



Safeguarding and Child Protection Policy and Procedures

Version 1.4

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Terminology & Acronyms

Child or young person	Anyone who has not yet reached their 18th birthday.
Parent	Birth parents or adoptive parents i.e. those with parental responsibility. It is recognised, however, that other adults may be in a parenting role, for example stepparents and foster carers.
Staff	All those working for or on behalf of The Hubb Foundation, including paid and unpaid staff, full time or part time staff, temporary, volunteers, casual, agency staff, self-employed people and contractors.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.
Early Help	Providing support as soon as a problem emerges, at any point in a child's life, from the foundation years to teenage years.
Safeguarding	The action we take to promote the welfare of all children and prevent them from coming to any harm.
Child protection	The activity undertaken to protect specific children who are identified as suffering, or likely to suffer, significant harm. Child protection is one element of safeguarding.
Harm	The ill treatment or impairment of health and development, including impairment suffered from seeing or hearing the ill treatment of another.
Significant harm	The threshold that requires compulsory intervention in the family for the best interests of the child.
DSL	Designated Safeguarding Lead.
LADO	Local Authority Designated Officer.
(L)SP	(Local) Safeguarding Children Partnership
CIN / CIN Plan	Child in Need / Child in Need Plan (under s.17 Children Act 1989).
CP / CP Plan	Child Protection / Child Protection Plan (under s.47 Children Act 1989).
LAC	Looked After Child.
CSE	Child Sexual Exploitation.
CET	Child Exploitation Team (within Staffordshire Police).
FGM	Female Genital Mutilation.
MASH	Multi Agency Safeguarding Hub.
CSC	Children's Social Care.
SRT	Safeguarding Referral Team (Stoke-on-Trent).
WRAP	Workshop to raise awareness of 'Prevent' which is part of the Governments counter terrorism strategy.

Child Protection & Safeguarding Policy

1. Introduction

- 1.1. Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.
- 1.2. The Hubb Foundation supports the community and all those directly connected with it - staff members, volunteers, parents, families and children; have an essential role to play in making it safe and secure.
- 1.3. The Hubb Foundation will ensure that arrangements are in place to safeguard and promote the welfare of children and will work together with other agencies to identify, assess and support those children who are suffering or likely to suffer harm.
- 1.4. This policy applies to all children (i.e., those who have not yet reached their 18th birthday) who visit/come into contact with our community.
- 1.5. This policy applies to all members of staff at The Hubb Foundation, including all permanent, temporary and support staff and volunteers.
- 1.6. Delivery Partners (e.g., schools, community centres, and activity providers) should have their own policies in place. If Delivery Partners do not have their own policies in place they should abide by this Policy.

2. Purpose & Aim of this Policy

- 2.1. To promote and prioritise the safety and welfare needs of children and families.
- 2.2. To protect children from maltreatment and prevent the impairment of their health and development.
- 2.3. To ensure that children grow up in circumstances consistent with the provision of safe and effective care, enabling them to have the best outcomes in life.
- 2.4. To support development in ways that will foster security, confidence, resilience and independence.
- 2.5. To provide an environment in which children feel safe, secure, valued, respected, listened to, and confident to approach The Hubb Foundation staff if they are in difficulties.
- 2.6. To raise the awareness of all delivery and non-delivery staff and volunteers of their responsibilities to safeguard children.
- 2.7. To ensure that all members of The Hubb Foundation respond to cases of suspected abuse or neglect consistently, sensitively, professionally and in ways which best support the needs of the child.

3. Our Ethos

- 3.1. Children's welfare is our paramount concern, and we will always act in the best interests of the child.
- 3.2 We hold regard to the statutory guidance **Working Together to Safeguard Children 2023 & Keeping Children Safe in Education (KCSIE) 2024**. This policy is in keeping with the Stoke -on-Trent Safeguarding Children Partnership (SOTSCP) and Staffordshire Children Partnership (SCP) policies and procedures and their respective workforce development and training strategies. It also reflects what the SCP and SOTSCP consider being safe and appropriate professional practice in this context. Child Protection has to be considered within professionals' wider 'safeguarding' responsibilities that include a duty to co-operate under **the Children Act 2004** and takes account of the need for children to 'be healthy' and to 'stay safe'
- 3.3. We accept that where safeguarding and child protection are concerned – *'it could happen here.'*
- 3.4. We recognise the importance of providing an environment where children feel safe and respected.
- 3.4. We encourage children to talk openly and to feel confident that they will be listened to.
- 3.6. We recognise that all adults within the projects have a full and active part to play in protecting our children from harm and as such they will always exercise 'professional curiosity.'
- 3.7. We will work closely with parents and carers to ensure their understanding of The Hubb Foundations responsibilities to safeguarding and promote the welfare of their children, which may include the need to make referrals to other agencies in some situations.
- 3.8. We will work closely with other agencies to meet the needs of our children.

4. Legal Framework

- 4.1. This policy and the accompanying procedures have been developed in accordance with current legislation statutory guidance and local safeguarding procedures as set out below:
- 4.4. **Section 17 of the Children Act 1989** applies to children who have highly complex needs (for example a child with a disability;) or a child who may be experiencing compromised parenting and require Children's Social Care involvement to ensure their needs are met through a Child in Need Plan.
- 4.5. **Section 47 of the Children Act 1989** applies to children who are suffering or likely to suffer significant harm and require Children's Social Care involvement in order to ensure that they are protected from harm. A Child Protection plan is required which will be coordinated by a social worker.
- 4.6. **Children Act 2004** consolidates the Children Act 1989, encouraging greater accountability and partnerships between agencies.
- 4.7. **NSPCC Guidance** - Child protection system for England found at <https://learning.nspcc.org.uk/child-protection-system/england>

- 4.8. **Working Together to Safeguard Children 2023:** A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children.
- 4.9. **Keeping Children Safe in Education 2024:** Statutory Guidance for schools and Colleges.
- 4.10. **Information Sharing** – Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)
- 4.11. **What to do if You're Worried a Child is Being Abused** – Please refer to Stoke on Trent Local Safeguarding Children Partnership Procedures or Staffordshire Local Safeguarding Children Partnership Procedures:
Stoke-on-Trent Procedure [Making a Referral \(stoke.gov.uk\)](https://www.stoke.gov.uk)
Staffordshire Procedure - [Multi Agency Referral Form - Staffordshire Safeguarding Children Partnership \(staffsscb.org.uk\)](https://www.staffsscb.org.uk)

5. Roles & Responsibilities

- 5.1. **Designated Safeguarding Lead (DSL)** – Tom Beecham (Tom.Beecham@thehubbfoundation.org.uk 07814742157) is the lead person with overall responsibility for safeguarding and child protection. The DSL's responsibilities are described in **Appendix 1**.
- 5.2. The **DSL** has a senior role within The Hubb Foundation and their role as DSL is explicit in their job description. This person has the appropriate authority and is given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so; and to contribute to the assessment of children.
- 5.3. Jane Sawyers (Hubb Foundation Trustee lead for Safeguarding) is the person responsible for dealing with allegations of abuse made against The Hubb Foundation staff and championing good safeguarding practice. The procedure for managing allegations is detailed in **Appendix 13**.
- 5.4. **The Board of The Hubb Foundation** will ensure that the policies and procedures adopted by The Hubb Foundation are fully implemented and that sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities.
- 5.5. **The Hubb Foundation** is responsible for ensuring that safeguarding arrangements are fully embedded within The Hubb Foundation's ethos and reflected in The Hubb Foundation's day-to-day practice.
- 5.6. **All Hubb Foundation staff members, volunteers and external providers** understand their responsibility to safeguard and protect children; know how to recognise signs and symptoms of abuse, exploitation or neglect, and how to respond to children who disclose, and what to do if they are concerned about a child (Keeping Children Safe in Education (KCSIE)2024)

6. Supporting Children & Young People

- 6.1. We recognise that children who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helpless, humiliated and have some sense of blame. Our sessions may be the only stable, secure and predictable element in their lives.
- 6.2. In these circumstances, a child's behaviour may range from that which is perceived to be 'normal' to behaviour which may be aggressive or withdrawn.
- 6.3. The Hubb Foundation will support all children by:
 - 6.3.1. ensuring the content of the sessions include social and emotional aspects of learning;
 - 6.3.2. ensuring access to a number of appropriate adults to approach if they are in difficulties;
 - 6.3.3. building confidence, resilience, and independence;
 - 6.3.4. encouraging development of self-esteem and assertiveness while not condoning aggression or bullying;
 - 6.3.5. ensuring repeated hate incidents, e.g., racist, homophobic, gender or disability-based bullying, are considered under child protection procedures;
 - 6.3.6. liaising and working together with other support services and those agencies involved in safeguarding children; and
 - 6.3.7. monitoring children who have been identified as having welfare or protection concerns and providing appropriate support.
 - 6.3.8. Ensure those we commission to deliver services to children and young people, in partnership with us, are appropriate to do so.

