



Child Protection and Safeguarding Policy

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Contents

1. Important Contacts
2. Local Contacts
3. Aims
4. Legislation and statutory guidance
5. Definitions
 - 5.1 Purpose of the Policy
 - 5.2 What **The Link Charitable Trust** recognises
 - 5.3 What **The Link Charitable Trust** seeks to keep
6. Equality statement
7. Roles and Responsibilities
8. Confidentiality
9. Recognising abuse and taking action
10. When considering a referral to the Multi Agency Hub (MACH)
11. Digital Resilience, Online safety and the use of mobile technology
12. Notifying parents and carers
13. Children with special educational needs, disability or health issues
14. Complaints and concerns
15. Whistleblowing
16. Record keeping
17. Recruitment
18. Training
19. Enhanced Disclosure and Barring
20. Reporting allegations of abuse
21. Allegations made against Staff
22. Monitoring arrangements
23. Specific Safeguarding Issues
24. Appendixes

Appendix 1	Legislation and statutory guidance
Appendix 2	Contacts
Appendix 3	Safeguarding Glossary
Appendix 4	Process Flowchart -Safeguarding disclosure/concern
Appendix 5	Process Flowchart - concern about management / staff / volunteer
Appendix 6	Legal Framework
Appendix 7	Related Procedures
Appendix 8	SAFER Referral Form

25.

1. Important Contacts within The Link Charitable Trust

Role/Organisation	Name	Contact Details
Designated Safeguarding Lead (DSL)	Hannah Moloney	01642 989198 07585 602280
Designated Deputy Safeguarding Lead (DDSL) Adults	Katie Finkill	01642 989198 07845 695691
Designated Deputy Safeguarding Lead (DDSL) CYP	Lorraine Bateman	01642 989198 07599 560848
Designated Deputy Safeguarding Lead (DDSL) CYP	Carl Sims	01642 989198 07426 301627
Head of Trustees	James Grant	Via 01642 989198
Safeguarding Trustee		

2. Local contacts

[\(LADO\) Designated Officer, Redcar & Cleveland Borough Council](#)

Tel: (01642) 130708

[Middlesbrough Multi Agency Children's Hub](#)

Telephone: 01642 726004 Email: MiddlesbroughMACH@middlesbrough.gov.uk

[Redcar and Cleveland Multi Agency Children's Hub](#)

Telephone 01642 130700 Email: RedcarMACH@redcar-cleveland.gov.uk

POLICE 101 or in case of an emergency 999

[CAMHS \(Child Adolescent Mental Health Services\)](#)

0300 0132 000 option 3 for Redcar, option 6 for the Crisis Team

Tees Local Safeguarding Children Partnerships Procedures

Website: <http://www.teescpp.org.uk/>

South Tees Safeguarding Children Partnership

Website: <https://stscp.co.uk/>

[NSPCC](#) helpline 0808 800 5000

Government PREVENT helpline to raise concerns about extremism 0800 011 3764

[Emergency Duty Service](#) for Redcar and Cleveland Borough Council - telephone 01642 524552 or by minicom (01642) 602346

3. Aims

The Link Charitable Trust aims to ensure that:

- Appropriate action is taken within the relevant timescale to safeguard and promote children’s welfare
- That the Link Charitable Trusts board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of The Link Charitable Trust are aware of their statutory responsibilities with respect to safeguarding.
- That the paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of The Link Charitable Trust are properly trained in recognising and reporting safeguarding issues

4. Legislation and statutory guidance (see appendix 1)

5. Definition

The Link Charitable Trust recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in our care.

This policy applies to all staff, including the board of trustees, senior managers, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of **The Link Charitable Trust**, individuals and outside agencies that we work with. We understand the importance of working in partnership with children and young people, their parents/carers and others to promote children’s welfare.

It is our responsibility for everyone working on behalf of **The Link Charitable Trust** to report any allegations of abuse. The policy specifically covers all who work in a regulated activity with children and/or adults.

We recognise that all children and young people have the right to be safeguarded from harm or exploitation whatever their

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

This policy has been created in line with the *Working Together to Safeguard Children policy* (DfE, 2015) - A guide to inter-agency working to safeguard and promote the welfare of children. **The Link Charitable Trust** is committed to maintaining high standards relating to the safeguarding of its Adult service users, children and young people aged between 3-18 years who live in Redcar and Cleveland local authority.

Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. They have several statutory functions under the *1989 and 2004 Children Acts* which make this clear, and this guidance sets these out in detail. This includes specific duties in relation to children in need and children suffering, or likely to suffer, significant harm, regardless of where they are found, *under sections 17 and 47 of the Children Act 1989*. The Director of Children’s Services and Lead Member for Children’s Services in local authorities are the key points of professional and political accountability, with responsibility for the effective delivery of these functions

Whilst local authorities play a lead role, **safeguarding children and protecting them from harm is EVERYONE’S responsibility including The Link Charitable Trust’s role within the Charity and Voluntary Sector. Everyone who encounters children and families has a role to play.**

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- acting to enable all children to have the best outcomes.

Local agencies, including the police and health services, also have a duty under *section 11 of the Children Act 2004* to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions.

Under *section 10* of the same Act, a similar range of agencies including **The Link Charitable Trust** are required to cooperate with local authorities to promote the well-being of children in each local authority area. This cooperation should exist and be effective at all levels of the organisation, from strategic level through to operational delivery. Professionals working in agencies with these duties are responsible for ensuring that they fulfil their role and responsibilities in a manner consistent with the statutory duties of their employer.

5.1 The purpose of this policy:

- to protect children and young people who receive **The Link Charitable Trust's** services. This includes the children of adults who use our services;
 - to provide staff and volunteers with the overarching principles that guide our approach to child protection;
 - to enable the trustees, management members, the staff and volunteers to safeguard and promote the welfare of children and young people.
 - to promote a culture which makes our service a safer place in which to participate?
 - to ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
 - to raise awareness of child protection issues with staff, management members and volunteers.
 - to equip young people with the skills needed for them to keep themselves safe.
- [A summary of the UN convention on the rights of the child](#) - See Article 12: respect for the views of the child, article 19: protection from violence, abuse and neglect and article 31: leisure, play and cultural.
- to develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse.
 - to support children and young people who have been abused in accordance with his/her agreed child protection plan when we have access to it.
 - to establish a safe environment in which children and young people can develop and grow.
 - Set out the legislative requirements and expectations on individual services including **The Link Charitable Trust** to safeguard and promote the welfare of children; and
 - Provide a clear framework for **Local Safeguarding Children Boards (LSCBs)** to monitor the effectiveness of local services including **The Link Charitable Trust**.

The Link Charitable Trust believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

This policy sets out how the organisation will manage recruitment for job roles that involve working with vulnerable groups and how it will manage matters arising during employment where it is believed that vulnerable groups could be, or have been, placed at risk.

The policy also explains the responsibilities of staff in relation to the safeguarding of vulnerable groups and the procedure that should be followed when reporting an allegation of abuse of a service user.

5.2 The Link Charitable Trust recognise that:

- the welfare of the child is paramount, as enshrined in the **Children Act 1989**
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

5.3 We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting **child protection practices** through procedures and a **code of conduct** for staff and volunteers
- developing and implementing an effective **e-safety policy** and related procedures
- providing effective management for staff and volunteers through supervision, support and training (Please also see **Supervision policy** available from HR)
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, carers, staff and volunteers
- Sharing concerns with agencies who need to know, and involving parents, carers and children appropriately.

6. Equality statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

All staff have the responsibility of recognising that there may be children with additional vulnerability who remain at higher risk of harm or abuse because of their existing vulnerability.

