

Scotswood Natural Community Garden Child Protection Policy and Procedures

Policy 6

Date approved: 4 February 2014
Date amended: 13th March 2024

Approved by: Board of Trustees
Next Review Date: March 2025

CONTENTS	page
Child Protection policy	2
Appendix 1: Definitions of Child Abuse	7
Appendix 2: Useful Names and Contact Details	9
Appendix 3: Dealing with a disclosure or suspicion of abuse	11
Appendix 4: Making a Referral to Newcastle City Council's Children's Social Care	15
Appendix 5. Appropriate Behaviour and code of conduct	19
Appendix 6. Recruitment, Induction and Training of staff and volunteers	22
Appendix 7. Recognising and responding to an allegation about a member of staff or volunteer	25
Appendix 8: Recognising and responding to an allegation of Child on Child or Peer on Peer Abuse	27
Appendix 9. Child Protection Information for Children and Young People	34
Appendix 10. Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings	35
Appendix 11. Guidance on Children at risk from Self harm and Suicide	36
Appendix 12. A) What is Child Sexual Exploitation?	37
12. B) CSE Guidance flow chart	41
12. C) CSE Risk Assessment checklist	42
Appendix 13. What is County Lines?	47
Appendix 14. a) What is Extremism and Radicalisation?	50
14. b) NSCB Guidance on Protection and Action to be taken for suspected Extremism and Radicalisation	51
Appendix 15. What is Knife Crime?	54
Appendix 16. Description of the role of DSO and DDSO	56

Child Protection Policy

Date approved:	4 February 2014
Date amended:	13th March 2024
Approved by:	Board of Trustees
Next Review Date:	March 2025
Accessible to Young persons/parents:	Yes

1. Scope of Policy

Scotswood Natural Community Garden (Scotswood Garden's) Child Protection Policy applies to all staff, including senior managers and the board of Trustees, paid staff, volunteers and sessional workers, freelance and agency staff, students or anyone working on behalf of, and in partnership with, Scotswood Garden.

2. Purpose of this policy

- To protect children and young people who receive Scotswood Garden's services.
- To provide staff and volunteers with the overarching principles that guide our approach to child protection.

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

3. Policy Statement

Scotswood Garden is fully committed to safeguarding the welfare of all the children and young people we work or come into contact with by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm.

Trustees, staff and volunteers will, at all times, show respect and understanding for the rights, safety and welfare of children and young people, and conduct themselves in a way that reflects the principles of Scotswood Garden.

We recognise that:

- the welfare of the child/young person is paramount, as enshrined in the Children Act 1989. The Children Act 1989 defines a child as any person under the age of 18 years.
- all children and young people, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse, as laid out in the Equality Act 2010.
- some children and young people are additionally vulnerable because of their level of dependency or their communication needs
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting children's and young people's welfare
- What children value most is reliability, honesty and continuity from adults in a position to protect them from abuse

We will seek to keep children and young people safe by creating a safeguarding culture:

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy (DDSO) and a lead Trustee for Child Protection

- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective anti-bullying and e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, social media, one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff, volunteers and peers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- When working with partners or self-employed contractors Scotswood Garden will carry out appropriate checks to ensure the person is suitable to work with children and young people, and that they are aware of and uphold Scotswood Garden's commitment to protect children and young people.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
 - All staff will have professional and personal boundaries training.

Scotswood Garden recognises that all members of staff, trustees and volunteers have a role to play in safeguarding the welfare of children and preventing their abuse. All complaints, allegations or suspicions must be taken seriously and discussed with Scotswood Garden's Designated Safeguarding Officer (DSO) or Deputy Designated Safeguarding Officer (DDSO) as appropriate, who will seek support or guidance as necessary before any steps are taken

Scotswood Garden will share this policy with the children and young people we work with, their parents or carers and our trustees, staff, volunteers and other partners as appropriate. This policy will be shared on our website with personal phone numbers removed.

4. Legal framework

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

- Children Acts 1989 and 2004
- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) Code of Practice: 0–25 years: Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015

- Working together to safeguarding children: A guide to interagency working to safeguard and promote the welfare of children; HM Government 2015
- The Munro review of child protection: final report, a child-centred system, 2011

5. Linked Policies and Procedures

This policy should be read alongside the following Scotswood Garden policies and procedures:

- Safeguarding Adults Policy
- Health and Safety Policy
- Equality and Diversity policy
- Staff Disciplinary Policy
- Recruitment Policy, inc Recruitment of Ex-offenders and DBS disclosure policy
- Volunteer Policy
- Data Protection and Confidentiality Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Trips, expeditions and off-site activities policy (*previously Appendix 6 of this policy, now a stand-alone policy*)
- Complaints policy
- Staff handbook (includes induction process)
- Induction checklist

6. Equal Opportunities Statement

The policy is written with due regard to Scotswood Garden's commitment to valuing diversity. However, where there are concerns about a child's welfare, this will take priority.

7. Appendices and further documents:

This policy is designed to be read and completed by the procedures, guidance and additional documents to be found in the Appendices. These provide guidance to managers, staff and volunteers on the implementation of the policy and shall be deemed to be incorporated with and form part of this policy.

The Department of Education (then the Department for Children, Schools, and Families) produced **Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings** in March 2009. A link to the full guidance document is included within Scotswood Garden's Child Protection Policy and procedures (Appendix 10) and all staff and volunteers working with children and young people must familiarise themselves with the guidance contained in this document, in relation to appropriate behaviour standards.

Appendix 17, is a summary of this Child Protection Policy to be used by staff to explain this policy to staff/trustees/service users who may be unable to access the full document.

8. Location and Access to the Policy

The Child Protection Policy is located as follows:

- Scotswood Garden's Main Office in the publicly available Policies and Procedures folder.
- Scotswood Garden's website www.scotswoodgarden.org.uk
- Scotswood Garden's server

- A summary of the policy is contained within Scotswood Garden’s Staff Handbook and Volunteer handbook.

9. People with responsibility for managing child protection issues in Scotswood Garden are:

Designated Safeguarding Officer:	Nicky Sargeant	Play & Youth Manager
Deputy Designated Safeguarding Officer:	Alice Holliday	Education Officer
Child Protection Lead Trustee:	Tony Milan	Trustee
Chief Executive Officer:	Karen Dobson	CEO

A list of names, titles and contact details for these managers and other relevant agencies is attached at Appendix 2.

Person Responsible for the Policy

Designated Safeguarding Officer - Nicky Sargeant, Play & Youth Work Manager

This updated Child Protection Policy was adopted by the Board of Trustees of Scotswood Natural Community Garden at their meeting on 8th December 2021.

Signed by

Trustee with responsibility for Child Protection

This updated Child Protection Policy was adopted by the Board of Trustees of Scotswood Natural Community Garden at their meeting on 9th December 2020.

Date Reviewed	Amendments made	Signed
15 May 2020	Covid-19 Crisis- Appendix added	Chris Francis
9/12/2020	Full review, appendix 3 updated	Chris Francis
8/12/21	No amendments	Chris Francis
7/12/22	Some small amendments to update contact details and links to relevant information.	Chris Francis
21 February 2024	Updated internal contacts and external contacts. No substantial changes - working	Stephanie Cole

	toward some further changes for the next trustee meeting in March 2024.	
7/6/2024	Appendix 17 Policy Summary, added to the policy with approval of CEO and trustee Tony Milan. To be used to summarise the policy for volunteers/staff/trustees who may be unable to access the full policy.	Karen Dobson/Tony Milan

Appendix 1:

Definitions of child abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. Recognition of abuse and neglect is not always easy or straightforward. All staff must undertake the appropriate safeguarding training for their role within their induction period and refresher training must be completed every 2 years. Staff need to be fully aware of signs and indicators of physical, sexual, emotional abuse or neglect and confident in their reporting procedures.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact. 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.

Emotional abuse: Varying degrees of emotional abuse are present in virtually all child protection incidents but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, 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 causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Neglect: 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, 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-takers)
- ensure access to appropriate medical care or treatment.

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

Other forms of abuse

Furthermore, Scotswood Garden recognises that children and young people are also at risk of harm from

- Bullying and cyberbullying
- Online abuse
- Other criminal activities, including:
 - Child Sexual Exploitation

- Radicalisation
- County Lines
- Knife Crime

Relevant staff will attend training to enable them to identify, understand and respond to these issues. See Appendices for further definition and information about the issues listed above.

The above is not an exhaustive list of circumstances that may affect children and young people. Newcastle Safeguarding Children Board (NSCB) provide further guidance:
[www.newcastlesafeguarding.org.uk/safeguarding-children/
Safeguarding Children - Newcastle Safeguarding](http://www.newcastlesafeguarding.org.uk/safeguarding-children/Safeguarding%20Children%20-%20Newcastle%20Safeguarding)

Appendix 2:

List of Useful Names and Contact Details

Scotswood Natural Community Garden – Internal Contacts

Name	Title	Organisation	Tel. Number
Designated Safeguarding Officer (DSO)			
Nicky Sargeant	Play & Youth Work Manager	SNCG	0191 275 0000 07598139334

Deputy Designated Safeguarding Officer (DDSO)

Alice Holliday	Education Officer	SNCG	0191 275 0000
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Chief Executive

Karen Dobson

SNCG 0191 275 0000

Child Protection Lead Trustee

Tony Milan	Trustee	SNCG	0191 275 0000
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Other useful contact details – external – Newcastle.

Name	Title	Organisation	Tel. Number
Children's Social Care Services			
Jane Forsdike	Assistant Director Children's Social Care	Children's Social Care	0191 2787878
Initial Response Service			
Kim Brown	Service Manager	Children's Social Care	0191 277 2500 (8.45am - 5pm) or 0191 2787878 outside of the above hours (Duty Social Worker)
Police Protecting Vulnerable People Unit			
		Northumbria Police	101
Local Authority Designated Officer			
Melanie Scott	Local Authority Designated Officer (LADO)	Children's Social Care	0191 2116730

Early Help Team, Newcastle Safeguarding Children Partnership

North:	Deborah.Hodges@newcastle.gov.uk	07816341262
Outer West:	Jenny.Rae@newcastle.gov.uk	07970610457
Inner West:	Ashley.Kirkland@newcastle.gov.uk	07970948509
East:	Sian.g.Hadley@newcastle.gov.uk	07974114913
Early Help Access Point:		0191 211 5805

Support Organisations

Childline – free national helpline for children and young people, also offer online chat with a counsellor, support via email and British Sign Language.

Tel: 0800 1111

www.childline.org.uk.

NSPCC – Trained telephone counsellors 24hrs a day by email or online reporting form. They offer a SignVideo service available using British Sign Language, follow link in website. Also offer free information service for people and organisations that work with children, including support for Whistleblowers, up to date policy, practice, research and news.