7. Child Protection & Safeguarding Procedure

- 7.1. We have developed a structured procedure in line with Stoke-on-Trent Safeguarding Children Partnership Procedures and Staffordshire Safeguarding Children Partnership Procedures which will be followed by all members of The Hubb Foundation community in cases of suspected abuse. This is detailed in **Appendix 8**.
- 7.2. The name of the DSL is clearly advertised in our policies, with a statement explaining The Hubb Foundation's role in referring and monitoring cases of suspected abuse, neglect or exploitation.
- 7.3. We will ensure all parents and carers are aware of the responsibilities of staff members to safeguard and promote the welfare of children by publishing the policy and procedures on our website and by referring to them in our introductory Hubb Foundation materials.

- 7.4. In line with the procedures, Children’s advice and duty service in Stoke on Trent - 01782 235100 will be notified as soon as there is a significant concern (or the relevant Children’s Social Care Team if there is already a social worker involved).

8. Record Keeping

- 8.1. All child protection and welfare concerns will be recorded and kept in line with the Stoke-on-Trent or Staffordshire Safeguarding Children Partnership guidance.
- 8.2. We will continue to support any children leaving our projects about whom there have been concerns, by ensuring that all appropriate information, including child protection and welfare concerns, are forwarded under confidential cover to the children’s destination from The Hubb Foundation as a matter of priority.

9. Safer Workforce & Managing Allegations Against Staff and Volunteers

- 9.1. We prevent people who pose risks to children from working in our projects by ensuring that we undertake safeguarding checks in line with the statutory guidance - *Keeping Children Safe in Education: 2024* and any other updated guidance issues.
- 9.2. We ensure that agencies and third parties supplying staff provide evidence that they have made the appropriate level of safeguarding checks on individuals working in The Hubb Foundation.
- 9.3. Every job description and person specification has a clear statement about the safeguarding responsibilities of the post holder.
- 9.4. We have a procedure in place to address allegations against members of staff and volunteers in line with *Stoke-on-Trent and Staffordshire Safeguarding Children Partnership Procedure: **Managing Allegations against Adults Working with Children and Young People.*** [Managing Allegations \(stoke.gov.uk\)](https://www.stoke.gov.uk) This procedure is detailed in **Appendix 13**

10. Staff Induction, Training & Development

- 10.1. All new members of staff will be given induction that includes basic child protection training on how to recognise signs of abuse, neglect or exploitation, how to respond to any concerns, e-safety and familiarisation with the safeguarding and child protection policy and staff code of conduct.
- 10.2. The induction will be proportionate to staff members’ roles and responsibilities.
- 10.3. All staff members and volunteers will undergo updated relevant safeguarding training every two years (**not** L1 or L2 safeguarding training every 2 years, but a relevant course to expand the knowledge and understanding of various safeguarding issues locally and nationally) in line with LSCP guidance.
- 10.4. All staff members of The Hubb Foundation (including volunteers) will undergo level 1 face to face safeguarding and child protection training every three years.
- 10.5. In addition to level 1 safeguarding training every 3 years, all staff will also receive annual safeguarding and child protection updates (for example via e-mail, e-bulletins, staff meetings; briefing sessions or training;) as required, but at least annually, to provide them with the relevant skills and knowledge to

safeguard children effectively. This may be provided by the DSL or other member of the senior leadership team.

10.6. Staff members who miss the whole-The Hubb Foundation training will be required to join another designated training session or attend an 'open session.'

10.7. We will ensure that staff members provided by other agencies and third parties, e.g. contractors, have received appropriate child protection training commensurate with their roles before starting work. They will be given the opportunity to take part in The Hubb Foundation training if it takes place during their period of work for The Hubb Foundation.

10.8. The Hubb Foundation will maintain accurate records of staff induction, training and annual updates.

11. Confidentiality, Consent and Information Sharing

11.1. We recognise that all matters relating to child protection are confidential.

11.2. The venue lead or DSL will disclose any information about a child to other members of staff or volunteers on a need-to-know basis only.

11.3. Staff members and volunteers cannot promise a child to keep 'secrets' which might compromise their safety or well-being, or the safety and well-being of others.

11.4. All staff members and volunteers have a professional responsibility to share information with other agencies in order to safeguard children, and the Data Protection Act is not a barrier to this.

11.5. All our staff members and volunteers who come into contact with children will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.

11.6. We will ensure that staff members and volunteers are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent. This is covered in greater detail in **Appendix 10**

12. Inter-Agency Working

12.1. We will develop and promote effective working relationships with other agencies as well as the Police, Health and Children's Social Care.

12.2. We will ensure that relevant staff members participate in multi-agency meetings, including early help meetings, child protection conferences and core groups.

12.3. We will participate in serious case reviews, other reviews and file audits as and when required to do so by the Stoke-on-Trent Safeguarding Children Partnership or Staffordshire Safeguarding Children Partnership. We will ensure that we have a clear process for gathering the evidence required for

reviews and audits, embedding recommendations into practice and completing required actions within agreed timescales.

13. Contractors, Service / Activity Providers and Work Placement Providers

- 13.1. We will ensure that contractors and providers operating commissioned services in partnership with The Hubb Foundation are aware of The Hubb Foundation's safeguarding and child protection policy, and follow the necessary procedures. If an incident occurs during service delivery commissioned by The Hubb Foundation the reporting procedure set out in **Appendix 16** must be followed.
- 13.2. We will seek assurance that employees and volunteers provided by these organisations and working alongside our children have been subjected to the appropriate level of safeguarding checks in line with legislation. If assurance is not obtained, permission to work with our children or use The Hubb Foundation premises will be refused.
- 13.3. When we commission services from other organisations, we will ensure that compliance with our policy and procedures is a contractual requirement.
- 13.4 We seek assurance that organisations we work with have in place their own robust and compliant safeguarding policy & procedures for reporting, which adhere to all key national and local legislation.
- 13.5 We will set out clear guidance on the process on how service providers report a concern that occurs during holiday activity delivery of services the Hubb Foundation commissions or coordinates. See **Appendix 16**.
- 13.6 We require partners to comply with The Hubb Foundation's Partner Handbook as part of their contractual agreement with The Hubb Foundation.

14. Whistleblowing & Complaints

- 14.1. We cannot expect children to raise concerns in an environment where staff members fail to do so.
- 14.2. Therefore, we will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of safeguarding and child protection, which may include the attitude or actions of colleagues. If necessary, they will speak with the Chair of The Hubb Foundation or with the Local Authority Designated Officer (LADO).
- 14.3. We have a Whistle Blowing Policy which is available to all staff.
- 14.4. We have a clear reporting procedure for children, parents and other people to report concerns or complaints, including abusive or poor practice.

15. Site Security

- 15.1. All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting any issues or concerns that may come to light.
- 15.2. We check the identity of all visitors coming into The Hubb Foundation. Visitors are expected to sign in and out of The Hubb Foundation and to display a visitor's badge while on The Hubb Foundation site. Any individual who is not known or identifiable will be challenged for clarification and reassurance.
- 15.3. The Hubb Foundation will not accept the behaviour of any individual, (parent, professional or anyone else) that threatens The Hubb Foundation security, or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse that person access to The Hubb Foundation site.

16. Quality Assurance

- 16.1. We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures. This will include periodic audits of child protection files and records by the DSL.
- 16.2. The Hubb Foundation will take action to remedy without delay any deficiencies and weaknesses identified in child protection arrangements.

17. Policy Review

- 17.1. This policy and the procedures will be reviewed every year. All other linked policies will be reviewed in line with the policy review cycle.
- 17.2. The DSL will ensure that staff members are made aware of any amendments to policies and procedures.

18. Associated Policies & Procedures

- 18.1. The following policies and procedures are relevant to the child protection and safeguarding policy and procedure:
 - Alcohol and Drugs Policy
 - Allegations Policy
 - Bullying and Harassment Policy
 - Code of Conduct
 - Code of Behaviour
 - Complaints
 - Confidentiality Policy

- CSR Policy
- Data Protection Policy
- Director Code of Conduct
- Disciplinary Procedures
- E-Safety Policy
- Exclusion from Hubb activities Policy
- Fundraising Policy
- Grievance Policy
- Health and Safety Policy
- Incident, Accident and Near Miss Procedure
- Safeguarding Allegations Policy
- Social Media Policy
- Vehicle and Driving Policy
- Volunteering
- Weapons Policy
- Whistleblowing Policy

Appendix 1 – The Role of the Designated Safeguarding Lead

1 MANAGING REFERRALS – the Designated Safeguarding Lead:-

- 1.1. Has a good understanding of Children’s advice and duty service in Stoke on Trent. To ensure that children and families get the right support and intervention at the right time.
- 1.2. Refers all cases of suspected abuse, neglect and exploitation to the Children’s Advice and Duty Service (ChAD) or to the Police if a crime may have been committed.
- 1.3. Liaises with the venue/provider partner lead about safeguarding issues relating to individual children, especially ongoing enquiries under section 47 of the Children Act 1989.
- 1.4. Acts as a source of support, advice and expertise to staff members on matters of child protection and safeguarding.
- 1.5. Liaises with agencies providing early intervention services and coordinates referrals from The Hubb Foundation to early help services for children and families in need of support.
- 1.6. Refer cases to the Channel Panel where there is a concern regarding radicalisation/extremism.

