



BROMLEY Y

SAFEGUARDING CHILDRENS

1. INTRODUCTION

Bromley Y is a Bromley based local organisation which has offered free therapeutic support to children and young people between the ages of 0 - 18 years for over 50 years. It has provided a safe, friendly environment to explore the difficulties that the child or young person may be experiencing, helping them to identify new ways forward. Bromley Y has provided the highest quality, non-discriminatory service for children, young people and their families who live in Bromley. As such **Bromley Y is committed to the welfare and the safeguarding of children and/or young people within all the activities it undertakes.** All staff, volunteers and trustees working on behalf of Bromley Y have a duty to promote the welfare and safety of all children. Staff and volunteers may receive disclosures of abuse and observe children who are at risk. This policy will enable staff to make informed and confident responses to specific child protection issues. For this policy, 'child' means a person aged under 18 years.

Bromley Y provides several related services commissioned and funded by Bromley Clinical Commissioning Group, Bromley Council and schools. It also directly funds a small number of services itself. Further information can be found on the website

Bromley Community Wellbeing Service for Children and Young People: The Community Wellbeing service offers a single point of access to all children and young people which ensures that individuals are contacted and assessed within 72 hours of referral. The referrals received are triaged on need rather than diagnosis ensuring that the service offers both early intervention and preventative work. The assessment process includes taking information from the child/young person, the family, schools and GP and may be face to face or by phone this process can take between one to five hours depending on the complexity. Once the practitioner has the information in discussion with the child/young person and their family an agreed plan of action to meet their needs is made.

School Support: The bespoke school service is creatively tailored to support the needs of the individual school. Bromley Y currently work within 12 secondary schools and colleges throughout the Bromley area offering a range of direct support to children and young people, as well as parents and staff, through consultation, supervision and training. This is commissioned directly by the schools. Consultation for school nurses provided by Bromley Y is commissioned by Bromley Healthcare.

Mentoring Programme: Bromley Y has a mentoring programme aimed at supporting children and young people aged 14+ who have received a service from Bromley Y, but require some extra support. The mentor is an experienced and trusted advisor, who shares their knowledge, skills and experience with a young person to achieve an agreed set of goals.

Longer term intervention service: Bromley Y is funded by the CCG, through the CAMHS Transformation monies to provide longer term interventions (12-16 sessions) for individuals with more complex needs who would previously be referred to Oxleas CAMHS.

2. NAMED PERSON(S) FOR SAFEGUARDING

Designated Safeguarding Officers contact details are given below. The Designated Safeguarding Officer is not an expert in child protection but is responsible for providing advice and support to staff, and ensuring that safeguarding children remains a priority.

Safeguarding Leads: Gill Allen, Suzanne Roberts, Sam Reynolds, Sarah Parson

Telephone numbers:

Ethelbert Road: 0203 770 8848;

East Street: 0208 290 6420

Working Days:

Gill Allen (Mon-Fri @ Ethelbert Rd)

Suzanne Roberts (Wed-Fri @Ethelbert Rd)

Sam Reynolds (Mon-Fri @ Ethelbert Rd)

Sarah Parson (Mon-Thurs: Mon & Wed @East St / Tues & Thurs @Ethelbert Rd)

Mobile Number (Out of hours - Saturdays 9am - 5pm):

Gill: 07557 122703

Suzanne: 07941 072243

Sam: 07980 617896

Sarah: 07793 751308

Emergency Contact Nos:

Telephone number of Children's Social Work Service (MASH): 0208461 7373 / 7379 /7026 - During Office hours (Monday to Friday, 8am to 6pm).

Fax: 0208313 4400 Email:mash@bromley.gov.uk

Social Care - Emergency Duty team (Out of hours): 0300 303 8671

3. CONTEXT

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children wherever possible. In contrast, child protection is about responding to circumstances that arise.

3.1 What do we mean by abuse?

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a child is persuaded to enter a financial or sexual transaction to which he or she has not consented, or cannot consent.

Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

There are several types of abuse which can cause long term damage to a child or young person. These are defined below.

- **Physical abuse:** May involve hitting, shaking, throwing, poisoning, burning or scalding, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.
- **Emotional abuse:** Is the persistent maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It may also include the radicalisation, or attempt to radicalise a child to any form of extremist view (e.g. Islamic State). Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing or touching outside clothing. They may include non-contact activities such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect:** Is the persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **Female Genital Mutilation (FGM):** FGM, sometimes referred to as female circumcision, involves females, usually under the age of 16, undergoing procedures wrongly believed to ensure their chastity and marital fidelity.
- **Child Sexual Exploitation (CSE):** Involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) because of engaging in sexual activities.

Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation, or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. Possible signs include:

- Going missing for periods of time or regularly returning home late
- Disengagement from education
- Appearing with unexplained gifts or new possessions
- Association with other young people involved in exploitation
- Older boyfriends/girlfriends
- Sexual health issues
- Changes in temperament/depression
- Drug and alcohol misuse
- Displaying inappropriate sexualised behaviours
- Involvement in exploitative relationships or association with risky adults

3.2 Concerns about abuse may be raised and reported to the Bromley Children's Social Care because of a single incident or repeated incidents of abuse. However, for some people the issues of abuse relate to neglect and poor standards of care. They are ongoing and if ignored may result in severe deterioration in both physical and mental health, and even death. Anyone who has concerns about poor care and standards and neglect in a care setting may raise these within the service, with the designated safeguarding lead(s) or with the social services.

