

Oxfordshire Youth Safeguarding and Child Protection Policy

Last updated: May 2022

Update details	Date	Staff member
Policy removed from handbook and significantly expanded.	24/09/2021	Beth Parrott
Policy updated with recommendations from safeguarding audit (clarity over safeguarding leads and streamlining flow charts). Jodie is now the primary DSL.	Signed off at Board Meeting May 2022	Heather Morison

Contents:

1. Introduction and Statement
2. Purpose of Policy
3. Legal Framework
4. Roles and Responsibilities
5. Organisational Policies and Procedures
6. Safer Recruitment
7. Monitoring and Review
8. Version History

Appendices

- A. Appendix A: Child Protection and Safeguarding Procedures
- B. Appendix B: Definitions and Indicators of Abuse
- C. Appendix C: Designated Safeguarding Lead Safeguarding Reporting Flow Chart
- D. Appendix D: Oxfordshire Youth’s Traffic Light System

- E. Appendix E: Serious Incident Policy
- F. Appendix F: Oxfordshire Youth Need to Know

1. Introduction and Statement

Oxfordshire Youth (OY) is firmly committed to the belief that all children and young people have a fundamental right to be protected from harm. We fully recognise our responsibility for child protection and to promote the welfare of children and young people. The safety and protection of all children and young people that Oxfordshire Youth supports is paramount, and has priority over all other interests.

Oxfordshire Youth encourages a culture of listening, where children can engage in dialogue with any staff member and where their disclosures are believed and acted upon immediately. Throughout Oxfordshire Youth we have a fundamental belief that the views and wishes of children and young people should be sought in ways that are appropriate to their age, culture and understanding.

Oxfordshire Youth recognises its duty of care to safeguarding and child protection, as detailed under the Children Acts 1989 and 2004 and Working Together to Safeguard Children 2018. This includes children that Oxfordshire Youth works with and/or supports, children of adults that Oxfordshire Youth supports and/or works with, and any child in the community where Oxfordshire Youth is aware that is in need of safeguarding. Oxfordshire Youth believes that safeguarding is everyone's responsibility. Oxfordshire Youth acknowledges its duty to act appropriately in regard to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse, including information about suspected or alleged perpetrators of child abuse.

Oxfordshire Youth believes that:

- The welfare of all children and young people is paramount.
- All children, regardless of age, ability, gender, racial heritage, religious or spiritual beliefs, sexual orientation and /or identity, have the right to equal protection from harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.

2. Purpose of Policy

The purpose of this policy is to:

- keep children safe or work to establish safety for children experiencing harm.
- provide all staff with the overarching principles that guide our approach to safeguarding and child protection.

To keep children safe and establish safety for children Oxfordshire Youth will:

- provide a setting where children feel listened to, safe, secure, valued and respected;
- appoint a Lead Designated Safeguarding Lead; Designated safeguarding leads and ensure a clear line of accountability in regard to safeguarding concerns;
- ensure all staff have been provided with up-to-date and relevant information, training, support and supervision to enable them to fulfil their role and responsibilities in relation to safeguarding and child protection;
- provide a clear procedure to follow when safeguarding and child protection concerns arise;
- ensure effective and appropriate communication between all staff, volunteers and trustees;
- build strong partnerships with other agencies to promote effective and appropriate multi-agency working, information sharing and good practice.

To ensure that its member organisations keep children safe, Oxfordshire Youth will:

- ask our members to confirm that they have a safeguarding and child protection policy which is updated annually.
- provide our members with up-to-date policy templates;
- provide advice and guidance as and when requested, signposting to all referral pathways in our policies;
- record any concerns raised by our members and ensure that there has been follow-up as needed;
- encourage our members to complete a quality mark.

3. Legal Framework

This policy has been developed in accordance with the principles established by the following legislation and guidance:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991

- Children Act 2004
- Equality Act 2010
- The Protection of Children Act (2018)
- Care Standards Act (2000)
- Care Act (2014)
- Children and Families Act 2014
- Special educational needs and disability code of practice: 0 to 25 years 2015
- What to do if you are worried a child is being abused 2015
- Working Together to Safeguard Children 2018
- Oxfordshire Safeguarding Children Board guidelines

This policy applies to all staff, including senior managers, committee members and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Oxfordshire Youth.

A child is defined as a person under the age of 18 (Children Act 1989). All safeguarding concerns for children are to be passed on to the Designated Safeguarding Leads within Oxfordshire Youth according to Oxfordshire Youth's Safeguarding Traffic Light System.

4. Roles and Responsibilities

All staff must:

- Understand the different types of abuse and recognise the possible indicators.
- Understand their responsibility to report any concerns that a child is being, or is at risk of being, abused or neglected. This includes reporting any concern they may have regarding another staff member or volunteer's behaviour towards a child or children.
- If appropriate, liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings / core groups / conferences.
- Record and store information legally, professionally and securely in line with organisational policies and procedures.
- Undertake the required level of training for their role in line with Oxfordshire Safeguarding Children Board standards: every three years for Generalist and Advanced Safeguarding and every two years for Designated Leads.
- Understand the line of accountability for reporting safeguarding concerns, and be fully aware of the organisation's Designated Safeguarding Leads and their role within the organisation.
- Never assume that others are monitoring a child or young person. Others may have doubts but you could be the only person taking action.

All individuals working on behalf of Oxfordshire Youth will follow the Oxfordshire Safeguarding Children Board procedures/local authority guidance in all cases of abuse, or suspected abuse. (These can be found at www.oscb.org.uk.)