Telephone helpline 0808 800 5000

www.nspcc.org.uk/what-we-do/about-us/contact-us

The National Association for People Abused in Childhood – provides support no matter how long ago the abuse took place, pointing people in the right direction to take control of their own recovery.

Tel: 0800 085 3330, www.napac.org.uk

CEOP - Child Exploitation and Online Protection

If you worried about online sexual abuse or the way someone has been communicating with a child or young person online make a report to one of CEOP's Child Protection Advisors via online form www.ceop.police.uk

For immediate concerns about the safety of a child during a live incident always contact 999

Appendix 3:

Dealing with disclosure or suspicion of abuse

1. Procedures for staff or volunteers working with young people aged under 18 years

Abuse Disclosed by Young Person

Sometimes you will be concerned about abuse because of what a child says to you. If this happens you should:

- Stay calm and be reassuring. Respond with tact and sensitivity and do not make judgements.
- Find a quiet place to talk and allow the child to speak in their own time (if you talk in private then you should tell someone else where you are going and with whom, or bring another worker).
- Believe in what you are being told; take allegations or suspicion of abuse seriously.
- If possible then make brief notes using the person's own words. Do not interpret what has been said or make assumptions. If a young person's disclosure is through a written letter or picture then ensure that this is kept safely.
- Listen, confirm details if required but do not press for information or ask leading questions as this may void any disclosure in a court case or further investigation.
- Say that you are glad that the child shared this with you.
- Acknowledge that the child may have angry, sad or even guilty feelings about what happened. Say that it is ok to feel this way and, if appropriate, that they are not to blame.
- Make a full written record of the information as soon as possible, which should include:
 - The name of the complainant and, where different, the name of the child who has allegedly been abused.
 - When and where the alleged incident took place, including date and time.
 - Who was present.
 - The account of what is alleged to have happened.
 - A description of any injuries observed.
 - Your name, signature and date.

Staff should complete this using the form found [here](#). This should then be sent to the DSO and DDSO as soon as possible.

- Say that you will do your best to protect and support the child. Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured.
- Please see Appendix 4 for guidance of what to do after a child has shared worrying information, if staff believe that this may require information to be shared to protect the child.

- Following information being shared by a child, if two staff disagree about whether abuse has occurred then they should bring this to the attention of DSO, DDSO or other relevant person, who can advise them.
- If a further referral is required, inform the young person that there is a legal duty to inform an authorised agency (this may include the Police or Children's Services). Do this in a sensitive and age appropriate manner.
- Internal forms for recording this information are included at the end of Appendix 3 (p.12a) of this document. If you are unable to obtain the form, any written account giving the above details will be acceptable. The official Children's Safeguarding Reporting Form (For use by Professionals) is available [here](#).
- On very rare occasions Scotswood Garden staff may be asked to sit in, as a trusted adult, for police or social care interviews with the children, to help them feel safe during these interviews. The same guidelines as above apply in terms of staff conduct during these interviews.

Abuse suspected but not disclosed by young person

- If you recognise signs of abuse then keep a written record of any physical or behavioural signs or symptoms. Where abuse is suspected but not disclosed by the young person, the member of staff with the concern should discuss their concerns with the DSO or DDSO (Appendix 2). If the allegation concerns the DSO or DDSO, the member of staff should discuss their concerns with the CEO. If they consider that the information given indicates that the young person or another minor may be at risk of significant harm they will make a referral to the local Children's Social Care Services.
- Staff should be vigilant for signs of child sexual exploitation. Sexual exploitation involves exploitative situations, contexts and relationships where a victim (or a third person or persons) receives 'something' (eg food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Exploitative relationships are characterised in the main by a power imbalance between the perpetrator(s) and victim(s). People of all ages may be vulnerable to sexual exploitation. There have been cases involving victims as young as 12 and adults too. It is the vulnerability (whether that be age, disability, illness, poor life experiences, previous victims of abuse, isolation) of the alleged victim that is important, not just their age. Boys and men can also be targeted as victims of sexual exploitation by perpetrators. Young people and adults are groomed and sexually exploited in many different forms, eg online, street, gangs, leisure industry, religion, position of authority, celebrity. Perpetrators may work together in groups, or they can work alone. The common theme in all cases is the imbalance of power and the control exerted on the victims. Victims may lack the capacity to consent or may be being threatened or coerced into having sex. The process of grooming may have led the victim to become so dependent on the alleged perpetrator(s) that they see sex as something they have to do in order to survive. See appendix 12 for more information.

The names and contact details of managers who have responsibility for child protection issues are included in Appendix 2. If you have received an allegation of abuse, have concerns about a child or need further advice or guidance about an issue related to child protection, you should:

- Contact the Designated Safeguarding Officer (DSO) or Deputy Designated Safeguarding Officer (DDSO) immediately to report the allegation or your concerns

- If neither the DSO or DDSO are available, contact the Chief Executive Officer or Lead Child Protection Trustee for further guidance.

Dealing with disclosures of abuse

You may need help dealing with your own feelings following a disclosure from a child and Scotswood Garden will provide additional support. This could include a follow up session, time off or counselling. Scotswood Garden subscribes to Care First's Employee Assistance programme which can be accessed for free and confidentially: 0800 174319 available 24/7, 365 days of the year. Information about this service will be provided at induction and can be found in the Staff Handbook.

Early help assessment

'Early Help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early Help can also prevent further problems arising'

The Importance of Prevention - 'Children do not arrive in extreme need overnight and many could be prevented from getting to that point if we helped them sooner in a more effective way..... They only have one childhood, one chance to grow up'.

- [Newcastle Safeguarding Children Partnership](#) (NSCP)

If a disclosure does not meet the threshold for a referral it is important that Early Help is considered. You can access NSCP's Early Help Assessment and Plan, Early Help Plan Review document, and a selection of helpful practice guides, within their new Practitioners space within the NSCP website: <https://www.newcastlesafeguarding.org.uk/early-help/>

They have also replaced the 'Request for Support' form with an [Enquiry form](#). This allows you to provide brief details regarding the difficulties a family is facing so that NSCP can explore options for support together.

2. Young people Aged 18 Years or Over

There is no requirement to report the abuse to any outside agency unless there is risk to others aged under 18 years, in which case the procedure for young persons aged under 18 years should be followed. The young person may wish to involve the police, if so it is Scotswood Garden's role to support them through this process.

Alternatively, the abuse may be in the past (historic abuse) and young person may require directing towards a support service such The National Association for People Abused in Childhood or the NSPCC which also works with adult survivors of abuse (see contact details in Appendix 2)

Persons Aged Over 18 Years Identified as Adults at Risk (formally vulnerable adults).

- If a person aged over 18 has been identified as a "vulnerable adult" reference should be made to Scotswood Garden's Safeguarding Vulnerable Adults Policy and Procedures.

3. Confidentiality

- The issue of confidentiality in the context of child protection can be complex, however the child who has made a disclosure (and any other children's welfare) is paramount. Staff have a duty to share information, even if the young person does not give permission for this, if there is a risk of significant harm to the young person. They also have a duty to protect any other identifiable children. Any information shared must be proportionate e.g. enough to safeguard the child, without causing them undue stress or difficulties. This should only be shared with appropriate agencies such as the police or Children's Social Care.
- If a young person does not wish to be named and staff are in any doubt about how to proceed, advice can be sought from the local Children's Social Care Service, Duty Social Worker. This should be done via the Designated Safeguarding Officer (DSO) or the Deputy Designated Safeguarding Officer (DDSO). In any event, both the DSO and the DDSO should be informed if contact has been made with the local Children's Social Care Service about a child protection report/issue.

Appendix 4:

Making a Referral to Newcastle City Council's Children's Social Care

1. Action to be taken by anyone raising a concern:

1. Any individual (staff, volunteer, or other) receiving a disclosure, or who has a concern about the safety of a child, must contact and consult the DSO or DDSO at Scotswood Garden **within 2 hours**. If they are unable to contact the DSO or the DDSO, the person should contact the Chief Executive Officer or Lead Child Protection Trustee. (See Appendix 2 for contact details).
2. If none of these managers are available within 2 hours then they must seek guidance directly from Children's Social Care Services: Initial Response Service – 0191 277 2500 or out of hours Emergency Duty Team – 0191 278 7878. Ensure the nominated manager in Scotswood Garden is informed as soon as possible.
3. **If a child is in immediate danger of risk of serious harm, for example, in a life threatening situation, call the emergency services by dialling 999.** You must then communicate the information to the appropriate managers at Scotswood Garden (see appendix 2).

2. Parental Consultation (TAKEN FROM North and South of Tyne Safeguarding Children Partnership Procedures Manual)

Concerns which have been raised, should, where practicable, be discussed with the parent and agreement sought for a referral to children's social care unless seeking agreement is likely to place the child at risk of significant harm through delay or from the parent's actions or reactions, For example, in circumstances where there are concerns or suspicions that a serious crime such as sexual abuse, domestic violence or induced illness has taken place.

Where the DSO or DDSO decides not to seek parental permission before making a referral to LA children's social care, the decision must be clearly noted in the child's records with reasons, dated and signed and confirmed in the referral to LA children's social care. The DSO or DDSO should consult with the Chief Executive or Child Protection Lead Trustee, if at all practicable, for advice.

When a referral is deemed to be necessary in the interests of the child, and the parents have been consulted and are not in agreement, the following action should be taken:

- *The reason for proceeding without parental agreement must be recorded;*
- *The parent's withholding of permission must form part of the verbal and written referral to LA children's social care;*
- *The parent should be contacted to inform them that, after considering their wishes, a referral has been made.*

A child protection referral from a professional cannot be treated as anonymous and where any court proceedings may follow, whether criminal or family court, the information may be made available.

If unsure about whether or not it is safe or appropriate to speak to the child's parents a phone call could be made to the Initial Response Service to seek further guidance first: 0191 277 2500 or 0191 278 7878 out of hours

3. Action to be taken by the DSO or DDSO:

- Before taking action, the DSO or DDSO may wish to seek support or guidance from other members of Scotswood Garden's Child Protection team.
- If the suspected or reported abuse concerns a school child attending Scotswood Garden as part of their curriculum, the DSO or DDSO should make contact with the relevant teacher/manager in the pupil's school and inform them that an allegation has been made. Relevant names and contact details can be obtained from the Education Manager.
- The DSO or DDSO (the referrer) will report the matter by telephone to the local Children's Social Care Service duty social worker within 2 hours, or if necessary in an emergency, to the Police.
- Initial Response Service (Monday – Friday 08:45am to 5:00pm) – 0191 277 2500
- Emergency Duty Team (out of hours) – 0191 278 7878
- Northumbria Police – 101 (in an emergency always dial 999)

The referrer should discuss with the local Children's Social Care Service or Police what action has been taken to inform the parents of the child about the referral, and a record of the conversation with the parents should be made, together with confirmation of any steps agreed with the local Children's Social Care Service or the Police to safeguard the child and/or other children in the interim or with regard to retaining control until the appropriate person arrives.

