



ECHO YOUTH THEATRE

SAFEGUARDING POLICY

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Echo Youth Theatre Company recognises its duty of care and responsibility to protect children from harm. This policy sets out our commitment to safeguarding and promoting the welfare of all children. At Echo Youth Theatre, we provide theatre performance opportunities and theatre based activities for young people aged 7 and above. We want all children to feel safe and secure, and by following the procedures within the policy we will uphold our legal duty to safeguard children in our care.

We strive to promote the positive wellbeing of all children in our care by providing a nurturing and supportive environment, where children can enjoy our activities safely. Our policy applies to all children, staff, volunteers, visitors, parents and students.

The company has nominated Designated Safeguarding Persons (DSP), who have appropriate DSL training, and they are responsible for ensuring that our child protection policy and procedures are adhered to.

Our Safeguarding Team

Echo Youth Theatre's Safeguarding Team can be contacted by email at:

safeguarding@echoyouththeatre.co.uk

Or you can **record a concern online by clicking [HERE](#)**

On receipt of the email or Concerns Form one of our DSPs will be in contact with you to follow up on your concern.

If your concern is more immediate, please contact our nominated DSPs on the following numbers:

Paul Clark - 07801 563422

Kate Pantry - 07771 558481

If the nominated DSPs are not available, or the concern relates to them, please contact:

Jo Myers - 07949746292 or email: **jo@echoyouththeatre.co.uk**

If your concern is immediate and you need to speak to a DSP, and cannot get a response by phone, please complete an online form (link above) and leave a message for someone to call you back. Do not leave details of your concern on a voicemail.

If you cannot get in contact with one of the named DSPs above, anyone with a safeguarding concern can contact **The Children's Advice and Duty Service (CADS)**.

- A staff member or volunteer can call 0344 800 8021 and choose from the following options:
 - Option 1: the child or young person is currently being supported by a Social Worker or Family Practitioner.
 - Option 2: your call relates to Child Exploitation.
 - Option 3: your call relates to Domestic Abuse.
 - For all other Safeguarding Concerns please hold until your call is answered.
- A parent or member of the public can call 0344 800 8020.

If you feel a child is at risk of immediate harm, call the Police on 999

DSP Responsibilities

Our Designated Safeguarding Persons (DSPs) responsibilities are:

- To be the named person that safeguarding concerns are reported to. A Lead DSP from the team will be nominated for each production or event.
- Liaise with Children's Services and other agencies and make referrals to The Children's Advice and Duty Service or Local Authority Designated Officer (LADO) when required.
- Responsible for making sure the policy is reviewed yearly and updated when changes happen at local/national level.
- Ensure all staff/volunteers/visitors/parents are aware of this policy and the procedures to follow.
- Ensure all staff and volunteers have received appropriate safeguarding information during induction and have received safeguarding training.
- Ensure that safer recruitment practices are followed.
- Update staff on changes to safeguarding.
- Ensure DSP/DSL Training is completed and remains current.
- Follow the Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership (NSCP).

Company Responsibilities - Safer Working Practices

At the outset of any production or event involving children, we will:

- Undertake a risk assessment and monitor risk throughout the event/activity.
- Identify the Lead DSP from the safeguarding team for the specific event .
- Confirm the creative team, chaperones and other individuals with responsibility for children and ensure they have appropriate vetting.
- Ensure all key staff involved in the activity are trained in the principle of good safeguarding practice as part of the induction process.

Echo Youth Theatre has a Code of Conduct for Staff and Volunteers, which covers the expected standard of behaviour of all adults working with children and young people within an EYT setting.

This policy and the Code of Conduct for Staff and Volunteers will be distributed to all current volunteers and board members, on appointment to a role and when changes are made. eSignatures via our Google Workspace will be collected to monitor receipt.

Echo Youth Theatre has a Volunteers & Vetting Policy which details procedures for ensuring appropriate vetting is conducted. We will always gain the correct level of DBS disclosure appropriate to the role.

All new regular volunteers will be asked to complete an online training course for Safeguarding Children and this will be renewed every 3 years. Any significant changes to safeguarding practice will be briefed internally by one of the DSPs, if required, between courses. Short term temporary volunteers will be briefed by a DSP prior to their involvement.

Parents

We believe it is important that there is a partnership between parents and the company. Parents are encouraged to be involved in the activities of the company. All parents have access to our Child Protection Policy and procedures via our website.

