

Last review Date: September 2025
Next review Date: September 2026



**This policy works in conjunction with London
Borough of Ealing's Yellow Book**



LASTING SUPPORT

Lasting Support

POLICY AND PROCEDURES FOR SAFEGUARDING & PROTECTING CHILDREN AND YOUNG PEOPLE

Contents

- 1. Introduction and Aims..... 3
- 2. Objectives of the Policy.....4
- 3. Roles and Responsibilities..... 4
- 4. Identifying, Reporting, Referring, and Monitoring Concerns.....7
- 5. LS Reporting Responsibilities Flow Chart..... 8
- 6. Procedures for raising concerns:..... 9
- 7. Procedures for making a referral:.....9
- 8. Procedures for monitoring Children and Young People thought/known to be at risk.....10
- 9. Procedures for reporting to and attending review meetings..... 10
- 10. Storage of Child Protection Record.....10
- 11. Safer Recruitment..... 11
- 12. Single Central Record..... 12
- 13. Disclosure and Barring Service (DBS)..... 13
- 14. Managing Allegations Against Staff..... 14
- 15. Training.....15
- 16. Supporting Children and Young People’s Safety Through Learning..... 15
- 17. Online Safety Policy, CCTV Policy , Referrals, Matching, Acceptance and Admissions.....16
- 18. LS Information..... 18
- 19. Reporting hierarchy for safeguarding..... 18
- 20. Useful Information..... 18
- 21. Key documents..... 18

1. Introduction and Aims

1. This document sets out the overarching Lasting Support Network CIC (also known as Lasting Support) policy and procedure to be followed to safeguard Children and Young People accessing services through LS (Lasting Support) in the London Borough of Ealing. This policy is for and must be made available to all members of the LS community (staff, volunteers and trustees) in hard copy or electronically.
2. If the core services is provided by a number of different organisations for example a school, a voluntary or private sector service provider and an externally commissioned service this policy and procedure must act as the overarching guidance for LS.
3. All parties should be familiar with its content. If this content is a variance with existing policies which would render this document ineffective the existing policies must be amended in accordance with this document.
4. The Committee of LS must recognise their legal duty to safeguard Children and Young People, including their legal duty to refer concerns of child abuse (Schedule 1), neglect or exploitation (Schedule 2) to the appropriate investigating agency, and also recognise that this duty of care extends to protecting Children and Young People from abuse, neglect or exploitation outside LS.
5. LS Committee must also recognise the importance of supporting the community in meeting its obligations regarding safeguarding and protecting Children and Young People. Safeguarding must be a standing item on the agenda with the Committee at the Directors Supervision.
6. LS follows the procedures set out in the London Borough of Ealing's Child Protection Policies and Procedures (Yellow Book 2014), the London Child Protection Procedures; and (as applicable), The Early Years Foundation Stage, and the DfE's Keeping Children and Young People Safe in Education April 2015 and supplementary document: Keeping Children and Young People Safe in Education April 2015 (Information for all school and college staff).
7. LS is committed to:
 - a) Raising the profile of Safeguarding and Child Protection, including the need for constant vigilance amongst staff and adults working at LS
 - b) Establishing and implementing effective procedures for identifying, reporting, and monitoring all concerns about Children and Young People/families
 - c) Establishing and implementing effective working arrangements to support Children and Young People in accordance with agreed child protection/child in need plans
 - d) Providing a curriculum and learning environment, which promotes the development of the attitudes and skills Children and Young People need to keep safe
 - e) Establishing and implementing the recommended procedures for safer recruitment as they apply to staff, students and volunteers

Last review Date: September 2025

Next review Date: September 2026

- f) Ongoing safeguarding training for all colleagues appropriate to their role and level of responsibility including regular attendance of NSP or Centre representative at the Nominated Safeguarding Persons 'Network (termly meetings) held by the London Borough of Ealing
 - g) Undertaking an annual safeguarding audit using the Local Authorities safeguarding audit tool; additional reviews may be required following any safeguarding incidents at the centre, however the annual audit must still be carried out.
8. This policy is in line with the Children Act (1989), The Children Act (2004), the Equality Act 2010, the Protection of Freedoms Act 2012, the Children and Social Work Act 2017; Protection of Freedoms Act 2012, the Data Protection Act 2018 and General Data Protection Regulation and the guidance documents 'The London Child Protection Procedures 'March 2017, 'Working Together to Safeguard Children 'July 2018, 'Keeping Children Safe in Education 'September 2020 'Revised Prevent Duty Guidance for England and Wales 'July 2015 & April 2021 and 'Multi- agency statutory guidance on female genital mutilation 'April 2016 & 2018 and Mandatory Reporting of Female Genital Mutilation 2015 & 2018 & 2020.

2. Objectives of the Policy

The objectives of this policy are to:

1. To actively promote and safeguard the welfare of children, staff, Directors, volunteers and others who come into contact with LS.
2. To raise awareness of all staff, Directors and volunteers of the need to safeguard all children and of their responsibilities in identifying and reporting possible cases of abuse, neglect or exploitation.
3. To further develop and promote effective working relationships with other agencies involved with safeguarding and promoting the welfare of children.
4. To develop a structured procedure within LS which will be followed by all members of LS community in cases of suspected abuse.
5. Raise the awareness of everyone working at LS of their duty to act immediately in identifying and reporting concerns about Children and Young People/families.
6. Clarify roles and responsibilities in relation to safeguarding Children and Young People.
7. Clarify safeguarding roles and responsibilities for different organisations that deliver services at LS.
8. Set out the procedures for reporting initial concerns and making referrals.
9. Set out the procedures for the ongoing monitoring of Children and Young People identified to be at risk.
10. Set out the procedures for reporting to and attending child protection meetings.
11. Set out the procedures for safer recruitment including volunteers.
12. Set out the procedures for managing allegations against professionals

3. Roles and Responsibilities

Every service or organisation that regularly delivers services to Children and Young People and families at Greenford Northolt & Perivale Community Forum (LS) have a dedicated person to act as the lead on all safeguarding Children and Young People issues. This person would be the Nominated Safeguarding Person (NSP).

Within LS there must be one NSP and also one for each provider who delivers work for LS with the lead NSP being the overall manager or designated member of staff for their service. However each NSP is responsible as set out in this policy for following out the requirements of this role for the services and organisation in which they are employed.

The role of the Nominated Safeguarding Person (NSP) is to:

1. Take the lead in safeguarding all Children and Young People accessing LS services.
2. Ensure a named deputy Nominated Safeguarding Person is in place.
3. Ensure that all staff know how to contact the NSP or their deputy at all times.
4. Ensure the Centre has an induction process for all staff that introduces the Ealing Policy and Procedures for Safeguarding and Protecting Children and Young People, and maintains a record of this.
5. Keep up to date with new initiatives and local and national requirements including Child Sexual Exploitation, CSE and Disclosure by Association.
6. Ensure that Centre staff have regular up to date introduction and refresher Safeguarding and Child Protection training (within two years).
7. Keep their local knowledge of Safeguarding and Child Protection policy and procedures current in line with local guidance (Yellow Book 2014) and Government policy (London Safeguarding Children and Young People Guidance blue book.)
8. Provide advice to staff about how to take a concern or complaint forward and keep a record of all communications, date, time and who with (including role/agency) and when this will be reviewed and by whom. Record all reviews.
9. Liaise with local statutory agencies to seek any further advice and guidance as needed and record this.
10. Keep securely following data protection protocols all records of any concerns, discussions, decisions and referrals made, these records must be signed and dated.
11. Keep accurate records for all Children and Young People on Children In Need (CIN) and Child Protection Plans. Records should include attendance/punctuality monitoring and any other tasks set by the core group.
12. Contribute to and attend case conferences, core groups or strategy meetings as required.
13. Hold an overview of cases involving social care input known to the centre.
14. Ensure all staff are inducted and understand their role in local Safeguarding and Child Protection policies and procedures in line with Ealing's Yellow Book 2014.
15. Protection policies and procedures in line with Ealing's Yellow Book 2014.

Last review Date: September 2025

Next review Date: September 2026

16. Understand their role and responsibility in identifying and addressing concerns around extremism and radicalisation in accordance with Prevent Duty Guidance for England and Wales 2015¹.

The Nominated Safeguarding Person (NSP) is responsible for:

The NSP within LS could be required once made aware of a concern to follow the procedures below. Once actions have been taken a NSP should ensure that the overarching NSP is aware of the concerns and the actions taken.

1. Reporting immediate concerns, where the child is considered to be at imminent risk of harm to the police by dialling 999.
2. Reporting urgent concerns, including concerns relating to Prevent Duty, immediately to Ealing's Children and Young People's Integrated Response Service (ECIRS) : Tel: (020) 8825 8000
3. Following up your telephone contact with ECIRS in writing. Information can be sent securely via Egress Email: ecirs@ealing.gov.uk. If you cannot initiate an Egress email please ask the ECIRS worker to send you a secure email that you can reply to with your attachments.
4. Taking advice from the local authority Child Protection Advisors, if unsure whether to make a referral, Child Protection Admin: Tel: 020 8825 8930
5. Following the completion of reporting your concerns please notify Michelle Dorrington Strategic Locality Lead for Children's Center at LBE if regarding a child under 5.
6. Discussing concerns with parents, before making referral unless there is a risk of further harm to the child.
7. All allegations made against staff, volunteers, students or governors must be reported:
 - a) To the Local Authority Designated Officer (LADO) Ricella Browne T el: 020 88258930 Email: asv@ealing.gov.uk immediately, Ricella Browne or a nominated person in her absence will support The Nominated Safeguarding Person in following through appropriate procedures and actions.
 - b) And if the allegation is against the head/manager/proprietor this must be reported immediately to the LADO as above and to the Chair of Governors, or the next level of the reporting hierarchy (if not a school) and to:
 - i. Ofsted and
 - ii. Schools Human Resources (if applicable)
8. Ensuring information is recorded and appropriate records maintained and stored securely
9. Ensuring records and information are shared with appropriate professionals, in line with local information sharing policy.
10. Managing the monitoring of attendance, development and wellbeing of Children and Young People subject to Child Protection or Children and Young People In Need plans.

¹ Revised Prevent Duty Guidance: for England and Wales 2015.

Last review Date: September 2025

Next review Date: September 2026

11. All NSPs to confirm with the overarching NSP for LS which member of management/staff are providing supervision and guidance to staff working with Children and Young People subject to Child Protection or Children and Young People In Need plans or an EHAP
12. Ensuring that the LS policies and procedures for safeguarding are known and adhered to by colleagues.
13. Acting as a source of advice within the LS , seeking further clarification when needed and ensuring their own and staff training is up to date.
14. Identifying and addressing deficiencies in the internal safeguarding procedures as they arise and ensuring that procedures are reviewed if required.
15. Ensuring the appropriate person attends and contributes to case conferences and core group meetings using the strengthening families case conference report format

4. Identifying, Reporting, Referring, and Monitoring Concerns

Staff must be as objective as possible in observing and reporting concerns, writing down exactly what they see and hear, and keeping this distinct from their opinions and beliefs. Staff must also act sensitively at all times with the child and ensure only to ask non leading questions e.g.