3.3 Where these concerns relate to a child living in their own home, is or at risk of homelessness, with family, formal or informal carers, they must be reported to the social services agency. These reports must be addressed through the child protection process and a risk assessment must be undertaken to determine an appropriate response to reduce or remove the risk.

3.4. Possible signs of abuse may include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a visible part of the body not normally prone to such injuries or when the explanation of the cause of the injury does not fit the location.
- The child discloses abuse, or describes what appears to be an abusive act.

- Someone else (child or adult) expresses concern about the welfare of another child
- Unexplained change in frequency or appropriateness of behaviour
- Inappropriate sexual awareness or sexually explicit behaviour

4. LEGAL FRAMEWORK

The principal pieces of legislation and guidance governing this policy are:

- London Borough of Bromley Multi-Agency Child Protection Policy, Protocols and Guidance
- Data Protection Act 1998
- Freedom of Information Act 2000
- The Children's Act 1989
- The Children's Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- The Counter-Terrorism and Security Act 2015
- Adoption and Children Act 2002
- Education Act 2002
- Female Genital Mutilation Act 2003
- Working together to safeguard children 2010,
- The Mental Capacity Act 2005 (relevant for children 16+).

5. BECOMING AWARE OF A SAFEGUARDING ISSUE

Potential safeguarding issues may be raised in several ways:

- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a written report is made regarding the serious misconduct of a worker towards a child or young person.

However safeguarding issues are identified, Bromley Y expects all staff and volunteers to act on the information, following the process identified below to ensure the safety of the child. It is not the responsibility of staff and volunteers to investigate the validity of the concerns but to ensure that the responsible authorities are informed, providing clear factual information.

6. WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

It is important that you treat any allegations extremely seriously. Never think that someone else may be dealing with it. If you receive information that a child may be at risk of, or experiencing harm make sure you know how to respond appropriately. Staff must ensure that that the child is safe and away from the person against whom the allegation is made.

Stage 1

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: *"I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions

- Listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Notify the Named Person for safeguarding (above)
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete the pro-forma and ensure it is signed and dated. The contents of the pro-forma include:
 - Date and time of notification
 - Young person's name
 - What was said
 - Actions to be taken (both internal and external actions - based on the issues raised in the allegation. E.g.; Notify Manager /Safeguarding Lead)
 - Respect confidentiality and file documents securely;
 - Parents / carers will need to be informed about any referral to Children Social Care unless to do so would place the child at an increased risk of harm. This should be discussed with the named person and the reasons for not discussing with the parents accurately recorded.

Stage 2

- Provided the completed initial concern form to the named person immediately.
- The Named person(s) should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation, the Named Person or member of staff (if directed by the named person) should contact the police and/or Children's Social Services. If a referral is made direct to Children's Social Services team this should be followed up in writing within 24 hrs.
- Provide a copy of the form to the Admin Team for them to log, to ensure that responses of other authorities can be checked after 72 hours.
- Ensure that your practice supervisor is aware of the issues, at your next meeting.

7. ALLEGATIONS AGAINST STAFF

Any allegations made against a member of staff should be discussed with the Director and Local Authority Designated Officer (LADO). If the allegation is about a lead person in your organisation then the matter should again be discussed with the LADO.

Regardless of whether a police and/or Children Social Work Service investigation follows, an internal investigation should take place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

8. SAFE RECRUITMENT

Sometimes there are people who work, or seek to work with children and young people who may pose a risk to children and who may harm them. Bromley Y has a clear process for recruiting staff and volunteers to reduce this risk. This includes:

- The use application forms to assess the candidate's suitability for the role.
- A clear commitment to safeguarding and protecting children which is stated at interview.
- A face-to-face interview with pre-planned and clear questions. These include a question about whether the candidate has any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.

- Checking the candidate’s identity by asking them to bring photographic ID.
- Checking the candidate actually holds any relevant qualifications they say they have.
- Applying for a **DBS check** for all staff who have contact with children or have access to records, including volunteers, and trustees.
- Always checking any references, the candidate provides, specifically about an individual’s suitability to work with children.
- Provide candidates with the website address to access a copy of the safeguarding procedures.

There may be occasions where Bromley Y wish to appoint a worker from abroad. This will mean that DBS checks may not be able to be undertaken. Nevertheless a “fit person” check may be available from the country the person is moving from. Bromley Y will ensure that additional references are undertaken on any worker from abroad.

9. MANAGEMENT AND SUPERVISION OF STAFF/VOLUNTEERS

It is important that all staff have an opportunity to discuss with their line manager or practice supervisor any safeguarding matter giving them concern and this is done by providing regular supervision. Procedures for the supervision arrangements can be found in the staff development policy.

10. MONITORING AND REVIEW

The Board of Trustees, will regularly review the operation of this policy.

This policy has been approved and authorised by the Trustees of Bromley Y

Signature:

Date:



**INITIAL CAUSE
FOR CONCERN FORM**

Date

Time

Name of individual cause for concern is about

Age (if known)

Address (if known)

Describe your concern and action taken

Observations to support cause for concern

Description and location of any visible marks, bruising etc.

Name of alleged abuser, relationship with child (if known)

Name of person completing form:

Signature:

Date:

Name of Manager:

Signature:

Date:

Name of Safeguarding lead or Manager

Signature:

Date: