SAFEGUARDING CHILDREN

Policy & Guidelines

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1.0 INTRODUCTION

1.1 **Policy Statement**

Concrete Rose Collective CIC (Concrete Rose) is committed to promoting the welfare of the children and young people who it supports including having in place a robust system to process child protection concerns and disclosures.

We wish to prevent any physical, sexual, emotional or spiritual abuse of children and, to this end, we recognise our responsibility to implement, maintain and review procedures. Our policy will assist this process and it will also help to protect all those who work at Concrete Rose. The policy applies to all workers: advisors, staff, hosts, and volunteers.

The policy has been drawn up with close reference to the *Working Together to Safeguard Children (2023)*, *Keeping Children Safe in Education (2026) and* the guidance *What to do if you are worried a child is being abused* (2015).

This policy aims to clarify roles and responsibilities, procedures and guidelines, definitions and awareness, training and support. Child abuse and protection procedures can be difficult and unpleasant. This policy aims to provide a framework to assist workers when dealing with concerns. **It is important to remember that keeping children safe is everyone's responsibility, but that there is help and advice available.**

1.2 **Our guiding principles**

All children and vulnerable adults have fundamental rights as individuals that entitle them to dignity and respect and these rights include an absolute right to protection from harm by others regardless of gender, ethnicity, disability, sexuality or beliefs.

We share the guiding principles outlined in the UN Convention on the Rights of the Child:

- Children must be protected from all forms of violence and exploitation;
- Everyone has a responsibility to support the care and protection of children;
- We listen to children, respect their views and respond to them directly;
- Children should be encouraged and enabled to fulfil their potential;
- We challenge inequalities for children;
- Every child must have someone to turn to.

(As paraphrased by the NSPCC)

1.3 **Guidelines**

The welfare of each child or vulnerable adult that we are in contact with is the paramount consideration of our organisation and will be reflected in all our actions, policies and activities. Therefore:

- An understanding of this policy is mandatory for all advisors, staff, hosts and volunteers who will be trained accordingly;
- It will be approved and endorsed by the directors of the company and will be reviewed every year or whenever there is a major change in the organisation or in relevant legislation;
- Children and, where appropriate, parents/guardians will be made aware of the policy so that they know the procedures and their rights;

- Concrete Rose will work to develop effective links with relevant services to promote the safety and welfare of children
- Concrete Rose will work in partnership with others in line with *Working Together to Safeguard Children 2023* – this will include other agencies and the wider community – in order to protect the rights and principles enshrined in law and in the UN Convention on the rights of a Child;
- All concerns and allegations of abuse will be taken seriously and responded to appropriately – this may require a referral to children's services and in emergencies, the police;
- Everyone working for Concrete Rose has a duty to share any concerns that they have with the designated person. (There is a process for recording and sharing concerns in this policy.);
- In cases of suspected child abuse concerns cannot be kept confidential;
- Concrete Rose takes all allegations about staff, host and volunteer misconduct seriously, and encourages whistle-blowing;
- All staff, hosts and volunteers will be robustly and adequately supervised and monitored in their work;
- Concrete Rose is committed to safe recruitment, selection and vetting.

1.4 **Clarification of terms**

- In this document a child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'Children and young people' throughout.
- The term 'staff' refers to anyone employed by the organisation.
- The term 'host(s)' refers to those individuals and couples who provide supported lodgings for young people.
- The term 'volunteer' refers to anyone who acts in a voluntary capacity for the organisation including mentors.
- The 'directors' refer to those individuals who are listed as company directors for Collective Rose CIC
- The 'advisory board' refers to an independent collection of advisors who provide guidance and accountability for the organisation. (This is distinct from 'special advisors' who provide specialist advice but are not involved in the day-to-day operations of the organisation.)

2.0 RESPONSIBILITIES

2.1 **Principles**

We operate under the following values and principles when working with children:

- The safety of children is paramount;
- Children should be listened to and at the centre of any process;
- Children and their cultures should be respected;
- Children should be encouraged to participate in decisions, which affect them;

2.2 **Legal responsibility**

We all have a legal responsibility to Safeguard children and refer to Children's Services or the police when abuse has occurred:

- We must act;
- We must not investigate;
- We cannot maintain total confidentiality;

- We have to act on concerns, suspicions, facts and disclosures.

2.3 **Director's responsibilities**

It is the responsibility of the directors of Concrete Rose to:

- Ensure that the Safeguarding Children Policy and other related policies are implemented
- Appoint the Designated Safeguarding Lead to deal with Safeguarding and Child Protection issues
- Maintain a member of the advisory board with a safeguarding specialism
- Review this policy on an annual basis

2.4 **Designated Safeguarding Lead**

It is the responsibility of Designated Safeguarding Lead (DSL) to:

- Co-ordinate and oversee the organisation's Safeguarding Policy and, where necessary, ensure additional DSL's are appointed and trained;
- Ensure that all employees, hosts and volunteers know the policy and are given appropriate training to ensure the procedures operate effectively;
- Ensure that the policy is available publicly and, when functional, on the Concrete Rose website (www.concreterose.co.uk)
- Undertake a review of this policy on an annual basis

2.5 **Staff, hosts and volunteers**

It is the responsibility of staff, hosts and volunteers to:

- Identify concerns early and seek to prevent them from escalating.
- Provide a safe environment for children to live and learn.
- Identify children who may benefit from additional support.
- Know what to do if a child discloses abuse or suspected abuse has taken place.
- Follow the referral process to report any concerns.
- Be alert and responsive to the signs and indicators of possible abuse including potential Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) and radicalisation;
- Be alert and responsive to the risks which individual abusers, or potential abusers, may pose to children.
- Share information to enable informed assessments and good practice.
- Keep clear, detailed and accurate records of disclosures.
- Discuss issues and concerns with Designated Safeguarding Lead(s) (DSL's) immediately.
- Use appropriate behaviour and language when working with children.
- Act on concerns, suspicions, facts and disclosures.

3.0 DESIGNATED PERSONS (DSL, DDSL and SDSL)

3.1 **Designated Safeguarding Lead (DSL)**

A Designated Safeguarding Lead (DSL) will be appointed with responsibility for the co-ordination and implementation of the organisation's Safeguarding Children Policy and Guidelines. The following procedures will be followed:

- The appointment will be made by the Company Directors.
- The person must have experience of working with children.

- The person must be capable of being sympathetic to children but objective in the pursuance of their task - with an ability to cope with the shock and upset which abuse allegations may produce.
- The person must be able to act confidentially, speedily and decisively, relating well to statutory authorities, parents/hosts etc.
- The person must undertake appropriate training prior to taking on this role and it must be updated every two years.

3.2 **DDSL and SDSL**

The DSL will (where necessary) be supported by a Deputy Designated Safeguarding Lead (depending on the size of the organisation) and a Substitute Designated Safeguarding Lead (SDSL) who will take the role of the DSL should the DSL be unavailable or uncontactable. For brevity these two roles are referred to as 'Designated Persons'.

