



# CHILD PROTECTION AND SAFEGUARDING POLICY

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### *Safeguarding/ Child Protection/ Concern Procedure*

Dealing with Safeguarding/ Child protection issues must take priority over all other work.

If you see, hear, or are told of any issue that raises a concern about possible abuse. This is what you should do: -

Stay calm, listen to what is said, and reassure the young person. Do not challenge, criticise, or promise confidentiality. You should not investigate but listen and gather as much information as they want to tell you. You can ask for clarification-i.e. "what do you mean? Can you explain?" Do not ask leading questions. You can ask a child if they have been harmed and what the nature of the harm was.

**Never** stop a child who is freely recalling significant events, but do not push the child to tell you more than they wish. Give the young person time and your attention. A young person should never feel they are a problem for sharing concerns.

#### **REPORT**

You should verbally pass this concern on to a Designated Safeguarding

Lead (DSL) without delay. In their absence or out of office hours inform the Senior on Call. Remember Safeguarding takes priority over all other work.

#### **RECORD**

- Complete the online Clear Care form.
- Date, and record who, what and when.

Record facts and use the language the young person uses. If you add an opinion, make it clear that it is your opinion. **The report must be written before you leave work and directly after you have verbally handed over to the Designated Safeguarding Lead.**

The Designated Safeguarding Lead will: -

- Assess the issue reported.
- Identify who will be contacted if it is required, for example, Social Care Referral, Parents/ Carers/ Social Workers.
- Identify any follow-up work that may be required – i.e. Early Help, Key working, information sharing and who should do this.

## **Safeguarding Young People is Everyone's Responsibility**

This policy is in line with the statutory guidance [Keeping Children Safe in Education September 2022](#) and [Working together to Safeguard Children 2018. \(Including factual updates up until 2022\)](#)

**Due to the recent coronavirus pandemic, there are additional procedures in place to support**

young people and also to support staff to ensure they are safeguarding young people at all times. This is in line with [Emergency planning and response for education, childcare, and children's social care settings](#). Staff can find the additional measures in Appendix F in this policy and throughout this policy should there be any further additional measures required in the event of a similar outbreak.

### *Introduction*

Safeguarding children and young people is paramount and is integral in all staff members roles and responsibilities and in all policy and procedure. Safeguarding and Child Protection is at the forefront of all the work we do as an organisation and underpins all of our policies and processes.

All children and young people have the right to be protected. Cameron & Cooper Limited, we need to ensure that we have a child-centred and coordinated approach to safeguarding; all young people must be safeguarded and protected from harm, whatever their specific needs and circumstances. The best interests of the child are paramount and must always be at the centre of all decision-making.

Cameron & Cooper Limited is dedicated to supporting young people with complex social, emotional, and mental health needs. Due to their vulnerabilities, it is important that all staff members are always attentive to potential safeguarding concerns. The young people we support have all experienced complex trauma and therefore require higher levels of support. To ensure that we can effectively meet the unique needs of each young person, all staff members working with them are trained to understand and address their individual needs.

Safeguarding and promoting the welfare of children (anyone under the age of 18 years) is defined for the purposes of this policy as:

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

Safeguarding is not just about protecting children from deliberate harm. It relates to all aspects of life and life including:

young peoples' health and safety

- the use of reasonable force and physical intervention
- meeting the needs of young people with medical conditions including mental health

- providing first aid
- intimate care
- online safety (e-safety)
- safe management of visitors
- safer recruitment
- appropriate arrangements to ensure home security, taking into account the local context

Safeguarding can involve a range of potential issues, and these are highlighted in the sections, definitions, types, signs and indicators of Abuse and Specific Safeguarding Issues.

This policy should be read in conjunction with the Department for Education statutory guidance Keeping Children Safe in Education 2022 (KCSiE).

It is **a requirement that all staff should ensure that they have read Part One of this document as a minimum**. In addition, Cameron & Cooper Limited expects that all staff in direct contact with young people should read Part 5, Annex B, and Annex D.

Governors will read at least parts, 2, 3, 4, 5 and Annex C as well as Part 1. Annex F has a table of substantive changes. The Senior Management Team will be expected to read the whole document.

Keeping Children Safe in Education is statutory guidance from the Department for Education issued under Section 175, Education Act 2002, the Education (Independent School Standards) (England) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children.

As an organisation, we understand and meet the obligations under the Human Rights Act 1998, and the Equality Act 2010 (including the Public Sector Equality Duty) and this is reflected in this policy and other organisation policies including the Equality, Diversity and Inclusion Policy.

The statutory document Working Together to Safeguard Children 2018 sets out the arrangements for how all organisations must work together to safeguard and promote the welfare of children. The services in Cameron and Cooper are supported by Surrey and Surrey/Hampshire Borders. All staff should be aware of the Surrey Safeguarding Children Partnership and how to access this support in relation to safeguarding.

Cameron & Cooper Limited recognises its legal and moral duty to promote the well-being of children, protect them from harm, and respond to child abuse by:

- Creating and maintaining a safe environment for children and young people;
- Identifying where there are safeguarding concerns and taking action to address them, in partnership with other organisations where appropriate.

- Recognising that there may be additional needs to consider, to avoid discrimination and harassment (such as those relating to age, gender, sexuality, religion, culture, disability and race). Young people from minority ethnic groups and those with disabilities (Particularly around communication) face barriers that may require additional support and consideration. Staff should refer to the organisation's policy on Equality, Diversity and Inclusion.

Many Serious Case Reviews and Child Safeguarding Practice Reviews have noted missed opportunities for services to intervene and prevent abuse from occurring. It is crucial therefore that the organisation works in partnership with other agencies to safeguard and protect the young people within our care.

Regardless of their role, every member of staff (and volunteer) needs to ensure that they are aware of their duties and responsibilities to help safeguard and protect the young people placed within Cameron & Cooper Limited.

### *Ethos*

At Cameron & Cooper Limited, we value the perspectives and experiences of children and young people. We believe that by listening to and respecting their views, we can better serve them and make more informed decisions about their well-being and safety. To facilitate this, all staff members and volunteers at Cameron and Cooper will actively encourage and empower young people to share any concerns or complaints they may have and to have their views, wishes, and feelings recorded. This includes encouraging young people to speak up about any instances of poor or abusive practice. Staff can refer to our Complaints Policy for further guidance on this matter.

Similarly, we must be aware that there are a number of barriers as to why children may not speak out and reveal abuse. This could be because they:

- Do not feel ready or know how to tell someone
- May feel embarrassed or humiliated.
- May have been threatened
- May have language barriers either through speech and language difficulties or if English is an additional language for them
- Have additional needs that make communication difficult
- Fear what might happen to them if the perpetrator or their family found out.
- Feel guilty.
- Are afraid that they will not be believed
- Have previously suffered abuse.

- Think that they are to blame.
- Do not want the perpetrator to get into trouble.
- Believe that they may have brought the abuse on themselves.
- May not recognise the harm they are experiencing is abuse
- have been told to keep it secret
- May not think they will be believed because the person perpetrating the abuse is in a position of trust or authority

At Cameron & Cooper Limited, we have established various channels through which young people can have their voices heard, such as young people's meetings, Reg 44 Visitors, and School Council meetings. Each young person is also assigned a key working team to facilitate positive relationships and allow for open communication of concerns. In addition, young people have the option of accessing confidential therapy, but if any safeguarding concerns arise during therapy sessions, they will be shared with the designated safeguarding lead and the young person will be made aware of this at the start of therapy. We also conduct an annual safeguarding questionnaire to gather feedback from young people about how safe they feel while under our care.

### ***Purpose And Aims Of This Policy***

The purpose of this policy is to ensure that all staff members and volunteers are aware of their legal and ethical obligations to protect the safety and welfare of young people placed with Cameron & Cooper Limited. It also provides guidance on what steps to take if a concern arises. Staff members are given the opportunity to contribute to the policy and procedure on safeguarding and child protection through annual consultations, feedback during refresher training, supervision sessions, and direct feedback to the lead designated safeguarding lead. At Cameron & Cooper Limited, we strive to create a culture that values and listens to children, and that upholds their right to be safe. This policy aims to support all staff in achieving this goal.

This policy outlines how staff members can recognise the signs and symptoms of potential abuse, understand the importance of this information, and follow proper procedures if they have a concern. It pertains specifically to the safeguarding of young people under the age of 18. In exceptional cases where young people turn 18 while still receiving services from Cameron & Cooper Limited, they will continue to be safeguarded in the same manner as other young people, but staff members working with them will be informed about adult safeguarding procedures by the designated safeguarding leads.

### ***Responsibilities Of Staff (Including Volunteers)***

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Staff members, in particular, are in a position to identify potential concerns early on and provide help to prevent them from escalating. Schools and their staff are an integral part of the wider system for safeguarding children, which is outlined in the



statutory guidance "Working Together to Safeguard Children 2018." Schools and colleges should work with social care, the police, health services, and other agencies to promote the welfare of children and protect them from harm, always considering what is in the best interests of the child. All staff members must read and be familiar with relevant policies, including the Child Protection and Safeguarding Policy, and will be asked to sign that they have read and understood them.

- Promoting positive relationships and behaviour policy
- Staff code of conduct/Handbook
- Missing from Care policy
- Safeguarding Code of Conduct

### *The Role Of Staff*

It is the responsibility of all staff members to create a safe and supportive environment for children to thrive. Staff members also have a responsibility to identify children who may be in need of additional help or who are at risk of suffering significant harm, and to take appropriate action by working with other services as needed. Staff members should refer to the "[What to do if you are worried a child is being abused](#)" guidelines, which should be read on an annual basis.

In addition to working with the designated safeguarding leads, staff members should be familiar with the Early Help process and their role in it, including working with local authority social care departments when necessary. They should also be able to effectively communicate and share information with other external agencies as needed to safeguard young people. Staff members can refer to the "Safeguarding and the waking day curriculum/Early Help Offer" section of this policy for more information.

It is a legal requirement for all staff members to report any information that raises concerns about a child's welfare, including risks of neglect, and physical, emotional, or sexual abuse. Staff members have a duty to share this information with the appropriate authorities.

All staff members, volunteers, and consultants have the responsibility to ensure the safeguarding and welfare of the children and young people they support. By reading, understanding, and following this policy and related policies, they can fulfil these responsibilities. These documents emphasise the importance of acting professionally, prioritising the needs of children and young people, serving as a positive role model, and following established procedures when safeguarding young people. Staff members and volunteers will be asked to review the policy every time it is updated.

### *Training And Induction*

At Cameron & Cooper Limited, we understand that staff members and volunteers need induction training and ongoing updates to develop and maintain the skills, judgment, and confidence required to fulfil their duties in line with "Keeping Children Safe in Education 2022" and "Working Together to Safeguard Children (July 2018)." This training is necessary to ensure that they are effectively safeguarding and protecting young people.

During their induction period, all staff members are required to complete a Safeguarding Introduction session (within the first two weeks) and Safeguarding e-learning (within their first two days). Upon being confirmed in their position, all permanent staff members are required to sign the Safeguarding Code of Conduct on their first day of work at Cameron & Cooper Limited.

All staff are required to complete Mandatory Annual Child Protection and Safeguarding training.

Staff members with direct contact with young people are also required to complete Prevent, Forced Marriage, and Female Genital Mutilation (FGM) e-learning during their induction period and to refresh this training as directed.

The training needs of staff members and volunteers vary depending on the extent of their contact with children and young people, their responsibilities, and the level of decision-making required in their roles. Cameron & Cooper Limited maintains a central matrix of all training (including safeguarding) completed by staff members and volunteers.

To help education and care staff understand their responsibilities under "Keeping Children Safe in Education 2022," Cameron & Cooper Limited provides regular refresher training on safeguarding. This includes an annual refresher, as well as follow-up sessions to ensure that all staff members have a clear understanding of their responsibilities. Staff members are required to catch up on any missed safeguarding training, and this is recorded in the central training matrix.

The school Governors will all receive Safeguarding and Child Protection training as part of their induction and will also receive annual refreshers to support their oversight.

During professional supervision, training topics, including child protection and safeguarding, are discussed. These topics are also addressed in all meetings across all services. Care staff have the chance to raise and discuss issues related to child protection, keeping children safe in education, and professional boundaries during their supervision sessions.

Care and education staff receive regular training in online safety to help them understand the importance of protecting children while they are using the internet.

For agency staff and those on short contracts who only work for a short period of time, we require them to read and sign a briefing sheet (located in Appendix D) to ensure that they are informed about their duty of care towards the children and young people in the service. This is to ensure that all staff act in a way that always prioritises the safety and welfare of the children and young people.

Additionally, the briefing document emphasises the importance of staff reporting any concerns about a child or young person's safety, particularly if they suspect abuse or neglect. It outlines their responsibility to share this information with the designated safeguarding lead and provides instructions on how to do so. There are posters displayed in

the services that identify the designated safeguarding lead and deputies, so that temporary staff are aware of whom to contact in case of any concerns.

### *Procedures*

## **Addressing safeguarding/child protection issues must be given the highest priority, even if it means other work has to be put on hold.**

If a young person chooses to disclose information or staff and volunteers observe behaviour that raises concerns about possible abuse, they must not try to investigate. Instead, they should listen and explain to the young person that they will need to share the information with someone else. The safety of the young person should always be the top priority.

### **Immediate response to the young person:**

It is important that staff actions do not cause additional harm to the child or interfere with any ongoing investigations, for example:

Stay calm and be reassuring

- Find a quiet place to talk
- Believe in what you are being told
- Listen, but do not press for information
- Say that you are glad that they have told you. Staff should reassure young people that they are being taken seriously and that they will be supported. Young people should **never** be given the impression that they are creating a problem by reporting abuse, sexual violence, or sexual harassment, nor should a victim ever be made to feel ashamed for making a report.
- Listen to the young person; if you are shocked by what is being said, try not to show it;
- Use your active listening skills, and ensure your body language is appropriate to the situation, it is important the young person knows you are listening
- It is acceptable to observe bruises but not to ask a child to remove or adjust their clothing to observe them; (injuries must be recorded on a Body Map on relevant forms on Clear Care record.
- Do not question the child in a way that will introduce new words, phrases or concepts into their minds.
- You can ask a young person if they have been harmed and what the nature of that

harm is. Staff must ensure they do not ask leading questions – if staff are concerned young people’s communication skills mean they are unable to verbally communicate they should seek advice from the Designated Safeguarding Lead.

- Do not challenge, confront, or criticise their information, even if it seems unlikely or if there are obvious errors. They may be unable to give accurate timescales or dates.
- If a disclosure is made, the pace should be dictated by the child without their being pressed for detail by being asked such questions as “what did they do next?” or “Where did they touch you?” The staff or volunteer’s role is to listen not to investigate.
- Use open questions (for clarification of what they have said)
- Accept what the young person says. Staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned.
- Acknowledge how hard it was for them to tell you this;
- Do not criticise the perpetrator, this may be someone they love;
- **Do not promise confidentiality**, reassure the young person that they have done the right thing, explain whom you will have to tell and why. It is important that you don’t make promises that you cannot keep such as “I’ll stay with you all the time” or “it will be alright now”.
- Staff should avoid making written notes when a young person is disclosing wherever possible – staff should write up the information after they have finished their conversation and they have made sure the young person is safe and calm.

Staff should be aware that some young people may have communication difficulties that make it difficult for them to disclose information or understand questions. If staff are concerned that a young person may not fully understand a situation or is unable to communicate a concern, they should seek guidance from a designated safeguarding lead immediately.

### **Recording information**

At Cameron & Cooper Limited, we use Clear Care, a secure recording system with controlled access, to document all relevant information regarding the young people in our care. Only authorised staff can access specific records. Clear Care has confirmed that their systems are compliant with GDPR requirements.