'How did you get the bruise? 'not 'Did daddy/mummy hit you? 'It is good practice to have another member of staff within the vicinity to witness conversation.

LS Nominated Safeguarding Person (NSP) **must be informed at all times** if there is a safeguarding concern within the LS. If the NSP is not the Head of Centre, they must notify the Head of Centre/manager/proprietor of all safeguarding and child protection concerns arising at the centre.

Professionals delivering services from an independent organisation must inform the LSN CIC's NSP if they have any safeguarding concerns relating to Children and Young People using their services.

The safeguarding responsibilities of the other services and organisations are set out below in relation to a range of circumstances that may occur at LSN CIC.

1. If a safeguarding concern is raised by a visiting member of staff about a child who is receiving a service that is delivered by the lead organisation for the LS, LS Nominated Safeguarding Person (NSP) must be informed and take forward the complaint or concern.

LS NSP must inform the NSP of the other organisation of this concern and the actions being taken as long as these do not relate to the other organisation itself.

2. If a safeguarding concern is raised by a member of staff about a child that is receiving a service being delivered solely by the other organisation the NSP for that service or organisation must take forward the complaint or concern.

Last review Date: September 2025

Next review Date: September 2026

The NSP for the other organisation must inform LS NSP of this concern who may then consider a joint investigation or need to take action as a consequence of this concern; for example to safeguard a sibling attending another service within LS. These reporting responsibilities are set out in the following flow chart. LS NSP must enter the details in the flow chart and display this prominently. They should also ensure that all staff within the lead and other organisations working at the centre are aware of these reporting responsibilities.

5. LS Reporting Responsibilities Flow Chart

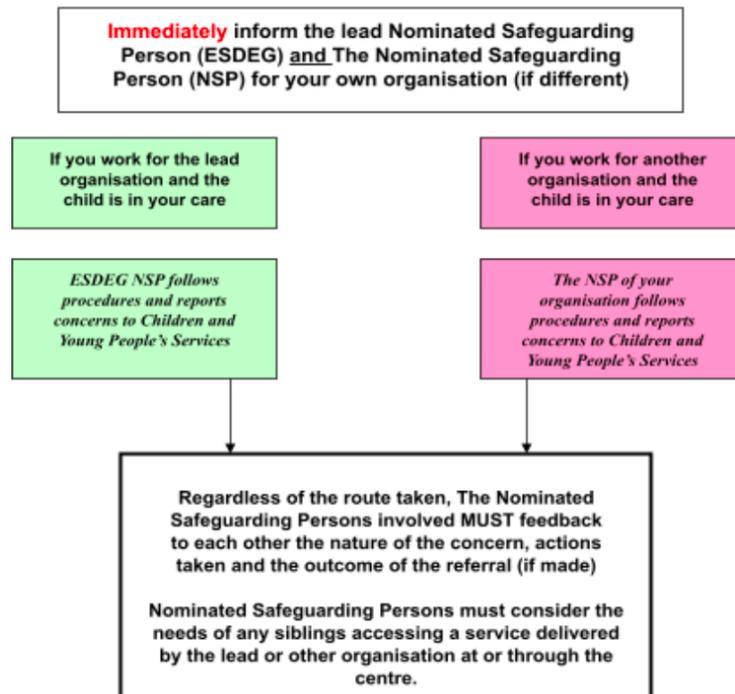
This flow chart does not replace: 'Dealing with concerns about a child/young person (Yellow Book 2015 page 41) which must be followed by all staff and organisations working at LSN CIC.

Name of lead Organisation:	Lasting Support Network CIC
Name of lead Organisation's Nominated Safeguarding Person (NSP):	Warda Mohamed

When following your procedures for reporting a concern regarding a child please refer to Ealing's Thresholds

A child shows signs of being in need or injury, neglect, emotional or sexual abuse

Please note: If the concern relates to actions of lead or other organisation, staff members follow guidance for Allegations against Professionals (in Yellow Book 2011)



6. Procedures for raising concerns:

Last review Date: September 2025

Next review Date: September 2026

When raising a concern, the following procedures will be followed:

1. Staff, students, volunteers who have concerns about any child's wellbeing or safety or any parent/carer's behaviour, must record their concerns, using the Safeguarding Issue Log (Yellow Book 2014 Appendix four page100/101) noting the:
 - a) Date and time
 - b) What they saw and heard,
 - c) Who else was involved, and
 - d) Share this immediately with The Nominated Safeguarding Person (NSP).
2. When appropriate the position of marks/bruising must be plotted on a body map with information of size/colour.
3. All notes must be signed and dated by the person making the report.
4. In order to make the process objective and maintain confidentiality, concerns should not be discussed with colleagues at this stage - the NSP will decide whether, when and how best to consult colleagues.
5. The NSP will draw together the immediate evidence/concerns about the child/family to inform the decision to make a referral. This should not delay the process of a making a referral.

7. Procedures for making a referral:

When making a referral, the following procedures will be followed.

1. The initial contact with parent/s must be well planned to ensure child/Children and Young People's welfare and parent/s understanding and cooperation. Parents will normally be told of the referral unless this puts the child at risk, or in the case of suspected sexual abuse.
2. Prepare a chronology of significant events using the Ealing Children and Young People's Services-Interagency Referral and Assessment Form. (Yellow Book 2011 Appendix Two²)

Note: Although this is required there must be no delay in making a referral if this information is not ready to hand.

3. **Phone ECIRS: Tel: (020) 8825 8000** and discuss concerns for follow up information Email: ecirs@ealing.gov.uk. Note: If child lives in another Borough, then the Social Services in that local authority should be contacted. Never leave a message on an answer machine when making a safeguarding referral, always make sure you speak to someone and record the name of the person who you have made the referral to.
4. If you have made the decision not to inform the parents of the referral you must speak to a Social Worker in order to plan who will contact parent/s and when.
5. If you are not contacted by a Social Worker by the time the child is due to go home, phone ECIRS again. You should phone the police if the child is about to go home and you are concerned that they are at immediate risk of significant harm.

² Appendices as set out in the revised Yellow Book November 201

Last review Date: September 2025

Next review Date: September 2026

6. At the end of the referral discussion the referrer and ECIRS should be clear about proposed action, timescales and who will be taking action, or that no further action will be taken.
7. All referrals from professionals should be confirmed in writing, by the referrer, within 48 hours.
8. If the referrer has not received an acknowledgement of the referral within three working days, they must contact ECIRS again.
9. Where there is to be no further action by Children and Young People's Services, feedback should be provided by Children and Young People's Services to the referrer about the outcome of this stage of the referral.

8. Procedures for monitoring Children and Young People thought/known to be at risk

When monitoring a child thought or known to be at risk, the following procedures will be followed:

1. Written records of concern/incidents must be kept even if there is no immediate plan for a referral.
2. The Nominated Safeguarding Person (NSP) will inform the key person of their responsibility to keep and maintain record of information about the child.
3. The key person is responsible for maintaining records of wellbeing and progress. When levels of concern are high or a child is subject to a Child Protection or Child In Need plan, daily records will be needed for detailed monitoring of the child's emotional wellbeing; relationships; physical wellbeing; play; toileting issues etc.
4. Aspects of a child's wellbeing and progress are discussed at team meetings when relevant to obtain feedback from all colleagues, and to plan future action as a team. These plans must be recorded and reviewed.
5. The NSP must maintain a record of telephone and other relevant contacts with outside agencies, staff, and parents/carers in the child's file.
6. Children and Young People's files are stored in a locked filing cabinet in a lockable room.

9. Procedures for reporting to and attending review meetings

When reporting to and attending review meetings, the following procedures will be followed:

1. The Nominated Safeguarding Person (NSP) notifies Children and Young People's Services immediately of any concerns or unauthorised absences involving Looked After Children and Young People and Children and Young People subject to Child Protection or Child In Need plans and records it on the child's file.
2. The NSP and/or the child's key person provide reports for and attend case conferences, core group meetings, and professionals' meetings as required.
3. On transfer, records are passed on as appropriate to the NSP at the receiving school. If the child is currently subject to a CP/CIN plan and agreement has been provided by the lead

Last review Date: September 2025

Next review Date: September 2026

professional. Centre or childcare provision must keep a photocopy of these records with the LSN CIC's for 3 years after which they are archived.

10. Storage of child protection records

LS child protection records are kept electronic and paper-based. They should be kept confidential and stored securely. Electronic files should be password protected and stored on computers with protection against hackers and viruses. Paper-based should be stored in a locked cabinet.

- Information about child protection concerns and referrals should be kept in a separate child protection file for each child, rather than in one 'concern log'. The child protection file should also be started as soon as you become aware of any concerns.
- It is LS practice to keep child protection files separate from a child's general records. This should be marked the general record to indicate that there is a separate child protection file.
- If there is a need to share records (within LS or externally), they must be kept confidential. Staff are to use passwords and encryption when sharing electronic files.
- Staff should not use their personal computers to make and store records.
- If the person responsible for managing LS child protection records leaves the organisation, we will make sure that we appoint somebody to take over their role and arrange a proper handover.

Storing records relating to adults:

- Records relating to concerns about an adult's behaviour should be kept in the person's confidential personnel file (not in a central 'concerns log') and a copy should be given to the individual.

11. Safer Recruitment

LS follows the Safer Recruitment Practices outlined by the DCSF (Jan 2007), which aims to identify people who might be harmful or unsuitable at the outset, and prevent them from working with Children and Young People.

LS aims to ensure insofar as is possible, that anyone seeking paid or voluntary work at LS is safe to work with Children and Young People.

LS expects all staff and volunteers to share commitment to safeguarding and promoting the welfare of Children and young People.

Safer Recruitment requires LS to embed child protection and the safeguarding of Children and Young People at every stage of the recruitment and selection process.

When recruiting staff, the following procedures will be followed:

1. At least one member of the interviewing panel will have attended appropriate safer recruitment training (provided by LA)

Last review Date: September 2025

Next review Date: September 2026

2. Ensuring job descriptions clearly state the responsibility staff have for safeguarding Children and Young People and promoting their welfare.
3. Including specific reference to applicants' suitability to work with Children and Young People in future person specifications.
4. Two references will always be requested directly from the referees and preferably from a senior person with appropriate authority, not just a colleague of the candidate. The references should be on official headed-letter where applicable. The references should be checked and confirmed with a phone call from the references providers, and the references signed and dated with the confirmation information.
5. Use of application forms, which include necessary statements relating to the Rehabilitation of Offenders Act, and a Safeguarding Statement, which summarises the vetting process that will be undertaken. (Reference Local Authority Application Forms)
6. Scrutinising applicants' education and employment history.
7. Completely resolving apparent gaps/discrepancies in the application (including gaps in employment) at the interview stage, all gaps /discrepancies must be accounted for.
8. Obtaining two independent references to assess the applicants' suitability to work with Children and Young People and addressing concerns that may arise.
9. LS must ask for previous allegations founded and unfounded and if subject to any disciplinary procedures even if time scale is spent.
10. A formal interview, which will include questions relating to safeguarding of Children and Young People.
11. Verifying the successful applicants: identity, academic/vocational qualifications, employment history and experience and resolving anomalies, health and physical capacity for the job.
12. Processing the application for and obtaining clearance from the Disclosure and Barring Service (DBS) for an Enhanced DBS check before staff take up employment (see page 14 of this policy and procedures).
13. In exceptional circumstances if a staff member is required to start before a satisfactory DBS check has been received a risk assessment must be carried out, reviewed and signed by the overarching NSP. The member of staff must never be left unsupervised with Children and Young People.
14. At recruitment a Disclosure by Association check will be conducted, this will be rechecked regularly (as advised by HR) in personal supervision of staff.

