



Walking the Journey Together

## Safeguarding Policy The Family Works 2024/25

### Safeguarding Named Persons:

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## **1. Statement of Aims**

This document sets out The Family Works approach to safeguarding, including:

- The Family Works commitment to safeguarding
- Key safeguarding principles
- Safeguarding governance and accountabilities
- Safeguarding procedures for all employees and volunteers to follow
- Working with a local authority on safeguarding
- Specific safeguarding circumstances

## **2. Definitions**

## Definitions

**Child or young person:** Anyone who has not yet reached their 18<sup>th</sup> birthday.

**Adult at risk:** Anyone aged 18 or over who is unable to look after their own well-being, property, rights, or other interests and is at risk of harm (either from another person's behaviour or their own behaviour) due to disability, illness, physical or mental infirmity.

**Employees:** Anyone employed by The Family Works.

**Volunteers:** Anyone volunteering for The Family Works, regardless of their role, including trustees.

**Child and adult abuse:** Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. Abuse can take a variety of different forms, including:

- sexual, physical, emotional abuse, and neglect
- exploitation by criminal gangs and organised crime groups
- trafficking and modern slavery
- online abuse
- sexual exploitation
- influences of extremism leading to radicalisation
- domestic abuse
- financial abuse
- female genital mutilation (FGM) □
- discriminatory abuse
- organisational abuse.

**Safeguarding:** Safeguarding children is defined in Working together to safeguard children as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

## Definitions continued

Safeguarding adults at risk is defined in the Care and support statutory guidance issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's well-being is promoted including, where appropriate, taking their views, wishes, feelings and beliefs fully into account when deciding any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

### 3. Safeguarding Children and Young People

In the UK central government document safeguarding children is defined in 'Working Together to Safeguard Children' as:

- Protecting children from abuse or maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best outcomes.

The UK central government document 'Working Together to Safeguard Children' categorises and defines abuse in terms of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

**Additional information is available in appendix 1.**

### 4. Safeguarding adults

The key objectives of this policy are for all employees and volunteers:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk.

## What is Safeguarding adults?

*‘Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.’*

*Care and Support Statutory Guidance, Department of Health, updated February 2017*

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

The Family Works adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

**Additional information is available in appendix 2.**

### 5. Safeguarding Officers

The Safeguarding Officer for The Family Works is the [Chief Executive Officer](#), Andrea Liversidge. The Deputy Safeguarding Officer is [Senior Link Worker Reverend Joy French](#) [Sarah Harrison](#).

### 5. Safeguarding Officers

#### **The Family Works commitment to safeguarding**

The Family Works is committed to, and has a duty to, safeguard and promote the welfare of the children, young people, and adults at risk who use its services or with whom it comes into contact.

- The Family Works aims to ensure that employees and volunteers comply with all legal, contractual, and professional standards and responsibilities in their work with children and adults – whether in a group work setting or on an individual basis.

High-quality recording, record keeping, and records management are essential in this context, and procedures for these are contained within Appendix 4.

- The Family Works is committed to building and embedding a culture that places transparency and sound safeguarding practice at the centre of all its activities – from the services delivered, to partnership work with supporters and stakeholders.

The Family Works continually strives to strengthen its ways of working to ensure all employees feel safe to raise any safeguarding concerns and are fully supported if this occurs.

- Article 19 of the UN Convention on the Rights of the Child states that, ‘every child should be protected from abuse’. Everyone at The Family Works has a responsibility to make sure that children are safeguarded and protected from abuse and neglect.
- The Care Act 2014 sets out a clear legal framework for how local authorities and other stakeholders should protect adults at risk of abuse or neglect. These safeguarding duties include the requirement for a multi-agency, local adult safeguarding system that seeks to prevent abuse and neglect, and stop it quickly when it happens.
- Some of the people The Family Works’ works with are adults with care and support needs who become at risk due to the actions or omissions of themselves or others. All employees and volunteers have a duty to safeguard these individuals – including The Family Works volunteers and employees, who may have care and support needs, and become adults at risk as circumstances for them change.
- The Family Works’ vision is a country where children and young people are free from disadvantage. Acting on any safeguarding concern is an important aspect of achieving this vision.



The organisation's strategic focus is to address severe and multiple disadvantage among the most marginalised families. Families are at the heart of The Family Works' work – employees must aim to speak up for them and protect them from harm.

## **6. Key safeguarding principles in this document**

- The well-being of children, young people, and adults at risk is paramount to the work of The Family Works.
- All employees and volunteers have a responsibility to safeguard and promote the well-being of children, young people, and adults at risk. They must read and understand this policy and procedure, be aware of their responsibilities, and undertake their duties with care for quality, efficiency and effectiveness.
- The Family Works, works in partnership on safeguarding matters. While everyone who works with children and adults at risk has a responsibility for keeping them safe, no one person or organisation alone can have a full picture of an individual's needs and circumstances. Therefore, all partners have a role to play in identifying concerns, sharing information, and taking prompt action.
- The Family Works makes sure that employees, volunteers and trustees are provided with training and support to equip them to safeguard children and adults at risk within their day to day professional practice.
- This document reflects the legal framework set out in The Children Act 1989 and the Care Act 2014 (employees should note that child and adult safeguarding have the same statutory footing).

These laws set out the statutory safeguarding duties of local authorities.

- The Family Works safeguarding policy must always take precedence over all internal organisational policies or frameworks for all employees and volunteers.
- The care and support of children, young people, and adults at risk is The Family Works' responsibility as an organisation, rather than that of the individual or service.

## **7. Safeguarding accountability**

The protection and safeguarding of children and adults at risk is paramount in all the work The Family Works undertakes. The accountability for safeguarding set out below shows the lines of accountability in The Family Works.

### **Diocese**

- ~~• The diocese has DSA(s) who are experienced safeguarding professionals who offer safeguarding advice and support to parishes. The parish must report any safeguarding concerns or allegations to the DSA within 24 hours of a concern arising. DSAs will advise on how to respond well. They will manage all concerns or allegations against church officers. The diocese offers an out-of-hours service for any safeguarding concerns or allegations that arise outside normal office hours.~~

### **PCC Trustees**

- St John's PCC The Family Works Trustees are accountable for ensuring that the organisation has appropriate structure, processes, and resources in place to ensure safeguarding is central to all the organisation does, and for monitoring compliance. As part of fulfilling their duties, the PCC Trustees must take reasonable steps to protect from harm, people who come into contact with The Family Works. This includes:
  - People who benefit from The Family Works' work
  - Staff
  - Volunteers
  - Other people who come into contact with The Family Works through its work

### **The Incumbent**

- ~~• The incumbent has a duty of care to ensure the protection of the vulnerable in their church community.~~

### **Leadership**

- All leadership have operational responsibility for the safeguarding practice and improvement of all employees within the team they directly manage.

### **Employees and volunteers**

- All employees and volunteers have the responsibility to recognise, report, and record safeguarding concerns about children, young people, and adults at risk in line with this policy document and associated guidance. This includes a responsibility to work closely with local authorities in order to share current information and effectively take part in multi-agency discussion.

- Volunteers must work with employees directly on the reporting and recording of safeguarding concerns.

## 8. Safer Recruitment of Staff and Volunteers

The Family Works are committed to the safeguarding and protection of all children, young people and adults who use its services or with whom it comes into contact. We will carefully select, train and support all those with any responsibility within the organisation, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up positions within The Family Works.
- Adhere to safer recruitment legislation, guidance and standards, responding positively to changing understandings of good safer recruitment practice.
- Produce and disseminate practice guidance on safer recruitment for The Family Works, ensuring that such practice guidance is compatible, and keep it updated.
- Always seek advice from diocesan personnel to achieve best possible practice.
- Ensure training on safer recruitment practice guidance.
- Introduce systems for monitoring adherence to The Family Works safer recruitment practice guidance and review them regularly.

The ~~PCG is~~ Trustees are responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. At least two individuals (~~who could include the Priest in Charge~~) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matter confidential. (See Safer Recruitment policy.)

