

Safeguarding and Child Protection Policy and Procedure

The aim of this document is to present a safeguarding and child protection policy statement which makes it clear what our organisation will do to keep children safe, demonstrating what we will do to show our commitment to protect all children.

Safeguarding

Safeguarding children is defined in *Working Together to Safeguard Children* as:

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

In2Care team are committed to safeguarding and the welfare of children and young people. This policy applies to all the In2Care team, volunteers, and visitors.

Our team take responsibility to familiarise themselves with this safeguarding policy and the procedures that go with it. All staff maintain a proper focus on the safety and welfare of children and vulnerable adults in all aspects of their work.

Safeguarding is everyone's responsibility.

The statutory guidance on *Working Together to Safeguard Children* applies to all organisations that relate to working with children and young people.

We will keep children safe by:

- Valuing, listening to and respecting them
- Appointing a Designated Safeguarding Lead (DSL)
- Adopting child protection and safeguarding best practice through our policies and procedures
- Providing effective management for staff and volunteers through supervision, support and training
- Recruiting staff and volunteers safely, ensuring all necessary checks are made following our Safer Recruitment checklist
- Recording and storing information professionally and securely
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets and posters
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers where appropriate
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place

- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Ensuring a strict mobile phones and smart devices policy and agreement is in place.

In2Care have a legal duty to recognise and respond appropriately to:

- Significant changes in the children's behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern

All team and volunteers are aware of the indicators of abuse and neglect. This will help them to identify children who may need help or protection and know how to deal with the matter.

Abuse can take many forms, including physical, sexual, emotional and neglect. It can also take place in a variety of settings (both online and offline), for example, in the family environment or the local community. Children and young people are deemed to be victims of domestic abuse under the Domestic Abuse Act 2021, where they see, hear, or experience the effects of the abuse.

Types of Abuse

Physical abuse - actual or likely physical injury to a child or vulnerable adult, or failure to prevent injury. This may involve hitting, shaking, throwing, poisoning, burning /scalding, drowning, suffocating or otherwise causing physical harm.

Physical harm may also be caused when a parent or carer feigns symptoms of, or deliberately causes, ill health to a child or vulnerable adult they are looking after. This form of physical harm is recognised as Fabricated or Induced Illness.

Sexual abuse - actual or likely sexual exploitation of a child or vulnerable adult, including prostitution. Involving forcing or enticing a child or vulnerable adult to take part in sexual activities without their consent or understanding. The activities may involve physical contact including penetration or non-penetrative acts. For example, it may also include involving the child looking at or being involved in the production of, pornographic material or watching sexual activities, or encouraging the victim to behave in sexually inappropriate ways. Can include grooming a child or vulnerable adult in preparation for abuse.

Emotional abuse - emotional abuse is the persistent emotional ill treatment of a child or vulnerable adult with the intent to cause severe and persistent adverse effects on the victim's emotional development. It may involve conveying to the victim that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children or young people will also constitute emotional abuse. This may also include overprotection and limitation of exploration and learning or participating in normal social interaction.

It can include seeing or hearing ill treatment of another person. It may include serious bullying, including cyber-bullying. It may include not giving the child or vulnerable adult opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate.

Neglect - neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development such as failing to provide adequate food, shelter and clothing, medical care or treatment or neglect of, or unresponsiveness to, their basic emotional/physical needs. It can include not protecting a child or vulnerable adult from emotional harm or danger.

Female Genital Mutilation (FGM)

Victims of FGM are likely to come from a community that is known to practice FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

The FGM mandatory reporting duty is a legal duty to report known cases to the police, provided for in the Female Genital Mutilation Act 2003 (as amended by the Serious Crime Act 2015). The legislation requires staff to report where, during their professional duties, they either are informed by a girl under 18 that an act of FGM has been carried out on her, observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purpose with labour or birth. For the purposes of the duty, the relevant age is the girl's age at the time of disclosure/identification of FGM (i.e. it does not apply where a woman aged 18 or over discloses she had FGM when she was under 18).

Our staff complete FGM training as part of their Safeguarding Training.