All **The Link Charitable Trust** staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs
- has special educational needs (whether or not they have a statutory education, health and care plan), is a young carer, may experience discrimination due to their race, ethnicity, religion, gender identification or sexuality, has English as an additional language
- is showing signs of being drawn into antisocial or criminal behaviour, including gang involvement and association, with organised crime groups, is frequently missing/goes missing from care or from home, is misusing drugs or alcohol themselves
- is at risk of modern slavery, trafficking or exploitation
- is in a family circumstance presenting challenges for the child, such as temporary accommodation,
- is using substance abuse, in a home with adult mental health problems or domestic abuse, or has returned home to their family from care
- is showing early signs of abuse and/or neglect

- is seeking Asylum or is a refugee
- is at risk of FGM, sexual exploitation, forced marriage, being radicalised or exploited
- is a privately fostered childcare setting and missing from education
- has a parent/carer that has expressed an intention to remove them from school to be home educated

7. Roles and Responsibilities

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers and trustees and is consistent with the procedures of the **3 safeguarding partners**. Our policy and procedures also apply to extended off-site activities.

All staff will read and understand the Safeguarding Policy and review this Policy annually.

All staff will sign a declaration at the review stage of this policy to say they have reviewed and read the policy.

All staff will be aware of:

- **The Link Charitable Trust's** systems for supporting safeguarding, child protection and safeguarding policy.
- The Staff code of conduct, the role and identity of the designated safeguarding lead - Hannah Moloney and deputies - Katie Finkill, Lorraine Bateman and Carl Sims, the behaviour policy, the GDPR policy and the safeguarding response to children who go missing from our care/education.
- The **Early Help Process**, their role, including identifying emerging problems, liaising with DSL, sharing information with other professionals to support early identification and assessment.
- The process for making referrals to the **Local Authority Children's Social Care** and for statutory assessments that may follow a referral, including the role they might be expected to play.
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as peer on peer abuse, child sexual exploitation, child criminal exploitation, indicators of being at risk from or involved with serious violent crime and radicalisation.
- The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe

See Section 9 – Recognising Abuse and taking action

8. Confidentiality

This covers the process and principles for sharing information within **The Link Charitable Trust's**, and with the **3 safeguarding partners** (more about the 3 safeguarding partners on page 22) and other agencies as required.

The Link Charitable Trust notes that:

- Timely information sharing is essential to effective safeguarding
- 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
- The Data Protection Act (DPA) 2018 and General Data Protection Regulations (GDPR) do not prevent, or limit, the sharing of information for the purposes of keeping children safe

- If staff need to share ‘special category personal data’, the DPA 2018 contains ‘safeguarding of children and individuals at risk’ as a processing condition that allows 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
- Staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child’s best interests

[The government’s information sharing advice](#) for safeguarding practitioners includes 7 ‘golden rules for sharing information, and will support staff who have to make decisions about sharing information

The Seven Golden Rules for Sharing Information are:

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 upto-date, is shared in a timely fashion, and is shared securely (see principles).
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.

If staff are in any doubt about sharing information, they should speak to the designated safeguarding lead (or deputy).

Confidentiality is also addressed in this policy with respect to record-keeping in section 16, and allegations of abuse against staff in appendix 5

9. Recognising abuse and taking action

All staff should be aware that Safeguarding incidents and/or behaviours can be associated with factors outside **The Link Charitable Trust** and/or can occur between children both inside and outside of the Trust environment.

All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families.

Extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence Staff recognise that children with SEN and disabilities can face additional safeguarding challenges. They must not assume that indicators of possible abuse such as behaviour, mood and injury relate to a child's disability without further exploration. They must remain alert to the fact that children with SEN and disabilities can be more prone to peer group isolation and disproportionately impacted by behaviours such as bullying, without outwardly showing any signs and may have communication barriers and difficulties overcoming these barriers.

It is not the responsibility of **The Link Charitable Trust** or the trust's staff to investigate or determine the truth of any disclosure or allegation of abuse or neglect. This includes allegations of peer abuse.

All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly, all concerns indicating possible abuse or neglect will be recorded and discussed with the DSL (or in their absence with one of the deputies) prior to any discussion with parents/carers.

Please note – in this and subsequent sections, you should take any references to the DSL to mean “the DSL (or deputy DSL)”.

Definitions of abuse and what to look out for: see appendix one – Safeguarding Glossary for more detailed explanations

Abuse – The maltreatment of a child, inflicting harm, failing to act to prevent harm.

Physical Abuse - 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 persistent adverse effects on the child's emotional development.

Neglect – The abuse and failure to meet a child's basic physical and /or psychological needs, resulting in a serious impairment of the child's health or development.

Sharing of nudes and semi-nudes – (sexting, sexual imagery) sharing nude or semi nude images, videos or live streams.

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.

Child Sexual Exploitation – Child sexual exploitation is a form of child sexual abuse it 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

FGM (female genital mutilation) – Female Genital Mutilation is a form of abuse that is an offence of FGM, is an offence in assisting a girl to mutilate her own genitalia, is an offence of assisting a non-UK person to mutilate overseas a girl's genitalia and is an offence to protect a girl from risk of genital mutilation

HISTORICAL ABUSE is where an individual was abused at any time under the age of 18, whether the abuse occurred once or numerous times or if it was 1 year or 70 years ago. It is of no matter if it was physical, sexual or psychological. In some abuse cases, the person abused may have only learned or understood what happened recently. This must be taken seriously and reported especially when the abuser is still in contact with children.

Staff must immediately report:

Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play any explanation given which appears inconsistent or suspicious any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play)

- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- any concerns regarding person(s) who may pose a risk to children (e.g. staff in school or person living in a household with children present) including inappropriate behaviour e.g. inappropriate sexual comments;
- excessive one-to-one attention beyond the requirements of their usual role and responsibilities. Refer to **The Link Charitable Trusts - Safe Touch and Physical Intervention Policy**
- inappropriate sharing of images any concerns related to serious crime, including knife crime any concerns relating to peer abuse
- any concerns relating to youth produced sexual imagery (sexting) any concerns relating to a child's engagement with extremist groups or ideologies

Disclosures or information may be received from children, parents/carers or other members of the public. **The Link Charitable Trust** recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. Whilst in most cases disclosures will be made directly to the DSL, this may not always be the easiest option for the student.

It is the **Trust's** intention to ensure that any disclosure is handled sensitively and the child has the right to choose the member of staff that they feel most comfortable with when discussing such personal matters.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the DSL and make a record. If in doubt about recording requirements staff should discuss with the DSL.

9.1 Managing Referrals

Information given is likely to lead to referrals to supporting agencies, including:

- Social Care – Multi Agency Children’s Hub (MACH) Middlesbrough Residents – 01642 726004
- Social Care – Multi Agency Children’s Hub (MACH) Redcar and Cleveland Residents – 01642 130700 out of office hours call 01642 524552
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed including Sexual Exploitation
- Radicalisation (through the point of contact for the Channel Panel); Female Genital Mutilation and Forced Marriage)
- South Tees Multi Agency Children’s Hub or Channel Panel as appropriate

9.2 Work with others

The DSL will liaise with LADO and inform them of issues, especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.

They will liaise with the case managers of the Local Authority for child protection concerns.

They will act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Local authority referrals where an individual suspect abuse of a child can be made using this portal:

<https://www.gov.uk/report-child-abuse-to-local-council>

9.3 If a child makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions.
- Stay calm and do not show that you are shocked or upset.
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner.
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret.
- Write up your conversation as soon as possible in the child’s own words. Stick to the facts, and do not add judgement
- Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate (and with Level 3 Safeguarding Training only), make a referral to children’s social care and/or the police directly and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process.

