

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY AND PROCEDURES

Version Number	Purpose/Change	Author	Date
1.0	First version	Ellen Baldwin	December 2020

Policy Owner:	CEO
Proposed date for review:	May 2023

1. Introduction to the Policy

- 1.1 Release Counselling and Therapy for Women (“RCTW”) is committed to safeguarding and ensuring the protection of children and young people. RCTW fully accepts its responsibility for children and young people and our aim is to ensure that safeguarding runs through every element of RCTW’s work to ensure the welfare and well-being of all children and young people who engage in activities.
- 1.2 All children and young people have a right to be protected from abuse regardless of the presence of any protected characteristics listed by the Equality Act 2010. Age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 1.4 We believe that all adults working within RCTW, in any capacity, have a duty and responsibility to safeguard the welfare of children and young people. We strive to do this by applying policy, procedures and best practice to promote the safety and welfare of children and young people who engage in activities with RCTW. This allows them to enjoy any RCTW activity in a safe, inclusive and child-centered environment.
- 1.5 We believe that everyone who comes into contact with children and families has a role to play in ensuring a child’s welfare. Adults who work with children and young people are placed in a position of trust that carries authority, status, power and, most importantly, responsibility. We strive to ensure that all adults involved with children be positive role models who display high moral and ethical standards.
- 1.6 The safeguarding of children and young people is extremely important to all at RCTW. We recognise that parents and carers often place trust in us to take care of their children. As such, we embrace the legal and moral responsibilities we hold for the safety and welfare of children.

RCTW's Children and Young People Safeguarding Policy and Procedures meet the requirements of:

- a) The Children Act 1989 & 2004
- b) Working Together to Safeguard Children 2018

This policy is supported by all senior managers and has been approved by the RCTW Board of Trustees.

See also Appendix 6 for details of legislation which underpins this policy and these procedures.

2. Scope

- 2.1 This policy applies to all those working with children and young people for or on behalf of RCTW, including permanent, casual, volunteers and contractors regardless of their role.
- 2.2 All the requirements are mandatory and are to be enforced as indicated by the appropriate persons in all cases where there are any suspected instances of poor practice or abuse.
- 2.3 All those working with children and young people for or on behalf of RCTW must make themselves aware of RCTW's Safeguarding Policy & Procedures and, where appropriate, their work with children and young people will be supported by safeguarding training to ensure staff are able to understand and discharge their Safeguarding responsibilities.

3. Definitions

- 3.1 Under the Children Act 1989, a **child or young person** is defined as anyone up to their 18th Birthday (Children Act 1989).

3.2 Under the guidance in Working Together to Safeguard Children 2018,

safeguarding and promoting the welfare of children is defined as:

- a) Protecting children from maltreatment;
- b) Preventing impairment of children's health and development;
- c) Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- d) Taking action to enable children to have the best outcomes.

4. Safeguarding Framework

4.1 RCTW's comprehensive framework for ensuring the protection of children and young people includes:

5. Roles and Responsibilities

5.1 It should be noted that all employees of RCTW have a responsibility for the welfare of children and young people who engage in any RCTW activity; however, there are also more specific roles who have specified duties in relation to safeguarding.

Safeguarding Manager – Ellen Baldwin

Safeguarding Manager

The Safeguarding Managers role is to provide RCTW-wide strategic leadership and management in order to the safeguarding strategy of RCTW. This role is responsible for ensuring all safeguarding concerns from all areas of RCTW are recorded correctly, reported to a Senior Safeguarding Manager and referred to the appropriate statutory agency.

Please see Appendix 2 for a detailed description of the roles and responsibilities of the role.

Safeguarding Trustee

RCTW has a dedicated Safeguarding Trustee. This role is to provide RCTW Safeguarding oversight and accountability on the board of trustees. The Safeguarding trustee will receive Safeguarding updates from the Safeguarding Manager.

Please see Appendix 5 for the contract details for all relevant safeguarding persons within RCTW and for some external contacts that may be of help if you have a safeguarding concern.

6. Recruitment and Disclosure for Staff, contractors, agents and volunteers

6.1 RCTW recognises the importance of safe recruitment and works to ensure there is a safe and responsible recruitment process for all individuals within RCTW who come into contact with children and young people.

6.2 This applies whether in a paid or voluntary capacity.

6.3 RCTW has a duty to ensure that any third parties working with children will also have completed a Safer recruitment process equivalent to RCTW's.

6.4 RCTW's safe recruitment process includes:

- a) Ensuring job descriptions and job advertisements highlight the key responsibilities of the role and RCTW's commitment to safeguarding.
- b) Applications must be made by the candidate and not an agent; RCTW will then shortlist and interview as appropriate for the role. Each candidate will be interviewed by two members of staff prior to any offer and interviews will include exploration of candidates' attitudes and approaches towards safeguarding.
- c) Ensuring all applicants identity, qualifications and experience are verified through original documentation and any gaps in CVs will be properly explored.

- d) All roles or positions will require satisfactory references and criminal record checks under the Disclosure & Barring Service (DBS) appropriate to the role concerned and in line with The Rehabilitation of Offenders Act 1974; Guidance for roles should be assessed in line with government guidance.
- e) Those working with children will need two written references including an express request of details of any safeguarding matters recording by previous employers to ensure the fulfilment of RCTW's commitment to the ongoing safeguarding of children.
- f) A person may commence work prior to the background checks and references being returned but such person will be supervised at all times whilst working with children until such time that all background checks and references are completed and deemed to be acceptable by RCTW.

6.5 Ensuring all staff complete a probationary period.

6.6 RCTW also requires all agency staff and consultants working with children to sign a [Self-Declaration Form](#). This requires employees to declare any criminal history they may have.

6.7 Consultants and agency staff who undertake a regulated activity with children must have a valid Enhanced DBS. This will need to be verified through the DBS number and date of issue.

6.8 If a person's criminal record check reveals cautions, convictions, community resolutions, warnings or final reprimands, RCTW will consider the nature of the offence/offences in deciding if the person is unsuitable for working with children and young people. RCTW will conduct a risk assessment to evaluate the information and the person may be required to attend a risk assessment meeting with the Safeguarding Manager prior to any recruitment decision being made.