3.3 **DSL and Designated Persons (DP's) roles and responsibilities**

The DSL and the DP's have the following responsibilities:

- Receive concerns and disclosures from staff/hosts/volunteers and act decisively over necessary actions relating well to statutory authorities, parents/hosts etc.
- Gather information and make referrals to Social Care and/or the police as necessary or support the member of staff to do this.
- Ensure policies and procedures are followed and that staff, hosts and volunteers are supported.
- Ensure records are completed and filed confidentially.
- Ensure staff, hosts and volunteers receive support and training.

3.4 **Contact details**

The following are designated persons for Concrete Rose and are trained to deal with Child Protection issues. They should be contacted in the first instance. If they are not available follow the procedure set out in section 8.

Designated Safeguarding Lead (including Prevent Lead, Domestic Abuse Lead and Online Safety Lead):
Mike Farrington
Mobile: 07881926728
Email: mike@concreterose.co.uk

Substitute Designated Safeguarding Lead:
James Bennett
Mobile: 07989352063
Email: james.bennett@romseymill.org

4.0 CONFIDENTIALITY AND INFORMATION SHARING

It is the duty of Concrete Rose to both prevent abuse and to report any abuse discovered or suspected. **Total confidentiality cannot be observed when abuse is disclosed or suspected or children are at risk of abuse, it must be reported.**

4.1 **GDPR (2018)**

The Data Protection Act (2018) does not prevent staff from sharing information with relevant agencies where that information may help to protect a child.

4.2 **Concrete Rose Obligations**

Concrete Rose will:

- Ensure staff, hosts and volunteers adhere to confidentiality protocols and that information is shared appropriately;
- Ensure that staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children (as set out in 'Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers' DfE, May 2024).
- Ensure that if a member of staff receives a Subject Access Request (under the Data Protection Act 2018) from a child or parent that they refer the request to the DSL. A decision will be made about what information to share and will take into consideration the potential risk to the child and the principle and the importance of working openly and honestly with parents.
- Ensure that staff, hosts and volunteers are clear with children that they cannot promise to keep secrets.

4.3 **The DSL/DPs will:**

- Disclose information about a child to staff and hosts on a 'need to know' basis.
- Aim to ensure that consent has been given to share information and be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared without consent if a person believes that there is a 'vital interest' to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner.
- Store child protection information in line with the Data Protection Act 2018.
- Record when decisions are made to share or withhold information, who information has been shared with and why (see 'Working together to safeguard children' (2023))
- Seek advice about confidentiality from outside agencies if required (see 'Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers' DfE, May 2024)
- Ensure staff and hosts are clear about their obligations and let children know that if they tell them something they may have to act on it and tell someone else; it is vital that children are given space to talk but that they know the limits of confidentiality
- Ensure staff and hosts adhere to the following guidance on talking to children about confidentiality and safeguarding:
    - Explain that confidentiality may not be possible and that concerns will need to be shared with someone else.
    - Be honest with the child.
    - Reassure the child that they have done the right thing.
    - Explain the process of reporting child protection issues and ensure the child has understood.

5.0 DEFINITIONS OF ABUSE:

Abuse and neglect are forms of maltreatment – a person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. The following categories and descriptions help understand the different types of abuse that can cause significant harm to a child. Harm is defined in the Children Act 1989 as ill treatment or impairment of health or development. Significant harm

descries the threshold that justifies compulsory intervention in family life in the best interests of children. The definitions below are taken from the document 'Working together to safeguard children' (2023) and 'Child Sexual Exploitation' (2017).

5.1 **Physical abuse**

Physical abuse 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.

5.2 **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 the 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 the 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 of corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

5.2 **Sexual abuse**

Sexual abuse involves forcing, causing or inciting 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 (e.g. 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, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. (Staff should also have an understanding of sexual exploitation see below).

> ***Sexual Exploitation:*** *Child sexual exploitation (CSE) is a form of child abuse. 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 increase status of the perpetrator or facilitator. 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. Like all forms of child sexual abuse, child sexual exploitation:*
>
> - *Can affect any child or young person (male or female) under the age of 18 years - including 16 and 17 year olds who can legally consent to have sex - and can still be abuse even if the sexual act appears consensual;*
> - *Can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;*
> - *Can take place in person or via technology, or a combination of both;*

- *Can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;*
- *May occur without the child of young person's immediate knowledge (for example through others copying videos or images they have created and posted on social media)*
- *Can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse;*
- *Is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status and access to economic, or other, resources.*

The DSL will complete the Safeguarding Children Partnership Board's Exploitation (CSE/Criminal/Gangs) Risk Assessment and Management Tool and refer to Social Care if there is a concern that a young person may be at risk of CSE.

5.3 **Neglect**

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

5.4 **Spiritual abuse**

Spiritual abuse can occur when a child is subject to fear or opposition by the use of spiritual authority, or where a young person's faith is manipulated in order to gain control or complicity that would otherwise be unacceptable.

5.5 **Domestic abuse**

The Domestic Abuse Act 2021 introduced the first ever statutory definition of domestic abuse (section 1 of the Act). 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. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse. Depending on the age of the young people,

this may not be recognised in law under the statutory definition of domestic abuse (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

6.0 INDICATORS OF ABUSE

6.1 **General Indicators:**

- Significant changes in behaviour
- Poor attendance at school
- Low self-esteem
- Withdrawal
- Aggressiveness, anger, anxiety, tearfulness
- Fear of parents being contacted
- Running away
- Self-harm

6.2 **Possible signs of Physical Abuse:**

- Refusal to discuss injuries or improbable explanations
- Flinching from physical contact
- Acceptance of excessive punishment
- Pattern of absences which may serve to hide bruises or other physical injuries
- Wearing clothes that may cover bruises, particularly in hot weather
- Fear of undressing
- Aggression towards others
- Over compliant behaviour or a 'watchful attitude'
- Fear of returning home or parents being contacted
- Bruises/marks – on soft parts of the body e.g. cheeks, forearm (in defence), hips, stomach, upper arms, shoulders and neck
- Bite marks, burns/scalds
- Untreated injuries or illness, fear of medical attention

6.3 **Possible signs of Emotional Abuse:**

- Continual self-deprecation
- Developmental delay – physical or cognitive
- Self-harm
- Fearfulness
- Inappropriate emotional responses to painful situations
- 'Neurotic' behaviour – obsessive rocking, thumb-sucking, and so on
- Air of detachment – 'don't care' attitude
- Social isolation – does not join in as few friends
- Desperate attention seeking behaviour
- Eating problems
- Depression, withdrawal
- Sudden speech disorder

6.4 **Possible signs of Neglect:**

- Constant hunger and tiredness

- Underweight or obesity
- Poor personal hygiene
- Inappropriate clothing
- Poor skin or hair tone
- Untreated medical problems and regular accidents
- Child exposed to risks and dangers
- Social isolation
- Destructive tendencies
- Poor relationships with peers

