



CHILD PROTECTION/SAFEGUARDING POLICY

Introduction

Henderson Trust is committed to ensuring the safety and wellbeing of children. This policy is about prevention, protection and support and applies to all children, visitors, volunteers and staff. A child is someone under the age of 18 years.

We will always work to:

- Protect children from maltreatment
- Prevent impairment of children's health or development
- Ensure children are growing up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes

We want children to feel safe and able to voice any concerns and know they will be listened to. All staff/volunteers/regular visitors will know how to recognise a disclosure and what to do if this happens. We will not say we can keep secrets. We will explain what we will do following a disclosure to the child.

We will work with parents/carers and colleagues if it is in the best interest of the child and does not put them at further risk. Wherever possible, you should seek consent and be open and honest with the individual from the outset as to why, what, how and with whom, their information will be shared. When you gain consent to share information, it must be explicit, and freely given. There may be some circumstances where it is not appropriate to seek consent, because the individual cannot give consent, or it is not reasonable to obtain consent, or because to gain consent would put a child's or young person's safety at risk or undermine a criminal investigation.

The Trust has a Designated Lead Safeguarding Officer

Community Services and Programme Lead, Scott Porter 07973 483437 who is available 9-5pm Monday to Friday.

If she is unavailable then the Deputy Officer, Chief Executive Matt Packer 01603 251691 should be contacted, who is available 9-5pm Monday to Friday.

If neither of these are available you can contact Beth Maycock 07535 476004 or Kelly Ward kelly.ward@henderson-norwich.org who are available Monday to Friday 9-5pm.

If they are unavailable anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS).

-A staff member or volunteer can call (0344 800 8021)

-A member of the public or parent can call (0344 800 8020).

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

Roles and Responsibilities of Designated Lead Safeguarding Officer

The Designated Lead Safeguarding Officer will work with Children's Services CADS/Police/LADO and other agencies as necessary and make referrals.

Any concern will be recorded and given to the Designated Officer who will ensure staff/volunteers are aware of the policy and procedure they need to follow.

The Designated Lead Safeguarding Officer will ensure all staff/volunteers/ regular and repeat visitors have received appropriate child protection information during the induction and have been trained by the Safer programme.

The Designated Lead Safeguarding Officer will review the relevant policies annually. Our policies have been written in consultation with the Safer Programme.

The Designated Lead Safeguarding Officer will ensure safer recruitment practices are followed.

Henderson Trust will undertake to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to our attention.

Safer Working Practices

All new staff/volunteers/visitors will be told of our safeguarding procedures. They will be given a copy of the policy and told who the Designated Lead Safeguarding / Deputy Officer is. They will be shown the recording form which is in the Safer folder in the main office and given information on how to complete it and who to pass it to.

Everyone will have an induction period that will include safeguarding information and training. They will be told of their responsibilities and the remit of the Designated Lead Safeguarding Officer/Deputy.

All staff/volunteers will be asked to read the policy yearly after it has been reviewed (and updated if necessary). They will sign to say they have read and understood the policy.

All staff and volunteers will be given a copy of our Code of Conduct and will be asked to read and sign to confirm they will adhere to this, which forms part of our Safer Working Practices.

The CADS flowchart for the referral procedure in child protection/safeguarding issues will be on display in each department and office. The CADS Flowchart is in Appendix A in this policy.

Visitors will be told where the policy is kept and given a set of safeguarding procedures. They will be told who the Designated Lead Safeguarding Officer is, the alternate staff members they can report concerns to and what the recording and reporting procedure is.

Safer Recruitment

To ensure safer recruitment we will

- Have at least 1 staff member on the selection and interview panel who has attended Safer Recruitment Training.
- Ensure the job description and person specification are fit for purpose.
- Advertise vacancies widely.
- Have an information pack for applicants.
- Ask for a written application form which will be signed.
- Define our selection criteria.
- Ask for a written declaration of criminal convictions, spent or otherwise.
- Ask for I.D.
- Ask to see originals of any qualifications.
- Conduct interviews with at least 2 people present.
- Ask for at least 2 references, including the last employer if applicable.
- Gain a standard or enhanced DBS checks as appropriate. We will undertake a DBS check on existing staff every 3 years.
- Organise a comprehensive induction period which includes familiarisation with our safeguarding policies and procedures and safeguarding training through the Safer programme.

Training

Staff and volunteers will attend Safer safeguarding training at least every 3 years which is relevant to their role/responsibilities. As a minimum they will attend the Introduction to Child Protection training within 3 months of starting. The Designated Lead Safeguarding Officer and Deputy will also complete Designated Lead Safeguarding Officer training through Safer every 3 years.