2. RECORD KEEPING – the Designated Safeguarding Lead (DSL):-

- 2.1. Keeps written records of child protection and welfare concerns in line the Children’s advice and duty service in Stoke on Trent.
- 2.2. Creates a stand-alone file for children with safeguarding concerns.
- 2.3. Maintains a chronology of significant incidents for each child with safeguarding concerns.
- 2.4. Ensure such records are kept confidentially and securely and separate from the children’s educational record.
- 2.5. Ensure arrangements to hand over the child protection file of a child transferring to the relevant organisation are made without delay. The Duty Safeguarding Lead (DSL) will verbally advise the DSL of the destination of the concerns and make arrangements to securely and confidentially hand over the file.
- 2.6. Where the destination organisation is too far for the DSL to do a personal handover, the file will be sent separate from the child education file and by secure courier. The DSL will retain evidence to demonstrate how the file has been transferred and will require a receipt from the destination organisation.

3. MULTI-AGENCY WORKING and INFORMATION SHARING – the Designated Safeguarding Lead:-

- 3.1. Cooperates with Children’s Social Care for enquiries under section 17 and section 47 of the Children Act 1989.
- 3.2. Attends multi agency meetings as required.
- 3.3. Liaises with other agencies working with the child, shares information as appropriate and contributes to assessments.
- 3.4. Ensures each member of staff has access to and understands The Hubb Foundation’s safeguarding and child protection policy and procedures, including providing induction on these matters to new staff members.
- 3.5. Makes the safeguarding and child protection policy and procedures available publicly.
- 3.6. Raises awareness of parents and carers of the existence of the safeguarding and child protection policy, in particular that information may be shared with other agencies, cases of suspected abuse, neglect and exploitation will be referred to Children’s Social Care, and the role of The Hubb Foundation in any investigations that ensue.

4. TRAINING – the Designated Safeguarding Lead:-

- 4.1. Undertakes appropriate safeguarding training **every two years**, in line with guidance from the SSSCB, order to:-
 - be able to recognise signs of abuse and how to respond to them, including special circumstances such as child sexual exploitation, female genital mutilation, challenging extremism etc.;
 - understand the guide to Levels of Need, Early Help and Safeguarding Thresholds;
 - have a working knowledge of how the local authority conducts initial and review child protection conferences and contribute effectively to these if needed; and
 - be alert to the specific needs of children in need (as specified in section 17 of the Children Act 1989), those with special educational needs, pregnant teenagers and young carers.
- 4.2. Ensure each member of staff has access to and understands the educational establishment’s safeguarding and child protection policy and procedures, including providing induction on these matters to new staff members.
- 4.3. Organises whole-The Hubb Foundation SCB level 1 safeguarding training for all staff members at least **every three years**.
- 4.4. Ensures staff members who miss the training receive it by other means, e.g., by joining an open session or another Hubb Foundation training session.

- 4.5. Provides an annual briefing / update / training session to the whole Hubb Foundation on any changes to child protection legislation and procedures (internally, locally or nationally;) relevant learning from local and national serious case reviews; or awareness raising regarding any safeguarding issues or themes emerging locally or nationally.
- 4.6. Links with the Stoke-on-Trent and Staffordshire Safeguarding Children Partnership to identify appropriate training opportunities for relevant staff members.
- 4.7. Ensures The Hubb Foundation allocates time and resources every year for relevant staff members to attend training.
- 4.8. Encourages a culture of listening to children and taking account of their wishes and feelings in any action The Hubb Foundation takes to protect them.
- 4.9. Maintains accurate records of staff induction, staff training and staff briefings.
- 4.10. Designated Safeguarding Lead is required to undertake the following training:

Level of training	Course title	Frequency	Notes
Level 1	Safeguarding Children Face to face session delivered by SSOTSCB approved trainer	Every 3 years as part of whole The Hubb Foundation update	<p>This must be completed irrespective of any other training undertaken.</p> <p>If you commission a level 1 course that is NOT APPROVED by Staffordshire or Stoke-on-Trent SCP, it may not be sufficiently in depth for Ofsted.</p> <p>SCP Level 1 workbook accompanying the course should be retained for Ofsted.</p>
Level 2	Level 2 Working Together to Safeguard Children – multi agency (full 2 days)	No requirement to renew providing some safeguarding training is undertaken every 2 years.	<p>This course can only be delivered face to face in a multiagency setting to be compliant.</p> <p>DSLs who wish to refresh this course need undertake day 1 only.</p>

Level 3	Subject specific courses relevant to needs of The Hubb Foundation community. Suggested :- <ul style="list-style-type: none"> • Child sexual exploitation • Female genital mutilation • Prevent/challenging extremism • Forced marriage 	No requirement to renew level 3 courses providing some safeguarding training is undertaken every 2 years.	See SCP Training Prospectus for additional relevant courses
Level 4 or 5	<ul style="list-style-type: none"> • Designated Safeguarding Lead training • Managing Allegations against Staff and Volunteers training 	No requirement to renew level 4 courses providing some safeguarding training is undertaken every 2 years.	
ANNUAL UPDATES	DSLs must update their knowledge and skills regularly and at least annually (via ebulletins, meeting other DSLs or taking time to read and update themselves) on safeguarding developments relevant to their role.		
IMPORTANT	DSLs are NOT required to undertake level 1 or level 2 safeguarding training every 2 years. They are required to undertake the comprehensive SCB level 1 course every 3 years, and SOME RELEVANT safeguarding training every 2 years, in order to expand and diversify their safeguarding knowledge.		

5. AWARENESS RAISING

- 5.1. Review the safeguarding and child protection policy and procedures annually and liaise with the relevant safeguarding organisations and establishments to update and implement them.
- 5.2. Make the safeguarding and child protection policy and procedures available publicly and raise awareness of parents that referrals about suspected abuse may be made and the role of the relevant organisations and establishments in any investigations that ensue.
- 5.3. Provide updates to the relevant organisations and establishments on any changes to child protection legislation and procedures and relevant learning from local and national serious case reviews, at least annually.

6. QUALITY ASSURANCE – the Designated Safeguarding Lead:-

- 6.1. Reviews the safeguarding and child protection policy and procedures annually and liaises with the relevant organisations and establishments to update and implement them.

- 6.2. Monitors the implementation of and compliance with policy and procedures, including periodic audits of child protection and welfare concern files (at least once a year).
- 6.3. Completes an audit of The Hubb Foundations safeguarding arrangements at frequencies specified by the Stoke-on-Trent Safeguarding Children Partnership **or** Staffordshire Safeguarding Children Partnership.
- 6.4. Remedies any deficiencies and weaknesses identified in child protection arrangements.
- 6.5. Provides regular reports to The Hubb Foundation staff detailing changes and reviews to policy, training undertaken by staff members and the number of children with child protection plans and other relevant data.
- 6.6. Audits The Hubb Foundation’s partner organisations Safeguarding policy and procedures to ensure that they align to local safeguarding procedure. Supporting partners to ensure their own policies and procedures align to local safeguarding partnership practice.

Appendix 2 – Guide to Levels of Need

- 1.1. The Hubb Foundation recognises the importance of identifying issues early, and providing early help to children and families in order to prevent issues from escalating.
- 1.2. Most parents can look after their children without needing help from anyone other than their family or friends. However, some parents may need additional help from The Hubb Foundation or from other services such as the NHS.
- 1.3. Providing help early is more effective in promoting the welfare of children, than reacting later.
- 1.4. As such, we are committed to working collaboratively with other agencies and with the Early Intervention Teams to provide a coordinated offer of early help, in line with most recent legislation, *Working Together to Safeguard Children 2023, Keeping Children Safe in Education 2024 or further updated versions of these*, as well as local guidance.
- 1.5. The Hubb Foundation follow Stoke-on-Trent’ Children’s Safeguarding partnership (SOTSCP) multi-agency guidance and Threshold Framework document ‘Accessing the Right Help at the Right Time’ to support us in our discussions with colleagues from other agencies, and to make decisions about the right level of support/assessment required to effectively support children, young people and their families or carers.
Click here to access our threshold document –
Stoke-on-Trent [Professionals – Safeguarding](#)
Staffordshire - [Layout 1](#)

Appendix 3 – Categories of Abuse

1. Abuse, neglect and exploitation are forms of maltreatment. Someone may abuse or neglect a child by inflicting harm, by failing to act to prevent harm or by failing to meet a child's basic needs. Children may be abused within the family or in an institutional or community setting; by those known to them or by strangers; and increasingly, via the internet. They may be abused by an adult or adults or another child or children.

