

Safeguarding Children and Young People Policy and Procedure

Safeguarding is everyone's responsibility. All members of staff (paid and unpaid) are required to report any suspected abuse and low-level concerns, and be aware of the appropriate reporting and support procedure for safeguarding. All employees and volunteers must read and understand this policy and procedure, be aware of their responsibilities, and undertake their duties with care for quality, efficiency and effectiveness.

1.0 Statement of Commitment

- 1.1 JET is committed to ensuring that young people (under the age of eighteen) and adults at risk who participate in its activities have a safe, positive and enjoyable experience. This commitment also applies to the activities that we run off of our sites
- 1.2 We recognise that all individuals whatever their age, gender, language, disability, race, religion or belief, sexual orientation, socio-economic status and culture have the right to protection from abuse and to be treated fairly.
- 1.3 We recognise we have a duty to protect and promote the welfare of all children under the age of eighteen. This duty also extends to, those children and young people we engage with through our activities. It is always unacceptable for anyone to experience abuse of any kind, including through social media or other online activity. Everyone has a legal right to protection from all forms of abuse and we will ensure that all safeguarding concerns are taken seriously and we will act in the best interests of the individuals concerned.
- 1.4 Our commitment also extends to those external organisations that our staff and volunteers engage with. Although these organisations are responsible for their own safeguarding arrangements, we will ensure that we are satisfied with the quality of their policies and procedures and that they are aware of the standards that we expect.
- 1.5 This statement of commitment also extends to our stance on Modern Slavery. This takes many forms including forced and compulsory labour, slavery, servitude, and human trafficking. Modern Slavery is the violation of human rights and JET has a zero-tolerance approach to Modern Slavery.
- 1.6 This policy should be read in conjunction with the policies detailed at 9.0.

2.0 Aims

- 2.1 We expect all those who occupy positions of responsibility, who work, volunteer or come into contact with children and young people during JET activities to;

- recognise that the welfare and interests of children and young people are paramount in all circumstances;
- protect them from abuse whilst they are participating in any JET activities;
- promote and prioritise the safety and wellbeing of children and young people;
- create a culture where children, parents¹ and others who may have a concern are encouraged to report their concerns or the abuse that has happened to them;
- have a clear understanding of their duties and responsibilities to safeguard children and young people;
- take immediate and positive and appropriate action in the event of incidents/concerns of abuse and support the individual/s who raise or disclose the concern.
- Accurately record the details of the concern or incident.

JET will;

- Ensure that all staff read the safeguarding policy on a yearly basis and the Operations Manager will ensure that this is documented when completed.
- Ensure that all staff receive the appropriate training for their role:
 - All new staff and volunteers to complete the NSPCC Child protection Training within 2 months of starting.
 - Youth programmes team to complete Advanced Safeguarding each year.
 - Non youth programme staff to complete Basic Safeguarding Training every 3 years.
 - Trustees to complete specific trustee safeguarding training every 5 years.
 - DSL specific training to be completed by the DSL's. A refresher course to be attended every 3 year.
 - Safer recruitment training to be completed by all recruiting staff every 2 years.
- provide a caring, positive, safe and stimulating environment that promotes the social, physical, mental wellbeing and moral development of children and young person;
- implement a safeguarding governance structure with assigned roles and responsibilities including the identification of Dedicated Safeguarding Leads (DSL's). These posts will be clearly advertised and promoted throughout the organisation;
- promote safeguarding arrangements to all of those who occupy positions of responsibility, who work, volunteer or come into contact with children and young people;
- ensure robust safeguarding arrangements and procedures are in operation;
- maintain and securely store confidential, detailed and accurate records of all safeguarding concerns on SharePoint;
- reinforce the importance of working with all partner agencies with the aim of achieving the best possible outcomes for those who we are aiming to protect from the risk of abuse;
- provide the details about the action that will be taken when a safeguarding concern is reported;
- notify the relevant Multi Agency Safeguarding Hub (MASH) as soon as there is a significant concern;
- recognise that all of those who occupy positions of responsibility, who work and volunteer have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm;
- ensure that staff/volunteers involved in child protection issues receive appropriate support and supervision;

¹ Parents refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers, adoptive parents and LA corporate parents.

- prevent the employment/deployment of unsuitable individuals;
- ensure that all members of staff and appropriate volunteers are trained in and receive regular updates in reporting concerns;
- encourage anyone representing JET to engage with all parents, advocates, carers and other relevant individuals to ensure that they are made aware of the responsibilities with regard to child protection procedures through induction packs and the publication of this policy and on our website;
- Ensure that standards are reflected in the safeguarding policies and practices of the other organisations that we work with.