Staff or Volunteers should.

- Verbally inform the Designated Safeguarding Lead (or a deputy designated staff). The DSL will discuss with the member of staff the next steps/appropriate actions to take.
- If it is not possible to record the information on Clear Care immediately, staff should make some brief notes, including the date, time, place, and context of the disclosure or concern. These notes should include facts, not assumptions or interpretations, and should be signed and dated. They should then be provided to the designated safeguarding lead.
- Make sure to transfer the information to a Clear Care safeguarding record as soon as possible **and before the end of the workday/shift**. The designated safeguarding lead will then determine the appropriate actions to take.
- Observed injuries and bruises are to be recorded on an accident form found on Clear Care and this must be linked to the corresponding safeguarding report.
- Staff and volunteers should pay attention to nonverbal behaviour and ensure that the young person's language is recorded as it is used (without altering or "tidying up" the terminology).
- Staff should ensure that their recording is factual. Child protection and safeguarding reports may be used in multi-agency meetings or court proceedings, so it is important that the recording is accurate and fact-based.
- The designated safeguarding lead will ensure that the safeguarding/child protection report includes a summary of the decisions made and actions taken in response, including if no further action will be taken and the reasoning behind this. The primary designated safeguarding lead and senior management team (Wayne Grey, Camilla McInnes, and Carla Keyte) meet weekly to review all ongoing safeguarding records and discuss any additional actions that may be needed.

## Reporting / Referring Process

During normal working hours (9:00 a.m. to 5:00 p.m.), staff should immediately inform the designated safeguarding lead of any concerns. Outside of these hours, staff must immediately inform the senior on-call, who is a deputy designated safeguarding lead.

Staff should not assume that someone else will report their concerns. If they have a concern, they should notify the designated safeguarding lead immediately. If someone else has already reported the concern, the designated safeguarding lead will verify the information and may ask the staff member to either add to the existing Clear Care record or create a new one if there is new information.

If a child is suffering or is at risk of suffering harm, it is important to immediately refer the case to local authority children's social care (and, if necessary, the police) using the local referral process.

Based on the available information, the designated safeguarding lead will consider the best course of action for safeguarding and protecting the young person in question.

- Ensuring the young person's wishes and feelings are taken into account when taking
- appropriate action
- Whether a referral is required to the relevant Local Authority Children's Social Care or Local Authority Designated Officer (LADO). When making a referral it is important that we
- provide as much information as possible for the assessment by Social Care to consider all
- the relevant factors/evidence so the assessing worker can consider all aspects including
- Contextual safeguarding concerns.
- Whether it is necessary to make a consultation with the Local Authority if it is deemed
- that a referral is not appropriate or if there are queries about whether it requires a referral.
- DSLs/staff will request written confirmation from the Local authority of this consultation.
- Whether any immediate action needs to be taken to safeguard the young person e.g.
- keeping the young person at the service if they are due to go on contact or restricting staff duties if there is an allegation against staff
- Whether there needs to be any internal actions
- Or seek Early help Support.

The Designated Safeguarding Lead is responsible for identifying who will contact the following if /where appropriate:

- Respective Local Authority Social Care Department.
- Surrey/Surrey/Hampshire Borders Social Care
- The Police
- Parents/carers, where appropriate, following discussion with the responsible Local
- Authority Social Care Department if the consent issue is not clear.
- Ofsted

The local authority social care department will assess referrals and make a decision within one working day about the type of response needed. If the referral meets their threshold, they will investigate in accordance with Section 47 or Section 17 of the Children Act (1989) or refer the case to early help services. Referrals are made to the young person's local authority social care department. If the concern arises while the young person is at the service, it will be referred to Surrey/Surrey Borders social care.

For additional information on Section 47, Section 17 and Early Help referrals staff should refer to Chapter 1 of [Working Together to Safeguard Children 2018](#).

Designated safeguarding leads and relevant staff (as directed by the DSLs) will maintain contact with the local authority when a referral is made and will follow up to ensure that we receive feedback about the local authority social care's decision-making and actions. If staff/DSLs disagree with the local authority, they will advocate for reconsideration and may also use formal escalation procedures if they believe that further actions can be taken to ensure the wellbeing of the young person. DSLs will refer to the local authority's threshold documents and their escalation procedures as needed. You can find the levels of need/thresholds document for the Surrey safeguarding children partners site, and thresholds documents for other local authorities can be found on their safeguarding partnership sites.

Staff can find local authority social care referral numbers on the local authority websites. They can also use this service to find the appropriate local authority contacts: <https://www.gov.uk/report-child-abuse-to-local-council>. Staff will ensure that they allow social workers to access the service and conduct Section 17 and Section 47 assessments as needed. If the DSL believes that early help is appropriate for the young person, they will consider whether the school's early help services are sufficient or if external early help from the local authority would better meet the young person's needs at that time.

If staff identify that a private fostering arrangement is planned or in place, they should report this to the DSL, who will then notify the local authority. The local authority is required to verify that the arrangement is suitable and safe.

*Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, a person with parental responsibility for them or a relative in their own home for more than 28 days.*

## **Record Keeping/Auditing Files**

Young people's child protection and safeguarding records (stored in the respective young person section of Clear Care) are only accessible by staff who need to see them. Home managers review the records monthly to check for patterns and to ensure they have a comprehensive understanding of the young people's needs. The DSL will also review each child's monitoring report on a monthly basis.

The Service User Recording Protocol contains information about record retention schedules and arrangements. All concerns are recorded, including discussions and decisions made. All records should include:

- A clear and comprehensive summary of the concern
- Details of how the concern was addressed and resolved
- A note of any actions taken, decisions reached, and the outcome
- Any challenges raised, and subsequent actions taken

## *DESIGNATED SAFEGUARDING LEADS (DSI's)*

### **The Designated Safeguarding Lead and deputies within Cameron & Cooper Limited are:**

Wayne Grey	Service and Operations Manager/Lead Designated Safeguarding lead
Camilla McInnes	Responsible Individual/Head Teacher/Deputy Designated Safeguarding lead
Miriam Lloyd	The Beech House Home Manager/ Senior On Call and deputising in the absence of DSL
Dannii Jonson	Cherry Blossom Home Manager/ Senior On Call and deputising in the absence of DSL
Raj Dhillon	Deputy Manager Cherry Blossom/ Senior On Call and deputising in the absence of DSL
Rebecca Edwards	Senior Practitioner TBH/ Senior On Call and deputising in the absence of DSL
Melissa Dean	Business Manager deputising in the absence of DSL
Carla Keyte	Head of Quality and Compliance Deputy Designated Safeguarding lead

The designated safeguarding lead and deputies play a critical role in ensuring that proper procedures and policies are in place and followed with regard to child safeguarding issues. They are the primary point of contact for staff and volunteers to report concerns.

The role and responsibilities of the designated safeguarding lead and deputy designated safeguarding lead are clearly outlined in the relevant staff job descriptions.

The designated safeguarding lead and deputies are available during office hours and through the on-call system. All staff have the contact information for the designated safeguarding leads and the senior on-call staff. Wayne Grey is the first point of contact; in his absence, all safeguarding concerns should be directed to Camilla McInnes. If Wayne or Camilla are not available, staff will be informed of the designated safeguarding lead on duty.

In accordance with Keeping Children Safe in Education 2022 and "Working Together to Safeguard Children" (July 2018) and any guidance provided by the Surrey Safeguarding Children Partnership, the designated safeguarding lead/s must have completed recognized multi-agency training to fulfil their responsibilities and keep this training up to date with refresher courses every two years. The DSL and deputies ensure that refresher training is obtained from different accredited providers to ensure a broad range of knowledge.



## *Definitions, Types, Signs And Symptoms Of Abuse*

According to Keeping Children Safe in Education (September 2022), abuse refers to any type of maltreatment of a child. This can include physical harm, emotional harm, or neglect by not taking action to prevent harm. Domestic abuse can also have an impact on children. Children can be abused by adults or other children in a family, institutional, or community setting, and this abuse can occur online or offline. Technology may also be used to facilitate abuse. If you are concerned that a child is being abused, you can refer to the "What to do if you are worried if a child is being abused" resource (March 2015) for more information and indicators of abuse.

Professionals should be alert to the potential additional need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory education, health and care plan)
- has a mental health need
- is a young carer
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking, or exploitation
- is at risk of being radicalised or exploited
- has a family member in prison, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- Is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child
- is persistently absent from education, including persistent absences for part of the school day

**Child protection** is a component of safeguarding, which involves taking steps to protect children who are suffering or at risk of suffering significant harm. It is the responsibility of all individuals to ensure the safety and protection of young people who have been harmed or are at risk of harm.

**Safeguarding** encompasses all efforts to ensure the safety and well-being of children. It includes:

- Ensuring that children and young people are safe and protected from maltreatment, abuse, or neglect.
- Ensuring that children have the best opportunities in life to achieve success as adults.
- Preventing any factors that may jeopardise a child's health or development and ensuring they grow up in a safe and supportive environment with proper care.

The goal of safeguarding is to ensure that children and young people are both safe and feel safe.

Staff should consider the context in which safeguarding occurs and whether there are external factors that may pose a threat to a child's safety and well-being. Staff should be aware that safeguarding incidents and behaviours can occur both within and outside of the school, and that children may be at risk of abuse or exploitation outside of their families. This can include, but is not limited to, sexual exploitation, criminal exploitation, sexual abuse, serious youth violence, and involvement in "county lines." All staff should report any concerns to the Designated Safeguarding Lead, regardless of where the incident occurred. For more information on Contextual Safeguarding, staff can visit the [Contextual Safeguarding Network website](#).

**Significant Harm-** It is important for professionals working with children to be able to identify when a child may be suffering from significant harm, regardless of the type of abuse. However, it is mandatory for all staff to report any concerns, even if they do not believe the harm is significant.

### *Types of abuse*

Staff should be aware that abuse can occur at any time for any child and should report any concerns to the Designated Safeguarding Lead or deputies. Even small concerns can contribute to a need for intervention and should be reported. Staff should also be mindful that some indicators of abuse may be attributed to a child's additional needs but should not dismiss or minimise any concerns and should follow the procedures within Cameron & Cooper Limited for reporting safeguarding matters to the DSL(s).

### **Emotional Abuse**

Emotional abuse is a persistent form of maltreatment that has severe and harmful effects on a child's emotional development. It can involve conveying to a child that they are worthless or unloved, imposing inappropriate expectations on them, or silencing them. It can also involve overprotection and limiting a child's exploration and learning or preventing them from participating in normal social interactions. It may involve witnessing or experiencing the mistreatment of others, serious bullying (including cyberbullying), causing a child to feel constantly frightened or in danger, or exploiting or corrupting them. Emotional abuse is present in all forms of child maltreatment, although it may occur on its own.

### **Recognising signs of potential Emotional Abuse:**

The following list is not exhaustive however may be an indicator of emotional abuse

- Very low self-esteem, often with an inability to accept praise or trust in adults
- Excessive clinging and attention seeking behaviour
- Overanxious – being excessively 'watchful' (hyper vigilant), constantly checking or being

Over-anxious to please

- Withdrawn / socially isolated
- Physical, mental, and emotional development lags
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc)
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

### **Physical abuse**

Physical abuse is a form of abuse that involves causing physical harm to a child through actions such as hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing harm. Physical harm can also be caused by a parent or caregiver fabricating or inducing illness in a child.

### **Recognising potential Physical Abuse:**

The following list is not exhaustive however may be an indication of physical abuse

- Unexplained recurrent injuries or burns
- Improbable explanations or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather, refusal to undress for PE
- Going missing or being absent from placement
- Fear of medical help or examination
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
- Fear of suspected abuser being contacted
- Bruises seen on parts of the body not normally harmed through play, such as in or around the mouth
- Bruises that appear as a small 'grasp' or finger marks to a child's arms or legs
- Injuries that look like they have been caused by an implement
- Bruises that appear to be of different ages (colour) in the same area

- Injuries that appear the same on both sides of the body, legs, head, or arms
- Injuries that appear as bite marks, especially when the marks appear to be those of an adult or an older child (more than 3cm across)

### **Sexual Abuse**

Sexual abuse refers to forcing or enticing a child to participate in sexual activities, whether or not the child is aware of what is happening. These activities can include physical contact such as penetration or non-penetrative acts, as well as non-contact activities like viewing or producing sexual images, watching sexual activities, encouraging inappropriate behaviours, or grooming a child for abuse. Sexual abuse can occur online, and technology can be used to facilitate offline abuse. Both adult males and females, as well as other children, can commit acts of sexual abuse. Child-on-child sexual abuse is a specific safeguarding issue that staff should be aware of and follow organisation policy and procedures for addressing it.

### **Recognising potential Sexual Abuse**

The following list is not exhaustive however may be an indicator of sexual abuse

- Being overly affectionate or knowledgeable in a sexual way inappropriate to their age, or acting out precocious sexual behaviour with others
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-harm, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a specific person
- Enuresis/Encopresis (wetting themselves/soiling themselves), day or night/nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; oversensitive or overreacting to criticism
- Reluctant to go home

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and psychological needs, which can seriously impair their health or development. Neglect can occur during pregnancy due to maternal substance abuse, and after a child is born, it can involve a parent or caregiver failing to provide adequate food, clothing, and shelter; protect the child from harm or danger; ensure proper supervision; or access to medical care. It can also involve neglecting or not responding to a child's emotional needs. Neglect can be a result of poor parenting, which may not be intentional but rather a lack of understanding of how to be a caregiver due to personal difficulties or negative experiences with parenting. While this may not be deliberate neglect, staff should still follow safeguarding procedures and support the parent to improve their parenting skills, potentially with the help of social care.

### **Recognising potential Neglect:**

The following list is not exhaustive however may be an indicator of neglect

- Constant hunger and complaints of tiredness
- Poor personal hygiene
- Poor state of clothing
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies
- Below average weight/height
- Reluctant to go home, particularly at weekends/holiday

**It is important to note that a child may be subjected to multiple types of abuse, and that a child may not show outward signs of abuse and may keep the abuse a secret. Some children may learn to cope with their problems, making it difficult for others to identify and help them.**

While certain behaviours or physical presentations may be cause for concern, it is important to consider that they may not necessarily be caused by abuse. Staff should remain vigilant and report any concerns they have, and the Designated Safeguarding Lead/deputies will take all available evidence into account to consider the whole picture for the child. They may also consult with staff who work closely with the child as necessary.

### ***Specific Safeguarding Issues***

All concerns regarding specific safeguarding issues should be referred to the Designated Safeguarding Leads (DSLs), and the DSLs will follow normal referral procedures unless otherwise stated. If necessary, staff can access external agencies and experts to seek their knowledge and experience when addressing specific concerns. Staff should discuss with a member of the Senior Management Team if they believe that contacting an external agency would be beneficial.

## **Child on child abuse**

Staff should be aware that children and young people can harm each other and should not dismiss it as a normal part of growing up. All instances of child-on-child abuse must be challenged and addressed to prevent a culture of unacceptable behaviours, an unsafe environment, and a normalization of abuse that may prevent young people from reporting it. Child-on-child abuse can occur both inside and outside of the home/school and can take various forms, including:

- sexual harassment and sexual violence (please see below section for specific sexual harassment and sexual violence)
- physical abuse (including contact and online which facilitates or threatens/encourage physical abuse) including initiation/hazing-type violence and rituals
- bullying / cyber-bullying/ prejudice-based bullying/ discriminatory bullying including Homophobic, Biphobic and Transphobic bullying
- grooming

At Cameron & Cooper Limited, we minimise the risk of children harming other children in a number of ways, through high levels of active supervision, therapeutic support and guidance.