2. EMOTIONAL ABUSE

2.1. Emotional abuse is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development.

2.2. Some level of emotional abuse is involved in all types of maltreatment, although it may also occur alone.

2.3. Emotional abuse may involve:

- seeing or hearing the ill treatment of another, e.g. domestic abuse;
- making a child feel worthless, unloved, inadequate, or valued only insofar as they meet the needs of another;
- inappropriate age or developmental expectations;
- overprotection and limitation of exploration, learning and social interaction;
- high criticism and low warmth;
- serious bullying (including cyberbullying); or
- exploitation or corruption

3. NEGLECT

3.1. Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

3.2. Neglect may occur during pregnancy as a result of maternal substance misuse.

3.3. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3.4. Once a child is born, it may involve a parent or carer failing to:

- 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
- provide access to appropriate medical care or treatment.

4. PHYSICAL ABUSE

- 4.1. Physical abuse is deliberately hurting a child, causing physical harm and injuries such as bruises, broken bones, burns or cuts.
- 4.2. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
- 4.3. Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child.

5. SEXUAL ABUSE

- 5.1. 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.
- 5.2. Activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts.
- 5.3. They may include non-contact activities, such as involving children in looking at or in the production of sexual images including on the internet, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse.
- 5.4. Child sexual Exploitation is also sexual abuse. It involves children receiving something, for example accommodation, drugs, gifts, or affection, as a result of them performing sexual activities, or having others perform sexual activities on them. It could take the form of grooming of children, e.g., to take part in sexual activities or to post sexual images of themselves on the internet – see **Appendix 4** (specific safeguarding issues).

Appendix 4 – Signs and Indicators of Abuse

- 1.1. The most important sign/indicator of abuse or neglect is a disclosure from a child, and this will always be taken seriously.
- 1.2. Signs and indicators can often appear in a cluster. Serious case reviews have found that parental substance misuse, domestic abuse, and parental mental health problems (known collectively as the ‘toxic trio’) coexisting in a family can increase the risks to children.
- 1.3. Children may show symptoms from one, all, or none of the categories, but staff will be vigilant to anything unusual displayed by the children. Many of the indicators below may be caused by other factors not connected to any form of abuse. However, if concerned, staff will always exercise professional curiosity and will share concerns with the DSL.

1.4. We are aware that in an abusive relationship, the child may:

- Appear frightened of their parent/carer; or
- Act in a way that is inappropriate to their age and stage of development (whilst considering the different patterns of development and different ethnic groups).

1.5. We are aware that in an abusive relationship, the parent or carer may:

- persistently avoid child health services and treatment of the child's illnesses;
- have unrealistic expectations of the child;
- frequently complain about or to the child and fail to provide attention or praise;
- be absent;
- be misusing substances;
- persistently refuse to allow access on home visits by professionals;
- be involved in domestic violence and abuse; or
- be socially isolated.

1.6. Staff are constantly mindful that children with special educational needs and disabilities can face additional safeguarding challenges including:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability
- children with special educational needs and disabilities are particularly vulnerable to bullying and may show no outward signs
- communication issues can be a barrier to effective safeguarding

1.7. The following table gives some examples of what staff may see or hear, but this is not an exhaustive list and should not be used as a checklist.

Signs of potential PHYSICAL ABUSE	<ul style="list-style-type: none">• Bruise marks consistent with either straps or slaps• Undue fear of adults - fear of going home to parents or carers• Aggression towards others• Unexplained injuries or burns – particularly if they are recurrent (and especially in non-mobile babies)• Any injuries not consistent with the explanation given for them• Injuries that occur on parts of the body which are not normally exposed to falls, rough games• Injuries to the side of the face, the ear, the neck• Black eyes, particularly bilateral• Reluctance to change for, or participate in games or swimming
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	<ul style="list-style-type: none"> • Bruises, bites, burns, fractures etc. which do not have an accidental/ satisfactory explanation • Cuts/scratches in areas that would be difficult to do accidentally.
	<ul style="list-style-type: none"> • Injuries to the soft tissue area • Hitting (with the hand or implement) smacking, punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning • Fabricated or induced illness
<p>Signs of potential NEGLECT</p>	<ul style="list-style-type: none"> • Exposure to danger • Lack of supervision • Under nourishment and subsequent failure to grow and thrive • Constant hunger • Stealing or gorging food • Untreated illnesses • Inadequate care • Injuries that have not received medical attention • Non-attendance for health appointments • Inadequate/inappropriate clothing • Poor standards of hygiene • Unsafe home environment • Persistent lack of attention, warmth or praise
<p>Signs of potential EMOTIONAL ABUSE</p>	<ul style="list-style-type: none"> • Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. • Depression / aggression, extreme anxiety • Nervousness, frozen watchfulness • Obsessions or phobias • Sudden under-achievement or lack of concentration • Inappropriate relationships with peers and/or adults • Attention-seeking behaviour • Persistent tiredness • Running away / stealing / lying

	<ul style="list-style-type: none"> • Parent humiliating, taunting or threatening child • Persistent lack of attention, warmth or praise. • Shouting / yelling at a child • Copying or role playing abuse seen in the home (ie domestic violence) • Radicalisation – use of inappropriate language, violent extremist literature, the expression of extremist views, advocating violent action
<p>Signs of potential SEXUAL ABUSE</p>	<ul style="list-style-type: none"> • Use of language that is inappropriate for age / stage of development • Sexual knowledge inappropriate for their age / stage of development • Child with excessive preoccupation with sexual matters • Regularly engages in age inappropriate sexual play • Wariness on being approached • Soreness or unexplained rashes or marks in the genital areas
	<ul style="list-style-type: none"> • Pain on urination • Difficulty in walking or sitting • Stained or bloody underclothes • Recurrent tummy pains or headaches • Bruises on inner thigh or buttock • Any allegations made by a child concerning sexual abuse • Sexual activity through words, play or drawing • Child displaying ‘sexually inappropriate’ behaviour towards adults • Inappropriate bed-sharing arrangements at home • Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations • Eating disorders - anorexia, bulimia • Telling you about being asked to ‘keep a secret’ • Dropping hints or clues about abuse. • Unaccounted sources of money or gifts, or multiple mobile phones • Refer also to Sexual Exploitation at Appendix 5

Appendix 5 – Specific Safeguarding Issues

1.1. The Hubb Foundation staff members need to be aware of specific safeguarding issues and be alert to any risks.

1.2. The Stoke-on-Trent or Staffordshire Safeguarding Children Partnership Procedures has detailed information, policy, and procedure on many of the specific issues identified below. We will follow the local procedures for responding to risks:

https://www.stoke.gov.uk/info/20009/children_and_families/391/stoke-on-trent_safeguarding_children_partnership

[About Us – Safeguarding](#)

<https://www.staffsscscb.org.uk/>

1.3. The government website, GOV.UK also has broad government guidance on a variety of issues. The following is not a comprehensive list and staff members should search the GOV.UK website and the Stoke-on-Trent Safeguarding Children Partnership Procedures or Staffordshire Safeguarding Children Partnership for advice on other issues:

- Bullying including cyberbullying
- Children missing from home or care
- Children missing from education
- Child sexual exploitation (CSE)
- Contextual Safeguarding
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Hate crime
- 'Honour-based' violence
- Mental health
- Online safety
- Peer on Peer Abuse
- Private fostering
- Preventing radicalisation and the Prevent duty
- Serious Violence
- Sexual Harassment
- Sexting

- Self-harm and suicidal behaviour
- Teenage relationship abuse
- Trafficking
- Voyeurism

2. CHILD SEXUAL EXPLOITATION (CSE)

2.1. The Hubb Foundation recognises the need to protect children and young people from sexual exploitation. We are key to identifying children at risk and will raise concerns at an early stage, to potentially halt the grooming process before sexual exploitation has begun.

2.2. We will follow the Safeguarding Children Partnership procedures for either Stoke-on-Trent or Staffordshire which can be found at:

https://www.stoke.gov.uk/info/20009/children_and_families/391/stoke-on-trent_safeguarding_children_partnership

<https://www.staffscsb.org.uk/working-together-to-safeguard-children/child-exploitation/>

2.3. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (DfE 2017.)

2.4. Children cannot consent to being abused. Irrespective of the child's age and even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them, it is not uncommon for children not to realise that they are being exploited.

2.5. Some of the following signs may be indicators of sexual exploitation:-

- Children with unexplained gifts or new possessions;
- Having multiple mobile phones and worrying about losing contact via mobile phone;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Inappropriate sexual or sexualised behaviour;
- Sexual activity/underage sexual activity;
- Sexually risky behaviour, 'swapping' sex;
- Seen at known places of concern;
- Involved in abusive relationships;
- Intimidated and fearful of certain people or situations;

- Hanging out with groups of older people, or anti-social groups, or with other vulnerable peers or known perpetrators;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late;
- Children who regularly miss The Hubb Foundation or education or don't take part in education;
- Injuries from physical assault, physical restraint, sexual assault.