The **Trustee Safeguarding Lead** has overall responsibility for safeguarding. Oxfordshire Youth's Board of Trustees is ultimately accountable for ensuring the safety of all services provided by Oxfordshire Youth, including the implementation of effective safeguarding procedures. A designated Trustee provides a link between the Designated Safeguarding Lead and the Board. Safeguarding is an agenda item at every Board meeting. The Trustee Safeguarding Lead Chairs the Safeguarding, Quality and Impact (SQI) Sub-committee. All safeguarding reporting all goes to the SQI sub-committee, and then the SQI decides what is sent on to the full board. In addition, the Trustee Safeguarding Lead will:

- receive and disseminate quarterly safeguarding reports to the Board. The report is to contain a resume of all safeguarding activity for each quarter, concerns, referrals, policy updates, training and key organisational learnings.
- ensure that any concerns are cross-referenced with the risk register and will review any actions taken.
- be notified immediately when significant safeguarding issues arise

The **Lead DSL** is responsible for overall safeguarding oversight.

- This includes GDPR compliance, oversight of all safeguarding and risk escalation processes, referrals, ensuring all policies, procedures and practice guidance are adhered to and that safer recruitment practises are in place. Reviews of these will take place annually.
- They will report at least quarterly to the Trustee Safeguarding Lead or in the event of a child protection referral or a criminal investigation.
- They are the individual management review author for cases of domestic homicide and/or mental health reviews.
- They will monitor and review staff and volunteer training and induction.

The Designated Safeguarding Leads have responsibility for:

- Triaging safeguarding concerns when they arise
- Ensuring that safeguarding actions are established, recorded and completed
- Overseeing that safeguarding concerns are appropriately referred to the MASH or for a No Names Consultation.
- Maintaining detailed and accurate written records of safeguarding and protection concerns

- Supported staff with debriefing after safeguarding concerns are raised.
- Supporting with compliance with safer recruitment practises.

Active and serious safeguarding concerns are reviewed regularly. Please see Appendix D Oxfordshire Youth Need to Know for meeting structures throughout the charity.

All visitors in a professional capacity will have access to a copy of this policy and will have the opportunity to consider and discuss the contents. The policy will also be available to parents, carers and guardians on the Oxfordshire Youth website.

5. Organisational Policies and Procedures

This policy should be read alongside the following organisational policies and guidance:

- Confidentiality Policy
- Code of conduct for staff and volunteers
- Social Media Policy
- Data Protection Policy
- Oxfordshire Youth Privacy and Cookies Notice
- Photograph policy Whistleblowing
- Lone working Policy
- Safeguarding Traffic Light System
- Serious Incident Policy
- DSL and Internal Safeguarding Escalation Flowchart
- Safer Recruitment Policy

6. Safer Recruitment

Safe recruitment is central to the safeguarding of children and young people. All organisations which employ staff or volunteers to work with children and young people have a duty to safeguard and promote their welfare. This includes ensuring that the organisation adopts safe recruitment and selection procedures which prevent unsuitable persons from gaining access to children.

Oxfordshire Youth's approach to safe recruitment is set out clearly in the Oxfordshire Youth Safer Recruitment Policy which explores this topic in more detail, and should be read in conjunction with this policy.

7. Monitoring and Review

This policy will be reviewed annually. All staff should have access to this policy and sign to confirm that they have read and understood its contents.

Safeguarding process, procedures and logs will be reviewed every six months by the Oxfordshire Youth's Lead Designated Safeguarding Lead; Designated Safeguarding Lead and Trustee.

Oxfordshire Youth will complete an annual self-assessment to appraise their safeguarding practice against OSCB standards.

8. Document Version History

Document version history				
Document Name:		Safeguarding and Child Protection Policy		
Owner:		Oxfordshire Youth		
Author:		Jodie Lloyd-Jones, CEO, 10.04.2018		
Version	Date	Amendments made	By whom (name/job title)	Senior approval (Name, Job title / Organisation)
1	March 2015	All staff review. No amendments made to content. CEO Jodie Leftwich and staff member Emmy O'Shaunessy added as DSL's. An additional process added outside of the policy to log all concerns not reported, onto a Safeguarding concerns spreadsheet.	Jodie Leftwich	Approved by full board.
2	April 2016	All staff reviewed the policy as part of National Safeguarding month. Safeguarding lead on OY Trustee Board, Lucy Mangua added. New staff DSL, Ben Lovatt added. FGM and Prevent added.	All staff review. Jodie Leftwich CEO made amendments. Reviewed by OY Board Safeguarding Lead Lucy Mangua.	Agreed by OY Board Safeguarding Lead Lucy Mangua. Approved by full OY Board.
3	April 2017	A lot more content added to ensure through information across all areas. OY Trustee Board	Helen Boardman Interim CEO and Ben Lovatt	Helen Boardman Interim CEO.

		Chair Charles Ponsonby added as a DSL. Interim CEO Helen Boardman added as a DSL.	Development Manager and Designated Safeguarding Lead	Approved by full board?
3	April 2018	A new policy was produced by OSCB. All staff reviewed OY's current policy against the OCSB policy as part of National Safeguarding month. CEO then amalgamated both policies to create a new policy.	All staff review. Jodie Lloyd-Jones CEO made amendments.	Approved by the full board at the May 2018 meeting
4	March 2019	All staff review of policy carried out and amendments made	Jodie Lloyd-Jones	Approved by the full board at the May 2019 meeting
5	Sep 2019	Contact details for Felicity Lusk replaced with those of Dominic Taylor, following her resignation as Trustee	Lorna O'Connor	Amendment approved by Jodie Lloyd-Jones
6	Nov 2019	Contact details for Dominic Taylor replaced with those of Fiona Clarke, following his resignation as Trustee	Lorna O'Connor	Amendment approved by Jodie Lloyd-Jones and policy signed by Fiona Clarke
7	January 2021	Changes to Designated lead, Deputy lead and Trustee lead.	Jodie Lloyd-Jones	Amendment approved by SQI Sub Committee 27/01/2021
8	Sep	Updates regarding new systems and process and DSLs. Changed language from "gang(s)" to "criminal(s)"	Beth Parrott Head of YPSA with input from SLT	
9	May 2022	Updates in line with recommendations made by safeguarding audit	Heather Morison with input from SLT.	