7. Participants with criminal records

7.1 Where a participant has a criminal record RCTW adheres to the following guidelines:

- a) Being a participant is not exempt from The Rehabilitation of Offenders Act, meaning it is unlawful to refuse or withdraw membership or to prejudice a participant in any way when a caution or conviction has been spent.
- b) Whilst there is no requirement to perform checks on all participants, there are occasions when a criminal background may come to light including, word of mouth, newspaper or online reporting, through the police or statutory agency or self-disclosure.
- c) Following information coming to light, RCTW will establish whether the conviction is unspent. This can be achieved through a self-declaration form or a face to face meeting.
- d) RCTW may also request a Basic disclosure from the individual if confirmation of the conviction is required.
- e) Following confirmation of an unspent offence RCTW may carry out a Safeguarding risk assessment based on the activity being attended. Following the risk assessment, a decision will be made about the terms of participation.
- f) In the event that a spent conviction comes to light, Safeguarding should be at the heart of any decision and any breaches of current Code of Conduct or current behaviours falling short of RCTW values should be dealt with through normal disciplinary procedures, taking no account of the spent conviction.

8. Induction and Training

8.1 During the induction process, all staff who come into contact with children and young people as part of their role, will have mandatory in-house training on identifying and reporting concerns in respect of safeguarding.

- 8.2 Employees will also receive copies of this Policy and Procedures, along with other RCTW policies, and must sign that they have read and agreed the contents.
- 8.3 A refresher face to face safeguarding course will be provided every three years or earlier if required. The training will also include an overview of this policy with specific emphasis on:
- a) An understanding of the signs and symptoms of abuse;
 - b) Practical advice regarding safeguarding practicalities in your role;
 - c) Dealing with a disclosure;
 - d) How to report a safeguarding concern;
 - e) The impact of holding a position of trust and examples of good and bad practice;
 - f) The Safeguarding structure at RCTW;
 - g) Safeguarding the safeguarder.
- 8.4 Safeguarding updates in line with current local and national safeguarding trends and priorities will be provided as part of RCTW's ongoing commitment to ensure the protection and welfare of children.
- 8.6 The Safeguarding Manager will attend mandatory safeguarding training delivered by the Brighton & Hove Safeguarding Children's Partnership.
- 8.7 Records of attendance, content, changes and an understanding of all training will be kept and made available to legitimate parties on request. This includes where, due to the nature of a role, a person is required to attend external training course.

9. Abuse

- 9.1 Child abuse is defined as the maltreatment of a child. Abuse or neglect can be somebody directly inflicting harm on a child, but it can equally arise by failing to act to prevent the harm of the child. Child abuse can arise in various settings including in the family home, institutional or community

settings or via the internet. It can be perpetrated by an adult, or another child, known or unknown to the victim.

9.2 The main areas of abuse are physical, emotional, neglect and sexual mistreatment. Other areas of abuse include child sexual exploitation, peer on peer abuse, female genital mutilation, youth produced sexual imagery and radicalisation. All of which can present themselves in very different manners, so it is imperative to be aware of the signs of abuse. Further detailed information about the definitions and physical and behavioural signs of different types of abuse can be found in Appendix 1.

10. Additional Vulnerabilities

10.1 It is important to be aware that children who have additional vulnerabilities may be more susceptible to abuse. Therefore, such children may need further safeguards in place to reduce the potential risk of abuse and neglect. Working Together to Safeguard Children 2018 provide useful guidance on children and young people who may be particularly vulnerable to abuse. These include instances where:

- a) The child is disabled and has specific additional needs.
- b) The child is a young carer.
- c) The child is at risk of being radicalised or exploited.
- d) The child is in a family circumstance presenting challenges for the child, such as domestic violence, adult mental health issues or drug/alcohol abuse by the parents.
- e) The child is a looked after child or has recently returned home after being in care.
- f) The child frequently goes missing from home.
- g) This is not an exhaustive list.

10.2 RCTW has recognised these potential vulnerabilities and has developed policy and procedures to be more alert to the early signs of

abuse that could arise in the above situation. For example, RCTW has recognised the government implemented PREVENT duty and now ensures that key RCTW staff will be trained, informed and able to recognise and mitigate the risk of radicalisation of children. If you suspect a child or young person is at a risk of radicalisation, please notify the Safeguarding Manager immediately.

- 10.3 The best way to ensure that children or young people with additional vulnerabilities are better protected is by fostering an environment whereby the children or young people are helped in protecting themselves and feel able to raise concerns about their safety.

11 Definitions of Good Practice and Poor working Practice

- 11.1 Good Practice: All employees, workers, consultants, agency staff and volunteers working with children or young people should adhere to the following principles when undertaking their work:
- a) Be a role model, displaying consistently high standards of behaviour and appearance (disciplined/committed/time keeping).
 - b) Always use language that is child appropriate and socially acceptable.
 - c) Always work in an open environment. You should avoid unnecessary private situations and discourage secrets and/or closed communication.
 - d) Make the experience fun and enjoyable for all involved. In doing this, you should promote fairness and confront and manage any bullying.
 - e) Treat all children and young people equally and with respect and dignity.
 - f) Always put the welfare of the child or young person first.
 - g) Avoid unnecessary physical contact and maintain a safe and appropriate distance with children and young people.

- h) Where any form of manual/physical support is required it should be provided in an open environment and with the consent of the child or young person. Physical contact can be appropriate and, sometimes a necessary part of our work. However, it must be neither intrusive nor disturbing and the child or young person's consent must be obtained prior to the contact.
- i) Where supervising groups of children or young people in changing rooms, always ensure staff members work in pairs.
- j) Written parental consent is required if RCTW officials are required to transport children and young people or for any significant travel arrangements e.g. tours/overnight stays.
- k) There must always be a qualified first aider present or readily available.
- l) When providing feedback to children and young people, make sure it is constructive and encouraging as opposed to negative criticism;
- m) Where RCTW acts in loco parentis, secure written consent from parents and guardians for the administration of emergency medical treatment and first aid.
- n) Ensure that a written record is kept of any incidents or injuries that occur. This record should include details of the incident, any action taken, and any treatment given.
- o) Ensure all communication with persons under 18 is conducted with parental consent. Any text messages or social media contact with children or young people must be for the sole purpose of facilitating arrangements and should always be made using the business mobile telephone provided. It is better practice to jointly communicate with the parent or guardian and child.

