



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY & PROCEDURES

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SAFEGUARDING CHILDREN & YOUNG PEOPLE

Policy & Procedures

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1. Introduction

1.1 Policy Statement

The Bar'N'Bus Trust operates under the Christian principle that people are precious to God, so much so that Jesus sacrificed His life in order to give life to the world. We therefore recognise the need to provide a safe and caring environment for all who engage in our activities or enter our premises, without any form of discrimination. All children and young people should feel safe at our activities and on our premises. We work with many young people and children who are particularly vulnerable, and we need to be aware that such young people and children can be targeted as a result. It is vitally important that concerns are taken seriously and are dealt with appropriately and correctly.

This policy is intended to demonstrate how the Trust takes its responsibilities in this area very seriously and aims to work in line with the requirements of current relevant legislation (see Appendix I) and exemplary good practice. In this document the normal legal definition for a 'child' is used as being anyone under the age of 18 years. A 'young person' is taken as being between the ages of 16 and 25 years old. There is overlap between these two definitions, which is acceptable in terms of maturity being based on factors other than just chronological age. It is appreciated that a significant number of personal rights and opportunities exist for those over 16 years old, however, in law they are still considered as children and protected by the laws in the same way as a younger person.

As an organisation that seeks to bring joy, hope and life to the whole community, we are committed to preventing any form of abuse (e.g. physical, sexual, emotional or spiritual) of children and therefore understand that it is our responsibility to develop, review and maintain procedures to safeguard children. Our policy will assist in this process and it will also help to protect those who work at the Bar'N'Bus Trust. This policy applies to all workers: trustees, staff, students and volunteers.

This policy will clarify roles and responsibilities, procedures and guidelines and definitions. Child abuse and protection procedures can be difficult and unpleasant. This policy aims to assist workers by raising awareness of risk or potential risk and their mitigation and giving guidance for dealing with concerns or disclosures. It is important to remember that keeping children safe is our responsibility, but that there is specialist help and advice available to support us.

1.2 Our Guiding Principles

We accept the UN Convention on the Rights of a Child which states that all children are entitled to rights and freedom "without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status."

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

1.3 Guidelines

The welfare of each child or vulnerable adult with whom we have contact is of prime importance to our organisation and this will be demonstrated in our actions, policies and activities.

We will work with other relevant agencies to promote the safety and welfare of children following procedures set out in Southend, Essex & Thurrock (SET) Safeguarding and Child Protection Procedures 2025 which states:

“Professionals in all agencies, whatever the nature of the agency (whether public services or commissioned provider services) who come into contact with children, who work with adult parents/carers or who gain knowledge about children through working with adults, should:

- Be alert to potential indicators of abuse or neglect;
- Be alert to the risks which individual abusers or potential abusers, may pose to children;
- Be alert to the impact on the child of any concerns of abuse or maltreatment;
- Be able to gather and analyse information as part of an assessment of the child’s needs.”

Therefore:

- An understanding of this policy is mandatory for all trustees, staff, students and volunteers who will be trained accordingly.
- This policy (and its associated procedures) will be reviewed on an annual basis or whenever there is a significant change in the organisation or in relevant legislation.
- Children, and where appropriate, parents will be made aware of this policy so that they know the procedures and their rights;
- All concerns and allegations will be taken seriously and responded to appropriately - this may require a referral to statutory children’s services and in emergencies, the Police.
- Everyone working for Bar’N’Bus Trust has the responsibility to share any concerns that they have with their line-manager and/or DP. This policy outlines the process for recording and sharing concerns.
- In cases of suspected child abuse concerns cannot be kept confidential.
- The Bar’N’Bus Trust takes all allegations about staff misconduct seriously and encourages whistle-blowing. (see Whistle-blowing Policy & Procedure).
- All staff, students and volunteers will be adequately supervised for their work.
- The Bar’N’Bus Trust is committed to safe recruiting for all workers.



2. Responsibilities

2.1 We operate under the following values & 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 We all have a legal responsibility to safeguard children and refer to Social Care or the police when abuse has occurred:

- We must act
- We must not investigate
- We cannot maintain total confidentiality, and must not promise to do so
- We have to act on concerns, suspicions, facts and disclosures.

2.3 It is the responsibility of the Board of Trustees to:

- Ensure the policy for Safeguarding Children and Young People is reviewed and approved on an annual basis and that procedures fully address its delivery.
- Ratify the appointment of Designated Person for Safeguarding (DP)
- Nominate a Trustee to be responsible for Safeguarding and Child Protection who has undertaken appropriate training

2.4 It is the responsibility of the Chief Executive Officer (CEO) to:

- Ensure that the full implementation of the Safeguarding Children & Young People Policy
- Appoint the DP to deal with safeguarding and child protection issues
- Fulfil the function of the Named Senior Officer when dealing with allegations or serious concerns in respect of an adult who works (as employee or volunteer) with children and young people at the Bar'N'Bus Trust.

2.5 It is the responsibility of Designated Person for Safeguarding to:

- Co-ordinate and oversee the organisation's Safeguarding Children & Young People Policy.
- Ensure that all employees and volunteers know the policy and are given appropriate training to ensure the procedures operate effectively.
- Ensure that the policy is available publicly and on The Bar'N'Bus Trust website.
- Undertake a review of the policy procedures and their implementation on an annual basis.

2.6 It is the responsibility of Trustees, staff, students and volunteers to:

- Be alert and responsive to the signs and indicators of possible abuse, including possible child sexual exploitation, female genital mutilation and radicalisation.
- Be alert to potential risks in any situation and context of Bar'N'Bus activities.
- 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 or situations in line with the defined procedure
- Discuss issues and concerns with their line manager or DP immediately
- Use appropriate behaviour and language when working with children
- Act appropriately on concerns, suspicions, facts and disclosures



3. Designated Person for Safeguarding (DP)

3.1 A Designated Person for Safeguarding will be appointed with responsibility for the co-ordination and implementation of the organisation's Safeguarding Children & Young People Policy and Procedures. These procedures will be followed:

- The appointment will be made by the CEO and ratified by the Board of Trustees.
- The person will be a senior member of staff with 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/carers etc.
- The person must undertake appropriate training prior to taking on this role and it must be updated every two years or more frequently as circumstances may require.

3.2 A DP has the following responsibilities:

- Receive concerns and disclosures from staff and act decisively over necessary actions relating well to statutory authorities, parents/carers etc.
- Gather information and make referrals to social care and/or the police as necessary
- Ensure policies and procedures are followed and that staff are supported
- Ensure records are completed and filed securely
- Ensure staff, students and volunteers receive support and training

3.3 The following is the DP for The Bar'N'Bus Trust and is 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 9.

Designated Person for Safeguarding:

Jamie Sawtell – Chief Executive Officer

Mobile: 07935 222 113 – personal mobile number also available to staff

If the DP is unavailable on a particular day the role will pass to a member of the senior team. Do not hesitate in calling the DP at any time to discuss an issue of safeguarding.



4. Confidentiality and Information Sharing

- 4.1 It is The Bar'N'Bus Trust's duty 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.** Staff have a professional responsibility to share information with other agencies in order to safeguard children.
- 4.2 Child protection information will be stored and handled in line with the Data Protection Act 2018 principles. The Data Protection Act does not prevent staff from sharing information with relevant agencies, where that information may help to protect a child.
- 4.3 Child protection records are normally exempt from the disclosure provisions of the Data Protection Act 2018, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request to see child protection records they should refer this to the DP who in turn will seek advice from Essex County Council's Information Management Team. Together a decision will be made about what information to share. This decision will consider the balance between the potential risk to the child and the principle of working openly and honestly with parents.
- 4.4 DP should only disclose information about a child to other members of staff on a 'need to know' basis.
- 4.5 Staff must be clear about their obligations and let children know that if they tell us something we may have to act on it and tell someone else; it is vital to allow space for a child to talk but it is essential that they know the limits of confidentiality.
- 4.6 Staff should adhere to the following guidance on talking to children about confidentiality and safeguarding:
- Explain that total 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
 - Reassure the child you will do your best to support them
 - Explain the process of reporting child protection issues and ensure the child has understood.



5. 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. These definitions are taken from the document 'Southend, Essex and Thurrock Safeguarding and Child Protection Procedures' (May 2019)

5.1 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 is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. 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.
- Not giving the child the opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Imposing age or developmentally inappropriate expectations 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.
- Seeing or hearing the ill treatment of another e.g. where there is domestic violence and abuse;
- Serious bullying, causing children frequently to feel frightened or in danger, including online;
- Exploiting and corrupting children

5.3 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 (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes 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.

In addition, sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although

prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003.

Sexual exploitation of children under 18 involves exploitative situations, contexts and relationships where they (or a third person or persons) receive “something” (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child’s limited availability of choice resulting from their social, economic and, or emotional vulnerability

5.4 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 misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, 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 supervision including the use of inadequate care-givers
- Ensure access to appropriate medical treatment.

It may include neglect of, or unresponsiveness to a child’s basic emotional needs.

Included in the four categories of child abuse and neglect above are several factors relating to the behaviour of the parents and carers which have significant impact on children, such as domestic abuse. Research analysing serious case reviews has demonstrated a significant prevalence of domestic abuse in the history of families with children who are subject of child protection plans. Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic abuse in their peer relationships.

The Home Office definition of domestic violence and abuse was updated in March 2013 as:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

5.5 **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.

5.6 Contextual safeguarding

Contextual safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

Therefore, children's social care practitioners need to engage with individuals and sectors who do have influence over/within extra-familial contexts, and recognise that assessment of, and intervention with, these spaces are a critical part of safeguarding practices. Contextual safeguarding therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts.

More information about contextual safeguarding can be found from the Contextual Safeguarding Network supported by the University of Bedfordshire - <https://contextualsafeguarding.org.uk/about/what-is-contextual-safeguarding>



6. 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 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

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 DP.



7. Specific Safeguarding Issues

7.1 Female Genital Mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia 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. Girls can die as a result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth. It can have long term effects on physical and psychological health.

FGM is recognized as a violation of the human rights of girls and young women and is illegal in the UK. The Female Genital Mutilation Act 2003 made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet counsel, or procure the carrying out of FGM abroad, even in countries where it is legal.

There is a range of potential indicators that a child may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child. Victims of FGM are likely to come from a community that is known to practice FGM.

If there are suspicions that a child is likely to suffer or has suffered FGM, there is a mandatory duty to report to the police when it has been discovered through disclosure by the victim that FGM appears to have been carried out on a girl under 18. Staff should speak to the DP if they have any concerns someone is the victim of FGM.

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. The Counterterrorism 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 DP.

7.3 Gang Activity/Serious Youth Violence:

There are a number of areas in which young people are put at risk by gang activity, both through participation in and as victims of gang violence which can be in relation to their peers or to a gang-involved adult in their household or community

A child who is affected by gang activity or serious youth violence may have suffered, or may be likely to suffer, significant harm through physical, sexual and emotional abuse or neglect.

The concept of significant harm, is a situation where a child is suffering, or is likely to suffer, a degree of physical, sexual and/or emotional harm (through abuse or neglect), which is so harmful that there needs to be compulsory intervention by child protection services.

There are also situations where a young person may be on the path to significant harm from serious youth violence and gangs but not yet reached that threshold. It is important to recognise this and utilise the services that are available for early intervention.

Groups of children often gather in public places to socialise, and peer association is an essential feature of most children's transition to adulthood. Groups of children can be disorderly and/or anti-social without engaging in criminal activity.

Defining a gang is difficult, however it can be broadly described as a relatively durable, predominantly street-based group of children and/or adults who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity. This definition is based on the Home Office definition of a gang, this is used to ensure a relatively unified definition across all agencies

Children in Southend, Essex or Thurrock may be involved in more than one 'gang', with some cross-border movement, this may be internal to the Southend, Essex and Thurrock areas across districts or into and out of other areas. It is also likely that they may not stay in a 'gang' for significant periods of time and their membership is not exclusive to one group. Children rarely use the term 'gang' and will actively disassociate from this term. A non-exhaustive list of terms that they may use instead is 'family', 'bredrin', 'crews', 'cuz' (cousins), 'my boys' or simply 'the people I grew up with'.

Definitions need to be highly specific to particular areas or neighbourhoods if they are to be useful. Across Southend, Essex and Thurrock there are significant regional differences in the method of operation of gangs and there is a need to fully understand the problem to ensure accurate definitions. Furthermore, professionals should not seek to apply this or any other definition of a gang too rigorously; if a child or others think s/he is involved with or affected by 'a gang', then a professional should act accordingly.

Violence is a way for gang members to gain recognition and respect by asserting their power and authority in the street, with a large proportion of street crime perpetrated against members of other gangs or the relatives of gang members. Within a county experiencing 'county lines' there is a risk of contagion with the violence spreading to other members of the community and violence does not reside exclusively within the gang area.

It is important to remember that youth violence, serious or otherwise, may be a function of gang activity. However, it could equally represent the behaviour of a child acting individually in response to his or her particular history and circumstances. When making assessments it is important to analyse all the information when making a decision regarding the level or propensity of their gang involvement.

When considering factors which influence propensity to violence there are important region specific considerations. As Southend, Essex and Thurrock are prime targets for county lines gangs may operate specific methods in this area and there are further factors to consider. This is a non-exhaustive list of factors which have been observed across Southend, Essex and Thurrock:

- Parenting which is permissive and neglectful, resulting in a lack of guidance and creating ineffectiveness and poor self-control for a child. The child is not equipped to resist an environment or group which instigates violence
- Parents who have a significant fear of their child's either real or hypothetical involvement in serious youth violence and/or gang activity. This can be due to a heightened awareness and fear of gang involvement leading to parenting becoming hostile and surveillance based. This can push children towards negative influences as opposed to protecting them.
- Parental debt that seems unmanageable. This situation can lead to circumstances where parents are either cognisant or passive of their child's offending if it contributes to managing household debt. This can lead to children being particularly vulnerable to exploitation by gangs.

Community circumstances which can foster the emergence of gangs include:

- Areas with a high level of social and economic exclusion and mobility (which weakens the ties of kinship and friendship and the established mechanisms of informal control and social support);
- Areas made up of predominantly social housing, and especially where it is high rise/high density social housing. There is a correlation across Southend, Essex and Thurrock with 'gang crime' and being the most deprived wards in those areas.
- Due to the county lines nature of the gang model within Southend, Essex and Thurrock semi rural areas and 'market towns' without an established criminal hierarchy or consistent drug supply are vulnerable to 'county line' infiltration
- Areas with poor performing schools - in terms of leadership, positive ethos, managing behaviour and partnership working;
- Lack of access to pro-social activities (e.g. youth service) and to vocational training and opportunities including poor transport links
- Areas with a high level of gang activity/peer pressure and intimidation, particularly if the family is denying this or is in fear of the gangs; and
- Family members involved in gang activity and criminality.
- Areas where a high number of children are being excluded from school



8. Dealing with Suspected Abuse

8.1 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 line manager or DP
- 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.

If it is urgent and you cannot contact your line manager or DP you must call the Children and Families Hub or the Police (Child Abuse Investigation Team) directly to seek advice. (see section 10)



9. Dealing with Allegations of Abuse

9.1 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 about who the allegation is being made
- Don't keep it to yourself – discuss it with your line manager or DP – call them on their mobile if needs be, do not hesitate to contact management regarding a safeguarding issue.
- Complete a written record of your concerns using the 'Concern Form' (see section 15 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 there is an immediate risk of harm to a child contact the police on 999.
- If a child is at risk of serious harm call the Children and Families Hub on 0845 603 7627, the Emergency Duty Team 0845 606 1212 or the Police (Child Abuse Investigation Team) immediately to make a referral. All telephone referrals should be followed up in writing within 48 hours using the appropriate Children and Families Request for Support (RFS) form.
- If you have a concern regarding a child but they are not at immediate risk of harm a written referral, using the appropriate Children and Families Request for Support (RFS) form, should be completed and sent to Children and Families Hub.
- If you cannot contact your line manager or DP and need to discuss a concern you must call the Children and Families Hub on 0845 603 7627 (ask for 'Consultation Line') or the Emergency Duty Team 0845 606 1212 who will advise on next steps (See Section 10).

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, DP, Children's Social Care 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 the DP or Social Care

9.3 If a worker suspects abuse or receives a disclosure during a piece of partnership work or while delivering projects commissioned by a school then the relevant organisation's procedures should be followed. The onus is with the member of staff leading the Bar'N'Bus Trust's involvement to be aware of what the procedure is and to ensure that procedures have been followed correctly. If another agencies 'concern form' has been completed it should be copied and given to their Bar'N'Bus line manager or the DP for recording. If there are concerns with an agencies response and/or what action they should take, the worker should speak to their line manager or the Bar'N'Bus DP.



10. Dealing with Allegations of Abuse ‘Out of Hours’

10.1 Workers who deliver evening or weekend sessions may find that there are times when it is not possible to refer or discuss ‘suspected abuse’ or ‘allegations of abuse’ with a line manager and/or a DP because they are working ‘out of hours’. ‘Out of hours’ refers to times when normal communication links to line managers or a designated person may not be available.

In these circumstances the following procedure should be followed:

- Follow the steps above in sections 8 and 9.
- If a line manager or DP cannot be contacted, you must seek advice from Children’s Social Care via the Emergency Duty team 0845 606 1212
- They will advise if a referral needs to be made or if the police need to be contacted immediately
- 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 DP at the earliest opportunity.

10.2 Workers need to discuss ‘Out of Hour’ procedures with their line manager or DP to ensure they are confident in the approved and appropriate action they may need to take.



11. Dealing with Concerns/Disclosures Flowchart

What should I do? Is the child at immediate risk of significant harm?

<p align="center">No 'I'm worried about this'</p>	<p align="center">Not Sure 'I suspect abuse'</p>	<p align="center">Yes 'Disclosure made'</p>
<p align="center">Complete a 'Concern Form' with accurate and factual detail about the concern</p> <p align="center">↓</p> <p>Give the concern form to your line manager or DP, and discuss the situation</p> <p align="center">↓</p> <p>Give the completed concern form to DP who will sign off and start a chronology. Confidential records will be stored securely by the DP</p> <p align="center">↓</p> <p>No further action at this stage</p> <p align="center">↓</p> <p>Monitor situation and provide ongoing support</p>	<p align="center">Complete a 'Concern Form' with accurate and factual detail about the concern</p> <p align="center">↓</p> <p>Discuss the concern with line manager or DP if they are not available</p> <p align="center">↓</p> <p>Pass the completed concern form to DP. If the child is deemed to be at risk of significant harm advice will be sought from the Children and Families Hub (0845 603 7627) and if necessary a referral will be made</p> <p align="center">↓</p> <p>A chronology will be started and actions recorded. Confidential records will be stored securely by the DP.</p>	<p align="center">Stay calm and reassure the child. Ensure you have told them that you will need to share the information</p> <p align="center">↓</p> <p>Do not keep the situation to yourself. Discuss the concern with line manager or DP if they are not available</p> <p align="center">↓</p> <p>Complete a 'Concern Form' with accurate and factual detail about the concern</p> <p align="center">↓</p> <p>The DP will support you to make the referral to Social Care via the Children and Families Hub (0845 603 7627) unless the disclosure happens 'out of hours' (see section 10)</p> <p align="center">↓</p> <p>A chronology will be started and actions recorded. Confidential records will be stored securely by the DP</p>

Designated Person for Safeguarding – Jamie Sawtell – 07935 222 113

**IF YOU SUSPECT A CHILD IS AT RISK OF SIGNIFICANT HARM
ACT IMMEDIATELY DO NOT DELAY.**

IF DP IS UNAVAILABLE DO NOT WAIT - CALL CHILDREN AND FAMILIES HUB ON
0845 603 7627 OR THE POLICE ON 999



12. Making a Referral

12.1 If you suspect a child is at risk of significant harm **act immediately do not delay**.

The DP will normally make referrals; however it is important that all staff are aware of the process involved with making a referral - please see the guidelines and flowchart below:

- Workers should initially inform their Line Manager of any concerns regarding a child and then speak to a DP. However, if the child is at immediate risk of significant harm or the concern is urgent or serious then the staff member can go directly to the DP. The worker should then keep their line manager informed of their actions.
- It is then the responsibility of the DP to ensure that cases of suspected abuse or allegations of abuse are referred to Children's Social Care via the Children and Families Hub 0845 603 7627 or the police 101.
- When making a referral it is essential that you provide as much relevant information as possible. The following information will be helpful in making the referral and completing the form:
 - Your name, job role and contact number
 - The Child's full name (or any names they have previously been known by)
 - Address of the Child
 - Date of Birth of the child
 - Sex and ethnicity
 - School
 - Family details -names of parents/carers/siblings
 - Names of other agencies working with the child
 - Any previous concerns or referrals
 - Completed CAF if one exists
 - Current concern - factual and accurate details of the disclosure or concerns as detailed on the completed 'Concern Form'
 - Wishes and feelings of the child
- Details of the referral should be recorded on an Individual Chronology Sheet including the name of the person you spoke to and any agreed actions.

Making a Referral

Strong suspicion, disclosure or other evidence of abuse
- Pass the information to line manager or DP without delay



If the DP, or line manager, is unavailable as it is 'out of hours', then a consultation should be taken from Social Care via the Children and Families Hub to gain advice as to how to proceed.
Call 0845 603 7627 and ask for the 'Consultation Line'. You may be asked for the child's details. At this stage you do not need to give them any information if you are seeking advice. This consultation will not be recorded on their system.



