

# **POLICY ON SAFEGUARDING INDIVIDUALS FROM ABUSE**

## **REFORM RESTORE RESPECT**

### **POLICY ON SAFEGUARDING INDIVIDUALS FROM ABUSE**

#### **POLICY STATEMENT**

Reform Restore Respect believes that individuals must be safeguarded from all forms of abuse.

The organisation recognises that it must at all times protect individuals from the risk of abuse and to identify and deal with specific instances of abuse if they occur in the environment or venue the company is carrying out its services.

The organisation is always aiming for the very best quality of service and will not be satisfied with anything that falls short of that. It takes every possible action to prevent abuse and to deal with it as promptly and effectively as possible if it occurs by reporting it to the appropriate person. The actions to be taken are set out in the following policies and procedures.

#### **AIM OF THE POLICY**

The central aim of the organisation's safeguarding policies is to set out for all relevant parties:

- The principles and values underlying the organisation's approach to the safeguarding of its clients
- The ways in which the organisation does this
- The steps taken to avoid abuse taking place, and
- The actions taken to deal with abuse if it occurs or reported

#### **Legislation**

- Section 157 of the Education Act 2002
- Children Acts 1989 and 2004 and related guidance
- Keeping Children Safe in education September 2022
- The Framework for the Assessment of Children in Need and their Families
- Working Together to Safeguard Children March 2015.
- What To Do If You're Worried a Child is being Abused (2006)
- Safer Practice with Technology (2010 – Kent Safeguarding Children Board)
- Kent Safeguarding Procedures for Managing Allegations Against Staff
- Kent & Medway Safeguarding Children Procedures 2013
- DBS website (Disclosure and Barring Service)
- Counter-Terrorism and Security Act 2015
- The Prevent Duty – departmental advice for schools and child care providers (June 2015)

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- Children Missing Education (CME)
- Working Together to Safeguard Children 2015 (WTSC)
- Framework for the Assessment of Children in Need and their Families (2000)
- Kent and Medway Safeguarding Children Procedures (Online, 2016)

### DSL Contact Details

The Designated Safeguarding Lead is:

Francis Osei-Appiah Presenter and CEO (DSL)

Contact details: email: [oseiappiah@reformrestorerrespect.org](mailto:oseiappiah@reformrestorerrespect.org) mob: 07904764291

### Defining Safeguarding

“Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil’s welfare, health and safety.” (Inspecting safeguarding in early years, education and skills, Ofsted, September2016)

All safeguarding policies will be reviewed on an annual (minimum) basis by the Trustees and CEO which has responsibility for oversight of safeguarding and child protection systems.

There are four main elements to our child protection policy

- **Prevention** (e.g. positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
- **Support** (for all students, parents/carers and staff, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents/carers and other agencies** (to ensure appropriate communications and actions are undertaken).

The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

Reform Restore Respect acknowledges that this policy will incorporate a range of safeguarding issues including (but not limited to):

- Bullying (including cyberbullying)

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- Children and the court system
- Children Missing Education (CME)
- Children with family members in prison
- Child missing from home or care
- Child Sexual Exploitation (CSE)
- Child criminal exploitation (County Lines)
- Domestic Abuse
- Homelessness
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender based abuse and violence against women and girls
- Hate
- Honour based abuse
- Mental health
- Missing children and adults
- Online safety
- Peer on Peer Abuse
- Prevent duty (radicalisation and extremism)
- Private fostering
- Relationship abuse
- Sexual violence and sexual harassment between children
- Human trafficking and modern slavery
- Youth produced sexual imagery or "Sexting"

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Every member of staff and trustees at Reform Restore Respect recognises that children experiencing specific safeguarding issues identified above are no different to safeguarding against any other vulnerability or concern and will be approached and responded to in the same way as protecting children from any other risks.

If you are unsure that a child may be suffering, but are worried, or if you are concerned that a child has suffered harm, neglect or abuse, please contact Specialist Children's Services on 08458 247100 who can discuss this with you.

### **Recognition and categories of abuse**

All staff in school should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

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- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

Members of staff and trustees are made aware that that child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger. They may be abused by an adult or adults, or another child or children. Children may be abused via the internet by their peers, family members or by unknown and in some cases unidentifiable individuals. In the case of honour based violence, including forced marriage and female genital mutilation, children may be taken out of the country to be abused. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives.

Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.

The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

### **Identifying Abusers**

The organisation accepts that abuse may be committed by a range of possible people. It therefore accepts its responsibility to protect people receiving the organisation's services from possible abuse from all sources, which include:

- The staff and trustees of the organisation
- Volunteers working for the organisation
- Visiting venues such as schools, youth centres, Pru's, Colleges etc
- People who have contact with individuals while they are accessing community facilities
- Other individuals that receives the service

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## **The Role and Accountability of Staff in Relation to Abuse**

The organisation insists that all of its staff and trustee directors have responsibility to:

- provide individuals with the best possible service
- desist from any abusive action in relation to individuals
- report anything they witness which is or might be abusive
- cooperate in every possible way in any investigation into alleged abuse
- participate in training activities in relating to abuse and protection.

The organisation requires its management and Trustees to take responsibility for:

- developing systems and structures within which it is possible to deliver the best possible service
- encouraging a culture and ethos for the organisation which is hostile to any sort of abuse
- producing and regularly revising the policies and procedures to combat abuse
- operating personnel policies which identify, appropriately deal with and if necessary exclude from practice potential or actual abusers
- providing training for staff in all aspects of abuse and protection
- investigating any evidence of abuse speedily and sympathetically where appropriate referring to Kent and Medway protocols
- implementing improvements to procedures if an investigation into abuse reveals deficiencies in the way in which the organisation operates
- collaborating with all the other relevant agencies in combating abuse and improving the protection of individuals

## **Recruitment Practices**

The organisation takes great care in the recruitment of staff, carries out all possible checks on recruits to ensure that they are of a high standard, and cooperates in all initiatives regarding the sharing of information on care workers who are found to be unsuitable to work with vulnerable young people. The organisation ensures that new employees are checked through enhanced DBS.

## **Preventing Abuse from Occurring**

The organisation is committed to taking all possible steps to prevent abuse from occurring including:

- setting out and making widely known the procedures for responding to suspicions or evidence of abuse
- operating personnel policies which ensure that all potential staff are rigorously checked, by the taking up of references and clearance through DBS checks.
- incorporating material relevant to abuse into staff training at all levels
- maintaining vigilance concerning the possibility of abuse of individuals from whatever source

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- encouraging among staff, individuals and all other stakeholders a climate of openness and awareness which makes it possible to pass on concerns about behaviour which might be abusive or which might lead to abuse
- devising systems which minimise the risk of abuse of individuals by other individuals by understanding and dealing appropriately with any form of aggression
- communicating concerns to the appropriate officers of the Local Safeguarding Authority (Kent County Council) and authoritative professional guidance

### **Identifying Actual or Possible Abuse**

The organisation aims to identify any instances of actual or possible abuse involving individuals by all possible means including:

- fostering an open and trusting communication structure within the organisation so that staff, individuals and others feel able to discuss their concerns with someone authorised to take action
- encouraging staff to recognise that a commitment to the highest possible standards of service must, when necessary, overrule loyalty to colleagues individually or corporately
- making it clear to staff that not to report incidents or suspicions of abuse is itself abusive and may lead to disciplinary or criminal proceedings
- operating systems of management, supervision, internal inspection, and quality control which have the potential to reveal abuse where it exists.

### **PROCEDURES FOR WHEN ABUSE HAS OCCURRED OR IS ALLEGED TO HAVE OCCURRED**

If abuse is clearly occurring or is alleged to have occurred, the organisation takes swift action to limit the damage to individuals and to deal with the abuse, as follows.

#### **Initial Procedures**

- A staff member who witnesses a situation in which an individual is in actual or imminent danger should use their judgement as to the best way to stop what is happening without further damage to anyone involved including themselves, either by immediately intervening personally or summoning help.
- Any staff to which actual or suspected abuse is reported – usually the Abuse Protection Manager of the organisation or institution where we are carrying out our services or in their absence the relevant teacher or tutor of the venue must immediately take any further action necessary to provide protection, support or additional care to an individual who has been harmed.

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- In some instances the Abuse Protection Manager might need to report the matter directly to the police and take guidance from them on the measures to be taken.
- The Abuse Protection Manager must take steps to ensure that there is no further risk of the victim being abused by the alleged or suspected perpetrator.
- The Abuse Protection Manager must ensure that the needs of the alleged victim of the abuse for any special or additional care, support or protection or for checks on health or wellbeing are met at the outset and subsequently throughout the proceedings.
- If the alleged abuser is a staff member and there is sufficient evidence that abuse has or might have occurred, the Abuse Protection Manager will take steps to suspend the person from duty pending the outcome of a disciplinary investigation. The manager will receive guidance on the steps to be taken following the local safeguarding authority strategy meeting, which will be held following the reporting of the abuse or suspected abuse.
- If the evidence is insufficiently strong to warrant suspension the staff member against whom the allegation has been made will be instructed not to have further unsupervised contact with any individuals that receive the service.

### **Investigating alleged abuse**

In many cases an investigation will be carried out or led by a member of an external agency in line with the action plan determined by the initial strategy meeting convened by the local safeguarding authority. If a staff member is expected to carry out an investigation the following guidance should be followed.

- An appointed investigating officer will usually consult the person who may have been abused to hear their account of what has occurred and their views about what action should be taken, involving the individual's relatives, friends or representatives if that is appropriate and in line with the wishes of the individual.
- The investigating officer is expected to take into account in her or his conduct of the investigation:
  1. The fears and sensitivity of the abused person
  2. Any risks of intimidation or reprisals
  3. The need to protect and support witnesses
  4. Any confidentiality or data protection issues
  5. The possible involvement of other agencies, including the police, local safeguarding team.
  6. The obligation to keep the abused person and in specific instances the alleged perpetrator on the progress of the investigation
  7. The investigating officer will assure the person who may have been abused that they will be taken seriously, that the comments will as far as possible be treated confidentially, that they will be protected from reprisals and intimidation, and that they will be kept informed of action taken and of the outcome