11.2 Poor Practice: The following are regarded as poor practice when working with children and all employees, workers, agency staff, volunteers must avoid such behaviour. These types of behaviours should always be

challenged, by not doing so behaviours become normalised and the risk to children increases:

- a) Taking insufficient care to avoid harm. For example, by not conducting appropriate risk assessments.
- b) Allowing abusive or concerning practices, allegations or disclosures to go unreported or not acted upon. If you have reported the matter to the relevant person within RCTW and it has not been dealt with correctly, consult the procedures in this document.
- c) Spending unnecessary amounts of time alone with children and young people away from others.
- d) Being alone in changing rooms, toilet facilities or showers used by children and young people.
- e) Taking a child or young person alone in a car unless written consent has been obtained from the Safeguarding Manager in an emergency situation.
- f) Taking children or young people to your home or any location where they will be alone with you.
- g) Engaging in rough, physical or sexually provocative games of any type, even those which you may consider to be simply 'horseplay' or 'banter'. This is never appropriate and should be avoided.
- h) Encouraging, allowing or engaging in inappropriate touching of any form.
- i) Placing children in potentially compromising and uncomfortable situations with adults (e.g. inappropriate use by a staff member of social media with a child or young person).
- j) Allowing children or young people to use inappropriate language or action without being challenged or corrected, for example hazing or bullying.
- k) Making sexually suggestive comments to a child or young person.

- l) Doing things of a personal nature that the child or young person can do for themselves.
- m) Ignoring health and safety guidelines as this will subject children to unnecessary risks. (e.g. allowing young players to set up equipment unsupervised by adults).
- n) Giving continued and unnecessary preferential treatment to individuals.
- o) Please note that both lists are not exhaustive but merely providing examples of the types of behaviour you should promote or avoid respectively.

12. Whistleblowing Policy

- 12.1 RCTW recognises the risk of things going wrong or unknowingly harbouring poor practice and believes it has a duty to identify such situations and implement measures to mitigate such risks. As such, RCTW encourages a culture of openness and one of prevention rather than simply cure.
- 12.2 If you feel there is a requirement to Whistleblow, you should first consult your line manager. If the matter concerns your line manager, you should contact the next in line senior manager or the Safeguarding Trustee.
- 12.3 The full Whistleblowing Policy can be found in RCTW's Staff Handbook. If you are unable to raise concerns internally, please consult the NSPCC Whistleblowing Helpline on 0800 028 0285.

13. Lost or missing children and young people

- 13.1 Every effort must be made to ensure children and young people remain either with their parents, carers or activity leaders. However, should

a child or young person become lost or go missing whilst engaging with a RCTW activity, RCTW will make every effort to locate the child as quickly as possible.

13.2 If the child or young person is not located within a reasonable amount of time RCTW will contact the child's parents or carers and agree with them to contact the police. If the parents or carers are not available, RCTW will call the police directly.

13.3 A record will be kept by the Safeguarding Manager of any instances in which a child or young person goes missing whilst engaging in RCTW activities including any action taken by RCTW and the eventual outcome.

14. Searching children and young people

14.1 To ensure the safety and security of all RCTW activities, it may be that a child or young person is subjected to RCTW's search process. In such instances, the preferred approach is that children and young people self-search under the supervision of the Safeguarding Manager. However, if concerns remain that the child or young person is concealing an item then consent will be sought from the parent or carer before the Safeguarding Manager conducts a search on the child whilst a Supervisor observes.

15. Risk assessments

15.1 Risk assessments will always be completed for RCTW activities. This is to minimise and prevent risks to children and young people. Such risk assessments will consider the particular vulnerabilities or increased risks that may occur when a child is partaking in a RCTW activity.

16. Use of photography and film

- 16.1 RCTW Officials who take images will have been briefed by the Safeguarding Manager. Prior to any images being taken of children, consent will be sought from parents and carers at the start of the session.
- 16.2 Parents and carers are responsible for informing RCTW of any change of circumstances within the session which may affect consent.
- 16.3 Parents and carers will be informed of how the image will be used. RCTW will not allow an image to be used for something other than that for which it was initially agreed.

17. Social Media

- 17.1 RCTW recognises the positive benefits of the use of social media. However, it is also aware of the potential safeguarding risks of children and young people in engaging with social media platforms.
- 17.2 Social Media is dealt with in full in RCTW's Social Media Policy.
- 17.3 Staff should not add, befriend or follow any child under 18 who is a participant.

18. Sharing Information

- 18.1 RCTW is committed to the sharing of information to protect children, in line with Working Together 2018, the Data Protection Act 2018 and General Data Protection Act 2018.
- 18.2 RCTW will promote the 'seven golden rules' set out by the government in their guidance (Information Sharing Advice for Practitioners Providing Safeguarding Services to Children Young People, Parents and Carers):
 - 1) *Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to*

justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.

- 2) *Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.*
- 3) *Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.*
- 4) *Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.*
- 5) *Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.*
- 6) *Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.*
- 7) *Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.*

19. Referrals and confidentiality

- 19.1 Where a safeguarding concern about a child or young person arises, RCTW may refer these concerns to statutory and external agencies where a trusted Safeguarding professional can be identified.
- 19.2 Referrals onto third parties will be made when the ongoing risk to a person requires information to be shared to enable the risk to be managed effectively.
- 19.3 Every effort will be made to ensure confidentiality is maintained for all concerned. Any information that is shared will be done so on a strictly need to know basis. This includes:
- a) The relevant person in RCTW Safeguarding Team.
 - b) The parent or carer of the child or young person who is alleged to have been abused.
 - c) The person who made the allegation.
 - d) If appropriate, statutory agencies, such as the police or Children's Social Services.

20. Recording of Safeguarding concerns

- 20.1 Safeguarding will result in records being made of concerns. A record of the steps taken to manage concerns as well as record of the outcomes will be made.
- 20.2 The Information Commissioners Office 2020 makes it clear that the handling of data containing personal information should be:
- a) adequate, relevant and not excessive for the purpose for which they are held
 - b) accurate and up to date
 - c) only kept for as long as is necessary
- 20.3 To ensure that any records being made are in line with the General Data Protection Regulation (GDPR) RCTW will ensure:

- a) Records are made for reasons of ongoing Safeguarding reasons only.
- b) Retain records for only as long as necessary to ensure that Safeguarding of children can occur effectively.
- c) Destroy records when they are no longer necessary.
- d) Record Safeguarding information in a secure online space which keeps records confidentially and securely in a separate file for each child.