12. Single Central Record

LSN CIC keep a Single Central Record of Recruitment and Vetting checks and a Record of ID Checks for all staff, students and volunteers who work or deliver services at the centre.

The Single Central Record of DBS disclosures should include details of:

1. Name
2. Role

Last review Date: September 2025

Next review Date: September 2026

3. Organisation

4. DBS number

5. Date of DBS Disclosure

6. Confirmation that the Head of Centre or a person delegated by them has had sight of this disclosure

7. Confirmation that the Head of Centre or a person delegated by them has seen proof of identification such as a passport or Photo ID from a statutory agency or organisation contracted by the Local Authority. Copies of disclosures must not be kept on site.

8. For national and external organisations recognised by the LA such as NHS healthcare professionals or LA maintenance teams you should expect to be provided with the full DBS details. In some instance a formal letter from their organisation that clearly outlines that staff have all received DBS clearance. This letter should be annually updated.

13. Disclosure and Barring Service (DBS)

LS provides regulated activity (Children and Young People) as set below:

1. Regulated activity includes unsupervised activities e.g. teaching, training, instructing, care or supervision of Children and Young People or providing guidance or advice on well-being, driving a vehicle for Children and Young People only.
2. Regulated activity also includes work for a limited range of establishments (specified places) where there is an opportunity for contact e.g. schools, Children and Young People's homes, LS (but not work by supervised volunteers – unless this is frequent see point 5 below)
3. Frequency and intensity comes into play with Children and Young People. Even if a role is unregulated e.g. volunteer, if they were to be at LS once a week or four times in a month, because of the frequency they would need to have a DBS check carried out, but not a Barred List check.

Last review Date: September 2025

Next review Date: September 2026

4. Those roles that used to be in Regulated Activity but are no longer in Regulated Activity (i.e they are fully supervised) can still have an enhanced DBS check but no Barred List check.

These are the types of checks available to those working with Children and Young People: Type of check	What the check involves	Positions eligible for this level of check
Standard check	Check of the Police National Computer records of convictions, cautions, reprimands and warnings	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
Enhanced check	Check of the Police National Computer records plus other information held by police such as interviews and allegations. This information must be relevant to the sector and be approved by the police for inclusion on the certificate.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and in Part 5 of the Police Act 1997 (Criminal Records) Regulations.*
Enhanced criminal record check with Children and Young People's and/or adult's barred list	Check of the Police National Computer records plus other information held by police plus check of the DBS Children and	The position must be eligible for an enhanced level criminal record check as above and be for a purpose listed in Regulation 5 of
information	Young People's Barred List plus check of the DBS Adults' Barred List.	the Police Act 1997 (Criminal Records) Regulations as able to check the barred list(s).

Disclosure and Barring Service checks³

Frequency of DBS checks

LS must follow guidance on frequency of DBS renewal that relates to their service type and organisation as follows:

1. LS children and Young People's Services staff:
 - a) Enhanced check with barring on starting employment in a regulated activity and on change of job, change in circumstances that would have implications for the check and or renewed every three years

³ See Keeping Children and Young People safe in education Statutory guidance for schools and colleges April 2015 for references

Last review Date: September 2025

Next review Date: September 2026

b) Enhanced check on starting employment in a regulated activity and on change of job, and or change in circumstances that would have implications for the check

2. All employees who work in a regulated activity and have undertaken a DBS check have an obligation to notify their manager/employer of any incidents that may affect this status. Manager must then carry out an additional check.

14. Managing Allegations Against Staff

LS has a professional duty to provide a safe and happy environment and nurturing ethos, which fosters confidence, independence and learning, and:

1. Recognises the importance of close contact with trusted adults for Young People's healthy development and its importance in building self-esteem and positive attachments between the staff and the Young People. This is especially important for the Young People who require the greatest amount of physical care, handling, and comforting.
2. Fosters the development of natural relationships between staff and Young People based on care, respect and love for the Young People, which includes close physical contact and warmth. This sort of contact is not encouraged with **young people, volunteers and short-term agency staff**. Everyone is nevertheless, expected to always observe professional and appropriate boundaries in their relationships with the Young People.

Maintaining personal, professional and protective boundaries is a crucial consideration for those working in LS.

1. Professional boundaries are an essential part of our work. How we present ourselves, our interaction with others and our general conduct are highly significant when working directly with the young people in our setting. Our personal presentation and professional conduct reduces the risk of allegations and keeps young people safe from harm.
2. Safeguarding young people, and protecting staff from the risk of allegation, is a key professional priority. Personal and professional boundary setting should seamlessly flow through all interaction and intervention within LS. Boundaries shape our relationships with young people, families, care-givers and professional colleagues.
3. We know that young people can often arrive in LS from a range of backgrounds. They may have experienced differing and complex home lives, varying styles of parenting, and often differing, and sometimes-confused social expectations, norms and inconsistent boundary-setting. This inevitably brings professional challenges.
4. Boundary "holding" does not mean that your relationships should be cold and detached. You can and should offer authentic warmth to support and build professional relationships with young people without placing them or yourself at risk.