## 9. Safeguarding Procedures

If an employee or a volunteer is informed about or concerned about the abuse of a child, young person, or adult at risk, they must take the following steps:

- Always place the child or adult's welfare and interests as the paramount consideration.

- Make safeguarding personal using a person-led and outcomes-focused approach. Employees must talk with the child, young person, or adult at risk about how best to respond to their safeguarding situation in a way that enhances their involvement, control, and choice throughout the safeguarding process.
- Listen carefully and actively to the person – at this stage, there is no necessity to ask questions. Let the person guide the pace and remember their ability to recount a disclosure will depend on age, culture, language and communication skills, and disability.
- Do not show shock at what is being said. This may discourage the child or adult from talking, as they may feel you are unable to cope with what they're saying, or perhaps that you're thinking badly of them.
- Do not investigate. If anything needs to be clarified in order to understand the safeguarding risk, ask clear, open questions:
  - use the TED rule: tell, explain and describe
  - ask 'what, when, who, how, where' questions
  - ask 'do you want to tell me anything else?'
  - do not ask any 'why' questions as these can suggest guilt or responsibility.
  - Remain calm and reassure the person that they have done the right thing by talking to a responsible adult.
  - Never promise to keep a secret or confidentiality. The Family Works, works within wider statutory systems and must collaborate in order to effectively support and care for children, young people, and adults at risk. It is important that this fact, and its implications of transparency and reporting, are emphasised in early and ongoing conversations.
  - Ensure the child or adult at risk understands what will happen next with their information.
- If the person disclosing is a child, employees have a duty to ensure that the information is passed on in order to keep the child safe.

If a child requests confidentiality, employees must explain The Family Works' requirements, for example, 'I'm really concerned about what you have told me and I have a responsibility to ensure that you are safe'.

- If the person disclosing is an adult, employees have a duty to pass on information if someone is at immediate risk of harm, and to encourage and support the adult to share information and seek support.

Employees must ask for the adult's consent to take up their concerns. If the adult does not agree, or if employees do not believe that the adult has capacity to make a decision about consent, they must consult with The Family Works' Designated Safeguarding Team and/or the Diocesan Safeguarding Officer.

- As concerns arise, employees must talk to their manager or, if they're not available, another relevant manager.
- Where there are concerns or allegations about an adult employee or volunteer who is working with children or adults at risk (often called someone in a "position of trust") within The Family Works, employees must follow the Managing Allegations and Concerns about an employee or volunteer who works with children, young people or adults at risk

**See Appendix 4 for safeguarding procedures.**

## 10. Responding to a safeguarding concern

### Immediate risk of harm

- If an employee believes a child or adult to be at immediate risk of harm or abuse, and/or a criminal offence is taking place, they must take immediate steps to protect that person by calling 999.

Employees or volunteers must then contact the Family Works safeguarding officer to let them know what has happened and to take advice on next steps. If the DSO or DDSO are not available and concerns need to be raised, then the Safeguarding Team must be informed.

- Employees must record their safeguarding concerns and actions on the same day.

If there is any barrier to being able to do this, employees or volunteers must discuss this with their manager on the same day, to agree who will make the record.

- The Female Genital Mutilation (FGM) Act 2003 provides a mandatory duty for reporting FGM. This legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either:
  - Are informed by a girl under 18 that an act of FGM has been carried out on her; or
  - Observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.

### **No immediate risk of harm**

- Employees or volunteers must consult with The Family Works safeguarding officer or their link worker as soon as possible on the same working day of the safeguarding concern.
- If there are concerns that a child is, or has been, at risk of abuse, employees must make a referral on the same working day to the local authority children's services in the area where the child is living (or is found). Employees must take guidance from their manager as needed.

**See Appendix 3 & 4 when responding to a safeguarding concern.**

## **11. Recording safeguarding concerns**

As soon as possible, employees must factually record what the child or adult has told them (in the child or adult's own words) or what the employee has observed.

**See Appendix 4 for Recording Safeguarding concerns.**

## **12. 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 young people form – in their neighbourhoods, through their networks, at school and online – can feature violence and abuse.

Because young people are vulnerable to abuse in a range of contexts, responding to contextual safeguarding concerns means working with children's social care, and other

relevant partners, to collectively assess the risks for young people and plan suitable interventions.

Quality contextual safeguarding action plans will assess and plan interventions in all the spaces in which a young person (or group of young people) are deemed vulnerable to abuse.

Where employees are concerned about contextual safeguarding factors for a child or young person (or group of children or young people) they must speak with a local authority and provide information about what they know.

Local arrangements may vary; however, employees must encourage the local authority to explore a contextual response. Some areas will have co-located teams with a wide brief and oversight of multiple threats. Others will have specific teams based around one threat.

Multi-agency panels bring together information about the relevant threats. The Family Works must work with partners to understand the threats individually and in relation to each other.

While contextual safeguarding work occurs, all relevant safeguarding processes for individual children must operate in parallel.

### **13. Intelligence sharing**

Soft intelligence is very important when working contextually to safeguard children and young people and must be treated as a safeguarding concern. Sharing intelligence (information employees have gathered that may be relevant to crimes being committed) can help establish patterns and themes and improve clarity on the risks present.

If employees are given information that relates to a child, young person, or adult at risk about immediate harm, they must call 999 immediately and make a referral to social care in accordance with this policy.

If an employee receives information about criminal activity either through direct practice with young people and adults or via members of the public – this must be reported by calling the police 101 line.

Employees should firstly consult with their manager before sharing the information with the police to consider risks present for the child or young person. Conversations with the police must be recorded.

Employees must ensure they receive a crime reference number for the information shared, and must check with police that they have all the key risk information and intelligence available.

If employees know the investigating officer on a specific case, they must inform them of all known information, to ensure it is managed effectively.

Where employees have concerns about a child, young person, or adult at risk that is connected to travel on public transport, they can also contact the British Transport Police – who will also participate in multi-agency strategy meetings where relevant.

Employees may be aware of local “hot spot” areas of concern. Sharing information on these can help police target resources effectively and build a more detailed picture of the safeguarding risks within neighbourhoods or communities.

## **14. Criminal gangs and networks**

Young people involved with criminal gangs or networks are extremely vulnerable to violence and attempts on their life. They are victims of child criminal exploitation. A child who is affected by organised criminal groups, 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.

An organised criminal group is a group of individuals who are normally led by adults whom involvement in crime is for personal gain (financial or otherwise). This involves serious and organised criminality by a core of violent gang members who exploit vulnerable young people and adults. This may involve the movement and selling of drugs and money across the country, known as ‘county lines’ because it extends across county boundaries.

Children and adults are exploited by organised criminal groups to move and store drugs, money and weapons. Organised criminal groups will use coercion, intimidation, and violence (including sexual violence) to exploit children and adults into this activity. Those exploited can become indebted to a gang or group and exploited further to pay off debts, often referred to as ‘debt bondage’.

Potentially a child or adult at risk involved with gangs or organised criminal groups could be both a victim and a perpetrator. This requires professionals to assess and support his/her welfare and well-being needs at the same time as assessing and responding in a criminal justice capacity. Refer to procedure 3.15 and 3.16, ‘Contextual safeguarding’ and ‘intelligence sharing’

There is a distinction between organised crime groups and street gangs based on the level of criminality, organisation, planning and control, however there are significant links between different levels of gangs. Activity can include street gangs involvement in drug dealing on behalf of organised criminal groups and the sexual abuse of girls and boys by organised criminal groups. The definition can therefore be fluid, but in all cases in which it is suspected that a child or adult has been or is being exploited by a gang or organised criminal group The Family Works safeguarding procedure must be followed (Refer to procedure ‘Responding to a Safeguarding Concern’).



Partnership working is extremely important when supporting young people involved with criminal gangs or networks. Young people may be moved out of borough or area in order to protect them.

Thorough risk assessments and safety planning (for the young person and their wider family and friends as relevant) are critically important.