## **Child on Child Sexual Violence and Sexual Harassment**

Staff members should refer to the "Child on Child Sexual Violence and Sexual Harassment" section (Part 5) of the "Keeping Children Safe in Education" (KCSiE) guidance for 2022 for detailed information and guidance on this topic. This guidance incorporates the previous "Sexual violence and Sexual harassment between children in schools and colleges (SVSH)" guidance. The updates to this guidance were made following the "[Review into sexual abuse in schools and colleges conducted by Ofsted in 2021](#)", which was a rapid review of the prevalence of sexual harassment and sexual violence in schools and colleges. Staff members should read both the review and the KCSiE guidance in order to get a more thorough understanding of the concerns that may arise and how to address them.

The terms "victim" and "perpetrator" are used throughout the "Keeping Children Safe in Education" (KCSiE) guidance. However, it is important for staff members to be mindful of the terminology they use, especially in front of young people, as these terms may not always be appropriate depending on the specific incident. The term "victim" may not be one that a young person wants to be referred to as, and the term "perpetrator" may minimise any harm that the young person who has exhibited harmful behaviours may have experienced. While the KCSiE guidance uses these terms, staff members should not necessarily use them as a matter of course, as the word "perpetrator" can have connotations that may not accurately reflect the situation.

Sexual harassment can take various forms, the below is not an exhaustive list

- Sexual comments including, telling sexual stories, making lewd (rude and offensive in a sexual way) comments, making sexual remarks about clothes and appearance and calling someone sexualised names
- Sexual 'jokes' and taunting

- Physical behaviour – deliberately brushing against someone, interfering with someone’s clothes (this may also occur in sexual violence) and displaying pictures, photos or drawings of a sexual nature
- Online sexual harassment, this may be standalone or part of a wider pattern of sexual harassment and/or sexual violence.
- Online sexual harassment may include:
  - o Consensual and non-consensual sharing of nude and semi-nude images and videos. Taking and sharing nude photos of young people under 18 is a criminal offence
  - o Sharing of unwanted explicit content
  - o Upskirting
  - o Sexualised online bullying
  - o Unwanted sexual comments and messages
  - o Sexual exploitation, coercion, and threats

**Sexual Violence** refers to sexual offences under the Sexual Offences Act 2003

- Rape. A person (A) commits an offence if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.
- Assault by penetration. A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.
- Sexual assault. A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. Staff should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone’s bottom/breasts/genitalia without consent, can still constitute sexual assault.
- Causing someone to engage in sexual activity without consent. A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engage in the activity, and A does not reasonably believe that B consents. Examples of this could be forcing someone to strip, touch themselves sexually or to engage in sexual activity with a third party.

Staff members should be aware that incidents of sexual violence and sexual harassment can occur at their service and should maintain an attitude of "it could happen here." These incidents can happen at any age range and can occur both face-to-face and online. As an organisation that supports young people with special educational needs (SEN), it is important to note that young people with SEND are three times more likely to be abused by their peers. Additionally, young people who are LGBT (or who are perceived as LGBT) can also be targeted by their peers. It is also worth noting that girls are more likely to be victims of sexual violence and harassment, and boys are more likely to be

perpetrators, but this does not mean that girls cannot be perpetrators or that boys cannot be victims. Staff members should take all reports of sexual violence and sexual harassment seriously.

Staff members should be clear that any incidents of sexually inappropriate behaviour should be addressed immediately and not minimised or tolerated. Minimising or dismissing such incidents can contribute to a culture where sexual harassment and violence is normalised and accepted, which is unacceptable. To ensure the best outcomes for young people, it is important to adopt a whole organisation approach to preventing child-on-child sexual harassment and sexual violence. This means that all staff members must be aware of potential risks and must address and report any behaviours in line with the child protection and safeguarding policy and procedure. Young people should be clear on how to report any concerns and should know that their concerns will be treated seriously and that they can safely express their views and give feedback.

Staff members must be clear on their responsibilities and must ensure that they follow up on any concerns they observe or have reported to them. They should also be aware that preventative education plays a significant role in reducing the risk of sexual harassment and sexual violence, and that the importance of safety and child protection and safeguarding should be promoted by all staff members, regardless of their role. Consent is taught to all young people in age-appropriate ways and is reiterated through key working and the curriculum as the young person progresses. Staff members must be clear that a child under the age of 13 can never consent to any sexual activity, that the legal age of consent is 16 years old, and that sexual intercourse without consent is rape.

Sexual behaviours exhibited by young people can range from normal and developmentally appropriate to inappropriate, problematic, abusive, and violent. Harmful Sexual Behaviour (HSB) is an umbrella term used to cover behaviours that fall under the latter end of this spectrum, and any incidents of HSB must always be reported to the Designated Safeguarding Lead (DSL).

When evaluating incidents of sexual behaviour, the Designated Safeguarding Lead (DSL) will consider the behaviours exhibited, as well as the ages and stages of development of the children and young people involved. For example, sexual behaviour may be considered harmful if one of the children is significantly older, particularly if there is a significant age difference or if one of the children is pre-pubescent. It is important to note that younger children can also abuse older children, and the "power balance" between the two children, as well as the cognitive ability or additional needs of the young people, should be considered. The nature of the incident, such as whether it was a one-time occurrence or a sustained pattern of abuse, is also taken into consideration.

Further information on support agencies to help address HSB can be found here NSPCC - [Harmful Sexual Behaviour Briefing](#). The DSL has completed training on HSB and will continue to update his knowledge regularly.

Children and young people who develop harmful sexual behaviour may have experienced some form of abuse and neglect themselves. Staff members should also be aware that within our environment at Cameron & Cooper Limited, we may have a higher incidence of these kinds of behaviours due to the young people's difficulties in understanding social norms and appropriate behaviour. However, this should not be an excuse to minimise these behaviours or a reason not to act, and all concerns will be followed up on appropriately. Staff members should be mindful of the young people's difficulties when assessing how best to support both the victim and perpetrator.

Staff members should be aware that incidents of sexual violence and harassment may occur partially or solely online and should refer to the relevant information on online safety and the organisation's online safety policy when managing such situations.



Staff members should be aware that when dealing with incidents of sexual violence and harassment, both the perpetrator and the victim need to be safeguarded. They should work appropriately with both parties and follow safeguarding procedures, including reporting to the Designated Safeguarding Lead (DSL) and following the child protection and safeguarding procedures. Staff members and young people should also consider the Equality Act when supporting young people in regard to their sex, sexuality, and gender identity, and should plan positive support for specific groups if there is evidence that a particular group is disproportionately affected by sexual harassment and/or violence.

Staff members should ensure that any incidents of sexual harassment or sexual violence are dealt with promptly and through the safeguarding and child protection process. They should be aware that managing the support for both the victim and the perpetrator can be difficult and should seek advice from the Designated Safeguarding Lead (DSL) and Senior Management Team (SMT) to manage the situation appropriately. This may include completing a risk assessment for certain cases to ensure everyone's safety, particularly if there is an ongoing investigation to determine what happened. Placing authorities/Parents/carers will be informed of any concerns unless doing so could cause additional risk to the young person(s). In cases of sexual violence, the DSL will take advice from the police before sharing any information, as this could impact any criminal investigation. The same applies to referrals to social care and the potential impact on possible social care investigations. DSL may also seek advice from the NSPCC helpline for professionals (08088005000, [help@nspcc.org.uk](mailto:help@nspcc.org.uk)).

It is important to note that any reports of sexual violence must be reported to the police. Referrals should also be made to social care, and a multi-agency approach will be adopted to address the situation.

As an organisation, we take a comprehensive approach when dealing with reports of sexual harassment and sexual violence. We recognise that each case is unique and may require different actions to be taken. However, there are four main approaches that we will consider in all cases. It is crucial to note that any form of sexual harassment or violence is not tolerated in our organisation and that we will provide support to all young people to address their concerns.

1. In situations where sexual harassment is less severe or isolated, it may not be necessary to refer to outside services. Instead, we can address the issue through educational efforts and support from key workers or targeted group work as part of an early intervention program.
2. If an incident occurs that requires external support, but not a statutory referral, we may provide early help through the local authority or other specialist services that do not involve a formal referral process.
3. If a child has been harmed, is at risk of harm, or is in immediate danger, a referral to social care is mandatory. Social care professionals will conduct an assessment to determine the level of support required. This process does not prevent us from taking action and we will work closely with external agencies to ensure the safety and well-being of all young people in our care.
4. In cases of concerns related to sexual violence, reporting to the police must happen simultaneously with reporting to social care. In some instances, incidents of sexual harassment may also warrant a report to the police in addition to the reporting to social care.

When addressing incidents of sexual harassment or violence, staff must consider the needs of both the victim and the perpetrator. Support will be provided to both parties, and all responses will be

tailored to the specific risks and potential risks presented by each individual case. In cases where changes need to be made to a living arrangement or class to protect the victim, the needs of both the victim and the alleged perpetrator will be considered. However, in cases of alleged sexual violence, the perpetrator should be removed from any areas they share with the victim. This may involve modifying the provision for the alleged perpetrator, and each case will be handled on a case-by-case basis. Removal of the perpetrator from classes or homes is not a judgement of guilt, but rather it is done to ensure the safety and protection of all students. Risk assessments will be implemented for any cases of sexual violence, taking into account the needs of the victim, any other potential victims, the alleged perpetrator, other young people and staff, and the time and location of the incident, in order to identify any necessary changes to make that location safer. These risk assessments will be regularly reviewed and will also consider the potential for harm within the perpetrator's family and whether support is required for any siblings. Any areas for improvement identified in the risk assessment will be used to update policies and procedures where needed.

It is important that the victim never feels that they are responsible for the incident and staff should be aware that the victim may be bullied for making a report. Staff should remain vigilant and provide appropriate support to the victim if needed. Some victims may require long-term support and staff will consult with the appropriate agencies to ensure they receive the necessary support. Some young people may request that we do not share information about the incident. While staff have a duty to share such information with the designated safeguarding lead, young people are regularly informed of this policy and the DSL will evaluate each situation individually and seek guidance if necessary. The perpetrator also may need support, and staff will ensure appropriate plans are put in place to provide it.

It's crucial to emphasise to any student involved in any case, that laws and measures related to the case are put in place to protect them rather than to criminalise or punish them. The way of explaining this concept should be age-appropriate and done in a manner that does not cause fear or distress to the young person.

It's important to understand that criminal investigations or actions taken by Social Care can be time-consuming. Cameron & Cooper Limited will implement appropriate measures and/or consequences while investigations are ongoing to minimise any potential harm to young people. It is crucial not to delay any actions that could prevent further harm to young people.

When dealing with reports that are unsubstantiated, unfounded, false, or made with malicious intent, it is important to consider the motivation behind the young person's actions. This can help to determine whether the individual making the allegations is a victim of abuse and in need of support, which may include a referral to social care services. On the other hand, if the report is found to have been deliberately invented or made with malice, appropriate consequences in accordance with our behaviour policy promoting positive behaviour and relationships should be enforced.

### **Online Safety**

The integration of technology into modern society has made it a necessary aspect of daily life, especially for younger generations who have grown up in a digital world. However, it is important for staff to be aware of the potential risks and safeguarding issues that may arise from children and young people's use of online devices. Data on Safeguarding and Child Protection show that online safety remains a concern at Cameron & Cooper Limited, as it is nationally. Therefore, we continue to monitor and assess our approach to safeguarding children.

Online safety encompasses a wide range of issues that can be divided into four categories (the 4 C's):

- content: being exposed to illegal, inappropriate, or harmful material; for example, pornography, fake news, racist or radical and extremist views
- contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children/ young Adults and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm for example making, sending, and receiving explicit images or online bullying.
- Commerce: risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

The integration of technology in modern society has led to it playing a major role in many safeguarding issues. Children may be contacted through social media, internet chat rooms, discussion forums, apps, gaming platforms, and bulletin boards with the intent of grooming them for abusive or inappropriate relationships. This may include requests for children to produce and transmit pornographic images or engage in sexual acts on webcam. Often, these initial contacts made through chat rooms are continued through email, instant messaging services, mobile phone, or text messaging.

Online content can be easily and quickly shared, and it is important for staff to be aware that this can have a significant emotional impact on young people. If content needs to be removed, there are organizations that can assist with this process, such as the Internet Watch Foundation for illegal imagery. It may be necessary for Designated Safeguarding Leads to direct staff, parents/carers, and young people to make a report on the Child Exploitation and Online Protection (CEOP) [website](#).

If staff believe that young people are using mobile phones or internet-enabled devices inappropriately or if there is potentially illegal or inappropriate content on the devices, they may confiscate them. Designated Safeguarding Leads or delegated staff may also search the devices if they are concerned about the content.

Online bullying is a persistent concern for young people nationally. This issue is addressed under the organisations Countering Bullying policy but may also be addressed within the safeguarding policy as appropriate. Staff help young people understand how to behave appropriately online and work with families/carers to support young people when they are online in the home.

**Sharing nudes or semi-nudes** refers to the practice of sending nude or semi-nude images (including text, photos, and videos) through various social media platforms, messaging apps, etc. The widespread ownership of mobile phones and internet-enabled devices among young people has made this an increasingly common concern. This activity has previously been referred to as "sexting" and can also be known as youth-produced sexual imagery, youth-involved sexual imagery, indecent imagery, or image-based sexual abuse.

**Staff can refer to the guidance below for further information**

[Indecent images of children: guidance for young people \(Gov.uk\)](#)

[Sharing nudes or semi-nudes: Advice for education settings working with children and young](#)

If there are concerns about youth-produced sexual imagery, Designated Safeguarding Lead will make a professional assessment as to whether they need to view any images in order to properly refer the matter, for example, if there are concerns that the images may be related to child sexual exploitation or grooming. Designated Safeguarding Leads will not view images unnecessarily. If staff

come across inappropriate or illegal content or imagery while monitoring young people's phones, they should stop immediately and report the matter to the Designated Safeguarding Leads (see Appendix A for guidance and procedure for Designated Safeguarding Leads). Staff must not send on any images that are sent to them by young people or parents/carers and must report the matter immediately if they receive anything of this nature.

If there are concerns about online safety, it may be necessary to report the matter to the police and/or social care. Designated Safeguarding Leads will determine the appropriate course of action based on the specific concerns and ensure that appropriate referrals are made.

Social media platforms and the way young people use them can lead to incidents and concerns arising quickly and involving multiple young people. Young people may share images with someone they trust, only for the images to be shared further. Staff should be aware that young people may need support, education, and guidance in these situations and be vigilant in reporting any concerns they have through the safeguarding procedures.

There is increasing concern about children being exposed to inappropriate material through interactive communication technology, such as adult pornography or extreme forms of obscene material. Allowing or encouraging a child to view this type of material may warrant further investigation.

Staff should be aware that young people may be at risk if they access sites that promote gambling and may also be vulnerable to scams or phishing attacks, in which individuals can steal money or online property or trick young people into transferring money or online goods without their knowledge. Support for young people regarding gambling can be found at [bigdeal.org.uk](http://bigdeal.org.uk), and scams or thefts should be reported to the police. Additional support or information for young people can be found at [Internet Matters](#). Staff can report concerns about young people or staff at risk of phishing to the [Anti-Phishing Working Group](#).

Staff should be aware of online challenges and hoaxes and report any potential concerns to Designated Safeguarding Leads. However, they should also be mindful of media hype that may lead professionals and parents/carers to direct young people to inappropriate sites or apps. Staff should not share information about potential online hoaxes or challenges without verifying the matter with Designated Safeguarding Leads. Designated Safeguarding Leads will provide appropriate information to the young people when necessary. Staff can find more information on how to manage these issues at [Harmful online challenges and online hoaxes](#).

The homes and The Beech House school offer online safety education, Relationships and Sex Education (RSE), key working, group work, and individual work. Young people who have previously demonstrated risk or expressed concerns about their online safety may have individual contracts with guidelines and expectations, which may include staff monitoring their phones/devices to ensure their safety. All young people are required to have the Questido app on any internet-enabled devices.