2.6. Where a member of staff sees one or more of these indicators, or otherwise has cause for concern, this information will be recorded and passed, without delay, to the DSL following usual safeguarding procedures.

2.7. We will use the Sexual Exploitation Risk Factor Matrix (RFM) to identify children at low, medium, or high risk of sexual exploitation. The Matrix can be found on the links below:

[Child Exploitation Risk Factor Matrix - Staffordshire Safeguarding Children Board \(staffsscb.org.uk\)](http://staffsscb.org.uk)

2.8. Children will be referred to the CSE Panel if deemed appropriate, following completion of the Risk Factor Matrix.

2.9. We will also share information with Staffordshire Police Child Exploitation Team to contribute to their intelligence gathering to prevent and detect cases of CSE; so even apparently minor pieces of information should be given to the DSL. (Staffordshire Police CSE Information Report form can be found at **Appendix 15.**)

2.10. Where we identify that a child under the age of 13 is involved in sexual activity, this will always be immediately reported to the police.

3. PEER ON PEER ABUSE

3.1. All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment
- voyeurism - up skirting, which 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; or

- initiation/hazing type violence and rituals.

4. SEXTING

- 4.1. Sexting among children can be a common occurrence in which the police may need to become involved, depending upon the circumstances.
- 4.2. The DSL will record all incidents of sexting and include both the actions taken and the actions not taken, together with the justifications for the decisions made.
- 4.3. In applying judgement to the sexting incident, the following will be considered: -
- Significant age difference between the sender/receiver involved.
 - If there is any external coercion involved or encouragement beyond the sender/receiver.
 - If you recognise the child as more vulnerable than is usual.
 - If the image is of a severe or extreme nature.
 - If the situation is not isolated and the image has been more widely distributed.
 - If this is not the first time children have been involved in a sexting act.
 - If other knowledge of either the sender or recipient may add cause for concern.
- 4.4. This is not an exhaustive list, but presence of the above will escalate concern. We will manage cases of sexting in line with the LSCP procedure.

5. SERIOUS VIOLENCE

- 5.1. All staff are aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include:
- a change in friendships or relationships with older individuals or groups,
 - a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.
 - Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.
- 5.2. All staff are aware of the associated risks and understand the measures in place to manage these. Advice for The Hubb Foundation is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.

6. DOMESTIC VIOLENCE

- 6.1 The definition of "domestic violence and abuse" was updated by the Home Office in March 2013 to include the reality that many young people are experiencing domestic abuse and violence in relationships at a young age. They may therefore be Children in Need or likely to suffer significant harm. The latest definition from the Home Office is as follows:

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

- Psychological
- Physical
- Sexual
- Emotional’

6.2. Staff should be aware that any disclosures made by children may have a background in domestic abuse and that this abuse may be part of an overall pattern of abuse or violence towards women and girls in the family. That said domestic abuse can also be experienced by males and assumptions should not be made based on the gender of perpetrators of domestic abuse.

7. HARMFUL PRACTICES

7.1. The Hubb Foundation recognises its duty to protect children and young people against Harmful Practices, which are forms of violence which have been committed, primarily against women and girls, in certain communities and societies for so long that they are considered, or presented by perpetrators, as part of accepted cultural practice. They have often been embedded in communities for a long time and are born out of community pressure.

7.2. The most common forms of harmful practices are:

- female genital mutilation or cutting (FGM).
- so called ‘honour’ based violence/abuse.
- forced or early marriage.

7.3. Other less common forms include:

- Spirit Possession
- Breast Ironing

7.4. Female genital mutilation must immediately be reported to the police, under section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) where it is known that FGM has been carried out on a child.

7.5. We will follow the Stoke on Trent Local Safeguarding Children Board Procedures or Staffordshire Local Safeguarding Children Board Procedures guidance in relation to Harmful practices.

8. FORCED MARRIAGE

8.1 The Hubb Foundation recognises the need to protect children and young people against forced marriage.

- 8.2 We will follow the Stoke on Trent Local Safeguarding Children Partnership Procedures or Staffordshire Local Safeguarding Children Partnership Procedures
- 8.3 A clear distinction must be made between a forced marriage and an arranged marriage. A forced marriage is a marriage that is performed under duress and without the full and informed consent or free will of both parties (and is therefore very different to an arranged marriage).
- 8.4 A forced marriage may be between children, a child and an adult, or between adults, and both males and females can be forced to marry against their will.
- 8.5 In referring to children, we refer to both primary and secondary The Hubb Foundation age children.
- 8.6 A forced marriage is considered to be domestic violence.
- 8.7 One Chance Rule - Where there are concerns about forced marriage, we will not speak to the family as professionals may only have one chance to speak to a potential victim and we therefore must ensure that the appropriate intervention, response and support is initiated.
- 8.8 Staff will pass any concerns immediately to the DSL and child protection procedures will be activated.
- 8.9 Further information on the role of educational establishments can be found in Multi-agency guidelines: Handling cases of forced marriage. pages 32-36; and The Forced Marriage Unit – Tel: 020 7008 0151 e-mail: fmu@fco.gov.uk for advice or information.

9. PREVENTING RADICALISATION

- 9.1 The Hubb Foundation recognises the need to protect children and young people against the messages of all violent extremism including that linked to Far Right / Neo Nazi / White Supremacist, Al Qaeda / ISIS ideologies; Irish Nationalist and Loyalist paramilitary groups, and that linked to Animal Rights movements.
- 9.2 We also recognise the statutory duty placed upon us by s26 of the Counter Terrorism and Security Act 2015, in having due regard to preventing people from being drawn into terrorism, referred to as the “Prevent Duty”.
- 9.3 Radicalisation is the process of a person legitimising support for, or use of, terrorist violence.
- 9.4 Extremism is defined as a vocal or active opposition to fundamental British values of democracy; the rule of law; individual liberty and mutual respect for different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- 9.5 Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be

designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Although there is no single way of identifying whether a child is likely to be susceptible to radicalisation into terrorism, there are factors that may indicate concern.

9.6 There is no place for extremist views of any kind in The Hubb Foundation, whether from internal sources – children, staff or The Hubb Foundation, or external sources - community, external agencies, or individuals.

9.7 Our sessions promote respect, tolerance, and diversity. Children are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

9.8 Potential indicators of a child is at risk of being radicalised or exposed to extreme views might include:-

- Spending increasing time in the company of other suspected extremists.
- Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in friends and activities not associated with the extremist ideology, group or cause.
- Possession of materials or symbols associated with an extremist cause.
- Attempts to recruit others to the group/cause.
- Communications with others that suggests identification with an extremist group, cause or ideology.
- Using insulting to derogatory names for another group.
- Increase in prejudice-related incidents committed by that person, which may include physical or verbal assault; provocative behaviour; derogatory name calling; prejudice related ridicule or name calling; refusal to co-operate; attempts to recruit to prejudice-related organisations; or condoning or supporting violence towards others.

9.9. If staff become aware that a child is vulnerable to being radicalised or exposed to extreme views, (including peer pressure, pressure from family members or other people, or from online;) this will be reported directly to the DSL.

9.10. The DSL will liaise with other appropriate agencies, and make referrals directly to the Chanel Panel if deemed necessary, at prevent@staffordshire.pnn.police.uk

9.11. Chanel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into extremism or terrorism. Engagement with the programme is entirely voluntary but we will encourage and support engagement at all stages.

10. PRIVATE FOSTERING

- 10.1 The Hubb Foundation recognises its duty to notify Children’s Social Care if a child is living in a private fostering arrangement.
- 10.2 Private fostering refers to a situation where a child or young person under 16 years of age (under 18, if they are disabled) is being cared for by someone other than a parent or close relative for 28 days or more. (Close relatives are defined as grandparents, aunty, uncle or older sibling.) Carers may be members of the extended family (e.g. cousin, great aunt), friends of the family, or someone the child doesn’t know.
- 10.3 This can include children sent from abroad to stay with family members, teenagers who may be living with the family of a friend, boyfriend or girlfriend and those living short term with host families while they take a course of study.
- 10.4 All staff are responsible for asking questions to clarify family arrangements if there is a change of living arrangements / person caring for the child; or if the relationship between the child and carer of the living arrangements are unclear, confusing or concerning.
- 10.5 Staff should also follow up any discussion with children about living arrangements which are unclear, confusing or concerning.
- 10.6 If a member of staff becomes aware that a child may be living in a Private Fostering arrangement, they will report this without delay to the DSL.
- 10.7 The DSL will encourage the parent/ carer to inform the Local Authority. Additionally, we will report the private fostering arrangements to the Local Authority by contacting the Safeguarding Referral Team on 01782 235100.