Follow the advice given – this may involve getting more information, providing ongoing support or making a referral to social care and/or the Police



Make your referral through the Children and Families Hub, who will take the details over the phone if the child is at immediate risk of harm or ask you to complete a written referral. Both will be passed onto the Assessment and Intervention Team for assessment.



Inform line manager and DP of the outcome following advice

IF SOCIAL CARE INVOLVEMENT ENDS AFTER A CONSULTATION YOU MUST MAKE SURE A CONCERN FORM HAS BEEN ACCURATELY COMPLETED AND PASSED TO THE DP

SOCIAL CARE DO NOT RECORD CONSULTATIONS

MAKE SURE THAT YOU DISCUSS ANY OUT-OF-HOURS CONTACT TO SOCIAL CARE WITH THE DP AS SOON AS POSSIBLE.



13. Next Steps Following Referral

- Following a referral to the Children and Families Hub the concern will be passed to the Assessment and Intervention Team who will decide if the case meets the threshold for further Social Care involvement.
- If the child is considered not in need by the Assessment and Intervention Team then there will be no further action taken by Social Care and the referring agency will be notified and alternative steps suggested e.g. completing a CAF/SFA or making a referral to Family Solutions.
- If the child is deemed to be at risk of significant harm an initial assessment will be undertaken to determine whether the child is in need and the nature of any services required. The assessment takes approximate 7 days to complete and should be undertaken in collaboration with all those involved with the child and family. This will determine whether a more detailed core assessment should be undertaken.
- If a child is suspected to be suffering, or likely to suffer significant harm following a core assessment, Social Care are required under Section 47 of the Children Act 1989 to make enquiries, to enable a decision to be made over whether action needs to be taken to safeguard and promote the welfare of the child. If concerns are substantiated and the child is judged to be at continuing risk of harm a **Child Protection Conference** must be held.
- Where there are no concerns about harm but the assessment confirms that the child is in need, a **Child in Need (CIN) meeting** is held in order to agree a plan. If the child is not deemed to be a Child in Need then the case will be stepped down to Family Solutions and a CAF or SFA will be completed.



14. Attending Child Protection Conferences

14.1 Attending an Initial Child Protection Conference or a Review meeting is of high importance and should take precedence over other commitments. It is essential that the conference is attended in order to represent the child and contribute to the decision making. Those who attend will be asked to make informed decisions about whether the child is at continuing risk of significant harm and if the child should become subject to a child protection plan. When invited to Child Protection Conferences the following procedure should be followed:

- Staff should notify their line manager and the DP responsible for their programme area, they will make a note of this meeting on the individual chronologies.
- Staff should prepare a report using the proforma for Social Care (*see appendix D*). The report should summarise all the information you have gathered about the child/ren and the family circumstances. The DP's will provide support around report writing and preparing for a conference
- It should be concise, free from jargon and clear in distinguishing between fact and opinion. It should focus on specific, observable behaviours.
- It should highlight strengths and weaknesses as well as concerns
- Reports should be word-processed, and a paper copy should be printed and filed by the DP
- Reports should be faxed or emailed to Social Care 48 hours prior to the scheduled conference
- It is good practice for reports to be shared with the parent's/carers/child at least 24 hours in advance of the conference
- Following a conference staff should feedback to a DP the outcome and the decisions that were made so records can be updated



15. Keeping Records

15.1 Good record keeping is essential in child protection, particularly with regard to children who are subject to a child protection plan, children 'in need' or who are identified as vulnerable, 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

15.2 *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 DP for their records.
- When a concern results in a referral to the Children and Families Hub a copy of the referral must be kept for child protection records.
- When the DP receives a completed 'Concern Form' or a referral a Child Protection Record will be started for an individual child.
- A chronology will be started by the DP for a child when a concern form has been received. All subsequent safeguarding actions taken will be recorded on this chronology. The DP 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 child protection records will be kept securely in a locked filing cabinet in the DP's office. If for any reason a file needs to be removed, it will be signed out.
- A list will be kept at the front of the cabinet of all the children who have a logging concerns form or who for whom there is child protection information of any kind.

15.3 *How should notes and reports be made?*

- Concern Forms, referral forms, reports for Child Protection Conferences and any related notes can be handwritten or word-processed. A paper copy should be printed and filed by the DP.
- Concern Forms must be printed on yellow coloured paper so they can be easily identified
- Information should be factual or based on fact. Record what was seen and heard etc. and try to be specific e.g. 'Jane had 2 circular marks on her arm' 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
- 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

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

- Access to Child Protection files will only be granted with the permission of the DP and 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. Therefore, information should be shared with another agency where there is concern that a child is at risk of significant harm.
- Information should not be released to solicitors without taking legal advice
- Child protection files will not normally be shared with parents/carers although a request to see them under the Data Protection Act can be made. Further advice should be sought if this situation arises (see section 4).
- Child Protection reports should be shared with the family at least 24 hours in advance of the case conference (see section 14).

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

- Child Protection information should be archived and kept until the individual reaches the age of 25
- Records of concerns raised on an adult employee’s or volunteer’s behaviour around children should be kept securely until that person has reached the age of 65 or for 10 years (whichever is the longer).



16. Allegations Against Workers

“Children can be subjected to abuse by those who work with them in any setting. All allegations of abuse or maltreatment of children by a professional, staff member, or volunteer must therefore be taken seriously and treated in accordance with consistent procedures.” Working Together to Safeguard Children 2015

16.1 The following procedures relate to all cases in which it is alleged that an adult who works with children in any capacity (paid or voluntary) at the Bar’N’Bus Trust has acted inappropriately.

In the rare event of an adult who is working with children presenting an immediate risk of harming one or more children to a perceived dangerous extent, call the police.

The following actions should be taken immediately on hearing a disclosure or witnessing an incident, if necessary, before informing the DP or CEO who are the senior managers.