While young people are permitted to use mobile phones at designated times if concerns arise, they may be required to have "contracts" in place to ensure that staff can safeguard them appropriately. Any young people who access or share inappropriate messages, photos, or videos may lose access to their phone and the appropriate safeguarding measures will be implemented based on the specific concern.

Young people are not allowed to have mobile devices overnight due to the potential safeguarding risks and to promote good sleep hygiene. However, older students may be allowed to have phones/mobile devices overnight as they prepare for semi-independent living, but this is closely monitored by staff to ensure that it does not have negative impacts on the young people.

*Appendix F covers additional online safety concerns regarding remote education during the pandemic and lockdowns and additional considerations staff should take. Staff should also see [Safeguarding and remote education during coronavirus \(COVID-19\)](#) for further information. Staff can also find further information at [NSPCC - undertaking remote teaching safely](#)*

### **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

Both Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) are forms of abuse in which an individual or group takes advantage of a power imbalance to manipulate, deceive, or coerce a child into sexual or criminal activity. This can happen in exchange for something the victim wants or needs, or for the financial gain or increased status of the perpetrator or facilitator. Additionally, these forms of abuse can occur through the use of violence or the threat of violence.

It is important to note that both CSE and CCE can affect children of all genders, including those who have been trafficked for the purpose of exploitation. The power imbalance can be due to a range of factors, including age, gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. The abuse can be committed by individuals or groups, males or females, and children or adults. It can be a one-time occurrence or happen over a series of incidents and can range from opportunistic to complex, organised abuse. Additionally, the abuse can involve force, enticement-based methods, and may or may not be accompanied by violence or threats of violence.

#### **CCE**

Child Criminal Exploitation (CCE) can take many forms, and includes instances where children are forced or manipulated into participating in criminal activity. Some specific forms of CCE include transportation of drugs or money through "county lines", working in cannabis factories, shoplifting, pickpocketing, and committing vehicle crime or acts of serious violence. Perpetrators may threaten victims or their families with violence, entrap them in debt, or use other forms of coercion to keep them involved in the exploitation.

It is important to remember that young people who are involved in criminal behaviour may also be victims of CCE and they might not be recognised and given the appropriate support. This is especially important for older children who may appear to have willingly participated in criminal activity. Also, it is important to note that boys and girls may have different experiences of CCE, but both are at risk, and both have higher risk of CSE as well.

#### **CSE**

Child Sexual Exploitation (CSE) is a form of sexual abuse that can include both physical and non-contact activities, as outlined in the Sexual Abuse section. CSE can happen over a period of time or as a one-off occurrence, and it can happen without the child's immediate knowledge, such as through the sharing of videos or images on social media. Even when the activity appears consensual, it is important to remember that exploitation can still occur, both physically and online. More information and definitions about CSE, as well as indicators, can be found in Annex B of Keeping Children Safe in Education 2022. Additionally, some children may not realise they are being exploited, for example, they may believe they are in a genuine romantic relationship. CSE can

happen to any child, regardless of their community or background, if they have been coerced into engaging in sexual activities. It's important for staff to remember that even young people who are over the age of consent (16 and 17-year-olds) can also be victims of CSE and should be treated as such.

Staff can also refer to the DfE guidance [Child Sexual Exploitation: definition and guidance for practitioners](#) and Annex B of Keeping Children Safe in Education 2022.

Staff will receive training on Child Sexual Exploitation and be regularly updated on relevant guidance as it is published.

Possible indicators of CSE/CCE are:

- Children who appear with unexplained gifts/new possessions
- Children who associate with other young people involved in exploitation
- Children who suffer from changes in emotional wellbeing
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school
- Children would have older boyfriends/girlfriends
- Children who suffer from sexually transmitted infections or become pregnant (CSE indicator)

### **County Lines**

County Lines criminal activity refers to when drug networks or gangs exploit and groom children and young people to transport drugs and money from urban areas to suburban, rural areas, and towns. This type of criminal activity is further explained in Annex B of Keeping Children Safe in Education (KCSiE) and also in the document titled [Criminal Exploitation of Children and Vulnerable Adults - County Lines](#).

**Serious Violence is a possible risk for young people who have been targeted by gangs and criminal networks/ CCE/CSE.**

Staff should be aware of indicators detailed within the CCE/CSE section, including increased school absence, unexplained physical injuries, self-harm, and unexplained gifts, that may indicate that a young person is at risk of or involved in serious violent crime. Risk factors for serious violence that increase the likelihood include being male, frequently absent from school or permanently excluded, a history of child maltreatment, and previous involvement in offending such as theft or robbery. While these factors alone do not mean that a young person is involved in serious violence, they do indicate that staff should be aware of the possibility and be vigilant. Young people in our care may be more vulnerable due to their additional needs, and therefore staff must be particularly vigilant in monitoring their activities and free time. Staff must raise any concerns about serious violence with the DSL and can find further advice and information in Annex B of Keeping Children Safe in Education (KCSiE) and additional resources provided here <https://youthendowmentfund.org.uk/toolkit/>.



## **Gang Violence**

Young people can be impacted by gang violence, and those in our care may be particularly vulnerable due to their Special Educational Needs (SEN) and other additional vulnerabilities. The young people in our care may have difficulty in making friends and maintaining positive relationships and may not be able to accurately gauge the intentions of others, which can make gang membership and involvement appear to be a positive in their lives. Staff should be vigilant for any mention of new friends and possible concerns regarding new friends and refer to the Designated Safeguarding Lead if necessary.

Staff can also refer to [Ending gang violence and exploitation](#), [Preventing youth violence and gang involvement](#) and [the Serious Violence Strategy](#) from the government for further information.

## **Child trafficking**

Child Trafficking can have a devastating and lasting impact on its victims. Children can be trafficked into, within and out of the UK. 'Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.' [Safeguarding Children Who May have Been Trafficked \(2011\)](#)

Staff should be aware that young people may be trafficked within and between countries, and should be vigilant for this concern, particularly if young people go missing. Additionally, staff should be aware of the impact on young people when their parents or caregivers are victims of trafficking. It is also important to note that young people who are victims of Child Criminal Exploitation (CCE), Child Sexual Exploitation (CSE), or County Lines criminal activity, can also be trafficked.

According to the guidance provided by "Working Together to Safeguard Children" (2018), social care practitioners are obligated to make a referral to the [National Referral Mechanism](#) as soon as possible if there is any suspicion of modern slavery or human trafficking. Staff should consult with social care professionals when making such a referral.

When making a referral related to modern slavery or human trafficking, it is important to consult with Social Care as part of the referral process. If Social Care does not agree to make the referral, staff still have the responsibility to do so if they believe it to be necessary (This must be done with the support of the DSL and SMT). Additionally, it is important for staff to verify that the case has been referred to the police as part of the National Referral Mechanism process.

## **Domestic Violence and Abuse**

Cases of children living with domestic violence should be handled according to Child Protection Procedures. The Domestic Abuse Act 2021, which received Royal Assent in April 2021, provides the first statutory definition of domestic abuse, and recognises the impact that domestic abuse can have on children as victims, even if they have only witnessed, heard, or been affected by the abuse.

Children who experience domestic abuse can suffer serious long-lasting emotional and psychological effects. Staff should be aware of this and ensure they provide appropriate support to young people,

taking into account the potential impact that the abuse may have on their needs and the provision required.

As per the statutory definition, domestic violence and abuse refers to any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between individuals aged 16 or over, who are, or have been, intimate partners or family members, regardless of gender or sexuality. The abuse can take many forms, including but not limited to:

- Physical
- Emotional
- Sexual
- Economic
- Coercive and controlling behaviour

Further information can be found [Here](#)

**Controlling Behaviour-** The act of controlling behaviour involves a variety of tactics aimed at creating a subordinate and dependent individual. This can be achieved by isolating the person from any sources of support, taking advantage of their resources and abilities for personal gain, withholding the necessary means for independence, resistance, and escape, and dictating their daily behaviour.

**Coercive behaviour-** Coercive behaviour is characterised by the use of tactics such as physical assault, verbal threats, humiliation, and intimidation, as well as other forms of abuse, with the intention of causing harm, punishment, or fear in the victim. This type of behaviour can also be referred to in guidance from the Home Office for further understanding [domestic abuse how to get help](#)

**Adolescent to Parent violence and abuse-** APVA, or Adolescent to Parent Violence and Abuse, is a type of domestic violence and abuse that is often not discussed openly. It can manifest in young individuals as violent or aggressive behaviour towards their parents and caretakers. Staff members should report any concerns related to this under the appropriate safeguarding procedures. Additional information on this topic can be found through provided resources [Adolescent to Parent violence and abuse \(APVA\)](#).

**Teenage Relationship Abuse/ Intimate relationship abuse-** Relationship abuse is the act of causing harm or distress to a person with whom one is in a relationship. This type of abuse is often directed at females, with males being the perpetrator, but it can also happen in male-male and female-female relationships. It has now been recognised as a form of domestic violence in legal definitions, but when both parties involved are young people, it can also be considered as child-on-child abuse. The cause of this type of abuse can be linked to previous experiences of domestic abuse, but this is not always the case.

**Violence against women and girls-** Data indicates that females are disproportionately affected by domestic abuse and violence, and in response a strategy to reduce this has been put in place. Staff should refer to the [Strategy to end violence against women and girls](#) for further information. While this strategy is primarily focused on women and girls, it acknowledges that men and boys also experience domestic abuse and the actions outlined in the strategy are applicable to all individuals.

Staff can refer to additional advice here:



[NSPCC-Domestic Abuse](#)

[Safe lives: Young People and Domestic Abuse](#)

<https://refuge.org.uk/get-help-now/what-is-domestic-violence/effects-of-domestic-violence-on-children/>

### **Mental Health (including Self harm/Non Suicidal Self Injury)**

Mental health issues, including self-harm and non-suicidal self-injury (NSSI), are a prevalent concern nationally and within Cameron & Cooper Limited we are dedicated to supporting the young people in our care who experience these challenges.

Mental health concerns can manifest in various forms and staff members should be attentive to any signs that a young person may be experiencing difficulties with their mental well-being. Additionally, all staff should be aware that in certain cases, mental health issues may be a symptom that a child has experienced or is at risk of experiencing abuse, trauma, neglect, or exploitation.

Individuals with Special Education Needs (SEN) are more susceptible to mental health problems, and some of the young people in our care have associated mental health diagnoses. Staff can find additional information on this topic in resources such as [Mental Health and Behaviour in Schools](#) and [Promoting Children and Young People's Emotional Health and Well-being](#)." Additionally, staff can utilize [Every Mind Matters](#) for activities to engage with young people on this subject.

All staff members at Cameron & Cooper Limited are trained in Team Teach and are aware of the influence of trauma and mental health issues on young people in a school setting. In addition, staff have received training on Attachment and ACE's (Adverse Childhood Experiences) and are aware of the impact that trauma can have on the development of a young person. We aim to provide support to develop coping strategies and assist in managing their feelings and emotions, while collaborating with mental health professionals to provide targeted assistance.

Fostering emotional well-being and resilience is central to the work of staff at Cameron & Cooper Limited, and our behaviour support system, Team Teach, places an emphasis on helping young people understand and manage their emotions and feelings while building healthy coping strategies.

Self-harm or NSSI (non-suicidal self-injury) can be an indication of underlying mental health issues. It can manifest in various forms and generally refers to the act of intentionally causing harm to oneself through physical injury or placing oneself in dangerous situations or neglecting oneself. Self-harm is often used as a coping mechanism and can stem from various causes, but it is important for staff members to consider the potential correlation between self-harm and past experiences of trauma or abuse.

The primary issues concerning self-harm and non-suicidal self-injury (NSSI) among young people are threats of self-harm that arise when a young person is experiencing difficulty managing their emotions and lacks appropriate coping strategies. To address these concerns, we have implemented a strategy that focuses on helping young people better understand and manage their emotional state. Staff members are trained to support young people in finding alternative ways to express their distress and to respond in a compassionate and effective manner to their emotional needs, rather than solely focusing on the threats of self-harm.

In order to assist young people in managing their emotions and learning new coping skills, staff collaborate with both internal and external professionals, including Child and Young People's Mental Health Services (CYPMHS) and CAMHS, as well as utilising Team Teach methods. Safety plans may be

created with young people, providing them with the opportunity to identify healthier coping strategies. However, for young people who are unable to access safety plans due to additional needs, staff work closely with them to develop individualised support plans to help manage their emotions and develop effective coping strategies

### **Preventing Radicalisation**

Children and young people are susceptible to being influenced by extremist ideologies and radicalisation, just as they are at risk of other forms of harm and abuse. Therefore, protecting children from this risk should be included as part of our organisations safeguarding approach. All schools and colleges are obligated under section 26 of the Counterterrorism and Security Act 2015 (the CTSA 2015), in the execution of their functions, to have due regard to the need to prevent people from being drawn into terrorism. This duty is referred to as [the Prevent duty](#) and should be incorporated into schools' and colleges' overall safeguarding obligations. Staff can also use the following [Educate Against Hate](#).

All employees are required to complete training on the Prevent Duty and this training is refreshed on a regular basis to ensure that staff are aware of the potential indicators of radicalisation and know the appropriate actions to take in order to support young people.

The promotion of fundamental British Values is integrated into the curriculum at The Beech House school, as well as within the homes, in order to strengthen the resilience of children. The work that all staff do with young people to build their self-esteem and self-worth as part of daily practice means that the risk levels for our young people are further reduced. It's important for staff to be aware that radicalisation is not limited to any particular religion and can also be linked to extremist political groups such as Britain First, or to groups that focus on a single cause, such as Insulate Britain.

Staff can refer to the Government's [Channel guidance](#) for additional information, but any concerns should be reported through the Safeguarding and Child Protection procedures. Additionally, there is a specific system in place for reporting concerns related to extremism, which can be used in conjunction with normal safeguarding procedures <https://www.surrey.police.uk/advice/advice-and-information/t/prevent/prevent/>. The Designated Safeguarding Lead (DSLs) will report their concerns to the Prevent Officer at the Surrey Police, who will handle the referral. To ensure that any necessary immediate actions are taken, the DSL will make a phone call to 101 to inform them verbally, and then follow up by sending an email.

### **Honour Based Abuse (HBA)**

Honour Based Abuse refers to the abuse suffered by children or adults in an attempt to preserve the supposed 'honour' of a family or community. This type of abuse encompasses practices such as Female Genital Mutilation (FGM) and Forced Marriage, as well as other forms of abuse like breast ironing, acid attacks, certain types of domestic violence, and the deprivation of freedom within the family home.

'Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.”(KCSiE 2022)

### **Faith Abuse**

Faith abuse refers to the abuse that occurs under the guise of religious or spiritual beliefs and can include: the belief in witchcraft or spirit possession, the notion that children are being controlled by demons or the devil (as is seen in some Christian beliefs), the belief in the evil eye or djinns (as is present in some Islamic faith contexts), and dakini (in the Hindu context),; ritual or muti murders where the death of children is perceived to bring supernatural benefits or the use of their body parts is thought to produce powerful magical remedies; and using belief in magic or witchcraft to instil fear in children in order to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

The above examples are not an extensive list, there could be other situations where children are harmed due to adult's belief that their actions have brought bad luck, such as dialling a wrong phone number which some believe allows malevolent spirits to enter the home. Employees should refer to <http://nationalfgmcentre.org.uk/calfb/> for additional information. Staff should also be aware that young people with additional needs or challenging behaviours may be at a higher risk for faith abuse as they may be viewed as "different" and targeted for this type of abuse.