9.4 If you discover that FGM has taken place or a student is at risk of FGM

The Department for Education’s Keeping Children Safe in Education explains that FGM comprises “all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs”.

- FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as female genital cutting', 'circumcision' or 'initiation'.
- Possible indicators that a child has already been subjected to FGM, and factors that suggest a child may be at risk. There are certain factors that may heighten a girl's risk of FGM, and these include: Being between the ages of 5-8 (although FGM has been reported amongst babies and may also affect older children) If a girl's family are less well integrated into the local community or are experiencing poverty or disadvantage.
- **Any staff** who discovers (either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on a **child under 18** must immediately report this to the Police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.
- Unless they have good reason not to or have specifically been told by the police not to, they should also discuss the case with the DSL and involve children's social care as appropriate.
- **Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **child under 18** must speak to the DSL who will then follow our local safeguarding procedures (previously listed).
- The duty for staff mentioned above does not apply in cases where a student is at risk of FGM or FGM is suspected but is not known to have been carried out. **Staff should not examine the child/young person.**
- **Any member of staff** who suspects a student is at risk of FGM or suspects that FGM has been carried out must speak to the DSL and follow our local safeguarding procedures.

If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or in immediate danger)

Where possible, speak to the DSL first to agree a course of action.

If in exceptional circumstances and the DSL or a member of the Safeguarding team is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team (All Deputy DSLs) and/or take advice from local authority children's social care. You can also seek advice at any time from the NSPCC helpline on 0808 800 5000.

Make a referral to local authority children's social care directly, if appropriate (see 9.7). Share any action taken with the DSL as soon as possible.

9.5 Early Help

If Early Help is appropriate, the DSL and team will generally lead on liaising with other agencies and setting up a multi-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an Early Help assessment, in some cases being nominated and then acting as the lead practitioner.

The DSL will keep the case under constant review and The Link Charitable Trust will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed. Making a Referral to Redcar and Cleveland Council's Multi Agency Children's Hub (MACH) – [A Guide for Professionals](#)

Early Help Middlesbrough - 01642 726004 or email MiddlesbroughMACH@middlesbrough.gov.uk.

Early Help Redcar and Cleveland- 01642 130678 or email RedcarMACH@redcar-cleveland.gov.uk

9.6 Mental Health Concern

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one.

If you have a mental health concern that is not also a safeguarding concern, speak to the DSL to agree a course of action.

The Link Charitable Trust follow The [THRIVE Framework for system change](#) (Wolpert et al., 2019) this is an integrated, person centred and needs led approach to delivering mental health services for children, young people and their families.

It conceptualises need in five categories; *Thriving*, *Getting Advice and Signposting*, *Getting Help*, *Getting More Help* and *Getting Risk Support*. Emphasis is placed on prevention and also the promotion of mental health and wellbeing across the whole population. Children, young people and their families are empowered through active involvement in decisions about their care through shared decision making, which is fundamental to the approach.

[THRIVE: a conceptual framework for CAMHS \(2014\)](#).

[THRIVE Elaborated \(2015\)](#) expands on the 2014 THRIVE Framework.

The 7 Minute Briefings provide a concise overview of the key principles of the THRIVE Framework for system change (Wolpert et al., 2019) and how to implement them. They are intended to provide learning in a manageable and memorable way and will help teams reflect on their practice and can be revisited on a regular basis.



- [THRIVE Conceptual Framework](#)
- [Thriving](#)
- [Getting Advice and Signposting](#)
- [Getting Risk Support](#)
- [Getting Help](#)
- [Getting More Help](#)
- [Shared Decision Making](#)

Children and Adolescent Mental Health Service (CAMHS) on NHS 111 gives access to local professionals from across the NHS, public health, children's services in local authorities, education and youth justice working together with children, young people and their families to design and provide the best possible services for their locality.

9.7 Referrals to Local Authorities, Children's Social Care or the Police

If it is appropriate to refer the case to local authority children's social care or the Police, the DSL will make the referral or support you to do so.

If you make a referral directly you must tell the DSL as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.

9.8 Concerns about Extremism

If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior management and/or seek advice from local authority children's social care. Make a referral to local authority children's social care directly, if appropriate (see 'Referral' above).

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.

You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger.
- Think someone may be planning to travel to join an extremist group.
- See or hear something that may be terrorist-related

9.9 Allegations of abuse made between young people

Peer on Peer abuse - This type of abuse takes place between young people and can include (but is not limited to):

- Sexual abuse
- Physical abuse
- Sexual harassment
- Violence
- Emotional harm
- Bullying
- Online/cyber bullying
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Grooming
- Teenage relationship abuse
-

The Link Charitable Trust recognises that children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up". At **The Link Charitable Trust** we have added categories to our behaviour system to ensure that both verbal and physical peer on peer abuse

is not only challenged but reported effectively and that there is clear communication between **The Link Charitable Trust** and families when these categories are used. Most cases of young people hurting others will be dealt with using the **The Link Charitable Trust's behaviour policy**, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns.

This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence.
- Could put the individual student or peers at risk,
- Violence - both physical and verbal.
- Involves peers of children and/or young people being forced to use drugs or alcohol.
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual
- Assault or sexually inappropriate pictures or videos (including sexting and up skirting).
- Incidents must be given to the DSL and team where further investigation is necessary.

If deemed necessary:

- The DSL will contact the Multi Agency Children's Hub
- The DSL may put a risk assessment, parent/child agreement and/or support plan into place for all children involved (including the victim(s), the child (ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed.
- The DSL will contact the children, parent/carer and if needed the adolescent mental health services (CAMHS) for wellbeing and mental health support where appropriate.

We will minimise the risk of peer-on-peer abuse by:

- Ensuring adequate training for all staff at **The Link Charitable Trust**.
- Challenging any form of derogatory or sexualised language or behaviour, including requesting or sending sexual images.
- Being vigilant to issues that particularly affect our different genders – for example, sexualised or aggressive touching or grabbing towards female, male or non-binary students and any initiation or hazing type behaviours demonstrated.
- Ensuring our services helps to educate students about appropriate behaviour and consent.
- Ensuring staff are trained to understand that a student harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy.
- Where necessary, referring students to appropriate agencies for support.

The Link Charitable Trust Behaviour system to follow in groups is based on a card structure - Red and yellow cards are accessible by staff to give to the child with behaviours. Yellow card is for low level behaviours such as repetitive disruptive behaviours, shouting, not following instructions, being unkind, swearing, etc. If a child continues and is given the yellow card up to 3 times then they receive a red card and it is discussed with parent/carer and asked not to attend group the following week. A red card can be given for behaviours such as violence towards others including other children, staff, volunteers or destructive behaviours against items and buildings, to include The Link Charitable Trust buildings and also places that are hired by The Link Charitable Trust

9.10 Sexting (Youth Produced Sexual Images) and Upskirting

The Link Charitable Trust's approach is based on guidance from the [UK Council for Child Internet Safety](#) for all staff and for DSLs and senior leaders.

Responsibilities when responding to a Sexting Incident

If you are made aware of an incident involving sexting (also known as 'youth produced sexual imagery') must be reported to the DSL immediately.

You must **NOT**:

- View, download or share the imagery yourself, or ask a student to share or download it.
- If you have already viewed the imagery by accident, you must report this to the DSL.
- Delete the imagery or ask the student to delete it.
- Ask the student(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility).
- Share information about the incident with other members of staff, the student(s) if it involves parents or other parents and/or carers.
- Say or do anything to blame or shame any young people involved.

You should explain that you need to report the incident, and reassure the young person/people that they will receive support and help from the DSL.

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

Cases of upskirting must be reported to the DSL and will be reported to the Police.