Unsupervised Contact

The company will ensure that all adults who are permitted unsupervised contact with children have had a current, valid Enhanced DBS Check, with Children's Barred List Check completed.

There will always be a minimum of two EYT vetted adults or licensed chaperones present during rehearsals or activities.

Where adults without appropriate vetting are present at a rehearsal or activity, they will be supervised at all times by an EYT vetted adult and never left alone with the children.

Youth Volunteers (under 18's)

- We will carry out a risk assessment to identify any potential safeguarding issues and will put steps in place to reduce any risks.
- Volunteers under 18 will never be left alone to supervise others or included in adult to child supervision ratios.
- To ensure the young person is the right fit for the role, we will only invite under 18's into voluntary roles if we know them as members and have seen them with younger children participating in an event or activity session.
- We clearly brief them on what their role is and our expectations of them.
- Young volunteers will receive an induction and training at an age-appropriate level and suitable to their role. They will be briefed on their safeguarding responsibilities and given the key information they need for their role
- The Members' Code of Conduct will apply to them and they will be reminded of our expectations.
- Our youth volunteers are directly supervised by a nominated adult volunteer. In addition, experienced young volunteers will be buddied up with a new volunteer (under the guidance of an adult).

Procedure for handling a disclosure from a child

Key points to consider when dealing with a disclosure:

- Listen and be supportive.
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Do not stop or interrupt a child who is recalling significant events.
- Never promise the child confidentiality– it must be explained that information will need to be passed on to help keep them safe.
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
- Name, sign and date the record in ink.
- Contact the DSP immediately who will decide on what action to take.

Contacting The Children's Advice and Duty Service (CADS)

If we feel a child is at risk of immediate harm, we will call the Police immediately on 999.

We will contact CADS when there are concerns about a child's safety or wellbeing, and we believe they may be at risk of harm. This includes:

- **Immediate Safeguarding Concerns** - where a child is at risk of significant harm, including physical, emotional, sexual abuse, or neglect.
- **Escalating Concerns** - Where previous support or interventions have not improved the situation and concerns are increasing.
- **Concerns About Parenting Capacity** - Where a parent or carer's ability to meet a child's needs is compromised due to issues such as substance misuse, mental health, or domestic abuse.
- **Professional Consultation** - Where the situation is complex and you require advice or guidance on appropriate next steps.

We will contact CADS on their direct line: **0344 800 8021**.

We will choose from the following options:

Option 1 -the child or young person is currently being supported by a Social Worker or Family Practitioner

Option 2 -your call relates to Child Exploitation

Option 3 -your call relates to Domestic Abuse

For all other Safeguarding Concerns please hold until your call is answered.

We will have the following information ready before contacting CADS:

- all of the details known to your organisation about the child (including DOB, current address, contact details for the family, the family composition including siblings, and where possible extended family members and anyone important in the child's life)
- the nature of the concern and worries
- history of the family (including significant events)
- any work/support you have provided to the child or family to date.
- where the child is now
- whether you have informed parents/carers of your concern

When considering whether to contact CADS we will consult the CADS Flowchart at Appendix 4 and CADS FAQs on the NSCP Website Page: [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)

We will also consult the [Norfolk Continuum of Needs Guidance](#) 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)

We will gain consent from the parent to contact CADS, unless the concerns being raised suggest that the child or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine the investigation into a serious crime.

Reasons for not seeking consent should be clearly stated when contacting CADS and recorded on internal systems for our records.

We will have a discussion with a Consultant Social Worker.

A copy of the discussion will be securely emailed to us.

We will follow the advice given.

We will keep written dated records of all conversations with CADS, for our own safeguarding recording process.

We will not investigate and will be led by the Local Authority and/or the Police.

We understand if we are unhappy about a decision made by CADS, we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>

Parents or members of the public can contact CADS on 0344 800 8020.

Requesting Early Help support

For concerns that do not meet the above threshold, Early Help support & guidance can be accessed via <https://www.norfolk.gov.uk/article/60983/Request-for-support>.

Early Help is designed to support children, young people, and families experiencing difficulties that may affect their wellbeing, development, or ability to flourish. It aims to:

- Prevent problems from escalating by addressing issues early.
- Support the wider family context, including parents, carers, and siblings.
- Improve outcomes such as school attendance, mental health, and relationships.
- Encourage multi-agency working, bringing together professionals to create a coordinated support plan.
- Empower families by focusing on strengths and helping build resilience.