Appendix A

Child Protection and Safeguarding Procedures

1. Introduction

All professionals have a responsibility to report concerns to children's social care under section 11 of the Children Act 2004, if they believe or suspect that the child:

- has suffered significant harm;
- is likely to suffer significant harm;
- has a disability, developmental or welfare needs which are likely only to be met through provision of family support services (with the agreement of the child's parent) under the Children Act 1989;
- is a child in need whose development would be likely to be impaired without provision of service.

You may become concerned about the safety or welfare of a child at risk in a number of ways:

- The person may tell you
- The person may say something that worries you
- A third party may voice concerns
- You may see something – an incident or an injury or other sign.

2. What to do if you are concerned about a child

If a safeguarding concern is suspected:

- **Emergency Situations:** Where an immediate police or medical response is required e.g. if the child at risk is in immediate danger of harm/injury, emergency services 999 should be immediately contacted and the Lead Designated Safeguarding Lead is then contacted at the earliest opportunity once it is safe to do so.
- For all other safeguarding concerns, the safeguarding concern must be reported to a Designated Safeguarding Lead. The Designated Safeguarding Lead will triage the safeguarding concern and lead on ensuring follow up actions are assigned, documented and completed.
- Observations, conversations or concerns will be recorded which should:
 - Include details of the concern and nature of risk

- Be factual (who, what, where, when, how)
- Be supported by available evidence e.g. a summary of what has been disclosed
- Provide details of all actions taken
- Include a detailed outline of outcomes and follow up actions required

Receiving a Disclosure

RECEIVE - Stop and listen if someone wants to tell you about suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief and take what is said seriously.

REASSURE – Stay calm and give reassurance to the child/young person. Explain to the child/young person that they have done the right thing by telling you and that what has happened is not their fault. Never promise confidentiality but provide assurance that the young person has done the right thing

REACT – Establish the facts of what has happened but do not ask leading questions. Keep questioning open, e.g. ‘Is there anything else you want to say?’ or ‘Can you tell me more about that?’ Ask “Who”, “What”, “When”, “Where”, and “How” questions. Do not criticise the perpetrator. Explain to the child what you will do next, e.g. you will need to pass this information to the Designated Safeguarding Lead. Make it clear that you be seeking advice/support/action Ask them how they would like information to be shared but do not make any promises. It is almost impossible to say what might happen in specific cases if there is a disclosure, so focus on exploring and mitigating fears, and being reflective and supportive.

RECORD – If possible, make brief notes about what the child/young person is telling you as they are speaking. If this is not appropriate, write down what was said, as soon as the child has left. Record the date, time, place, your name and role and what was said (rather than your interpretation of it). Use the child’s/young person’s language wherever possible. **Note:** In most cases it is more appropriate to listen and record immediately afterwards.

Notes should include:

- The date, time and method of contact (i.e., telephone, in person, etc.);
- Any allegations recorded using the client’s own words. Reflect the language and vocabulary of the young person. Include who, what where, when, how.
- The rationale behind any professional decision-making and actions. Clear recording of decisions is the basis of accountable practice.

If any other professionals across agencies are contacted to discuss safeguarding concern relating to the disclosure, then it is important to keep records of the following:

- Date
- Who spoke and their job title
- The reason that you spoke to the professional
- Whether this was a consultation where you did or did not name the client
- What information was shared and what the key points of the discussion were
- What actions you agreed on the basis of the discussion, along with timescales and responsibilities attached to these
- Any decisions or plans to discuss/not discuss any further safeguarding actions with the young person
- Whether it has been necessary for the conversation to occur without the client's knowledge or consent
- Any follow up to actions.

REPORT – Report the incident to your Designated Safeguarding Lead as soon as possible following the Safeguarding Traffic Light System. If the matter is regarded as critical it should be referred to MASH immediately – 0345 050 7666 or Emergency Services 999

DISCUSS AND DEBRIEF

Discuss the disclosure with the Designated Safeguarding Lead. This is a valuable way both to gain knowledge and skills around safeguarding practise; and an opportunity for clinical support. Further information about this process can be found in the Post Incident Support Policy.

It is always best practice to share information with the child's knowledge and consent; however, there may be situations when confidentiality must be broken in order to safeguard others.

Out of Hours

Oxfordshire Youth operate a duty manager system which means that there is someone available for you to contact regarding safeguarding concerns at any time of the day or night.

When a serious incident or emergency concern occurs outside of normal working hours it is still expected that the duty manager would contact the Lead Designated Safeguarding Lead. More information about what would constitute a serious incident or concern is included on the Need to Know guidance document.

When the Lead Designated Safeguarding Lead is on holiday or otherwise unavailable they will be deputised by another Designated Safeguarding lead.

In the event of a serious incident or emergency concern it is acceptable practise to contact any member of the senior leadership team out of hours and contact information is stored on the shared drive.

3. Protecting staff and volunteers

Oxfordshire Youth recognises the importance of protecting its staff and volunteers from possible allegations of abuse and recommends the following guidelines:

Staff Members and Volunteers **should not:**

- Be alone with children;
- Transport children in a car/minibus or other vehicle without another adult present, unless agreed in advance safety measures are put in place;
- Take children to their homes unless agreed in advance and safety measures are put in place;
- Make inappropriate contact with children, i.e. develop relationships outside the club/organisation setting, including via personal social media websites such as Facebook;
- Leave children unattended;
- Leave children in the presence of adults who are not suitably trained;
- Leave children in the presence of adults not known to leaders;
- Leave children in the presence of adults who have not had relevant DBS checks;
- Show favouritism to children within the club/group.

Staff Members and Volunteers **should:**

- Read all safeguarding documentation carefully and ensure they are following policy and procedures
- Take responsibility for their own safeguarding knowledge – attending training and asking for guidance as needed.
- Make sure they have all of the required contact numbers stored in their phone and easy to access.
- Behave in accordance with Oxfordshire Youth's code of conduct
- Behave in a professional manner at work, following their professional boundaries training.
- Understand the Oxfordshire Youth Lone Working Policy and follow it.

Confidentiality

Children have a right to confidentiality under Article 8 of the European Convention on Human Rights. It is important to respect the wishes of a child or any person who does not consent to share confidential information.

Child protection concerns, disclosures from children, or safeguarding allegations made against another staff member or volunteer must not be discussed across the workforce as a whole. This information should be shared solely with Designated Safeguarding Leads, Children's Social Care and/or Local Area Designated Officer (LADO) as appropriate.

Personal information which is shared by the child or young person on a 1:1 level, such as sexual orientation or gender identification, should not be disclosed to the workforce as a whole.

If staff and volunteers wish to discuss situations with colleagues to gain a wider perspective, this should be done on an anonymous basis, with names and other identifying information relating to the child and their family remaining strictly confidential.

In accordance with GDPR legislation if you are not given consent to share information, you may still lawfully go ahead in certain circumstances including:

- The child is experiencing or is at risk of significant harm.
- The child is likely to harm themselves
- The child is likely to harm others
- For evidence in a legal case

All staff must undertake GDPR training and share the Confidentiality Statement with all young people that they work with, whether this is online or face to face. Please see Oxfordshire Youth's and Social Media Policy.

Seven golden rules for information sharing

1. Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family, where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being. Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Supporting staff

Oxfordshire Youth recognises its duty of care to keep its employees and volunteers emotionally “safe”. It is important that all staff supporting children are able to discuss safeguarding concerns with the Designated Safeguarding Lead and with their line manager in regular supervision and immediately after a safeguarding incident

4. Reporting Concerns to Statutory Professionals

The referrer should provide information about their concerns and any information they may have gathered prior to referral. They will be asked for the following:

- Full names, dates of birth and gender of all child/ren in the household;
- Family address and (where relevant) school / nursery attended;
- Identity of those with parental responsibility and any other significant adults who may be involved in caring for the child such as grandparents;
- Names and date of birth of all household members, if available;
- Ethnicity, first language and religion of children and parents;
- Any special needs of children or parents;
- Any significant/important recent or historical events/incidents;

- Cause for concern including details of any allegations, their sources, timing and location;
- Child's current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of alleged perpetrator, if relevant;
- Referrer's relationship and knowledge of child and parents;
- Known involvement of other agencies / professionals (e.g. GP);
- Information regarding parental knowledge of, and agreement to, the referral;
- The child's views and wishes, if known.

Other information may be relevant and some information may not be available at the time of making the referral. However, the report should not be delayed in order to collect information, if the delay may place the child at risk of significant harm.

Oxfordshire Youth defines significant harm as a compilation of significant events, acute or longstanding, which interrupt, change or damage a person physically or psychologically.

Parents/carers must be informed about any referral unless to do so would place the child at an increased risk of harm.

To report a new concern

Immediate Concerns about a Child

The Multi-Agency Safeguarding Hub (MASH) is the front door to Children's Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern, for example:

- allegations/concerns that the child has been sexually/physically abused;
- concerns that the child is suffering from severe neglect or other severe health risks;
- concern that a child is living in or will be returned to a situation that may place him/her at immediate risk;
- the child is frightened to return home;
- the child has been abandoned or parent is absent;

you should call the MASH immediately: **0345 050 7666**.

Outside office hours call the Emergency Duty Team: **0800 833 408**.

The Oxfordshire MASH Referral Form (MASH Enquiry online referral form) may be used by professionals only to refer children to social services. Details are at:

<https://www.oxfordshire.gov.uk/residents/children-education-and-families/keeping-children-and-young-people-safe/report-child-abuse>

If you have a concern about a child/family but it is not an immediate safeguarding concern, you should refer to the Threshold of Needs matrix which can be found on the OSCB website and Oxfordshire County Council's website:

https://oxfordshirescb.proceduresonline.com/files/threshold_needs.pdf. This tool is designed to support professionals to make decisions as to whether contact should be made with Children's Social Care.

If, after consulting the Threshold of Needs, you still have concerns that do not require an immediate safeguarding response, you should contact the Locality and Community Support Service (LCSS) and request a 'no names' consultation (meaning you don't give the child's name). You can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.

- LCSS Central: 0345 241 2705
- LCSS North (including Banbury, Witney, Bicester, Carterton and Woodstock):
- 0345 241 2703
- LCSS South (including Abingdon, Faringdon, Wantage, Thame, Didcot and Henley):
- 0345 241 2608

Action to Ensure Security

Immediate action may be necessary at any stage when involved with families and young people.

IN EVERY CASE IT IS OF PARAMOUNT IMPORTANCE TO TAKE WHATEVER ACTIONS ARE NEEDED TO ENSURE THE SAFETY OF THE CHILD OR YOUNG PERSON INVOLVED.

If emergency medical attention is required, then either phone the emergency services or take young person to the nearest Accident and Emergency department.

If a child is in immediate danger the police should be contacted, as they alone have the power to remove a child immediately if protection is necessary.

Referrals on open cases

If you want to speak to someone about an already open case, contact the relevant Children's Social Care Team. If you do not have the name and contact details for the relevant Social Worker, contact MASH on 0345 050 7666.

5. Allegations against staff/volunteers

If any allegation is made or suspicions emerge regarding any member of staff/volunteer of the organisation, this should be reported to the Lead Designated Safeguarding Lead. The concern must also be reported to the staff member's line manager, who should take advice from the Lead Designated Safeguarding lead and HR.