- At no point should Scotswood Garden staff undertake any investigatory interviews.
- A written record of the date and time that the report was made to Children's Social Care shall be made, and the record must include the name and position of the person to whom the matter is referred.

4. Guidance on making a referral from North and South of Tyne Safeguarding Children Partnership Procedures Manual:

The referrer should provide information about their concerns and any information they may have gathered in an assessment that may have taken place prior to making the referral. The referrer will be asked for information about some of the following:

- Full names (including aliases and spelling variations), date of birth and gender of all child/ren in the household;
- Family address and (where relevant) school / nursery attended;
- Identity of those with parental responsibility and any other significant adults who may be involved in caring for the child such as grandparents;
- Names and date of birth of all household members, if available;
- Where available, the child's NHS number and education UPN number;
- Ethnicity, first language and religion of children and parents;
- Any special needs of children or parents;
- Any significant/important recent or historical events/incidents in child or family's life;
- Cause for concern including details of any allegations, their sources, timing and location;
- The strengths of the family;
- Child's current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of alleged perpetrator, if relevant;
- Referrer's relationship and knowledge of child and parents;
- Known involvement of other agencies / professionals (e.g. GP);
- Information regarding parental knowledge of, and agreement to, the referral;
- The child's views and wishes, if known;
- What assessments have already been completed and if there are any active or recently active plans in place.

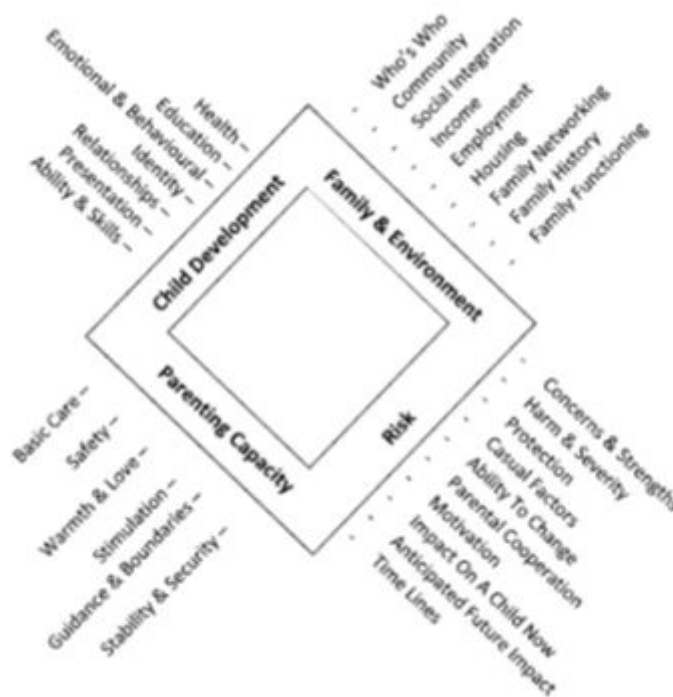
Other information may be relevant and some information may not be available at the time of making the referral. However, there should not be a delay in order to collect information if the delay may place the child at risk of significant harm.

The parents' consent should be sought before discussing a referral about them with other agencies, unless consent-seeking may itself place a child at risk of significant harm. Where a professional decides not to seek parental permission before making a referral to Children's social care, the decision must be recorded in the child's file with reasons, dated and signed and confirmed in the referral to Children's social care.

5. A telephone referral must be confirmed in writing to the local Children's Social Care Service within 48 hours using the Children's Safeguarding Reporting Form (For use by Professionals) available at

<https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person>

When filling in the form identify strengths as well as needs. Considering: Parenting Capacity, Child Development, Family and Environmental and Risk Factors. (See Assessment Diamond below).



6. After the referral: the DDSO must notify the DSO or vice versa, and the Chief Executive Officer and Lead Child Protection Trustee as soon as practicable, and in any event within 24 hours of the initial concern arising. A brief written summary of the allegation together with the action taken will be made to the Lead Child Protection Trustee within five working days and a final report submitted to confirm that the matter has been concluded.

- Written Records – Scotswood Garden shall retain a copy of:
 - The report to local Children's Social Care Service

- Any notes, memoranda or correspondence dealing with the matter
 - Any other relevant material
- Copies of reports, notes etc should be kept securely locked at all times, and kept until the child is 28 (7 years after the child turns 21 - see Scotswood Garden's Data Protection Policy).

Appendix 5:

Appropriate behaviour and code of conduct

Staff and volunteers should be committed to:

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person
- Setting an example, which we would wish others to follow
- Using appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people
- Respecting a young person's right to privacy

1. Keeping children safe:

Staff should adhere to Scotswood Garden's Health and Safety policy in all activities with children, and ensure a risk assessment is carried out and shared before any activity. Any session involving children will have at least 2 adults present, one of whom will be trained in First Aid. For trips there will be a minimum of 2 adults. The ratios of adults to children should be appropriate to the age group.

2. One to one contact:

Staff and volunteers should not spend excessive amounts of time alone with children, away from others. In the unlikely event of having to meet with an individual child or young person, make every effort to keep this meeting as open as possible. If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts. Staff should not take children or young people in their cars unless another staff member or adult volunteer is present.

3. Appropriate physical contact:

Staff and volunteers should, where possible, seek the permission of the child for physical contact where required, for example, when administering first aid, assisting with a task such as helping to put on or remove additional layers of clothing/equipment, offering balance or physical support during an activity.

Staff and volunteers should never:

- engage in sexually provocative or rough physical games, including horseplay
- do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, SNCG staff should seek a member of school staff or other appropriate adult (parent or carer) to deal with such an incident.
- allow, or engage in, inappropriate touching of any kind.

4. Appropriate language and communication, personal boundaries:

Staff should maintain clear boundaries with children and young people at all times. They should make clear that the relationship is a professional one of worker and young person, which is different to a friendship. Children and young people may choose to talk about their personal lives with staff. Staff may choose to give some basic information about their personal lives but should ensure this is appropriate and does not include information of a personal nature or discussion of personal problems. Staff should not share with young people their home addresses, personal phone number, personal email address or social media accounts.

Staff should not arrange to meet young people outside of work hours except for an organised outing where other staff members are present, and there is an expectation that should they come across young people during this time they continue to uphold the reputation of Scotswood Garden.

Staff should ensure their language is appropriate to the age of the children or young people they are talking to.

5. Interacting by SMS, WhatsApp and email with young people and their carers

During Covid disruption, Play & Youth Work staff started using smartphones to communicate with young people and their families far more frequently, and this proved a welcomed and effective means of working. Staff use SMS, WhatsApp and email to communicate reminders about events, information about the programme, arrange meetings, signposting information, as well as contacting parents/carers in an emergency or to share information such as being late back from a trip. Parents and young people may contact staff to ask questions or tell staff they will not be attending.

Such communications are to:

- be kept to a minimum, and should relate to business matters, not engaging with 'chit chat' or unnecessary communication.
- be kept to reasonable hours (after 8am and before 10pm, except in emergencies), whilst acknowledging that youth work happens outside of office hours
- be polite, courteous and professional
- only be sent from the two play and youth mobiles, or personal mobiles where approved in advance and recorded in this appendix (see list below)

Two Play & Youth Work mobile phone contracts are held and the phones are usually in the possession of the Play & Youth Work Manager and Deputy Youth Work Manager, these are the only phone numbers that should be shared with young people and their carers, however, personal phones may be used to make calls in an emergency.

To promote safety, SNCG operate a culture of transparency, work mobiles:

- may be accessed by other members of staff
- share the same lock screen code so that another member of staff may access the phone easily and quickly, especially in the case of an emergency
- only communicate using phone call, SMS, WhatsApp and email using an SNCG address
- will store outgoing messages and calls for others to see; disappearing messages will not be enabled under any circumstances.
- the preference for communicating with young people should be SMS/WhatsApp over phone call where possible so that there is a written trail of communication
- where a group chat is enabled, the group will contain at least two staff and only adult parent/carers.

Play & Youth Workers will in the main be in contact with adult parents/carers. However, Nightshades and Young Volunteers aged 13 and over may be contacted directly if parental consent has been given to do so; permission for this is sought on the Medical Consent form for Nightshades. The same rules also apply to young people over the age of 18 accessing SNCG services, although they may give their own consent to be contacted in this way.

Many parents/carers ask to be copied into relevant information as this helps to keep them in the loop and maintain transparency.

WhatsApp is often a preferred method of contact as users may send and receive messages over WiFi when they do not have credit. WhatsApp has a legal lower age limit of users of 13 years.

Two staff currently use personal mobiles for contact with adults as part of family groups:

- Jyl Friggens for the Early Explorers family WhatsApp Group
- Sally Southern sends and receives messages for Art & Music Garden family bookings (operating under ArtsConnect's policy, the partner who delivers this project with SNCG).

6. Use of Social Media

Staff representing SNCG will only use work profiles generated to represent their SNCG role, and associated with SNCG's accounts, to interact with children and young people accessing SNCG's services online.

Staff, volunteers and trustees must not accept friend requests (or similar) from children or young people to their personal accounts. If requested to do so, they should inform their line manager and explain to the young person that it is against SNCG policy to do so.

Appendix 6:

Recruitment, Induction and training of staff and volunteers

In order to safeguard children, the appointments of all staff any volunteer working in the garden who has regular contact with children or vulnerable adults, and Trustees with safeguarding responsibilities, are made subject to:

- Two satisfactory references stating that the person is suitable to work with children and young people. One of these references must be verified by a telephone call.
- Enhanced DBS checks to be renewed or reviewed using the DBS tracking system every 2 years.

Until these references and reports have been received new staff and any volunteer wishing to work directly with children, are not allowed to:

- work alone and without supervision with young persons aged under 18 years
- work more than twice with the same young people, even though they may be supervised.

Trustees of Scotswood Garden will accept a valid DBS check issued to another organisation provided that:

- The DBS was issued within 12 months of the first contracted day of employment with Scotswood Garden.
- The employee is still employed by that organisation or has left the employment of that organisation to join Scotswood Garden directly.
- The DBS was issued for a comparable position within that organisation.
- A check is made that the identity details on the certificate match those of the applicant.

Volunteers who do not work directly with children or adults at risk are not required to undertake an Enhanced DBS check. If the DBS is returned with disclosures that give cause for concern, the risk assessment procedure outlined in *Appendix 1 of the Health and Safety Policy* will be followed.