Concerns about Radicalisation and Extremism

If we have concerns that a child or young person could be vulnerable to radicalisation, we will follow the procedure in Appendix 1.

Types of Abuse

Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care

- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

What is abuse and neglect?

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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse - The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse - Involves forcing or enticing a child 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. Sexual abuse can take place online, and technology can be used to facilitate offline to commit acts of sexual abuse, as can other children.

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur

during pregnancy as a result of maternal substance abuse. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

For information on indicators of abuse consult Appendix 2.

Additional Safeguarding Concerns

Additional safeguarding concerns to be aware of are:

Child Sexual Exploitation
Child Criminal Exploitation
FGM – Female Genital Mutilation
Forced Marriage
Honour Based Abuse
County Lines
Domestic Abuse
Online Abuse
Radicalisation

For more information on these consult Appendix 3.

Managing Allegations

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in 'Working Together to Safeguard Children' (2023).

An allegation may relate to any person who works / volunteers with children and young people, who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This includes any adult who is involved in an incident outside of our organisation, which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At Echo Youth Theatre, we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at lado@norfolk.gov.uk

We will take all possible steps to safeguard our children and to ensure that the adults at Echo Youth Theatre are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice.

If an allegation is made or information is received about any adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the person receiving the information will inform the most appropriate DSP immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

Should an allegation be made against Paul Clark DSP, this will need to be reported to Kate Pantry, the other DSP. If an allegation is made against Kate Pantry, this will need to be reported to Paul Clark DSP. In the event that the named DSP who the allegation needs to be reported to is not contactable on that day, the information must be passed to and dealt with by Jo Myers.

The DSP should within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

The LADO referral form can be downloaded here under the LADO tab, along with more information: <https://norfolklsc.org.uk/people-working-with-children/how-to-raise-a-concern>

For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#)

Disciplinary Procedures

When an allegation has been made against a staff member or volunteer, we will refer to our Disciplinary and Grievance Procedure to determine whether the individual is to be suspended pending investigation.

Low Level Concerns

Low level concerns about adults working or volunteering with children which do not meet the harm threshold for a LADO referral will be dealt with as follows.

A low-level concern is any concern, doubt, or sense of unease, no matter how small, that someone may have acted in a way that is inconsistent with our code of conduct.

Behaviour that might be considered as inappropriate often depends on the circumstances. A low-level concern may not be seen as immediately dangerous or intentionally harmful to a child, but it can soon escalate and become a serious safeguarding concern.

Examples of such behaviour could include:

- Being over friendly with children
- Excessive 1-1 to attention beyond what is required for their role
- Having favourites
- Adults taking photographs of children on their mobile phone, without organisational consent or relevance to an organised activity
- Using inappropriate sexualised, intimidating or offensive language
- Inappropriate sharing of images
- Humiliating children
- Being under the influence of drugs or alcohol in the presence of children

This list of examples is not exhaustive, and low-level concerns can arise from various forms of behaviour.

Low-level concerns may arise in several ways and from several sources. For example: suspicion; complaint; or disclosure by a child, parent or other adult within or outside of the organisation.

At our organisation we promote an open and transparent culture in which all concerns about all adults working in or volunteering on behalf of our organisation are dealt with promptly and appropriately.

We ensure all staff/volunteers understand the importance of self-referring, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Managing a Low-Level Concern

Staff/volunteers are expected to report all low-level concerns immediately to one of our nominated DSPs, or the Lead DSP for a specific event.

The DSP will inform the Company Manager of the concern. If the Company Manager is the subject of the report, the DSP will inform another Board Member.

The Company Manager/Board Member will discuss the report with an appropriate quorum of at least three Board Members, who will be the ultimate decision makers in respect of all low-level concerns.

We understand the importance of recording low-level concerns and the actions taken in light of these being reported. We will review the records we hold to identify potential patterns and take appropriate action. This could be through a disciplinary process, or where a pattern of behaviour moves from a low-level concern to meeting the harm threshold, where it should be referred to the LADO.

If our organisation is in any doubt as to whether the information which has been shared about a member of staff/volunteer as a low-level concern in fact meets the harm threshold, they should consult with the LADO on lado@norfolk.gov.uk

Making a Barring Referral

Barring Referrals can be made to the Disclosure and Barring Service.