Breast Ironing/Flattening

This is practiced in some African countries, notably Cameroon. Girls aged between 9 and 15 have hot pestles, stones or other implements rubbed on their developing breast to stop them growing further. In the vast majority of cases breast ironing is carried out by mothers or grandmothers and the men in the family are unaware. The practice of breast ironing is seen as a protection to girls by making them seem 'child-like' for longer and reduce the likelihood of pregnancy. Once girls' breasts have developed, they are at risk of sexual harassment, rape, forced marriage and kidnapping; consequently, breast ironing is more prevalent in cities. Concerns have been raised that breast ironing is also to be found amongst African communities in the UK, with as many as 1,000 girls at risk.

Forced Marriage

One or both spouses do not consent to the marriage or consent is extracted under duress. Duress includes both physical and emotional pressure. A clear distinction must be made between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in choosing the marriage partner but the choice whether to accept the arrangement remains with the young person.

Child Sexual Exploitation CSE

Child Sexual Exploitation CSE involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual activity. This can be seemingly 'consensual' relationships to serious organised crime gangs. There will be an imbalance of power where the perpetrator holds power over the victim. Technology is often used. This is a serious crime.

Peer on Peer abuse (child on child) abuse

This includes but is not limited to; physical & sexual abuse, sexual harassment & violence, emotional harm, on (cyberbullying) and offline bullying and teenage relationship or intimate personal relationship abuse. It can even include grooming children for sexual and criminal exploitation. Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer-on-peer abuse is under the age of 18. Unfortunately, peer-on-peer abuse can and does happen in a whole range of settings that children attend. However, it often goes unseen. It might take place online, in or away from the school or setting. Downplaying certain behaviours like dismissing sexual harassment as “banter”, “having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment and in the worst cases a culture that normalises abuse leading to children accepting this as normal and not reporting this abuse.

Prevent Duty

In 2010, the Government published the Prevent Strategy. This raised an awareness of the specific need to safeguard children, young people, and families from violent extremism.

Extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Prevent is about Safeguarding children and young adults. The Prevent Duty is not about preventing children and young adults from having political and religious views and concerns, but about supporting them to use those concerns or act on them in non-extremist ways.

Radicalisation & Extremism - The holding of extreme political or religious views e.g. animal welfare rights, environmentalists, EDL / white supremacy groups, anti-gay groups, Islam / Christian ideology. The Counter Terrorism and Security Act, places a duty on specified authorities, including local authorities and childcare, education and other children’s services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. (“The Prevent duty”)

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

Exploitation and radicalisation should be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part our safeguarding duty.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Children and young adults may become susceptible to radicalisation through a range of social, personal and environmental factors -it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff can recognize those vulnerabilities.

Extremism is defined by the Government in the Prevent Strategy as:

‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas’.

We are alert to changes in a learner's behaviour or attitude which could indicate that they need help or protection.

Concerns over radicalisation

- When any member of staff has concerns that a child may be at risk of radicalisation or involvement in terrorism, they should speak with the Designated Safeguarding Lead for investigation and action.
- Make an official log of their concern.
- Disclosure records are held by the Safeguarding team and stored securely.
- We follow the procedures as set by the Local Safeguarding Board in relation to the delivery of services' and designated roles and tasks in supporting the learner, family, and employer subsequent to any investigation.
- All suspicions and investigations are kept confidential and shared only with those who need to know.

Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason, the appropriate interventions in any case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship, or drug/alcohol issues.

The Prevent Strategy – British Values

The government set out its definition of British values in the 2011 Prevent Strategy. We promote these values in our communication and practice with children and their families.

The five key British Values are listed below, with some examples of how we promote these:

- **Democracy** - voting, making decisions together, for example giving opportunities to develop enquiring minds in an atmosphere where questions are valued.
- **The rule of law** - understanding rules matter for example collaborating with children to create rules and codes of behaviour.
- **Individual liberty** - freedom for all, for example reflecting on their differences and understanding we are free to have different opinions.
- **Mutual respect and Tolerance**- treat others as you want to be treated, for example sharing and respecting other's opinions and beliefs.