Recruitment

To minimise the risk of harm or distress to children, young people and adults at risk, SNCG requires the following:

Requirement	Who
2 references, at least one of which must be verified. Ideally references should be from someone who has known the individual for at least 2 years (as outlined in the recruitment policy).	All staff All volunteers (wherever possible - see also volunteer policy)
Enhanced check with barred list check	N/A we do not carry out regulated activity.
Enhanced DBS check	Managers/Trustees - that manage staff that work with children or adults at risk. Staff working with children or adults at risk in a supervisory role.

	Volunteers working with children or volunteering in a supervisory role with vulnerable adults.
Basic DBS check	All other staff All other volunteers (wherever possible - see also volunteer policy)

We have a code of acceptable behaviour for staff (in staff handbook) and for volunteers (in volunteer policy).

Induction Processes

All new staff and trustees will go through an induction process. Which must include:

- Reading and understanding the Child Protection and Safeguarding Adults policies and procedures. Staff working with children and young people are also required to read the Safeguarding Adults as some of our youth group members may be aged 18 and over, or may disclose information that concerns a vulnerable adult known to them.
- Knowing who to speak to regarding any child or adult safeguarding concerns.
- Attending the appropriate level of adult safeguarding and child protection training within 1 month of joining the organisation (see below). All contracted/sessional staff and specified trustees and volunteers supervising groups should complete minimum L1 training as part of their induction as outlined in the table below – even if they say they have done this before. It's important to make sure everyone has up-to-date knowledge and skills and understands how safeguarding adults and child protection works in our organisation.

Induction checklists are saved on the staff shared drive, 'human resource management' folder: [Staff Induction Checklist updated Dec 23](#)

Staff Training

Internal training, bespoke to SNCG, that promotes a culture of safeguarding within SNCG will be coordinated by the DSO for staff, volunteers and trustees who have contact with children and young people. Occurring at least annually, this may take the form of a Safeguarding briefing on internal procedures, updates following annual review, relevant to specific risks or elements of our work, or training on a specific topic, for example the Code of Conduct.

External training is provided by Newcastle Safeguarding Children Partnership and Newcastle Safeguarding Adults Board here:

[Training - Newcastle Safeguarding](#)

Notes on how to register for this training are available here: [Instructions for access safeguarding e-courses](#)

What	Who	Frequency
Safeguarding Adults, Core Training Level 1	<ul style="list-style-type: none"> • All staff to complete. • Lead Child Protection Trustee. • Volunteers regularly 	3 years

	working in a supervisory role	
Safeguarding Adults, Core Training Level 2	<ul style="list-style-type: none"> ● All Managers that have responsibility for other adults. ● Lead Child Protection Trustee. 	3 years

This site also allows access to further training related to safeguarding that can be accessed for free, staff may be required to complete by their managers, or may choose to carry out further optional training as agreed by their manager, if appropriate.

Staff and volunteers also receive regular and ongoing supervision and training relevant to their role. This ensures everyone has the chance to reflect on and improve their safeguarding practice and keeps safeguarding at the front of their minds.

Staff will be notified of any changes to Child Protection or Adult Safeguarding procedures as they happen.

Appendix 7:

Recognising and responding to an allegation about abuse by a Member of Staff, Volunteer or Trustee

The following procedures must be applied where allegations relating to a member of SNCG's adult team is received.

There are a number of sources from which a complaint or an allegation might arise, including from:

- A child or an adult
- A parent
- A member of the public
- A disciplinary investigation

The person to whom an allegation or concern is reported **must follow the procedure laid out in Appendix 3**

Following an allegation, or suspicion, of abuse by a member of staff an employee must:

- Contact the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer immediately to report that an allegation has been made
- The DSO or DDSO will contact the Chief Executive and Lead Child Protection Trustee as soon as possible but in any event within two hours.
- If the DSO or DDSO is not available, or if the allegation relates to the DSO or DDSO, report directly to the Chief Executive Officer or Lead Child Protection Trustee for further guidance.

Initial action by the DSO or DDSO:

The DSO and DDSO must not investigate the matter by interviewing the accused person, the child or potential witnesses, they must:

- Obtain written details of the allegation, signed and dated by the person receiving the allegation
- Record any other information in relation to time, dates and location of incident(s) and names of any potential witnesses
- Record discussions about the child and/or member of staff/volunteer, any decisions made, and the reasons for those decisions.
- Countersign and date the written record

The DSO and DDSO **must report an allegation to the Local Authority Designated Officer (LADO)** (See Appendix 2) within 1 working day if the allegation suggests a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or involving a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children in connection with his/her employment or voluntary activity

The DSO or DDSO will contact the CEO to agree how to inform the member of staff or volunteer against whom the allegation has been made and to agree appropriate action pending any investigation initiated by the LADO.

If a concern or an allegation requiring immediate attention is received outside normal office hours the DSO or DDSO must consult immediately with the Children's Social Care emergency duty team or local police and also ensure that the LADO is informed the next working day.

The NSPCC has published guidelines for managing allegations of abuse against people working with children. Staff of SNCG will adhere to these NSPCC guidelines. A copy of the NSPCC guidelines is attached at Appendix 8.

Malicious Allegations

Where it is subsequently found that an allegation was made with malice aforethought, SNCG will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology (subject to agreement about future behaviour) or other such sanctions as are deemed appropriate.

Any allegation that an employee or volunteer has behaved in a way that has harmed, or may have harmed, a child must be taken seriously and dealt with sensitively and promptly. The child's interests are paramount and their views and wishes must be given careful consideration at all times.

Further guidance and procedures can be found here:

<https://learning.nspcc.org.uk/safeguarding-child-protection/managing-allegations-of-abuse>

Appendix 8:

Recognising and responding to an allegation of Child on Child or Peer on Peer Abuse

The following procedures outline how to respond to allegations of abuse made against a child and concerns that a child or young person may pose a risk to others.

They are designed to help:

- ensure children who have been impacted by the abuse are given appropriate support
- provide the child or young person who is alleged to have displayed abusive behaviour with the appropriate help
- manage any risks to children's safety and take appropriate steps to keep all children safe
- make sure SNCG's response to any allegations is proportionate, fair and consistent.

Types of allegations

There are different ways that a child or young person may be abusive towards others, and they might not realise they are doing so:

- bullying or cyberbullying
- emotional abuse
- online abuse
- physical abuse
- Sexting
- Sexual harassment eg sending explicit photographs, messages or other content
- sexual abuse.

When a child abuses another child, it is sometimes called 'peer-on-peer' or 'child-on-child' abuse. **Peer-on-peer abuse** refers to abuse that takes place between children of a similar age, whereas **child-on-child** refers to abuse between children of any age. Sometimes children might also display abusive behaviour towards adults.

Identifying concerns

There are a range of ways concerns might be raised:

- A child or adult might make a direct allegation of abuse by a child or young person.
- A child or adult might tell you they're uncomfortable with a child or young person's behaviour. They may not realise the behaviour is abusive.
- A member of staff or volunteer might observe behaviour that gives cause for concern and make a report following your organisation's safeguarding procedures.
- SNCG may be informed that a child or young person is the subject of an investigation.
- A child or young person might tell you they have harmed someone else or are at risk of doing so.

Sexual development and behaviour in children and young people

It's important that people working with children and young people have a good understanding of how children develop sexually. This can help to recognise which sexual behaviours are developmentally typical and identify if a child is displaying behaviour that is problematic or harmful.

NSPCC has put together some information about the stages of typical sexual development and behaviour for different age groups, including examples of behaviour that is common and uncommon, and information about what to do if you are worried that a child is displaying

problematic or harmful sexual behaviour. All staff and volunteers working regularly with children and young people should familiarise themselves with this:

<https://learning.nspcc.org.uk/child-health-development/sexual-behaviour>

Harmful sexual behaviour

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour displayed by children and young people which is harmful or abusive.

Peer-on-peer sexual abuse is a form of HSB where sexual abuse takes place between children of a similar age or stage of development. Child-on-child sexual abuse is a form of HSB that takes place between children of any age or stage of development.

Problematic sexual behaviour (PSB) is developmentally inappropriate or socially unexpected sexualised behaviour which doesn't have an overt element of victimisation or abuse.

Further information about HSB and PSB can be found here:

<https://learning.nspcc.org.uk/child-abuse-and-neglect/harmful-sexual-behaviour/>

Responding to concerns

When responding to an allegation of abuse made against a child, it's important to consider the needs of everyone involved.

Guidance on managing allegations made against a child

Statutory guidance across the UK highlights the responsibility of those in the education, community and care sectors to safeguard children from all forms of abuse and neglect. This includes making sure that all children who have experienced and displayed abusive behaviour are supported appropriately. Further guidance is available here:

<https://learning.nspcc.org.uk/safeguarding-child-protection/managing-allegations-made-against-a-child/#skip-to-content>

Responding to incidents

Sometimes you might see a child behaving inappropriately and decide to talk to them about this immediately, in order to manage the behaviour. Remember that they may not realise their behaviour is unacceptable. Talk to them calmly and explain why their behaviour is unsuitable and what they can do to improve it.

All groups will agree to a 'Group Contract' or code of conduct, that everyone agrees to, and that you can refer to when managing behaviour. This is part of our process for making sure everyone who takes part in our activities gets the support and respect they need.

Keeping records

It's important to keep accurate and detailed notes on any concerns you have about a child's behaviour. You should share this record with the DSO or DDSO as soon as possible.

Include:

- the child's details (name, age and group)
- the date and time of the incident
- what was happening before the incident took place
- what the child said or did that gave you cause for concern (write down their exact words if possible)

- whether the behaviour appeared spontaneous or premeditated.

Deciding if a concern is a child protection issue

If a child or young person displays inappropriate or harmful behaviour, you should inform the group leader and DSO or DDSO as soon as possible. They will decide what action to take, in consultation with:

- the person who is responsible for the supervision or pastoral care of the children involved
- the Lead Trustee responsible for safeguarding children
- any other agencies known to be working with the child
- the local child protection services as necessary.

When an allegation is a child protection concern

An allegation becomes a child protection concern when:

- the behaviour involves sexual assault or physical assault
- the child who has experienced the abusive behaviour has suffered significant harm
- the behaviour forms part of a pattern of concerning behaviour by the child or young person who is being abusive
- the child carrying out the abuse is displaying sexualised behaviour
- you are concerned that the child carrying out the abuse may be doing so because they have experienced abuse themselves.

It is also a child protection concern when there's a significant difference of power between the child who is displaying abusive behaviour and the person being abused, for example when:

- there's an age difference of more than two years
- there's a significant difference in terms of size or level of ability
- the child displaying abusive behaviour holds a position of power (such as being a helper, volunteer or informal leader)
- the child being abused is significantly more vulnerable than the other child or young person.