If an allegation has been made about a staff member or volunteer, then we have a legal duty to make a barring referral if the following conditions are met:

Condition 1 - we withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired, due to safeguarding concerns.

Condition 2 - we think the person has carried out one of the following:

- engaged in relevant conduct in relation to children and/or adults, i.e. an action or inaction has harmed a child or vulnerable adult or put them at risk or harm, or;
- satisfied the harm test, or;
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found [online](#). If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support. A Barring Referral can be completed online via the DBS [website](#).

The Company Manager is responsible for making a Barring Referral if required. If the Company Manager is the subject of the referral, one of the nominated DSPs will be responsible for making the Barring Referral.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

Working with Parents/Carers

We believe it is important that there is a partnership between parents and the company. Parents are encouraged to be involved in the activities of the company.

This policy is available publicly on our website. Parents signing up to our mailing list via our website are required to acknowledge this policy and the fact that we will uphold our legal duty to safeguard children in our care, including informing and assisting other agencies, such as CADS or the police, and sharing information, if there are concerns about the welfare of a child.

When a young person enrolls on a specific event, the booking form will require the parent's consent and acknowledgement of our safeguarding policy, which is linked to the booking form.

Our website contains the following safeguarding statement:

Echo Youth Theatre Company wants our young people to feel safe and secure when taking part in our activities. We will uphold our legal duty to safeguard children in our care. We will inform and assist other external safeguarding agencies, including sharing information, if there are concerns about the welfare of a child.

Records and Confidentiality

We cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children's Advice and Duty Service and or Police. We will seek consent to share information first, unless to do so would, in our opinion, place somebody at risk of harm or undermine a criminal investigation.

Safeguarding concerns are recorded electronically on our secure online workspace. An individual record for each incident will be created and updated with action taken or referrals made, as required. The records can be accessed only by the DSPs and are held in a password secure space in our online workspace.

Online Safety

Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches. Echo Youth Theatre has a separate Online Safety Policy on the acceptable use of photographic images, recordings, social media and communication. The rules for members' use of mobile phones while at Echo Youth Theatre are in the Members' Code of Conduct. Both policies are available from our website. Our Adult Code of Conduct also has a section on online safety.

Photographic Images and Video Recordings

It is important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if staff, volunteers, members and parents are aware of the potential risks and dangers.

We will ensure photos/videos are only taken in controlled circumstances, by authorised adults, when permission has been received from all parents, following the detailed guidelines in our Online Safety Policy. There is also detailed guidance for our supervising adults in the Adult Staff & Volunteers Code of Conduct.

Use of photos and videos is fundamental to theatre productions and we request consent for taking photos and videos from parents, both when the child registers to audition and when they are cast in a production. When a child is registered for other activities, such as a workshop, the parent will be asked to confirm their consent.

Photographic consent from the parents is a prerequisite for casting in a production. This is not the case for other activities, such as our holiday activities days and workshops, and at these events, EYT supervising adults are to be especially conscious of the need to check that consent has been given. Where parents have not given consent, the supervising adult must ensure the children without consent are not photographed.

Where personal devices are used to take official images on behalf of EYT, the responsible adult must upload them to the Echo Youth theatre drive immediately and delete them from the mobile device.

Chaperone Guidelines and Procedures

In accordance with the Children (Performance & Activities) (England) Regulations 2014, when we are performing a show, we will ensure that the relevant regulations relating to licensing, chaperones and performances are complied with.

By law, the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in one chaperone's care shall not exceed 12.

Chaperones are licensed by Norfolk County Council (NCC) and the licensing process includes training and vetting. We will always use licensed chaperones in theatre for a performance and they will be supported by other responsible adults, appointed by Echo Youth Theatre and approved by NCC.

Operating Guidelines for Chaperones during a Production

Chaperones will be briefed on our safeguarding procedures and the Chaperone Folder for a show will include all relevant safeguarding policies and information. Chaperones are responsible for reporting any safeguarding concerns in line with our policies.

Where chaperones are not satisfied with the conditions in the performance venue for the children, they should bring this to the attention of the Producer, who is responsible for ensuring the chaperone's concerns are addressed.

If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the Company Manager and not allow the child to continue.

During performances, chaperones will be responsible for meeting children at the venue entrance and signing them into the building and also supervising their departure and signing them out.