10. When considering a referral to the Multi Agency Hub (MACH):

Following a report of an incident, the DSL will hold a **review meeting** with appropriate staff. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to the child/children.
- If a referral needs to be made to the Multi Agency Children's Hub.
- If it is necessary to view the imagery in order to safeguard the young person (in most cases, imagery should never be viewed).
- What further information is required to decide on the best response.
- Whether the imagery has been shared widely and via what services and/or platforms (this may be unknown). Whether immediate action should be taken to delete or remove images from devices or online services.
- Any relevant facts about the students involved which would influence risk assessment.
- If there is a need to contact another service such as the Police, school, college, setting or individual.
- Whether to contact parents or carers of the child involved (in most cases parents should be involved)
-

The DSL will make an immediate referral to police and/or children's social care if:

- The incident involves an adult.
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs).
- The information given to the DSL about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent.
- The imagery involves sexual acts and any student in the imagery is under 13.

- The DSL has reason to believe a student is at immediate risk of harm owing to the sharing of the imagery (for example, the young person is presenting as suicidal or self-harming).

If none of the above applies then the DSL, in consultation with the management and other appropriate members of staff, may decide to respond to the incident without involving the police or children's social care.

If at any point in the process there is a concern that a student has been harmed or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

Informing parents

The parents must be informed at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the student at risk of harm.

Referring to the Police

If it is necessary to refer an incident to the Police, this will be done either by dialling 101 or reporting on the CEOP website: <https://www.ceop.police.uk/safety-centre/>

Recording incidents

All sexting incidents and the decisions made in responding to them will be recorded. The record-keeping arrangements set out in section 16 of this policy also apply to recording incidents of sexting.

11. Digital Resilience, Online safety and the use of mobile technology

Digital Resilience is paramount to the safety of a child's/young person's behaviours online.

The Link Charitable Trust needs to ensure that Children understand the risks with use of the internet and online usage and are using the internet appropriately. Included in Digital Resilience is 'Harmful online challenges and online Hoaxes'.

The DfE is working in collaboration with the UK Council for Internet Safety Education subgroup.

A hoax is a deliberate lie designed to seem truthful and online challenges generally involve users recording themselves to take a challenge and then distributing the video through social media channels, daring and inspiring others to repeat the challenge.

Concerns over a young person's online behaviour and information gained that a potential **hoax** and/or an **online challenge** is live **must** be reported to the DSL who will collate further information and then support both child and parent/carer with the welfare of the students in our care as priority – sharing only accurate information where required and focusing on good and safe online behaviour.

Information sharing with other agencies such as police and LA Safeguarding Team may happen if felt appropriate by the DSL.

Staff are allowed to bring their personal phones for their own use, but will limit such use to non-contact time when children are not present, unless the phone is being used for a work-related purpose e.g. calling the office. **STAFF MUST TAKE AND USE THE LCT MOBILE PHONE** to groups, on outreach, on a school visit or on a 1:1 session and when out of the office. We follow the [General Data Protection Regulation](#) and [Data Protection Act 2018](#) when taking and storing photos and recordings for use in **The Link Charitable Trust**. *Please see the mobile Phone Policy*

12. Notifying parents/carers

Where appropriate, **WE WILL DISCUSS ANY CONCERNS** about a child with the child's parents/carers.

The DSL will normally do this in the event of a suspicion or disclosure. Other staff will only talk to parents/carers about any such concerns following consultation with the DSL.

If we believe that notifying the parents would increase the risk to the child, we will discuss this with the local authority children's social care team before doing so.

In the case of allegations of abuse made against other children, we will normally notify the parents/carers of all the children involved. However in serious cases this would be referred to social care or the Police.

13. Children with special educational needs, disabilities and health issues

We recognise 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, including:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- Childrens being more prone to peer group isolation than other students.
- The potential for students with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any sign
- Communication barriers and difficulties in overcoming these barriers.

14. Complaints and concerns

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see section 21)

Other complaints

All other safeguarding-related complaints, for example, those related to young persons will be dealt with in accordance with **The Link Charitable Trust's Complaints Policy**.

15. Whistle-blowing

The Trust has a separate whistle-blowing policy that covers concerns regarding the way the Trust safeguards young people – including poor or unsafe practice, or potential failures – please refer to **The Link Charitable Trust's Whistle blowing Policy**.

16. Record keeping

We will hold records in line with our records retention schedule.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.

Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them. Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left **The Link Charitable Trust**.

Paper records are locked and stored securely in the Family Hub Filing Cabinet. *Electronic files* are stored securely in Lamplight with access limited to the DSLs, DDSLs, management and staff trained at L3 for Safeguarding. **The Link Charitable Trust** shares information with other agencies when this is appropriate and recognises that information sharing must be GDPR compliant.

17. SAFER Recruitment

The Link Charitable Trust will make it clear to candidates when advertising a job role if the work involved is regarded as a regulated activity/work. The organisation will determine this in accordance with the provisions of the [Safeguarding Vulnerable Groups Act 2006](#).

Please refer to **The Link Charitable Trust's Safer Recruitment Procedure**

Before **The Link Charitable Trust** can employ a candidate in a regulated activity/work, the organisation will require the candidate to provide a satisfactory *Enhanced Disclosure* with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the candidate is suitable to perform this work and is not barred from doing so.

Before **The Link Charitable Trust** will make any offer of employment in a regulated activity/work it will be conditional upon;

- satisfactory application
- Interview
- References
- background checks
- Including satisfactory criminal record and barred list checks.

The organisation reserves the right not to employ a candidate where these conditions are not satisfied.

18. Training

All staff members will undertake foundation and intermediate safeguarding and child protection training at induction, including whistle-blowing procedures and on-line safety, to ensure they understand **The Link Charitable Trust's** safeguarding system and their responsibilities, and can identify signs of possible abuse or neglect.

Safeguarding Level 3 training is required for all staff who have direct contact with children, young people and families. Those staff/volunteers that do not have direct contact are required to complete the core Safeguarding training. This Level 3 Training is provided by Skills for Safeguarding and is renewed annually. Upon Induction your HR/Line Manager will arrange for any training to be booked for you by the Training coordinator who will also monitor expiry of training and book your renewal as needed.

This training will be regularly updated and will:

- Incorporated, aligned and measured as part of The Link Charitable Trust's safeguarding approach and staff training.
- Be in line with advice from the three service partners -
 - o The Local Authority (LA)
 - o A Clinical commissioning group for an area within the LA

- o The chief of police for the Local area
- Follow **Standards** of any qualifications, accreditations gained by The Link Charitable Trust's staff, such as the [British Association for Counselling and Psychotherapy \(BACP\) Ethics and Standards](#), the [British Psychological Society \(BPS\)](#) and any other standards, including [Teachers Standards](#) and [the Standards for employers of Social workers in England 2020](#).
- Manage behaviours effectively to ensure a good and safe environment following **the Link Charitable Trust's Behaviour Policy**
- Have a clear understanding of the needs of Adults, young people and children following **The Link Charitable Trust's Policies** and **Record Keeping Policy**.

All staff will have training on **PREVENT**, the anti-radicalisation strategy, to enable to identify the risks of being drawn into terrorism and to challenge extremist ideas. Staff will also receive regular safeguarding, on-line safety and child protection updates through emails and meetings. Volunteers will receive appropriate training.

18.1 Training for the Designated Safeguarding Lead and Deputy

The DSL and Deputy DSL will undertake Lead Training on child protection and safeguarding training at least every 2 years. They will update their knowledge and skills at regularly through e-bulletins, meeting other DSLs and reading safeguarding developments. They will also take PREVENT awareness training.