If a young person has been involved in sexting (sharing nude images), there are extra factors to consider. Further advice is available here:

<https://learning.nspcc.org.uk/online-safety/sexting-sharing-nudes-semi-nudes>

Talking to a child who tells you they have behaved abusively

Sometimes a child may tell you directly that they have behaved abusively towards someone else.

1. You should talk to them calmly and remember that they need support.
2. Reassure the child that they've done the right thing by telling you about it.
3. Listen carefully to the child and let them tell their whole story. Don't try to investigate or quiz the child, but make sure you understand what they're saying.
4. Use non-judgmental language.
5. Tell them that you now have to do what you can to keep them and the other children involved safe.
6. Never promise to keep what a child tells you a secret. Explain that you will need to speak to other people who can help.
7. Reassure the child that they can get help to change their behaviour and move forward with their life
8. You may want to suggest the child contacts Childline for support.

Talking to a child about allegations against them

If allegations have been made against a child you should speak to DSO or DDSO before taking action, who will advise on the best way to proceed. If you talk to the child about the allegations before taking advice, it may make the situation worse.

The NSPCC Helpline is available to help. If any advice or reassurance is required, 0808 800 5000 or help@nspcc.org.uk.

Telling parents and carers about an allegation made against their child

A child's parents or carers should be told what has happened, as long as it doesn't increase the risk to the child.

The DSO or DDSO will work with the Chief Executive and Lead Trustee to agree the best course of action for this. However, we will ask the child how they would like their parents or carers to be told. We could suggest:

- talking to parents or carers first without the child there, then summarising everything with the child present
- helping the child tell their parents or carers in their own words, with a chosen adult present for support.

It's important for parents or carers and children to talk about what's happened and begin to come to terms with it as a family.

When talking to parents or carers, we will remember that the news their child has behaved abusively may be a shock and reassure them that support is available to help their child change their behaviour and move forward.

Support for parents and carers

SNCG will also work with partners to make sure that the parents and carers are offered appropriate support. This might include:

- therapeutic support to help them come to terms with what's happened
- family therapy to help the whole family move forward
- help to reinforce messages about positive behaviour and support their child to change their behaviour.

Reporting concerns

If you think a child is in immediate danger, contact the police on 999.

If you're worried about a child but they are not in immediate danger, you should share your concerns following SNCG's child protection procedures. The DSO or DDSO will also:

- Report to the police as appropriate (for example, if an allegation of physical or sexual assault or a sexual offence is made). This should happen alongside making a referral to children's social care, following local authority guidelines.
- Contact your local child protection services.

If you're not comfortable with how SNCG has responded to your report, you contact the Whistleblowing Advice Line to discuss your concerns:

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>

Multi-agency working

If statutory agencies are investigating and assessing the situation you should stay in contact with them and share all relevant information with multi-agency partners.

When you're not sure

The NSPCC Helpline can help when you're not sure if a situation needs a safeguarding response. Our child protection specialists are here to support you whether you're seeking advice, sharing concerns about a child, or looking for reassurance.

Whatever the need, reason or feeling, you can contact the NSPCC Helpline on 0808 800 5000 or help@nspcc.org.uk

Their trained professionals will talk through your concerns with you. Depending on what you share, our experts will talk you through which local services can help, advise you on next steps, or make referrals to children's services and the police.

Taking action to keep all children and young people safe

Depending on the nature of the allegation or concern, SNCG may need to take action to protect and support children who have experienced child-on-child or peer-on-peer abuse.

Sanctions

SNCG may apply sanctions to any child or young person who displays inappropriate or abusive behaviour. These will be fair and proportionate to the behaviour being displayed.

The guidance below, in conjunction with the Group Contract to which the young person has agreed, will be discussed with the young person and used to agree, communicate and action sanctions:

Sanctions for a child or young person who displays inappropriate or abusive behaviour:

1. Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff will remind you about it and ask you to change your behaviour.

This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

2. Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity.

They will make a record about what happened and inform your parents or carers if it is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.

We might also decide that further steps should be taken, such as restricting you from taking part in some activities.

3. Final warning

If the support we have put in place isn't helping you to change your behaviour, we might need to give you a final warning. Again, this will be recorded and we'll inform your parents or carers as appropriate.

At this point, we might need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

Child protection procedures

If any member of staff or volunteer becomes concerned that your behaviour suggests

you might be in need of protection or that you might present a risk of harm to other children and young people, they will follow our child protection procedures. This might involve making a referral to the local authority.

If child protection procedures are necessary we will talk this through with you and your parents as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

The role of parents and carers

We see parents and carers as important in encouraging positive behaviour and will involve them as appropriate.

We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

Risk assessment

Where a concern has been raised that a child's behaviour may put others at risk, or a child has disclosed peer on peer or child on child abuse, SNCG will conduct a risk assessment and develop a risk management plan to make sure we are doing everything we can to keep children and young people safe.

Things to consider include:

- any relevant information from other agencies, such as care plans or multi-agency assessments
- making sure children who experienced the abuse don't have to come into contact with the child who is alleged to have carried out the abuse
- separating the child who is alleged to have carried out the abuse from other children if there is a risk of further abuse
- whether the children who experienced the abuse are at risk of bullying or victimisation from others and what prevention measures are needed
- whether the child who is alleged to have carried out the abuse is at risk of any retaliation and what action can be taken to keep them safe.
- Telling parents and carers about an allegation made against their child
- A child's parents or carers should be told what has happened, as long as it doesn't increase the risk to the child.

Emotional support

If child-on-child or peer-on-peer abuse has taken place it can have an emotional impact on everyone.

We will make sure children, young people and adults have access to the emotional support they need and know who they can talk to if they are worried about anything.

Childline provides confidential help and advice for children and young people. Calls to 0800 1111 are free and children can also contact Childline online. Childline posters and wallet cards are available at SNCG to share.

SNCG's staff team may access the free to access Employee Assistance Scheme, this can be accessed by visiting www.carefirst-lifestyle.co.uk, our organisation's unique Lifestyle log-in details are:

Username: scotswood001

Password: employee123



CHILD PROTECTION INFORMATION

Keeping Children and Young People Safe at the Garden

WHAT YOU NEED TO KNOW:

The Garden does not tolerate any activities which cause physical or emotional harm to children, young people or adults. All staff and volunteers are responsible for ensuring the safety and wellbeing of children and young people at Scotswood Garden.

All staff and volunteers at Scotswood Garden will be checked to make sure they:

- Are who they say they are
- Have not committed an offence in the past that would make them a danger to children.

All activities involving children and young people will be properly planned and there will be enough staff and volunteers to run them safely. Young people are reminded of their responsibility to ensure that their behaviour does not harm themselves or other users of Scotswood Garden

If you have a concern or want to discuss something you can talk to our Safeguarding Officers:

**Nicky 07598 139335 -
nicky@sncg.org.uk**

or

Alice: alice@sncg.org.uk

You can also talk to other members of the team if you find that easier. They will treat what you say with confidentiality but they may need to tell other people if we think you or another child is at risk of harm.

If you want to talk to someone outside Scotswood Garden you can contact:

NSPCC on 0808 800 5000 or
www.nspcc.org.uk

Newcastle Social Services Initial Response Team
0191 277 2500 or 0191 2787878 (out of hours)

Childline on 0800 11 11 or www.childline.org.uk

If you want to find out more about how we protect children (or have any ideas of how to improve how we do this) talk to Nicky or Alice they will try to answer your questions.

nicky@sncg.org.uk
alice@sncg.org.uk

Appendix 10:

Guidance for Safer Working Practice for Adults who Work with Children and Young People.

Go to

[Guidance for safer working practice for those working with children and young people in education settings February 2022](#)

Overview and purpose of guidance

This document is an update by the Safer Recruitment Consortium of a document previously published for schools by the Department for Education and Skills (DfES). It was initially issued as those working with children had expressed concern about their vulnerability and requested clearer advice about what constitutes illegal behaviour and what might be considered as misconduct. Education staff asked for practical guidance about which behaviours constitute safe practice and which behaviours should be avoided. This safe working practice document is NOT statutory guidance from the Department for Education (DfE); it is for employers, local authorities and/or the Three Safeguarding Partners to decide whether to use this as the basis for their code of conduct / staff behaviour guidelines.

The document seeks to ensure that the responsibilities of senior leaders of educational settings towards children and staff are discharged by raising awareness of illegal, unsafe, unprofessional and unwise behaviour. It should assist staff to monitor their own standards and practice and reduce the risk of allegations being made against them. It is also recognised that not all people who work with children work as paid or contracted employees. The principles and guidance outlined in this document still apply and should be followed by any person whose work brings them into contact with children.

Appendix 11

Guidance on Children at risk from Suicide, Self-Harm and Mental Health Distress

Suicide

1. If a child discloses that they have attempted suicide this must be reported to their parents/carers, if not already known. Good practice would be to explain first why their parents/carer needed to know, take the child home at the end of the session and talk to their parents/carer together, if possible. Explain to the parent/carer child that there is help available from services such as listed below. Where the young person does not have a good relationship with their parents, or family issues may be the cause of their distress, Initial Response can be contacted for advice.
2. If a child attempts to take their life during a session, emergency first aid should be administered, an ambulance called and the child's emergency contact also called.
3. Where a child's 'attempt' caused no physical harm but it was clear that the intention was there, talk to the young person and proceed as in 1.
4. All incidents must be written down after the session and kept in the child protection file.

Self-harm

All staff must be vigilant when working with young people around self-harm as this can be a potential risk to the young person. Any incidences or disclosures concerning self-harm must be reported to the DSO/DDSO and a written report made immediately.

*If in any doubt ring the Initial Response Team for advice.
0191 277 2500 Out of hours: 0191 278 7878

Contacts

- Children and Young People's Service (formerly CAMHSCild, Adolescent Mental Health Service)
<https://www.cntw.nhs.uk/services/children-young-peoples-service-newcastle-gateshead/>
0191 246 6913 or freephone 0800 652 2864
- Childline: <https://www.childline.org.uk/> 0800 11 11
- NSPCC <https://www.nspcc.org.uk/keeping-children-safe/childrens-mental-health/> 0808 800 500
- Kooth online support and counselling for young people <https://www.kooth.com/>
- [The Mix \(support for under 25's\)](https://www.themix.org.uk/mental-health) <https://www.themix.org.uk/mental-health>

Appendix 12: Part A

CHILD SEXUAL EXPLOITATION



What is Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) is a type of sexual abuse. It happens when a child or young person is coerced, manipulated or deceived into sexual activity in exchange for things that they may need or want like gifts, drugs, money, status and affection. Children and young people are often tricked into believing they're in a loving and consensual relationship so the sexual activity may appear consensual. This is called grooming and is a type of abuse. They may trust their abuser and not understand that they're being abused. CSE does not always involve physical contact, and can also occur through the use of technology.