If an allegation concerns a Designated Safeguarding Lead, the report should be made to the Lead Designated Safeguarding Lead. If the allegation concerns the Lead Designated Safeguarding Lead, then the report should be made to the Senior HR Manager who will contact trustees.

Full details of the process which would be followed for allegations against staff or volunteers can be found in the Allegation Management Policy.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about dangerous or illegal activity, or any wrongdoing within their organisation. (Please see Oxfordshire Youth's Whistleblowing Policy.)

Appendix B

Definitions and Indicators of Abuse

The table below outlines the main categories of abuse as defined by Working Together to Safeguard Children 2018. (Full definitions can be found in this document.) All staff should be aware that the possible indicators are not definitive and that some children may present these behaviours for reasons other than abuse.

Below is by no means an exhaustive list

Type of Abuse	Possible Indicators
<p><u>Neglect</u></p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	<p>Signs that may indicate a child is living in a neglectful situation:</p> <ul style="list-style-type: none"> • excessive hunger • poor personal hygiene • frequent tiredness • inadequate clothing • frequent lateness or non-attendance at school • untreated medical problems • not brought to appointments • poor relationships with peers • compulsive stealing and scavenging • rocking, hair twisting and thumb sucking • running away • loss of weight or being constantly underweight (the same applies to weight gain, or being excessively overweight) • low self esteem • poor dental hygiene
<p><u>Physical Abuse</u></p> <p>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</p>	<p>Signs that may indicate physical abuse:</p> <ul style="list-style-type: none"> • physical signs that do not tally with the given account of occurrence,

<p>fabricates the symptoms of, or deliberately induces illness in a child.</p>	<ul style="list-style-type: none"> • conflicting or unrealistic explanations of causer • repeated injuries • delay in reporting or seeking medical advice.
<p><u>Sexual Abuse</u></p> <p>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.</p> <p>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.</p> <p>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).</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<p>Signs that may indicate sexual abuse:</p> <p>Changes in:</p> <ul style="list-style-type: none"> • behaviour • language • social interaction • physical wellbeing <p>It is important to recognise there may be <u>no signs</u>.</p>
<p><u>Emotional Abuse</u></p> <p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <p>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</p>	<p>Signs that may indicate emotional abuse:</p> <ul style="list-style-type: none"> • lack of self-confidence/esteem • sudden speech disorders • self-harming (including eating disorders) • drug, alcohol, solvent abuse • lack of empathy (including cruelty to animals) • concerning interactions between parent/carer and the child (e.g.

<p>to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.</p> <p>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</p> <p>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.</p> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	<p>excessive criticism of the child or a lack of boundaries)</p>
<p><u>Child Sexual Exploitation (CSE)</u></p> <p>Child sexual exploitation is a form of child sexual abuse.</p> <p>It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.</p> <p>The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p>	<p>Signs that may indicate CSE:</p> <ul style="list-style-type: none"> • going missing from school/home/care placement • associating with older people/adults • isolation from family/friends/peer group • physical symptoms including bruising/STI's • substance misuse • mental health problems • unexplained possessions, goods and/or money <p>The indicators can be spotted when speaking to the young person themselves or family/friends.</p>

	<p>If a child or young person has made a disclosure regarding sexual exploitation, or if you think a child may be at risk of being sexually exploited please contact the Kingfisher Team on 01865 309196. Out of hours' calls will divert to Thames Valley Police Referral Centre.</p>
--	--

Other type of abuse you should be aware of:

County Lines

County lines exploitation describes how criminals from large urban areas supply drugs to suburban and rural locations, using vulnerable children and young people to courier drugs and money.

Typically, criminals use mobile phone lines to facilitate drug orders and supply to users. They also use local property as a base. These often belong to a vulnerable adult and are obtained through force or coercion. (This exploitation is sometimes referred to as 'cuckooing'.)

It also finds that the age of those involved is getting younger, with children as young as 12 being targeted. Criminals 'recruit' through deception, intimidation, violence, debt bondage and/or grooming into drug use and/or child sexual exploitation.

While there has been an increased awareness of the use of children and young people in county line markets, more needs to be done, as it cuts across a number of issues such as drug dealing, violence, child sexual exploitation, safeguarding, modern slavery and missing persons.

Domestic Abuse

Defined as:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial or emotional. (Home Office, 2013)

Forced marriage

A forced marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced marriage is now a specific offence under section 121 of the Anti-Social Behaviour, Crime and Policing Act 2014.

FM is very different to an arranged marriage where both parties give consent.

Modern Slavery and Human Trafficking

Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Victims can include adults and children and come from all walks of life and backgrounds. A quarter of all victims are children.

The Modern Slavery Act 2015 places a duty on specified public authorities to report details of suspected cases of modern slavery to the National Crime Agency.

Indicators of Modern Slavery can include:

- lack of access to legal documents (e.g. passports)
- appearance (malnourished, unkempt, etc.)
- untreated or unexplained injuries
- attitude (withdrawn, frightened, unable to speak for themselves)
- indebtedness or in a situation of dependence
- frequent changes of location or restrictions on movement

Female Genital Mutilation

Female genital mutilation (FGM), sometimes referred to as female circumcision, refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

There are no health benefits to FGM. It is carried out for cultural and social reasons within families and communities. The procedure is traditionally carried out by an older woman with no medical training. Anaesthetics and antiseptic treatment are not generally used and the practice is usually carried out using basic tools such as knives, scissors, scalpels, pieces of glass and razor blades.

The Oxford Rose Clinic is a specialised clinic run at the John Radcliffe Hospital to address the health and safeguarding issues associated with FGM. Women should be referred to this clinic by emailing oxfordrose.clinic@nhs.net or calling or texting 07767 671 406.

Healthcare professionals have a duty to safeguard any children who may be at risk of FGM. Information about how to identify children at risk of FGM, including a screening tool and pathways, are available on the Oxfordshire Safeguarding Children Board website.