18.2 Training for the Trustees

All Trustees receive Foundation and intermediate safeguarding for Children, through [Teeswide Safeguarding All](#) to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities. The Head of Trustees and/or designated Safeguarding Trustee may be required to act as the case manager in the event of an allegation of abuse against **The Link Charitable Trust's** management so therefore they receive training in managing allegations for this reason

19. Enhanced Disclosure and Barring Service certificate

If work either becomes a regulated activity/work, or if an employee is asked to perform work that is a regulated activity/regulated work, **The Link Charitable Trust** will require the individual to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the individual is suitable to perform this work and is not barred from doing so.

If an employee refuses to undertake these checks, or if a disclosure confirms that the individual has a relevant criminal conviction or has been placed on a relevant barred list, the organisation will investigate the circumstances further and will fully consider the effect of this on continued employment.

Where an individual is not legally permitted to perform a regulated activity, or where the organisation otherwise has reason to believe that this will be inappropriate, the organisation may consider if there are any other non-regulated activities in which the individual can be employed.

***The Link Charitable Trust** reserves the right to dismiss an employee where continued employment cannot be supported.*

Where an employee is added to a barred list during employment

If an employee of **The Link Charitable Trust** is added to a barred list during employment, the organisation cannot legally allow the employee to continue to engage in a regulated activity.

Where an individual is not permitted to perform a regulated activity, or where, the organisation may investigate if there are any other non-regulated activities in which the individual can be employed.

The Link Charitable Trust reserves the right to dismiss an employee where continued employment cannot be supported.

20. Reporting allegations of abuse

All members of staff and any volunteers engaged on behalf of **The Link Charitable Trust** must be vigilant at all times to risks of abuse towards service users. This may include behaviour from relatives, other service users, members of staff or a disclosure of historical abuse.

Abuse is a violation of an individual's civil or human rights by another person. This can be a single act or multiple acts and it may occur in a variety of ways. Abuse of an individual may be verbal, physical or psychological. It may occur from a deliberate act or a failure to act.

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- 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
- Taking action to enable all children to have the best outcomes

Safeguarding Partners are identified in [keeping children safe in Education](#) (defined in the children act 2004, amended in chapter 2 of the [Children and Social Work act 2017](#)). They will make arrangements to work together to safeguard and promote the welfare of local children, identifying and responding to their needs:

Abuse may also occur when an individual is persuaded to do something that he or she has not consented to, or is unable to consent to, or where the individual is exploited by another person. Below is a step by step guide on how to report allegations of abuse:

- ***The Local Authority (LA)***
- ***A clinical commissioning group for an area within the LA***
- ***The chief officer for the police area in the LA area.***

Any person who believes or suspects that a service user has been subjected to abuse must refer the matter to his or her Manager, or the Managing Director if his or her line manager is implicated, immediately. **The Link Charitable Trust** will consider all allegations of abuse seriously. ***If you are a volunteer, you must report this to the group lead***

When reporting an allegation of abuse, it is important to provide as much detail as possible, including the name of the person who has been subjected to abuse, the nature of the abuse, the dates and times of any specific incidents and details of any evidence or other witnesses that may be available.

You can seek advice and guidance on the [teescpp](#) website, where you will find the [Framework of Need](#), and information on the Levels 1, 2, 3, 4 and (5) it also gives the **Continuum of Need** and you can download the **SAFER referral forms** (see appendix eight for a viewing copy) this also links to [Early Help guidance](#)

Any advice/instruction given by his or her Manager or the Managing Director must be followed, if at any time it is felt that the allegation of abuse has not been given the sufficient due care and attention it needs by management, then a second opinion can be sought from Redcar and Cleveland's Access Team (Contact 01642 771500)

The Link Charitable Trust may be required to refer information to the *Disclosure and Barring Service*. The organisation may also consider it necessary to inform *the Police of allegations* under investigation.

21. Allegations made against Staff

Suspension

The Link Charitable Trust reserves the right to suspend an employee on full pay pending investigation into an allegation of abuse and pending any resulting disciplinary proceedings.

Disciplinary action

Where **The Link Charitable Trust** has reason to believe that an allegation of abuse has foundation, the organisation will arrange a disciplinary meeting with the individual. This could result in a decision to take disciplinary action against the employee, up to and including dismissal.

Duty to refer information

The Link Charitable Trust is legally required to refer certain information about an individual to the Disclosure and Barring Service and to the Local Authority Designated officer (LADO) for Redcar and Cleveland Borough Council.

This duty applies where:

- The individual is dismissed because he or she has harmed, or may harm a child or adult
- The organisation has suspended an individual and has reason to believe that he or she has engaged in relevant conduct, or has harmed or may harm a child or adult, or has received a caution or a conviction for a relevant criminal offence.
- The individual resigns in circumstances where there is a suspicion that he or she harmed, or may harm, a child or vulnerable adult. This may, for example, arise where an employee resigns before disciplinary action is taken by the organisation.

Please refer to **The Link Charitable Trust** other Policies – **Allegations against Staff Policy** and **Lone Working Policy**.

22. Monitoring Arrangements

This Policy will be reviewed annually by the Safeguarding Lead Team and will be approved by The Trustees of The Link Charitable Trust

23. Specific Safeguarding issues

Our procedures are to:

- Ensure we have a nominated member who is responsible for safeguarding.
- Ensure all staff and volunteers know the name of the designated senior person responsible for 'safeguarding' and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for 'safeguarding'.
- Develop effective links with Redcar and Cleveland Safeguarding Children's Board for training, support and advice.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff, management member or volunteer
- To seek advice on and ensure safe recruitment practices are always followed.

- Promote an ethos which is positive, supportive and a secure environment and gives young people a sense of being valued;
- Ensure that the young people know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- Liaise with other agencies that support the young person such as schools, social services, Child and Adult Mental Health Service, education welfare service etc. on request
- If necessary signpost young people to the relevant service which is appropriate to their need.

The Role of the Designated member – Safeguarding (Child Protection).

The designated member for child protection is Hannah Moloney - Charity Manager/ Safeguarding Lead, 01642 989198 (or 07585602280 out of office hours).

The designated member is responsible for advising staff and acting as a liaison for other agencies when actual or suspected cases of abuse relate to children and young people at The Link Charitable Trust.

Child protection issues are highly sensitive and should only be shared with people who are judged to need to know. It may not be necessary for every member of the staff team to know the full details of any such case except to know that there has been a disclosure or incident and that it is being dealt with. Safeguarding/child protection concerns will be shared on a 'need to know' basis.

The Link Charitable Trust - practices

In line with the LOCAL CHILD SAFEGUARDING BOARD [Working Together to Safeguard Children 2018](#) **The Link Charitable Trust** has in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- A clear line of accountability for the provision of services designed to safeguard and promote the welfare of children; this includes the Safeguarding Lead, Hannah Moloney.
- A senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements; this being Tina Jackson, CEO/Trustee.
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- clear whistle blowing procedures, which reflect the principles in Sir Robert Francis's Freedom to Speak Up review and are suitably referenced in staff training and codes of conduct, and
- a culture that enables issues about safeguarding and promoting the welfare of children to be addressed; including weekly peer supervision and monthly one to one supervision of staff
- arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB); including ongoing training and development
- A designated professional lead for safeguarding – Hannah Moloney, Charity Manager, Hannah's role is to support other professionals in The Link Charitable Trust and to recognise the needs of children, including rescue from possible abuse or neglect.
- Designated professional safeguarding roles will be explicitly defined in job descriptions. Professionals will be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;
- safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check;
- Appropriate supervision and support for staff, including undertaking safeguarding training.
- The Link Charitable Trust are responsible for ensuring that our staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
- staff are given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and

- All professionals at The Link Charitable Trust have regular reviews of their own practice to ensure they improve over time.
- Clear policies in line with those from the Local Child Safeguarding Board for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint.

An allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

This policy should be read in conjunction with The Link Charitable Trust’s Induction Policy, Recruitment and Selection Policy and Assessment policy, for more information on these please contact HR.

We are committed to reviewing our policy and good practice annually.

This policy was implemented on:

Date: September 2023

Signed: 

Hannah Moloney, Charity Manager (The Link Charitable Trust)

Signed: 

Lorraine Bateman, CYP Project Coordinator (The Link Charitable Trust)

This policy will next be reviewed on:

Next Review: January 2026

24. Appendices

Appendix One	Legislation and Statutory Guidance
Appendix Two	Safeguarding Glossary
Appendix Three	Contacts
Appendix Four	Process flowchart – Safeguarding Concern/disclosure
Appendix Five	Process flowchart – disclosure/concern about management/staff/volunteer
Appendix Six	Legal Framework
Appendix Seven	Related Policies
Appendix Eight	SAFER Referral Form Contacts

Appendix one - Legislation and statutory guidance

This policy is based on the guidance –

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees> and [Working Together to Safeguard Children \(2018\)](#)

The Link Charitable Trust complies with this guidance and the arrangements agreed. This policy is also based on the following legislation:

[The Childrens Act 1989](#) and [The Childrens Act 2004](#) which provides a framework for the care and protection of children.

[Statutory Guidance on Prevent Duty](#), which explains duties under the counter terrorism and security act 2015 with respect to protecting people from the risk of radicalisation and extremism.

The [Local Authority social Services Act 1970](#) , which explains the Social Services Functions. It also refers to the 3 Safeguarding Partners, which is explained in Section 18.

[The Education Act 2002](#) and [The Education Act 2011](#), which places a duty on schools and academies as well as independent schools to safeguard and promote the welfare of pupils at school.

The [Protection of Freedoms Act 2012](#) which explains the use of CCTV and surveillance camera technologies as well as Safeguarding of vulnerable groups, criminal records, disclosure and barring and freedom of information and data protection, [Data Protection Act 1998](#)

The [Sexual Offences Act 2003](#) which sets information and the law on all Acts against Sexual misconduct.

[Child Sexual Exploitation](#) guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation

Section 5B(11) of the [Female Genital Mutilation Act 2003](#), as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18. [The Female Genital Mutilation Risk and Safeguarding](#) gives guidance for professionals on this subject and what indicators to look for. Organisations should also ensure that professionals are aware of the **NSPCC FGM helpline, 0800 028 3550**. This helpline can support both professionals or family members concerned that a child is at risk of, or has had, FGM.

[The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children

[United convention of the rights of the child 1991](#) The United Nations Convention on the Rights of the Child (UNCRC) is an international human rights treaty that grants all children and young people (aged 17 and under), are protected in England.

[Local Authority Designated Officer \(LADO\)](#) - The role of the LADO is set out in HM Government guidance [Working Together to Safeguard Children \(2018\)](#) chapter 2 paragraphs 4 and is governed by the authorities duties under section 11 of the Children Act 2004. This guidance outlines procedures for managing allegations against peoples who work with children who are paid, unpaid, volunteers, casual, agency or anyone employed.

[Tees Safeguarding Children Partnership Procedures](#) to request support for a child who has suffered or is at risk of suffering significant harm; where you believe they are unlikely to achieve or maintain a reasonable level of health or development without the provision of a social work service.

Keeping children safe is everyone's responsibility. We can all play a vital role in helping to protect children from abuse. The [South Tees Safeguarding Children Partnership](#) oversees the work we do to protect children in Redcar and Cleveland please use [The Emergency Duty Service](#) contact service. [PREVENT](#) and [the Channel Panel](#) protect the most vulnerable in our society and prevent them from being drawn into terrorism – over 780 individuals have left the Channel process since April 2015 with no further terrorism-related concerns

This guidance applies to organisations as set out in the *DfE Working Together to Safeguard Children* document including Voluntary Organisations such as **The Link Charitable Trust**.

Internal Safeguarding Contacts

Hannah Moloney (Charity Manager) 01642 989198 (or 07585 602280 out of office hours).

or

Katie Finkill (Adult project Coordinator) 01642 989198

Lorraine Bateman (CYP Project Coordinator) 01642 989198

If you are concerned that there is an emergency situation, you should dial 999 for the Police or 111 for a non-emergency.

Other Safeguarding Contacts

[\(LADO\) Designated Officer, Redcar & Cleveland Borough Council](#)

Tel: (01642) 130708 or (01642) 130700

[Middlesbrough Multi Agency Children’s Hub](#)

Telephone: 01642 726004 Email: MiddlesbroughMACH@middlesbrough.gov.uk

[Redcar and Cleveland Multi Agency Children’s Hub](#)

Telephone 01642 130700 Email: RedcarMACH@redcar-cleveland.gov.uk

POLICE 101 or in case of an emergency 999

[CAMHS \(Child Adolescent Mental Health Services\)](#)

0300 0132 000 option 3 for Redcar, option 6 for the Crisis Team

Tees Local Safeguarding Children Boards Procedure

Website: <http://www.teescpp.org.uk/>

South Tees Safeguarding Children Partnership

Website: <https://stscp.co.uk/>

[NSPCC](#) helpline 0808 800 5000

Government Channel helpline to raise concerns about extremism 0800 011 3764

APPENDIX Three - SAFEGUARDING GLOSSARY

Glossary

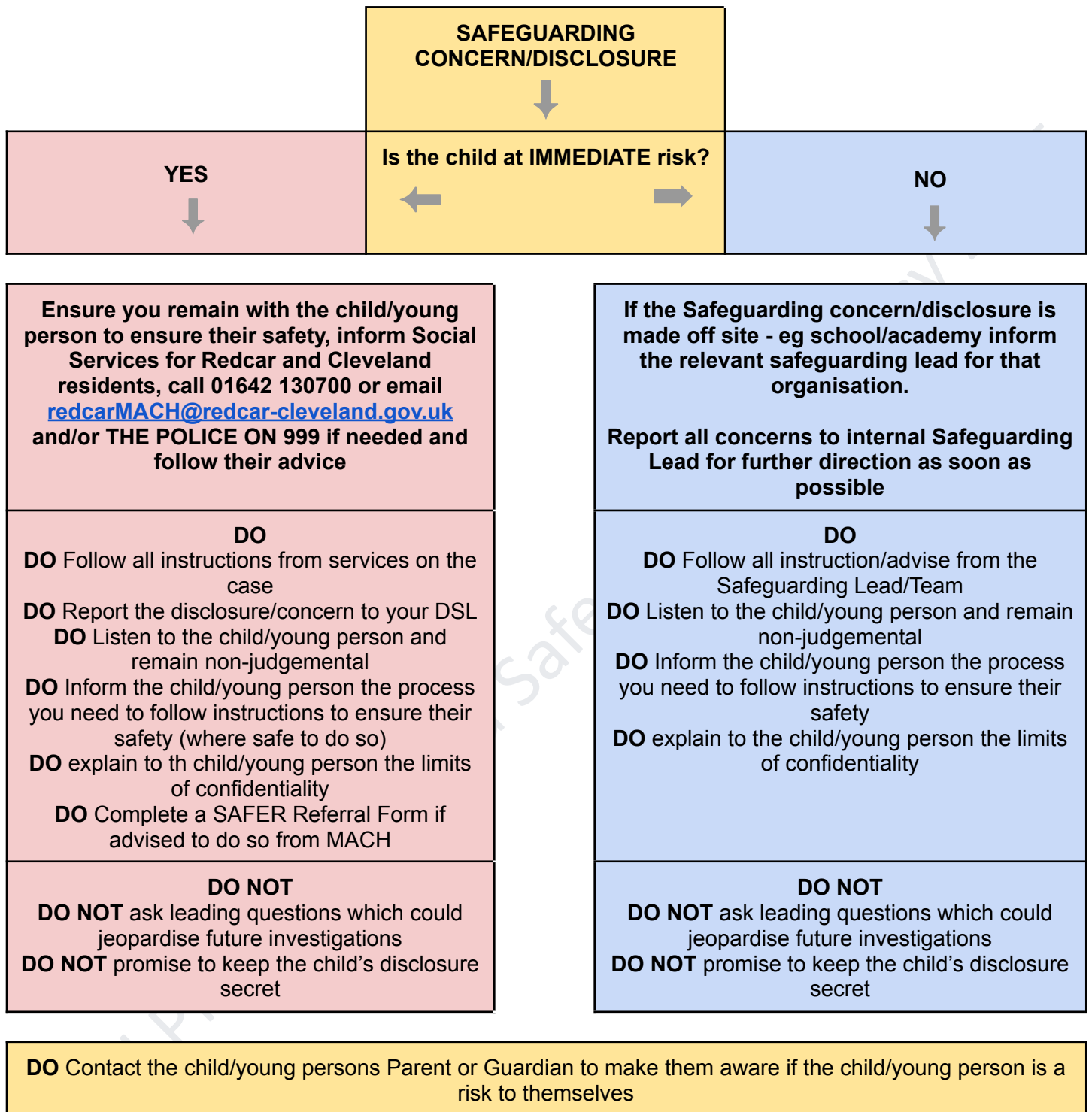
MACH	Multi Agency Children’s Hub
LADO	Local Authority Designated Officer
CAMHS	Child and Adolescent Mental Health Services
Teescpp	Tees Safeguarding Children Partnership Procedures
STSCP	South Tees Safeguarding Children Partnership
DSL	Designated Safeguarding Lead
DDSL	Deputy Designated Safeguarding Lead