Children and young people can be trafficked into or within the UK for sexual exploitation. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse or blackmail to control them.

Anybody can be a perpetrator of CSE, no matter their age, sex or race. The relationship could be framed or viewed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be made to 'find' or coerce others to join groups.

It's important to recognise that although the age of consent is 16 years old, children and young people over 16 can be exploited. Child sexual exploitation is a very complex form of abuse. It can be difficult for parents and carers to understand and hard for the young person to acknowledge that they are being exploited.

Signs and Symptoms

- Unhealthy or inappropriate sexual behaviour.
- Being frightened of some people, places or situations.
- Being secretive.
- Sharp changes in mood or character.
- A sudden change in their family relationships/dynamics.
- Having money or things they can't or won't explain, such as hotel key cards or unexplained gifts.
- Physical signs of abuse, like bruises or bleeding in their genital or anal area.
- Sudden change in physical appearance including clothes and hygiene levels.

- Alcohol or drug misuse.
- Sexually transmitted infections.
- A sudden and urgent request to go onto contraception or to obtain the 'morning after pill'.
- Pregnancy.

These are not an exhaustive list and exploitation can occur without any of these indicators being present.

Other things you might notice:

- Having an older person they view as their boyfriend or girlfriend.
- Staying out late or overnight.
- Having a new group of friends.
- Missing from home or care, or stopping going to school or college.
- Hanging out with older people, other vulnerable people or in antisocial groups.
- Involved in a gang.
- Involved in criminal activities like selling drugs or shoplifting.

These are not an exhaustive list and exploitation can occur without any of these indicators being present.

Safe and Sound group (www.safeandsoundgroup.org.uk) identified some 'natural vulnerabilities' and 'additional vulnerabilities' to a young person being involved in CSE, these are outlined below:

Normal Vulnerabilities:

- Taking risks
- Experimenting with alcohol, drugs and sexuality
- Rebelling against parents/carers
- Staying out later
- Meeting new people
- Ignoring good advice
- Rejecting authority
- Being vulnerable to flattery
- Being secretive
- Peer pressure

Additional Vulnerabilities:

- Feeling Isolated
- Looked after children
- Being bullied
- Unstable family/friend networks
- Previously experienced abuse
- Going missing
- Homelessness/Sofa-surfing
- Existing dependency
- Learning disabilities

All children and young people should be educated about the nature and risks of child sexual exploitation and other forms of harm, that it can occur online and offline, and how they can access support. Practitioners should understand that children and young people can be both victims and perpetrators of child sexual exploitation. Wider workforces should have a level of knowledge around preventing CSE and the process of how to report concerns. When educating young people around child sexual exploitation the practitioners should be grounded in evidence based understanding of CSE and should challenge myths and misconceptions young people may have about who is perpetrating this form of abuse and should send a clear message that all forms of child sexual exploitation are abuse. They should challenge any victim-blaming and promote the rights of all victims to protection and support, while providing information on where and how to report concerns and access support. Information should be accessible to the audience and should be tailored and relevant to diverse groups such as lesbian, gay, bisexual, transgender, black and minority ethnic, and/or deaf or disabled young people. (Department for Education, CSE 2017)

If you have a concern about a young person or child you should follow the safeguarding arrangements of your organisation and refer to your designated safeguarding lead. If the concern around CSE remains, the case will be reported to Children's social care. 'Working together to safeguard children' requires an assessment to be carried out prior to a multi-agency engagement and intervention (Durham, Safeguarding Children board).

Resources Referenced / Additional Reading

NSPCC : <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-sexual-exploitation/>

Safe and Sound Group: <https://safeandsoundgroup.org.uk>

Department for Education:

https://assets.publishing.service.gov.uk/media/5a7f8e3640f0b62305b87dbc/CSE_Guidance_Core_Document_13.02.2017.pdf

Durham Safeguarding Children board: https://www.proceduresonline.com/durham/scb/p_ch_sexual_exploit.html

Additional Resource - Types of CSE

These (above) common characteristics of CSE can manifest in different ways; there isn't just one type of exploitation. See below for the different types of CSE from:

<https://www.communitycare.co.uk/2017/03/08/four-types-cse-social-workers-need-know/>

Peer-on-peer

This form of exploitation involves children being enticed, forced or coerced into sexual activity by other children. Peer-on-peer exploitation can take place without the involvement of adults, or can involve adults exploiting children and young people to exploit other children.

Older boyfriend or girlfriend

A child is groomed by an adult to believe that they are in a loving relationship. The adult may entice, coerce or force the child to have sex with them, and sometimes also with the adult's friends or associates.

Organised or networked

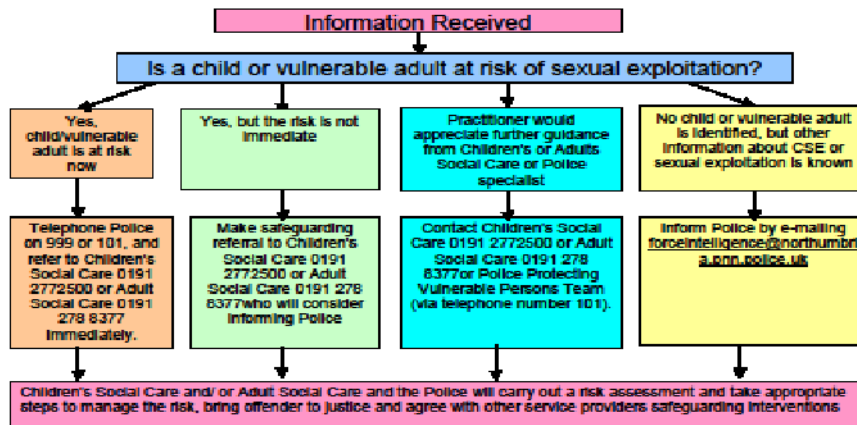
In this form of CSE, children are passed through networks of perpetrators, sometimes over geographical distances and between different cities. They may be forced or coerced into sexual activity with multiple adults. They may also be used to recruit other children into the network.

Position of responsibility

As stated in the new definition, CSE involves an imbalance of power. Some perpetrators may be in positions of responsibility – such as teachers, religious leaders, sports coaches – and manipulate this in order to sexually exploit children.

Appendix 12: Part B

Guidance for Agencies Receiving CSE/Sexual Exploitation Information.



February 2014

Northumbria Police





Sexual Exploitation Risk Assessment Checklist



This tool has been developed by the Newcastle Safeguarding Children Board (NSCB) and the Newcastle Safeguarding Adults Board (NSAB) to help frontline practitioners identify cases of sexual exploitation of children, young people or adults at risk. This checklist should be used in conjunction with the NSCB and NSAB Policy and Procedures and associated risk assessment guidance.

Sexual Exploitation

Sexual exploitation involves exploitative situations, contexts and relationships where a victim (or a third person or persons) receives 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Exploitative relationships are characterised in the main by a power imbalance between the perpetrator(s) and victim(s).

- People of all ages may be vulnerable to sexual exploitation. There have been cases involving victims as young as 12 and adults too. It is the vulnerability (whether that be age, disability, illness, poor life experiences, previous victims of abuse, isolation) of the alleged victim that is important, not just their age. Boys and men are just as likely to be targeted as victims of sexual exploitation by perpetrators.
- Young people and adults are groomed and sexually exploited in many different forms, e.g. online, street, gangs, leisure industry, religion, position of authority, celebrity. Perpetrators may work together in groups, or they can work alone. The common theme in all cases is the imbalance of power and the control exerted on the victims.
- Victims may lack the capacity to consent or may be being threatened or coerced into having sex. The process of grooming may have led the victim to become so dependent on the alleged perpetrator(s) that they see sex as something they have to do in order to survive.

Guidance

What is this tool?

This is a checklist that you can use to help you decide whether a child, young person or adult is at risk of sexual exploitation.

Who should use this tool?

This tool should be used by frontline practitioners working with children, young people or adults at risk of sexual exploitation.

What is the tool for?

This tool is for you to make an initial assessment about the level or risk of sexual exploitation, **it is not intended to be a referral form**. However, the checklist should form the basis of discussions

when making a referral into safeguarding procedures and can be added to referral documentation as an appendices.

How to use this tool

Consider each individual case in relation to all of the criteria in each of the three segments. The results can be used to determine the risk or presence of sexual exploitation. The results are not a definitive assessment of risk. They should provide you with a structure to inform your judgement, analysis and risk management. If the checklist identifies a risk or presence of sexual exploitation then a referral into safeguarding procedures should be made. If any indicators of critical risk are identified then immediate action needs to be taken to safeguard the individual(s).

Details of the person completing this tool

Name:	
Job Title:	
Agency / Organisation:	
Telephone:	
Email:	

Details of the child young person or adult that the concern relates to

Name:			
Date of birth	Age	Gender	
Address			
Contact number			

1. Vulnerability Factors

Presence of these factors indicate an increased risk of sexual exploitation taking place.

Mark the box if the risk factor is present.	Yes	No	Don't know	Source / Notes
1. Isolation, lack of strong social networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Breakdown of family relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Lack of engagement / inconsistent engagement with support networks (i.e. often misses appointments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Friends/peers are victims of sexual exploitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. History of local authority care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. History of abuse (including as a child)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Low self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Susceptible to grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9. Bereavement or loss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Dependency on alleged perpetrator(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Substance misuse/dependency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Needs for care and support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Learning Disability/difficulty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Unstable housing situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. At Risk Indicators

Presence of these indicators detect identifiable features of sexual exploitation.

Mark the box if the risk factor is present.	Yes	No	Don't know	Source / Notes
15. Forced or coerced into making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Going missing for periods of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Unexplained increase in goods or monies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Reduced contact with family, friends and other support networks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Concerning use of the internet, social media and mobile phone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Meeting adults / older peers through the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Evidence of risky/inappropriate sexual behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Inconsistent use of contraception (risk of STI's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Regular and/or concerning access of sexual health services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Self-harming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Change in presentation or demeanour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Change in appearance and/or sexualised dressing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Involvement in petty crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Funding use of drugs / alcohol / legal highs or tobacco through unknown sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Unexplained contact with hotels/taxis/fast food outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

30. Reported to have been in locations where there are known concerns relating to sexual exploitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Associating with known perpetrators of sexual exploitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Unexplained patterns of engagement i.e. disappearing from support systems with no contact or explanation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Critical Risk Indicators

Presence of these indicators identify critical concerns of sexual exploitation.