21. Recording concerns about adult behaviour

21.1 Sometimes concerns might be raised about an adult who works or volunteers with children. This could be because they have:

- a) behaved in a way that has harmed, or may have harmed, a child
- b) committed a criminal offence against, or related to, a child
- c) behaved in a way that indicated they are unsuitable to work with young people.

21.2 If concerns have been raised about an adult's behaviour around children, the records should keep in their personnel file either until they reach the age of 65 or for 10 years – whichever is longer (IRMS, 2016; Department for Education (DfE), 2020).

21.3 This applies to volunteers and paid staff. For example: • if someone is 60 when the investigation into the allegation is concluded, keep the records until their 70th birthday if someone is 30 when the investigation into the allegation is concluded, keep the records until they are aged 65.

21.4 Information should be kept for this length of time even if the person stops working or volunteering for the organisation.

21.5 Records relating to concerns about an adult's behaviour should be kept in the person's confidential personnel file (not in a central 'concerns log') and a copy should be given to the individual.

21.6 Retention periods for child related records

- a) Information relating to Child Protection concerns involving participants of RCTW will be kept until the child is 25 years old.
- b) Safeguarding information recorded to enable the Safeguarding of a child should be kept until the child leaves RCTW ensuring that appropriate information sharing is completed.

22. Support for Employees

22.1 RCTW recognises that it can be deeply upsetting when a child or young person discloses that they have suffered abuse. RCTW has support structures in place to help employees who have received a disclosure or who are being asked to participate in an investigation into poor practice or abuse. If you need further advice regarding this, contact the Safeguarding Manager.

22.2 All RCTW staff involved in delivery activity are required to attend regular group clinical supervision sessions.

23. Empower children to be heard

23.1 Across all areas of RCTW there is ongoing commitment to ensure that children continually have their voices, opinions and concern heard.

23.2 To ensure children have the confidence to speak out about concerns, RCTW should always seek the views and opinions of children on topics which involve them, this should include Policies, staff recruitment and changes to facilities.

23.3 Participant forums across RCTW, where appropriate, will enable children to have their thoughts and opinions heard.

24. Mental Health

- 24.1 RCTW is committed to the mental wellbeing of all beneficiaries and staff.
- 24.2 Regular meetings with staff take place to identify Wellbeing as well as Safeguarding concerns.
- 24.3 The Safeguarding Manager and Trustee board actively work together to manage identified concerns in line with this policy.

25. Review

- 25.1 RCTW will review this policy to ensure ongoing compliance with safeguarding requirements. This will occur every three years, or whenever there is a change in legislation, guidance, governing body rules or major safeguarding incident.

26. Safeguarding Procedures

Consent

The primary concern in safeguarding should always be the safety and welfare of the child or young person. However, it is best practice to obtain the consent of the child concerned prior to making an external referral. Nevertheless, there are several circumstances where a referral can be made without the consent of the child.

These include:

- a) Where the child or young person is at risk of harm.
- b) Other people are or may be at risk of harm.
- c) A serious crime has been committed or by sharing the information the crime can be prevented.
- d) The child concerned does not have the mental capacity to make the decision to consent to the referral.

- e) You may share the information with the emergency services if it is an emergency or life-threatening situation.
- f) An employee, consultant, volunteer, worker or agency staff is implicated.
- g) The risk of harm meets the threshold for a multi-agency statutory meeting.

What action should you take if you suspect abuse or poor practice has occurred?

You cannot assume that someone else will act to help the child or young person as everyone holds the safeguarding responsibility.

- a) You must act if you have a concern about the safety and/or welfare of a child or young person.
- b) You must act if you have a concern about someone's behaviour towards a child or young person.

In the event of the above, you should report your concerns to one of the following:

- a) Safeguarding Manager
- c) Safeguarding trustee lead.

Appendix 7 provides a flowchart detailing the action that should be taken.

What action should you take if you receive a safeguarding disclosure from a child or young person?

If a child informs you directly about their concerns about someone's behaviour towards them, this is a disclosure. This is often very difficult for a child to make, and children or young people who may be vulnerable are likely to disclose abuse to an adult they trust. It is extremely important that you know how to correctly respond to a disclosure.

Step 1: Ensure that you deal with the disclosure as it happens and make sure the immediate needs of the child are met and they feel supported. It is not your role to investigate the disclosure when it is made. Instead, it must always be taken seriously and dealt with in accordance with RCTW's guidance in this Policy. This is the case even if the truth of the disclosure has not been verified. Your role in this situation is only to act in the best interests of the child or young person who may be at risk. In order to do this, you should:

- Put aside your own feelings and emotions and listen calmly, even if the information is upsetting or shocking.
- Allow the child to speak freely and try not to interrupt them as this may disrupt the discussion and lead them to feel like they are being interrogated.
- Do not worry if there are silences, let the child speak at their own pace and lead the discussion.
- Do not challenge any of the information disclosed by the child.
- Try to avoid any accusatory or leading questions, let the child tell their own story of events without pushing any information. Do not ask any questions that may make the child feel guilty or ashamed.
- Tell the child that you recognise how difficult the disclosure may be to them and reassure them that they are doing the right thing and you are taking it seriously.
- If physical abuse has taken place, you may observe any visible marks or bruises, but do not ask a child to remove or adjust clothing in order to observe them.
- Tell the child who you will be informing of the disclosure whilst emphasising that you will support them through the process.
- Respect the confidentiality of the disclosure by only informing those who need to know. Those who need to know are the people who have a role to play in protecting the child.

You should not:

- Document or record the conversation whilst the child is disclosing. This should be done straight away after using the referral from in Appendix 3 as a guide; remember, as accurately as you can, the words and phrases used by the child to describe what has happened;
- Pass any judgment on what was said or give them impression that you may blame the child;
- Make false promises or promises you may not be able to fulfil to the child. For example, a promise that you will not tell anyone;
- Investigate, avenge or approach the abuser yourself.