3.0 Application

- 3.1 These procedures apply to **all** members of staff, volunteers and those working on behalf of JET. The policy and associated procedures will be promoted to all new staff, volunteers and contractors as part of their induction process and depending on their role. Those overseeing JET activities will have responsibility for maintaining quality and practices through their staff and volunteers.
- 3.2 All staff, volunteers and those working on behalf of JET² must be sent a copy of this policy and signify they have received it and are conversant with the content. It is crucial that DSL's promote this policy and ensure safeguarding is embedded into the culture of the charity.
- 3.3 Where JET is working in partnership with other organisations, including affiliated organisations, then they will be expected to have their own safeguarding arrangements and policies in place. In certain circumstances it is accepted that some organisations may not routinely have children and young people on their premises and therefore they have no need for safeguarding policies. In these circumstances JET will ensure that the organisation is aware of its obligations in terms of this policy. It is the duty of JET Youth Programmes team to ensure that the organisation has a copy of JET's Safeguarding Children and Young People Policy and Procedure and this is adhered to.
- 3.4 JET's safeguarding policy must always take precedence over all internal organisational policies or frameworks for all members of staff and volunteers.

4.0 Legislation & Statutory Guidance

- 4.1 The practices and procedures within this policy are based on the principles contained within the UK Legislation and Government Guidance and have been developed to complement the Safeguarding Children. This includes reference to the following;
- Human Rights Act 1998
 - Children and Young People Act 1989
 - Sexual Offences Act 2003
 - Children and Young People Act 2004
 - Serious Crime Act 2015
 - Working Together to Safeguard Children and young people 2023
 - Keeping Children and Young People Safe in Education 2024
 - Data Protection Act 2018

² ² Supporters will be given a leaflet explaining JET's safeguarding requirements.

5.0 Definitions & Terminology

The following definitions are referred to in this policy;

Child³ :

In England, Northern Ireland, and Wales a child is someone under the age of eighteen whether living with their families, in state care, or living independently (Working Together to Safeguard Children and young people 2023).

Safeguarding children is defined⁴ as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children.
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Safeguarding concern - When there is information that a child, young person has been harmed, or is at risk of being harmed, by their own or someone else's behaviour.

Safeguarding allegation - Where a person who is either a staff member, a volunteer or contractor working on behalf of JET has:

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

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

Please see Appendix A for types of abuse.

³ Defined by the Children and young people Act 1989

⁴ Working Together to Safeguard Children 2023: [Working together to safeguard children 2023-statutory guidance.pdf](#)

Poor practice:

Sometimes, concerns ([JET MASTER Low Level STAFF Concerns.docx](#)) may relate to poor practice, where an adult or another young person's behaviour is inappropriate and may be causing distress to a child or young person. In the application of this policy, poor practice includes:

- any behaviour which contravenes the principles of this document, the Working Together to Safeguard Children 2023 ([Working together to safeguard children 2023-statutory_guidance.pdf](#)) and the [JET MASTER Code of Conduct and Professional Boundaries Policy.docx](#)
- Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately.

It is essential all staff and volunteers, understand and maintain professional boundaries when working with children and young people.

6.0 Safeguarding Roles and Responsibilities

Role	Name	Email	Contact Number
Trustee Safeguarding Lead	John Wiles	john@joneggingtrust.org.uk	N/a
Education Committee Safeguarding Lead	Simon Snell	Simon.snell@joneggingtrust.org.uk	N/a
DSL	Director of Impact & Engagement Laura Carey	Laura.carey@joneggingtrust.org.uk	07702 999402
DSL	Area Director – West, Bonny Greenhalgh	bonny@joneggingtrust.org.uk	07590 009828
DSL	Area Director – South, Nicky Mills	nicky@joneggingtrust.org.uk	07921 476016

6.1 There is an expectation that all members of JET Safeguarding Team will work closely together and where circumstances dictate share agreed responsibilities and functions. However, it will be JET DSL, that has primacy in terms of decision making around safeguarding concerns or allegations.

7.0 Child & Young Person Safeguarding Procedures

7.1 The aim of these procedures is to detail how staff and volunteers should respond if:

- they suspect that a child or young person is suffering abuse.
- a child or young person makes a disclosure or reports that they, or someone else, has been abused.
- the behaviour of an adult or child or young person towards a child or young person gives them cause for concern.

7.2 The procedures also detail the action that will be taken by a DSL when a safeguarding concern is reported.

7.3 The [JET MASTER Code of Conduct and Professional Boundaries Policy.docx](#) outlines the behaviour expected of staff, volunteers, and those assisting in our activities when they are engaging with children and young people. Following the Code of Conduct and Professional Boundaries Guidance and Practice will help to protect children and young people from abuse and/or inappropriate behaviour.