11. ANTI BULLYING

- 11.1 The Hubb Foundation has zero tolerance with regards to bullying and we have an Anti-Bullying Policy and harassment policy which is set out in a separate document. This policy relates to all forms of bullying including cyber, racist, homophobic and gender related bullying.
- 11.2 The subject of bullying is addressed at regular intervals within our projects.
- 11.3 If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the venue lead and the DSL will consider implementing child protection procedures.
- 11.4 Staff members will neither allow nor condone bullying. To do so may lead to consideration under child protection and disciplinary procedures.

12. ONLINE SAFETY

12.1 The Hubb Foundation recognises our responsibility for online safety. We have an Online-Safety Policy which is set out in a separate document and includes guidance for all children in relation to Online Safety and using the internet and social media.

12.2 Staff will report their concerns to the DSL if they believe that children are using the internet, mobile technology or social media inappropriately (e.g. sexting). In these instances, the DSL will be contacted for advice on how to proceed with regards to talking to parents or carers about Online Safety.

12.3 Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

12.4 We have systems in place to prevent children being exposure to harm online. We have filters and monitoring systems in place which are regulated and risk assessed.

12.5 If we become aware that a child may be accessing materials inappropriate to their age, (including Facebook if under 13 years of age;) sending inappropriate e-mails, texts or images; or playing on games that are unsuitable (for example, games which have an 18 certificate;) we will contact parents to discuss our concerns and to raise parents awareness about the potential risk to their children and our duties to safeguard, which may involve referral to other agencies.

12.6 If staff become aware that a child is vulnerable to harm online, this will be reported immediately to the DSL and safeguarding procedures will be implemented.

12.7 In some extreme cases the Police may become involved if a child is at risk of exploitation due to their use of the internet or social media.

13. CONTEXTUAL SAFEGUARDING

13.1 Safeguarding incidents and/or behaviours can be associated with factors outside The Hubb Foundation. All staff, but especially the Designated Safeguarding Lead (and deputies) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. We understand the importance of providing as much information as possible as part of the referral process to allow assessments to consider all the available evidence and the full context of any possible abuse.

Appendix 6 – Allegations of abuse made against other children

- 1.1. The Hubb Foundation believe that all children have a right to attend our sessions and learn in a safe environment, free from harm by adults or other children.
- 1.2. We recognise that some children will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt appropriately.
- 1.3. Peer on Peer abuse - Occasionally, allegations may be made against children by other children in The Hubb Foundation, which are of a safeguarding nature. Safeguarding allegations may include physical abuse, emotional abuse, sexual abuse, and sexual exploitation.
- 1.4. To be considered a safeguarding allegation against a child, it may be found that the allegation:
 - is made against a child in relation to their behaviour towards a more vulnerable child;
 - is of a serious nature, possibly including a criminal offence;
 - raises risk factors for other children in The Hubb Foundation;
 - indicates that other children may have been affected by this child and their actions;
 - indicates that children/young people outside The Hubb Foundation may be affected by this child.
- 1.5. Examples of a safeguarding allegation against a children could include (but are not limited to):
 - Physical Abuse – for example, violence (particularly pre-planned;) or forcing others to use drugs or alcohol;
 - Emotional Abuse – for example, blackmail or extortion, threats, and intimidation;
 - Sexual Abuse (also known as child-on-child abuse) – for example, indecent exposure, indecent touching, or serious sexual assault, forcing others to watch pornography or take part in sexting;
 - Sexual Exploitation – for example, encouraging other children to attend inappropriate parties; encouraging, photographing, or filming other children performing sexual or indecent acts.
- 1.6. Where children are involved in gang activity, older children may attempt to recruit younger children using any or all of the above methods. Young people suffering from sexual exploitation themselves may be forced to recruit other young people.

2. MINIMISING THE RISK OF SAFEGUARDING CONCERNS PRESENTED BY A CHILD

- 2.1. Have systems in place for any children to raise concerns with staff, knowing they will be listened to, believed, and valued.

3. WHAT TO DO

- 3.1. When an allegation is made by a child against another child, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the DSL should be informed.
- 3.2. A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances.
- 3.3. The DSL may contact the Advice and Access team or other relevant agency to discuss the case. It is possible that Children's Social Care are already aware of safeguarding concerns around this young person.
- 3.4. The DSL will follow through the actions from the discussion and make any referrals necessary.
- 3.5. Keeping a record of the concern, the discussion, and any outcome in the files of both children.
- 3.6. If the allegation indicates a potential criminal offence has taken place, the police will be contacted at the earliest opportunity and parents informed (of both the children being complained about and the alleged victim).
- 3.7. Where neither Children's Social Care nor the police accept the complaint, a thorough The Hubb Foundation investigation will take place into the matter using The Hubb Foundation's usual disciplinary procedures.
- 3.8. In situations where The Hubb Foundation considers a safeguarding risk is present, a risk assessment should be undertaken, and an individual risk management plan will be put in place to ensure that other children are kept safe and that the children concerned does not become a target for malicious allegations.
- 3.9. The plan will be reviewed continuously, and a date set for a follow-up evaluation with everyone concerned.

Appendix 7 – Dealing with disclosures made by a child

1. ADVICE FOR ALL MEMBERS OF STAFF

- 1.1. The Hubb Foundation will take seriously any disclosures of abuse or neglect made by a child.
- 1.2. When dealing with disclosures we don't 'lead children', make suggestions about what may have happened or who may be responsible, and we don't investigate what is being disclosed.
- 1.3. However, it may not always be clear from what a child first tells us, whether we are dealing with a safeguarding issue or not, and therefore we may need to clarify what is being said.
- 1.4. TED QUESTIONS are open questions that we will use to clarify or get a little more information about what has happened, so that we can initiate the right response, intervention, and support:
 - Tell me what happened;
 - Explain to me what happened; and
 - Describe what happened.
- 1.5. When talking to children, we will take account of their age, understanding and preferred language, (which may not be English and therefore translation services might need to be sought;) and consider how a child with a disability may need support in communicating.
- 1.6. The following guidance should be followed:-
 - Listen to what is being said without displaying shock or disbelief.
 - Allow the child to talk freely.
 - Accept what is being said.
 - Do not ask direct or leading questions – use only open questions, if necessary, to clarify what is being said or how something has happened (TED questions above).
 - Reassure the child that what has happened is not their fault and that they have done the right thing in telling you.
 - Do not criticise the alleged perpetrator.
 - Do not make promises that you may not be able to keep.
 - Do not give your personal opinion.
 - Do not talk about your own personal experiences.
 - Do not promise confidentiality – it may be necessary to tell the DSL and to refer the child to Children's Social Care or inform the police.
 - Do not ask the child to write anything down (this may be seen as a statement, and we are not trained to take statements).
 - Explain what has to be done next and who has to be told – see **Appendix 8**.
 - Inform the DSL without delay, using your agreed system/protocol. This may mean completing a handwritten record of concern form or logging onto an electronic system, recording what's happened and sending it to your DSL.

1.7. Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.

Appendix 8 – Action to be taken if you have a concern about a child

Action to be taken by:-	What action to take if you have concerns
Any member of staff	<ol style="list-style-type: none"> 1. Discuss your concerns with the DSL [Tom Beecham – safeguarding@thehubbfoundation.org.uk or Tom.Beecham@thehubbfoundation.org.uk 07814 742157)] as soon as possible, before the child leaves for the day. <u>It is important that the child is not sent home at the end of the day without taking the right protective action.</u> 2. Complete the notification of concern -DSL Safeguarding Incident Notification Form – Google Forms . 3. If the DSL is not available, you can speak to Deputy DSL (Tana Owen – safeguarding@thehubbfoundation.org.uk or Tana.Owen@thehubbfoundation.org.uk ,07921 452005) However, if you are unsure if this is a safeguarding concern, please contact the Advice and Access Team. If a referral to the Children’s Advice and Duty Service (CHaD) is required, please make the referral (see below). 4. Inform the DSL about your consultation with SRT and what actions you have taken. Ensure all actions and decisions are recorded.
Action to be taken by:-	If you are concerned that the child is at risk of significant harm (Level 4)
DSL	<p style="text-align: center;"><u>CHILD AT RISK OF SIGNIFICANT HARM – SECTION 47</u></p> <p style="text-align: center;">Use the relevant Local Authority documentation Threshold Guide to Levels of Need and if you are unsure contact CHAD – Children’s Advice & Duty Service</p> <p style="text-align: center;">https://www.stoke.gov.uk/download/downloads/id/1793/threshold_document.pdf</p> <p style="text-align: center;">https://www.ssscb.org.uk/wp-content/uploads/2020/04/SSSCB-Threshold-Document.docx</p> <p>1.Contact the Children’s Advice and Duty Service (CHaD) 01782 25110 without delay. Ensure you have all relevant details to hand and provide as much information as you can about your concerns.</p> <ol style="list-style-type: none"> 1. If you believe that the child is at immediate risk, or you suspect a crime has been committed, call 999. 2. Confirm your referral by phoning ChAD – children’s advice and duty service us to discuss concerns for child or young person. The caller will share information and a decision will be made during the discussion as to whether a referral will be made. The ChAD will then confirm in an email following the call of the decision and actions taken which can be used for audit purposes by partner agencies.