Children	Anyone who has not yet reached their 18 th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
Vulnerable Adults	A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation
Safeguarding and promoting the welfare of children	<p>Defined for this policy as:</p> <ul style="list-style-type: none"> • protecting children from maltreatment; • preventing impairment of children’s health or development; <p>Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care: and acting to enable all children to have the best life chances.</p>
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act or prevent harm. Children may be abused in a family or in an institution or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children,
Physical abuse	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	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent 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 the other 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 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 participating in normal social interaction.</p> <p>It may involve serious bullying (including cyber-bullying), 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, though it may occur alone.</p>
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 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

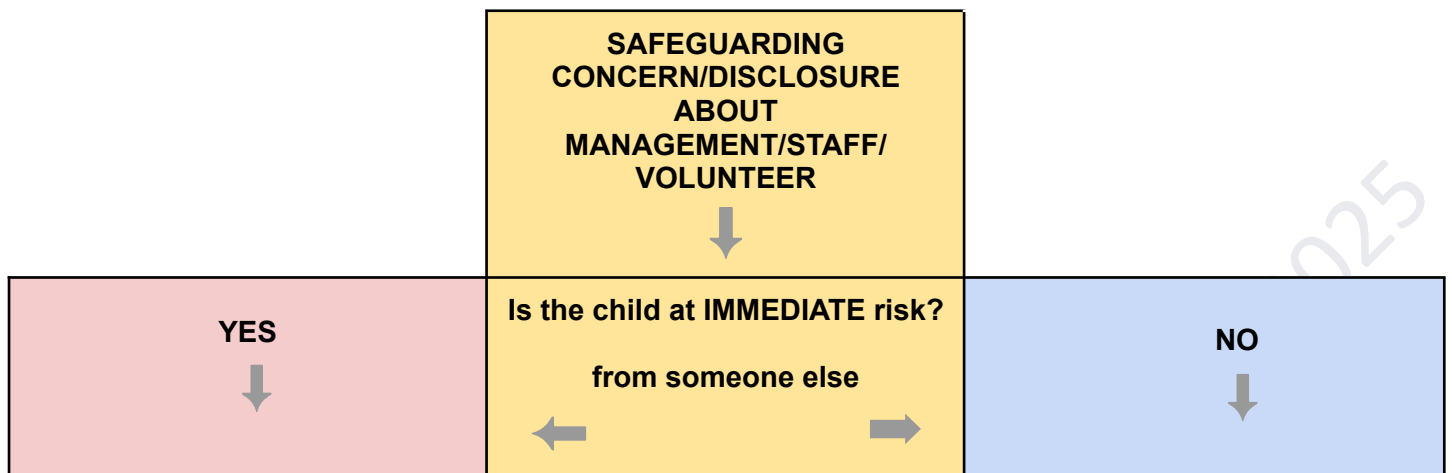
Neglect	<p>The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none">● provide adequate food, clothing and shelter (including exclusion from home or abandonment);● protect a child from physical and emotional harm or danger;● ensure adequate supervision (including the use of inadequate care-givers); or● Ensure access to appropriate medical care or treatment. <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>
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Child Protection and Safeguarding Policy 2025

APPENDIX Four- PROCESS FLOW CHART – SAFEGUARDING CONCERN/DISCLOSURE



APPENDIX Five – PROCESS FLOWCHART – SAFEGUARDING CONCERN/DISCLOSURE ABOUT MANAGEMENT/STAFF/VOLUNTEER



<p>Ensure you remain with the child/young person to ensure their safety.</p> <p>Report your concerns/disclosure to the SENIOR MANAGEMENT TEAM (exclude any members the disclosure involves)</p>
<p>The Senior Management Team receiving the report will contact LADO for further instruction and follow their advice</p>
<p align="center">DO NOT</p> <p>DO NOT ask leading questions which could jeopardise future investigations</p> <p>DO NOT promise to keep the child's disclosure secret</p>

<p>If the Safeguarding concern/disclosure is made off site - eg school/academy inform the relevant safeguarding lead for that organisation.</p>
<p align="center">Report all concerns to SENIOR MANAGEMENT TEAM for further direction as soon as possible</p>
<p align="center">DO NOT</p> <p>DO NOT ask leading questions which could jeopardise future investigations</p> <p>DO NOT promise to keep the child's disclosure secret</p>

Ensure all phone calls/disclosures relating to the event are recorded using the Safeguarding work area within LAMPLIGHT to enable the Safeguarding Team to monitor and evaluate.

Please inform the safeguarding lead that you are liaising with of any updates via email with accurate date and times recorded.

If you are unsure at any time of the advice and/or direction given contact the person and ask for clarification

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children
- Local Authority Social Services Act 1970
- The Children’s Act 2004
- The Education Act 2002
- section 7 of the Local Authority Social Services Act 1970, which requires local authorities in their social services functions to act under the general guidance of the Secretary of State;
- section 10(8) of the Children Act 2004, which requires each person or body to which the section 10 duty applies to have regard to any guidance given to them by the Secretary of State;
- section 11(4) of the Children Act 2004 which requires each person or body to which the section 11 duty applies to have regard to any guidance given to them by the Secretary of State;
- section 14B(7) of the Children Act 2004, which states that LSCBs must, in exercising their functions in respect of obtaining information, have regard to guidance given to them by the Secretary of State;
- section 16(2) of the Children Act 2004, which states that local authorities and each of the statutory partners must, in exercising their functions relating to LSCBs, have regard to any guidance given to them by the Secretary of State;
- section 175(4) of the Education Act 2002, which states that governing bodies of maintained schools (including maintained nursery schools), further education institutions and management committees of pupil referral units must have regard to any guidance given by the Secretary of State;
- paragraph 7(b) of the Schedule to the Education (Independent School Standards) Regulations 2014, made under sections 94(1) and (2) of the Education and Skills Act 2008, which states that the arrangements to safeguard or promote the welfare of pupils made by the proprietors of independent schools (including academies or 7 free schools) or alternative provision academies must have regard to any guidance given by the Secretary of State; and
- paragraph 3 of the Schedule to the Education (Non-Maintained Special Schools) (England) Regulations 2011, made under section 342 of the Education Act 1996, which requires arrangements for safeguarding and promoting the health, safety and welfare of pupils in non-maintained special schools to have regard to any guidance published on such issues.