As detailed by section 52 of the Modern Slavery Act, frontline staff employed by the police, local authorities, National Crime Agency and the Gangmasters Licensing Authority have a duty to notify the Home Office if they encounter a potential victim of modern slavery in England and Wales. Frontline staff employed by UK Visas and Immigration, Border Force and Immigration Enforcement must also comply in accordance with Home Office policy. The Modern Slavery Act outlines all victims of exploitation and trafficking fall within this category. The Family Works employees should work alongside these agencies to ensure relevant National Referral Mechanism (NRM) referrals are made.

## 15. Digital safeguarding

Online based forms of child or adult at risk, physical, sexual or emotional abuse can include bullying via mobile telephones or online (internet) with verbal and visual images.

- Information communication technology (ICT) can be used to facilitate a wide range of abuse and exploitation, including online based physical abuse (such as children constrained to fight each other or filmed being assaulted), radicalisation, sexual exploitation, or exploitation for criminal purposes.
- If an employee suspects that a child, young person or adult at risk is being, or has been, subjected to physical, sexual and emotional abuse through the use of information and communication technology (ICT) they must make a referral to the local authority.
- Intelligence must also be shared with the local police force by calling 101, or 999 if there is a risk of immediate harm. Each police force area will have a dedicated unit overseeing online investigations.
- If the concern is in regard to the sexual abuse or grooming of a child online, a referral may also be made to the Child Exploitation and Online Protection Command (CEOP), which is part of the UK's National Crime Agency (NCA). Where an employee is unable to establish a local police force area in relation to the abuse, a referral to CEOP must be undertaken. CEOP will make the necessary arrangements to liaise with appropriate police force areas.

- CEOP is tasked to work both nationally and internationally to bring online child sex offenders, including those involved in the production, distribution, and viewing of child abuse material to the UK courts. Referrals can be made at [www.ceop.police.uk/ceop-reporting/](http://www.ceop.police.uk/ceop-reporting/).
- The police will often be interested in securing any evidence of online abuse. Employees must take advice from the police and/or CEOP regarding deleting content, and taking steps to preserve or record evidence of online harm (eg screenshots).

## 16. Domestic Abuse

For a full definition of domestic abuse, refer to the glossary of terms at the end of this document.

- If employees suspect a child or adult at risk to be involved in domestic violence or abuse (whether as a victim, bystander or perpetrator), they must discuss this with their line manager on the same working day as concerns arise.
- If the concerns present an immediate threat to the safety and welfare of the individual, employees must take care not to put themselves at risk, and to seek the assistance of the police.
- A child who is within a household where there is domestic abuse may be considered a child in need, and therefore a referral to the local authority must be made. This may also be true of a young person under 18 who is perpetrating abuse.
- If at any time a view is reached that an incident, or an accumulation of incidents, may be placing a child at risk of significant harm, a referral to the local authority must be made.

Line managers must make a supervisory record of any discussions, including decisions on actions that are to be taken, and by whom.

- Where an employee or volunteer has a concern about an adult at risk who may be the victim of domestic abuse, they must follow the relevant safeguarding procedures in this policy document.

## 17. Non Recent (Historical) abuse

- Non-recent abuse is an allegation of neglect, physical, sexual, or emotional abuse made by, or on behalf of, someone who is now 18 years or over, relating to an incident that took place when the alleged victim was under 18 years old.

- If an employee becomes aware of a non-recent abuse allegation, they must discuss this with TFW DSO/DDSO as soon as possible on the same day.
- Employees must retain notes of any conversations regarding non-recent abuse allegations.

## **18. Managing safeguarding allegations or concerns regarding employees or volunteers**

- If safeguarding allegations or concerns relate to a The Family Works employee or volunteer, they must refer to the separate Managing Allegations policy document.
- This policy will apply when there are allegations or concerns raised, from any source, that an employee or volunteer is behaving in a way that may pose a present or future risk of harm to a child, children or adults at risk (this may be about their behaviour, both within, or outside work).
- Employees must not alert the individual in question of their concerns before taking advice from a member of TFW DSO/DDSO, as subsequent enquiries may potentially be compromised.
- Where there is a specific identified child at risk of significant harm from that employee or volunteer, the children's safeguarding process must run in parallel. TFW DSO/DDSO will advise on this.
- If an employee receives a complaint that features a concern or allegation of potential risk or abuse about an employee or volunteer, the complaints process must be suspended.
- The Managing Allegations policy and process (and where applicable, the safeguarding policy and process) must instead take precedence.

## **19. Missing children, young people, and adults at risk**

For a full definition of a missing person, refer to the glossary of terms at the end of this document.

- When determining whether a person is missing, employees must trust their instincts and knowledge of the person's circumstances and the connected/contextual risk factors.
- Where appropriate, employees may contact relevant family, carers, or other professionals to discuss concerns.

### Notifying authorities:

- If employees are concerned that someone is missing, they must dial 101 and make a missing person's report immediately, or attend the local police station in person.

Employees do not have to wait 24 hours before reporting. They must make a report to the police as soon as they think a person is missing.

- Employees must give police all the important information about the person's vulnerability and any threat to life they are aware of. Dependent on the police force area, they will risk assess and grade the missing report as no apparent risk, low, medium, or high based on the information provided. Each police force area makes its own arrangements regarding how they risk assess missing episodes of children and young people within their local area.

If an employee makes a missing person's report, they must inform TFW DSO/DDSO and record all action taken.

- All reports of missing persons must be recorded by the receiving police area. The police will reassess each individual who is reported missing at regular intervals. They will be considered missing until located and their well-being or otherwise is established.
- Employees must also inform the allocated social worker for the child, young person, or adult at risk, along with other professionals in the network where joint working, a risk assessment or safety plan are in operation.

### Repeated missing episodes or prolonged missing:

- Where an employee has concerns about a pattern of frequent short missing episodes, or when a person is missing in the long-term, they must refer to the statutory agencies.
- If employees are concerned about potential trafficking or modern slavery, they must request to a first responder agency (police, local authorities, National Crime Agency and the Gangmasters Licensing Authority) that an NRM referral is made.

## **20. Prevent (preventing radicalisation)**

- Current legislation requires all agencies working with children, young people, and adults at risk to play a role in preventing and deterring their possible radicalisation – whether on grounds of religion, culture, or for other ends. Extremism can take many different forms, including far-right extremism.
- Certain behaviours or risks for a young person can indicate criminal exploitation as opposed to radicalisation, and are far more likely.

- Employees are strongly encouraged to closely examine available evidence, assess indicators, and discuss these with a manager experienced in work with such issues, before taking a view on the potential of radicalisation risk.
- While the nature of the risk to the child or young person or adult at risk may raise security issues, the process for responding to likelihood of significant harm or vulnerability is the same as for any other safeguarding concern.
- If an employee becomes aware of a situation or information that a violent act is imminent, or where weapons or other materials may be in the possession of a young person, adult at risk, or member of their family, they must take the following steps:
  - Call 999 as soon as it is safe to do so.
  - Contact a line manager immediately for guidance and support, and consider together whether further information-sharing is required. Consideration must be given to the possibility that sharing information about the concerns with the child's parents/carers may increase the risk to the child, and it may therefore not be appropriate to inform the parents/carers at the referral stage.
  - Make a referral to the local authority. Whilst many of these referrals will be received by local authorities as early intervention services, the referral must be recorded on their safeguarding workflow.
  - Make a referral to the local police prevent team (call 101 for details) and discuss any concerns in relation to assessing risk in relation to safeguarding individuals from suspected extremist or terrorist behaviour and what further actions to take. As a result of this you may be required to attend a Channel Panel to see if the criteria is met for intervention to the person through the Channel Panel process. Each local authority was required to establish a Channel Panel under provisions in the Counter Terrorism and Security Act 2015.

## 21. Safeguarding children and adults who may have been trafficked

- Refer to the glossary for a full definition of trafficking in relation to both children and adults. All children and adults at risk of exploitation are entitled to safeguarding and protection under the law irrespective of their immigration status.

- While for adults it is necessary to identify an element of coercion in the context of trafficking, children are recognised as being unable to consent to their own exploitation.