Always keep in mind that when a child or younger person discloses, they may feel:

Guilt:	It is possible they will blame themselves for the abuse and feel guilty about disclosing.
Ashamed:	They may feel ashamed about the abuse itself or what their friends and family may think.
Confused:	They may be confused about their feelings for the alleged abuser as it could be someone they look up to and trust.
Scared:	They may be fearful of the repercussions of disclosing the abuse or of the alleged abuse.

Step 2

Following the disclosure, if there is an immediate risk of harm, you must call the police to protect the welfare of the child.

As soon as you have ensured the immediate safety and comfort of the child or young person, you must inform the Safeguarding Manager or the Trustee Safeguarding lead. Their contact details can be found at Appendix 6.

The Safeguarding Manager will contact the appropriate statutory agencies on behalf of RCTW.

If you are unable to contact the Safeguarding Manager, there are other useful contacts at Appendix 5 who can provide you with advice. If you were unable to contact the Safeguarding Manager, please inform them of what action was taken as soon as practicably possible.

Step 3

Please use the Referral Form (Appendix 3) as a guide to assist you make a record of the disclosure as soon as practicable after the disclosure has been made.

Wherever possible, you must record information as it was told to you using the language of the child or young person rather than your own interpretation of it.

It is important to report factual information rather than assumption or interpretation. You might convey your intuitive thoughts, but these should be recognised as such and should not form part of the record.

The record of the disclosure must be passed immediately to the Safeguarding Manager (digitally if possible) at ellen@releaseforwomen.org.uk. Any original documentation must be passed to the Safeguarding Manager to be stored securely.

What happens next?

You should be informed by the Safeguarding Manager of what has happened following the report. If you do not receive this information, you should be proactive in seeking it out because it is everyone's responsibility to ensure that concerns are followed up.

If you have a concern that the disclosure has not been appropriately acted upon, you can inform the Trustee Safeguarding lead. The contact details can be found at Appendix 5. Ultimately, if you still have concerns, you should contact statutory authorities.

What action should you take where you suspect abuse but there has been no disclosure?

Sometimes a child being abused will not feel able to make a disclosure. It is therefore important to be alert to signs of abuse discussed earlier in this Policy. It is still crucial that you raise a concern where something has happened to make you aware of the possibility of a safeguarding issue. For example, an adult or child may say something about themselves or another child that may alert you to a possible abusive situation. Alternatively, you may hear or witness something that gives cause for a safeguarding concern. In such situations, it is still imperative to act.

Raising a concern

Where you have a concern, but no disclosure, about any form of safeguarding poor practice or abuse, there may not be firm evidence of abuse prior to you raising a concern. When raising a concern, it is important to give as much information as possible and fully explain what exactly has caused you to hold the concern.

First, you should raise the concern with the Safeguarding Manager. They will decide the appropriate action in light of the information you have given them.

If you feel unable to raise the concern with the Safeguarding Manager for whatever reason, you can raise it with Trustee Safeguarding lead.

Following this, if you still think there is a concern, or if you feel the matter is so serious that you are unable to discuss it with the above, you should contact Front Door for Families or Police whose details can be found in Appendix 5.

What happens where an allegation is made against employees, workers, consultants, agency staff and volunteers

If an allegation is made against someone who works within RCTW, there are three types of investigation that may occur. They are not mutually exclusive.

- A criminal investigation by the police.
- A child protection investigation by the Local Authority in a multi-agency approach;
- A disciplinary or misconduct investigation led by RCTW.

No internal investigation will commence until the Safeguarding Manager has consulted the Local Authority Designated Officer (LADO).

The alleged abuser will be legally entitled to anonymity until they are either charged with an offence or they waive their anonymity. All employees involved in an investigation or are privy to such information have a legal duty to maintain confidentiality and only provide information to those that need to know.

The employee, worker, consultant, agency staff or volunteer who the allegation concerns will normally be informed as soon as possible after the result of the initial investigation is known.

If it is subsequently established that the allegation was false or malicious, on the basis of further investigation, a written record will be made of the decision detailing the justification for the decision. The person whom the complaint has been made against will normally be informed and the matter will be closed.

Allegations that are found to be false or malicious will be removed from personnel records and not referred to in any reference.

Brighton & Hove Child Safeguarding Partnership procedures state in relation to false allegations:

Such allegations are rare and may be a strong indicator of abuse which requires further exploration. If an allegation is deliberately invented and demonstrably malicious, the employer, in consultation with the Local Authority Designated Officer, they will refer the matter to Children's Social Care to determine whether the child is in need of services, or might have been based by others.

Where a criminal investigation is continued, the person concerned will be suspended on full pay if no reasonable alternative is possible. The reasons and justifications for suspension will be recorded.

In the event that a member of staff is dismissed or resigns in circumstances where s/he might otherwise have faced dismissal for a safeguarding related reason, the Safeguarding Manager will act in

accordance with DBS guidelines and make the necessary referral to the DBS as appropriate.

What happens where an allegation is made against a child or young person

Any allegation concerning the abuse of a child or young person perpetrated by another child or young person should be dealt with through this Policy and its Procedures. If you have safeguarding concerns or a disclosure that a child or young person has committed abuse, then you should report it immediately to the Safeguarding Manager who will seek advice from the Local Authority on the matter.

All children involved, whether perpetrator or victim, will be considered as being at risk. A thorough risk assessment of the situation will be conducted with the view to ensuring the safety and best interests of all children involved. Both alleged victim and alleged perpetrator would receive appropriate support. It will also be considered whether the alleged abuser can continue engaging in activities with RCTW. This will be decided on the probability of risk to others.

27. COVID 19 and Safeguarding

- 27.1 All activity across RCTW has seen fundamental change due to COVID 19. These changes to some degree will continue for an undefined period.
- 27.2 Continued commitment to Safeguarding Throughout this period Safeguarding will remain at the forefront of all activity and all routes to report and deal with concerns remain in place.
- 27.3 Training and CPD will continue to be delivered online where possible.

27.4 In the event that the Safeguarding Manager is unable to perform their role, the Trustee board may nominate an individual to deputise.