5.

In the event of an allegation being made against staff the procedure is to:

1. Report the allegation to The Nominated Safeguarding Person (NSP) except for allegations against the NSP, which must be reported to the person who is at next level of management).

Last review Date: September 2025

Next review Date: September 2026

This person will report it to the Local Authority's Designated Officer (LADO) Tel: 01895250975/07753431285, hives@hillingdon.gov.uk **immediately** and follow up information can be sent securely via Egress E-mail.

2. The person who has reported the incident to the Local Authority's Designated Officer must not talk to any members of staff or other person until advised to do so by the Local Authority's Designated Officer (LADO). The member of staff concerned must not be told about the subject of the allegation as this can hinder and affect the investigation procedure.
3. All communication and related evidence and actions must be recorded, dated and signed.
4. The Local Authority's Designated Officer will consult as necessary with the Head of Centre/Police/Child Protection Advisor and HR to consider the evidence/information and will advise on the required course of action.
5. Organisations must follow their own procedures regarding allegations against professionals (AAP) and if the requirements are met for a member of staff to be temporarily relocated, redeployed or suspended this must be actioned accordingly.
6. The manager responsible must only communicate information with the affected member of staff as agreed by the LADO, e.g. to state the reasons for management action are that an allegation has been made (not what the allegations relate to).

15. Training

To ensure safe practice the following training must be undertaken:

1. The Nominated Safeguarding Person must undertake Ealing Safeguarding Children and Young People Board approved training through attendance at Ealing Safeguarding Children and Young People Board or other relevant Governors Safeguarding Training. This training must be renewed every two years. There is also an expectation that the NSP attend other relevant ESCB multi-agency training and a requirement to attend NSP training and the NSP network.
2. Whole staff group and or individual training will be undertaken every 2 years or more often if required. This training should meet the requirements of Ealing Safeguarding Children and Young People Board.
3. Ensure that staff are trained properly and understand their duties under Prevent All staff must be able to demonstrate a general awareness of known indicators/predisposing factors of **abuse/neglect/ exploitation** as well as detailed knowledge of the agreed policies and procedures.
4. All front line staff, including reception staff must be trained to pass on calls about the safety of Children and Young People to The Nominated Safeguarding Person or other member of Senior Management Team (Head of Centre); and be able to record their concerns on the phone and discussion record sheet.
5. The Nominated Safeguarding Person will ensure their own and other staff training is kept up to date and will keep a log of all relevant training. This will include options for on-line training modules that can be accessed from Ealing Safeguarding Children and Young People Board.

16. Supporting Children and Young People's safety through learning

It is especially important to provide Children and Young People at risk with a secure, caring

Last review Date: September 2025

Next review Date: September 2026

environment and a curriculum that is based directly on their observed developmental and care needs, capabilities and interests.

LS recognises the fundamental role that Children and Young People's personal, social and emotional development plays in their wellbeing and their ability to develop and learn 'normally' well as the potential impact it might have on their ability to stand up for themselves and keep themselves safe. Within LS we promote the fundamental British Values of Democracy, Rule of Law, Individual Liberty and Mutual respect and tolerance of others

LS therefore aims to:

- Build Children and Young People's self-esteem, self-awareness, and self-confidence.
- Build their ability and willingness to say what they want/need and speak up for themselves, knowing they will be listened to.
- Help them understand boundaries and acceptable behaviour.
- Help them understand that they have the right to feel safe and not be frightened.
- Help them deal with conflicts by talking, explaining their motives and negotiating.
- Teach them to say no if they don't like something/don't want to do something.
- Help them think about keeping safe/keeping away from danger.
- Teach them where to go for help and how to ask for it.
- Teach them to treat others as they would want to be treated themselves.
- Support them to develop the skills they need to use the internet and social media safely for learning and enjoyment.
- The potential risks from internet use can be classified under the following headings:

Content: being exposed to illegal, inappropriate or harmful material;

Contact: being subjected to harmful online interaction with other users; and

Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

17. Online Safety & Referrals, Matching, Acceptance and Admissions and Closed - Circuit Television (CCTV) Policy

Online Safety

- Young people increasingly use electronic equipment on a daily basis to access the internet and share content and images via social media sites such as facebook, twitter, instagram, snapchat, WhatsApp ...etc....
- Unfortunately, some adults and other young people use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to-face meetings. Young people may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders
- Lasting Support Network has an Online Safety Policy which explains how we try to keep children and young people safe in Lasting Support Network and how we respond to online safety incidents.
- All staff receive online Safety training which is regularly updated.

Referrals, Matching, Acceptance and Admissions

- Lasting Support Network understands that the nature and impact of the circumstances that result in children and young people being looked after means their needs are often complex. We also understand that moving can be a daunting experience.
- Lasting Support Network believes that young people should be placed in services where they can be assured of receiving the support that they need to grow, thrive and achieve their potential. They need to experience placement stability and permanence.
- Lasting Support Network will endeavour to make this process as smooth as possible for all involved, ensuring young people are placed in the correct service and receive the appropriate level of care to meet their individual needs.
- Lasting Support Network has a Referrals, Matching, Acceptance and Admissions Policy which explains how we try to keep children and young people safe in Lasting Support Services.