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8. The investigating officer will consider whether the individual needs independent help or representation in presenting their evidence and, in conjunction with the Abuse Protection Manager if necessary, will arrange for the appropriate help or support to be made available
9. If the individual expressly states a wish that no further action should be taken, the investigating officer will consider whether a danger to others exists from not investigating further, whether or not in light of that assessment it is possible to follow the individual's wishes, and whether in any case precautionary measures should be taken to protect others from the possibility of abuse from the same source, and the individual will be informed of what is to happen
10. If it is decided that an investigation should proceed, the investigating officer will, as discreetly and confidentially as possible, look into all aspects of the situation
11. The investigation will include interviewing the staff involved in the incident up to that point, hearing and assessing evidence from any others who might be in a position to supply information, exploring every other possible source of evidence, maintaining appropriate contact with any other agencies involved, and if necessary seeking expert advice on any technical aspects if the situation which are outside the knowledge or expertise available within the organisation
12. Any staff from which evidence is taken will be assured that they will be dealt with in a fair and equitable manner and informed of their employment, legal and procedural rights
13. The alleged victim of the abuse, and where appropriate their relatives, friends or representatives, will at all times be kept as fully informed as possible of what is happening regarding the suspected abuse
14. The investigation will be carried out as quickly as possible and the findings presented to the local safeguarding strategy group which will then decide what further action to take

### **Following the investigation**

- If it seems from the investigation that on the balance of probabilities abuse did indeed take place, the Abuse Protection Manager will, if the abuser is a staff member, initiate and carry through proceedings according to the organisation's disciplinary policy or, if the abuser is not a member of staff, take action to involve other responsible bodies.
- If abuse is proved against a staff member, the Abuse Protection Manager will initiate appropriate action, which might include dismissal, other employment sanctions, or where there might have been mitigating or extenuating circumstances, retraining.
- The individual will be informed of the outcome of the investigation and any further action and should be consulted about whether any redress or apology would be appropriate and helpful to them.
- The Abuse Protection Manager will take appropriate steps to inform the



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DBS for possible inclusion of the person on its Vetting and Barring Scheme as someone who is unsuitable to work again with vulnerable young person or adult.

- At all stages of the process, a careful record will be kept of all action taken, paying particular attention to the sensitivity of the abused person.

### **Planning further action**

At the end of an incident involving possible or actual abuse, trustee directors should review what has happened with a view to assessing whether the organisation or its management has been in any way culpable, ineffective or negligent, to learning lessons for the way the organisation should operate in the future, and to passing on any appropriate information to other agencies. If necessary the organisation's policies, procedures and training arrangements should be modified in response to any material which has emerged from the incident or the investigation. The organisation might carry this out with advice and guidance from the local safeguarding authority.

### **Local Support and sources of assistance**

#### **Contact details for Area Safeguarding Adviser (Education Safeguarding Team)**

- Robin Brivio tel: 03000 412445 [www.kelsi.org.uk/support-for-children-and-youngpeople/child-protection-and-safeguarding/safeguardingcontacts](http://www.kelsi.org.uk/support-for-children-and-youngpeople/child-protection-and-safeguarding/safeguardingcontacts)

#### **Contact details for Online Safety in the Education Safeguarding Team**

- Rebecca Avery, Education Safeguarding Adviser (Online Protection):  
Ashley Assiter, e-Safety Development Officer  
03000 415797  
[esafetyofficer@kent.gov.uk](mailto:esafetyofficer@kent.gov.uk) (non-urgent issues only)

#### **Contact details for the LADO**

- **Telephone:** 03000 410888 **Email:** [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

#### **Children's Social Work Services**

- Central Duty Team: 03000 411111 Out of Hours Number: 03000 419191

#### **Kent Police**

- 101 (or 999 if there is an immediate risk of harm)

#### **Kent Safeguarding Children Board (KSCB)**

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- kscb@kent.gov.uk 03000 421126

## National Support and sources of assistance

### Support for staff

- Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

### Support for Pupils

- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)

### Support for adults

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### Domestic Abuse

- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)

### Honour based Violence

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

### Sexual Abuse and CSE

- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)

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- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

### Online Safety

- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- ParentPort: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

### Radicalisation and Hate


- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Counter Terrorism Internet Referral Unit: [www.gov.uk/reportterrorism](http://www.gov.uk/reportterrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

## Record Keeping

The organisation ensures that all details associated with allegations of abuse are recorded clearly and accurately. The records are kept securely and the organisation's policies on confidentiality are carefully followed. Reports are made as required to the safeguarding agencies involved.

### Referrals to DBS barring lists

The organisation will always comply with its legal requirement to refer a its staff, where it has evidence that the staff member in question has been guilty of misconduct by harming or putting at risk a vulnerable young adult (or child), during the course of their work, to the Disclosure Barring Service Vetting and Barring Scheme following the procedures issued by the DBS.

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| <b>SIGNED:</b> |  |
| <b>DATE:</b>   | 1 SEPTEMBER 2022   |

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| <b>POLICY REVIEW DATE:</b> | 1 SEPTEMBER 2023 |
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