Working with Parents/Carers

When parents/carers sign consent forms/member forms for children to attend groups/activities they will be directed by the staff member dealing with them to our website or given a copy of our safeguarding policy. They will also sign the consent form to say they have been made aware of the safeguarding policy and have been given or directed to a copy of it. There are details of what Henderson Trust is legally obliged to do in the Reporting Abuse section of this policy and how we will report incidents. Parents/carers will sign a consent form at the start of their child's involvement with Henderson Trust, which includes any vital health or otherwise notable information. It also requests permission for photographs to be taken for promotional purposes only.

- Parents will be informed of our legal duty to assist other agencies with Safeguarding enquiries and that we will contact The Children's Advice and Duty Service (CADS) and or Police if we have concerns about the welfare of their child.
- Parents will be made aware that we will need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek consent from them if there are serious concerns about harm or likely harm to their child.

When they sign the consent form they will be asked to sign to say they have read and understood the Child Protection Policy.

Safeguards

Where possible staff should not spend time alone with children. If a private conversation is necessary the employee must inform another staff member about where they will be.

Staff must avoid touching children, where this is unavoidable the employee must consider how their behaviour may be construed by others.

Avoid showing favouritism, treat everyone fairly and do not give gifts.

Avoid giving children lifts outside of work organised activities and always tell a colleague where you are going, who you are taking and how long you expect to be.

Do not invite children into your home.

See Safer Working Practice for more details.

What is Abuse and Neglect?

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

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

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development

- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

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

What is abuse and neglect?

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

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

Signs of this abuse can include:

- Disruptive, withdrawn or abusive behaviour
- Telling lies
- Difficulty bonding
- Nervousness, attention seeking or running away
- Sudden or significant changes in patterns of behaviour or in looks
- Very low self esteem

- Statements made, particularly in certain contexts
- Strange values or morals
- Recurrent physical symptoms for which there is no clear explanation

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

Signs of this abuse can include:

- Being hungry, malnourished, small in size
- Inappropriately dressed
- Left alone at home
- Parents/guardians never present
- Dirty, smelly, unkempt
- Tired or hyperactive
- Truancy from school
- Lack of possessions
- Lack of interest in special occasions i.e. birthdays
- Recurrent or lingering illnesses which are not attended to

Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a person. It can also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Signs of this abuse can include:

- Presence of cuts, burns or bruises, particularly if consistent or poorly explained
- Fear of being touched or touching others
- Unusual, withdrawn, disruptive or abusive behaviour
- Scared of going home
- Reports of possible abuse from other people

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration

(for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs of this abuse can include:

- Re-enactment of abusive behaviour
- Self-mutilation
- Withdrawal or aggression
- Pregnancy
- Paying particular attention to adults
- Early sexual relationships
- Sore genitals
- Fear of being touched
- Actively seeking touch

Additional safeguarding issues

Any concerns of the following nature should be reported to the Designated Lead Safeguarding Officer or Deputy immediately.

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

For more information on these consult Appendix 3.

Disclosure of Abuse

Should a child disclose abuse to an employee/volunteer, that person must:

- Stay calm
- Listen and be supportive
- Not ask any leading questions, interrogate the child, put ideas in the child's head or jump to any conclusions
- Do not stop or interrupt the person who is recalling significant events
- Do not criticise the alleged perpetrator
- Reassure them that it was right to tell
- Explain that you will have to tell the appropriate people so that help can be given to keep them safe and how this will happen (the safeguarding process must be followed)
- Record what was said immediately as close to what was said as possible. Record what was happening before the disclosure. Sign and date the record in ink.
- Contact the Designated Officer/Deputy immediately
- Seek support

Reporting Abuse

All staff have a responsibility to report any case where it is suspected that a child is being abused. The Children's Advice and Duty Service (CADS) has a duty to investigate all cases of suspected child abuse, the Police and NSPCC also have the powers to investigate child abuse.

Henderson Trust staff do not have any authority to investigate child abuse unless there is an allegation against a staff member, however staff should co-operate with any investigation undertaken. Clear, factual records must be kept with appropriate dates, times, actions taken and the names and designations of people contacted. Referrals of possible child abuse should go to the Designated Officer/ Deputy Officer or their manager.