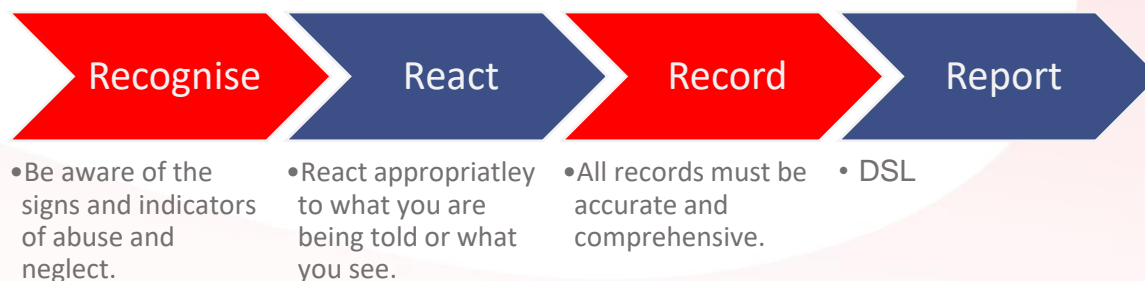
7.4 Where concerns are raised regarding the adherence to the Code of Conduct and the Professional Boundaries Policy these should be reported to the DSL. Serious breaches may also result in a referral being made to the police or a Local Authority if it is thought the breach amounts to a risk of harm to a child or young person, and/or constitutes a crime.

7.5 A flowchart of these procedures can be seen at Appendix C.

8.0 Reporting a Concern

8.1.1 All staff, volunteers and those assisting in our activities have a responsibility to be alert to the fact that children and young people are abused and that they **MUST** report safeguarding concerns.

8.1.2 By following the four simple safeguarding principles of Recognise, React, Record and Report, JET staff and volunteers can keep those children who may be at risk of abuse safe from harm.



8.3 Recognise

8.3.1 We should all be alert for the signs and indicators that children and young people who interact or engage with JET activities may be suffering abuse either within the organisation or in external environments (i.e. home, relationships etc). We should remember that children and young people may be abused by their peers as well as by adults.

Indicators that a child or young person may be being abused are detailed at Appendix B (p.18)

8.3.2 It is important to note that not all children and young people are able to express themselves verbally. Communication difficulties, language barriers or specific disabilities may mean that it is hard for them to complain, or to be understood. In some instances children and young people, particularly those with disability may need to be supported by an advocate⁵.

8.3.3 We also recognise that many children and young people may have experienced trauma in their past (Adverse Childhood Experiences) which could be affecting their behaviour and outcomes in life. We recognise that we have an important part to play in providing a safe environment for those who have suffered from such trauma and we will provide help and support through signposting them to specialist help and support.

8.4 React

8.4.1 It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point, early on, to explain that it is likely that the information will need to be shared with others – do not promise to keep it confidential.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious explain that you will need to get support from other trained people to help keep them safe. This must be shared even if the child or young person doesn't want you to tell anyone else.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell the DSL and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. clothing.
- Seek medical attention were appropriate.
- If the disclosure is taking place within a school environment, report the disclosure to the school DSL **prior to leaving the school** – the school DSL may have further background information about the child or the incident, which may influence the next actions to be taken. (See 8.6.4).
- Report the disclosure to the DSL **at the earliest** opportunity (within 24hrs).

⁵ [National Youth Advocacy Service](#)

- **Do not** contact any individual about whom an allegation or concern is being raised.

- 8.4.2 Where the concern or allegation is about a member of staff, this must like all other instances be reported to the Designated Safeguarding Lead (DSL) immediately. If the DSL considers the circumstances relate to a 'Safeguarding Allegation', they must report the incident to the Local Authority Designated Officer (LADO). Depending on the circumstances it may also be necessary to inform the police.
- 8.4.3 When a safeguarding concern or poor practice has been identified concerning a specific child the parents/guardians/carers should be notified **unless** this could put the child or another child at increased risk. Where the DSL has reported the incident to a statutory agency, for example the LADO or police, advice should be sought from them regarding this duty before notifying the parents/guardians/carers.
- 8.4.4 Hearing about suspected or actual abuse can be upsetting. If you need advice and support you can contact your line manager.

8.5 Record

- 8.5.1 All records must be accurate and comprehensive. Members of staff must record their safeguarding concerns and actions (or those raised by volunteers) on SharePoint on the same working day. If there is any barrier to being able to do this, employees must discuss this with the DSL on the same day, to agree who will make the record.
- 8.5.2 You must record all potential safeguarding issues including low level concerns. Such concerns may be an indicator that more complex harm is occurring and could identify patterns of abuse.
- 8.5.3 All records must,
- be made as soon as possible after the event/concern is raised.
 - contain the date, time, people present, anything said (verbatim if possible)
 - detail the behaviour and demeanour of the person disclosing the safeguarding issue.
 - detail any action you have taken (for example how you have reduced risk or whether you have referred the matter to a Designated Safeguarding Lead)
 - be a factual account of what has happened.
 - Adhere to confidentiality (only share with appropriate people)
- 8.5.3 Do not record any opinion about what has happened. You are not there to judge or ascertain whether what you are being told is correct.

