or transferrable risk.

## 24. SECURITY

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. Staff will be expected to adhere to any safety arrangements implemented because of Covid-19 restrictions.
  - Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to, sign in and out via the office visitors log and to display a visitor's badge whilst on site. Visitors will be expected to adhere to any safety arrangements implemented because of Covid-19 restrictions.
  - Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.
  - The organization will not accept the behaviour of any individual (parent or other) that threatens Hebe Foundation security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to Hebe Foundation sites.
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## **25. LOCAL SUPPORT**

- All members of staff and volunteers at The Hebe Foundation are made aware of local support available. Please see Pages 5 – 6 relating to Multi Agency Safeguarding Hubs, and Appendix 2 relating to National Support Organisations.
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## Appendix 1: Categories of Abuse

**All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Signs that MAY INDICATE Sexual Abuse**

- Sudden changes in behaviour and performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

**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.

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### **Signs that MAY INDICATE physical abuse**

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and 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 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, although it may occur alone.

### **Signs that MAY INDICATE emotional abuse**

- Over reaction to mistakes
  - Lack of self-confidence/esteem
  - Sudden speech disorders
  - Self-harming
  - Eating Disorders
  - Extremes of passivity and/or aggression
  - Compulsive stealing
  - Drug, alcohol, solvent abuse
  - Fear of parents being contacted
  - Unwillingness or inability to play
  - Excessive need for approval, attention and affection
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**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 care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Signs that MAY INDICATE neglect.**

- Constant hunger
  - Poor personal hygiene
  - Constant tiredness
  - Inadequate clothing
  - Frequent lateness or non-attendance
  - Untreated medical problems
  - Poor relationship with peers
  - Compulsive stealing and scavenging
  - Rocking, hair twisting and thumb sucking
  - Running away
  - Loss of weight or being constantly underweight
  - Low self esteem
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## Appendix 2: National Support Organisations

### Support for staff and volunteers

- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)
- DfE: [Whistleblowing for employees - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- DfE: The online tool Report Child Abuse to Your Local Council directs to the relevant local children's social care contact number: [Report child abuse to a local council - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- NSPCC: [Safeguarding children and child protection | NSPCC Learning](http://www.nspcc.org.uk)

### Support for Learners

- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)
- Fearless: [www.fearless.org](http://www.fearless.org)

### Support for adults

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)

### Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### Domestic Abuse

- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)
  - Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
  - Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
  - Men's Advice Line: [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk)
  - Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
  - National Domestic Abuse Helpline: [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)
  - Respect Phoneline: <https://respectphoneline.org.uk>
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## Honour Based Abuse and FGM

- Forced Marriage Unit: [www.gov.uk/guidance/forced-marriage](http://www.gov.uk/guidance/forced-marriage)
- FGM Factsheet: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496415/6\\_1639\\_HO\\_SP\\_FGM\\_mandatory\\_reporting\\_Fact\\_sheet\\_Web.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf)
- Mandatory reporting of female genital mutilation: procedural information: [www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information](http://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information)

## Contextual Safeguarding, Peer-on-Peer abuse, Sexual Exploitation and Criminal Exploitation

- Contextual Safeguarding Network: <https://contextualsafeguarding.org.uk>
- National Crime Agency: [www.nationalcrimeagency.gov.uk/who-we-are](http://www.nationalcrimeagency.gov.uk/who-we-are)
- Rape Crisis: <https://rapecrisis.org.uk>
- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Brook: [www.brook.org.uk](http://www.brook.org.uk)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Disrespect Nobody: [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)
- Upskirting – know your rights: [www.gov.uk/government/news/upskirting-know-your-rights](http://www.gov.uk/government/news/upskirting-know-your-rights)

## Serious violence, gangs, county lines child exploitation

- Home Office: Advice to schools and colleges on gangs and youth violence - GOV.UK ([www.gov.uk](http://www.gov.uk))
- DfE: Criminal exploitation of children and vulnerable adults: county lines - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Home Office: [Serious Violence Strategy](#) - GOV.UK ([www.gov.uk](http://www.gov.uk))

## Substance Misuse

- We are with you (formerly Addiction): [www.wearewithyou.org.uk/services/kent-for-young-people/](http://www.wearewithyou.org.uk/services/kent-for-young-people/)
- Talk to Frank: [www.talktofrank.com](http://www.talktofrank.com)

## Mental Health

- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- Moodspark: <https://moodspark.org.uk>
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- DfE: [Mental health and behaviour in schools](#) - GOV.UK ([www.gov.uk](http://www.gov.uk))

## Online Safety

- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
  - Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)
  - Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
  - Childnet: [www.childnet.com](http://www.childnet.com)
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- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Report Harmful Content: <https://reportharmfulcontent.com>
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- NSPCC/ Net Aware: [www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety) and [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- UK Council for Internet Safety (UKCIS) '*Education for a Connected World Framework*'  
[www.gov.uk](http://www.gov.uk)
- UK Council for Internet Safety (UKCIS): [www.gov.uk](http://www.gov.uk)

### Radicalisation and hate

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
  - Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
  - True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)
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**Incident/Suspected Abuse Record Sheet**

Project.....

Name of Worker.....

Name of Child.....

Age.....

Address & Tel no.....

.....

Parent/Guardian Name.....

Description of Incident/conversation that led to this report.....

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.....

.....

What is the response from the child in question, if any?.....

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.....



Is anyone else involved in this situation? If yes, in what way?.....

.....

.....

Have you spoken to anyone else about this matter? Give details.....

.....

.....

Signature.....

Date.....

Action taken/to be taken.....

.....

.....

Any other information to be noted.....

.....

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