Mark the box if the risk factor is present.	Yes	No	Don't know	Source / Notes
33. Groomed or abused via internet or mobile technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Physical injuries without plausible explanation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Controlling partner e.g. preventing access to services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Fear of partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Disclosure of domestic abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Exchanging sexual activity for accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Being trafficked for the purpose of sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. Disclosure of sexual assault/ exploitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Withdrawing allegations of sexual assault / exploitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. Abduction and forced imprisonment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Being bought/sold for sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. Multiple pregnancies, miscarriages or terminations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. Recruiting others into sexual exploitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Professional Assessment

Please provide any information which you feel is relevant. Consider the victims situation in relation to factors such as needs for care and support, cultural or language barriers and their willingness to engage with services.

What are the primary risks?

Are there any protective factors?

What are the views of the individual?

Professional judgement

What needs to happen next?

**Signed
Name**

Date

Appendix 13:

NSPCC

What is County Lines

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse.

Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police.

Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk.

Dedicated mobile phone lines or “deal lines” are used to help facilitate county lines drug deals. Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police.

Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county.

Phrases that young people may use to refer to county lines include:

'running a line',
'going OT/out there'
'going country'
'going cunch'.

These all refer to going out of town to deliver drugs or money (Thurrock Council, 2020).

A common feature in county lines drug supply is the exploitation of young and vulnerable people. The dealers will frequently target children and adults - often with mental health or addiction problems - to act as drug runners or move cash so they can stay under the radar of law enforcement. (*National Crime Agency*)

In some cases the dealers will take over a local property, normally belonging to a vulnerable person, and use it to operate their criminal activity from. This is known as cuckooing. (*National Crime Agency*)

People exploited in this way will quite often be exposed to physical, mental and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business. (*National Crime Agency*)

Signs and Symptoms:

The following signs may indicate that a child is being exploited by a county lines gang (Ministry of Justice 2019: <https://learning.nspcc.org.uk/child-abuse-and-neglect/county-lines/>)

- frequently going missing from school, home or care
- travelling to locations, or being found in areas they have no obvious connections with, including seaside or market towns
- unwillingness to explain their whereabouts
- acquiring money, clothes, accessories or mobile phones which they seem unable to account for
- receiving excessive texts or phone calls at all hours of the day
- having multiple mobile phone handsets or sim cards
- withdrawing or having sudden changes in personality, behaviour or the language they use
- having relationships with controlling or older individuals and groups
- unexplained injuries
- carrying weapons
- significant decline in school results or performance
- being isolated from peers or social networks
- associating with or being interested in gang culture
- self-harming or having significant changes in mental health

Reporting (NSPCC)

- If you think a child is in immediate danger, contact the police on 999. If you're worried about a child but they are not in immediate danger, you should share your concerns.
- Follow your organisational child protection procedures. Organisations that work with children and families must have safeguarding policies and procedures in place.
- Contact the NSPCC Helpline on 0808 800 5000 or by emailing help@nspcc.org.uk. Our child protection specialists will talk through your concerns with you and give you expert advice.
- Contact the local child protection services. Their contact details can be found on the website for the relevant local authority. The local authority the child comes from is responsible for the child's welfare. But it is also good practice to contact the local authority in the area the child is found, as they may need to be a part of the multi-agency response and there may be other children or vulnerable adults at risk.
- Contact the police.

Best practice

The UK law enforcement has set tackling county lines, and the gangs responsible for the exploitation of adults and children as a priority. A multi-agency county lines coordination centre has been set up, uniting officers from the police, regional organised crime units and the national crime agency together to engage with government, health, welfare and education sectors to combat the wider issues.

When working with a young person you are concerned may have been exploited or involved in county lines it is important to remember the young person may not feel they have been abused or exploited. The young person may feel 'loyalty' and 'brotherhood' to the exploiters, feeling emotionally fulfilled and feel they have gained 'friends' or 'family'. They may have access to money, rewards, status or power that they have not had before. They may feel like they have control over the situation or not feel they are being exploited at the bottom of a large organised crime structure.

If you have a concern about a young person or child you should follow the safeguarding arrangements of your organisation and refer to your designated safeguarding lead. The concern should then be reported to the police for them to investigate the offences committed, a referral should also be made to Children's Social Care and a referral should be made to the National Referral Mechanism directly The Police and Children's Services First Responders, who are able to make this referral; however other agencies can and should support this referral to ensure it provides a full picture of the young person's experience to help the assessment. Following this you should expect a strategy meeting to be convened in order to assess the information known, identify gaps and to discuss a plan for the child.

Further reading and resources:

National Crime Agency, further information and how the law is responding to County Lines: <https://www.nationalcrimeagency.gov.uk/what-we-do/crime-threats/drug-trafficking/county-lines>

Fearless, an education resource for professionals working with young people: <https://crimestoppers-uk.org/fearless/more-info/crime-types-explained/county-lines>

A toolkit for people working with young people who may have been exploited in relation to 'county lines'. This guide also provides a useful language guide, terms to use and not use when working with young people: <https://www.childrensociety.org.uk/information/professionals/resources/county-lines-toolkit>

Resources Referenced

Fearless: <https://www.fearless.org/en/campaigns/county-lines>

National Crime Agency (NCA): National Crime Agency, further information and how the law is responding to County Lines: <https://www.nationalcrimeagency.gov.uk/what-we-do/crime-threats/drug-trafficking/county-lines>

Children's Commissioner: <https://www.childrenscommissioner.gov.uk/blog/shining-a-light-on-the-experiences-of-children-involved-in-gangs-in-england/>

Children's society <https://www.childrensociety.org.uk/what-is-county-lines>

NSPCC: <https://learning.nspcc.org.uk/child-abuse-and-neglect/county-lines/>

Additional Resources

Here are some words/terms that are commonly used when describing county lines activity. If you hear someone using these words then they might be involved in or might know of county lines activity.

CUCKOOING - Cuckooing is when drug gangs take over the home of a vulnerable person through violence and intimidation, using it as their base for selling/manufacturing drugs.

Signs of cuckooing:

- An increase in people coming and going
- An increase in cars or bikes outside
- Litter outside
- Signs of drugs use
- You haven't seen the person who lives there recently or when you have, they have been anxious or distracted.

GOING COUNTRY - This is the most popular term that describes county lines activity. It can also mean the act of travelling to another city/town to deliver drugs or money.

TRAPPING - The act of selling drugs. Trapping can refer to the act of moving drugs from one town to another or the act of selling drugs in one.

TRAP HOUSE - A building used as a base from where drugs are sold (or sometimes manufactured). These houses are often occupied by someone (usually adult drug users but sometimes young people are forced to stay in trap houses).

TRAP LINE - This refers to when someone owns a mobile phone specifically for the purpose of running and selling of drugs. (Fearless.org)

NSCB Guidance on Protection and Action to be Taken

Any agency or practitioner who has concerns that a child may be at risk of harm as a consequence of gang activity including child criminal exploitation should contact Children's Social Care or the police for the area in which the child is currently located: <https://www.newcastlesafeguarding.org.uk/report-a-concern/#>. The Early Help Assessment may be crucial in the early identification of children and young people who need additional support due to risk of involvement in gang activity.



What is Extremism and Radicalisation

Radicalisation involves the grooming of children and young people for extreme political purposes. It can begin very early and may not be immediately recognisable, the process often involves building negative stereotypes in the children and young people's minds around certain groups and exposing them to belief systems that legitimise violence. (2020 Dreams)

The process involves an individual, or group, adopting extreme political, social or religious ideals that undermine or reject contemporary ideas and expressions of freedom of choice. This can happen in person, but also over the internet, it often involves the promotion and glorification of violence (Safeguarding Children in Gloucestershire).

Radicalisation is understood to mean the process in which a person comes to support terrorism and extremism. In some cases this leads the person to participate in terrorist groups and activities (Trix online). 'Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas' (HM Government Prevent Strategy 2011).

Online radicalisation: The power of social media is well-known, and it is this that is the main channel for such grooming – be it Facebook, Twitter or the multitude of other sites and apps. Other online channels include chatrooms, forums, instant messages and texts. All are also used by extremists for their day-to-day communication, as is the dark web.

Social media is also used for research by extremists, making it easy for them to identify those who may be vulnerable from what they reveal in their profiles, posts/tweets, photos and friend lists. (<https://www.getsafeonline.org/personal/articles/online-radicalisation/>)

Signs and symptoms (NSPCC)

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or

discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

However, these signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong.

Best Practice

Specified authorities including health, police, social care and schools are judged to have a role in protecting vulnerable children, young people and adults and/or national security. These organisations are part of the Prevent strategy, published by the Government in 2011, and part of the strategy CONTEST, an overall counter-terrorism strategy. The aim is to reduce the threat to the UK from terrorism by stopping individuals from supporting terrorism or becoming terrorists.

The strategy has three objectives: "Respond to the ideological challenge of terrorism and the threat we face from those who promote it; Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; Work with sectors and institutions where there are risks of radicalisation that we need to address."

The 'Channel panels' was developed in the Counter-Terrorism and Security Act 2015. It states that local authorities and partners must cooperate with a local channel program of 'channel panels' that will provide support for people vulnerable to being drawn into terrorism. Channel focuses on identifying people at an early stage and providing support at this stage. Using a multi-agency approach the program identifies individuals at risk, assess the nature and extent of the risk then developing an appropriate support plan for the individual.

Professionals who are concerned about a young person or child you should follow the safeguarding arrangements of their organisation and refer to their designated safeguarding lead. Local referral procedures must always be followed and the response and level of appropriate support will be determined through a multi-agency meeting. (Trix Online)

It is important to recognise that the Prevent Governmental strategy looks to address all branches of extremism. This can include Islamic Fundamentalism and British far right extremism. Workers should be careful to identify their own prejudices when confronted with extremist views and, if in doubt, consult with their manager.

Gov.uk PREVENT says "It is possible that violent adherents to movements and subcultures, such as Involuntary Celibacy (Incels), could meet the threshold of terrorist intent or action, should the threat or use of serious violence be used to influence the government or intimidate the public".

Further reading

To report online material promoting terrorism or extremism:
<https://www.report-terrorist-material.homeoffice.gov.uk/report>

UK Government guide for schools on how terrorist groups use social media to encourage travel to conflict zones:
www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation

Educators against hate - government advice and trusted resources to help safeguard students

from radicalisation, build resilience to all types of extremism and to promote our shared values: <https://www.educateagainsthate.com/#:~:text=Government%20advice%20and%20trusted%20resources,to%20promote%20our%20shared%20values>.