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

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

We will have the following information ready before contacting CADS:

- ✓ all of the details known to you/your agency about the child;
- ✓ their family composition including siblings, and where possible extended family members and anyone important in the child's life;
- ✓ the nature of the concern and how immediate it is;
- ✓ Any and what kind of work/support you have provided to the child or family to date.
- ✓ where the child is now and whether you have informed parents/carers of your concern

- If we are concerned that a child or children is experiencing or likely to suffer significant harm we will telephone (CADS) immediately on 0344 800 8021
- When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 1 and the Norfolk Continuum of Needs Guidance 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
- We will gain consent from the parent to contact CADS, unless the concerns being raised suggest that the child or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parent is informed. Reasons for not seeking consent should be clearly stated when speaking with CADS and recorded on internal systems for our records.
- CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need, into the Family Help Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
- We will not investigate and will be led by the Local Authority and/or the Police.
- We will keep written dated records of all conversations with CADS.
- We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
- Parents or members of the public can contact CADS on 0344 800 8020

Children with a Social Worker

If we have concerns about a child, who we know already has a social worker or practitioner, we will call that worker. If we do not know the worker or their contact details, we will contact Customer Services on 03444 800 8020 and they will help to make sure our call gets put through to the right person.

Concerns about Radicalisation and Extremism

If we have concerns that a child or young person could be vulnerable to radicalisation, we will follow the procedure in Appendix 2.

All staff must be aware of the confidentiality policy and understand that they cannot promise to keep any disclosure of abuse, whether from the victim or another person, a secret and have a responsibility to report any disclosure. Employees must consult with the Designated Lead Safeguarding Officer or Deputy Officer and their line manager if they have a suspicion of abuse and certainly before contacting the police or CADS.

If an emergency situation arises and contact with the lead officer or line manager cannot be made the employee must notify CADS or the Police, as appropriate, and complete a report detailing the events that led to that action being taken.

Managing Allegations against people working with children

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

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

An allegation may relate to a person who works / volunteers with children who has:

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

The 4th bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/work place which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

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

We will take all possible steps to safeguard our children and to ensure that the adults at Henderson Trust are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures NSCP Protocol 8.3 – Allegations Against Persons who Work/Volunteer with Children and The Management of Allegations Against People Working with Children Procedure are adhered to and will seek appropriate advice.

If an allegation is made or information is received about *any* adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform the Designated Lead Safeguarding Officer immediately, if they are not available the Deputy Officer . This includes concerns relating to agency, supply and specialist staff, students and volunteers.

Should an allegation be made against the Deputy Officer who is the Chief Executive this will be reported to the Designated Lead Safeguarding Officer. In the event that the Designated Lead Safeguarding Officer is not contactable on that day, the information must be passed directly to the LADO.

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

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

For further information on the role/remit of Norfolk LADO Service, please see NSCP Protocol 8.3 – Allegations Against Persons who Work/Volunteer with Children and The Management of Allegations Against People Working with Children Procedure

Any allegations against a member of staff or volunteer will be dealt with according to Henderson Trust's disciplinary procedure. The member of staff will be suspended pending an investigation.

Further Reporting of Allegations/Incidents

As a registered Charity, we have a responsibility to report serious incidents to The Charity Commission.

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- harm to your charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work (who are collectively referred to throughout this guidance as people who come into contact with your charity through its work)
- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work or reputation
-

We will consult this guidance:

<https://www.charitysafeguarding.dcms.gov.uk/handling-safeguarding-allegations-charity?page=1>

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#handle-and-report-incidents-and-concerns>

It is the responsibility of the CEO Matt Packer to inform the Trustees of the allegation/incident. The CEO and Trustees will then decide who is going to make the report to The Charity Commission.

Making a Barring Referral to the Disclosure and Barring Service

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

Condition 1

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

Condition 2

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;

- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

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

The Designated Safeguarding Lead will have the responsibility for making a barring referral. If the allegation is against the Designated Safeguarding Lead then the Deputy Safeguarding Lead will make the referral.

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

Low level concerns about adults working or volunteering with children that do not meet the harm threshold for a LADO referral

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

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

- being over friendly with children
- having favourites
- adults taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area
- using inappropriate sexualised, intimidating or offensive language.

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

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

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

Managing a Low-Level Concern

At our organisation staff/volunteers are expected to report all low-level concerns immediately to the Designated Lead Safeguarding Officer

If reported to the DSL they will also inform Matt Packer CEO (also Deputy Officer) of the concern.

The CEO will be the ultimate decision maker in respect of all low-level concerns.

