

# Happy Hill Essex CIO

## Safeguarding Policy



The purpose of Happy Hill Essex CIO safeguarding policy is to ensure that procedures are in place so that every child who is a registered with Happy Hill Essex CIO is safe and protected.

This policy will give clear direction to staff, volunteers, and regular visitors about how concerns are managed.

Designated Safeguarding Lead	Heather Hill (Trustee and Founder )
Designated safeguarding Deputy	Janine Waite (Operations Manager)

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## 1. Introduction

Happy Hill Essex CIO fully recognises the contribution it can make in protecting children from harm and supporting and promoting the welfare of all children who are registered clients to the charity. The key elements of our policy are prevention, protection and support.

The Children Acts 1989 and 2004 state that a child is anyone who has not yet reached their 18th birthday.

Therefore, when this policy uses the word 'child' or 'children' it is referring to 'children and young people'.

This policy also applies to our oldest pupils who are over 18 years old and remain 'vulnerable adults.'

This policy is intended to offer guidelines to staff in the event of disclosed, alleged, or suspected abuse. The policy is based on the SET procedures issued by the Essex Safeguarding Children Board. For Clients that are over the age of 18 years, Happy Hill Essex CIO will follow the Southend Essex and Thurrock (SET) Procedure for adults (March 17)

## 2. Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to protect them and provide a safe environment where they can learn and achieve their full potential. However, key people within settings and the Local Authority have specific responsibilities under child protection procedures. The names of those in our organisation with these particular responsibilities (the designated safeguarding lead and deputy designated safeguarding lead) are shown on the cover sheet of this document.

The Designated Safeguarding Lead and Deputies

- The designated safeguarding lead takes the lead responsibility for managing child protection referrals, safeguarding training and raising awareness of all child protection policies and procedures.
- They ensure that everyone (including temporary staff, volunteers and contractors) is aware of these procedures and that they are followed at all times.
- They act as a source of advice and support for other staff (on child protection matters) and ensure that timely referrals to Essex Children's Social Care (Family Operations Hub) are made in accordance with current SET procedures.
- They work with the local authority and other agencies as required. If the designated safeguarding lead is unavailable for any reason, the deputy designated safeguarding lead will act in their absence.

## Safe recruitment and selection of staff

Happy Hill Essex CIO recruitment processes conform to the guidance set out in SET safeguarding and Child Protection Procedures Oct 2019 and Keeping Children Safe in Education (DfE, September 2021). Please refer to the 'Safer Recruitment policy.

### Training:

- Ensuring that staff have received information on safeguarding children at induction;
- Making sure that staff receive Essex approved safeguarding training annually and receive updates via email and briefings as required appropriate to their role;
- Ensuring that all staff who have specific responsibility for safeguarding children attend more in depth training;
- Ensuring that all staff understand internal reporting and recording systems and are clear about what to do if they are worried about a child.

### All Staff

- Everyone at Happy Hill Essex CIO has a responsibility to provide a safe learning environment in which our children can learn.
- All staff members are prepared to identify children who may benefit from early help and understand their role within this process.
- This includes identifying any emerging problems so appropriate support may be provided and liaising with the designated safeguarding lead to report any concerns.
- All staff members are aware of and follow processes (as set out in this policy) and are aware of how to make a referral to Social Care if there is a need to do so

### Complaints or concerns expressed by pupils, staff or volunteers

Happy Hill Essex CIO recognises that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare. We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the Happy Hill Essex CIO will take but also the length of time that will be required to resolve the complaint. We will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

Happy Hill Essex CIO follows the procedures set out by the Local Safeguarding Children's Board. Allegations should be reported to the Designated Safeguarding

Lead (DSL), who will then contact the Essex Local Area Designated Officer (LADO). The LADO (Local Area Designated Officer) can also be contacted immediately.

An allegation refers to a person who has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence
- Behaved in a way that may indicate they are unsuitable to work with children.

Please also refer to our Whistleblowing Policy and Dealing with Safeguarding allegations made against adults.

### 'Prevent' strategy

Vulnerability to radicalisation or extreme view points Happy Hill Essex CIO recognises its duty to protect their clients from indoctrination into any form of extreme ideology which may lead to the harm of self or others. This is particularly important because of the open access to electronic information through the internet. Happy Hill Essex CIO aims to safeguard young people through educating them on the appropriate use of social media and the dangers of downloading and sharing inappropriate material which is illegal under the Counter-Terrorism Act. Happy Hill Essex CIO vets all visitors carefully and will take firm action if any individual or group is perceived to be attempting to influence clients, either physically or electronically. Our definition of radical or extreme ideology is 'a set of ideas which could justify vilification or violence against individuals, groups or self.' Staff are trained to be vigilant for spotting signs of extremist view and behaviours and to always report anything which may suggest a client is expressing opinions which may cause concern. Our core mission of diversity permeates all we do. We place a strong emphasis on the common values that all communities share such as self-respect, tolerance and the sanctity of life. We work hard to broaden our clients experience, to prepare them for life and work in contemporary Britain. We teach them to respect and value the diversity around them as well as understanding how to make safe, well-considered decisions. All staff are required to complete the online PREVENT training: <https://www.elearning.prevent.homeoffice.gov.uk> and a central record of training is kept.

### Female Genital Mutilation (FGM)

It has been estimated that over 20,000 girls under the age of 15 are at risk of FGM in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM.

FGM is child abuse and a form of violence against women and girls, and therefore it is dealt with as part of existing child and adult safeguarding/protection structures, policies and procedures. It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it normal to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is 10 to 12 years.

At Happy Hill Essex CIO, our staff are alerted to the following key indicators that:

- A child's family comes from a community that is known to practise FGM
- A child may talk about a long holiday to a country where the practice is prevalent
- A child may confide that she is to have a 'special procedure' or to attend a special occasion
- Any female child born to a woman or has a sister who has been subjected to FGM will be considered to be at risk, as much as other female children in the extended family.

Any information or concern that a child is at risk of FGM will result in a child protection referral to Children's Social Care.

The new mandatory reporting duty for FGM under the Serious Crime Act 2015, requires teachers in England and Wales to report known cases of FGM in under 18 year olds to the police by calling 101. This is an individual's responsibility and not the setting's.

Guidelines on mandatory reporting can be found here: <http://tinyurl.com/jfgho4m>

Further guidance on FGM can be found here: <http://tinyurl.com/jxf6byf>

and Annex A of Keeping Children Safe in Education 2021.

There is also an FGM helpline available 24/7 on 0800 028 3550, or email: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

### Child Grooming

Refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child's inhibitions in preparation for sexual activity with the child, or exploitation. Child grooming may be used to lure minors into illicit businesses such as child prostitution or the production of child pornography.

## 3. Types of Abuse/Specific Safeguarding Issues

There are four main types of harm to be aware of:

- Physical Injury - Actual or likely injury (or suffering) to a child
- Sexual - Actual or likely exploitation of the child or adolescent.
- Emotional - Actual or likely severe adverse effect on the emotional and behavioural development of the child caused by persistent emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category should be used where it is the main or sole form of abuse.
- Neglect - The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or form extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health, including non-organic failure to thrive

## Children with Special Educational Needs and Disabilities

Happy Hill Essex CIO understands that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- Children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers.

## 4. Procedures

All action is taken in accordance with the following guidance

- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures  
October 2019
- Keeping Children Safe in Education (DfE, Sept 2020)
- Working Together to Safeguard Children (DfE, 2015)
- 'Effective Support for Children and Families in Essex' (ESCB, 2015)
- PREVENT Duty - Counterterrorism and Security Act (HMG, 2015)

Steps to take

- If the child is at immediate risk, a member of staff will ring 999 immediately.
- Where child abuse is disclosed to, alleged or suspected by a staff member, the Designated Person must be informed immediately.
- If it is decided that referral to Essex Safeguarding is appropriate, the Designated Person must inform Family Operations Hub by telephone: -
- Monday to Friday – call the Children and Family Hub 0345 603 7627
- Weekends - call the Emergency Duty Team 0345 606 1212
- Trustee and Founder (Heather Hill) should be informed of the action taken at the earliest opportunity.
- The member of staff to whom which the allegation was disclosed must complete a Safeguarding Children Report, which are kept in the secure locked cabinet. The completed form must be passed to the Owner as soon as possible.
- Staff must not attempt to investigate child abuse.
- If a member of staff continues to have concerns about a child and feels the situation is not being addressed or does not appear to be improving, the staff member concerned should press for reconsideration of the case with the designated safeguarding lead.

## How to act when dealing with a disclosure

- It may be necessary to ask straightforward, non-leading questions of children where possible abuse has taken place. This must be done simply and non-judgementally to ascertain facts only, to assist in deciding whether referral is appropriate.
- Careful notes of responses and of any initial unsolicited comments should be recorded in writing as these may subsequently be required by Essex Safeguarding. These notes must be kept in a secure place.
- Children or alleged abusers should not be formally interviewed, and statements should never be taken.
- If a child is distressed, offer reassurance, e.g. say that it is good that they have told you about the problem, that it is not their fault, that they are not 'bad' and that you will support them.

## Points to be aware of

Information on thresholds for social care referrals see of SET procedures.

- There are different levels in terms of safeguarding concerns, and this affects the procedure undertaken. Concerns should always be discussed, including the referral to social care, with a parent. The term is known as 'a child in need' (Under Section 17 of the Childcare Act) and consent is needed by the parents to make a referral. However, if it is regarding 'a child at risk of significant harm' (Under Section 47 of the Childcare Act), it is still recommended to gain consent from the parents, however it is not necessary in very specific circumstances or reasons, including placing a child increased risk of significant harm or placing an adult at risk of serious harm (for further detail SET procedures)
- If you are unsure of whether to make a referral or not you can ring the consultation line and get advice about an anonymous case without having to give the family details over
- Do not contact parents without the authority of Social Services, except where the parent/carer is present, in which case you may ask how any injury that you have observed happened (the explanation should be noted in writing and read back to the parent/carer);
- You cannot promise or indicate to children that what they tell you will be kept confidential (because of the responsibility to inform Social Services)
- Do not suggest possible outcomes in an attempt to allay their fears;
- Do not express your opinion about the abuse or alleged abuser;

- Never seek medical advice or assistance unless there is immediate danger to life or limb
- When a referral is made, a triangulation strategy of assessment is (SET Procedures). Three domains are assessed individually as well as the interactions between the three domains. The three domains are
  1. The child's developmental needs, including whether they are suffering or likely to suffer significant harm.
  2. The parents' or carers' capacity to respond to those needs.
  3. The impact and influence on the child of wider family, community and environmental circumstances

#### Prevention by means of good practice

- All staff and volunteers are enhanced DBS checked.
- At no time will they have unsupervised access to the children. Any staff awaiting the return of their checks will not be allowed to toilet children or change their clothes.
- No staff will be left alone with an individual child unless in an emergency.
- Safeguarding makes up part of our staff and volunteer induction training.
- All staff will receive updated safeguarding training at least every three years, unless otherwise needed.
- Safeguarding updates and relevant information will be cascaded to staff during pre-session meetings, inductions and other staff training days throughout the year.
- Happy Hill Essex CIO wants to work with parents and families in order to safeguard their children and young adults. Our safeguarding procedures are contained within the New Parent Welcome Packs.
- Happy Hill Essex CIO will keep a record of any "causes for concerns", including if a child arrives at our service with an injury. Any worrying changes in behaviour, physical condition or appearance of a child will be recorded. Observations will be regularly reviewed and recorded by the Lead Persons.
- Records must be clear, precise and non-judgemental. Any comment made by the child will be recorded verbatim.
- Every record will be dated and timed.

## 5. Professional Confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. A member of staff must never guarantee confidentiality to a client and will not agree with a client



to keep a secret as, where there is a child protection concern; this must be reported to the designated safeguarding lead and may require further investigation by appropriate authorities.

All staff members are informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis only'. Any information shared with a member of staff in this way is held treated confidentially

## 6 Allegations against members of staff

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of the staff induction pack.

Happy Hill Essex CIO works according to statutory guidance and the SET procedures (ESCB, May2022) regarding allegations against an adult working with children (in a paid or voluntary capacity). Section 7 of the current SET procedures provide detailed information on this.

Where the concern involves the Designed Safeguarding Lead/Deputies – contact Essex Children’s Social Care (Family Operations Hub). Allegations made will be dealt with in accordance with current SET procedures. See Appendix A for a flow chart of how the process will work.