Closed-Circuit Television (CCTV) Policy

Lasting Support Network use CCTV and the images/ recordings produced to:

- keep the young people in a safe and secure environment;
- Lasting Support Network has a Closed-Circuit Television (CCTV) Policy which explains how we try to keep children and young people safe in Lasting Support Network.

This safeguarding policy and procedures should also be read in conjunction with the following documents and policies:

- The Health and Safety policy and related risk assessment
- Anti-Bullying policy and procedures
- Behaviour Management policy
- Procedures for meeting the needs of pupils with medical conditions
- Procedures for first aid
- Procedure for safe space within building
- Policy for managing intimate care (toileting)
- Mobile Phone and Use of Camera policy
- Whistleblowing policy

Last review Date: September 2025

Next review Date: September 2026

- Expectations and rules around the use of the internet on site by staff, parents and Children and Young People
- Safe Recruitment of staff policy.
- Online Safety Policy
- the LS CSE Policy, LS Data Protection, LS Confidentiality Policy, LS Complaints Procedure, LS Equality and Diversity Policy, LS Anti-Radicalisation Policy, LS Missing Persons Policy, LS Behaviour Management Policy, LS Risk Assessment Policy, LS Health and Safety Policy, LS Safe Internet Use Policy. LS Referral, Matching, Acceptance and Admission Policy, LS SEND and Inclusion Policy.

18. LS Information

At LSN, Warda Mohamed, is The Nominated Safeguarding Person (NSP); this person is the nominated safeguarding advisor for the lead agency or organisation managing the organisation

In her absence this role is covered by **Faysal Curry**.

The above named Nominated Safeguarding Person or deputy will report to through the following line management hierarchy: (add additional rows if required)

19. Reporting hierarchy for safeguarding

Name	Role in Organisation	Reports To	Phone Number
Warda Mohamed	CEO		07960 082752
Faysal Curry	COO	Warda Mohamed	07415 650448

The organisations that regularly deliver services to Children and Young People and families at LS must inform the lead Nominated Safeguarding Person who The Nominated Safeguarding Person (NSP) for their organisation is.

This information must be entered in the table below.

Name of service /organisation	Name of Nominated Safeguarding Person(NSP)	Role in organisation	Contact Details

Last review Date: September 2025

Next review Date: September 2026

20. Useful Information

LS policy and procedure should be used in conjunction with Ealing's **Yellow Book 2014** (Ealing Safeguarding Children and Young People Guidance).

The Yellow Book 2014 is the key reference document for all staff, students and volunteers working with Children and Young People and young people in Ealing, and has informed EASE's Policy and Procedures.

21. Key documents

The following key that support the procedures within this policy are to be found in Ealing's Yellow

Information:	
Policy statement	Appendix 2 and Appendix 3
Role Specification for the Nominated Safeguarding Person	Chapter 8
Promoting Safe Practice: Code of Conduct for Staff	Chapter 25
Forms:	
Incident Report Log	Appendix 4
Flowcharts:	
1. Responding to Children and Young People in need and signs of abuse flowchart	Page 41
2. On-line safety incident flowchart	Page 51
3. Flow chart for key questions for information sharing	Page 23
4. Allegations against staff and volunteers flowchart	Page 69

Book 2014:

LSN's Safeguarding and Child Protection Policy will be reviewed annually, and a full policy review to occur bi-annually. The following situations may also trigger a review of the policy:

- Any changes in legislation
- Any changes in youth governance
- The result of a significant case

Schedule 1

What are the Types of Abuse?

Last review Date: September 2025

Next review Date: September 2026

The Care Act 2014 defines the different types of abuse. It is not intended to be an exhaustive list but

a guide to the sort of

Local /
Officer
Child F
Ealing
People
Service
Schoo
Ealing
Police

Types of Abuse	Types of Behaviours
Physical abuse	Assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions
Sexual abuse	Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing, or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting
Financial or material abuse	Theft; fraud or exploitation; pressure regarding wills, property, or inheritance; misuse of property, possessions or benefits.
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
Domestic Violence and Abuse	Psychological, physical, sexual, financial, emotional abuse, 'honour' based violence
Neglect	Ignoring medical or physical care needs; preventing access to health, social care, or educational services; withholding the necessities of life, such as food, drink, or heating.
Discriminatory abuse	Including forms of harassment, slurs or similar treatment: because of race, gender and gender identity, age, disability, sexual orientation or religion
Organisational abuse	Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation
Self- Neglect	This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding
Psychological abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks

behaviour which could trigger a

safeguarding concern:

Signs of Abuse

Concerns may be raised by:

- ❖ Bruises, bite marks, burns/scalds, scars or fractures
- ❖ Remarks made by a vulnerable child, parent or other adult, (including speech which promotes hatred against another religious or racial group)
- ❖ Observations of the vulnerable adult or child's behaviour or personality
- ❖ Evidence of disturbance or explicit detail in a vulnerable adult or child's play, drawing or writing
- ❖ Neglect – where lack of due care for a vulnerable child creates significant risk to their health and well-being
- ❖ If the vulnerable adult does not have any money on a regular basis to pay for their lunch etc.
- ❖ Changes to personality – where the vulnerable adult or child becomes withdrawn or aggressive; may start to wet or soil themselves

The signs of child abuse are not always obvious, and a child might not feel able to tell anyone what's happening to them. Sometimes, children do not even realise that what's happening to them

Last review Date: September 2025
Next review Date: September 2026
is abuse.

There are different type of child abuse and the signs that a child is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually.

Schedule 2

Exploitation Overview

Exploitation is a form of abuse where someone is forced or coerced into doing things for the benefit of others.