Channel

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the regional Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals.
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity.
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism to make

referrals if there are concerns that an individual might be vulnerable to radicalisation. An individual's participation in the programme is entirely voluntary at all stages.

Training Providers have a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

Recognition of vulnerability factors can include:

- Identity Crisis – the child or adult is distanced from their cultural / religious heritage and experiences discomfort about their place in society.
- Personal Crisis – the child or adult may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.
- Personal Circumstances – migration; local community tensions; and events affecting the child or adult's country, or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- Unmet Aspirations – child or adult may have perceptions of injustice, a feeling of failure.
- Rejection of civic life.
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration.
- Special Educational Need – learners may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

*This list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

Our staff complete Prevent Training within their Safeguarding Training.

Online Safety

It is important to recognise children are at risk of abuse and other risks online as well as face to face. In many cases, abuse and other risks will take place concurrently both online and offline.

The internet is a key feature in children's lives - they use it to learn, play, socialise and express themselves. Technology children use every day can seem a bit daunting and many parents/carers worry about the risks a child can face online - such as bullying, contact from strangers or the possibility of seeing illegal or inappropriate content.

Staying safe online includes a wide range of issues, the 4 areas of risk are briefly explained below:

Content - seeing illegal, inappropriate, or harmful material, for example, Pornography, fake news, racist views, misogyny, self-harm and suicide, extremist views, the glamorisation of drugs or gang lifestyles or eating disorders.

Contact - harmful online interaction with other users, for example, child-to-child pressures, commercial advertising, adults posing as children or young adults.

Conduct - personal online behaviour that increases the likelihood of, or causes, harm, for example, making, sending, and receiving explicit images or online bullying.

Commercialisation – the risk of people exploiting children for financial gain.

Dealing with a Disclosure

In2Care is committed to responding promptly and appropriately to all incidents or concerns that may occur, working with statutory agencies in accordance with the procedures that are set out in 'What to do if you are worried a child is being abused.' (DfE 2015)

We acknowledge that abuse or neglect of basic safety and welfare procedures for learners can take place and that this can take different forms - physical, emotional, and sexual as well as employer's neglect of legal responsibilities and neglect of parental or statutory responsibilities (including where young people are in care of social services). We also acknowledge that this can take the form of 'virtual' or internet-based abuse or neglect.

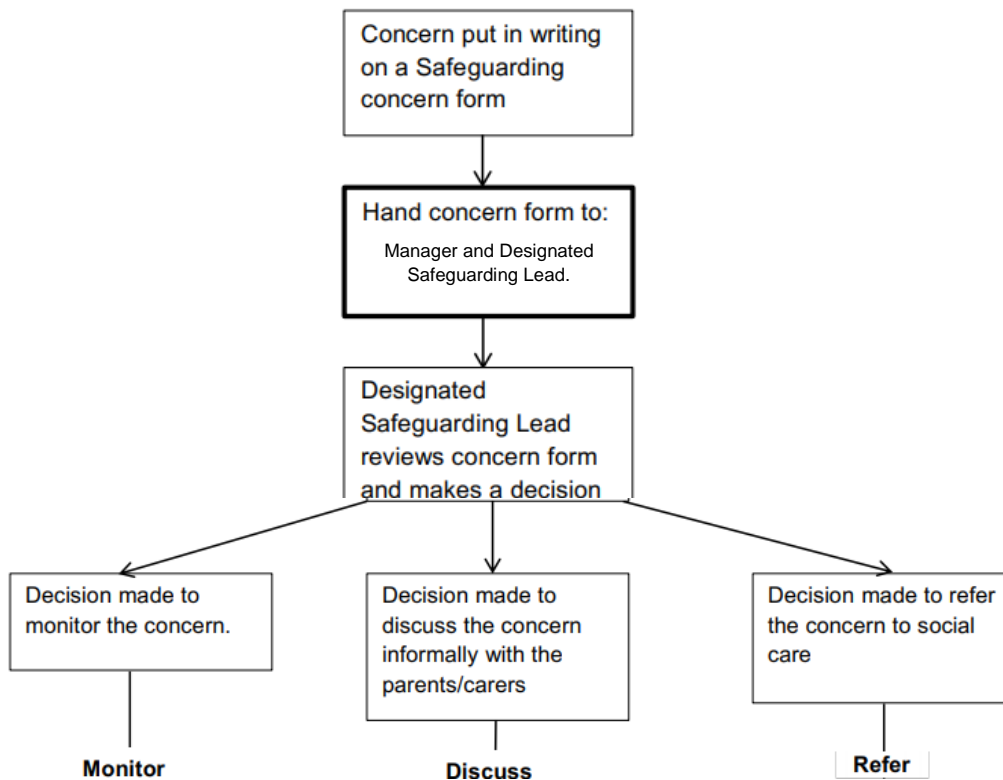
We recognise that when young people or young people are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Our Team are trained on how to deal with a disclosure. Take the following steps as guidance for when dealing with a disclosure:

- Listen and stay calm. React in a calm manner and show you are listening, without being distracted.
- Reassure them. Tell them that you believe them. Tell them that they are brave to tell you.
- Do not express any opinions on the abuser, do not judge, and do not make promises you can't keep (like keeping it a secret).
- Ask questions for clarification only. Do not ask leading questions.
- Explain what you'll do next (if child appropriate)
- Accurately record on the Safeguarding Form the child words and include as much detail as you can.
- Treat the information confidentially and promptly contact the appropriate person. Speak to someone on the same day of the event, they will know the right procedure to follow.

If you are a team member, this is your Manager, if you are a Manager, this is the DSL. If you are a parent, this is to the Manager of the site, our Head Office, or the School directly.

How to report a concern



We have a clear line of accountability for safeguarding which runs throughout our organisation.

Each site has a Manager who is the Designated Safeguarding Lead (DSL) for that site. The Manager then passes this concern on to the Main Designated Safeguarding Lead (Head office Safeguarding Lead or Operations Manager) who will log and take next steps, with the support of the Manager.

The member of staff logging and reporting the concern must make a dated record of the details of the concern (on the Safeguarding Form). The member of staff may need some time after the concern/disclosure to ensure they have written down the information factually as dealing with a concern can be stressful and it's important to write down the details as soon as possible to ensure it is factual and all information is logged. The DSL will then use this information for investigation and action.

All allegations or suspicions must be taken seriously. The child or staff member must be advised that this information cannot be kept confidential and will be passed on to the Main Designated Lead.

If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they do not do so, we will explain that the Club is obliged to then log the concern, and the incident will be logged and reported accordingly.

All contact numbers for disclosures and reporting are on the last page of this document.

Who are In2Care's Designated Safeguarding Leads (DSL's) and who should I contact first?



Abby Newton

Designated Safeguarding Lead

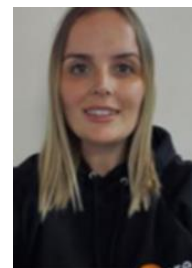
abby@in-2-care.co.uk



Jo Moody

Deputy DSL

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Leanna Hall

Deputy DSL

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What to do if you feel a concern has not been dealt with appropriately

When a log and report on a concern has been made, the outcome will be on a need-to-know basis, and you will likely not know the outcome. If you still have concerns and feel your concerns have not been dealt with seriously, you will find the Local Authority contact details on the Care Club noticeboard and can report directly to them.

Role of Designated Safeguarding Lead

Manage referrals:

- Refer cases of suspected abuse to Local Authority.
- Support staff who make referrals to Local Authority.
- Refer cases to Chanel programme where there is a radicalisation concern.
- Refer cases where a person has been dismissed or left due to risk/harm to a child or vulnerable person to DBS.
- Refer cases where a crime has been committed to the Police.
- Keep up to date records of all referrals and concerns.