Chaperones should have a written record of arrangements for collection of children after performances and should liaise directly with parents if arrangements are changed. Any changes organised verbally by parents are to be recorded on the signing in sheet by the chaperone. If the chaperone has any concerns over collection arrangements, a telephone call should be made to the primary contact parent to confirm.

Children will be allocated dressing rooms and are not permitted to enter each other's dressing rooms without permission from a chaperone. Chaperones will be aware of where the children are at all times. Children will not be allowed in the adult dressing rooms under any circumstances.

Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents or written permission is provided by parents.

Children will be adequately supervised while going to and from the toilets.

Chaperones will be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.

Chaperones should ensure that any accidents are reported to and recorded by the company.

If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

Relevant Guidance and Legislation

Working Together to Safeguard Children 2023

What to do if You're Worried a Child is Being Abused 2015

Children Act 1989 / 2004

The Online Safety Act 2023

Data Protection Act 2018

The Prevent Duty Guidance 2023

Norfolk Continuum of Needs Guidance 2023 [Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolkscp.org.uk\)](https://www.norfolkscp.org.uk/needs-nscp-pwwc)

Norfolk Safeguarding Children Partnership Policies and Procedures [Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolkscp.org.uk\)](https://www.norfolkscp.org.uk/policies-procedures)

Children (Performance & Activities) (England) Regulations 2014

Other Relevant Policies

This policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella. All of the policies below are available on our website:

- Volunteers & Vetting Policy
- Members' Code of Conduct
- Adult Staff & Volunteers Code of Conduct
- Online Safety Policy

Useful Contacts

Norfolk Children's Advice and Duty Service (CADS) 0344 800 8021

Norfolk Children's Services 24 hours 0344 800 8020

Norfolk Police 101 / In an emergency 999

LADO Team lado@norfolk.gov.uk

Norfolk Safeguarding Children Partnership (NSCP) [norfolkscp.org.uk](https://www.norfolkscp.org.uk)

Safer Programme 01603 228966 safer@norfolk.gov.uk

Policy Review

We will make changes to our policy and procedures in line with Norfolk Safeguarding Children Partnership's guidance on [norfolkscp.org.uk](https://www.norfolkscp.org.uk). This policy will be reviewed annually.

Appendices:

1. The Prevent Duty in Norfolk Procedure
2. Indicators of Abuse
3. Additional Safeguarding Issues
4. CADS Flowchart for professionals

Appendix 1 - The Prevent Duty in Norfolk Procedure

PREVENT - Prevent is part of the UK's Counter-terrorism strategy CONTEST. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism. The key terms to be aware of are as follows:

Extremism - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Radicalisation - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system.

Responding to a Concern: Notice – Check – Share

Notice - A staff member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

Check - The next step is for the staff member/volunteer to speak to the manager or safeguarding lead to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share - Where the staff member/volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to (CADS). Following this the Prevent referral form should be completed, which can be downloaded from here [referral form](#) and sent to: preventreferrals-NC@Norfolk.police.uk

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999.

You can also contact the Norfolk Police Prevent team on 01953 423905 or 01953 423896.

Additional [information and guidance on Prevent](#) is available on the NCC website.

Appendix 2 - Indicators of Abuse

Caution should be used when referring to lists of signs and symptoms of abuse. Although they may be indicative of abuse there may be alternative explanations and these indicators should be viewed within the overall context of the child's individual situation.

Emotional Abuse

- Physical, mental and emotional development lags
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Unusual physical behaviour (rocking, hair twisting, self-mutilation) - consider within the context of any form of disability such as autism
- Extremes of passivity or aggression
- Children suffering from emotional abuse may be withdrawn and emotionally flat. One reaction is for the child to seek attention constantly or to be over-familiar. Lack of self-esteem and developmental delay are again likely to be present
- Babies – feeding difficulties, crying, poor sleep patterns, delayed development, irritable, non-cuddly, apathetic, non-demanding
- Toddler/Pre-School – head banging, rocking, bad temper, 'violent', clingy. Spectrum from overactive to apathetic, noisy to quiet. Developmental delay – especially language and social skills
- School age – Wetting and soiling, relationship difficulties, poor performance at school, non-attendance, antisocial behaviour. Feels worthless, unloved, inadequate, frightened, isolated, corrupted and terrorised
- Adolescent – depression, self harm, substance abuse, eating disorder, poor self-esteem, oppositional, aggressive and delinquent behaviour
- Child may be underweight and/or stunted
- Child may fail to achieve milestones, fail to thrive, experience academic failure or under achievement
- Also consider a child's difficulties in expressing their emotions and what they are experiencing and whether this has been impacted on by factors such as age, language barriers or disability