### **Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) refers to all procedures that involve the partial or total removal of the external female genitalia, or the causing of other injury to the female genital organs, for non-medical reasons. FGM is also referred to as "female genital cutting" or "female circumcision", but it's important to note that these terms do not accurately convey the severe violence that FGM represents. Communities often use local terms to refer to this practice, such as "Sunna".

FGM is considered as a criminal act and child abuse under UK law and a severe violation of the human rights of girls and women. In all instances where FGM is carried out on a child it is considered to be a violation of the child's right to life, the right to bodily integrity, as well as their right to health.

The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child. For more information on this staff should refer to Gov.Uk [Mandatory reporting of female genital mutilation](#) procedural information which was updated in December 2016.

### **Procedure for non teaching staff**

If you have any concerns that a young person may have been affected by Female Genital Mutilation, it should be reported using the Child Protection procedures. If a young person reports that they have undergone FGM, it is mandatory to report it to the police through the safeguarding process, usually done by the Designated Safeguarding Lead.

### **Procedure for all regulated health and social care professionals and teachers**

The responsibility to report Female Genital Mutilation (FGM) falls on the individual professional who becomes aware of the case and cannot be transferred to anyone else. The only exception is if you are aware that another professional from your field has already made a report. The law requires regulated health and social care professionals, as well as teachers in England and Wales, to report to the police if in the course of their professional duties they:

1. discover that a girl under 18 has had FGM
2. are told by someone under 18 that they have had FGM
3. observe physical signs on a girl under 18 that are consistent with her having had FGM This is a personal duty, and the responsibility cannot be transferred.

Reports must be made within one working day of the concern arising. You must inform the DSL that this report has been made immediately and complete a safeguarding record on Clear Care.

All employees at Cameron & Cooper Limited are required to complete the Home Office training on [Female Genital Mutilation](#) (FGM). Additional resources and guidance can be found at the National FGM Centre, and the Multi-Agency Statutory guidance on FGM is available to all staff to review and use.

If you have concerns that a child is at risk of Female Genital Mutilation (FGM) or suspect that FGM has occurred, it is essential to contact a Designated Safeguarding Lead immediately and follow the usual Child Protection and Safeguarding reporting procedures.

### **Forced Marriage**

Forced Marriage is a marriage in which one or both individuals do not, or cannot due to certain learning or physical disabilities or mental incapacity, give their consent to the marriage and is characterized by the use of violence, threats or any other form of coercion. The pressure exerted on individuals to marry against their will can be physical, including threats, actual physical violence, and sexual violence, or emotional and psychological, such as making someone feel like they are bringing shame to their family. Financial abuse can also be a factor in forced marriages. Staff should also refer to [The Right to choose: Multi-agency statutory guidance for dealing with forced marriage](#).

Staff complete training on Forced Marriage and update this regularly. Staff should not discuss their concerns with family members if they are worried about Forced Marriage, this should be referred to the Designated Safeguarding Leads who will discuss concerns with Social Care and/or the Forced Marriage Unit (02070080151, [fmu@fco.gov.uk](mailto:fmu@fco.gov.uk))

### **Missing Children**

A child frequently absent or missing from care/school, particularly without explanation, may be a crucial indication of a variety of safeguarding concerns. This can include abuse and neglect, which may include sexual abuse or exploitation, child criminal exploitation (such as county lines, gang violence, etc.). It may also indicate mental health issues, risk of substance abuse, risk of traveling to conflict zones, risk of Female Genital Mutilation, "honour" based abuse, or risk of forced marriage, among other concerns. Early intervention is essential to identify any underlying safeguarding risks and prevent future occurrences of a child going missing.

Each young person placed within Cameron & Cooper Limited has an Individual Behaviour Support Plan and missing risk assessment which outlines the specific procedures to be followed if they go missing, including referral of these concerns to the relevant parties. Staff should be vigilant of any young person who repeatedly go missing to help identify potential risks. Staff should consult the organisations Missing Children Policy and follow the flow chart provided within the document. As per guidance, staff must ensure that parents/carers provide at least two emergency contacts for young people at the time of placement and follow up with those who are unable to provide this information initially.

While going missing may be a sign that abuse is already taking place, young people who go missing are at risk of becoming victims of abuse. Young people placed within Cameron & Cooper Limited have an elevated risk, as their additional needs may make it difficult for them to navigate social situations and recognise inappropriate behaviours or dangerous situations. Our young people often have high levels of supervision within the homes, and without adult intervention, they could be targeted by gangs or individuals who may seek to exploit or abuse them, such as through Child Criminal Exploitation (CCE) or Child Sexual Exploitation (CSE), or other forms of abuse outlined in the policy. As outlined in the Missing Children policy, staff should conduct a Return to Placement Interview if a student goes missing to ensure that any concerns can be investigated appropriately.

### **Children in the Court System**

Students may be involved in the court system, either as a victim of a crime, a witness to a crime, or as an accused of a crime. Staff must be mindful of how this can affect students, and ensure that they have appropriate support. If external support from social care or youth offending services are not in place, staff should make appropriate referrals. Guides are available to support students who are witnesses, such as the [Witness booklet for 5-7 year olds](#) and the [Witness booklet for 12-17 year olds](#). Staff should note that the age ranges suggested in the guide may not be suitable for our students, depending on their needs, and should choose the guide that would be most supportive.

Young people may also have involvement from the family courts due to issues within the family. The site <https://helpwithchildarrangements.service.justice.gov.uk/> may be useful for families but also for staff to support families that are going through this.

### **Children with family members in prison**

Young people may have experience of family members being in prison and will require support to cope with this. Staff should refer to the National Information Centre on Children of Offenders site ([NICCO](#)) of Barnardo's for further information and also the Invisible Lives service (formerly Essex CAPI) on the same site.

### **Homelessness**

Young people may be impacted by homelessness. All staff should understand that homelessness can manifest in many forms, including not just rough sleeping, but also families having to move in with other family members in inadequate conditions, or young people having to leave their family home and rely on temporary lodging arrangements. If staff suspect that a young person and/or their family are experiencing homelessness, they should report it to the Designated Safeguarding Lead (DSL) to address and make referrals to appropriate services such as Social Care and Housing. Additional information on this topic can be found in Annex B of Keeping Children Safe in Education 2022. The DSL and Senior Management Team will make the necessary referrals to the local housing authority, as well as social care if the situation is affecting the young person's well-being or putting them at risk.

Staff can also refer to [Homeless Reduction Act factsheets](#), last updated Feb 2018. The Homelessness Reduction Act 2017 new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

### **Young Carers**

Young people placed in our care may also have current or past experiences as young carers for members of their families and/or households. If staff suspect that a young person is shouldering

responsibilities as a young carer, they should raise it as a safeguarding concern with the Designated Safeguarding Lead (DSL). There are resources available to support young carers and the DSL can make a referral for a young person to receive support as a young carer. Young people may have additional needs that may prevent them from attending young carer events, and staff and the DSL will work with local authorities to ensure that the young person receives the appropriate support.

Staff should also be mindful that members of a young person's household could be acting as young carers for the child and should discuss with the Designated Safeguarding Lead (DSL) about referrals for siblings or household members where appropriate. If necessary, a referral should be made to Early Help services.

### **Substance Misuse (including Alcohol)**

Our staff must be vigilant for indicators of substance misuse among young people placed with us, and any concerns must be reported through the appropriate safeguarding procedures. Additionally, staff must be aware of the potential impact of familial substance misuse on young people, and any related concerns must also be reported through safeguarding procedures.

To ensure that all children and young people are able to make safe, healthy, and responsible decisions about drugs, both legal and illegal, it is essential for the home and school to provide education about the risks and effects of drugs. Additionally, home and school should work to develop young people's confidence and skills to manage situations involving substance misuse. It is also important for us to create a safe and supportive learning environment, and to provide appropriate support for those young people for whom substance misuse is a concern. Further information on this topic can be found in the organisations "Responses to Alcohol, Smoking and Substance Misuse" policy.

Where required the DSL/staff may make a referral to the young person's Local Drug and Alcohol Team.

### **Fabricated or Induced Illness (FII)**

Fabrication or induction of illness in children is a relatively uncommon form of child abuse. However, when concerns about fabricated or induced illness arise, it is essential for professionals to collaborate and evaluate all available evidence to understand the reasons behind the child's signs and symptoms of illness.

If making a referral regarding suspected FII, staff (on direction of the DSL) should check that Social Care have consulted with the relevant medical authorities.

Staff can also refer to this site [Overview - Fabricated or induced illness - NHS \(www.nhs.uk\)](https://www.nhs.uk) for further information.

### **Families with Multiple needs**

**(NSPCC Briefing Families with Multiple needs)** 'The term 'families with multiple needs' covers a wide range of experiences and circumstances each of which may be experienced by families from time to time and pose difficulties for them but may not represent long-term damaging effects for their children.

For children, the most high-risk of these problems are:

- Living with domestic violence

- Parental drug or alcohol misuse
- Parental mental health problems'

All staff must be aware that these issues may occur for young people and should seek advice from the DSL if they are concerned. Staff and the DSL may offer support and advice to parents and carers and will ensure these issues are referred to the appropriate external agencies when required. (Please see Domestic abuse section for further information on this).

### **Children in Care (Looked After Children/LAC) /Care Leavers/Children with Social Workers**

The young people in our care require the assistance of a social worker for safeguarding and welfare needs, such as in cases of abuse, neglect, or complicated family situations. These experiences of adversity and trauma can leave children at risk of further harm and impede their education by hindering attendance, learning, behaviour, and mental health.

Young individuals in care or who have been in care, referred to as "Looked After," may be more susceptible and thus, staff should be aware of any potential concerns and collaborate closely with other professionals or agencies involved in their case.

At The Beech House school, the designated teacher is responsible for managing Child in Care (LAC) meetings, PEP meetings, and promoting the educational success of all young individuals who are "Looked After" or have previously been in care, in collaboration with the Virtual school Heads. They consult Gov.Uk for more information on their role and responsibilities and meet with the DSL on a regular basis to discuss safeguarding concerns and educational progress of Children in Care.

The Designated Teacher will be informed of any safeguarding reports pertaining to "Looked After Children" (when appropriate) to be aware of potential issues and can consult with DSL's and relevant staff regarding the young person if necessary. They collaborate with the Virtual School Head of each child to ensure that appropriate plans and funding are in place to achieve the best outcomes for each young individual.

Local Authorities should inform staff that a young person has a social worker, and staff should regularly communicate with the social worker about any concerns and decisions related to the young person's safety, welfare, and educational outcomes. Staff should also communicate with the young person's Personal Advisor when they are preparing to leave care.

### **Young People who are Lesbian, Gay, Bi, Trans or Questioning (LGBTQ+)**

Staff should be aware that young people who identify as LGBTQ+ may experience bullying or discrimination, including those who may be perceived as LGBTQ+ by others. Without a trusted adult to confide in, risks for these young people may increase. Staff should ensure safe spaces for all young individuals in our care and provide education on different types of relationships and how to support others or access support in RSE (Relationship and Sex Education) lessons. Staff should also be aware that young people who are targeted may be victims of Hate Crime and should consult with the police when appropriate.

### **Confidentiality/Information Sharing**

Staff and volunteers have a professional obligation to share relevant information related to child protection with other professionals, particularly investigative agencies. All records and information sharing regarding child protection and safeguarding concerns must comply with the General Data



Protection Regulations 2018 (GDPR). Staff should be aware that GDPR does not prohibit sharing or withholding information when it concerns safeguarding or child protection and schools have the authority to share, retain, and use information for these purposes. Staff should refer to the [Information advice for safeguarding practitioners](#) and [Data Protection: toolkit for schools](#) for additional information. Staff must be aware of who they can and cannot share information with and should seek clarification if uncertain before sharing any information.

Information Sharing is vital in identifying and tackling all forms of abuse and neglect and in promoting children's welfare, including their educational outcomes.

If a young person confides in a staff member and requests that the information be kept confidential, it is important that the staff member explains to the young person in a sensitive manner that they have a duty to report the matter in order to ensure the young person's safety. The young person should also be assured that the information will only be shared with relevant parties who will then determine the appropriate course of action. Staff should also inform the young person about any concerns they have raised when appropriate.

Staff and volunteers who acquire information about children and families as part of their work should only use it within a professional setting. Personal information about all young people and their families is considered confidential by those who work in the organisation. The Designated Safeguarding Lead will keep records of all child protection incidents and only share them in a way that protects children. Staff should be aware that if a child reveals that they are being abused, this information can only be shared with the DSL/Deputy DSLs and/or the social worker.

### **Privacy in the home settings**

Living in a group residential setting can at times result in a lack of privacy for young people. Staff should ensure that their actions are balanced with attention to safeguarding and the well-being of young people while also avoiding being overly intrusive, providing young people with as much privacy as is reasonably possible. Staff should be careful when entering bedrooms and ask for permission to do so. It is important that staff are informed if young people visit each other's bedrooms, that the doors are kept open to ensure the safety and welfare of all involved. No visitor should be granted unsupervised access to young people's bedrooms.

To ensure the safety and well-being of all young people, staff and visitors, the school has CCTV system that covers certain external areas within The Beech House, Cherry blossom and Willow Lodge and classrooms in The Beech House school. The CCTV cameras do not monitor the inside of bedrooms or bathrooms. Staff should refer to the organisation's CCTV policy for additional guidance.

### **Deprivation Of Liberty**

Deprivation of liberty refers to taking away a person's freedom under the Mental Capacity Act. There is specific legislation related to this, and it must be applied for through the Court of Protection or through Deprivation of Liberty Safeguards (DOLS) which can be used by healthcare professionals. Deprivation of Liberty is generally only for young people over 16, but young people under 16 who are cared for by the Local Authority (Children in Care) may require a Deprivation of Liberty order if they are not allowed the usual freedoms that most teenagers have. This is because the Local Authority, as the "corporate parent," cannot agree to certain restrictions as parents could for a young person.

Deprivation can take various forms, such as not allowing young people unsupervised access to a mobile phone/internet, not allowing them unsupervised time independently, or not allowing young



people to leave a building/campus. These practices are not commonly used for young people in our care, but there may be instances when a young person lacks the ability to make safe decisions, and the level of supervision they require means they are being subjected to a deprivation of liberty. If restrictions are necessary, staff should discuss this with the DSL and the Senior Management Team to consider whether an application for a Deprivation of Liberty needs to be pursued with the Local Authority.

Deprivation of Liberty Safeguards have been replaced by Liberty Protection Safeguards in April 2022 – staff should refer to this guidance [Liberty protection safeguards factsheets](#) and [Mental capacity act2005 deprivation of liberty safeguards](#)

### **Safer Recruitment**

In reference to safer recruitment at Cameron & Cooper Limited, we have implemented the guidance set out in 'Keeping Children Safe in Education 2022', and follow the procedures laid out in this document.

To safeguard the well-being of the young people under our care, we will exercise due diligence in the selection, screening, training, and supervision of our staff and volunteers.

Cameron and Cooper's recruitment processes ensure:

- Standardised recruitment procedures to ensure consistency
- Application forms and adverts state clearly that it is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children.
- Candidates are required to provide a full employment history since leaving school and information on qualifications they have attained
- Requirement for two suitable references prior to commencing in post and references are taken up prior to interview for all shortlisted candidates where possible. All references are followed up and verified and clarification on answers sought where appropriate.
- Identity checks including requesting applicants to provide their birth certificate
- Requirement for Disclosure and Barring Service Checks at an appropriate level
- DBS Children's barred list check if the post is in regulated activity (see Appendix B for definitions of regulated activity whilst at Cameron and Cooper). Staff will not start at Cameron and Cooper without their DBS to work directly with young people so separate Children's Barred List Checks are not required. If in exceptional circumstances a member of staff started without their DBS a separate Children's Barred List would be obtained and the member of staff would be supervised at all times with young people. This would have to be agreed by the region director and a risk assessment completed.
- Staff subscribed to the DBS update system must give consent for Cameron and Cooper to perform an update check and provide the original certificate.
- Checks with relevant regulatory bodies, e.g. Teachers Regulation Agency (TRA), Health and Care Professionals Council (HCPC), General Teaching Council for England (GTCE) sanctions (prior to its abolition in 2012), European Economic Area (EEA) sanctions and restrictions (prior to the United Kingdom leaving the EU), for teachers this is completed through the Teachers Services web page.
- Overseas criminal records checks where relevant (these should be carried out if staff have lived and worked abroad in the last 10 years). Cameron and Cooper may require overseas checks for staff that have lived and worked abroad further than the last ten

years depending on individual circumstances, such as working in a relevant employment over ten years ago in a different country.