6.5 **Possible signs of Sexual Abuse:**

- Provocative sexual behaviour, overly affectionate behaviour which transgresses the usual boundaries of physical contact
- Sexual awareness inappropriate to the child's age – shown for example, in drawings, language, games etc.
- Sexualises non-sexualised objects or activities
- Attempts to teach other children about sexual activity
- Frequent public masturbation
- Over-compliant behaviour
- Refusing to stay with certain people or go to certain places
- Self harm

6.6 **Possible signs of Sexual Exploitation:**

- Repeatedly going missing, particularly overnight
- Coming home with unaccounted gifts, i.e. clothes, money, mobile phone, jewellery and drugs
- Excessive a secretive use of internet and/or mobile
- Mood swings and changes in behaviour
- Having several SIM cards, frequent mobile phone top ups
- Losing contact with family and friends of their own age and associating with an older age group
- Unexplained injuries
- Low self esteem, leading to a change in personal appearance
- Excessive washing or bathing particularly when returning from 'missing' episodes
- Sexually transmitted infections or becoming pregnant

6.7 **Possible signs of Spiritual Abuse:**

- Disproportionate dependency on a spiritual leader with a willingness or desire to submit or debase or subject themselves.
- Acceptance of guilt or blame for things which are not their fault.
- Abusing or punishing themselves especially if this is ritualised or systematic.

6.8 **Possible signs of domestic abuse:**

- Aggression or bullying
- Anti-social behaviour, like vandalism
- Anxiety, depression or suicidal thoughts
- Attention seeking
- Bed-wetting, nightmares or insomnia

- Constant or regular sickness, like colds, headaches and mouth ulcers
- Drug or alcohol use
- Eating disorders
- Problems in school or trouble learning
- Tantrums
- Withdrawal.

These signs are not exhaustive, and neither are they definitely signs that a child is being abused but concerns should be reported to a line manager or a designated person.

7.0 SPECIFIC SAFEGUARDING ISSUES

7.1 **Honour-based violence (HBV) and Female Genital Mutilation (FGM)**

So called 'hour-based' violence encompasses incidents that has been committed to protect or defend the hour of a family and/or community, including breast ironing, FGM and forced marriage. Concrete Rose takes these concerns seriously and staff and hosts are made aware of the possible signs and indicator that may alert them to the possibility of HBV through training. Staff and hosts are required to treat all forms of HBC as abuse and follow the procedures outlined in this policy.

FGM is a procedure involving the partial or total removal of the external female genitalia or other injury to the female genital organs for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and later in life. The procedure is typically carried out on girls aged between 4-13, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. FGM is recognized as a violation of the human rights of girls and young women, and is illegal in the UK. Any indication that a child is at risk of FGM, or where FGM is suspected, will be dealt with by the procedures outlined in this policy. Staff or hosts will report concerns to the DSL who will make a referral to social care. In these cases, parents will not be informed before seeking advice and the case will still be referred to social care even if it is against the child's wishes.

In accordance with the Female Genital Mutilation Act 2003 there is a mandatory duty to report 'known' cases - or where a disclosure of FGM has been made involving someone under-18 - to the police. Staff should speak to the DSL and involve social care as appropriate.

7.2 **Preventing radicalisation**

Protecting children from the risk of radicalisation is similar in nature to protecting children from other forms of harm and abuse. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Extremist groups can attempt to radicalise vulnerable children to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of children. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff and hosts will be expected to undertake training about the 'Prevent'

duty. The Counter-Terrorism and Security Act, 2015 places a duty on those in authority to have due regard to the need to prevent people from being drawn into terrorism. If a staff member has a concern that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. The Designated Safeguarding Lead (and Deputies) should be aware of local procedures for making a Prevent referral using the Prevent National Referral Form found on the Cambridgeshire and Peterborough Safeguarding Board website.
National Prevent referral form (safeguardingcambspeterborough.org.uk)

7.3 **Extra familial harms**

Children may be at risk of or experiencing physical, sexual, or emotional abuse and exploitation in contexts outside their families. While there is no legal definition for the term extra-familial harm, it is widely used to describe different forms of harm that occur outside the home. Children can be vulnerable to multiple forms of extra-familial harm from both adults and/or other children. Examples of extra-familial harm may include (but are not limited to): criminal exploitation (such as county lines and financial exploitation), serious violence, modern slavery and trafficking, online harm, sexual exploitation, child-on-child (non-familial) sexual abuse and other forms of harmful sexual behaviour displayed by children towards their peers, abuse, and/or coercive control, children may experience in their own intimate relationships (sometimes called teenage relationship abuse), and the influences of extremism which could lead to radicalisation.

> ***Child Criminal Exploitation:*** *As set out in the Serious Violence Strategy, published by the Home Office, 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 (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) 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. Signs include:*
>
> - Frequently absent from and doing badly in school.
> - Going missing from home, staying out late and travelling for unexplained reasons.
> - In a relationship or hanging out with someone older than them.
> - Being angry, aggressive or violent.
> - Being isolated or withdrawn.
> - Having unexplained money and buying new things.
> - Wearing clothes or accessories in gang colours or getting tattoos.
> - Using new slang words.
> - Spending more time on social media and being secretive about time online.
> - Making more calls or sending more texts, possibly on a new phone or phones.
> - Self-harming and feeling emotionally unwell.
> - Taking drugs and abusing alcohol.
> - Committing petty crimes like shop lifting or vandalism.
> - Unexplained injuries and refusing to seek medical help.
> - Carrying weapons or having a dangerous breed of dog.

7.4 **Misuse of Drugs or alcohol**

The discovery that a child is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but such action will be considered when there is evidence or reasonable cause:

- To believe the child's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse.
- The child's substance misuse dependency is affecting their mental and physical health and social wellbeing
- To believe the child's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults.
- Where the child's substance misuse dependency is putting the child at such risk that intensive specialist resources are required
- Where the misuse is suspected of being linked to parent/carer substance misuse.
- Where the misuse indicates an urgent health or safeguarding concern.
- Where the child is perceived to be at risk of harm through any substance associated criminality.

7.5 **Children with Disabilities, Additional Needs or Special Educational Needs**
Are statistically more vulnerable to abuse. Staff and hosts who support children with complex and multiple disabilities and /or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

7.6 **Sexual violence and sexual harassment between children**

Sexual violence and sexual harassment can occur between two or more children of any age and sex. It can occur also through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face-to-face (both physically and verbally) and are never acceptable.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. In these circumstances we will:

- Refer to 'Keeping Children Safe in Education - Part Five', 2026 for full details of procedures to be followed in such cases. Also see 'Sharing nudes and semi-nudes: advice for education settings working with children and young people' (UKCIS, March 2024)
- Make it clear that there is a zero-tolerance approach to sexual violence and sexual harassment, that it is never acceptable, and it will not be tolerated.
- Make decisions on a case-by-case basis.
- Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
- Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe. Record any risk assessments and keep them under review.
- Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations.
- Liaise closely with external agencies, including police and social care, when required.