Self-Harm

Self-harm refers to an intentional act of self-poisoning or self-injury, irrespective of the motivation or apparent purpose of the act, and is an expression of emotional distress (cks.nice.org.uk).

Self-harm can involve:

- Cutting, burning, biting
- Head banging and hitting
- Picking and scratching
- Pulling out hair
- Overdosing and self-poisoning

Indicators of self-harm may include:

- changes in eating/sleeping habits
- Increased social isolation
- unexplained cuts, bruises or cigarette burns, usually on wrists, arms, thighs and chest
- keeping fully covered at all times, even in hot weather
- signs of depression, such as low mood, tearfulness or a lack of motivation or interest in anything
- self-loathing and expressing a wish to punish themselves
- not wanting to go on and wishing to end it all
- becoming very withdrawn and not speaking to others
- signs of low self-esteem, such as blaming themselves for any problems or thinking they're not good enough for something
- signs they have been pulling out their hair

People who self-harm can seriously hurt themselves, so it's important that they speak to a GP about the underlying issue and request treatment or therapy that could help them. (NHS guidance.)

Prevent - Extremism

From 1 July 2015 all schools, registered early years' childcare providers and registered later years' childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

Settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas:

- Assessing the risk of children being drawn into terrorism
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.

- Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism.
- Ensure children are safe from terrorist and extremist material when accessing the internet in the setting.

Preventing vulnerable adults and children from being drawn into extremism is a safeguarding concern. It is essential that frontline staff are able to spot the signs and make a safeguarding referral.

Indicators may include:

- Withdrawing from usual activities
- Accessing extremist literature/websites
- Expressing 'us and them' thinking
- Expressing feelings of anger, grievance or injustice

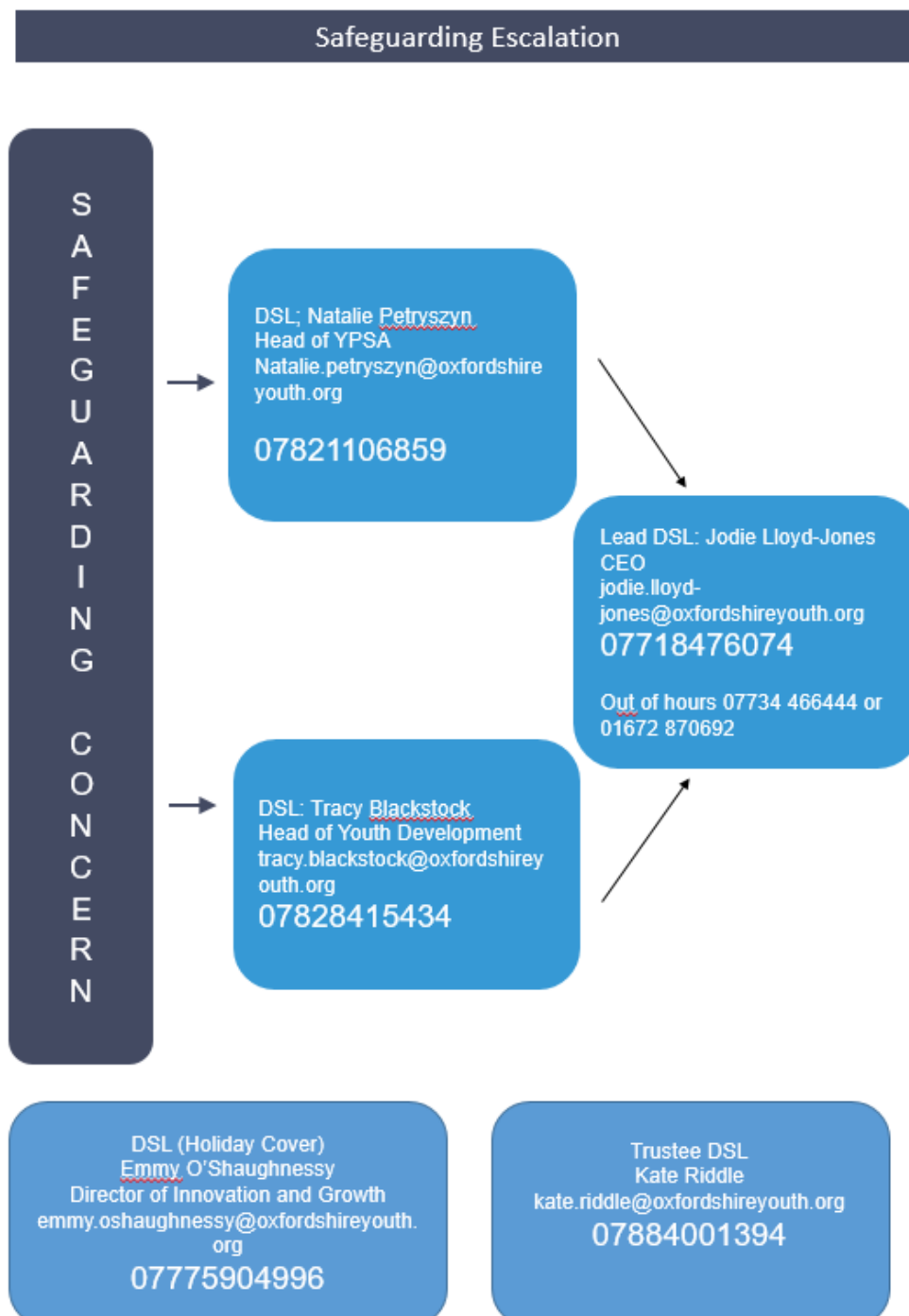
To report concerns about child radicalisation:

1. Make safe – If emergency services are required – call 999. Take reasonable steps to ensure that there is no immediate danger.
2. Refer concern identified by member of the public or professional.
3. Call MASH on 0345 050 7666.