8.6 Report

Remember you have a clear responsibility to report the concerns that have been raised with you immediately (at the latest by the end of the working day). Any delay in reporting could potentially cause more harm to the child or others.

- 8.6.1 In the first instance you must report concerns that you have to the DSL **on the telephone, in person or where appropriate via email**. Where you use email, please ensure that you follow this up with a

telephone call. For safeguarding concerns raised by volunteers, the employee working with that volunteer must make the referral on their behalf. This must be done immediately and at the latest by the end of the same working day. If the disclosure is taking place within a school environment, report the disclosure to the school DSL prior to leaving the school – the school DSL may have further background information about the child or the incident, which may influence the next actions to be taken. (see 8.6.4)

8.6.2 The details of all safeguarding positions will be displayed on JET website and other IT platforms used by staff and volunteers.

8.6.3 The details of the DSL's are below;

Role	Name	Email	Contact Number
DSL	Director of Impact & Engagement Laura Carey	Laura.carey@joneggingtrust.org.uk	07702 999402
DSL	Area Director – Central, Bonny Greenhalgh	bonny@joneggingtrust.org.uk	07590 009828
DSL	Area Director – South, Nicky Mills	nicky@joneggingtrust.org.uk	07921 476016

8.6.4 If staff, volunteers and those assisting in our activities are working away from premises controlled by JET for a partner organisation, then the Safeguarding Policy of that organisation should be followed. This includes reporting concerns to their DSL or nominated safeguarding lead. Concerns must also still be reported to JET DSL, and they will in turn offer any assistance to the other organisation. The JET DSL must make contact with their counterparts in the other organisation and detail any outcomes on SharePoint. This must be completed within 48hrs of the incident being reported.

8.6.5 Where the concern or allegation relates to JET DSL then the matter should be referred to a JET Executive team member.

8.6.6 Safeguarding concerns **MUST** be reported immediately (or where this is not possible at the earliest opportunity) so that the report can be assessed, and action taken to protect the person involved. **If any person is at immediate risk of harm or requires medical attention, then the emergency services should be contacted immediately by telephoning 999.**

8.6.7 Where you are unable to contact a DSL, advice can be sought from statutory agencies or by calling or emailing the following;

- You should contact your local Multi Agency Safeguarding Hub (MASH). Contact details can be found in SharePoint in the Threshold document: [Threshold Docs for Safeguarding per Local Auth and Region.xlsx](#)
- In the event that this is not accessible you can find the details through the following websites; England - <https://www.gov.uk/find-local-councilor> <http://www.gov.uk> Wales - <https://gov.wales/reporting-suspected-abuse-harm-or-neglect-safeguarding>
- Local Police - Telephone 101 for non-emergency referrals and 999 for emergency response.

- [NSPCC - https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/](https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/) or call 0808 800 5000.

9.0 Confidentiality and sharing information

- 9.1 Effective and timely sharing of information is essential for the early identification of a child's or young person's needs and to ensure that the most appropriate services are provided to keep them safe.
- 9.2 Those with concerns should be proactive in sharing information as early as possible to help the DSL and other professionals identify, assess, and respond to risks or concerns about the safety and welfare of children and young people.
- 9.3 Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children and young people, which must always be the paramount concern. The Data Protection Act (2018)⁶ and/or the General Protection Regulations (2018) **do not** prevent you from sharing information in relation to safeguarding.
- 9.4 You should not assume that someone else will pass on information that you think may be critical to keeping a child or young person safe.
- 9.5 Staff, volunteers or those acting on their behalf of JET should aim to gain consent to share information, but should also be mindful of situations where to do so would place a child/young person or another at risk of significant harm.
- 9.6 Information may be shared without consent if a practitioner has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child or young person in a timely manner. When decisions are made to share or withhold information, practitioners should record who has been given the information and why.
- 9.7 The DSL must always be contacted before information is shared with an external organisation except in cases where there is a risk of immediate or serious harm and an emergency referral is necessary. The DSL will manage the process of sharing information with the police, local authority services and/or any third-party organisation.
- 9.8 Information should be kept confidential and should only be shared with appropriate individuals who need to know the information. If there is any doubt about whether to share information, or who to share it with, the DSL should be contacted for advice by telephoning or by emailing, before disclosing any information.
- 9.9 Any sensitive information sent outside JET will be sent via secure means i.e. password protected.