8.0 RESPONDING TO SUSPECTED ABUSE

8.1 **Steps**

Child protection is very serious and all suspicions and concerns, regardless of how minor they seem should be dealt with seriously and the following steps taken:

- Do not delay.
- Record any observations and keep an account of your suspicions and concerns.

- It is not your role to investigate or confront the person suspected of abuse – present information clearly and factually.
- Don't keep it to yourself – discuss it with your supervisor or a designated person.
- Complete a written record of your concerns using the 'Concern Form' (see appendix A &B). One small concern raised may be the missing part of a jigsaw that completes a picture that is held centrally. The form should be completed the same day as the concern was raised and passed onto the DSL.

If it is urgent and you cannot contact your DSL you must call Children's Services using one of the following numbers:

- Cambridgeshire Children: 0345 045 5203
- Peterborough Children: 01733 864180
- Out of hours Emergency Duty Team (EDT): 01733 234724 (see section 10)

9.0 DEALING WITH DISCLOSURES OF ABUSE

9.1 **Disclosures**

If a child makes a disclosure and has suffered abuse the following action must be taken: (Our main concern is the child and therefore all decisions should reflect this fact.)

- Stay calm and in control but do not delay in taking action.
- You must explain to the child that you cannot keep the information confidential (see section 4).
- You should reassure the child and explain that you need to tell someone and explain who and why. Make it clear that you will only tell the people who need to know and who should be able to help.
- It is important to remember that the child is not always in a position to judge risks themselves and they have a right to protection.
- It is not your role to investigate or confront the person who the allegation is being made about.
- Don't keep it to yourself – discuss it with the DSL and if relevant the child's social worker.
- Complete a written record of your concerns using the 'Concern Form' *(see section 14 and appendix A & B).* The form should be completed the same day as the concern was raised. Present information clearly and factually, using the child's words where possible. The form could be used as evidence in court.
- If the disclosure is from a child who you deem to be at immediate risk of harm and you cannot speak directly to the DSL or social worker a telephone referral should be made directly to Children's Services (see section below)

9.2 **Good practice guidelines when talking to the child**

- Reassure the child that 'they did the right thing' in telling someone.
- Give the child the time they need to explain.
- Avoid 'closed' or 'leading' questions – for example: after noticing a mark on a child, ask: "How did that happen?" and NOT "Did Daddy do that?"
- Do not be judgemental.
- Be attentive and take the child seriously so they feel safe.
- Avoid condemning the alleged abuser.
- Avoid promises you cannot keep.
- Never promise to keep the abuse a secret.

- Repeat back to the child (as accurately as possible) what you have heard to check your understanding of what the child has told you.
- Ask the child if they have told anyone else about these things.
- Explain what will happen next.
- Write down what the child has told you in a 'Concern Form'. Ensure records are accurate and factual and where possible use the child's own words.
- Get advice from line manager, a designated person, Children's Services and/or the police (Child Abuse Investigation Team)
- **Do not send the child home** if they are at immediate risk of harm.
- **Do not contact the alleged abuser** – unless this has been discussed with a designated person or Social Care.

10.0 MAKING A REFERRAL

10.1 **Making a referral**

If you suspect a child is at risk of significant harm **act immediately and do not delay** following the steps below:

- Initially speak to the DSL or relevant DP. (It is the responsibility of the DSL/DP to ensure that cases of suspected abuse or allegations of abuse are referred to Children's Services or the police
- If you cannot make contact with the DSL or DP and the child already has an allocated social worker speak to the social worker directly (provided you have contact details).
- If the child does not have an allocated social worker, or you cannot get hold of the social worker or DP/DSL call Children's Services using the details below:
    - Cambridgeshire children: 0345 045 5203
    - Peterborough children: 01733 864180
    - Out of Hours Emergency Duty Team (EDT): 01733 234724
- If the child does not have an allocated social worker, you will be asked for:
    - Basic details (correct names and spellings, siblings' details, date of birth, ethnicity, first language, family composition, school attended, learning needs/disabilities etc)
    - The nature of the concern and the identified risks of significant harm, what the impact is on the child and the evidence to support this as well as what support has been provided previously to help the family address the concerns and what strengths/resilience exist within the family
    - Details of where the child is now and whether you have informed parents/carers of your concerns
    - Details of what you want to see happen as a result of the referral including the views of the family and, where appropriate, the child
- All telephone referrals must be followed up with an online written referral within 24 hours using the Cambridgeshire & Peterborough Safeguarding Online Referral Form: https://safeguardingcambspeterborough.org.uk/concerned/
- If you have a concern regarding a child but they are not at immediate risk of harm a written online referral must be completed (https://safeguardingcambspeterborough.org.uk/concerned/)
- You will need to ensure that
    - All basic details are completed on the referral form (correct names and spellings, family members, date of birth, addresses, ethnicity, first language, disabilities etc). You will not be able to move forward to the next section of a

form until all the mandatory fields are completed and you will not be able to save an incomplete form and complete it later.

- Consent should always be sought from the family before passing information about them to Social Care, unless seeking consent would place them at increased risk of immediate and significant harm or may lead to the loss of evidence for example destroying evidence of a crime or influencing about a disclosure made. If someone is at immediate risk of significant harm, a referral to Social Care should not be delayed whilst consent is sought.
- The referral must clearly identify the concerns and the impact on the child/adult at risk as well as what support has been provided previously to help address these concerns and what strengths/resilience is within the family.
- Referrals should set out what the referrer wants to see happen as a result of the referral, and should include the views of the family and, where appropriate, the child or young person.
- The more information that is provided, the easier it is for the MASH to make a decision about the best course of action to take.
- A pdf copy of the form should be downloaded on completion so that a copy can be kept.

If you think the child is in immediate danger and needs urgent help, call the police on 999.

10.2 **Partnership working**

If a worker suspects abuse or receives a disclosure during a piece of partnership work or while delivering projects commissioned by, say, a school then the relevant organisation's procedures should be followed. The onus is with the member of staff leading Concrete Rose's involvement to be aware of what the procedure is and to ensure that procedures have been followed correctly. If another agency's 'Concern Form' has been completed it should be copied and given to their DSL for recording. If there are concerns with an agencies response this should come to the Designated Safeguarding Lead. In the case whereby Concrete Rose commissions another organisation (e.g. Romsey Mill) to undertake work with young people that are housed in the 'Room to spare' initiative it is expected that any safeguarding concerns are raised using the Concrete Rose safeguarding protocols outlined in this policy. However, in all cases the Concrete Rose DSL will liaise closely with the DSL of the relevant partner organisation.