Appendix C

Designated Safeguarding Lead Safeguarding Reporting Flow**Chart****Order of escalation**

If a safeguarding suspicion or disclosure occurs, report the concern and follow the order of escalation below:



If you cannot contact any of the above Designated Safeguarding Leads, please either contact LCSS (for advice and guidance) or MASH for an IMMEDIATE Concern. For all emergency concerns, contact 999.

MASH - 0345 0507666

Outside of office hours call the Emergency Duty Team (EDT) - 0800 833 408

LCSS North - 0345 2412703

LCSS Central - 0345 2412705

LCSS South - 0345 2412608#

Appendix D



Appendix E

Serious Incidents

Oxfordshire Youth is responsible for the safety and wellbeing of children, young people, vulnerable adults and our staff, employees and volunteers. Full details of how Oxfordshire Youth address serious incidents can be found in our serious incidents policy which should be read in conjunction with this document.

Definition of Serious Incidents

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- harm to your charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work (who are collectively referred to throughout this guidance as people who come into contact with your charity through its work)
- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work or reputation

For the purposes of this policy, "significant" means significant in the context of your charity, taking account of its staff, operations, finances and/or reputation.

What to report

This section tells you what types of incident the Commission expects you to report and outlines the different authorities or agencies that may be involved. When making your report, you should follow the advice below.

You should report an incident if it results in, or risks, significant:

- harm to people who come into contact with your charity through its work
- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work or reputation

The main categories of reportable incident are:

- protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to beneficiaries and other people who come into contact with the charity through its work
- financial crimes – fraud, theft, cyber-crime and money laundering

- large donations from an unknown or unverifiable source, or suspicious financial activity using the charity's funds
- other significant financial loss
- links to terrorism or extremism, including 'proscribed' (or banned) organisations, individuals subject to an asset freeze, or kidnapping of staff
- other significant incidents, such as – insolvency, forced withdrawal of banking services without an alternative, significant data breaches/losses or incidents involving partners that materially affect the charity

Who to report into?

You should report the incident directly to the CEO.

If you decide not to make a report about something serious that has happened in your charity and the Commission later becomes involved, you will need to be able to explain why you decided not to report it at the time.

Where can I find more information?

You can find full information about serious incidents and what to do in the event of an incident in the Oxfordshire Youth serious incidents policy which provides clear information about exactly what to do in the event of a serious incident.

Appendix F

Oxfordshire Youth Need to Know

Purpose

This Need to Know (NTK) document provides simple guidance to ensure that the right people are alerted about serious incidents quickly, all areas in this document are classed as Red rag rated, high risk and are important to be raised with the relevant people within 12 hours.

Why do they need to know?

- So that OY managers, OY senior leadership team and OY Trustees can comply with legislative responsibilities and requirements relating to contract requirements, health and safety, data protection and safeguarding of children, young people and staff.
- So that OY managers, OY senior leadership team and OY Trustees are swiftly appraised of the nature and number of high-level risks and incidents being responded to by staff, at any particular time.
- So that OY managers, OY senior leadership team and OY Trustees are genuinely accountable, share the responsibility for taking appropriate action, and can provide support where necessary.
- So that any emerging patterns and trends can be spotted and trigger strategic action.

Guidance for OY staff

The alert system covers all areas of Oxfordshire Youth's work– including all sites such as YPSA dispersed properties and contingency buildings, OY office bases and all our work with children, young people and families.

If you are not sure whether something is a serious incident, be safe and alert your manager.

Tell a member of the Senior Leadership Team immediately about:

Serious incidents involving a young person which may include:

- Serious injury or harm i.e. life-threatening or potentially permanently disabling incidents of abuse or neglect affecting child or main caregiver
- Hospital admission of a young person we look after or have oversight of, (YPSA SP1) for significant/serious medical conditions e.g. surgery or life-threatening condition
- Serious incident of abuse perpetrated by young person
- Abuse involving a number of individual young people or perpetrators i.e. complex abuse or child sexual exploitation
- Serious accidents/self-harm
- Missing young people – where there are concerns for a child’s immediate wellbeing and any of the following apply:
 - Where abuse or neglect is suspected whilst missing
 - Recent or current court proceedings
 - Missing for more than 48 hours
- Safeguarding concern likely to attract media interest
- Anything else that has serious implications for young people, staff, partner agencies, that in your judgement should be known by managers and senior leaders.

Death of a young person or anyone we are working with, or near miss that could have resulted in death – the CEO must be informed immediately.

Spiralling Risks

Cases involving high levels of risk which are spiralling, leading to significant harm, in spite of multi-agency work to address the problems. Consideration should be given to a referral to the Complex Case Panel for inter-agency senior level assistance.

Death of a member of staff

The CEO must be informed immediately. Death in Service guidance may need to be followed where the death arises out of or in connection with work and may also require immediate reporting to the HSE.

Serious accidental or non-accidental injuries and violent incidents to staff in the course of duties or threats to staff

Anywhere – YPSA property, public place, OY office etc. The incident also needs to be recorded on the

Threats and violence include, but are not exclusive to, verbal aggression that undermines dignity at work e.g. racism, sexism, homophobia, disablism. A risk assessment must be undertaken, and actions taken to mitigate harm and ongoing impact for the staff.

Fault of Oxfordshire Youth

Any incident of actual harm to a young person or staff member which you consider to be; or which a reasonable bystander would consider to be; the fault of Oxfordshire Youth.