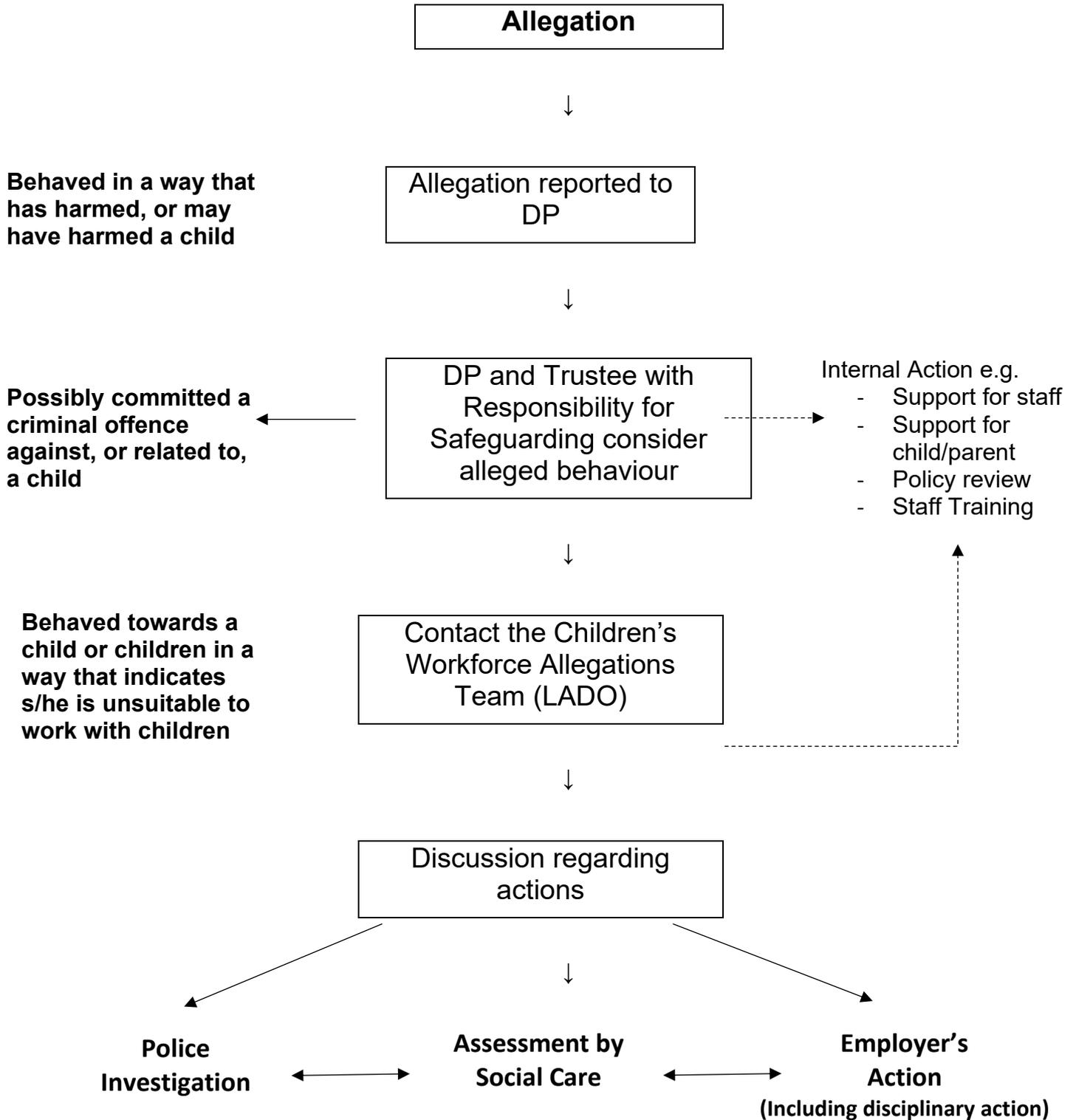
16.2 **Initial actions:**

- 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.
- 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 DP or CEO.
- If the allegation or an incident involves the DP or CEO, then the designated trustee must be informed as a matter of urgency.
- **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 DP or CEO as quickly as possible; it may be necessary to suspend the alleged perpetrator to protect all concerned. This will be discussed between the DP, trustee responsible for safeguarding and Local Authority Designated Officer (LADO) within their Children’s Workforce Allegations Team.
- 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.
- Report the allegation or serious concern to the DP or CEO as quickly as possible. If they are both unavailable the LADO (03330 139 797) should be contacted for advice. 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

16.3 **Initial considerations:**

- The DP and trustee responsible for safeguarding will in the first instance consider the allegation made against the worker and decide whether or not they have:
 - o Behaved in a way that has harmed, or may have harmed, a child
 - o Possibly committed a criminal offence against, or related to, a child; or
 - o Behaved towards a child or children in a way that indicates that s/he is unsuitable to work with children
- If it is clear that the allegation does not meet the above criteria the allegation will be addressed directly through The Bar'N'Bus Trust's complaints or disciplinary procedures.
- 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.
- If further advice or actions are required contact the LADO to assess all the known information.
- If, following discussion between the DP, trustee responsible for safeguarding and the LADO, it is assessed that the matter does not reach the threshold for referral to the police; the Bar'N'Bus Trust would 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 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 DP and CEO.
- It may be necessary to suspend the worker to safeguard the child(ren). If this course of action is necessary the LADO and police should be informed that you intend to take this action. This in no way implies guilt but is a measure to protect the child and the staff/volunteer. This should be made clear at the point of suspension. When a formal investigation is taking place, in most cases it is not appropriate to keep a member of staff at work. If suspension is necessary, the Bar'N'Bus Trust has a duty of care to its employee to 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 Children's Workforce Allegations Team, the employee should be kept appropriately informed about the process of the investigation.
- If the allegation is made against the DP or CEO, it may not be appropriate to follow an internal reporting route. The trustee responsible for safeguarding or chair of trustees and the LADO should be contacted directly. Alternatively, the member of staff can contact the Essex Safeguarding Children Board or NSPCC for advice.



17. Training, Support and Supervision

17.1

- All Trustees, staff and volunteers will be required to read the Safeguarding Children Policy and go through it with their line manager and a DP during their induction. The induction should be within the first month of employment.
- A record will be kept of Trustees, staff and volunteers who have completed training.
- All staff will receive Safeguarding training appropriate to their role within the first 6 months 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.
- Safeguarding Children will appear as a standing item on the agenda for staff supervision sessions, board meetings and Team Meetings. Managers will review staff training needs to ensure knowledge of child protection is maintained and up-to-date.
- Regular opportunities will be made for workers to meet together to review and plan their work, to share experiences and to receive training.
- When possible, Line Managers will take opportunities to observe those for whom they are responsible as they work with children.
- It is recognised that safeguarding issues are distressing and difficult to deal with. Staff involved in safeguarding incidents will be offered support through supervisions and meetings with DP's. If additional support is required clinical supervision may be offered.



18. Safer Recruitment

18.1 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. The following steps must be taken:

- **Advertising and Application Form** – when a vacancy is advertised, the advertisement should include a statement about The Bar'N'Bus Trust's commitment to safeguarding and promoting the welfare of children, and reference the need for the successful applicant to undertake an enhanced Disclosure and Barring Service (DBS) check if appropriate. All staff, students and volunteers will need to fully complete an application form and provide two referees.
- **Rehabilitation of Offenders Act 1974** – the application form, where applicable, must include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-over's, including those regarded as 'spent' must be declared.
- **Shortlisting** – all candidates should be assessed equally against the criteria contained in the person specification without exception or variation and will be done anonymously by removing/obscuring the applicants name. It will be undertaken by at least two people. Any gaps and inconsistencies should be identified for further exploration at interview. Candidates should bring original documents to verify their identity, qualifications and to fulfil the right to work in the UK requirements.
- **Interview** – The interview should assess the merits of each candidate against the job requirements and explore their suitability to work with children. Interviews should always be 'face to face' and explore issues relating to the safeguarding of children. At least one member of the interview panel must have undertaken safeguarding training. The interviewers should investigate any apparent sizeable gaps in employment history to check for credible reasons and explore concerns or discrepancies arising from the information provided by the candidate. During the interview candidates should be asked if they wish to declare anything in light of the requirement for them to undertake an enhanced DBS check if applicable to their job role. Where appropriate children will be included on the interview panel.
- **References** – will be sought, in writing or over the phone for all paid workers, students and volunteers. It will be made clear that the person will be working with children and that, views on their suitability for this type of work are being invited. Where possible references should not be sent via email, but if this is the case then this should be followed with a hard copy signed by the referee. The Bar'N'Bus Trust will not accept references or testimonials provided by the candidate, or open references and testimonials, i.e. "To Whom It May Concern", as this is open to fraud. If replies are vague or ambiguous they must be followed up in person or by telephone.
- **Employment Checks** – An enhanced Disclosure and Barring Service (DBS) check will be undertaken before confirming the appointment of a new staff member, trustee, student or volunteer for all those who work directly with children. Whilst waiting for the DBS check to be processed for The Bar'N'Bus Trust, a staff member, student, or volunteer can only begin working if references have been received. At this stage they must not be left unsupervised or alone with any child until their new DBS has been returned. If a staff member, trustee, student or volunteer has indicated that they have criminal convictions then they cannot start volunteering