- Staff who have worked in a regulated profession overseas in the last 10 years may be required to provide a letter from the professional regulating authority in the country/countries in which they have worked confirming that they have not imposed any sanctions or restrictions or that they are aware of any reason why they may be unsuitable to teach/work with young people. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the [Regulated Professions database](#). Applicants can also contact the [UK Centre for Professional Qualifications](#) who will signpost them to the appropriate EEA regulatory body. Further information can be found in Government guidance [Recruit teachers from overseas](#) where not all information above is available.
- Right to work in the UK
- Scrutiny of employment history for unexplained gaps
- Online searches are completed as part of the organisation's due diligence on shortlisted candidates, this includes searching the candidates name through search engines.
- Professional advice and support from Human Resources available to Managers throughout the process
- Relevant staff have completed 'Safer Recruitment' training, and at least one member of any interview panel will have completed this (Staff trained in Safer Recruitment will note this on the interview notes). In exceptional circumstances, if an individual is interviewing alone, they will have completed Safer Recruitment training.

In line with statutory requirements, the organisation maintains a record (the Single Central Record) indicating that the required checks have been carried out, and the date on which each such check was completed, or the relevant certificate obtained and by whom. This register also includes data relating to checks for volunteers, governors, consultants, bank, and agency staff.

All staff, whether permanent or Bank, have personnel files containing recruitment information. The pre-employment recruitment checklist must be completed before any new staff member begins work and can be found on the Content Server. For agency staff, this information is also stored on the organisation's electronic records.

In accordance with Keeping Children Safe in Education 2022, our organisation must receive written confirmation from agencies supplying temporary staff that they have conducted the necessary checks in line with Safer Recruitment. Before working at Cameron & Cooper Limited, agency staff must have a current DBS (Disclosure and Barring Service) check through their agency and the agency must share any disclosures with us prior to the staff member's placement.

Where students have a placement at any one of the organisations services then the university or college must confirm that they have completed the appropriate checks including an Enhanced DBS with Children's Barred List.

We must confirm the identity of any agency staff/students on arrival (with appropriate photo ID) and that the agency/university have confirmed they have completed the appropriate checks before they commence their placement.

Contractors are required to complete and provide Enhanced DBS (with Children's Barred list if in a regulated activity). The organisation completes these for self-employed staff where required. They

are also required to provide evidence of their professional qualifications where relevant and provide appropriate ID/right to work information.

Volunteers, agency staff, and contractors are all entered on the Single Central Record.

### **Volunteers**

In order to maintain a safe environment for the young people in our care, all volunteers, regardless of their capacity, are held to the same standards as paid staff. This includes undergoing rigorous recruitment and selection processes, receiving appropriate training and supervision. This is necessary because some individuals may attempt to use volunteering as a way to gain access to children, despite being unsuitable for working with them. Additionally, all governors at our school undergo checks for section 128 directions.

### **Alternative provision**

To ensure the safety of young people when they are spending time with an alternative provider, such as a local school or college, Cameron & Cooper Limited obtains written confirmation that the provider has completed all necessary checks on their staff in accordance with Keeping Children Safe in Education 2022 and the Alternative Provision – DFE Statutory guidance.

### **Work Experience**

Work experience placements for young people are organised through education staff. The staff works to ensure that placements are suitable for the young people and meet their needs. We will ensure that any identified placements comply with Keeping Children Safe in Education guidelines to ensure that all placements have appropriate checks in place. The staff responsible for organising work experience placements thoroughly review all prospective placements to ensure that the appropriate checks have been conducted, including assessing the nature of supervision and determining whether a Children's Barred List check is necessary. A risk assessment is also completed for each placement for each young person to ensure that all necessary measures are implemented.

### **Disclosure and Barring**

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. Further information can be found on the Government website [Disclosure and Barring Service](#).

### **Childcare Regulations**

In line with each home's statement of purpose, we do not currently have any young people under the age of 8. Should this change, we will review our requirements regarding the Childcare regulations and update the policy appropriately.

### **References**

The organisation provides references for all staff employed by them. References are provided in a timely manner and checked to ensure they have the appropriate information about safeguarding and disciplinary information where required.

## **Managing Allegations Of Abuse Against Staff, Supply Staff And Volunteers**

Cameron & Cooper Limited is dedicated to keeping all young people in our care safe. We have implemented preventative measures to ensure our staff understand their responsibilities and have procedures in place to ensure that all individuals working with us, whether paid or volunteer, are suitable and safe to work with vulnerable young people. (See "Responsibilities of Staff" and "Safer Recruitment" for more information.)

When addressing allegations, it is crucial to prioritise the well-being of the young person and ensure their safety, as well as thoroughly investigating and providing support for the individual facing the allegations.

It is imperative that any accusations of abuse made against staff or volunteers in our organisation, including temporary staff, are handled equitably, promptly, and consistently, in a manner that ensures the child's safety and also supports the accused individual.

This applies to situations where there is a reasonable belief that a child is being harmed or is at risk of harm. Furthermore, these allegations may suggest that the staff member is not fit to continue working with children in their current role or in any capacity.

Cameron & Cooper Limited has established protocols and a disciplinary/criminal code to handle allegations of abuse and ensure proper action is taken in the event of an occurrence, suspicion, or report. These protocols will be followed during investigations.

Any allegations should be brought to the attention of the Senior Management Team and handled according to the company's policies and procedures for managing such concerns. Employees can also bring their concerns to the Designated Safeguarding Lead (DSL), including allegations about other staff members, which will then be directed to the Responsible Individual by the DSL. Employees should refer to the Cameron & Cooper Limited policy on Discipline, Grievance, and Harassment for guidance on procedures.

In addition, Surrey Safeguarding Children Partnership Procedures for managing allegations will be followed. (please see their [website](#) for further information).

Before reaching out to the Local Authority Designated Officer (LADO), initial investigations will be conducted to determine the validity of the allegations. These investigations will be done with care to avoid compromising any potential future police investigations. These initial investigations may include:

- Verifying the individual's presence at the time of the alleged incident
- Checking if the individual had or could have had contact with the young person
- Identifying any potential witnesses
- Reviewing any available CCTV footage

This is not a comprehensive list, but employees should only gather facts as directed by the Designated Safeguarding Lead (DSL) and should not conduct any investigations themselves.

Any allegations will be notified to the Local Authority Designated Officer (LADO) and actions/investigation will be monitored and reviewed by the LADO. For allegations about staff within The Beech House/The Beech House school/ Willow Lodge we will refer the Duty Designated Officer at Surrey (03001231650 Option 3, [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)) for allegation about staff within Cherry

Blossom [Hampshire LADO website](#) . If there are concerns about external professionals these will be discussed with the appropriate Local Authority depending on where they are located. Contact details for LADO's can be found either on the Local Authority website or the Surrey Safeguarding Children Partnership website. If there are concerns about the welfare of a child as a result of alleged abuse a referral should also be made to Children's Social Care.

Concerns or allegations relating to members of the Senior Management Team (including the Designated Safeguard Lead), should be referred to the governing body, or the Responsible individual/ Director.

If the member of staff is an agency member of staff, then the same procedures will apply. The DSL will liaise with the agency to ensure they are fully involved in the process.

### **Allegations against staff**

This procedure should be implemented when an allegation or concern arises that an individual who works with children has:

- Engaged in behaviour that has harmed or could harm a child
- Possibly committed a criminal offense against or related to a child
- Displayed behaviour towards children that poses a potential risk of harm
- Displayed behaviour that suggests they may not be suitable for working with children.

These behaviours should be evaluated in the context of the four types of abuse: physical, sexual, emotional and neglect. The last bullet point includes behaviour that may have occurred outside of work that could make an individual unfit for their job. When necessary, an assessment of the potential risk to children with whom the individual works should be conducted.

Behaviour that is unacceptable and would constitute harm towards a child includes the below:

- Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual (see s16-19 Sexual Offences Act 2003);
- 'Grooming', i.e. meeting a child under 16 with intent to commit a relevant offence (see s15 Sexual Offences Act 2003);
- Other 'grooming' behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate text / e-mail messages or images, gifts, socialising etc);
- Possession of indecent photographs / pseudo-photographs of children.

### **Whistleblowing**

If staff feel that action is not being taken or is not sufficient despite their concerns being raised appropriately, they should use the Whistleblowing procedures.

Cameron & Cooper Limited has a Whistleblowing Policy in place. Employees should refer to this policy when wishing to raise concerns and should familiarise themselves with the procedure outlined in the policy. Staff members receive training on Whistleblowing during their induction and subsequent Safeguarding refresher training.

If all internal avenues have been exhausted or staff feel genuine concerns are not being addressed and are still concerned, they can contact the NSPCC Whistleblowing Helpline Call 0800 028 0285 or

Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Alternatively staff can call Ofsted's Whistleblowing Helpline 0300 1233155 (8am to 6pm, Monday to Friday).

### **Supporting those involved**

Support should be provided for the child, parents, or caregivers involved, as well as for the individual who is the subject of the allegations.

The parents or caregivers of the child involved should be informed about the allegations as soon as possible, as directed by the Local Authority Designated Officer (LADO) and kept updated on the case's progress. They should also be informed of the outcome, including the result of any disciplinary procedures, if there is no criminal prosecution. If there is reason to believe that a child is experiencing or is at risk of significant harm, a strategy discussion involving the police and/or Social Care will be held in accordance with "Working Together to Safeguard Children" (2018).

Young people will be informed of any outcomes as appropriate to their individual needs. This may need to be discussed and agreed upon with the Local Authority Designated Officer (LADO), the Police, Social Care, and the parents or caregivers of the young people. If the case manager has concerns about the welfare of other children in the community or the staff member's family, this will be discussed with the Designated Safeguarding Lead (DSL) and, if necessary, a referral to Social Care will be made.

If the decision from LADO/police/social care is that no further action is required then the decision making around this will be reflected in the record.

If it is determined that further action is needed, the Designated Safeguarding Lead (DSL) will work with the Local Authority Designated Officer (LADO) and other relevant statutory agencies (Police/Social Care) to ensure an appropriate investigation is conducted and that the case is regularly reviewed. Staff should refer to "Keeping Children Safe in Education" (KCSiE) 2022 Part 4 for guidance. The investigation will be conducted as quickly as possible, while ensuring that all relevant information is thoroughly examined. The investigation will be reviewed at least every 4 weeks.

### **Staff rights and sources of support**

The staff member who is the subject of the allegations will be kept informed of the case's progress as appropriate, in accordance with advice from the Local Authority Designated Officer (LADO) and/or the Police/Social Care and will receive appropriate support during the course of the case.

Sources of support and advice for staff who are subject to an allegation investigation include:

- Line manager or line manager's manager (if more appropriate)
- Cameron & Cooper Limited Business and HR support Manager
- Trade union representative (if applicable)
- Employee Assistance Programme – this is a confidential service, which provides an opportunity to talk through any issues or concerns.
- For agency staff, they should be directed to their Agency support provision
- and/or their Trade Union.

Every effort will be made to maintain confidentiality and avoid publicity while an investigation and consideration of an allegation is ongoing. Suspension is not always necessary and is not an automatic

response to any allegations. Suspension should not be viewed as a judgement, but rather as a precautionary measure to ensure that the investigation is conducted safely.

### **Record keeping**

Cameron & Cooper Limited keeps a clear and comprehensive summary of:

- Any allegations made, (unless the allegation is later shown to be malicious)
- Details of how allegations were followed up and resolved
- Any action taken, including rationale and justification for any suspensions that are required (including alternatives considered).
- Decisions reached.

All records are securely stored on the Clear Care system with limited access, and a copy of the records is added to the staff member's file. The closing statement will include a declaration of whether or not the information will be included in future references. Unsubstantiated, unfounded, false, or malicious allegations will not be included in references.

Where an investigation finds that an individual has met the harm thresholds and the behaviour is meets the criteria then a referral to the DBS will be made.

Any allegations will be taken into account as part of Child Protection and Safeguarding planning, in terms of identifying any lessons learned and ways to prevent similar concerns from arising in the future. If any issues are relevant to the staff as a whole or to individual members, the Designated Safeguarding Lead (DSL) and Senior Management Team will ensure that appropriate training and updates to policies are implemented.

### **Concerns that do not meet the harm thresholds**

If staff members have concerns that do not meet the thresholds for allegations, such as:

- Engaged in behaviour that has harmed or could harm a child
- Possibly committed a criminal offense against or related to a child
- Displayed behaviour towards children that poses a potential risk of harm
- Displayed behaviour that suggests they may not be suitable for working with children they should bring these concerns to the attention of the Designated Safeguarding Lead (DSL) or Responsible Individual.

These concerns (known in KCSiE 2022 as 'Low Level concerns') do not mean the concerns are insignificant but that they do not meet the harm thresholds as detailed above. These concerns may be something observed or somethings that is causing a 'nagging doubt', unease or something that makes you feel uncomfortable.

These may include (this is not an exhaustive list)

- Staff behaving in a way that is not consistent with the staff code of conduct including
- inappropriate behaviour outside of work
- Using inappropriate sexualised, intimidating, or offensive language



- Taking pictures of young people on their phone, contrary to the organisations policy
- Being over friendly with children
- Having favourites
- Engaging with a child on a one-to-one basis in a secluded areas or behind closed doors
- Humiliating pupils
- Concerns raised by parents/carers about inappropriate behaviours

These behaviours can range from staff members who have acted thoughtlessly to behaviour that may appear inappropriate but may not be in a specific context, to behaviour that is intended to harm or abuse.

Employees should bring these concerns to the attention of the Designated Safeguarding Lead (DSL) and they will be recorded on the Clear Care system. The DSL will conduct initial investigations to gather more information. If the concern does not reach the threshold for referral to the Local Authority Designated Officer (LADO), appropriate actions will be taken to ensure that the individual involved is aware of how their behaviour does not meet the standards at Cameron & Cooper Limited and appropriate training, support, and expectations will be put in place. The DSL may inform the LADO as a consultation or seek advice in situations where further investigation may be necessary.

Employees should not discuss these concerns with anyone other than the Designated Safeguarding Lead (DSL) or their direct supervisor as these concerns are confidential. The DSL will share any relevant concerns with the appropriate line managers as needed.

Low-level concerns will be regularly reviewed to detect patterns of concerning behaviour and to implement appropriate actions, such as referral to the Local Authority Designated Officer (LADO) or providing additional training or addressing policy issues for the entire organisation.

Any low-level concerns regarding agency or third-party staff will be shared with the staff member's employer, and appropriate action will be discussed in the context of their employment at the respective service. This will also enable agencies to identify any potential patterns of inappropriate behaviour.

Low level concerns will not be included in references unless they relate to issues that would normally be included for example misconduct or poor performance. If a pattern or group of behaviours are identified and referred to the LADO and later substantiated, these would be included in any further references. Low level concerns will be recorded on the appropriate section on Clear Care and will be referred to if further concerns of a similar nature arise.