10.0 Action by the Designated Safeguarding Lead

- 10.1 The DSL will manage and respond to any safeguarding concern. Their role is **not** to investigate the concern reported or to make judgements about the individuals or allegations involved but to ensure

⁶ The Data Protection Act 2018 contains 'safeguarding of children and young people and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk

that appropriate referrals are made to statutory agencies, and that effective internal action is taken to keep people safe.

10.2 When a safeguarding concern has been reported the Designated Safeguarding Lead will:

- Make an initial assessment of the information received and ensure, if not already done so, that the details are comprehensively recoded. If necessary, they will advise the reporting person on the quality of the submission and can ask for further detail to be added.
- Identify any immediate risks to individuals contained within the report and respond accordingly. This could include calling 999, ensuring all possible action is taken to remove, reduce or control the risks identified.
- If the risk is not immediate the DSL should use the threshold tool for the relevant Local Authority to make an assessment of the information.
- The purpose of this assessment is to ascertain, using all the information that is available, which level of need is appropriate. The levels are (these levels may vary slightly across Local Authorities);
 - children with no additional needs (Level 1),
 - children with additional needs showing early signs of vulnerability (Level 2),
 - children in need who require statutory or specialist services (Level 3)
 - children who are suffering or likely to suffer significant harm (Level 4).
- If after assessment of all the information, it is ascertained that the circumstances outline a child with no additional needs (Level 1) there is no need to make a referral. Those who have responsibility for the child should be encouraged to access local support services. This does not mean that any responsibility for monitoring the welfare needs of that child are absolved. Where circumstances do change there may be a need to reassess the level of need and act accordingly.
- If after assessment of all the information, it is ascertained that the circumstances outline a child with additional needs showing early signs of vulnerability (Level 2) there is no need to make a referral. However, the DSL should engage appropriate early help services in the locality to address any identified needs. It is recognised that identifying and providing early help before matters escalate often provides a better outcome for children.
- If after assessment of all the information, it is ascertained that the circumstances outline a child in need who requires statutory or specialist services (Level 3) or a child who is suffering or likely to suffer significant harm (Level 4) the DSL should make a referral to the appropriate Multi Agency Hub (MASH). Each Local Authority will have its own submission criteria. Following this the guidance of the statutory agencies should be followed and where appropriate, JET will work in partnership with the agencies around the needs of the child.
- Where a member of staff or volunteer has a complaint/allegation made against them then the DSL will ensure that arrangements are made to ensure that that are made aware of their rights under employment legislation and internal disciplinary procedures following consultation with HR.

- In appropriate cases the DSL will ensure that an appropriate risk assessment is undertaken immediately and that it assesses the level of risk to all service users posed by the member of staff/volunteer.
- Referrals must be made on the same day where harm or risk of harm has been identified. If concerns arise out of office hours, referrals must be made to the local authority out of hours service.
- Information regarding all of the above will be comprehensively recorded on SharePoint. The rationale for each decision must be accurately recorded.
- Should the DSL dispute the outcome from the Local Authority or the decision made by another organisation then consideration must be given to follow the local escalation or professional difference policy which can be accessed on the relevant local Children's Safeguarding Partnership website⁷.
- Where it is decided that the information contained in the safeguarding concern constitutes a Safeguarding Allegation the DSL will make a referral to children's Social Care. Internal investigations will be conducted in line with best practice ([Conducting Workplace Investigations](#)).

- 10.3 When a safeguarding concern is raised the DSL will determine what action is needed. The action taken may include monitoring the situation, a referral to children and young people's social care or the police. The decision may also be to take no action. Whatever decision is taken the DSL will record this together with a rationale, even if no further action is to be taken. A decision to take no further action, monitor, or defer a decision is taken as seriously as a decision to make a referral.
- 10.4 Any referrals to statutory services must be made by the DSL within the same working day, unless it is an emergency, or they consider it better for another person to make the referral and report back.
- 10.5 Any referrals to statutory services must be followed up in writing within 48 hours and feedback received/sought within three working days of having submitted the referral. This follow up is required to check what action is being/has been taken. It is the responsibility of the DSL to ensure this takes place and to ensure that comprehensive records are maintained.
- 10.6 The DSL should ensure that contextual safeguarding is considered for each reported concern or allegation and that appropriate remedial measures are instigated for any risks identified.
- 10.7 JET will record low level concerns about children and young people. These concerns will be stored securely by the DSL and referred to the relevant school for action. Such concerns will be shared with appropriate staff members and volunteers where it's necessary and proportionate to do so.