until their enhanced DBS has been completed and returned. The convictions must be discussed with the Lead Designated Person or CEO to decide on the individual's suitability and a risk assessment will be carried out. If a DBS check reveals information that a candidate has not disclosed in the course of the selection process, then a decision will be made whether or not the offer will be upheld. This may result in a further interview with the candidate. Under no circumstances will a person be offered employment or given the opportunity to volunteer if they have been found to be registered on the Barred List.



19. External Use of The Bar'N'Bus Trust's Resources

19.1 All groups/organisations that work with children who wish to hire or use resources from the Bar'N'Bus Trust on a regular basis will be required to submit their safeguarding policy to the CEO at the time of booking. If the group or organisation does not have a current safeguarding policy they will be required to read The Bar'N'Bus Trust's Safeguarding Children & Young People Policy and sign to confirm their adherence to it. All adults involved with the running of these activities must have an enhanced DBS check which must be shown to the CEO before commencing their activities. Contact details will be exchanged between the group leader and an agreed member of Bar'N'Bus Trust staff for use during the session.



20. E-Safety and Technology

20.1 The Bar'N'Bus Trust recognises that there are many educational and social benefits from the use of new technologies both for children and staff but the use of these technologies needs to be monitored. The Bar'N'Bus Trust is committed to establishing safe and responsible communication and online behaviours amongst staff, students and volunteers. The use of technology for communication purposes between children and staff, students and volunteers, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, emails, digital cameras, video, web-cams, websites and blogs.

20.2 Trustees, Staff, Students 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, students 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 The Bar'N'Bus Trust email addresses and phone numbers
- only use equipment e.g. mobile phones and computers, provided by The Bar'N'Bus Trust to communicate with children
- only make contact with children for professional reasons and in accordance with job role and purpose
- not use internet or web-based communication channels to send personal 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



21. Protective Ethos and a Safe Culture

21.1 The Bar 'n' Bus Trust is committed to creating an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. Building this safe culture will be demonstrated by all workers and children knowing how they are expected to behave and feel comfortable about sharing concerns. This will be achieved in the following ways:

- Writing and adopting a clear Safeguarding Children Policy that is understood by staff, students and volunteers.
- Regular worker training, especially designated personnel, to ensure required skills and knowledge are up to date
- Discussions within team and board meetings and supervisions around safeguarding to ensure workers remain vigilant and that a team approach to issues is adopted and good practice shared to raise awareness
- Adopting an interagency approach to safeguarding by working effectively and supportively with other agencies, while being aware of information sharing protocols
- Being vigilant in cases of suspected abuse – recognise the signs and indicators, know and adhere to procedures
- Endeavouring to raise children's awareness and actively promote self-esteem building so that children have a range of strategies and contacts to ensure their own protection
- Informing children about personal safety and assertiveness skills and help them assess risks
- Modelling being a 'safe person': respect children's needs, model appropriate boundaries regarding personal space, avoid having a special relationship with one child and encourage an appropriate degree of independence
- Being aware of how your actions may look when seen by someone from outside. If in doubt about how your interaction with a child may appear to an objective observer, then reassess your response.
- If you see a colleague doing something that causes you concern – telling them or their manager. This is not seen as 'telling tales' but as helping them not to leave themselves open to allegation
- In addition to this policy The Bar'N'Bus Trust has the following related policies outlined in the staff handbook:
 - Whistle-blowing Policy
 - Use of Computer Equipment Policy
 - Email and Internet Policy
- Social Networking Policy



APPENDICES:

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 by a Bar'N'Bus Trust employee. Where the concern/incident has been observed by a volunteer the form should be completed by the Bar'N'Bus Trust employee in conjunction with that volunteer.
- Completed with full reference to The Bar'N'Bus Trust's safeguarding policy.
- Signed off by individual's line manager and DP who will then start a Chronology Record for that child or young person.
- Given to the DP and locked in the relevant storage. The storing of all records must adhere to the requirements of Data Protection legislation.

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

No Bar'N'Bus Trust worker should act alone on a child protection issue, support and advice should always be sought.



B. Safeguarding Children: Concern Form

Child's Full Name:	DOB:	Gender:
Any other names by which the child is known:	Ethnicity:	
Address:	Tel Number:	
Postcode:	Mobile:	
Carer's Name:	Relationship to Child:	
Siblings (if known give names and approximate ages):		
Date of Concern/Incident:	Time of Concern/Incident:	
Your role:	Project Area (e.g. Monday Youth Club):	
Your Name (print):	Your Signature:	
<p>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 observed.</p> <p style="text-align: right;">(continue overleaf if necessary)</p>		

Check to make sure your report is clear and will be so to someone reading it later