The guidance applies to organisations as set out in the *DfE Working Together to Safeguard Children* document including Voluntary Organisations such as **The Link Charitable Trust**.

Related Policies

This policy should be read in conjunction with the following policies available from your Manager/HR representative:

<ul style="list-style-type: none"> Induction Policy Behaviour Policy Risk Assessment Policy Recruitment and Selection Policy SAFER Recruitment Policy Staff Contract Staff Handbook Critical Incident Policy Mobile Phone Policy GDPR Policy Equal Opportunities 	<ul style="list-style-type: none"> Lone Working Policy Equality and Diversity Policy Policy on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Information Privacy Statement Training Policy Allegations made about Staff Policy Code Of Conduct Mobile Phone Policy Policy on the Recruitment of Ex-Offenders DBS Standard/Enhanced Disclosure Applicants Privacy Policy
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Tees Safeguarding Children Partnerships Procedures

This form should be used to request support for a child who has suffered or is at risk of suffering significant harm; where you believe they are unlikely to achieve or maintain a reasonable level of health or development without the provision of a social work service. This is Level 4 of need.

What do you need to do?

Discuss your concerns with the child and family if appropriate and where you can, gain their consent. Where you are able, reflect on the right support at the right time with your agency’s safeguarding lead to determine that a request for a social work service is the most appropriate response for the child.

What is the level of need? (To ascertain the level of need based upon the information you have, consult the [Framework of Assessment](#) (Threshold document). (Practitioners working in Middlesbrough should consult the [Middlesbrough Threshold of Need Document](#))



TEES MULTI AGENCY SAFER REFERRAL FORM

SITUATION, ASSessment, FAMILY, EXPECTED RESPONSE, RECORDING

Children’s Social Care operates a multi-agency approach to supporting children, young people and their families. Across the Tees Valley, County Durham and North Yorkshire Multi Agency Safeguarding Teams are in place working together to safeguard children. These teams include the Police, health services and other relevant agencies who share information and support the social care decision making process. All information shared is proportionate and appropriate to the level of need of the child. For the avoidance of doubt, information can and will be shared in these multi agency teams to get the right support to meet a child’s needs at the right time. Children’s Social Care operates within the context of Working Together to Safeguard Children and is GDPR and Data Protection ACT 2018 compliant.

When do you need to use this form?

This form should be used to request support for a child who has suffered or is at risk of suffering significant harm; where you believe they are unlikely to achieve or maintain a reasonable level of health or development without the provision of a social work service. This is Level 4 of need.

What do you need to do?

- Discuss your concerns with the child and family if appropriate and where you can, gain their consent.
- Where you are able, reflect on the right support at the right time with your agency’s safeguarding lead to determine that a request for a social work service is the most appropriate response for the child.

What is the level of need? (To ascertain the level of need based upon the information you have, consult your threshold document at: <https://www.teescpp.org.uk/safeguarding-procedures/2-early-help/>)

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Level of Need	Level description / response	Referral Pathway
1	A child whose needs are being met, or whose needs can be met by universal services	Universal Services
2	A child with additional needs that can be met by a single agency providing additional support or by signposting to an additional agency – complete an early help assessment (EHA) (https://www.teescpp.org.uk/safeguarding-procedures/2-early-help/)	Early Help
3	A child who would benefit from a coordinated response from multiple agencies – complete an Early Help Assessment (EHA)	Early Help
4	A child who has suffered or is at risk of suffering significant harm or has complex needs; that requires a specialist or statutory intervention	Children's Social Care

Request for Children's Social Care

Date of Request:		Time:	
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DETAILS OF CHILD(REN)

Child's name:	DOB:		Expected Date of Delivery (Unborn):	
	NHS no/UPN (if available)			
	Age:		Language:	
Gender M/F :	Ethnicity:		Interpreter required:	
	Religion:		Communication Needs:	

Child's Address:				
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Postcode:		Disability:	Y/N	
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Name of Parent(s) / Carer(s):	1)	Tel No of Parent/ Carer	1)	Relationship and DOB:	1)
	2)	(MUST BE COMPLETED)	2)		2)

Address of Parent(s) / Carer(s):	1)				
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Address of Parent(s) / Carer(s):	2)				
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Family Composition/Significant Others (Who else lives with the child or plays a significant role in their life?)

Name:	DOB:	Relationship:	Address (and contact number):
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CONSENT	
<i>Professionals should seek to discuss concerns with the family and where possible seek the family's agreement in making a referral unless this may place the child at increased risk of significant harm.</i>	
Who has parental responsibility for this child?	
Have parents / carer(s) been informed of this referral? Yes <input type="checkbox"/> No <input type="checkbox"/>	Has the child / young person given consent for this referral? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Have parents / carer (s) given consent for this referral? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the answer to any of the above is NO please provide an explanation :	

CONTEXT (Please indicate the context / type of harm – tick one)			
Familial Harm (Harm within the home)	<input type="checkbox"/>	Extra-Familial Harm (Harm outside of the home)	<input type="checkbox"/>
		Both (Harm both inside and outside of the home)	<input type="checkbox"/>

WHAT IS WORKING WELL? (What support is currently in place)
<ul style="list-style-type: none"> ■ What existing support is in place/offered for this child and family? What is the impact on the child? ■ What is your agency doing? What services will your agency continue to provide? ■ What are the strengths / protective factors?

WHAT ARE YOU WORRIED ABOUT? (Reason for the referral: consult your threshold document)
<ul style="list-style-type: none"> ■ Is there actual harm – what is causing the harm?What is the impact? ■ What are the future dangers for the child(ren) / family should this concern not be addressed? ■ What are the complicating factors (E.g: parental substance misuse/ mental health issues) that make the concern more difficult to deal with?

WHAT NEEDS TO HAPPEN NEXT? (What change do you want to see happen?)
<ul style="list-style-type: none"> ■ What are the views of the children and family?What do they think will help them?

- What needs to change?
- What intervention do you think will make a difference for this child and family?
- What outcome do you hope this referral will achieve?
- Are there any issues for worker safety that need to be considered when planning a response?

Details of other agencies involved with the child

Agency	Agency
Midwife	Other Health Professional
Health Visitor	Child care or Education Setting
School Nurse	Youth Justice / Offending
GP	Other Agency

REFERRAL FROM:

NAME	
JOB TITLE	
AGENCY	
ADDRESS	
TEL	
EMAIL	

PLEASE SEND THE COMPLETED REQUEST TO:

Children's Services	Office hour	Out of hours	Email
Hartlepool	01429 284284 01642 130080	01642 524552	childrenshub@hartlepool.gov.uk
Middlesbrough	01642 726004	01642 524552	MiddlesbroughMACH@middlesbrough.gov.uk
Redcar & Cleveland	01642 130700	01642 524552	RedcarMACH@redcar-cleveland.gov.uk
Stockton-on-Tees	01642 130080 01429284284	01642 524552	childrenshub@hartlepool.gov.uk
North Yorkshire	01609780780	01609780780	children&families@northyorks.gov.uk
Durham	03000 267979	03000 267979	Firstcontact@durham.gov.uk
Darlington	01325 406252	01642 524552	PLEASE NOTE: This email address is for out of hours only and should only be used if contact cannot be made by telephone: childrenfrontdoor@darlington.gov.uk