Table of appendices:

Appendix number	Title
Appendix 1	Signs and Indicators of Abuse
Appendix 2	Role Descriptions
Appendix 3	Safeguarding Children Referral form
Appendix 4	External agency Referral form
Appendix 5	Key Safeguarding Contacts
Appendix 6	Other applicable RCTW Policies & legislation
Appendix 7	Online communication guidance

Appendix 1 - Signs and Indicators of Abuse

Child abuse is diagnosed through professional assessment. The table below is intended to detail signs which may indicate a problem; the signs are not exhaustive as abuse can present itself in many different ways. The signs may vary according to the age and understanding of the child.

Category of abuse	Description	Physical signs	Behavioural signs
Physical abuse	<p>Physical Abuse involves deliberately hurting a child and possibly causing injuries such as bruises, broken bones, burns or cuts. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child and where an adult gives alcohol or drugs to a child.</p>	<p>Injuries that the child cannot explain or explains unusually; untreated or inadequately; unusual bruising that look like finger and hand marks; cigarette burns; bite marks; frequent fractures; scalds; missing teeth.</p>	<p>A child becomes withdrawn, sad or depressed; aggressive or disruptive behaviour; fear of contact; reluctance to go home; fear of certain adults or of physical contact; lack of confidence and/or low self-esteem.</p>

Category of abuse	Description	Physical signs	Behavioural signs
Emotional abuse	Emotional abuse is the ongoing emotional maltreatment of a child and can involve deliberately trying to scare, humiliate, isolate or ignore a child.	Weight change; lack of growth or development; unexplained speech disorders, self-harm; clothing inappropriate for child's age, gender or culture etc.	Being unable to play; fear of mistakes; fear of telling parents; being withdrawn or anxious; unexplained speech and language difficulties; obsessive behaviour.
Neglect	Neglect is the persistent failure to meet a child's basic physical and/or psychological needs.	Constant hunger; ill-fitting or inappropriate clothes; weight change; untreated conditions; continual minor infections; failure to supply hearing aids, glasses and or inhalers.	Constant tiredness; Always being early or late; frequent absences; regularly left alone by parents or carers; stealing; parent or carer not attending or supportive.

Category of abuse	Description	Physical signs	Behavioural signs
Sexual abuse	<p>Sexual Abuse is when adults, of either sex, or other children, force or persuade a child to take part in sexual activities. This may involve physical contact including penetrative or non-penetrative acts. It can also include non-contact activities, such as involving children in looking at, or in the production of pornographic material.</p>	<p>Difficulty walking or sitting; pain, itching, bleeding, bruising or discharge to the genital area or anus; urinary infections or sexually transmitted infections; persistent sore throats.</p>	<p>Nightmares or difficulty sleeping; being constantly tired; bed wetting; inappropriate sexual knowledge for their age; exhibiting overly sexualised behaviour; eating disorders;</p>
Bullying/ Cyber Bullying	<p>Bullying is behaviour that hurts someone else and can</p>	<p>Weight change; unexplained injuries and bruising; stomach and headaches;</p>	<p>Difficulty making friends; withdrawn;</p>

Category of abuse	Description	Physical signs	Behavioural signs
	<p>include name calling, hitting, pushing, spreading rumours and threatening or undermining someone.</p> <p>Bullying includes racist and homophobic behaviour.</p> <p>Bullying can be the physical, mental or emotional abuse of a person.</p> <p>Cyberbullying is the use of electronic and digital media to scare, harass or intimidate another person.</p>	<p>bed-wetting; disturbed sleep; hair pulled out.</p>	<p>anger; moodiness; suicide attempts; reduced performance; money and possessions reported as lost; stealing from within the family; distress and anxiety on reading texts or e-mails.</p>

Category of abuse	Description	Physical signs	Behavioural signs
Child Sexual Exploitation	Child sexual exploitation is a form of child sexual abuse in which children are sexually exploited for money, power or status. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.	New secretive friendship groups; being collected and driven to locations such as hotels and campsites; receiving unexplained gifts or money.	Withdrawn and tired; Irritable when asked about certain friendship groups; concern around sexual health and contraception; questioning around age of consent and frequently asking questions on behalf of a friend.
Online abuse	Online abuse is any type of abuse that occurs online. This can be through social networking sites, online	Reluctant to allow adults or others to view mobile phone or social media content.	Spending much more or much less time online or on their phone; withdrawn or distressed

Category of abuse	Description	Physical signs	Behavioural signs
	games or mobile phones. It can include cyberbullying, grooming, sexual abuse or exploitation or emotional abuse.		after using the internet; secretive behaviour.
Peer on Peer abuse	Children and Adults at Risk can be taken advantage of or harmed by their peers. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between individuals and within relationships	Sexualised behaviour between children which is unusual for their maturity. Indicators can be seen here https://www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool	Overwhelming attention from one party towards another; a reluctance to share car space, bedrooms, changing rooms, showers, with certain children.

Category of abuse	Description	Physical signs	Behavioural signs
	(both intimate and non-intimate).		
Child Criminal Exploitation (CCE) is a growing issue where gangs target vulnerable children to get them to carry out criminal activity. Children who have been exploited and/or trafficked should be treated as victims	The organised criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using Children at Risk. Gangs recruit Children at Risk through deception, intimidation, violence, debt bondage and/or grooming.	Frequent trips to hotels and nights away with strangers; large sums of money coming into and then being paid out of bank accounts; a number of mobile phones; increased watching of drill music videos; sudden appearance of valuable items of clothing.	Withdrawn and lonely; feeling like they owe money and are owned by another person; tired and upset, trapped.

Category of abuse	Description	Physical signs	Behavioural signs
rather than suspects.			
Female Genital Mutilation	Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no medical reason or health benefits for girls and women. It is an illegal practice both in the UK or to take British nationals or permanent residents abroad for FGM whether or not it is lawful in another country.	Pain in genital area; unusual behaviour when undressing or showering; short trips abroad with family members for medical procedures.	Scared and confused with an allegiance to their family.

In addition to those listed above, it is important to be aware of the following:

Infatuation:

Children at risk may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. Staff should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a child may be infatuated with him/her, or with a colleague, should discuss this at the earliest opportunity with the Safeguarding Manager.