Line-Manager

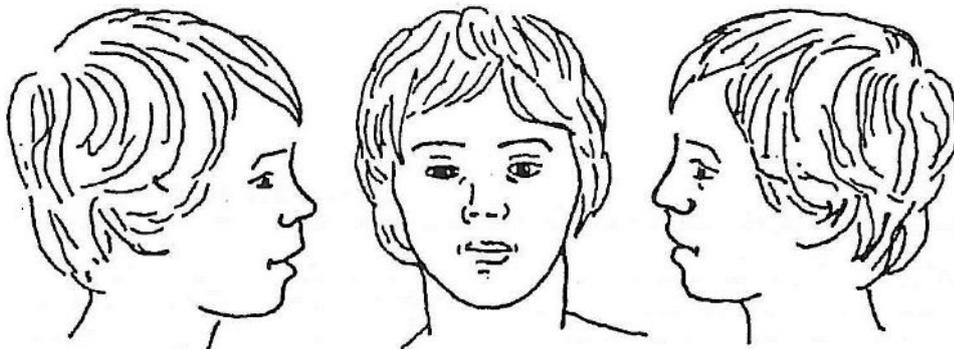
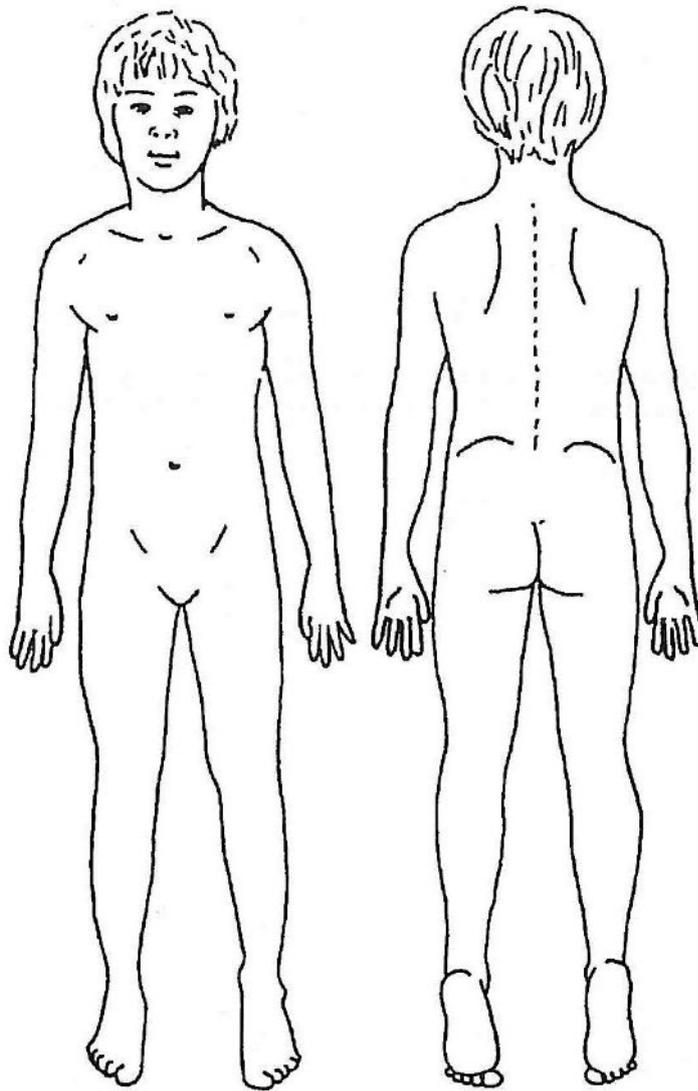
Details of Immediate Action

Received by (Designated Person for Child Protection)

DateTime

Further Action by DP

BODY MAP



NO BAR 'N' BUS TRUST WORKER SHOULD ACT ALONE ON A CHILD PROTECTION ISSUE, UNLESS THE SITUATION IS LIFE-THREATENING



C. Chronology of Child Protection Concerns

Name of Child:	DOB:
Parents'/Carers' Names:	Contact No:
	Contact No:
Name of school/setting:	Name of Designated Person:
Lead Worker:	Ethnicity:

Date	Event	Action by Bar'N'Bus Trust	Action by other Agency	Signed

○ ○ ○ ○ ○ ○ ○ ○ ○ ○

D. Proforma Report for Social Care

GUIDANCE FOR COMPLETING A SOCIAL CARE REPORT

Please read this in conjunction with the proforma 'Bar'N'Bus Trust Report for Social Care'

- The report you write should summarise all the information that you have gathered about the child/ren and the family circumstances. Be clear in distinguishing fact and opinion. Opinions and interpretations are important but try to base them on fact.
- The report should highlight strengths and weaknesses as well as concerns. It should be concise and free from jargon.
- Look at each heading on the form and consider whether or not you have anything to contribute under that heading. Make sure you complete all the information that you know but do not worry if you cannot write something under every heading. You may not have all the information required.
- **Reports should be shared with parent/cares/child if appropriate at least 24 hours in advance of the conference, ideally earlier.** Ensure that you have included everything that you will share at the conference.
- Reports should be typed and sent to the Review Manager who will chair the conference and to the social worker who is managing the case at least **48 hours** in advance of the conference. This will assist the Social Worker to identify gaps in information and how these might be filled.
- If you are unable to send the report 48 hours in advance you must take enough copies for each conference member.
- There may be occasions when conferences are convened with very short notice. This sometimes cannot be helped and you should endeavour to complete as much of the report as you can before the conference.

Bar’N’Bus Trust Report for Social Care

Details of Child/YP	
Child’s Name: Other known names:	Date of Birth:
Details of parent/carer holding parental responsibility	
Name: Relationship to child/YP: Parental responsibility: Yes/No (please delete)	Name: Relationship to child/YP: Parental responsibility: Yes/No (please delete)
1. Details of support and context (include groups attended, length of support, punctuality)	
2. Observations of emotional and behavioural development include significant changes	
3. Observational regarding the physical needs of the child/YP include physical presentation, hygiene, nutrition, general health	

4. Observations of the relationships/interactions between the parent/carer and the child/YP and with peers and staff including examples of what you have seen and heard	
5. What is working well? Include strengths, positive outcomes and developments	
6. What are you concerned about? Include any previous as well as current concerns	
7. Views of the child/YP e.g. what is life like at home? Have they indicated what they would like to change? What do they hope the outcome of the conference will be?	
8. Next steps How can the Bar'N'Bus Trust support the child/family? What other support do you consider the child/family needs?	
Signature of Staff:	Role:
Print Name:	Date:
Has the report been shared with the family?	Yes No
If not, why?	



E. The Principles and Parameters of a Good Assessment

The Southend, Essex and Thurrock (SET) Safeguarding and Child Protection Procedures 2019 provides the following guidelines for making good assessments.

“High quality assessments:

- are child-centred. Where there is a conflict of interest, decisions should be made in the child’s best interests: be rooted in child development: be age-appropriate; and be informed by evidence
- are focused on action and outcomes for children
- are holistic in approach, addressing the child’s needs within their family and any risks the child faces from within the wider community
- ensure equality of opportunity involve children, ensuring that their voice is heard and provide appropriate support to enable this where the child has specific communication needs
- involve families
- identify risks to the safety and welfare of children
- build on strengths as well as identifying difficulties
- are integrated in approach
- are multi-agency and multi-disciplinary
- are a continuing process, not an event
- lead to action, including the provision of services
- review services provided on an ongoing basis
- are transparent and open to challenge

Research has shown that taking a systematic approach to enquiries using a conceptual model is the best way to deliver a comprehensive assessment for all children.

An example of such a model is set out in the assessment triangle. It investigates three domains:

- the child’s developmental needs, including whether they are suffering or likely to suffer significant harm
- the capacity of parents or carers (resident and non-resident) and any other adults living in the household to respond to those needs
- the impact and influence of wider family and any other adults living in the household as well as community and environmental circumstances

In all assessment processes, the safety of the child should remain paramount at all times and in all circumstances. The child must be seen by a qualified social worker as soon as possible following a referral. Professionals involved with the child and family must make a

decision on the timing of this meeting, based on their assessment of the child's needs. The child's wishes and feelings must be taken into account when deciding what services to provide.

At all stages of referral and assessment, consideration must be given to issues of diversity, taking into account:

- the impact of cultural expectations and obligations on the family;
- the impact of any disability on the child and family
- the family's knowledge and understanding of UK law in relation to parenting and child welfare;
- the impact on the family if recently arrived in the UK and their immigrant status;
- the need to use interpreters for discussions about parenting and child welfare, even though the family's day-to-day English may appear/be adequate;
- the analysis of the child's and family's cultural needs must not result in a lowering of expectations in applying standards of good practice to safeguarding the child.