Therefore, for a child to be recognised as trafficked, employees only need to identify that a child has been recruited, moved, or held by individuals for the purpose of exploitation.

- If an employee comes into contact with a child or adult who may have been exploited or trafficked, they must immediately notify local authority social care and the police.

Where exploitation (or the intent to exploit) has already taken place, employees must request that they complete a referral to the National Referral Mechanism (NRM).

- Referrals to the NRM must take place for all potential victims of trafficking and modern slavery. The individual can be of any nationality including British national children, such as those trafficked for child sexual exploitation (CSE) or child criminal exploitation (CCE).
- A referral into the NRM does not replace or supersede established child protection processes, which must continue in tandem.
- For more information and good practice guidance on the National Referral Mechanism, employees may refer to The Family Works safeguarding and quality practice intranet page.

## **22. Children as perpetrators of abuse: peer on peer abuse**

- Refer to the glossary of terms at the end of this document for a full definition of peer on peer abuse.
- Children and young people who themselves are perpetrators of abuse / harm to other children and/or adults (such as family members) are likely to be children in need, and some may have suffered, or be likely to suffer, significant harm and be in need of protection. It is important to share any information pertaining to these concerns or behaviours with social care, which will inform social care's decision about how most appropriately to proceed. It is also important to consider any experiences of the child as a victim as well as a perpetrator when sharing information with social care and/or the police.
- In all cases where a child harms, or is alleged to have seriously / sexually harmed another child or adult, a referral, verbally, and in writing, should be made to the relevant local authority for both:

- The child who is identified as the victim (if the victim is a child), and
  - The child who is known / alleged to have caused the harm.
- Professionals must base their decision on whether behaviour directed at another child should be categorised as harmful or not on the circumstances of each case. It will be helpful to consider the following factors:
    - The relative chronological and developmental age of the two children (the greater the difference, the more likely the behaviour should be defined as abusive)
    - Whether the alleged abuser is supported or joined by other children
    - A differential in power or authority (e.g. related to race, gender, physical, emotional or intellectual vulnerability of the victim)
    - The actual behaviour (both physical and verbal factors must be considered)
    - Whether the behaviour could be described as age appropriate or involves inappropriate sexual knowledge or motivation
    - The degree of physical aggression, intimidation or bribery
    - The victim's experience of the behaviour and the impact it is having on their routines and lifestyle (e.g. not attending school)
    - Attempts to ensure secrecy
    - Duration and frequency of behaviour.
  - Professionals should make a referral to local authority children's social care and / or police in line with Referral Procedure. This needs to:
    - Include details of any sibling/s of the perpetrator, and or the victim. A referral must be made when there is a suspicion or an allegation of a child:
    - Having been seriously physically abused or being likely to seriously physically abuse another child or an adult
    - Having seriously harmed another child or an adult
    - Having been seriously emotionally abused or being likely to seriously emotionally abuse another child or adult/s.

## 23. Useful information

Useful Contact numbers:

- Childline - 0800 11 11 (Free Phone)

- [NSPCC TRUSTEES](#) - 0808 800 5000 (Free phone)
- Action on Elder Abuse helpline – 0808 808 8141
- 24-hour National Domestic Violence helpline – 0808 2000 247
- NAPAC offers support and advice to adult survivors of childhood abuse – 0808 8010 331
- Stop It Now helps prevent child sexual abuse – 0808 1000 900
- Cruse bereavement helpline – 0808 808 1677
- Family Lives provides support and advice on family issues – 0808 800 222
- MACSAS for people who have been abused by church officers – 0808 801 0340
- Samaritans for people struggling to cope and needing someone to talk to – 116 123
- ~~Diocesan Safeguarding Officer 01709 309149 (direct line)~~
- ~~Diocesan Safeguarding Officer 07871 796682 (Out of hours service)~~
- ~~Diocese of Sheffield Reception 01709 309100~~



### Abuse and Neglect of Children

#### Child Abuse

The abuse of children and young people can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation. Children and young people from minority ethnic groups and those with disabilities are especially vulnerable and need special care and protection.

The term "child abuse" encapsulates all the ways in which a child's health (physical, emotional, intellectual, spiritual), and their social development, can be harmed by other people. It consists of anything which individuals, institutions or processes do, or fail to do, which directly or indirectly harms children or damages their prospects of safe and healthy development into adulthood. 'Children' means everyone under the age of 18.

From "Protecting All God's Children":

"It is vitally important to recognise that abuse of children is much broader than sexual abuse and that all abuse is a betrayal of trust and a misuse of authority and power. Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically."

From "Working Together to Safeguard Children": Dept. of Health:

"Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger." Working Together recognizes four areas of potential abuse for children: abuse can be described under any one of these categories identified below, or a combination of categories.

#### 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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

#### Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment 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 insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. It may involve serious bullying (including cyberbullying).

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, oral or buggery) or non-penetrative acts (e.g. masturbation, kissing, rubbing and touching outside of clothing). They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse.

### **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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic needs.

In addition to these categories, we must also include:

### **Domestic Violence / Abuse**

A further category of abuse, relating to children who live in situations where there is domestic violence is now being incorporated into current definitions. Witnessing domestic abuse is child abuse. Teenagers can suffer domestic abuse in their relationships.

### **Sexual exploitation**

Child sexual exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

### **Bullying and cyberbullying**

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time day or night.

### **Online abuse**

With the ever-growing use of the internet, mobile telephones and online gaming, there have been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

### **Electronic images**

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting' – can be particularly problematic and abusive amongst children and young people.

### **Racial Abuse**

Some communities in British society suffer systematic disadvantage in many areas of their lives. Racism can be defined in various different ways: however, for the purposes of these procedures it can be defined in general terms as consisting of "conduct or words or practices which disadvantage or advantage people because of their colour,

culture, or ethnic origin. In its more subtle form it is as damaging as in its overt forms" (Macpherson Report 1999)\*. The effects of racism differ for different communities and individuals, and should not be assumed to be uniform.

### **Institutional Racism**

This has been defined as "the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture and ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people" (Macpherson Report 1999).

The impact of institutional racism on black families and communities can result in families not accessing direct services either because no appropriate support exists, or because they are unwilling to expose themselves/their communities to perceived censure.

### **Racial Harassment**

This can be defined as a continual/ongoing series of incidents of varying degrees of severity ranging from insults, through assault to grievous injury (possibly fatal) which are perceived to be racially motivated by the victim and/or any other person. This may mean, for example, that an isolated parent cannot go out; or that a child cannot play in his/her own garden.

Racial harassment could therefore have an impact on a child's emotional and social development. The stress it causes could become a contributory factor towards physical or mental ill-health of children or parents.

Racial harassment can occur in dual heritage families, where one side of the family may subject the child to name-calling and other rejecting treatment.

### **Organised Abuse**

Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related children or young people. The abusers may be acting in networks to abuse children or in isolation. They may use an institutional framework or position of authority or trust to recruit children for abuse. They may use children themselves to recruit other children.

### **Significant Harm**

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of the child. The local authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering or likely to suffer, significant harm. There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and extent of physical harm, the duration and frequency of abuse and neglect, and the extent of premeditation, degree of threat and coercion, sadism, and bizarre or unusual elements in child sexual abuse. Sometimes a single event may constitute significant harm, but more often significant harm is a series of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development. In every case it is necessary to consider any ill-treatment alongside the family's strengths and weaknesses.

### **Children in Need: Common Assessment Framework**

All local authorities have a duty to consider the needs of those children who are referred by means of a Common Assessment Framework. Some children, for instance, by reason of a level of disability, will automatically be considered to be children in need. Others will be assessed using the framework. To be assessed as a child in need does not imply there are any issues of abuse: it is often a useful assessment because it can trigger the provision of additional help or services to the family.

## Appendix 2 Safeguarding Adults

### Abuse and Neglect of Adults

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make these choices, to live as independently as possible and treated with respect and dignity.

Who abuses adults?