Youth Produced Sexual Imagery (also known as sexting):

This occurs where:

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer also under the age of 18;
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult;
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

Making, possessing and distributing any imagery of someone under the age of 18 which is indecent is illegal.

RCTW's response to such incidents will be guided by the welfare and protection of the children involved and proportionality.

Any concern relating to sexting should be reported to the Safeguarding Manager in the normal way.

The context of the situation in which the imagery was shared will determine the action taken by the Safeguarding Manager. Where there are aggravating factors, such as no consent for the images or malicious intent by the person sharing, the matter will generally be referred to the police and/or children's social services.

Hazing:

Is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical or emotional wellbeing of a child. An example of hazing is unwelcome initiation ceremonies.

Domestic abuse:

Is an important indication of risk or harm to children, who may suffer directly or indirectly if they live in households where there is domestic abuse. Domestic abuse can involve, physical, emotional, sexual, financial or psychological abuse. Even if the child is not subjected to direct domestic violence, witnessing it is likely to have a damaging effect on the psychological health and development of children.

Appendix 2 – Role descriptions

Role Description for Safeguarding Manager (SM)

The Role of the Safeguarding Manager is to: provide effective RCTW-wide strategic leadership and management with a clear sense of direction and purpose that assists RCTW in delivering its safeguarding strategy, vision, values, priorities, policies and aims to promote and protect the welfare of vulnerable groups.

The SM shall:

- a) Be the designated member of staff to liaise and work in partnership with the external authorities;
- b) Act as the first point of contact for any report of suspicion of abuse or concern relating to the welfare of a child at risk engaged in activities with RCTW;
- c) Liaise regularly with and be guided by the advice of the relevant local and statutory authorities with regards to issues concerning the safeguarding of children and young people;
- d) Where possible, report directly to the Trustee Safeguarding lead. This includes reporting on a regular basis on the effectiveness of, and RCTW's compliance with, its policies and procedures for the safeguarding of children and young people;
- e) Work closely with staff to develop and implement safer recruitment and induction practices across the organisation;

- f) Provide leadership, direction and guidance to the staff members ensuring they are trained, supported and adequately supervised;
- g) Review and approve the safeguarding provision for all activities within RCTW;
- h) Ensure strict compliance with RCTW's policies and procedures for the safeguarding of children and young people;
- i) Ensure RCTW is compliant with statutory obligations under relevant legislation;
- j) Promote awareness within RCTW of the safeguarding of children and young people and encourage and monitor the adoption of best practice procedures in that regard;
- k) Act as the lead RCTW Official in any investigation of an allegation of abuse of a child or young person;
- l) Be known to all staff and children, and their parents or guardians, engaged in an activity with RCTW and be available in person or by telephone/email to staff and such children (and their parents or guardians) at all reasonable times;
- m) Provide guidance to and support for any member of staff engaged in each activity who reports suspected abuse of a child or concerns as to their welfare;

- n) Be responsible for maintaining clear, comprehensive and up-to-date records of all allegations of abuse or poor practice, details of how such allegations are resolved and any decisions reached;
- o) Ensure the development and implementation of safeguarding education specific to individual roles and responsibilities to ensure that staff develop and maintain the necessary skills and knowledge to safeguard vulnerable groups;
- p) Ensure staff understand their individual responsibilities to safeguard and promote the welfare of vulnerable groups;
- q) Attend regular safeguarding training and maintain an up-to-date knowledge of relevant legislation, regulations and best practice to help ensure RCTW's compliance;

Role Description for Trustee Safeguarding Lead (TSL)

The Role of the Trustee Safeguarding lead is to: provide senior safeguarding leadership for RCTW providing leadership responsibility for all RCTW safeguarding arrangements, in consultations with the Safeguarding Manager.

The TSL shall:

- a. ensure on behalf of the trustees that there is a proper process in place to write and update the safeguarding policy and procedures;
- b. monitor the implementation of the policy and procedures on behalf of the trustees;
- c. ensure that the policy and procedures are reviewed annually and to present the report of the annual review to the trustees;

- d. follow the policy regarding the management of any safeguarding concerns;
- e. access mandatory safeguarding training, and demonstrate competence at the required level;
- f. receive reports from the designated person for safeguarding regarding any safeguarding incidents, and to be responsible for keeping the trustees informed as appropriate;
- g. taking action to enable all children/ vulnerable people to have the best outcomes.

Appendix 3 - Safeguarding Children Referral Form

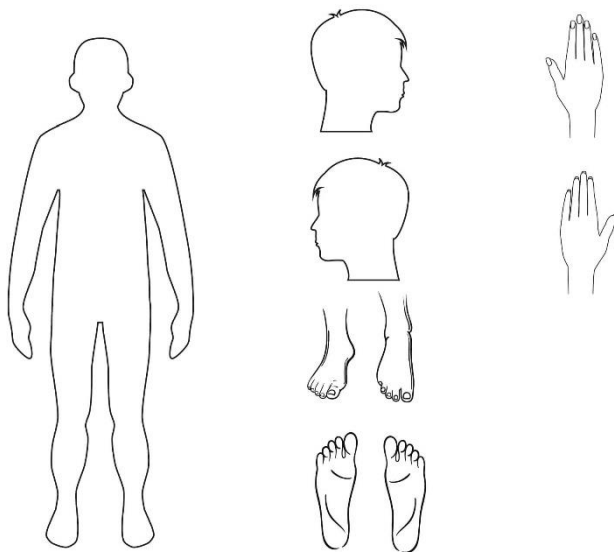
(Internal – to be used as a guide for employees who have received a disclosure from a child or young person)

Your name:	Date:
Your position:	Contact Tel No:
Child's name:	Gender: Male Female
Child's date of birth:	Age:
Child's address:	Child's contact tel No:
Parents/carers names and addresses:	Contact tel no:
Date and time of any incident: Place of incident: Name of the person (s) alleged to be responsible for the cause of the significant harm:	
Exactly what has been disclosed:	

Observations or background information:

Action taken so far:

Body Map:



Appendix 4 – External Agencies Contacted record (Senior Safeguarding Lead Manager Use Only)

Police Yes/No	If yes – which: Name and contact number: Details of advice received:
Local Authority Yes/No	If yes – which Local Authority? Name and contact number: Details of advice received:
Other agencies or partners (e.g. NSPCC/CHILDLINE)	Which agency/partner? Name and contact number: Details of advice received:

Signed:

.....