⁷ <https://cscp.org.uk/wp-content/uploads/2022/01/CSCP-Escalation-Policy-Resolving-Professional-Differences-Jan-2022.pdf>

11.0 Procedural implementation and review:

Authors	Last updated	Checked by Education Committee	Next Review Date (annually)
Laura Carey, Bonny Greenhalgh, Nicky Mills	Sept 2023	Sept 2023	
Checked by	Date checked/updated		Next review (annually)
Paul Northcott (Admin Safe)/ Nicky Mills	October 2023		Sept 2024
Simon Snell (Admin Safe)/ Nicky Mills	February 2024		February 2025
Simon Snell (Admin Safe)/ Nicky Mills	February 2025		February 2026

The following additional policies are also relevant to this document:

- [JET MASTER Low Level STAFF Concerns.docx](#)
- Safer Recruitment Policy Statement and Procedure
- [JET MASTER Adults at Risk Policy and Procedure.docx](#)
- Vulnerable Persons Policy
- [Whistle Blowing Policy](#)
- [JET MASTER Domestic Abuse Policy.docx](#)
- [JET MASTER Code of Conduct and Professional Boundaries Policy.docx](#)
- Use of Photography and Film Image Policy
- [Equality, Diversity and Inclusion Policy](#)
- Behaviour Code for Children and Young People

Appendix A - Types of Abuse

Physical abuse⁸: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

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

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue.

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

Related issues

In addition to the above categories, there are other forms of harm or abuse that should involve the notification of the police and other organisations working together to protect children. These include:

Bullying:

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for the victims to defend themselves.

The damage inflicted by bullying is often underestimated. It can cause considerable distress to children, to the extent that it affects their health and development and can be a source of significant harm, including self-

⁸ Working together to Safeguard Children 2023

harm and suicide. Bullying can include emotional and/or physical harm to such a degree that it constitutes significant harm.

The four main types of bullying are:

- Physical abuse: hitting, kicking, stabbing and setting alight including for filming with mobile telephones and theft, commonly of mobile phones
- Verbal or mobile telephone / online (internet) message abuse (e.g. racist, sexist or homophobic name-calling or threats: this type of physical bullying may include sexual harassment
- Mobile telephone or online (internet) visual image abuse: these can include real or manipulated images
- Emotional abuse e.g., isolating an individual from the group or emotional blackmail

Information and Communication Technology (ICT) based forms of child physical, sexual and emotional abuse can include bullying via mobile telephones or online (internet) with verbal and visual messages.

Child Sexual Exploitation which can include Human Trafficking:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology (WTSC, 2018).

Criminal Exploitation:

Criminal exploitation can include 'County Lines'. This form of exploitation is seen when gangs and organised crime networks threaten or trick children into trafficking their drugs for them. They might threaten a young person physically or they might threaten the young person's family or friends. The gangs might also offer something in return for the young person's cooperation, this could be money, food, alcohol, drugs, clothes and jewellery, or improved status.

Gangs target vulnerable children who are homeless, living in care, or trapped in poverty. These children are unsafe, or unable to cope, and the gangs take advantage of this.

Hate crimes:

Hate incidents and hate crime are acts of violence or hostility directed at people because of who they are or who someone thinks they are.

For example, it includes being verbally abused by someone in the street because of disability or sexual orientation.

Female Genital Mutilation:

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It is dangerous and a criminal offence. There are no medical reasons to carry out FGM. It does not enhance fertility and it does not make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

The Female Genital Mutilation (FGM) Act 2003 provides a mandatory duty for reporting FGM. This legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either:

- Are informed by a girl under 18 years that an act of FGM has been carried out on her; or
- Observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 years and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.

Domestic Violence & Abuse:

The cross-Government definition of domestic violence and abuse is:

Any incident of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Honour based violence:

So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Forced marriage:

A forced marriage⁹ (as distinct from a consensual "arranged" marriage) is defined as one which is conducted without the valid consent of both of the parties and where duress is a factor. Duress includes both physical and emotional pressure and cannot be justified on religious or cultural grounds. Forced marriage is child abuse and can put children and young people at risk of physical, emotional and sexual violence including rape. Forced marriage can have a negative impact on a child's health and development (Forced Marriage Unit, 2018).

Radicalisation:

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media. Whilst there is a National Prevent agenda¹⁰ all concerns should be reported through normal child protection procedures.