3. If ChAD have not informed you within 1 working day, whether or not your referral has been accepted, contact them to ascertain their decision.
4. Record all your discussions and decision-making on the child protection record or system. Add this, and a copy of the MARF to the child's child protection file. (If the child does not have a stand-alone child protection file, you will need to create one.)
5. Update/start the chronology. Continue to update the child's file and chronology as the investigation and resulting work continues.

You do not think there is a risk of significant harm, but the child has highly complex needs and may be experiencing compromised parenting. Section 17 Child in Need (Level 4)

CHILD IN NEED – SECTION 17

Use the Guide to Levels of Need and if you are unsure contact your Better Together social worker, Advice and Access team or/and your Education Lead for advice.

1. Inform the family of your intention to refer to Children's Social Care, (SRT)
2. If ChAD have not informed you within 1 working day, whether or not your referral has been accepted, contact them to ascertain their decision.
3. Record all your discussions and decision-making on the child protection record or system. Add this, and a copy of the MARF to the child's child protection file. (If the child does not have a stand-alone child protection file, you will need to create one.)
4. Update/start the chronology. Continue to update the child's file and chronology as the investigation and resulting work continues.

Appendix 9 – Making a referral to Children’s Social Care

- 1.1. It will almost always be the DSL that makes referrals into Children Social Care. However, all staff know how to make a referral should they need to, in the absence of the DSL.
- 1.2. Referrals to Children Social Care are made initially by telephone only if the child is ‘At risk of significant harm’ to CHAD referrals on 01782 235100 select option 2 Stoke-on-Trent City Council’s front door arrangements changed in February 2021. The service now focuses on early conversations with professionals and families leading to earlier support. The council has made significant changes to the way it operates, most noticeably is that the majority of contacts are taken via a phone call as opposed to paper-based contacts.

If you are worried about a child or young person you can call the Children’s Advice and Duty Service (CHaD):

Between office hours (8.30am - 6pm Monday - Friday) on 01782 235100

For out of these hours, you can contact 01782 234234

In an emergency call 999

Email from a secure email address ChAD.referrals@stoke.gov.uk

You will need the following information:

- All the details known to you/your agency about the child;
- The family composition including siblings, and where possible extended family members and anyone important in the child’s life;
- The nature of the concern and how immediate it is;
- Details of any work/support that you have provided to the child or family to date.
- Details of where the child is.
- Whether you have informed parents/carers of your concern. Please be aware that consent from the parent/carer will be required to make a referral unless this places the child at any further risk.

Provide your details:

- Your full name, job title and relationship to the child.
- Your contact details, including work mobile if you are unlikely to be in the office.

Appendix 10 – Information Sharing & Consent

- 1.1. The Hubb Foundation are committed to working openly and honestly with parents, carers and other agencies in order to ensure that children's needs are met. It is essential that everyone working with children can confidently share information. This is necessary not only to safeguard and protect children from harm but also to work together to support families to improve outcomes for all.
- 1.2. We may share information about parents, carers or children for investigations undertaken by Children's Social Care.
- 1.3. We will exercise professional curiosity by proactively seeking out information as well as sharing it. This means checking with other professionals whether they have information, and speaking to children alone.
- 1.4. The Data Protection Act 2018 is not a barrier to sharing information. It is there to ensure that personal information is managed in a sensible way and that a balance is struck between a person's privacy and public protection.
- 1.5. We will share any concerns we have with parents at an early stage, unless this would put a child at greater risk or compromise an investigation. Parents must be clear that our responsibilities are for safeguarding and protecting children and that this involves sharing information about them with other professionals.
- 1.6. It is expected that we will seek the consent of parents or carers to make a referral to Children's Social Care under s.17 Children's Act – Child in Need. If parents refuse to give consent but we decide to continue with the referral, we will make this clear to Children's Social Care when we contact them.
- 1.7. Any decision to refer the children without the parents' consent will be recorded in the children's child protection file with a full explanation for the decision.
- 1.8. We do not need parents' consent to make a referral if we consider the child needs protection, under s.47 Children's Act; although in most cases we will inform them of the child protection referral.
- 1.9. However, we will not inform parents of referrals if we believe that:
 - This would place the child or someone else at increased risk of harm;
 - It would prejudice the prevention or detection of a crime, or lead to loss of evidence for a police investigation;
 - It would lead to an unjustified delay in making enquiries into allegations of significant harm.
- 1.10. Any decision not to discuss concerns with a children's parents or carers will be recorded in the children's child protection file with a full explanation for the decision.
- 1.11. Consent is not necessary in cases where Children's Social Care are making child protection enquiries under section 47 of the Children Act 1989 and therefore when contacted by Children's Social Care, we can

comply with their requests for information without seeking consent. Staff members must record what information has been shared and why.

- 1.12. If we are in any doubt about the need to seek consent, we will seek advice from the Advice and Access team.
- 1.13. Keep a record of your decision to share information, with or without consent, and the reasons for it. Remember also that it is just as important to keep a record of why you decided not to share information as why you did so.

Data Protection and Privacy

1.14. We will handle personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This includes:

- Ensuring data is processed lawfully, fairly, and transparently.
- Collecting data for specified, explicit, and legitimate purposes.
- Ensuring data is adequate, relevant, and limited to what is necessary.
- Keeping data accurate and up to date.
- Retaining data only for as long as necessary.
- Ensuring appropriate security of the data.

2. RECORD KEEPING

- 2.1. Good record keeping is an important part of The Hubb Foundation's accountability to children and their families and will help us in meeting our key responsibility to respond appropriately to welfare concerns about children.
- 2.2. Records should be factual, accurate, relevant, up to date and auditable. They should support monitoring, risk assessment and planning for children and enable informed and timely decisions about appropriate action to take.
- 2.3. The DSL will ensure that records are maintained appropriately for children with safeguarding concerns and stand-alone files are created and maintained in line with requirements of the above guidance.

3. DISCUSSING CONCERNS WITH THE CHILDREN, PARENTS OR CARERS

- 3.1. The Hubb Foundation are committed to working openly and honestly with parents and carers in order to ensure that their child's needs are met.
- 3.2. This means that in most cases, any concerns The Hubb Foundation may have about a child, will be discussed with parents or carers. This is because parents and carers need to know when we are worried about their child, so that we can work together to address any issues or concerns.

- 3.3. Professional curiosity will be exercised by staff, particularly where there is a concern about a child. This means that staff may ask questions of the children, parents or carers in order to clarify or ascertain the necessary facts to make a decision regarding what (if any) action to take.
- 3.4. We will abide by the principles set out above regarding information sharing and consent. When we make the referral, we will agree with Children's Social Care what the children and parents will be told, by whom and when.

Appendix 11 – Working with parents and carers

- 1.1. The Hubb Foundation is committed to working in partnership with parents and carers to safeguard and promote the welfare of their child/ren and to support them to understand our statutory responsibilities in this area.
- 1.2. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.
- 1.3. When new children engage with The Hubb Foundation, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on The Hubb Foundation website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Social Care or other agencies.
- 1.4. We will abide by the principles of information sharing and consent as outlined in **Appendix 10**. A lack of parental engagement or agreement regarding the concerns The Hubb Foundation has about a child will not prevent the Designated Safeguarding Lead making a referral to the Safeguarding Referral Team in those circumstances where it is appropriate to do so.

Appendix 12 – Children’s Social Care response

1. CHILDRENS SOCIAL CARE RESPONSES TO CONCERNS ABOUT A CHILD

- 1.1. Once Children’s Social Care has accepted our referral as needing a social care-led response (Level 4 on the Guide to Levels of Need), a social work practitioner and their manager will evaluate the concerns to identify the sources and levels of risk and to agree what protective action may be necessary.
- 1.2. The evaluation of concerns and risks involve deciding whether: -
 - the child needs immediate protection and urgent action is necessary; or
 - the child is suffering, or at risk of suffering, significant harm and enquiries need to be made under section 47 of the Children Act 1989; or
 - the child is in need and should be assessed under section 17 of the Children Act 1989.
- 1.3. We will cooperate with Children’s Social Care and the police in any emergency action they take using their legal powers for immediate protection of the child.
- 1.4. We will participate in any multi-agency discussions (strategy discussions), if invited to do so, and share information about the child and their family to plan the response to concerns.
- 1.5. We will share information about the child and their family for section 47 enquiries and section 17 assessments undertaken by Children’s Social Care.
- 1.6. We will ensure that a relevant staff member participates in all initial and review child protection conferences, that we are invited to attend. The staff member will work together with other agencies to discuss the need for and agree to an outcome-focused child protection plan and will ensure that the child’s wishes and views are considered in their own right.
- 1.7. If we are members of the core group to implement a plan, we will ensure a relevant staff member participates in all core group meetings.
- 1.8. We will ensure that we complete all actions allocated to us as part of the outcome-focused plan, whether a child protection plan or a child in need plan, in a timely way.
- 1.9. We will continue to monitor children once their plans are ended to ensure that they are supported and kept safe.