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness, alternatively, it may arise from frustration or lack of support. The list can include:

- Relatives of the vulnerable person including husband, wife, parent, son or daughter. It will sometimes include a relative who is a main carer.
- Neighbours.
- Paid carers.
- Workers in places of worship.
- People who are themselves vulnerable and/or are users of a care service.
- Confidence tricksters who prey on people in their own homes or elsewhere.

## Relatives who are main carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

## Institutions

All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deals with complaints that relate to adult social care. HM Inspectorate of Prisons in England inspects prisons. Some members of the parish may be visiting adults in institutions – hospitals, prisons and residential homes. If, as part of these responsibilities, they have concerns about the care being given and/or the way that someone is being treated, the DSA should be contacted. You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body.

### **Definitions of adult abuse**

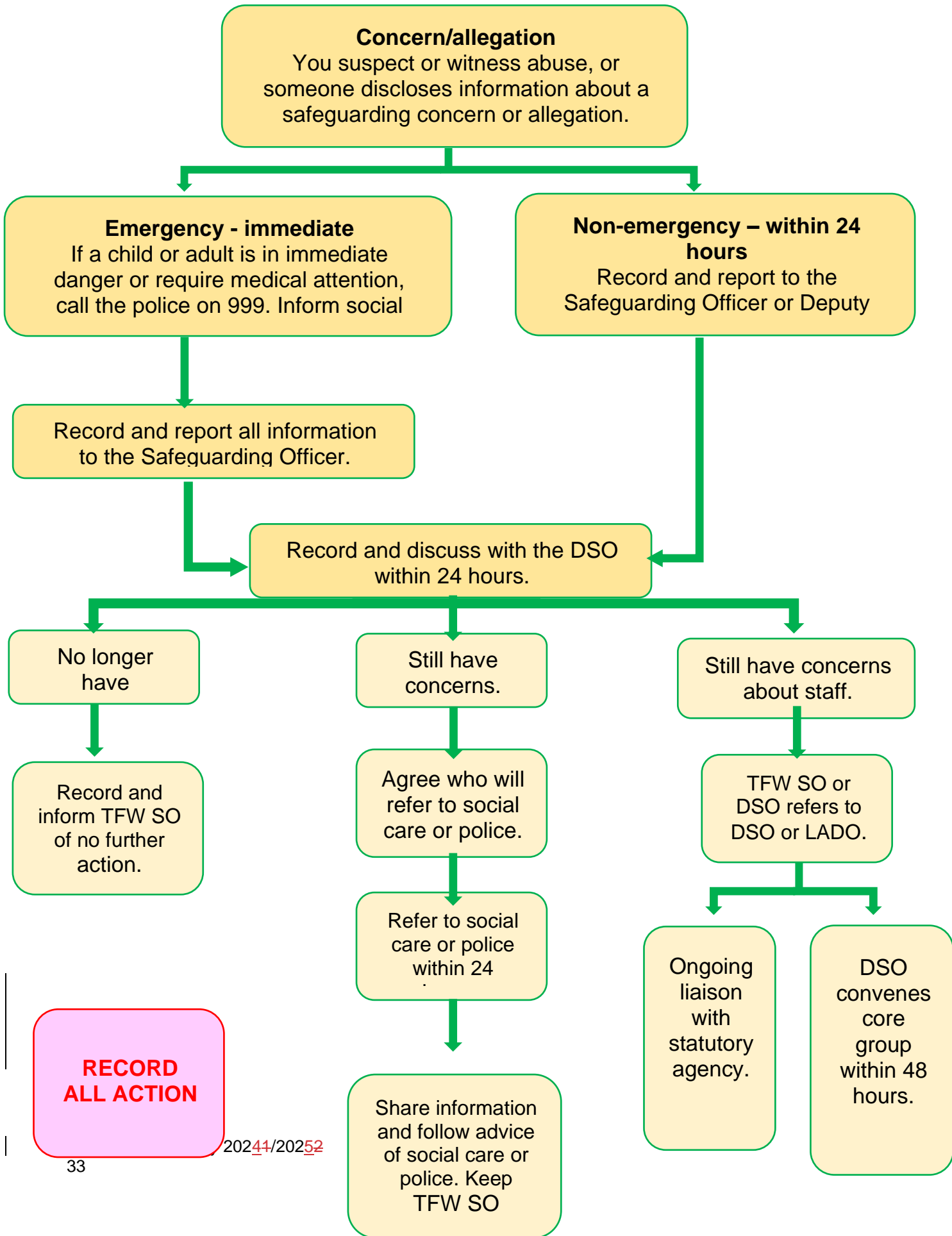
The UK central government document 'Care and Support Statutory Guidance' categorises and defines adult abuse in terms of:

- **Physical abuse** including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual abuse** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- **Psychological abuse** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect or acts of omission** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational

services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

- **Discriminatory abuse** including racist, sexist, based on a person's disability, and other forms of harassment, slurs or similar treatment.
- **Domestic abuse** that is usually a systematic, repeated and escalating pattern of behaviour, by which the abuser seeks to control, limit and humiliate, often behind closed doors.
- **Organisational abuse** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Modern slavery** including human trafficking; forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.





**RECORD  
ALL ACTION**

## Appendix 4 Responding to a safeguarding concern - Procedures

If you have a concern that a child or adult is or may be being abused, or that a member of staff/volunteer may be abusing a child or adult:

- 1. Emergency:** If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
- 2. Non-emergency:** Contact ~~the~~ The Family Works Safeguarding Officer (TFW DSO) or Deputy Safeguarding Officer (TFW DDSO), as soon as possible on the same working day of the safeguarding concern. ~~They must then contact the DSA. If neither are available, contact the DSA directly.~~
- 3. Concerns from the general public:** where concerns are received via email, these must be passed on to DSO/DDSO immediately.

Where the concern is received via telephone:

- Listen to the concern
- As soon as possible during the call, advise the caller that their concern will be passed onto TFW DSO/DDSO.
- Take the caller's contact details and send these to TFW DSO/DDSO.
- Always confirm with the TFW DSO/DDSO that they have received the information.

### 4. Concerns about an adult:

Staff and volunteers must consider the safeguarding concerns and the adult's individual circumstances in order to decide if a referral is warranted, including a consideration of:

- Empowerment – what does the person want? What rights need to be respected? Is there a duty to act, are others at risk of harm?
- Protection – is this person an adult at risk? What support do they need? Is capacity an issue? Should others (such as a carer) be involved?
- Proportionality – have risks been weighed up? Does the nature of the concern require referral through multi-agency procedures?
- Partnership – what is the view of others involved? How do multi-agency procedures apply?
- Accountability – is there a clear rationale on which to base a decision?

### 5. Recording safeguarding concerns:

- As soon as possible, staff/volunteers must factually record what the child or adult has told them (in their own words) or what the worker has observed.

- Employees must include the date, time, place and observations of behaviour (see Incident Log)
- If practical barriers exist to prevent employees making timely records, they must discuss this with their manager on the same day as the safeguarding concern.
- Volunteers must consult with their link worker to provide the necessary information to record concerns.
- If employees fail to record accurately, or if they write down their interpretation of the child or adult's account (as opposed to a factual account), this may lead to inadmissible or unusable evidence should the information be required for court processes.
- Employees must not contact any individual about whom an allegation or concern is being raised. This could be putting the person making the allegations in serious danger, for example, where domestic violence is taking place. It could also prejudice an investigation.
- If a link worker decides that a referral to the local authority children's services or adults social care is not warranted, this decision must be recorded by the link worker as a case note: 'Decision not to make a referral to social care' (with evidence to support decision making). Link workers must be sure to include the reasons why this decision was reached.

## **6. Making a referral to the local authority:**

- Any sensitive information sent outside The Family Works must be sent using a secure email.
- Referrals must be made on the same day where harm or risk of harm has been identified. If concerns arise out of office hours, referrals must be made to the local authority out of hours service.