Date:

.....

Appendix 5 - Key Safeguarding Contacts

RCTW Safeguarding Contacts	Name	Contact information
Role and Job Title		
Safeguarding Manager (Chief Executive Officer)	Ellen Baldwin	ellen@releaseforwomen.org.uk 07884 054793
Trustee Safeguarding lead		
External Safeguarding Contacts		
Sussex Police		101 - non urgent calls 999 - emergencies
Front Door for Families – Brighton (First point of contact for safeguarding concerns in Brighton & Hove)		01273 290400 (Outside of normal office hours call the number above to receive a message giving emergency contact details) FrontDoorForFamilies@brighton-hove.gov.uk
Multi Agency Safeguarding Hub – West Sussex (First point of contact for safeguarding concerns in West Sussex)		01403 229900 MASH@WestSussex.gov.uk www.westsussexscp.org.uk
Brighton & Hove Safeguarding Children Partnership		01273 292379 FrontDoorForFamilies@brighton-hove.gov.uk www.bhscp.org.uk

<p>The Local Authority Designated Officer (LADO) for Brighton and Hove City Council. (Responsible for the oversight and management of allegations made against employees). LADO should be informed of all Safeguarding allegations that come to an employer's attention</p>	<p>Darrel Clews</p>	<p>Safeguarding Team, Children's Services, Moulsecoomb Hub North Building, Hodshrove Lane, Brighton, BN2 4SB 01273 295643 07795 335879</p>
<p>The Local Authority Designated Officer (LADO) for West Sussex Council. (Responsible for the oversight and management of allegations made against employees). LADO should be informed of all allegations that come to an employer's attention</p>	<p>Sam Edefe</p>	<p>0330 222 3339 LADO@WestSussex.gov.uk 0330 222 6450</p>
<p>NSPCC</p>		<p>0808 800 5000 (24 hour helpline) www.nspcc.org.uk help@nspcc.org.uk</p>
<p>NSPCC (to report historical/non-recent abuse)</p>		<p>0800 023 2642 (24 hour helpline)</p>

Child Line		0800 1111 2416 www.childline.org.uk
CEOP Centre – Child Exploitation and Online Protection		www.thinkuknow.co.uk www.ceop.police.uk
Royal Sussex County Hospital, Brighton		Eastern Road, Brighton, BN2 5BE 01273 696955
Worthing Hospital		Lyndhurst Rd, Worthing, West Sussex BN11 2DH 01903 205111
Eastbourne District General Hospital		King's Drive, Eastbourne BN21 2UD 0300 131 4500

Appendix 6 - Other applicable RCTW Policies:

- Social Media Policy
- Health & Safety Policy
- Data Protection Policy
- Whistleblowing Policy

Relevant Legislation/Regulations/Codes of Practice:

- Working Together to Safeguarding Children 2018
- The Children Act 1989 & 2004
- Crime & Disorder Act 1998
- Data Protection Act 1998
- Human Rights Act 1998
- Police Act 1997
- Protection of Children Act 1999
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Sex Offenders Act 1997
- Sexual Offences Act 2003
- Youth Evidence & Crime Evidence Act 1999
- Keeping Children Safe in Education (Statutory guidance for schools and colleges) July 2016

Please note that the lists are not exhaustive.

Appendix 7 – Online communication guidance

- Ensure that all communication is for the purpose of your role within RCTW.
- Make a note somewhere of the call, who was on it and the purpose. The Calendar function in Microsoft Outlook could be used. If one-to-one online sessions take place, always ensure your line manager is made aware of the contact.
- Sessions must be conducted in a place that is observable and interruptible. Places not suitable would be in a bathroom, in a car, in bed.
- Sessions must take place over a suitable platform as agreed by RCTW, and must be linked to a workplace account or email rather than a personal one
- Ensure your own personal social media accounts are private and inaccessible to participants

Under 18's

- Always ensure that parents and carers are aware that you are making online contact with their children. The majority of the time you will be using the adult's contact details so this should be quite simple. If you are not using the parent's email (16-18-year-olds) ensure the parent or carer is aware of the contact and why/how this is taking place.
- A one-to-one session **must** be conducted with a parent or carer within the vicinity and earshot of the young person. To confirm this the parent or carer should be seen at the start and end of each session. Avoid being alone with a child online, during this period of lockdown many parents should be working from home, alternatively see if a colleague can call into the session

Some pitfalls we want to avoid!

- Casual or intimate atmospheres: Whilst contact will be in the home environment avoid intimate or inappropriate locations for the session, casual dress, nicknames, private conversations, observational comments about home or family, oversharing personal details.
- If participants are inappropriate in their comments, dress or behaviour they should be removed from the call.
- Be aware that participants may (unbeknown to the person delivering) record sessions and your words may be seen on social media. We sincerely hope this does not happen but please ensure professionalism throughout the call
- On camera an impersonal or blurred background is preferred and is less distracting for interaction. Ensure you are not displaying any of your own personal information in the background, e.g. certificates, personal photograph's or calendars. A professional tone is critical to maintain professional boundaries and easier integration back into the normal environment.
- If your preferred platform or internet fails for any technical reason, avoid the temptation to change platforms to a child's social media platform. Reschedule the session instead.
- If you do plan to record sessions, ensure you have permission from parents (an email or verbally recorded at the start of a session will be sufficient) to record the session and that you tell them the recording will be used for internal purposes only. All recorded sessions will be saved to the Stream App within Microsoft Office 365.
- Ensure that sessions are predictable, structured and distraction free and don't move away from the reason for the call.
- Meeting children on other platforms, taking photos/screen shots out of planned session contact or inappropriate language are all examples of



behaviours that would not be tolerated in person and therefore will not be tolerated in the online environment.

Useful Information for Remote Communications:

[Professionals Online Safety Helpline](#) (POSH) helpline@saferinternet.org.uk 0344 381 4772

[NSPCC](#) 0808 800 5000

[London Grid for Learning](#) Safeguarding for live streaming poster

[Government](#) Safeguarding and remote education during coronavirus document