Neglect

There are occasions when nearly all parents find it difficult to cope with the many demands of caring for children. But this does not mean that their children are being neglected. Neglect involves ongoing, severe failure to meet a child's needs. The majority of these signs and symptoms can occur across any age group. Here are some signs of possible neglect:

Physical signs:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Emaciation
- Untreated medical problems

- The child seems underweight and is very small for their age
- The child is poorly clothed, with inadequate protection from the weather
- Neglect can lead to failure to thrive, manifest by a fall away from initial centile lines in weight, height and head circumference. Repeated growth measurements are crucially important
- Signs of malnutrition include wasted muscles and poor condition of skin and hair. It is important not to miss an organic cause of failure to thrive; if this is suspected, further investigations will be required
- Infants and children with neglect often show rapid growth catch-up and improved emotional response in a hospital environment
- Failure to thrive through lack of understanding of dietary needs of a child or inability to provide an appropriate diet; or they may present with obesity through inadequate attention to the child's diet
- Being too hot or too cold – red, swollen and cold hands and feet or they may be dressed in inappropriate clothing
- Consequences arising from situations of danger – accidents, assaults, poisoning
- Unusually severe but preventable physical conditions owing to lack of awareness of preventative health care or failure to treat minor conditions
- Health problems associated with lack of basic facilities such as heating
- Neglect can also include failure to care for the individual needs of the child including any additional support the child may need as a result of any disability

Behavioural signs:

- No social relationships
- Compulsive scavenging
- Destructive tendencies
- If they are often absent from school for no apparent reason
- If they are regularly left alone, or in charge of younger brothers or sisters
- Lack of stimulation can result in developmental delay, for example, speech delay, and this may be picked up opportunistically or at formal development checks
- Craving attention or ambivalent towards adults, or may be very withdrawn
- Delayed development and failing at school (poor stimulation and opportunity to learn)
- Difficult or challenging behaviour

Physical Abuse

- Always obtain a medical diagnosis regarding any suspected abusive injury
- No injury is 100% symptomatic of abuse
- Look for unexplained recurrent injuries or burns; improbable excuses or refusal to explain injuries

Physical signs:

- Bald patches
- Bruises, black eyes and broken
- Untreated or inadequately treated injuries
- Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen
- Scalds and burns
- General appearance and behaviour of the child may include:
- Concurrent failure to thrive: measure height, weight and, in the younger child, head circumference

- Frozen watchfulness: impassive facial appearance of the abused child who carefully tracks the examiner with his eyes
- Consider the age of child:
- Any bruising to a young baby
- It is unusual for a child under the age of 1 year to sustain a fracture accidentally
- Injuries that are not consistent with the story: too many, too severe, wrong place or pattern, child too young for the activity described
- Bruising:
 - Bruising patterns can suggest gripping (finger marks), slapping or beating with an object
 - Bruising on the cheeks, head or around the ear and black eyes can be the result of non-accidental injury
 - Bruises on black children will be more difficult to identify
 - Congenital Dermal Melanocytosis (CDM) may be mistaken for bruises. a congenital developmental condition exclusively involving the skin. Usually, as multiple spots or one large patch, it covers one or more of the lower back, the buttocks, flanks, and shoulders. CDM most prevalent among Asian groups. Nearly all East Asian infants are born with one or more spots. It usually fades over the years and is most frequently gone by the time the child reaches adolescence
 - Recent research indicates that bruises cannot be aged accurately. Estimates of the age of the bruise are currently based on an assessment of the colour of the bruise with the naked eye
- Other injuries:
 - Bite marks may be evident from an impression of teeth
 - Small circular burns on the skin suggest cigarette burns
 - Scalding inflicted by immersion in hot water often affects buttocks or feet and legs symmetrically
 - Red lines occur with ligature injuries
 - Tearing of the frenulum of the upper lip can occur with force-feeding. However, any injury of this type must be assessed in the context of the explanation given, the child's developmental stage, a full examination and other relevant investigations as appropriate
 - Retinal haemorrhages can occur with head injury and vigorous shaking of the baby
 - Fractured ribs: rib fractures in a young child are suggestive of non-accidental injury
 - Other fractures: spiral fractures of the long bones are suggestive of non-accidental injury