For a child:

- Employees must make referrals to the local authority children's social care services, following local procedures. Employees must always confirm the referral in writing via secure email.
- Where possible, employees must discuss their concerns with the child's parent, and an agreement should be sought for a referral to the local authority children's social care. Employees must only do this if it does not increase risk to the child (through either delay, or the parent's possible actions or reactions).
- If employees decide not to seek parental permission before making a referral to children's social care, they must record and date this along with reasons. This must also be confirmed in the referral to children's social care via secure email.

For an adult:

- If the adult consents to safeguarding procedures and a referral, employees must follow the local Safeguarding Adults Board (SAB) procedures.  
Employees must take action on the same working day that the concerns were noted and consent obtained.
  - If the adult does not consent to contacting other agencies, and has the mental capacity to make that decision, employees must provide information and advice to the adult. This must include a summary of the concerns and advice of other services that the adult may choose to access.
7. Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with key officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know.

~~8. Any safeguarding concerns must be reported to the DSA within 24 hours.~~

**If in doubt don't delay – seek advice from statutory agencies.**

## Appendix 5 Guidelines for responding to a person disclosing abuse.

### Responding

#### Do:

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your **activity leader/ Parish Safeguarding Officer/ DSA and DSO/DDSO or** statutory authorities what is believed to have happened, when and where.
- Check what the person hopes to happen as a result of the disclosure.
- Tell the child or adult what you are going to do next.

#### Do not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

### **Record:**

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by ~~the DSA or~~ the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

### **Report:**

- If there is immediate danger to a child or adult contact the police.
- Otherwise report to your link worker/The Family Works Safeguarding Officer/~~Incumbent Deputy Safeguarding Officer~~ immediately.
- The Family Works Safeguarding Officer will advise regarding reporting to statutory agencies within 24 hours.
- ~~• Within 24 hours The Family Works DSO/Incumbent reports the concerns to the DSA.~~
- If there is any doubt seek advice from Children's/Adult's Social Care or the police.

### **Domestic Abuse**

The welfare of the adult victim of domestic abuse is important, but where there are children in the family it must be understood that they too are victims of domestic abuse. Consideration of the child's welfare always comes first. In all circumstances, contact The Family Works Safeguarding Officer who will help clarify the issues and steps needed, which may involve contacting Children's Social Care.

## Appendix 6

## Use of Social Media

### Do:

- Have your eyes open and be vigilant.
- Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.
- Report any safeguarding concerns that arise on social media to The Family Works Safeguarding Officer ~~and the DSA~~.
- Always assume that everything you write is permanent and may be viewed by anyone at any time; and that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.
- Always ask parents/carers for written consent to:
  - Use and store photographs of children/young people from activities or events in official church publications, or on The Family Works/church's social media, website and displays.
  - Use telephone, text message, email and other messaging services to communicate with young people.

- Only use an approved The Family Works account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.
- Avoid one-to-one communication with a child or young person.
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the ~~The~~ Family Works Safeguarding Officer, ~~Incumbent or, if appropriate, Diocesan Safeguarding Adviser or Deputy Safeguarding Officer.~~
- Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

**Do not:**

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- Use visual media (e.g. Skype, Facetime) for one-to-one conversations with young people – use only in group settings.

In particular, do not allow content to contain or share links to other sites that contain:

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.
- Offensive sexual or abusive references.
- Inappropriate language.



- Anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.

## Appendix 7

## A Safe Environment and Activities

### The Code of Safer Working Practice

The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we ~~ministerserve~~. It sets out what we expect from anyone who ~~ministers in our church~~ works within the Family Works, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do. Upholding the Code All members of staff and volunteers are expected to report any breaches of this code to the ~~Parish~~ Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

All those working on behalf of the parish with children, young people and adults **must:**

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;

- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with ~~their activity leader and/or~~ Line Manager or the ~~Parish~~-Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored. In addition, those working with children and young people must:
  - Always aim to work with or within sight of another adult;
  - Ensure another adult is informed if a child needs to be taken to the toilet;
  - Respond warmly to a child who needs comforting but make sure there are other adults around;
  - Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults **must not:**

- Invade an individual's privacy whilst washing and toileting;
- Use any form of physical punishment;
- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, for children and young people, **must not:**

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements

can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);

- Smoke or drink alcohol in the presence of children and young people;
- Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

### **Acceptable Touch**

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Always ask permission before you touch someone;
- Be mindful of your body position;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.

In addition:

- You can allow people you support to give you brief hugs if you feel comfortable with this.
- You can allow people you support to hold hands or link arms with you to help with travel and stability.
- You should discourage people you support from touching your face. You can offer your hand instead.
- You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Ensure that all staff/volunteers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

## **Appendix 8: Trauma Informed Practice**

### Key principles of trauma-informed practice in safeguarding

1. Safety. Efforts made by practitioners and organisations to ensure the physical and emotional safety of people in safeguarding and those supporting children and young people in safeguarding is of paramount importance. This includes ensuring reasonable freedom from threat or harm and attempts to prevent further re-traumatisation. As well as the Care Act 2014, Article 3 of the Human Rights Act provides a duty not to be tortured, suffer degrading

treatment or punishment, and Article 2 of the Human Rights Act gives a positive obligation to prevent a death.

2. Choice. Families staff and volunteers have meaningful choice and a voice in the decision-making processes of safeguarding. Making Safeguarding Personal embeds personal choice in safeguarding process. Rights and responsibilities should be informed clearly and in a way they understand.
3. Collaboration. The Family Works should recognise the value of families using our service and staff/volunteers and their role in improving knowledge of how to overcome challenges and improving the system as a whole. Families have a significant role in planning and overcoming challenges and developing services.
4. Trustworthiness. Transparency exists in the Family Work's safeguarding policies and procedures, with the objective of building trust among staff, families and the wider community.
5. Empowerment. Skills of families in services and empowerment should be prioritised by those working with them. Efforts should be made by the Family Works staff and volunteers to share power and give families a strong voice in addressing needs around safety, developing resilience and improving their lives. Organisations should use this voice in service development and improvement, recognising trauma and how to work with its affects in structural improvements (Filson & Mead, 2016).
6. Cultural consideration. Move past cultural stereotypes and biases based on, for example, gender, sexual orientation, age, religion, disability, geography, race or ethnicity by offering access to gender responsive services. They understand the healing value of traditional cultural and incorporating policies, protocols and processes that are responsive to the needs of individuals served.

### Prevent re-traumatisation

Trauma-informed practice seeks to avoid re-traumatisation, which is the re-experiencing of thoughts, feelings or sensations experienced at the time of a traumatic event or circumstance in a person's past. Re-traumatisation is generally triggered by reminders of previous trauma, which may or may not be potentially traumatic in themselves.

The purpose of trauma-informed practice is not to treat trauma-related difficulties, which is the role of trauma-specialist services and practitioners; instead, it seeks to address the barriers that people affected by trauma can experience when accessing health and care services.

### Trauma-informed support for staff and volunteers

It is important that staff and volunteers who work with families understand trauma-informed practice and are prepared for working in a way that contemplates secondary traumatic stress from taking on their experiences.

Sharing emotional responses with colleagues can help you to feel like you are not alone and support accessing further support. The Family Works' processes include regular weekly supervision for all staff and volunteers. Taking time to develop a healthy work-life balance is important, as is ensuring that work does not occupy time that should be for family, and private life.

Good practice in this includes reflective practice sessions, and adequate supervision, team meetings, and to give them space to be addressed in a timely and non-judgemental way before the needs of staff escalate. Promoting a culture of cohesion and group support is a key part of protecting staff mental health.

### Trauma-informed post-incident conversations

Please be aware, post-incident debriefings where the person is required to re-live and explain what happened at the time of incident are potentially harmful and should be avoided.

Trauma-informed conversations are an important way of working with people who have been through past trauma which is affecting their life and preventing them from achieving their life goals and improving their mental health and wellbeing. These conversations take place at times agreed with the families following incidents to support their understanding and to be a catalyst for change.

## **Appendix 9                      Glossary of Terms**

### Adult at risk

A person aged 18 or over who is unable to look after their own well-being, property, rights, or other interests, and are at risk of harm (either from another person's

behaviour or their own behaviour) due to disability, illness, physical or mental infirmity.