At Cameron & Cooper Limited, staff must report any concerns about staff practice in order to protect the young people in our care. We strive for an open and transparent work environment where concerns can be openly discussed, and appropriate actions taken. Staff must report any policy/procedure or training violations or discomfort to the DSL or Senior Management Team within 24 hours and may seek guidance from their line manager before doing so.

### **Security And Visitors To The Services**

At our services, it is imperative that we maintain a secure environment for the well-being of all young people, staff, and volunteers. To ensure this, all visitors must check in with the staff on duty



and sign in through our visitor management system. In order to confirm their identity, visitors will be required to present valid identification upon arrival. Additionally, for visitors who are visiting in a professional capacity, it is necessary to have evidence of proper DBS screenings or for their employer to provide this information before their visit. This documentation will be recorded in the young person's contact record for record-keeping purposes.

within our organisation, we take the protection of young people as paramount. To ensure this, we have implemented policies to support staff, including visitors, in raising any concerns they may have. This is to ensure that any potential issues are addressed promptly and effectively to maintain the highest level of safeguarding for the young people in our care.

At our facilities, the safety and well-being of the young people is of the utmost importance. To ensure this, all visitors should be prepared to present identification when requested by a staff member. Staff members are expected to take an active role in identifying any visitors on the site without proper identification, and to address this issue immediately. This is an essential measure to maintain the safety of the children in our care.

In light of incidents of historical institutional abuse of vulnerable people by visiting celebrities and subsequent investigations at other schools and services, Cameron & Cooper Limited has implemented strict procedures for visits from VIPs and celebrities. We have established robust systems to ensure that any concerns raised by young people or staff are taken seriously and that appropriate measures are taken in response. To ensure the safety of our young people, visiting celebrities and VIPs will always be accompanied by staff during their time at our facility and will never be granted unsupervised access to children.

At The Beech House, we have implemented a comprehensive CCTV system to ensure the safety and security of our students. Surveillance cameras are placed both inside and outside the school, including classrooms, and are continuously recording throughout the day. For more information about our CCTV policy, please refer to the school's policy. Additionally, our waking night staff are responsible for ensuring the safety and security of the service by monitoring the entrances and exits and locking them from 22:30-07:00.

### **Behaviour Management And Physical Intervention**

At Cameron and Cooper, we prioritise the safety and well-being of all individuals in our care. Due to the unique needs and behaviours of the young people we support, staff may be required to physically intervene in certain situations. To ensure that these interventions are executed safely and effectively, we have implemented Team Teach, a physical intervention and behaviour support training program, which is mandatory for all staff that may be required to intervene physically. Only those who have completed this training are authorised to use Team Teach techniques \*(unless there is a significant risk of harm if staff do not intervene).

Within our organisation, the use of physical interventions is strictly limited to situations where the safety of young people, staff, or others is in imminent danger. Physical interventions should only be employed as a response to acute behaviours that pose a risk of physical harm or in the case of serious, sustained damage to property. They are not to be used in any other circumstances and their use is strictly monitored and regulated.

At Cameron & Cooper Limited, we strive to create an environment that minimises the risk of incidents arising that might require the use of physical intervention. In addition to this, all young people have an Individual Behaviour Support Plan and Risk Assessments to ensure that appropriate methods are used to manage challenging behaviour effectively.

At Cameron & Cooper Limited, physical interventions will only be employed when the potential harm of not intervening outweighs the risks associated with using physical force. All incidents in which physical intervention is used by staff will be thoroughly documented Clear Care and the appropriate parties including social workers and parents, (if appropriate), will be notified. The young people involved in the incident will also be given the opportunity to discuss their experience. Furthermore, staff debriefing sessions are held to review the incident and discuss any necessary changes in practice. Staff should refer to the organisation's Promoting Positive Behaviour and Relationships policy for additional information.

in our organisation, when developing an Individual Behaviour Support Plan and Risk Assessments for young people, staff will carefully consider the potential impact of physical restraint on the young person's well-being, considering their Special Educational Needs, medical and care needs, and previous experiences. This is to ensure that the most appropriate and effective methods are used to support challenging behaviours while also taking into account the unique needs of each young person.

### **Searching, Screening and Confiscation**

Staff should be aware that they may be asked to search young people if there is a significant safety/safeguarding concern. Staff members may only complete searches if they have received training through Team Teach. Staff must ensure they have read the relevant information in the Promoting Positive Behaviour and Relationships policy about searching, which details what staff are permitted to do. It is important to note that searches conducted by staff members are not permitted to remove any clothing.

Recent incidents reported in the media have brought to light the issue of strip searches being conducted on school premises without the presence of an appropriate adult. In light of these events, it is crucial to remind staff that they are not permitted to allow any strip searches by the police on the premises. Should any staff encounter such an incident, they are instructed to immediately stop the search and inform the DSL/Senior Management Team. Furthermore, any searches conducted by the police while young people are under the care of school staff must be recorded in the relevant report on Clear Care to ensure transparency and accountability.

### **Appropriate Touch**

Cameron & Cooper Limited does not have a no-touch policy, however, staff must ensure that any physical contact with young people is in accordance with our policies and training. Staff must ensure that any physical interaction with young people is appropriate and consistent with their training, as well as the young person's Individual Behaviour Support Plan and Risk Assessments. If staff members have any doubts about the appropriateness of physical touch in their interactions with a young person, they must refrain from doing so.

Team Teach training equips staff with a framework for determining what constitutes appropriate touch in regards to physical intervention during crisis situations, as well as caring gestures. Caring

gestures can include physical touch, such as a side hug or touch on the arm or shoulder, meant to reassure the young person, but can also be non-physical, such as verbal communication of care. Staff members must take into account the young person's Individual Behaviour Support Plan, as certain caring gestures may trigger them and potentially escalate a crisis situation.

Young people may initiate physical interaction by expressing a desire for or offering a hug. Staff members must make it clear to the young people what is considered appropriate. Staff members may reciprocate a hug given by a young person but must ensure that the hug is on the side of the body and is brief in duration. This is to ensure that any physical contact is appropriate and respects the boundaries of the young person.

If young people do not respond to staff direction, staff must firmly reiterate the boundaries to the young person, and if this is not effective, seek support from the young person's key working team or their line manager. If young people require a specific type of physical interaction, such as holding their hand to reassure them, this must be outlined in their Individual Behaviour Support Plan and Risk Assessments, along with information on how it should be implemented. This ensures that any physical interaction is appropriate and consistent with the young person's unique needs. Sensory touch, such as brushing or deep pressure, may be necessary for certain young people. However, it is important to ensure that any sensory touch is appropriate for the individual young person and is done in a manner that is consistent with their Individual Behaviour Support Plan and Risk Assessments. Any massage that is given must only be performed by trained staff members and must be thoroughly risk-assessed and appropriate safeguards must be in place to support both the young person and staff member. This is to ensure that the young person's needs are met in a safe and appropriate manner.

If staff are unsure about what is appropriate touch, they should seek advice from their line manager, or the DSL. Staff must not engage in intimate touch with any young people.

Inappropriate touch can include:

- Hugging young people face to face
- Stroking a young person
- Touching any intimate areas of the body
- Kissing
- Touching a young person underneath their clothing

The above list is not exhaustive and is intended to give examples of inappropriate touch.

### **Medication, Intimate Care And First Aid**

Relevant staff at Cameron & Cooper Limited are trained in the administration of medication to ensure that we are able to meet the needs of young people with medical conditions. Our organisation's Care of young people who are unwell/Supporting young people with Medical Conditions policy provides more detailed information on this topic. Additionally, staff are not trained to perform intimate care unless it is identified as a specific need for a young person. Additional information on this topic can be found in the policy on Intimate and Personal Care. Staff members should also refer to our Health and Safety policy for additional information.

## **Safeguarding Within The Residential Accommodation**

At Cameron & Cooper Limited, we acknowledge the unique safeguarding challenges that come with providing residential care and takes steps to ensure that young people are kept safe while living in our homes. There are high levels of staff supervision, and risk assessments are conducted for various aspects of group living. This includes group impact and compatibility assessments, which are completed before a young person is offered a place in the respective service, in order to ensure that we can meet the needs of both the new young person and the existing residents. Each young person also has detailed risk to evaluate all potential risks and implement appropriate safeguards for all young people. Overnight waking night staff conduct regular checks on the young people, based on their level of risk and need, and ensure the building is secure at night. Young people may choose to lock their doors at night if it is deemed safe for them to do so, however, every effort will be made to respect the privacy of each young person.

The referral and assessment process at Cameron & Cooper Limited is thorough to ensure that we carefully evaluate whether our services are best suited to meet the needs of a young person. We strive to ensure that placements are successful, therefore, as part of this process, we consider the individual needs of the young person in relation to compatibility with other residents and the potential for supportive relationships. This helps us to determine the most appropriate placement for the young person and their specific needs.

## **The Photography And Video Of Young People**

At Cameron and Cooper, we firmly believe that the art of photography and videography are crucial tools for capturing and preserving the memories of individuals and society as a whole. The act of capturing these moments through the lens is a deeply personal experience, one that holds immense power and significance. Additionally, for the young people that we support, it can also play a pivotal role in shaping one's self-perception and self-esteem.

While photography and videography can be powerful mediums for capturing memories, it's important to remember that they can also be misused, particularly when it comes to young people's privacy. As an organisation that prioritises the safety and well-being of children, we must be vigilant in ensuring that all our actions and those of our staff are in line with good practice and cannot be misinterpreted. To that end, we have developed guidelines and recommendations to guide us in this endeavour.

At Cameron & Cooper Limited, it's imperative that all staff and volunteers understand the reasoning behind our guidelines for photography and videography. Before any images or videos are taken, they must first seek the approval of their line manager. Furthermore, those being photographed or recorded must have a clear understanding of the purpose behind the activity and must provide their consent. In cases where an individual is unable to give consent, written permission from a designated authority must be obtained. Additionally, if any photographs or videos are retained, they must comply with General Data Protection Regulations and proper consent for storage must be granted.

**All staff must also ensure that:**

**They take care that their actions in relation to recording events are not misconstrued.**

- **Digital and video cameras, and memory cards, are kept centrally in a secure place.**
- **They do not use their own digital or video cameras unless specific authorisation has been given by their Line Manager and agreed with the DSL.**
- **They are aware that their personal mobile camera phones cannot be used to take and share pictures of children.**
- **Staff must not use their phones to take pictures of supporting evidence for safeguarding and/or incident records.**

By adhering to these guidelines and staying informed, we can continue to utilize photography and videography in a positive manner while being mindful of the potential for misuse. It's important to note that as technology advances, these guidelines must be updated accordingly. At Cameron & Cooper Limited, we take the responsible use of this powerful medium very seriously.

### **Monitoring, Evaluating And Review**

To ensure the safety and well-being of children, the Designated Safeguarding Lead at Cameron & Cooper Limited will closely monitor the recording and reporting of any Safeguarding or Child Protection concerns. This includes ensuring that all staff and volunteers are vigilant for signs of abuse and are utilising the established systems for reporting concerns properly. Furthermore, the Designated Safeguarding Lead will conduct regular reviews of all current safeguarding incidents, ensuring that appropriate action is being taken and that follow-up is being properly completed by staff and external agencies such as social care. All decisions and actions taken will be thoroughly documented in safeguarding records to demonstrate the thought process and rationale behind them.

At Cameron & Cooper Limited, key workers and care staff are responsible for conducting regular monitoring of each young person's safeguarding records. This is to ensure that any repeated or persistent concerns are not overlooked. Additionally, the Designated Safeguarding Lead (DSL) will review each monitoring record to ensure that appropriate referrals or escalations are made as needed. This is to ensure that any issues are handled promptly and effectively to ensure the safety of the young people in our care.

At Cameron & Cooper Limited, safeguarding is a top priority. To ensure that the correct procedures are being followed and that any issues are identified and addressed in a timely manner, the home managers conduct monthly monitoring. Additionally, the care staff will attend meetings related to the care of the young people and will report any ongoing concerns or lack of progress to the Designated Safeguarding Lead. Any observations or actions taken are recorded through our Clear Care system to provide a clear and thorough record of the young person's care.

This policy will be reviewed on an annual basis and will be updated where required.

At Cameron & Cooper Limited, we take the implementation and effectiveness of our Safeguarding Policy and Procedures very seriously. To ensure that they are being implemented effectively, the Responsible individual and Governor designated as responsible for Safeguarding will closely monitor and evaluate their implementation, including how well child welfare concerns are being identified

and addressed. This process will allow us to identify any issues, weaknesses or concerns and bring them to the attention of the Designated Safeguarding Lead promptly. This will enable us to review and revise our policy and procedures as needed to ensure that the safety and well-being of the children in our care is always our top priority.

## Appendices

### Appendix A: Sharing nudes and semi-nudes: advice for education settings working with children and young people (2020)

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

#### 2.10 Searching devices, viewing and deleting nudes and semi-nudes

##### 2.10(a) Viewing the imagery

Staff and parents or carers must not intentionally view any nudes and semi-nudes unless there is good and clear reason to do so as outlined below. Wherever possible, responses to incidents should be based on what DSL (or equivalents) have been told about the content of the imagery.

It is important that all members of staff are clear on what they can and can't do in relation to viewing nudes and semi-nudes and that this is communicated to any child, young person or parent and carer requesting that imagery be viewed.

The decision to view any imagery should be based on the professional judgement of the DSL (or equivalent) and should always comply with the child protection policy and procedures of the education setting. Imagery should never be viewed if the act of viewing will cause significant distress or harm to any child or young person involved.

If a decision is made to view imagery, the DSL (or equivalent) would need to be satisfied that viewing:

- is the only way to make a decision about whether to involve other agencies because it is not possible to establish the facts from any child or young person involved
- is necessary to report it to a website, app or suitable reporting agency (such as the IWF) to have it taken down, or to support the child or young person or parent or carer in making a report
- is unavoidable because a child or young person has presented it directly to a staff member or nudes or semi-nudes have been found on an education setting's device or network

If it is necessary to view the imagery then the DSL (or equivalent) should:

- never copy, print, share, store or save them; this is illegal. If this has already happened, please contact your local police for advice and to explain the circumstances
- discuss the decision with the headteacher or a member of the senior leadership team

- make sure viewing is undertaken by the DSL (or equivalent) or another member of the safeguarding team with delegated authority from the headteacher or a member of the senior leadership team
- make sure viewing takes place with another member of staff present in the room, ideally the headteacher or a member of the senior leadership team. This staff member does not need to view the images.
- wherever possible, make sure viewing takes place on the premises of the education setting, ideally in the headteacher or a member of the senior leadership team's office
- make sure wherever possible that they are viewed by a staff member of the same sex as the child or young person in the images
- record how and why the decision was made to view the imagery in the safeguarding or child protection records, including who was present, why the nudes or semi-nudes were viewed and any subsequent actions. Ensure this is signed and dated and meets any appropriate wider standards e.g. such as those set out in statutory safeguarding guidance and local authority policies and procedures.
- if any devices need to be taken and passed onto the police, the device(s) should be confiscated and the police should be called. The device should be disconnected from Wi-Fi and data, and turned off immediately to avoid imagery being removed from the device remotely through a cloud storage service. The device should be placed in a secure place, for example in a locked cupboard or safe until the police are able to come and collect it.

Further details on searching, deleting and confiscating devices can be found in the DfE's [Searching, screening and confiscation advice](#) (note this advice is for schools only). Any procedures for searching, deleting, and confiscating devices should be included in the educational setting's safeguarding or child protection procedures. Children and young people, their parent and carers should be made aware of this procedure.

If nudes or semi-nudes have been viewed by a member of staff, either following a disclosure from a child or young person or as a result of a member of staff undertaking their daily role (such as IT staff monitoring school systems), DSL (or equivalents) should make sure that the staff member is provided with appropriate support. Viewing nudes and semi-nudes can be distressing for both children, young people and adults and appropriate emotional support may be required.