Work with others:

- Liaise with Head Office Team where appropriate (Senior Management Team in Schools and Head Office of In2Care)
- As required liaise with "case manager" and the Designated Safeguarding Lead at the Local Authority.
- Liaise with relevant external agencies.
- Act as a source of support, advice, and expertise for staff.
- Link with Local Children's and Adults Safeguarding Boards
- To be available; telephone, or in person where possible to deal with any incidents.
- Log all activity with other staff and outside agencies on Safeguarding forms and file appropriately (chronological order).

Knowledge and awareness:

- Have working knowledge of each local safeguarding board.
- Develop staff awareness of policies and processes.

- Alert to specific children in need, SEN, Young Carers and “Looked after.”
- Keep detailed, accurate, secure written records of concerns and referrals.
- Ensure open and listening culture by all team.
- Understand Prevent Duty, providing advice and support to staff.

Allegations against staff

An allegation may relate to a member of staff including a volunteer who works with children.

- We ensure that our complaints policy and safeguarding policy and procedure is made known to parents and the schools in which we work in.
- We follow the guidance of the Local Safeguarding Board when responding to any complaint or concern over a member of staff.
- Each Manager knows that the Designated Safeguarding Lead is to be immediately informed of any allegation or complaint against a member or staff or volunteer.

How we respond with an allegation against a staff member

- We respond by firstly recording the details of any such alleged incident or concern on an incident form.
- We refer any such complaint immediately to the Local Authority's Designated Officer (LADO) for advice, support and to investigate if appropriate.
- Where appropriate (i.e. disclosure is not directly concerning a member of the safeguarding team), the incident, alongside all evidence and updates is logged by the relevant Designated Safeguarding Lead. This is to be organised by the Manager on site, liaising directly with the Main Designated Safeguarding Lead (Operations Manager).
- The member of staff will be suspended, pending investigation.
- We co-operate entirely with any investigation carried out by the local authority and police.
- Depending on the severity of the allegation, outside agencies may be informed and/or the staff disciplinary procedure may be invoked.
- Ofsted will be informed within 14 days of allegation.
- Where a member of staff or a volunteer is dismissed from the delivery of services or internally disciplined because of misconduct, we notify the Disclosure and Barring Service (DBS) so that appropriate action is taken.

This policy has been carefully collated in accordance with Government Guidance and Company policies as set out below:

Legislation: *After-school clubs, community activities, and tuition - Safeguarding guidance for providers (September 2023), Working Together to Safeguard Children (February 2024), Keeping Children Safe in Education (September 2023), The Children Act 1989, Human Rights Act 1998, Sexual Offences Act 2003, Children Act 2004, The Safeguarding Vulnerable Groups Act 2006, The Equality Act 2010, Counter-Terrorism and Security Act 2015, Children and Social Work Act 2017, Working Together to Safeguard Children 2018, The Data Protection Act 2018.*

Policies and Procedures: *Safer Recruitment Policy, Uncollected Child Policy, Missing Child Policy, Anti-Bullying Policy, Personal & Intimate Care Policy, Mobile & Smart Devices Policy.*

Important Contact numbers:

Safeguarding Contacts	
01344352005	Multi Agency Safeguarding Hub (MASH – BFC)
01344351572	The Local Authority Designated Officer (LADO – BFC)
01189088002	Multi-Agency Safeguarding Hub (MASH – Wokingham)
01189372684	The Local Authority Designated Officer (LADO – Wokingham)
01189373641	The Children’s Single Point of Access (CSPoA) (Reading)
0118932684	The Local Authority Designated Officer (LADO – Reading)
03004709100	The Surrey Children’s Single Point of Access (C-SPA) (MASH – Surrey)
03001231650	The Local Authority Designated Officer (LADO – Surrey)
03450507666	Multi Agency Safeguarding Hub (MASH – Oxfordshire)
01865810603	The Local Authority Designated Officer (LADO – Oxfordshire)
01753875362	Slough Children First (MASH – Slough)
07927681858	The Local Authority Designated Officer (LADO – Slough)
101/999	The Police (101 Non-Emergency, 999 Emergency)

We are committed to reviewing our policy and good practice annually, or when legislation/guidance changes.

This policy was adopted by: In2Sport	Date: 26 th February 2024
To be reviewed: February 2025	Signed: L M Hall