### Asylum seeker

Someone who has arrived in the UK and asked the government for asylum. Until they receive a decision as to whether or not they will be granted refugee status, they are known as an asylum seeker. In the UK, this means they do not have the same rights as a refugee or those a British citizen would.

Anyone seeking protection is legally entitled to stay in the UK while awaiting a decision on their asylum claim. The right to claim asylum is embedded in international law.

Young people seeking asylum are very vulnerable. They are in need of a good immigration solicitor, safe accommodation suitable to their age, and a supportive social worker. Without these, young people seeking asylum are often isolated, at risk of abuse or exploitation, without access to appropriate services and education, unsuitably housed, destitute, and lack any real support from children's social care. These factors are all likely to impact on their mental health and well-being.

### Care Act 2014

The Care Act 2014 provides a clear legal framework for how agencies work in partnership with other services to protect adults at risk. This places adult safeguarding on the same statutory footing as child safeguarding.

The Care Act defines an individual as an adult at risk, and states that specific adult safeguarding duties apply, to any adult who:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves because of their care and support needs.

In its definition of adults who should receive a safeguarding response, the Care Act also includes people who are victims of certain types of crime. For example, those who are experiencing sexual exploitation, domestic abuse or modern slavery.

However, an individual would only be defined as an adult at risk where there are care and support needs that mean they are unable to protect themselves.

### Child criminal exploitation

When 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. This may be:

- in exchange for something the victim needs or wants
- for the financial or other advantage of the perpetrator or facilitator □ 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.

### Child in need (Section 17 (10) of the Children Act 1989)

A child or young person is considered a “child in need” if:

- they are unlikely to achieve, maintain (or have the opportunity of achieving or maintaining) a reasonable standard of health or development without the provision for him/her of services by a local authority
- their health or development is likely to be significantly impaired, or further impaired, without the provision of such services
- they have a disability.

Where employees are referring a child in need as defined by the Children Act 1989 to local authority children’s social care, they should wherever possible seek parental consent.

### Child Protection Conference (CPC)

A meeting where safeguarding partners decide whether a child needs a child protection plan.

The local authority will call a child protection conference when they have investigated concerns about child abuse and they believe the child is suffering, or likely to suffer, significant harm.

A lead social worker and members of the core group (refer to ‘core group’ definition in this glossary of terms) will be agreed at this meeting. The first conference is called the Initial Child Protection Conference (ICPC).

### Child protection plan (CPP)

The ICPC may decide that a child needs a child protection plan. The plan is developed to ensure the child is safe from harm and to prevent further suffering. The plan will also focus on promoting the child’s health and development, and will also include actions to support the wider family so that they can better safeguard and promote the welfare of their child (provided this is in the best interests of the child).



## Children's services

The department within a local council responsible for early help, children in need, children in need of protection, looked-after children and care leavers. Refer to the 'Looked-after children: local authority terms' definition for further details.

## Child sexual exploitation (CSE)

A form of child sexual 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. This may be:

- in exchange for something the victim needs or wants
- for the financial advantage or increased status of the perpetrator or facilitator.

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

## Complex and organised abuse

Abuse involving one or more abusers and a number of abused children. It may take place in any setting. The adults involved may be acting in concert, acting in isolation, or may be using an institutional framework or position of authority (such as a teacher, coach, faith group leader, or in a celebrity position) to access and recruit children for abuse.

Such abuse can occur both as part of a network of abuse across a family or community and within institutions such as residential settings, boarding schools, day care, or in other provisions such as youth services, sports clubs, faith groups and voluntary groups. Organised abuse may also occur online or via phones, games consoles and computers. Although in most cases of complex and organised abuse, the abuser(s) is an adult, it is also possible for children and young people to be the perpetrators of such harm, with or without adult abusers.

## Complex safeguarding

Criminal activity or criminal behaviour involving children and adults at risk when there is exploitation and/or a clear implied safeguarding concern. This includes:

- serious organised crime/gangs/threat to life
- honour based abuse/forced marriage
- child/adult sexual exploitation
- child/adult criminal exploitation
- preventing violent extremism
- modern slavery/trafficking

- female genital mutilation (FGM).

### Contextual safeguarding

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, through their networks, at school and online can feature violence and abuse.

These safeguarding threats can take a variety of forms and children can be vulnerable to multiple threats including exploitation by criminal gangs and organised crime groups such as those operating across county lines, trafficking, online abuse, sexual exploitation, and the influences of extremism leading to radicalisation.

### Core group

A small group of key professionals and family members who meet within 10 days of an initial child protection conference, and then regularly while the child has a child protection plan to ensure it is effective.

### Criminal gang or network

Some children or young people working with The Children's Society are involved in a criminal gang or a wider criminal network. A gang is usually considered to be a group of people that see themselves (and are seen by others) as a noticeable group, and engage in a range of criminal activity and violence. They may also have any or all of the following features:

- identifying with, or laying a claim over,
- territory are in conflict with other, similar gangs.

If the majority of offending is on a lower, non-violent level, this would be considered a peer group rather than a gang.

A criminal network is a group of individuals involved in persistent criminality for some form of personal gain. This includes crime for profit and/or to gain or demonstrate status, which is causing significant harm to the community.

### Domestic abuse

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 or sexuality. This can encompass – but is not limited to – psychological, physical, sexual, financial, and emotional abuse. In some cases, young people can domestically abuse their parents and/or siblings, or adults at risk.

Domestic abuse often features:

- controlling behaviour, which is defined by 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, which 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.

### Early help

Providing support early in the life of a problem, at any point in a person’s life. Providing early help is more effective in promoting the welfare of children and adult’s at risk than reacting later. Effective help relies upon local organisations and agencies working together to:

- identify children, families, and adults who would benefit from early help
- undertake an assessment of what kind of early help is required
- provide early help services to address the assessed needs of a child, adult, or their family that focuses on activity to improve the outcomes for the child or adult.

Each local authority is required to produce a “threshold document”, which describes the continuum of help and support available for a child, young person, or their family both above and below the statutory threshold.

### Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for nonmedical reasons.

### Local safeguarding (children)

Local safeguarding arrangements are led by three safeguarding partners: local authorities, chief officers of police, and Clinical Commissioning Groups. Prior to October 2019, this was known as a Local Safeguarding Children Board (LSCB).

Local safeguarding partners make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs. A threshold document that sets out the local criteria for action should be published in a way that is transparent, accessible, and easily understood. This should include:

- the process for early help assessment and the type and level of early help services to be provided
- the criteria, including the level of need for when a child should be referred to the local authority children’s social care for assessment and for statutory services as a:
  - child in need (Section 17 Children Act 1989)
  - child in need of protection (Section 47 Children Act 1989) where there is a reasonable cause to suspect a child is suffering or likely to suffer significant harm.

### Local safeguarding (adults)

Local authority Safeguarding Adults Boards (SABs) lead adult safeguarding arrangements across each locality, overseeing and coordinating the effectiveness of the safeguarding work of its member and partner agencies. SAB core duties are to ensure:

- local safeguarding arrangements are in place, as defined by the Care Act 2014 and statutory guidance
- safeguarding practice is person-centred and outcome-focused
- collaborative working to prevent abuse and neglect where possible
- agencies and individuals give timely and proportionate responses when abuse or neglect have occurred
- safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

### Multi Agency Safeguarding Hub (MASH)

The single point of contact for all safeguarding and early intervention concerns, and requests for support regarding children and young people. It is also the single point of contact for triaging and assessing all safeguarding concerns.

MASH brings together safeguarding professionals from services that have contact with children, young people, adults and families, making the best possible use of their combined knowledge and information to keep people safe from harm. Many local areas now operate a MASH for both children and adults’ safeguarding, however it should be noted that different local areas will refer to the MASH with different terminology.