Behavioural signs:

- Wearing clothes to cover injuries, even in hot weather
- Refusal to undress for gym
- Chronic running away
- Fear of medical help or examination
- Self-destructive tendencies
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')

- Fear of suspected abuser being contacted
- Injuries that the child cannot explain or explains unconvincingly
- Become sad, withdrawn or depressed
- Having trouble sleeping
- Behaving aggressively or be disruptive
- Showing fear of certain adults
- Having a lack of confidence and low self-esteem
- Using drugs or alcohol
- Repetitive pattern of attendance: recurrent visits, repeated injuries
- Excessive compliance
- Hyper-vigilance

Sexual Abuse

In young children behavioural changes may include:

- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Being overly affectionate - desiring high levels of physical contact and signs of affection such as hugs and kisses
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a trusted adult
- They may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age
- Starting to wet again, day or night/nightmares

Behavioural changes in older children might involve:

- Extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism
- Genital discharge or urinary tract infections
- Marked changes in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unusually aggressive. Or they may start suffering from what may seem to be physical ailments, but which can't be explained medically
- The child may refuse to attend school or start to have difficulty concentrating so that their schoolwork is affected
- They may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities
- The child may describe receiving special attention from a particular adult, or refer to a new, "secret" friendship with an adult or young person
- Children who have been sexually abused may demonstrate inappropriate sexualised knowledge and behaviour
- Low self-esteem, depression and self-harm are all associated with sexual abuse

Physical signs and symptoms for any age child could be:

- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Stomach pains or discomfort walking or sitting
- Sexually transmitted infections
- Any features that suggest interference with the genitalia. These may include bruising, swelling, abrasions or tears
- Soreness, itching or unexplained bleeding from penis, vagina or anus
- Sexual abuse may lead to secondary enuresis or faecal soiling and retention
- Symptoms of a sexually transmitted disease such as vaginal discharge or genital warts, or pregnancy in adolescent girls

Appendix 3 - Additional Safeguarding Issues

Child Sexual Exploitation

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

Child Criminal Exploitation

A term to describe where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- in exchange for something the victim needs or wants; and/or
- for the financial or other advantage or the perpetrator or facilitator; and/or
- through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

FGM – Female Genital Mutilation

FGM is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "female circumcision" or "cutting". FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extramarital sexual acts. It is illegal to carry out FGM in the UK. It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out. The maximum penalty for FGM is 14 years' imprisonment.

Forced Marriage

People have the right to choose who they marry, when they marry or if they marry at all. Forced marriage is when some face physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (eg if they're made to feel like they're bringing shame on their family).

Forced marriage is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)

- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Honour Abuse

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence however it can also affect men and boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:

- domestic abuse
- threats of violence
- sexual or psychological abuse
- forced marriage
- being held against your will or taken somewhere the victim doesn't want to go
- assault/killing

County Lines

A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Domestic abuse

The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members. All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children

(0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse. Young people can also experience domestic abuse within their own intimate relationships.

Radicalisation

Radicalisation means someone is being encouraged to develop extreme views or beliefs in support of terrorist groups and activities and it can occur through face to face or online interactions. It is easier than ever to be groomed by terrorist recruiters on the internet and to find extremist materials. Encouraging susceptible individuals to commit acts of terrorism on their own initiative is a deliberate tactic seen in emerging ideologies and seen in their propaganda. This is exacerbated by online environments which bring together and facilitate individuals sharing and validating thoughts and ideas.

Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. The importance of noticing the hallmarks of concern within these online communities, in friends or wider social spaces as well as work and educational settings has probably never been as important as it is now. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

Professional curiosity and belief in your own ability to determine if something just doesn't sit right is sometimes a good check point to flag up where something may be going wrong, especially in the early stages of radicalisation.

Online Abuse

Any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. It can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online. Children may experience several types of abuse online: Cyberbullying, Emotional abuse which can include emotional blackmail, Sexting-pressure or coercion to create sexual images, Sexual abuse, Sexual exploitation and Grooming - perpetrators may use online platforms to build a trusting relationship with the child to abuse them. A child experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming or social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet

Be mindful that some of the signs of online abuse are similar to other types of abuse.

Appendix 4 - Flowchart for Professionals

The CADS Flowchart for Professionals is below.

The CADS FAQs and further information on making a referral can be accessed here: [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)