Abuse of Trust:

The Sexual Offences (Amendment) Act 2000 section 3 created the offence of abuse of trust. It is an offence for a person aged 18 or over to have sexual intercourse with a person under 18, or to engage in any other

⁹ [Forced Marriage Guidance](#)

¹⁰ [Prevent Guidance](#)

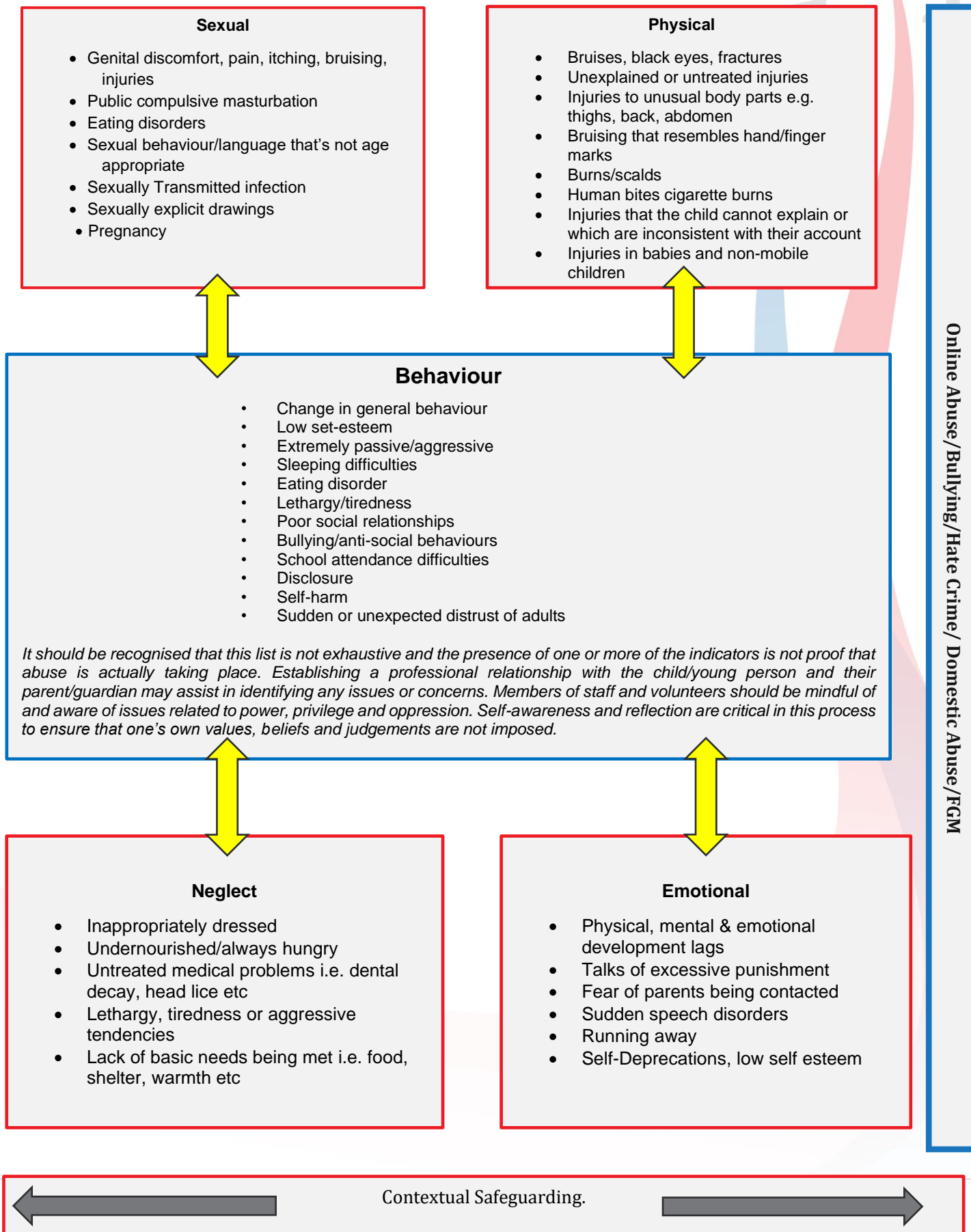
sexual activity with, or directed towards such a person, if in either case that person is in a position of trust in relation to the under 18-year-old. This applies even if the relationship is consensual.

A person aged 18 or over ("Person A") is in a position of trust in relation to a person under that age ("Person B") if any of four conditions are satisfied. One relates to the education field and is as follows: "Person A" looks after persons who are under 18 and are receiving full-time education in an institution and "Person B" is receiving such education within that institution. This applies within JET and includes those in a professional support role and volunteers.

Whilst the legislation may not apply to JET staff and volunteers, they may identify issues of concern that need to be reported i.e. working with coaches, teachers etc.