- > exploitation is often a gradual process
- > people are groomed and introduced to new ideas, behaviours and activities, making these appear normal and acceptable
- > these behaviours and activities may seem exciting or give someone something they are looking for – including money, gifts or a sense of belonging
- > people may not recognise that they are being exploited until their situation becomes very serious
- > exploitation can take many forms, can take place in a range of situations, and can involve many groups of people.

Common forms of exploitation Key points

- > people can experience many forms of exploitation at once
- > for example someone who is forced to work in a business for lower than the legal minimum wage (**modern slavery**) may be transported across the country to different locations where they can be exploited (**human trafficking**), they may be **sexually exploited** by their enslavers and their money may have been stolen from them (**financial exploitation**)

Common forms of exploitation include

- > **Debt bondage**– present in many forms of exploitation. People may accumulate ‘debts’ during exploitation, such as payments for transport and accommodation, or ‘free’ drugs and money. People may be forced to carry out work, favours or criminal activities to pay off their debts and may be threatened with violence if they do not.
- > **Drug trafficking**– being forced to transport drugs to areas where they can be sold and distributed. This can involve county lines activities (where drug gangs transport drugs to towns and cities along ‘deal lines’). Drug trafficking can be a form of modern slavery and human trafficking if people are forced to travel to take part in the
- > **Criminal exploitation**– being forced to take part in criminal activities such as transporting or selling illegal items (e.g. drugs); participating in violent or acquisitive crime; or grooming and exploiting other people.

Last review Date: September 2025

Next review Date: September 2026

- **Financial exploitation**– being deceived or coerced into handing over monetary funds or assets to others. This can happen through scams, fraud, blackmail, or through accruing debts.
- **Labour exploitation**– being forced to work for little or no pay, often in poor conditions. People experiencing labour exploitation may have limited freedom and may be forced to live with other workers. Labour exploitation is a form of modern slavery.
- **Modern slavery**– having control or ownership over another person and using this power to exploit them. Modern slavery can include human trafficking, enslavement, domestic servitude and forced labour.
- **Radicalisation**– the process through which people come to support increasingly extreme political, religious or other ideals. This can lead them to support violent extremism and terrorism.
- **Sexual exploitation**– a form of sexual abuse where people are encouraged, manipulated or forced to participate in sexual acts. They may be threatened with violence and may be groomed by offers of affection, money or gifts.

What does exploitation look like?

Exploitation can always

- affect any child, young person or adult, regardless of age, ethnicity, nationality, gender identity and sexuality
- be carried out by individuals or groups – perpetrators usually hold power over the victim, for example because of their age, gender, status or wealth
- involve force, control, coercion and intimidation, often accompanied by violence or the threat of violence
- involve grooming
- involve people being forced to take part in the exploitation of others
- involve people being forced to take part in criminal activity
- involve control and coercion – this could be psychological or physical
- make people more vulnerable to other forms of exploitation.

Exploitation may be taking place even if someone seems to be making their own choices or the activity they are taking part in appears consensual– the person’s vulnerability and the situation’s exploitative nature can take away their freedom and capacity to make their own decisions.

People may feel trapped and unable to escape their situation or tell others what is going on. People involved in exploitative situations must always be considered victims and offered appropriate support. Exploitation can look different depending on where it takes place. There may be differences in the vulnerable groups that are targeted and in the places where exploitation takes place.

Thinking about your local area, it can be useful to consider:

which groups of people are most vulnerable to exploitation?

- > where are they likely to live, work and socialise?
- > how might they be targeted by people seeking to exploit them?
- > are there any potential exploitation 'hotspots'? – including places with limited surveillance or a transient population (for example holiday housing, isolated public spaces, train stations or bus stops)
- > considering the above, what signs of exploitation might you come across?
- > and how might these vary between different population groups and locations?

Common signs that may suggest someone is being exploited include the following:

- > friendships, relationships or association with controlling individuals or groups
- > isolation from peers and social networks
- > unexplained injuries, ill health, or suspicion of assault
- > changes in emotional wellbeing
- > changes in behaviour and lifestyle
- > going missing
- > secretiveness
- > concerning use of the internet, social media or mobile phones
- > unexplained acquisition, or loss, of money and personal items.

This is not an exhaustive list, and signs of concern will differ between people and situations

- > grooming and exploitation are usually gradual processes – changes in someone's appearance, behaviour and personal circumstances are often small, gradual, and may not be noticed immediately
- > sometimes people may appear positive and confident – they may be unaware that they are being exploited or view their involvement positively, especially if they have been groomed.

It's important to question what these signs mean and to consider whether anything else about the person's behaviour or personal circumstances gives you cause for concern.

Guidance – *Identifying* exploitation

It's unlikely that someone will be able to tell you if they are being exploited. They may not even realise that they are involved in an exploitative situation until it has become very serious – grooming and exploitation are often gradual processes where people are slowly introduced to new behaviours and activities that may seem normal and acceptable.

What people say, their behaviour, or something about their personal life may make you concerned that they are being groomed and exploited

- > you may notice signs of harm, such as an injury

Last review Date: September 2025

Next review Date: September 2026

- > they may tell you something which suggests they were involved in an exploitative or harmful situation
 - > they may be reluctant to share information, or do so by accident
 - > they may avoid sharing information about themselves or their personal life, suggesting that they wish to hide something
 - > someone else might share information with you that gives you cause for concern
- 33> you may have noticed a common sign of exploitation.

You may suspect that something isn't right and feel concerned, but it may be difficult to understand what is going on, and it may not be clear whether someone is being exploited.

It's important to always report any concerns you have, and to use curiosity and respectful uncertainty – this refers to placing your experience, judgement and intuition at the core of your work.