## **Appendix B : Regulated activity at Cameron & Cooper Limited**

All permanent staff within Cameron & Cooper Limited fall under the definition of regulated activity and therefore all have Enhanced DBS's with Children's barred list checks.

Governors are required to have Enhanced DBS's.

Contractors who work with children (including counsellors and therapists) all have Enhanced DBS's with Children's Barred List due to falling under the regulated activity definition.

Contractors who do not work with children (such as maintenance contractors) are all supervised by a member of permanent staff whilst on site and do not have unsupervised access to young people.

All volunteers complete a thorough induction process where their responsibilities for Child Protection and Safeguarding are covered through the volunteer training before they start their volunteering role. A written risk assessment will be completed to determine what level of DBS and checks they require, all volunteers will require an Enhanced DBS and Children's Barred list as they will work directly with children and can be unsupervised during these times.

Agency staff are required to have Enhanced DBS checks with Children's Barred List.



## Appendix C – Whistleblowing hotline – Cameron & Cooper Limited statement

We understand the importance of whistleblowing at Cameron & Cooper Limited and are fully committed to thoroughly investigating any allegations that are brought to our attention. If you witness or have reason to suspect any misconduct or illegal activity, we encourage you to come forward and speak out. Your concerns will be taken seriously and acted upon appropriately.

If you have concerns about malpractice or wrongdoing, there are several options for speaking up at Cameron & Cooper Limited. You can bring it up with your manager or their manager, or you can reach out to the HR team. If you have tried one of these options or feel that a formal whistleblowing process is necessary, you can also contact external supports such as the [nspcc dedicated-helplines whistleblowing-advice-line](#), or Ofsted.

You should use the nspcc's whistleblowing service if you see or suspect:

- Fraud
- Security issues
- Health and Safety
- Data Breaches
- Bribery
- Corruption
- Dishonesty (covering up of wrong-doing)
- Bullying, Harassment or Discrimination (where you feel unable to approach your manager or main Barnardo's contact about)
- or any other issue that you feel is unacceptable in the workplace and are unable to approach your manager about.

If your concern is about working with another employee (or volunteer) you should consider using the Dignity at Work policy or the Grievance Policy.

## Appendix D: Briefing for Temporary and Supply Staff Re: Safeguarding/Child Protection

At Cameron & Cooper Limited, we understand that supply staff and those on short contracts may not have the opportunity to receive the same level of training as full-time employees. To ensure that they are fully informed on the importance of safeguarding children and young people, we provide them with a brief information sheet. This serves as a quick reference guide that covers the essential information they need to know while working within our organisation.

While working in this service, you have a duty of care towards the children and young people here. This means you should act in a way to ensure their safety and welfare at all times.

In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share relevant information with a Designated Safeguarding Lead, listed below:

<b>Designated Safeguarding Lead</b>	Wayne Grey
<b>Deputy Designated Safeguarding Leads</b>	Camilla McInnes, Danielle Johnson, Miriam Lloyd, Raj Dhillon, Rebecca Edwards & Melissa Dean
<b>Head of Quality and Compliance</b>	Carla Keyte

This is not an exhaustive list, but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing behaviour that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse.

If you encounter any situation that raises concerns about a young person's welfare, it is crucial that you document your observations and experiences, including the date and your signature, and report them to the designated safeguarding leader. If you are employed by Cameron & Cooper Limited for an extended period, you will have access to a Clear Care account, which should be used to record any safeguarding concerns. Keep in mind that any information you provide may be used as part of a legal process, and it is essential to ensure that the child's testimony is not influenced in any way, as this can negatively impact the perpetrator's case.

- If a child talks to you about abuse, you should follow these guidelines:
- Rather than directly questioning the child, just listen and be supportive.
- **Never** stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to other agencies that may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it and give your record to one of the Designated Safeguarding Leads who should contact children's social care if appropriate.

The organisations Safeguarding Children and Young People policy can be located in the staff office in all of the services. Please confirm that you have read and understood the above by signing below. Please then return this signed form to the main office.

Signed: ..... Date: .....

Please print name: ..... Agency: .....

## Appendix E: Responsibilities of the Designated Safeguarding Lead and Deputies:

The broad areas of responsibility for the Designated Safeguarding Lead/s are:

- Managing referrals.
- Refer all cases of suspected abuse to the local authority children's social care and (where appropriate): Support staff who make referrals to local authority social care
- Refer cases to Prevent/Channel programme where there is a radicalisation concern as required and support staff to make referrals where appropriate.
- Inform the local authority Designated Officer (LA DO or DO) for child protection concerns (all cases which concern a staff member/professional).
- Inform the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child).
- Inform Police (cases where a crime may have been committed).
- Liaise with the Responsible Individual to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This includes being aware of the requirement for children to have an Appropriate Adult (please see [PACE Code C 2019](#) for further information).
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Review and evaluation of safeguarding records to monitor trends in order to tailor proactive work with young people and targeted training for staff.
- Weekly Senior Management/DSL meetings to review all current safeguarding concerns and actions to be completed.
- Regular meetings with Governors and relevant staff (including the interim Lead teacher) where Governors monitor and ensure compliance of Safeguarding procedures and practice.
- To report and record any Serious Safeguarding Incidents or Allegations against staff through the organisations reporting procedures.
- In the case of Multi Agency and Serious Care reviews, the Designated Safeguarding Lead would be responsible for ensuring that the organisation is appropriately represented, and all key lines of enquiry are shared with relevant professionals, to ensure the optimum out for the young person concerned.

## Training

The Designated Safeguarding Lead/s should receive appropriate refresher training carried out at least every two years – with annual updates - in order to:

- Be able to keep detailed, accurate, secure electronic/written records of concerns and referrals on Clear Care.
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the schools or college's child protection policy and procedures, especially new and part time staff. Be alert to the specific needs of children in need, young carers, and those with special educational needs.
- Promote a culture of listening to children and taking account of their wishes and feelings, among all staff, and any measures the school or college may put in place to protect them.
- Be aware of issues regarding radicalisation including the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Have an understanding of the additional needs, vulnerabilities and any relevant safeguarding concerns of young people supported by Cameron & Cooper Limited.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection regulations.
- Understand the importance of information sharing, both within the organisation, and with the three safeguarding partners, other agencies, organisations, and practitioners.
- Have understanding, training and relevant knowledge regarding the unique risk of Online safety in order to identify concerns and protect young people from online dangers and the relevant knowledge and up to date capability required to keep children safe online.

The DSL and deputies update their knowledge through various updates such as locally offered safeguarding training, CASPAR updates, ICHA meetings and updates etc.

## Raising Awareness

The Designated Safeguarding Lead/s should ensure the organisations policies are known and used appropriately:

- Ensure the organisations child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with relevant bodies regarding this.
- Ensure all staff have access to and understand the Child Protection and Safeguarding Policy.
- Ensure the child protection policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the organisation in this.
- Link with the local Safeguarding Partners/Surrey Safeguarding Children Partnership to stay up to date with local issues and to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where young people leave the care of Cameron & Cooper Limited we ensure their child protection file is sent) to any new school or college within 5 days of the new half term or within 5 days of an in year transfer but transferred separately from the main file for the young person. Confirmation of receipt is required. As part of the transition process information is provided to the next school or college about any safeguarding concerns relevant to the individual young person if required.
- When a young person's Child Protection/Safeguarding file is transferred from a previous school, a summary report will be created in the young person's file section on Clear Care highlighting any concerns staff should be aware of. The DSL's will chase up any files that are not transferred for new young people if not received.
- To coordinate Safeguarding training for the staff team and to resource external trainers and deliver training where appropriate. This includes identifying staff knowledge/confidence and tailoring refreshers appropriately.

## Appendix F: – Arrangements for emergency situations

### Context

The following guidance is to support staff should the services have a full or partial closure due to emergency situations.

The organisation continues to adhere to the guidance Keeping Children Safe in Education 2022.

### Key contacts

Role	Name	Contact Number	Email Address
Designated Safeguarding Lead/Service and Operations Manager	Wayne Grey	07787379873	<a href="mailto:wayne@cameronandco.org">wayne@cameronandco.org</a>
Deputy Designated Safeguarding Lead/Responsible Individual, The Beech House and Cherry Blossom Head of Service, Willow Lodge Headteacher, The Beech House School	Camilla McInnes	07884 063523	<a href="mailto:Camilla@cameronandco.org">Camilla@cameronandco.org</a>
Deputy Designated Safeguarding Lead/Home Manager of Cherry Blossom	Danielle Johnson	07423738667	<a href="mailto:danielle@cameronandco.org">danielle@cameronandco.org</a>
Deputy Designated Safeguarding Lead/Home Manager The Beech House	Miriam Lloyd	07392610045	<a href="mailto:Miriam@thebeechhousesurrey.co.uk">Miriam@thebeechhousesurrey.co.uk</a>
Deputy Designated Safeguarding Lead/Deputy Home Manager Cherry Blossom	Raj Dhillon	07984666653	<a href="mailto:Raj.dhillon@cherryblossomhome.co.uk">Raj.dhillon@cherryblossomhome.co.uk</a>
Deputy Designated Safeguarding Lead/Senior Practitioner The Beech House	Rebecca Edwards	07432343278	<a href="mailto:rebecca@thebeechhousesurrey.co.uk">rebecca@thebeechhousesurrey.co.uk</a>
Business Manager	Melissa Dean	07585661709	<a href="mailto:Melissa@cameronandco.org">Melissa@cameronandco.org</a>
Head of Quality and Compliance	Carla Keyte	07944789707	<a href="mailto:Carla@cameronandco.org">Carla@cameronandco.org</a>

### Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the 71 of 81 2 Child Protection & Safeguarding Children Act

1989. Young people with Local Authority Early Help support and Young Carers are also categorised as vulnerable.

Cameron & Cooper Limited will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. Young people's key workers will liaise with social workers and the Interim Lead Teachers will liaise with the Virtual School Heads to ensure communication regarding plans for young people. The Senior Management will have oversight of the young people placed in the organisation and the DSL will liaise with staff if further action is required.

### **Designated Safeguarding Lead**

Cameron & Cooper Limited has a Designated Safeguarding Lead and several Deputy Designated Safeguarding Leads – these are named on the front sheet.

We are committed to ensuring that a qualified DSL or alternate DSL is always available. Our team includes a Senior On Call who is also trained in DSL duties, and we currently have seven trained DSLs on staff. However, in rare instances where none of the DSLs are on-site, a trained DSL or deputy will be reachable by phone. All staff members will have access to the contact information for the DSL in case of their absence.

The safeguarding recording system is on Clear Care and therefore can be accessed remotely by all members of staff to record any concerns and update any actions as required by the DSL/s. DSLs able to remotely add actions and direct staff to liaise with children's social workers and other professionals as necessary. Staff who are working remotely should ensure that any actions they are completing at home are completed before 3pm each day so they DSL's have the opportunity to review any actions/contacts that are uploaded and take appropriate action where necessary.

Whatever the scenario, it is important that all staff and volunteers have access to a trained DSL or deputy. On each day, staff on site will be made aware of who that person is and how to contact them if there are changes from the normal system.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the organisations safeguarding policy, this includes verbally handing over the concern to the DSL and then making a report via Clear Care.

Staff are reminded of the need to report any concern immediately and without delay.

Concerns regarding young people will continue to be referred to relevant Local Authority Social Care teams as detailed in the main Child Protection and Safeguarding policy as required.

All allegations or complaints about adults working with children should be immediately brought to the attention of the Lead DSL and handled in accordance with our company's policy and procedures for managing such allegations and concerns. Staff should refer to the disciplinary guidance and procedures, as well as our Child Protection and Safeguarding policy (specifically the section on managing allegations of abuse against staff and volunteers) when making these reports. It is crucial



that staff members speak directly to the DSL and avoid leaving messages or sending emails. Any allegations or concerns that may suggest an individual is unfit to work with children or poses a potential risk to children will continue to be referred to the Designated Officer at the local authority (LADO) for further investigation.

### **Safeguarding Training and induction**

If there is again a period where emergency measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training due to cancellation of courses.

All existing staff have had safeguarding training and have read at least part 1 of Keeping Children Safe in Education (2022). The Designated Safeguarding Lead should communicate with staff any new local arrangements, so they know what to do if they are worried about a child. The DSLs will continue to deliver safeguarding refreshers on a regular basis. Small group training will be provided where needed.

Where new staff are recruited, or new volunteers start at Cameron & Cooper Limited, they will continue to be provided with a safeguarding induction.

If an emergency situation were to arise where we required redeployed staff to support the safe running of another service, we will judge, on a case-by-case basis, the level of safeguarding induction required. As a minimum, the visiting professional(s) will be provided with a copy of our safeguarding / child protection policy, the Safeguarding briefing sheet and the name and contact details of the DSL and deputy DSLs.

### **Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, we will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE.

Should we have any staff redeployed to cover emergency situations, all staff will continue to be entered on the Single Central Record as usual and normal recruitment checks would be in place.

Where we are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Cameron & Cooper Limited will continue to comply with the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

Whilst acknowledging the challenge of an emergency environment, it is essential from a safeguarding perspective that any service, school, or college is aware, on any given day, which staff/volunteers will be in and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in KCSIE.

## **Online safety in schools and colleges**

We will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system.

Where children are using computers in the services, appropriate supervision will be in place. Please see the Online Safety policy for further details.

## **Appendix G: Local Authority Referral numbers**

### **Surrey Social Care**

Telephone: 0300 470 9100

Email: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

During evenings, weekends and bank holidays, the [Emergency Duty Team](#) is available:

telephone: 01483 517898

Email: [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)

Website: <https://www.surreycc.gov.uk/children/contact-childrens-services>

### **Slough**

Telephone: 01753 477321

Email: [sloughchildren.referrals@sloughchildrenfirst.co.uk](mailto:sloughchildren.referrals@sloughchildrenfirst.co.uk)

For emergencies outside of Monday to Friday, 9am-5pm, call the Emergency Duty Team on 01344 351999

Email: [EDT@bracknell-forest.gov.uk](mailto:EDT@bracknell-forest.gov.uk)

Website: <https://www.sloughchildrenfirst.co.uk/>

### **Southwark**

Telephone: 020 7525 1921

Email: [MASH@southwark.gov.uk](mailto:MASH@southwark.gov.uk).

Telephone 020 7525 5000 (out of hours)

Website: <https://safeguarding.southwark.gov.uk/asking-for-help/>

### **Isle of Wight**

Telephone (24 hours) 0300 300 0117

Website: <https://www.iow.gov.uk/Residents/care-and-Support/Childrens-Services/Concerned-about-a-child/tes19>

**Torbay**

**Telephone: 01803208100**

**Email: [mash@torbay.gov.uk](mailto:mash@torbay.gov.uk)**

**Out of hours telephone:03004564876**

**Website: <http://torbaysafeguarding.org.uk/>**

**Windsor and Maidenhead**

**Telephone: 01628 683150**

**Email: [MASH@achievingforchildren.org.uk](mailto:MASH@achievingforchildren.org.uk)**

**Emergency Duty Team (out of hours service) 01344 351999**

**Website: <https://rbwmsafeguardingpartnership.org.uk/p/safeguarding-children/concerned-about-a-child>**

**Hampshire Children's Services**

**Telephone: 0300 555 1384 Monday to Thursday 8.30am to 5pm**

**Friday 8.30am to 4.30pm**

**Out of hours telephone: 0300 555 1373**

**Email [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)**

**Website: <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/contacts>**

**Hillingdon Children's Services**

**Telephone: 01895 556006**

**Website: <https://www.hillingdon.gov.uk/article/7936/Concerned-about-a-childs-safety#cookie-consents-updated>**