2. PROFESSIONAL CHALLENGE AND DISAGREEMENTS

- 2.1. The Hubb Foundation recognise that working with children and families, and in particular child protection work, can be stressful and complex, as well as involving uncertainty and strong feelings. To ensure that the best decisions are made for children, we need to be able to challenge one another's practice.

- 2.2. We will promote a culture within The Hubb Foundation that enables all staff members to raise, without fear of repercussions, any concerns they may have about the management of child protection in The Hubb Foundation. This may include raising concerns about decisions, actions and inactions by colleagues in respect of individual children.
- 2.3. If necessary, staff members can speak with the Designated Safeguarding Lead, the venue lead, the Chair of The Hubb Foundation or with the Local Authority Designated Officer.
- 2.4. Cooperation across agencies is crucial; professionals need to work together, using their skills and experience, to make a robust contribution to safeguarding children and promoting their welfare within the framework of discussions, meetings, conferences and case management.
- 2.5. If there are any professional disagreements with practitioners from other agencies, that the staff member involved has been unable to resolve informally, the DSL or the venue lead will raise concerns formally with the relevant agency's safeguarding lead in line with the relevant Local Safeguarding Children Partnership escalation policy.

Appendix 13 – Managing allegations against staff and volunteers

- 1.1. The Hubb Foundation aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children within The Hubb Foundation.
- 1.2. We do recognise however, that sometimes the behaviour of adults may lead to an allegation of abuse being made.
- 1.3. The Hubb Foundation follow the relevant Local Authority Safeguarding Children Partnership procedures - Managing Allegations against Adults Working with Children and Young People:
[Managing Allegations \(stoke.gov.uk\)](http://stoke.gov.uk)
- 1.4. If an allegation is made, or information is received about an adult who works or volunteers at The Hubb Foundation that raises concerns, the member of staff receiving the information should inform the Designated Safeguarding Lead (DSL) immediately. If an allegation is made, or concerns are raised about an individual who works with children in their role within a Hubb Foundation partner organisation, this should also be shared with the DSL immediately. The Hubb Foundation DSL will liaise directly with the appropriate parties of the partner organisation to which the concern is connected
- 1.5. Should an allegation be made against the DSL, this will be reported to the Chair of The Hubb Foundation.
- 1.6. In the event that neither the DSL lead nor Chair of The Hubb Foundation is contactable on that day, the information must be passed to Deputy DSL and dealt with by an alternative trustee of The Hubb Foundation.

- 1.7. Any member of staff or volunteer who does not feel confident to raise their concerns with the DSL, or Chair of The Hubb Foundation can contact the Local Authority Designated Officer directly.
- 1.8. We also have a Whistle Blowing Policy which is accessible to all staff.
- 1.9. When a concern is raised about an adult in The Hubb Foundation, the Venue lead (or other appropriate person, as above;) will seek advice from the Local Authority Designated Officer (LADO) at the earliest opportunity (and certainly within 1 working day.) No one will undertake further investigations until they receive advice from the LADO.
- 1.10. The Local Authority Designated Officer will convene a strategy meeting when there are concerns that a person in a position of The Hubb Foundation 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.
- 1.11 We will work closely with Children’s Social Care and the police, if they are involved, to support with any assessment or investigation as required.
- 1.12. The staff member who is the subject of the allegation will be advised to contact their union, professional association or a colleague for support, (depending on the outcome of the strategy discussion/meeting with the LADO). HR will ensure that the staff member is provided with appropriate support, if necessary, through occupational health or welfare arrangements.
- 1.13 If the LADO deems that the referral does not meet the criteria for his involvement, we may still undertake our own investigation into the alleged events and if necessary, invoke disciplinary procedures.
- 1.14. The Hubb Foundation has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person.
- 1.15. If these circumstances arise in relation to a member of staff at The Hubb Foundation, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and HR.
- 1.16 **FOR INFORMATION** - The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally.
- Telephone free: - 0800 028 0285 (line is available from 8am to 8pm, Monday to Friday.)
 - Email: help@nspcc.org.uk

Appendix 14 – Safer Recruitment

- 1.1. The Hubb Foundation has robust recruitment and vetting procedures to help to deter, reject and prevent unsuitable people from working or volunteering within The Hubb Foundation.
- 1.2. Our job advertisements and application packs make explicit reference to The Hubb Foundation's commitment to safeguarding children, including clear statements in the job description and person specification about the staff member's safeguarding responsibilities.
- 1.3. We require evidence of original academic certificates.
- 1.4. We do not accept testimonials and insist on taking up references prior to interview.
- 1.5. We will question the contents of application forms if we are unclear about them or if there are gaps in employment.
- 1.6. All staff members who have contact with children, young people and families will have appropriate pre-employment checks (including Disclosure and Barring Service checks;)
- 1.7. We maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements. Guest visitors will also be checked in line with statutory requirements and risk assessed robustly.

Staffordshire Police CSE Information Report

Gathering Intelligence about Child Sexual Exploitation

Staffordshire Police have devised a process by which agencies, parents, carers and young people can provide information about perpetrators. This is gathered and used in situations where there may be no evidence available or the victim is either unwilling or unable to provide a police statement. This occurs in the vast majority of cases of sexual exploitation. Therefore, the opportunity to provide intelligence means that the police can build a sufficient picture over a period of time and act upon it. This could potentially interrupt and disrupt criminal activity where young people are being exploited.

What to collect?

Information on child sexual exploitation includes details on:-

- Suspects – names, nicknames, addresses, dates of birth and descriptions of suspects of CSE
- Vehicles – registration numbers, partial registration numbers, make and model, colour and distinguishing features or marks of vehicles used by suspects
- Telephones – details of phone numbers and mobile phones used by suspects and details of any text messages or phone calls made by them or to them
- Locations – details of locations where offences have taken place or suspects/victims frequent
- Offences – details of criminal offences that have not been recorded by the police either because the victim has not been identified or the victim denies them or refuses to cooperate with the police
- Date and times – that incidents occurred or suspects or vehicles seen
- Links – between suspects, vehicles, locations and young people identified at risk of CSE

The more detailed and precise the information is the better the quality of intelligence. The intelligence forms are not to be used for the following:

- To report a crime
- To pass information to the police about a crime that is already being investigated
- To raise a child protection concern

Intelligence can be reported from 3 perspectives:

1. Disclosure by a Young Person at Risk
2. Incident Witnessed by a Professional
3. Information from another Person

Submit the completed intelligence form onto the Child Exploitation Team.

childexploitation@staffordshire.pnn.police.uk

If you do not have a secure e-mail facility then please call CET on 101 ext 3604 to discuss

Please note – this form is **NOT** a referral form.

Agencies should refer to the CSE Policy document Staffs Section 4Ha, S-o-T Section D14 and follow the process outlined. Referrals should be made to First Response (Staffordshire) or the Safeguarding Referral Team (Stoke-on-Trent) or to the Police. This form is to collect intelligence only and may then be used to assist police in building a case.

Staffordshire Police – Child Sexual Exploitation Information Report



Date/Time of report:

Details of Professional submitting:

Name			
Post / Job Title			
Agency			
Contact Details			
Witnessed Incident		Professional	Member of the Public

Details of Child/Young Person (if known):

Name	
Age	
Address	

If the information is from a 3rd party are they be willing to engage with the Police? Yes / No
Please provide information: Include as much detail as possible re names /descriptions /nicknames/ vehicle details/addresses etc.:

Appendix 16 – Reporting a concern procedure.

FLOWCHART OF PROCEDURES FOR RESPONDING TO SAFEGUARDING CONCERNS



Please follow the appropriate steps outlined below, should you have a concern during a Hubb Foundation holiday session.

If the child or adult is at immediate risk, call 999

Staff member/volunteer/venue has a safeguarding concern about a child/adult.

Report concern to your own DSL as soon as possible, but no later than 24 hours after the incident - following your own organisation's policy.

On assessment of concern, call the Children's Advice and Duty Service (CHaD) on 01782 235100 to speak to an experienced social worker about your concerns. For adult safeguarding concerns please call 0800 561 0015. Outside of these hours you can contact the Emergency Duty Team on 01782 234234. If the child or adult is at immediate risk, call 999.

Notify The Hubb Foundation within 24 hours of the incident by completing the Safeguarding Incident Notification Form <https://forms.gle/QxSe64ZojRDNzXhY7> and if required call Tom Beecham - 07814 742157 or Tana Owen - 07921 452005 We may call you back to establish more detail if we require.

Provide update on referral status and share any information on progress with The Hubb Foundation, when asked.