Appendix B

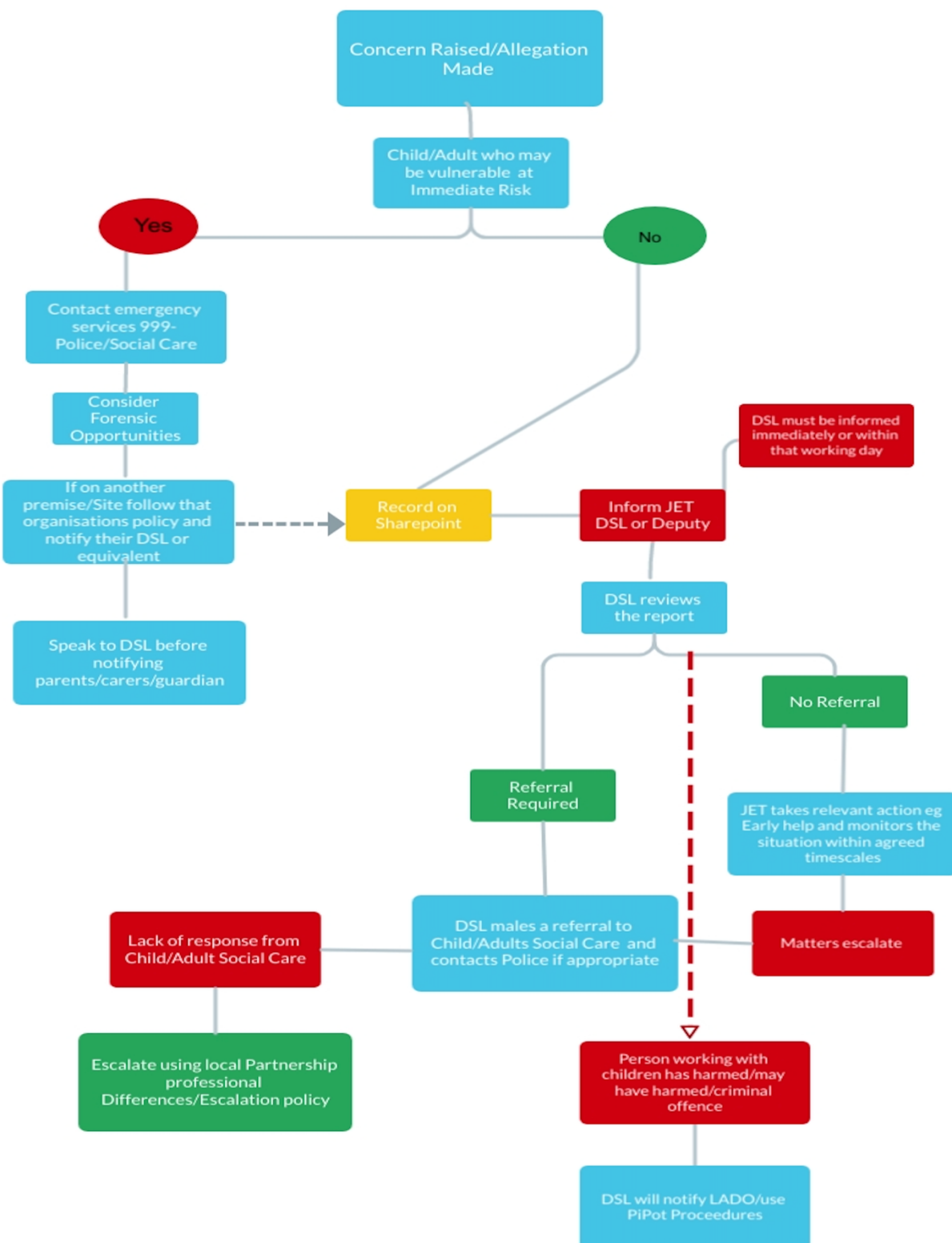




Appendix C

For adult allegations, please refer to:
[JET MASTER Low Level STAFF Concerns.docx](#)
[JET MASTER Code of Conduct and Professional Boundaries Policy.docx](#)
 For adult concerns/at risk, please refer to:
[JET MASTER Adults at Risk Policy and Procedure.docx](#)

JET - Reporting Safeguarding Concerns



Useful contacts

NSPCC

www.nspcc.org.uk

Tel: 0808 800 5000

NPAC (Supporting recovery from Child Abuse)

[Tel:0808 801 0331](tel:08088010331)

Samaritans

www.samaritans.org

Tel: 116 123

Rape Crisis

www.rapecrisis.org.uk

Tel : 0808 802 9999

Women's Aid

www.womensaid.org.uk

Tel: 0808 2000 247

Victim Support

www.victimsupport.org.uk

Tel: 0808 1689 111

Mens Advice Line (Domestic Abuse)

info@mensadvice.org.uk

[Tel:0808 8010327](tel:08088010327)

SANELine

support@sane.org.uk

[Tel:0300 304 7000](tel:03003047000)

Karma Nirvana (HBA)

Tel: 08000 5999 247

Modern Slavery Helpline

Tel:08000 121 700

National Bullying Helpline

help@nationalbullyinghelpline.co.uk

Tel: 0300 323 0169

Disclosure and Barring Service (DBS)

www.gov.uk/government/organisations/disclosure-and-barring-service

Tel: 03000 200 190