F. Sources of Advice and Referral

For all advice and to make a child protection referral contact:

Children and Families Hub

Tel: 0845 603 7627

Office Hours Mon-Thurs 8:45am-5:30pm, Fri 8:45am-4:30pm

Email: FOH@essex.gcsx.gov.uk

Emergency Duty Team (Out of Hours) Tel: 0845 606 1212

Essex Police - Tel: 999, 101

Essex Safeguarding Children Board (ESCB)

Tel: 0333 013 8936

Email: escb@essex.gov.uk

Website: www.escb.co.uk

Children's Workforce Allegations Team (LADO)

Reporting concerns about another practitioner or volunteer who works with children

Tel: 03330 139 797

NSPCC - Tel: 0808 800 5000

Domestic Abuse Central Referral Unit

Tel: 101 extension 180340

Women's Aid 24-Hour Domestic Violence Helpline

Tel: 0808 2000 247

helpline@womensaid.org.uk

Child Sexual Exploitation

Essex Police CSE Triage Team (CSETT)

Tel: 101

Email: csett@essex.pnn.police.uk

"Say Something" Helpline - Tel/Text: 116000

Victim Support - Tel: 0845 456 5995



G. Concern for a Child or Young Person Flowchart

Concern for a child or young person and their family

As concerns emerge

✓ In agency/organisation/education setting based meeting with the family

Consultation opportunities

- ✓ Consultation with your organisation's designated safeguarding person/safeguarding lead
 - ✓ TAFSO@essex.gov.uk
 - ✓ [Early Help Drop-ins](#) – (link will take you to days, time and joining info)
 - ✓ SET CAMHS Professional Consultation Line available Mon-Thurs 10am-midday. Tel: 0300 300 1996 - professionals only
- * Always record your concern and outcome of any consultation *

Further resources available

- ✓ Review your concerns against the [Indicators of need](#) (within the Effective Support document)
- ✓ Find a service in the [Essex Directory of Services](#) or [Frontline](#)
- ✓ SEND needs [Essex Local Offer](#) or SEND [Information, Advice & Support](#)
- ✓ [Essex Child & Family Wellbeing Service](#)
- ✓ [Early Help plan template](#)

Safeguarding concerns for child, young person and their family

Consultation with your organisation's designated safeguarding person/safeguarding lead.

Safeguarding Consultation with the Children & Families Hub 0345 603 7627.

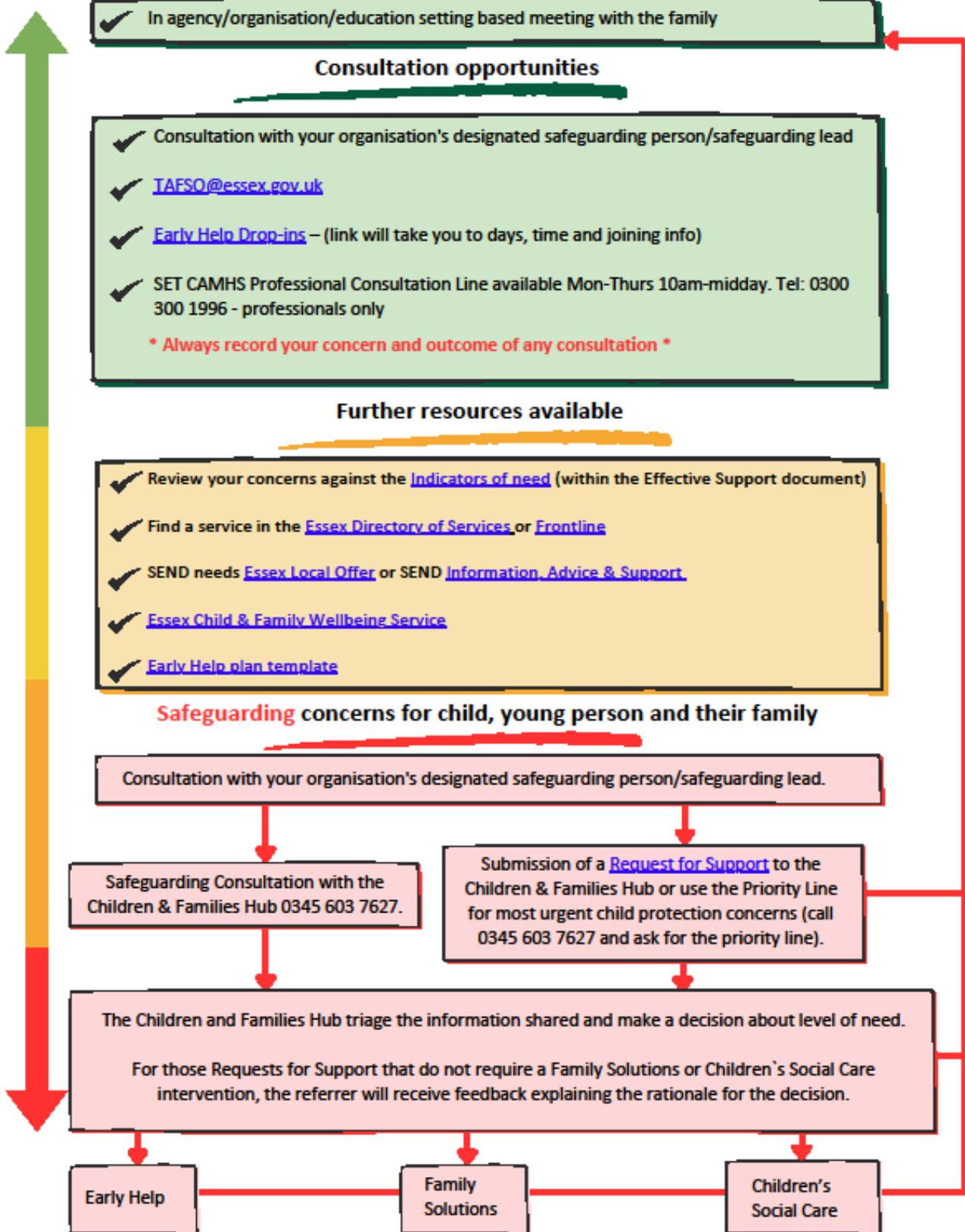
Submission of a [Request for Support](#) to the Children & Families Hub or use the Priority Line for most urgent child protection concerns (call 0345 603 7627 and ask for the priority line).

The Children and Families Hub triage the information shared and make a decision about level of need.
For those Requests for Support that do not require a Family Solutions or Children's Social Care intervention, the referrer will receive feedback explaining the rationale for the decision.

Early Help

Family Solutions

Children's Social Care



H. Glossary of Abbreviations

CEO	Chief Executive Office
DP	Designated Person for Safeguarding
DBS	Disclosure and Barring Service
ESCB	Essex Safeguarding Children Board
FGM	Female Genital Mutilation
LADO	Local Authority Designated Officer
SET	Southend, Essex & Thurrock (Safeguarding and Child Protection Procedures)



I. Details of Legislation Relating to Safeguarding.

The Children Act 1989 (as amended by The Children Act 2004)

The Female Genital Mutilation Act 2003

The Safeguarding Vulnerable Groups Act 2006

The Counterterrorism and Security Act 2015

The Children and Social Work Act 2017

Keeping Children Safe in Education 2025

Working Together to Safeguard Children 2026

GDPR and the Data Protection Act 2018

Southend, Essex & Thurrock Safeguarding and Child Protection Procedures 2025