11.0 DEALING WITH SUSPICIONS OR DISCLOSURES OF ABUSE 'OUT OF HOURS'

11.1 **Out of hours**

Outside of normal office hours Concrete Rose endeavours to maintain an 'on call' service available to staff, hosts and volunteers. Nevertheless, there may be times when normal communication links to DP's and the DSL are not available. In these circumstances follow the steps above in sections 8 and 10.

- It is important to remember not to act alone but seek advice from relevant sources.
- Actions taken must be recorded and given to a line manager or a designated person at the earliest opportunity.

12.0 DEALING WITH CONCERNS AND DISCLOSURES FLOWCHART

12.1 **Flowchart**

Dealing with concerns/disclosures – what should I do?

↓

Is the child at immediate risk of significant harm?

↙	↓	↘
No – 'nagging doubts'	Not sure - but suspect abuse	Yes – Disclosure made
↓	↓	↓
Complete a 'Concern Form' with accurate and factual detail about the concern	Complete a 'Concern Form' with accurate and factual detail about the concern	Stay calm and reassure the child. Ensure you have told them that you will need to share the information
↓	↓	↓
Give the concern form to your supervisor and discuss the situation	Discuss the concern with DP/DSL	Do not keep the situation to yourself. Discuss the concern with DP/DSL
↓	↓	↓
Pass the completed concern form to relevant DP/DSL who will sign off and start a chronology. Confidential records will be stored electronically in a protected Safeguarding folder *(see section 13)*	Pass the completed concern form to relevant DP/DSL. If the child is deemed to be at risk of significant harm a referral will be made to Children's Services	Complete the Cambridgeshire and Peterborough Safeguarding Online Referral Form' with accurate and factual detail about the concern
↓	↓	↓
No further action at this stage	A chronology will be started and actions recorded. Confidential records will be stored electronically in a protected Safeguarding folder *(see section 13)*	A DP/DSL will support you to make the referral to Social Care
↓		↓
Monitor the situation and provide on-going support consider undertaking a EHA if relevant		A chronology will be started and actions recorded. Confidential records will be stored electronically in a protected Safeguarding folder *(see section 13)*

13.0 KEEPING RECORDS

13.1 **GDPR (2018)**

Information about children and their families is defined as personal data, i.e. information that identifies a living individual. Collection, storage and sharing of personal data is governed by the General Data Protection Regulations (GDPR) & the Data Protection Act 2018. The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children safe.

13.2 **The importance of record keeping**

Good record keeping is essential in child protection for the following reasons:

- It is a legal requirement and provides evidence of concerns, discussions and actions taken.
- It can provide evidence for investigations, enquiries, complaints or court proceedings.
- It provides an accurate documented account of involvement and actions that may have been taken with children and families.
- It supports effective working together.
- It demonstrates professional accountability.

13.3 **What information should be recorded?**

- A record should be made of any information, including hearsay and 'nagging doubts', which gives cause for concern about a child and their wellbeing. This information may not appear to be very significant on its own, but it could contribute to a 'jigsaw' picture of abuse that should not be ignored. A 'Concern Form' should be completed and given to the DSL for their records. Concern forms can be emailed to mike@concreterose.co.uk
- When a concern results in a referral to Children's Services a copy of the referral must be downloaded as a pdf and given to the DSL who is responsible for keeping safeguarding records.
- When the DSL receives a completed 'Concern Form' or a referral a Welfare File will be started for an individual child.
- A chronology will be started by the DSL for a child when a concern form has been received. All subsequent safeguarding actions taken will be recorded on this chronology. The DSL will utilise the chronology to keep track of cases, recording significant incidents and outlining the involvement and communication with other agencies *(see appendix C).*
- All Welfare Files will be kept securely in an electronic Safeguarding folder.
- A password protected spreadsheet in the secure electronic Safeguarding folder will be kept detailing all the children who have a welfare file.

13.4 **How should notes and reports be made?**

- Concern Forms, and other relevant reports should be word-processed. On submitting the online referral form to Children's Services a pdf copy should be downloaded. Electronic copies should not be stored locally but given if printed or emailed to the DSL who will start a Welfare File or add to an existing one.
- Information should be factual or based on fact. Use the child's own words wherever possible. Record what was seen and heard etc. and try to be specific e.g. 'Jane had

2 circular marks on her arm that had been caused by a cigarette burn' rather than 'Jane had 2 cigarette burns on her arm'. Drawing a sketch showing position and size of any marks should be completed using the Body Maps *(see appendix B)*.

- The source of the information should be identified and the views and thoughts of the child(ren) should be included
- Make a note of what you have done with the information e.g. I spoke to the DSL.
- Opinion is acceptable as long as it can be justified in some way e.g. 'Sam ran and hid under the table when his mother arrived to take him home. He appeared to be frightened'.
- Avoid specialist jargon that others may not understand.

13.5 **Who should have access to child protection information?**

- Access to Welfare Files should be on a need-to-know basis. The confidentiality of the child and family must be respected as far as possible, but the welfare of the child is paramount.
- Safeguarding information should be shared with another agency where there is concern that a child is at risk of significant harm. For all other information, consideration should be given to the relevance and proportionality of information sharing (see below).
- Information should not be released to solicitors without taking legal advice.
- A person with Parental Responsibility may make a Subject Access Request in relation to the Welfare File. A young person of sufficient age and understanding may also make a Subject Access Request *(see section 4).*
- Reports for social care should be shared with the family at least 24 hours in advance of Child Protection conferences/LAC meetings.

13.6 **How long should information be kept?**

- Child Protection information should be archived and kept until the individual reaches the age of 25.
- The DSL will carry out a yearly audit of all Welfare Files to ensure adequate records are being kept in an appropriate manner and that procedures are being followed correctly.

14.0 CONSENT TO SHARE

Data protection legislation (the Data Protection Act 2018 (the DPA 2018) and UK General Data Protection Regulation (UK GDPR)) does not prevent the sharing of information for the purposes of safeguarding children, when it is necessary, proportionate and justified to do so. In fact, data protection legislation provides a framework which enables information sharing in that context. The first and most important consideration is always whether sharing information is likely to support the safeguarding of a child. These decisions will be made in conjunction with the DSL/DP.

14.1 **Lawful basis**

Under data protection law, there must be a valid lawful basis in order to share personal information. In particular it is important to identify at least one lawful basis under Article 6 of the UK GDPR for sharing. There are six lawful bases for sharing information set out in Article 6 of the UK GDPR. More information can be found in Step 8 of the ICO's 10-step guide for sharing information (here) but It is

likely that the lawful basis of using "vital interest", "legitimate interest", "lawful interest" or "consent" will apply:

- *Vital Interest*: Sharing information in an urgent situation where a child's life or immediate wellbeing might be at risk
- *Legitimate interest*: Using people's data in ways they would reasonably expect and which have a minimal privacy impact, or where there is a compelling justification for the processing
- *Lawful interest*: When you are obliged to process the personal data to comply with the law
- *Consent*: An individual has given agreement for personal information about themselves, or their child's personal information, to be shared or processed for a purpose where they have a clear choice about its use. It also means that the individual is able to withdraw their consent at any time (in which case the information would need to be deleted). While it is always good to work with the knowledge and understanding of those involved, or even their agreement, it is important to remember that the lawful basis of consent is not required for sharing information in a safeguarding context. And the withholding of consent will not affect your ability to share for a legitimate safeguarding purpose.