## 7. Contact Points

Initial Response Team



Emergency out of hours 0345 606 1212

(5.30pm-9am Monday to Thursday and 4.30pm to 9am Friday to Monday and Bank Holidays)

Immediate Risk contact Police 999

**Happy Hill Essex CIO CEO Chair Trustees: 07731304669**

### SET Procedures

SET Procedures is the guidelines of the Essex Safeguarding Children Board.

<http://www.escb.co.uk/>

<https://www.escb.co.uk/media/2739/set-procedures-may2022.pdf>

For Clients that are over the age of 18 years, Happy Hill Essex CIO will follow the Southend Essex and Thurrock (SET) Procedure for adults (March 17

Call: 01375 365810

Email: [TSAB@thurrock.gov.uk](mailto:TSAB@thurrock.gov.uk)

Email: [TSAB@thurrock.gcsx.gov.uk](mailto:TSAB@thurrock.gcsx.gov.uk)

This policy was adopted by	Happy Hill Essex CIO	On June 2022
Signed on behalf of the provider		
Name of signatory	Mrs Heather Hill	
Role of signatory	Trustee and Founder	

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Date policy was created: June 2018

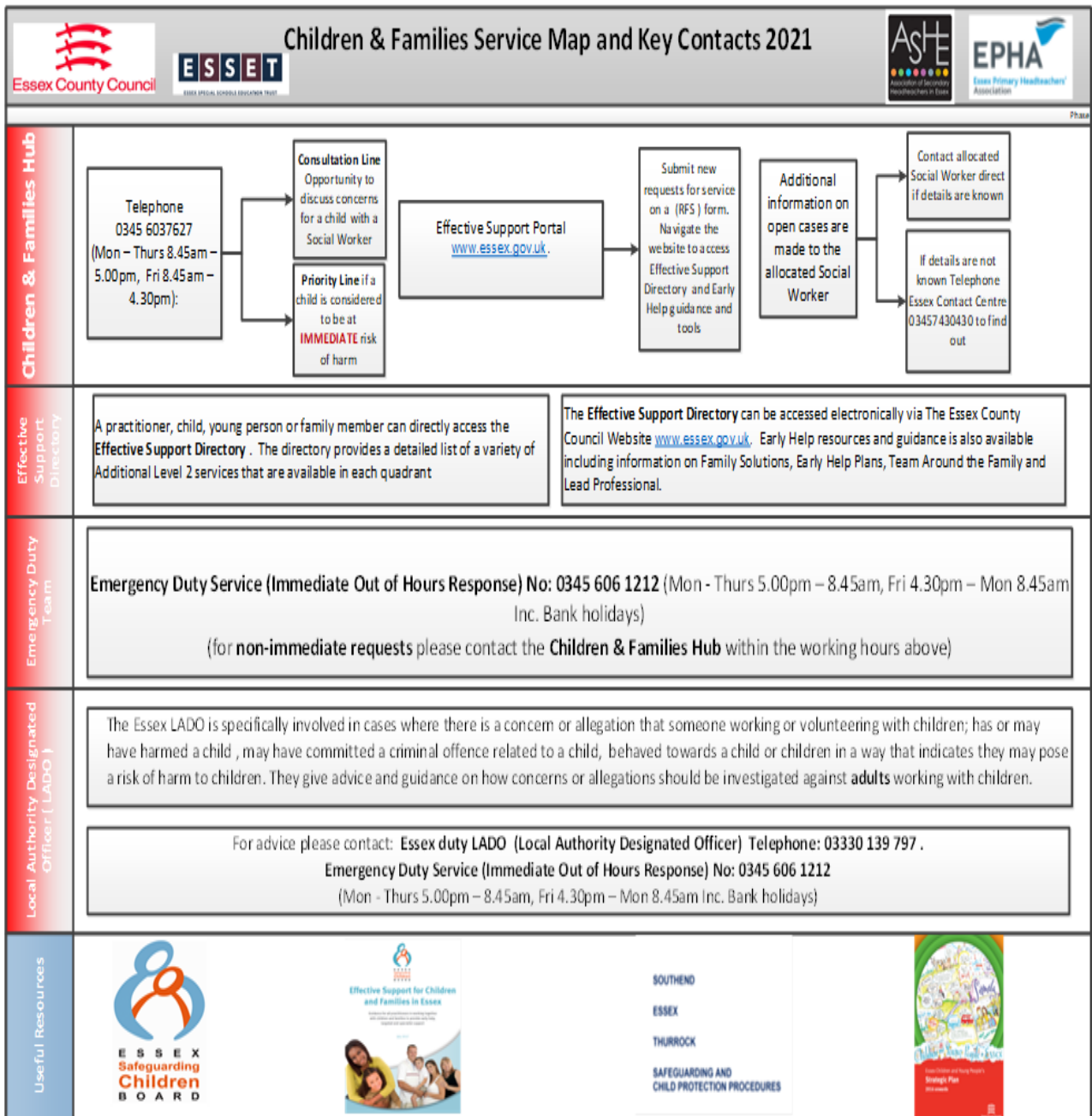
Date of policy reviewed: January 2019

Date of policy reviewed: June 2019, April 2020, June 2020, June 21

Date of policy to be reviewed: June 22

Date of policy to be reviewed May 23

## 8. Appendix A



**9. Appendix B – disclosure sheet/cause for concern.**

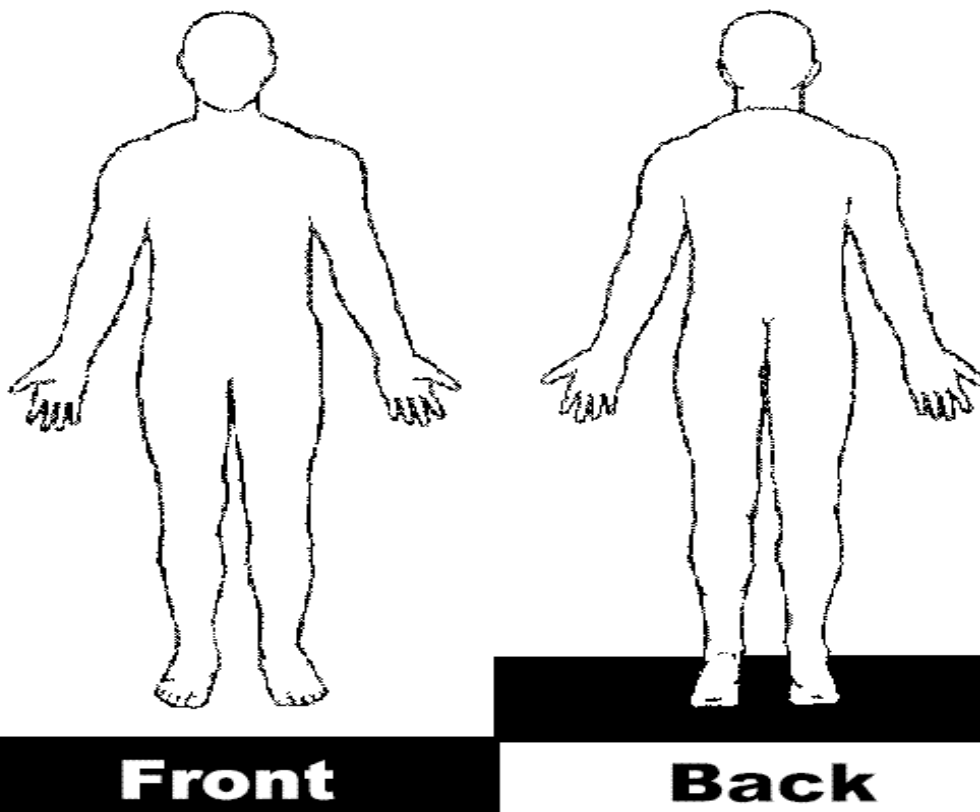
Child / Young Adult Name			
Date:	Time:	Date of Birth if known Or age	
Name of person raising concern:			
Job title / role			

Details of concern (where? When? Who? Behaviours? Use child's/ young person words)

Actions taken			
Date	Person taking action	Action taken	Outcome of action

# 11. APPENDIX C - Body Map <sup>1</sup>

Happy Hill Essex CIO	
Date:	Time:
Name of Child:	



Notes: Please high the area on the body map and write describe of injury.
Parent Carers Comments:

Staff Member signature		Date
Staff Printed Name		Date
Team Leader:		Date
Manager:		Date

Parent /Carer signature		Date:	
		Time:	

<sup>1</sup>