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

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

Online Safety

Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches. All technology that contains images will be password protected. Parents will sign the consent form to say they are happy to have images/photos taken of their child. Children and parents will be asked to sign an acceptable use agreement for technology use while at activities with Henderson Trust which will also apply to their own devices. If children bring their own phones to activities the same rules will apply as when using Henderson Trust activity. Children will always be supervised using technology.

For staff:

There is an acceptable use agreement which staff sign and any breach of this could result in disciplinary action being taken. There is also a social media policy in the staff handbook. No staff will have contact with parents or children using their own personal technologies and will keep any of their social media platforms private.

Rules on Personal Mobile Phones – These apply only when working directly with children. Personal phones can be used in an emergency if there is not a work phone available or if agreed with manager beforehand e.g. waiting for a GP to phone.

- Personal mobile phones are not to be used to conduct any work for the organisation
- Personal mobile phones are not allowed to connect to the Wi-Fi at any time

Rules on Smart Watches

- Smart watches are not allowed to connect to the organisations Wi-Fi at any time
- Staff should not use their smart watch to access photos or images while working
- Staff need to be vigilant of others checking their smart watches and remind them of our policy
- With ongoing technology advances, the organisation reserves the rights to request the removal of a Smart Watch if it deemed a safeguarding risk to children.

Records, Confidentiality and Record Sharing

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

The welfare of the child is a priority and if there are concerns then you must not promise confidentiality. Any concerns on the welfare or safety of a child will be recorded immediately on the Reporting Concerns Form which can be found in the Safer folder in the main office, signed, dated and passed on to the Designated Officer/Deputy.

It will be kept in a separate named file, in a secure cabinet, which is in a locked room and not with the child's file. These files will be the responsibility of the Designated Officer and information will only be shared within the organisation on a need to know basis for the protection of the child. Copies of referrals will be kept in the file.

Personal information is confidential but if there is a safeguarding/child protection concern information can be shared with the Police or Children's Services. This also includes information about when a crime has, or may be, committed.

Information will be kept in line with the Data Protection Act 2018 and GDPR.

Relevant Guidance and Legislation

- Working Together to Safeguard Children 2023
- What to do if You're Worried a Child is Being Abused 2015
- Children Act 2004
- Children Act 1989
- The Online Safety Act 2023
- Data Protection Act 2018
- Norfolk Continuum of Needs Guidance 2023
- Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC
(norfolklscp.org.uk)
- Norfolk Safeguarding Children Partnership Policies and Procedures
- Polices & Procedures | Norfolk Safeguarding Children Partnership (norfolklscp.org.uk)

Other Relevant Policies/Documents

Our safeguarding policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella:

Safer Recruitment
 Anti- Bullying
 Safer Working Practice
 Code of Conduct
 Health and Safety
 Whistle Blowing
 Complaints
 First Aid
 Young Person's Online Safety Agreement
 Reporting Concerns Form

Useful Contacts

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

Norfolk Police 101
 In An Emergency 999

LADO lado@norfolk.gov.uk

Norfolk Safeguarding Children Partnership <https://norfolklscp.org.uk/>

Safer Programme

01603 228966

NSPCC

<https://www.nspcc.org.uk/keeping-children-safe>

CEOP Online safety/reporting

<https://www.ceop.police.uk/safety-centre>

Named Designated Child Protection Officer

Designated Officer

Scott Porter

[scott.porter@henderson-](mailto:scott.porter@henderson-norwich.org)

norwich.org

Deputy

Matt Packer 01603 251691

[matt.packer@henderson-](mailto:matt.packer@henderson-norwich.org)