### Mental capacity

Some people have difficulties making decisions, which is referred to as “lacking capacity”. Under the Mental Capacity Act (2005) there are laws governing who can make decisions to safeguard adults at risk of abuse on someone else's behalf. An assessment of someone’s capacity is an integral part of any safeguarding adult’s assessment. The Mental Capacity Act 2005 states:

‘A person lacks capacity in relation to a matter if at the material time he/she is unable to make a decision for him/herself in relation to the matter because of an impairment of, or disturbance in, the functioning of the mind or brain. Further, a person is not able to make a decision if they are unable to:

- understand the information relevant to the decision
- retain that information long enough for them to make the decision
- use or weigh that information as part of the process of making the decision
- communicate their decision (whether by talking, using sign language or by any other means such as muscle movements, blinking an eye or squeezing a hand).’

### Missing person

Anyone whose whereabouts is unknown, whatever the circumstances or length of their disappearance. The person may, for example, have missed an agreed appointment, or they may have not been seen or heard from in the service for a few days.

### Modern slavery

The recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation.

### National Referral Mechanism (NRM)

A framework for identifying and referring potential victims of modern slavery and/or human trafficking. Only staff at designated First Responders Organisations, such as police and local authorities, can make a referral into the NRM.

Referral forms are sent to a Single Competent Authority (SCA) within the Home Office, who aim to make a reasonable grounds decision within five working days.

Individuals who are recognised as a potential victim of modern slavery through the NRM have access to specialist tailored support, which may include access to advice, accommodation, protection, and independent emotional and practical help. Further information about making a referral to the NRM is available in The Children’s Society safeguarding and quality practice intranet page.

### Online abuse and digital safeguarding

Online abuse is abuse via technology, and can occur to children and adults at risk across any digital platform or within any online space.

Digital safeguarding means:

- recognising the internet as a protective factor, enabling connection, learning, networks of support, and information
- promoting safe online behaviour to children, young people, adults at risk, and their families
- listening to children and adults at risk when they talk about their experiences in the digital world
- taking children, young people, adults at risk, and their families' online activity and networks into account when assessing, planning and providing support
- ensuring that any digital platforms promoted or used with children and adults at risk are safe
- ensuring that online behaviour with children and adults at risk is safe.

### Peer on peer abuse

Peer on peer abuse occurs when a young person is exploited bullied and / or harmed by their peers who are the same, or similar age; everyone directly involved in peer on peer abuse is under the age of 18. Peer on peer abuse relates to various forms of abuse (not just sexual abuse and exploitation). It is important to recognise that the behaviour in question is harmful to the child perpetrators as well as the victim.

Research indicates that girls and young women are more at risk of abusive behaviours perpetrated by their peers; however, it can also affect boys and young men, those with learning difficulties or disabilities, LGBTQ children and young people (CYP), and those who are from different communities.

There is no clear definition of what peer on peer abuse entails; it can however, be captured in a range of different definitions:

- Domestic Abuse: relates to a young person aged 16 and 17 who experience physical, emotional, sexual and or financial abuse, and coercive control in their intimate relationships;
- Child Sexual Exploitation: captures young people aged under-18 who are sexually abused in the context of exploitative relationships, contexts and situations by a person of any age – including another young person;
- Harmful Sexual Behaviour: refers to any young person, under the age of 18, who demonstrates behaviour outside of the normative parameters of development (this includes, but is not exclusive to abusive behaviours);

- Serious Young Crime / Violence: refers to offences (as opposed to relationships and contexts) and captures all of those of the most serious in nature, including murder, rape and GBH between young people under 18.
- Peer on peer abuse can refer to any of the above individually or as a combination, therefore professionals working with CYP who are experiencing abuse from their peers, must respond to the needs of each of the definitions to uncover the level of complexity and respond in the most effective manner.

A key area in which peer on peer abuse occurs, is via bullying. Bullying is defined as a 'behaviour by an individual or group, usually repeated over time, which intentionally hurts another individual or group either physically or emotionally'. It can often begin with apparently trivial events such as name calling, spreading untruthful rumours, or leaving someone out of a group. It can feel like there is no escape for a child, because it can happen wherever they are, at any time of the day or night.

There are many types of bullying, which include:

- Cyberbullying
- Racist or religious bullying
- Sexual, sexist and transphobic bullying
- Homophobic bullying
- Disablist bullying.

### Prevent Duty

A strategy to reduce the threat of terrorism in the UK by working actively to stop individuals from supporting terrorism or becoming terrorists.

Prevent Duty is a legal requirement of all staff working in a school or registered Early Years environment in the United Kingdom. The Children's Society believes it should be the responsibility of everybody, regardless of their role, to pay attention to individuals who they believe may be at a greater risk of being radicalised, and to report any concerns they have to the police or local authority.

Prevent Duty is a form of safeguarding and an extension of the policies that should have already been in place prior to the Prevent Duty strategy's introduction.

### Refugee

In the UK, a person becomes a refugee when the government agrees that an individual who has applied for asylum meets the definition in the Refugee Convention. The person is recognised as a refugee and is issued with refugee status

documentation. Usually refugees in the UK are given five years' leave to remain. They must then must apply for further leave, although their status as a refugee is not limited to five years.

The UN Refugee Convention defines a refugee as follows:

'Owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country' (Article 1, 1951 Convention Relating to the Status of Refugees)

Once a young person or adult at risk is granted refugee status, their legal status is more certain, however their support-needs can be very similar to those of asylum seekers. Refugee young people and adults at risk often struggle with mental health problems, insecure accommodation, destitution, and safety concerns associated with unsuitable accommodation.

Refer to the 'Asylum seeker' definition in this glossary of terms for more information.

### Risk assessment

An analysis of what could cause harm in a piece of work with a child, young person, or adult at risk (either an individual or a group). In a risk assessment, risks are described alongside the steps needed in order to prevent these harms. This process includes:

- the identification of hazards (anything that might cause harm)
- considering who might be harmed and how
- evaluating the risk (the chance, high or low that someone could be harmed by the hazards, together with an indication of how serious the harm could be)
  - deciding what precautions, or risk mitigations, are necessary.

Risk assessments are recorded, reviewed and updated on a regular basis.

### Section 47 enquiry

An enquiry established by a local authority after a child is suffering or is likely to suffer significant harm.

Child protection enquiries S47 (1) of the Children Act 1989 states, 'Where a local authority have reasonable cause to think that a child who lives or is found in the area and is suffering, or is likely to suffer, significant harm, the authority shall make such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare.'

### Strategy discussion



A discussion held with children’s social care, police and health partners to determine next steps when the local authority receives a referral regarding a child who is suffering, or is likely to suffer, significant harm.

### Threshold document

A document published by a local authority setting out the local criteria for safeguarding actions in a way that is transparent, accessible, and easily understood. Threshold documents should include:

- the process for early help assessment and the type and level of early help services provided
- the criteria (including the level of need) for referring to the local authority children’s social care for assessment and for statutory services as a child in need or child in need of protection, where there is a reasonable cause to suspect a child is suffering or likely to suffer significant harm.

For adult safeguarding concerns, local authorities should produce guidance regarding local responses and procedures. Employees may check the relevant local authority website for this information.

### Trafficking

The recruiting, harbouring, receiving or transporting people into a situation of exploitation through the use of violence, deception, coercion and/or force. Trafficking of children or adults is abuse. People are trafficked for many purposes, including sexual exploitation, domestic servitude, labour, benefit fraud and involvement in criminal activity such as drug distribution and cultivation, credit card fraud and theft.

Trafficking may involve movement across national borders (international human trafficking) or within the UK – whether across county lines or within a local area (internal trafficking).

Trafficking is closely associated with the term “modern slavery” as set out in the Modern Slavery Act 2015, which includes the offences of slavery, servitude and forced or compulsory labour and human trafficking.

Trafficking often involves individuals being exploited for multiple purposes, so it is important to take a wide perspective of the potential risks.

Refer to the [Modern Slavery Act 2015](#) for more information on human trafficking.

### Working Together to Safeguard Children 2018

Statutory guidance published by the Government for inter-agency working to safeguard and promote the welfare of children. Key information from Working Together to Safeguard Children 2018 is included in this policy document.