Where the information to be shared is "special category data" it will also be necessary to find a condition for processing the information under Article 9 of the UK GDPR. Safeguarding of children and individuals at risk is one of the substantial public interest conditions under which the sharing of special category data may be authorised under Article 9.

14.2 **Approach to gaining consent**

- Trusted relationships are at the heart of working with children and families and, where possible, we will work in partnership with children and families communicating, effectively and listening well.

- If a member of staff has concerns about a child's safety or welfare, and is considering contacting support services about providing them or their parent(s) or carer(s) with specific support it is important, where safe to do so, to be upfront, transparent, and honest about the concerns and who you intend to go to access support.

- If a staff member have concerns about a child's safety they will in conjunction with the DSL decide whether to share information to protect them from a risk of harm. If they decide to share information, whenever it is safe and practical to do so, there will be engagement with the child, their parent(s)or carer(s) explaining who the information will be shared with with, what information will be shared and why.

- In urgent cases, where a child is at immediate risk of harm, the priority is to share information quickly to protect the child, regardless of whether the relevant individual(s) have been informed. This can be done in retrospect (where safe to do so).

- The DSL may (alongside the relevant staff member) decide not inform the child or their parent or carer about the decision to share information if doing so could put a child or

others at further risk of harm, or could compromise effective safeguarding arrangements, including police investigations. This will be based on a legal basis outlined above.

- In any situation where children or their parent(s) or carer(s) object to particular information sharing, but the DSL decides that nonetheless it is appropriate to share, the DSL must record the reasons and the legal basis for doing so.

15.0 ALLEGATIONS AGAINST STAFF, HOSTS OR VOLUNTEERS

The following procedures relate to all cases in which it is alleged that an adult who works with children in any capacity through Concrete Rose has acted inappropriately. The following actions should be taken immediately on hearing a disclosure or witnessing an incident, if necessary, before informing the DSL or board of directors.

15.1 **Initial actions:**

- Ensure the individual child or children are safe. Appropriate attention should be given to any injury, but it is important not to contaminate any potential forensic evidence.
- Contact the DSL as soon as possible
- If the allegation is against the DSL or the DSL is unavailable contact the Local Authority Designated Officer (LADO):
    - Cambridgeshire 01223 727967 / Peterborough 01733 864038. When reporting the allegation, you should have to hand the following:
        - All available accounts of the incident or behaviour
        - Details of the child(ren) concerned, if possible
        - Details of the perpetrator, if possible
        - Names of known witnesses
- If a child is making a disclosure, ensure that his/her account is accurately recorded as soon as possible; this must be an unprompted account. Do not discuss the disclosure with him/her but do reassure the child. Make sure the account is signed and dated.
- If there are known witnesses, including yourself, make a note of their names and give them to the DSL.
- **Do not undertake any form of investigation at this stage**. If the alleged perpetrator is unaware of the allegation or serious concern, do not alert him/her to it, as this may allow opportunity for him/her to influence others to get rid of potential evidence. If s/he is aware that an allegation has been made, or that his/her inappropriate behaviour has been witnessed, inform the DSL or a member of the board of directors as quickly as possible; it may be necessary to suspend the alleged perpetrator from their duties to protect all concerned. This will be discussed between the DSL and Local Authority Designated Officer (LADO).
- Keep a clear record of all actions and discussions at this stage.
- Keep an open mind about the allegations or serious concerns and close down speculation as much as possible. It is important to be fair to all involved.

15.2 **Actions of the DSL:**

- The DSL (together with another director or member of the advisory board) will in the first instance consider the allegation made against the individual/couple and decide whether or not they have:

    - Behaved in a way that has harmed, or may have harmed, a child
    - Possibly committed a criminal offence against, or related to, a child; or
    - Behaved towards a child or children in a way that indicates that s/he is unsuitable to work with, or host, children.
- If it is clear that the allegation does not meet the above criteria the allegation will be addressed directly through the complaints/disciplinary procedures of Concrete Rose.
- Check whether or not the allegation is unfounded or demonstrably false before a formal investigation. This judgement should only be made on provable facts, not opinions of the alleged perpetrator.
- Where relevant contact the social worker allocated to the child and inform them of the allegation and the steps you have/are going to take.
- If necessary temporarily relocate the child/children to another host family.
- If further advice or actions are required contact the LADO to assess all the known information.
- If, following discussion between the DSL and the LADO, it is assessed that the matter does not reach the threshold for referral to the police; Concrete Rose will conduct an internal enquiry into the allegation or serious concern and follow its own disciplinary procedures.
- If the necessary outcome is to refer to the police, the LADO will do this. If it is unclear whether or not such a referral is advisable, then the LADO will take advice from the police before formally referring the matter.
- In cases where the police become involved there will be a Complex Strategy Meeting, convened and chaired by the LADO which will be attended by the DSL.
- In this case Concrete Rose will suspend the worker/host to safeguard the child(ren). The LADO and police will be informed. This action in no way implies guilt but is a measure to protect the child and the staff member/host. This should be made clear at the point of suspension. Concrete Rose maintains a duty of care to this individual/couple and will make support arrangements available. (The support person must not be directly involved in the investigation or the management of disciplinary proceedings.) In discussion with the LADO, the employee/host/volunteer should be kept appropriately informed about the process of the investigation.

15.3 **Allegation Flowchart**

Allegation

↓

Reported to the DSL

↓

Actions:

- Ensure child(ren) are safe
- Inform relevant social worker of proposed actions where a child is placed with Concrete Rose

↓

Evaluate. Did the staff member/host:

- Behave in a way that has harmed, or may have harmed a child?
- Possibly commit a criminal offence against, or related to, a child?
- Behave towards a child or children in a way that indicates s/he is unsuitable to work with children?

↙	↓	↘
No	Unsure	Yes
↙ ↘	↓	↙ ↘
Clearly does not meet the above criteria / Is unfounded or demonstrably false	Contact LADO for further advice	Employee/host suspended / Police informed (by LADO)
↓ ↓	↙ ↘	
Internal investigation / Resolution sought between parties involved	Does not meet criteria for escalation: Internal investigation / Requires escalation: Follow the 'Yes' steps (right)	

16.0 TRAINING AND SUPPORT

16.1 **Fundamentals:**

- All staff and hosts are required to read the Safeguarding Children Policy and go through it during their induction to Concrete Rose.
- A record will be kept of staff and hosts who have completed training by the DSL.
- Hosts must complete NSPCC online, 3 hour, Safeguarding Training before they are able to become operational.
- All staff and volunteers will receive safeguarding training appropriate to their role within the first month of their employment and will undertake a refresher course every 3 years. A record of training undertaken by staff and volunteers will be kept on a database.
- All hosts undertake safeguarding training before their first placement.
- Regular opportunities will be made for staff and hosts to meet together to review and plan their work, to share experiences and to receive training.

- It is recognised that safeguarding issues are distressing and difficult to deal with. Staff or hosts involved in safeguarding incidents will be offered support through meetings with the DSL. If additional support is required clinical supervision may be offered.

17.0 SAFER RECRUITMENT

17.1 **Overview**

A safe employment process will help promote a safer culture generally, and complement other fundamental processes including Health and Safety. It will also serve to help deter, reject or identify people who might abuse the vulnerable. Concrete Rose operates safer recruitment practices including ensuring DBS and reference checks are undertaken for all staff, hosts, students and volunteers. The *Safer Recruitment Policy* should be read in conjunction with this section for more detail.

18.0 E-SAFETY AND TECHNOLOGY

18.1 **Responsible communication**

Concrete Rose is committed to establishing safe and responsible communication and online behaviours amongst staff, hosts, volunteers and children and between children and the wider public. This includes the wider use of technology such as mobile phones, text messaging, emails, digital cameras, video conferencing, web-cams, websites and blogs. Concrete Rose recognises that the expectations and guidelines for staff and volunteers will be very different from hosts who are housing young people in their homes. To this end guidelines appropriate to both these groups are outlined below.

18.2 **Guidelines and recommendations for staff and volunteers**

Staff and volunteers should be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. This means that staff and volunteers should:

- Not request, or respond to, any personal information from a child, other than that which might be appropriate in a professional role
- Ensure that personal social networking sites are set at private and children with whom they work are never listed as approved contacts
- Never use or access the social networking sites of children with whom they work
- Not give their personal contact details to pupils including email, home or mobile telephone numbers but use Concrete Rose email addresses and phone numbers
- Only use equipment e.g. mobile phones and computers, provided by Concrete Rose to communicate with children
- Only make contact with children for professional reasons and in accordance with job role and purpose
- Not use personal Facebook, WhatsApp or similar web-based communication accounts to send messages to a child
- Ask for further guidance around appropriate communication if something is unclear
- Report and record any incidents (verbal, written or physical) that suggest a child may have developed an infatuation with a staff member, student or volunteer

18.3 **Guidelines and recommendations for hosts**

- Avoid adding young people as 'friends' on personal social media accounts until the child is over 18.
- Role model healthy use of mobile and electronic devices and encourage young people to follow suit.
- Be vigilant about any suspicious or secretive activity by a young person on their mobile phone or internet especially where young people are prone to CCE or CSE
- Report and record any incidents (verbal, written or physical) that suggest a child may have developed an infatuation with a host.
- Block harmful and inappropriate content using appropriate filters on home wifi

18.4 **Educating young people**

Where appropriate there is a role for staff, volunteers and hosts to educate young people about matters of online safety and practical steps that can be used to keep safe online including:

- How to judge when a relationship is unsafe and where to seek help when needed, including when young people are concerned about violence, harm, or when they are unsure who to trust.
- The characteristics of positive relationships of all kinds, online and offline, including romantic relationships.
- The role of consent, including in romantic and sexual relationships.
- That some sub-cultures might influence our understanding of sexual ethics, including the sexual norms endorsed by so-called "involuntary celibates" (incels) or online influencers.
- Online risks, including the importance of being cautious about sharing personal information online and of using privacy and location settings appropriately to protect information online.
- Not to provide material to others that they would not want to be distributed further and not to pass on personal material which is sent to them. Young people should understand that any material provided online might be circulated, and that once this has happened there is no way of controlling where it ends up. Young people should understand the serious risks of sending material to others, including the law concerning the sharing of images.
- Young people should understand the potentially serious consequences of acquiring or generating indecent or sexual images of someone under 18, including the potential for criminal charges and severe penalties including imprisonment.
- What to do and how to report when they are concerned about material that has been circulated, including personal information, images or videos, and how to manage issues online.
- That the internet contains inappropriate and upsetting content, some of which is illegal, including unacceptable content that encourages misogyny, violence or use of weapons.
- That pornography, and other online content, often presents a distorted picture of people and their sexual behaviours and can negatively affect how people behave towards sexual partners.
- The concepts and laws relating to domestic abuse, including controlling or coercive behaviour, emotional, sexual, economic or physical abuse, and violent or threatening behaviour.
- What constitutes sexual harassment or sexual violence, and that such behaviour is unacceptable, emphasising that it is never the fault of the person experiencing it.
- The concepts and laws relating to harms which are exploitative, including sexual exploitation, criminal exploitation and abuse, grooming, and financial exploitation.

APPENDIX

A) Safeguarding Children: Concern Form Guidance Notes

This form must be used when a worker has a general or an immediate concern. The form should be used when an incident occurs which causes a worker to be concerned about the immediate safety of a child or young person. It must also be used where concerns about any family situation are believed to be placing a child at a very high risk of harm, or where there are on-going concerns about the physical or emotional well-being of a child.

The completion of these forms must be seen as a priority and carried out as soon as possible to ensure an accurate record of events.

All forms must be:

- Completed with full reference to this Safeguarding Children Policy.
- Signed off by the DP/DSL who will then start a Chronology for that Child or Young Person.
- Given or emailed to the DSL who will start an electronic Welfare file for that child or add to an existing one.

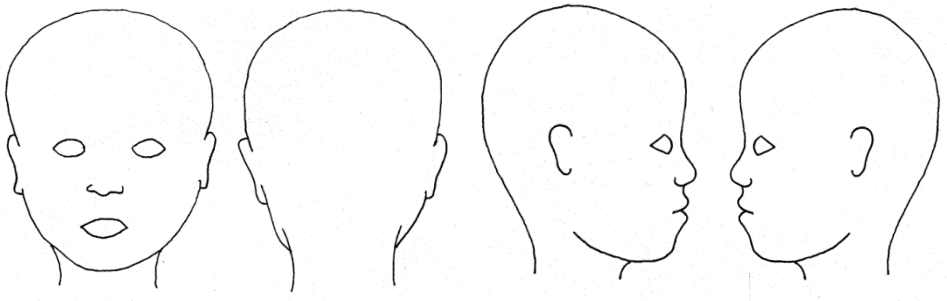
It is important that the forms are used to monitor individual situations but also as a tool through which Concrete Rose can identify gaps in service provision which put children at risk.

No Concrete Rose worker should act alone on a child protection issue, support and advice should always be sought.

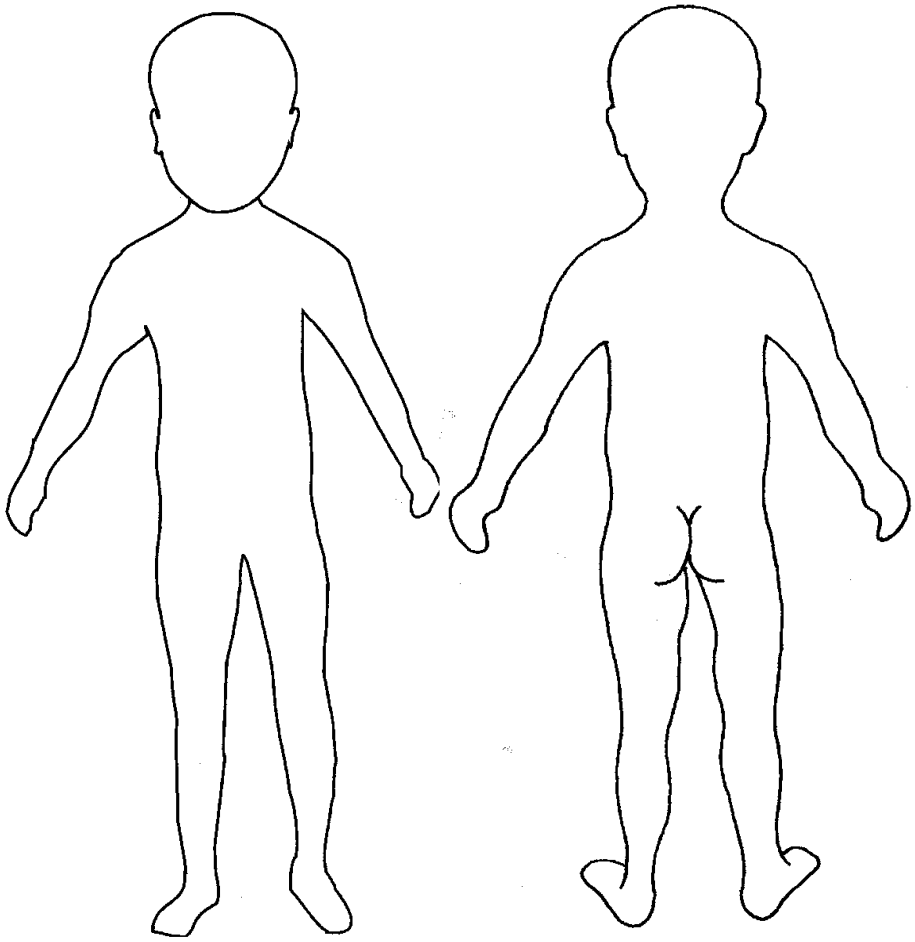
B) Concern Form

Details of the child/family			
Full name:			
Any other names by which the child is known:			
Date of birth:		Gender:	
Ethnicity:			
Address:		Postcode:	
Home no.:		Mobile.:	
E-mail:			
Name of parent/guardian:			
Relationship to child:			
Home no.:		Mobile.:	
E-mail:			
Names of any other siblings (incl. ages):			
Details of the concern			
Date of concern:		Time:	
Your name:			
Home no.:		Mobile.:	
E-mail:			
In the box below describe the incident as factually as possible not your opinion. Include who was involved, where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed:			

Use the body map below to detail any specific injuries observed:



FRONT **BACK** **RIGHT** **LEFT**



Declaration (I certify that the information given on this form is accurate.)			
Signature:		Date:	
To be completed by the Designated Person or Designated Safeguarding Lead			
Name of DP/DSL:			
Initial action(s) taken by the DP/DSL:			
If relevant, has the parent/guardian been informed of the concern?	**YES ☐**	**No ☐**	**N/A ☐**
If, YES, state the name of the parent/guardian:			

If YES, state who informed the parent/guardian, the action taken and the outcome:			
If NO, provide the reason as to why not:			
Date:		Time:	
Signature (DSL/SDDL):		Date:	
Details of any further action taken or relevant information (this may include follow-up calls, feedback from other professionals, etc.)			
Designated Person – please ensure a record of this log is added to the child welfare chronology and added to the child's welfare file. If an urgent referral is required call Children's Services or complete an online referral from • Cambridgeshire child: 0345 045 5203 • Peterborough child: 01733 864180 • EDT (Emergency Duty Team): 01733 234724			

C) Chronology of Child Protection Concerns

Details	
Name of child:	
Any other names by which the child is known:	
Date of birth:	Gender:
Ethnicity:	
Home number:	Mobile number:
Name of parent or guardian:	
Home number:	Mobile number:
Name of school/educational setting:	
Name of DP/DSL:	
Name of lead worker:	

Chronology				
Date	Event	Action by Concrete Rose	Action by another agency	Signed

D) Sources of advice and referral

<table>
<tr><th colspan="2">Local Authority</th></tr>
<tr><td colspan="2">Children's Services Customer Service Centre
If you are concerned that a child is at immediate risk of harm and need to make a referral contact Children's Services Customer Service Centre:
• Cambridgeshire child: 0345 045 5203
• Peterborough child: 01733 864180

The online referral form can be found here: https://safeguardingcambspeterborough.org.uk/concerned/

Emergency Duty Team EDT (out of hours): 01733 234724</td></tr>
<tr><td>Education Safeguarding Team
Mailbox No: D13
Cambridge Professional Development Centre
Foster Road
Trumpington
Cambridge
CB2 9NL
Tel: 01223 729039</td><td>Advice helpline
Tel: 01223 703800
Email: ECPSGeneral@cambridgeshireshire.gov.uk
Office hours 8.30am – 4.30pm school term time</td></tr>
<tr><td>Early Help Hub
Advice and to send completed Early Help Assessments:

Cambridgeshire:
Tel. 01480 376666
Email: early.helphub@cambridgeshire.gov.uk

Peterborough:
Tel. 01733 863649
Email: earlyhelp@peterborough.gov.uk</td><td>Cambridgeshire and Peterborough Safeguarding Children Board (CPSCB)

Scott House
5 George Street
Huntingdon
PE29 3AD
Tel: 01733 863744
www.safeguardingcambspeterborough.org.uk/children-board/

Email:
safeguardingboards@cambridgeshire.gov.uk</td></tr>
<tr><td>Local Authority Designated Officer (LADO)
Reporting concerns about another practitioner or volunteer who works with children

Cambridge:
Tel: 01223 727967/727968
Email: LADO@cambridgeshire.gov.uk

Peterborough:
Tel: 01733 864038
Email: LADO@peterborough.go.uk</td><td></td></tr>
<tr><th colspan="2">Voluntary/Community Sector Organisations</th></tr>
</table>

Romsey Mill **James Bennett:** 01223 213162	**NSPCC** Tel. 0808 800 5000 Email: help@nspcc.org.uk