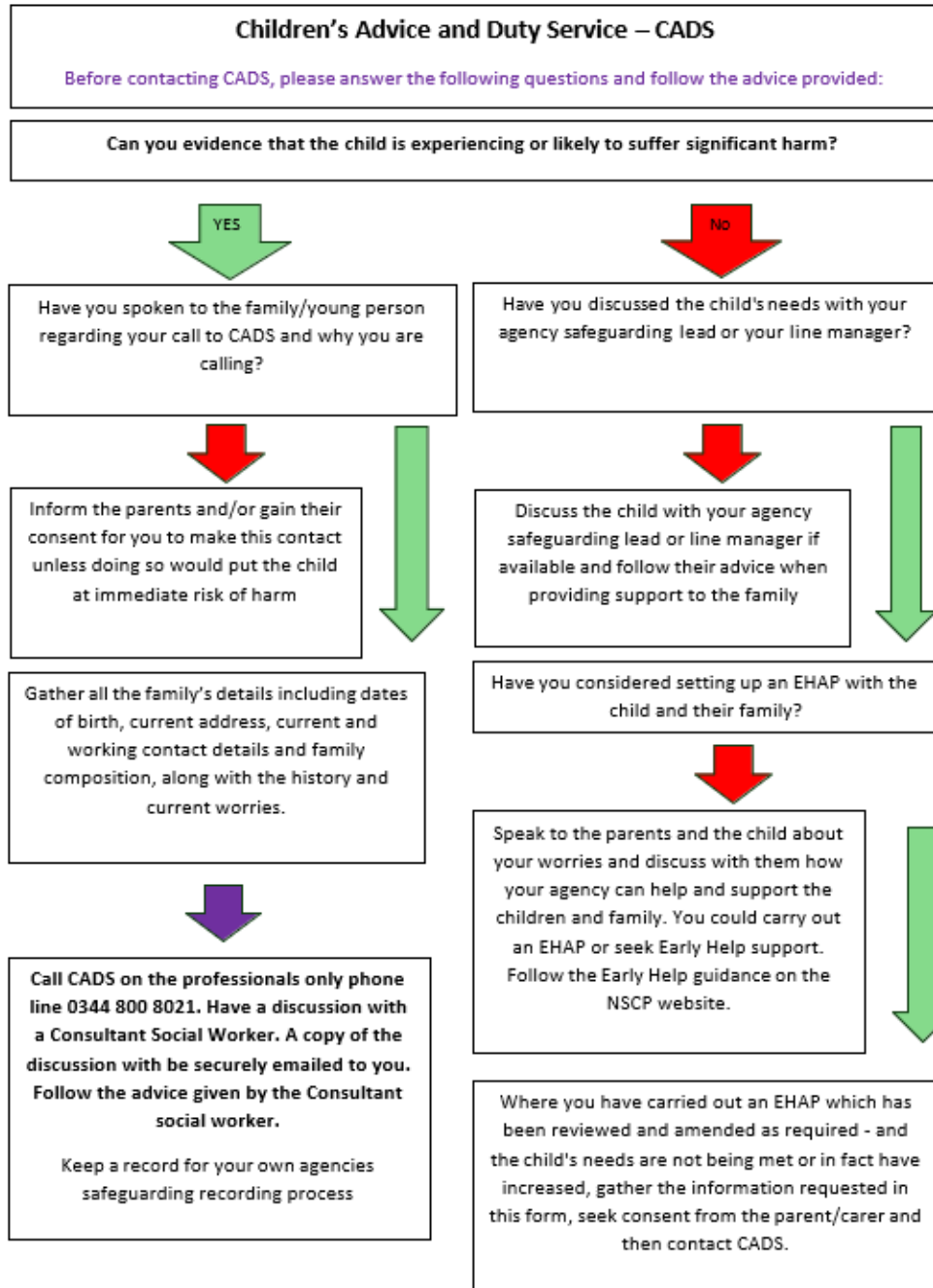
norwich.org

Policy Review

We will make any changes immediately to our procedures in line with Norfolk Safeguarding Children Partnership guidance on <https://norfolkiscp.org.uk/>

This policy was reviewed and adopted on 1st April 2025, amended 3rd June 2025 and is due for review in March 2026.

Appendix 1-CADS Referral Flow Chart



Appendix 2-The Prevent Deputy in Norfolk

PREVENT - Prevent is part of the UK's Counter-terrorism strategy CONTEST. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism.

The key terms to be aware of are as follows:

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

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

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

Responding to a Concern-Notice – Check – Share **Notice**

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

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

Check

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

Share

Where the staff member or volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to the Children's Advice and Duty Service (CADS).

Following this the Prevent referral form should be completed, which can be downloaded from here [referral form](#) and sent to:

preventreferrals-NC@Norfolk.police.uk

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

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

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

Appendix 3-Additional Safeguarding Issues

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Domestic abuse -The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the Domestic Abuse Act 2021).

The definition ensures that different types of relationships are captured, including ex-partners and family members. All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse. Young people can also experience domestic abuse within their own intimate relationships.

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

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

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

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

Online Abuse-any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. It can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online. Children may

experience several types of abuse online: Cyberbullying, Emotional abuse-which can include emotional blackmail, Sexting-pressure or coercion to create sexual images, Sexual abuse, Sexual exploitation and Grooming-perpetrators may use online platforms to build a trusting relationship with the child to abuse them. A child experiencing abuse online might:

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

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