Staff and volunteers

- Missing and concerns for safety
- Allegations of gross misconduct
- Arrested for offences which may impinge on ability to do job
- Reduced mental capacity which may impinge on ability to do job

Fire, flood, serious vandalism, burglary, or threat to a physical site

- Life-threatening/or major impact (e.g. building must be evacuated and closed)

Controversies

- Cases (including future court hearings and inquests) where there may be local or national publicity/media interest, controversial legal issues or political implications
- Controversial service problems or complaints likely to be raised with senior managers/director by clients, MP's, councillors, (County, District, Parish)
- Inter-partnership issues likely to be raised with senior leadership team
- Court cases where likely to be criticism of OY (particularly if by the 'court' itself – i.e. the magistrate or judge) and likely to attract negative publicity
- Any other serious issue likely to attract intervention by any enforcement authority or negative publicity

Things to consider when sharing information

Do not rely solely on email. You must be sure the message has been received and understood. **Once managers are aware, they are responsible for assessing whether to alert others.**

When sending emails, please ensure that all messages begin '**Need to Know**' in the subject heading, complete the Need to Know template (Appendix 1), **ask your manager to quality assure and countersign** and then attach to the email.

If you cannot contact your manager, contact a member of the senior leadership team, failing that, contact another senior leadership team, all five senior leaders count as the highest Need to Know contact. They can then make sure other relevant people are

informed, if necessary, depending on the nature of the incident, other relevant agencies and the CEO. The CEO will escalate to the Board of Trustees where appropriate.

Incidents may also trigger the involvement of other teams such as The Emergency Duty Team, the LADO service or the Health & Safety Team. **Do not rely solely on email.** Please check that the message has been received.

Of course, there will be other issues you need to talk to your manager about. This guidance is concerned with the most serious incidents that need to trigger the alert system. It is guidance however and cannot cover every type of incident. **If in doubt, discuss with your line manager.**

Guidance for Managers

The NTK template should be drafted by a member of staff then quality assured and signed off by a Line Manager and sent to the Senior Leadership Team. This should be done promptly to ensure no delay. Do not rely solely on email. Please check that the message has been received.

Depending on the nature of the concern, managers should also consider alerting:

- Child Death Overview Panel – if a child has died.
OCCG.cdopoxfordshire@nhs.net. Follow OSCB Safeguarding procedures on Child Death Reviews <http://oxfordshirescb.proceduresonline.com/>
- The Local Authority Designated Officer (LADO)
LADO.SafeguardingChildren@Oxfordshire.gov.uk if allegations have been made that any person in a position of trust e.g. staff member/volunteer/foster carer may have abused or harmed a child.
- Fire & Safety and Public Health Directorates where the incident involves a specific location that may contribute to risk in the future.
- Adult Social Care if a vulnerable adult is involved in the incident. Emergency Duty team, if appropriate
- Health & Safety Team if there has been a fatality or dangerous occurrence arising out of or in connection with work.
- The incident may also need to be recorded on OY's Health & Safety Incident Reporting,
- A member of the Communications Team – if there is or might be, press interest.
- Chief Legal Officer
- The Health & Safety Executive (HSE) if the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Guidance for Senior Leadership Team

Once alerted, Head of YPSA/Operations/Youth Development will decide whether to alert the CEO immediately or whether this can go to the SLT weekly Need to Know meeting.

Information of the above type should always be passed on unless:

- The situation is not one of serious harm or risk to a child or staff member; **and**
- The information is not controversial and/or unlikely to receive publicity/enter the public domain; **and**
- OY services/programmes are not affected; **and**
- There is little or no likely reputational or other risk to the Council.

Where relevant, the CEO will need to inform and brief relevant Trustees.

After an immediate alert, and where the actions taken do not resolve or reduce the risks within the planned timescale, the CEO should be kept informed. The CEO will ensure that Trustees are updated, accordingly.

Monthly 'Need to Know' Report

The report provides a monthly briefing to the CEO which provides overview information on the issues, young people and key dates and actions being taken on:

- Allegations against staff, carers, volunteers that reach a criminal threshold; relate to serious harm against children; likely to attract public attention
- Child deaths – for any reason
- Ongoing serious case reviews or partnership reviews – progress update
- Other serious safeguarding matters involving risks to young people or staff

Any reports are password protected or sent through Egress, and only circulated to Senior Leadership Team.

Safeguarding meeting structure for OY.

All OY staff team meetings are to include Safeguarding as a standard agenda item in their team meetings. Please note, concerns can only be closed at the County YPSA and Youth Development SG meetings and above.

Safeguarding, Quality and Impact Sub-Committee (SQI)

Bi-monthly Sub-Committee to OY Board, Chaired by OY Trustee with Safeguarding lead responsibility. This meeting feeds directly to OY board.

This is a high level overview of OY's Safeguarding, where staff report to Trustees across Safeguarding of young people, staff and environment.

OY Safeguarding meeting

Bi-monthly chaired by CEO

This meeting is where all Need to Know Safeguarding is reported on and all actions around policy, process and relationships are held to account. This meeting directly links into and oversees the actions from the SQI Sub-Committee.

County YPSA Safeguarding meeting

Weekly chaired by Head of YPSA
This meeting goes through all Red and Amber rated concerns and ensures that all YPSA managers are satisfied with the actions associated with the concern.

Youth Development Safeguarding meeting

Monthly chaired by Head of Youth Development
This meeting goes through all concerns raised that month to check that staff are satisfied with the actions associated with the concern.

YPSA area safeguarding meetings x3 City; South, West and Vale; and Cherwell.

Weekly chaired by YPSA Manager
This meeting goes through all Safeguarding concerns raised that week, plus outstanding concerns.

1:2:1 clinical supervision available for all YPSA Managers, YPSA Service Manager and

Case work supervision for YPSA staff and all organisation staff supervisions include Safeguarding as a standing item.

Monthly externally led peer to peer supervision for YPSA staff

This safeguarding policy is adopted on behalf of the Trustees by:

Name: Kate Riddle

Position: Trustee and Safeguarding lead on the board and Chair of OY's Safeguarding, Quality and Impact Sub Committee.

Signature:

Date:

This policy will be reviewed annually