Resources referenced:

2020 Dreams:

<https://2020dreams.org.uk/pshe-workshops/life-crime-social/extremism-radicalisation/>

HM Government prevent strategy 2011:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Get Safe Online.org: <https://www.getsafeonline.org/personal/articles/online-radicalisation/>

NSPCC:

https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/protecting-children-from-radicalisation?gclid=EAlaIQobChMI5azisvC24gIVmhrTCh0bqgEeEAAYAiAAEgLjPD_BwE

Appendix 14: Part B

NSCB Guidance on Protection and Action to be taken for suspected Extremism and Radicalisation

Newcastle Safeguarding Children Board is clear that vulnerable people being targeted for radicalisation into violent extremism and terrorism, whatever its form, will be safeguarded. This approach will underpin delivery of our legal commitments. Arrangements accord with Channel Duty Guidance. The Channel programme is a nationally prescribed approach to ensure that individuals targeted for radicalisation are protected. In Newcastle we will ensure professionals from partner agencies are brought together to work on solutions bespoke to each individual's circumstances.

There is no single way of identifying a person vulnerable to radicalisation. The Channel programme forms a part of Newcastle's overall Prevent strategy and this procedure document provides a multi-agency approach to identifying, supporting and safeguarding referred individuals as well as the wider city. The process will be led by Safe Newcastle.

Whilst radicalisation is a safeguarding issue, it is also recognised that not all Channel referrals may meet the criteria for statutory safeguarding involvement, particularly in relation to adults.

Appendix 15:

What is Knife Crime?

Knife-enabled crime recorded by the police in the year ending September 2023 increased by 5% (48,716 offences) compared with the year ending September 2022 (46,367 offences). Notable increases were seen in the number of robberies involving a knife or sharp instrument (up 19% compared with the previous year) - ONS. 18% of knife crime cases involved a young person aged 10-17 years old. (2020 dreams)

The reason a young person may carry a knife, or weapon, often varies. It is often down to a recent experience or concern. Some young people carry knives as they are fearful of being a victim of knife crime and carry a weapon to protect themselves from an attack. Some young people use the 'just in case' reason, they believe that carrying a knife can provide self-defence if needed. Young people may carry a knife to instil fear and intimidate others, or in a wish to develop respect or 'street cred'. Young people sometimes carry knives due to an involvement in criminal activities, while other young people carry a weapon due to peer pressure (Ben Kinsella).

It is important that young people understand that it's against the law to carry a weapon – like knives, guns or acid – even if it's meant for protection. If someone is found with a weapon they'll be arrested. The safest thing to do if there's a threat is to contact the police, not to carry weapons for self-defence (NSPCC). 'No Knives Better Lives' adds that all knife attacks could potentially be fatal.

A recent YouGov poll found that 72% of parents believed that excluded pupils were more at risk of being involved in knife crime and serious youth violence. Yet currently, 1 in 3 local authorities have nowhere for excluded pupils to go. With exclusions increasing in many schools and academies it is important to understand the signs that a young person may be carrying a weapon, or spending time with people who are. (Safeguarding Essentials)

Signs and Symptoms (Neighbourhood Watch - West Midlands Police)

- Have they become withdrawn from the family and/or school?
- Is their school or college reporting worrying changes in behaviour, academic achievement or attendance?
- Have they lost interest in positive activities such as sports clubs?
- Do they stay out unusually late without giving a reason and are vague about their whereabouts?
- Have they stopped seeing old friends and started hanging out with a new group?
- Are they secretive about the contents of their bag?
- Are they defensive if you ask what is in their possession or if they are hiding anything?
- Has their attitude changed about carrying knives/weapons? For example, justifying it by saying people carry them for self-defence?
- Have any items gone missing from the kitchen, tool box or garage?
- Have you found a weapon hidden amongst their possessions?

It is important for practitioners to open a discussion with young people around weapons, and the consequences to carrying weapons. All young people should know that carrying a weapon is illegal and any attack could be potentially fatal. No Knives Better Lives has developed a resource to present to young people to initiate difficult conversations around knife crime. The presentation shows scenarios that can occur, from the moment a young person chooses to carry a weapon, to using it.

While all organisations need an approach that engages with all young people around knife crime, it is important that practitioners are aware of the young people who are more vulnerable to be engaging with, or becoming victims of knife crime. Young people who live in areas with known gang activity, those that have been excluded from school and young people who have been targeted and groomed into criminal exploitation are at higher risk of being involved in knife crime. (Safeguarding Essentials)

If you have a concern about a young person or a child you should follow the safeguarding arrangements of your organisation and refer to your designated safeguarding lead. Information about young people carrying weapons will be shared with the police, health and social services to protect young people.

Further Reading and Resources

Activities to open meaningful discussions around knife crimes: <http://www.knifecrimes.org/Children-Young-People.html>

Resources Referenced

No Knives Better Lives Presentation: <https://www.noknivesbetterlives.com/resources/>

Ben Kinsella: <https://benkinsella.org.uk/>

2020 Dreams: <https://2020dreams.org.uk/category/knife-gun-crime-workshops/>

Safeguarding Essentials: <https://www.safeguardingessentials.com/stories/378#.XOrURwrLVo>

Appendix 16:

Description of the role of Designated Safeguarding Officer

The DSO and DDSO work together to:

ensure that appropriate arrangements for keeping children and young people safe are in place at Scotswood Garden.

oPromote the safety and welfare of children and young people involved in Scotswood Garden's activities at all times.

The DSO will take responsibility for coordinating the duties below, in the absence of the DSO the DDSO will act as required to maintain the standards required.

Duties and responsibilities:

1. Make sure that all safeguarding and child protection issues concerning children and young people who take part in activities are responded to appropriately through policies, procedures and administrative systems. DSO / DDSO

2. Make sure that everyone working or volunteering with or for children and young people at Scotswood Garden, understands the child protection procedures and knows what to do if they have concerns about a child's welfare. DSO / DDSO

3. Make sure children and young people who are involved in activities at Scotswood Garden and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response. DSO / DDSO

4. Receive and record information from anyone who has concerns about a child who takes part in Scotswood Garden's activities DSO / DDSO

5. Take the lead on responding to information that may constitute a child protection concern. This includes: • assessing and clarifying the information • making referrals to statutory organisations as appropriate • consulting with and informing the relevant members of the organisation's management • following the organisation's safeguarding policy and procedures. DSO / DDSO

6. Store and retain child protection records according to legal requirements and the organisation's safeguarding policy and procedures. DSO

7. Liaise with, pass on information to and receive information from statutory child protection agencies such as: • the local authority child protection services • the police. This includes making formal referrals to agencies when necessary. DSO / DDSO

8. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk. Or other appropriate source of support. DSO / DDSO

9. Report regularly to the Chief Executive, Child Protection Lead Trustee and management committee on issues relating to safeguarding and child protection, to ensure that child protection is seen as a priority issue. DSO
10. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies. DSO / DDSO
11. Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area. DSO / DDSO
12. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Scotswood Garden. DSO / DDSO
13. Attend team meetings, supervision sessions and management meetings as arranged. DSO / DDSO
14. Carry out annual review of policy and procedures; update any changes to contact details between reviews. DSO / DDSO
15. Work flexibly as may be required and carry out any other reasonable duties. Appointment to this role is subject to satisfactory vetting and barring checks. DSO / DDSO

Appendix 17

Summary of Child Protection Policy and Procedures

Child Protection Policy - rules to protect children and young people from abuse (harm)

Can we insert definitions of terms used in the policy here such as child, young person, parent, carer here?

It is the law that =all staff and volunteers working at the garden must follow these rules to keep children safe

We protect all children and young people regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. This is quite a complicated sentence and not easy to simplify. Might be good to put these down as bullet points with pictures or even translate as it's important.

Some children and young people are more at risk of abuse because of disability or other factors.

Children can be abused by (but not limited to):

- family members including parents, brothers and sisters
- other children including children they think are their friends
- adults they know such as teachers, sports leaders
- adults they do not know such as those they meet in public places
- people they meet online
- and others

Definitions of child abuse:

Physical abuse: Physical abuse for example hitting, shaking, throwing, poisoning, burning drowning, suffocating, or other things which hurt the body

Sexual abuse: for example making a child or young person take part in sexual activities, The activities may involve physical contact like touching or non-contact activities, like looking at, or making, sexual online images with children or, watching sexual activities. It doesn't matter if the child knows what is happening. It is still sexual abuse.

Emotional abuse: for example making a child feel worthless, unloved, or useless, , frightened without reason or unsafe

It may be making a child do something they are not old enough to do, or stopping them from learning or having friends.

Neglect: Neglect is **not** meeting a child's basic needs. For example, not:

- providing enough food and clothing or somewhere to live
- protecting a child from harm or danger
- Looking after a child properly by other people?
- Getting medical treatment for child when needed

All complaints, allegations or suspicions must be taken seriously and discussed with Scotswood Garden's Designated Safeguarding Officer (DSO) or Deputy Designated Safeguarding Officer (DDSO).

Name	Title	Organisation	Tel. Number
Designated Safeguarding Officer (DSO)			
Nicky Sargeant	Play & Youth Work Manager	SNCG	0191 275 0000 07828 841906
Deputy Designated Safeguarding Officer (DDSO)			
Alice Holliday	Education Officer	SNCG	0191 275 0000 07982194610
Chief Executive		SNCG	0191 275 0000
Karen Dobson			07854 497680
Child Protection Lead Trustee			
Tony Milan	Trustee	SNCG	Personal mobile: 07761465884 Home number: 01913846303

For immediate concerns about the safety of a child during a live incident always contact 999

If a child tells you they are being abused this is called a **disclosure**.
What to do:

- Stay calm and be reassuring. Respond sensitively and do not make judgements.
- Allow the child to speak in their own time.
- Believe in what you are being told; take suspicion of abuse seriously.
- If possible write down what the child says using their own words. Do not interpret what has been said guess what they mean. If a young person's disclosure is through a written letter or picture then keep this safe.
- Listen, confirm details if you need to do not ask for information or ask leading questions
- Say that you are happy that the child shared this with you.
- The child may have angry, sad or even guilty feelings about what happened. Say that it is ok to feel this way and, that they are not to blame if you need to. .
- Write down all the information as soon as possible, using this form: [CP Report](#)

Umara can help you to complete this form. This should then be sent to Nicky and Alice as soon as possible.

The information you need is:

- The name of the child who has given you the information and, if it is different, the name of the child who has allegedly been abused.
- When and where the incident took place, including date and time.
- Who was present.
- The account of what is alleged to have happened.
- A description of any injuries observed.
- Your name, signature and date.

- Say that you will do your best to protect and support the child.
- Do not promise that you will not tell anyone else.
- If you are not sure if you need to write a report or not, talk to Nicky or Alice.

Sometimes a child will say or do something that makes you think they are being abused. This is a **suspicion**.

What to do:

- If you recognise signs of abuse then keep a written record of any physical or behavioural signs or symptoms. Where abuse is suspected but not disclosed by the young person, the member of staff with the concern should discuss their concerns with Nicky or Alice.
- If you think a member of Scotswood Garden staff has abused a child, you should contact Karen or Tony.
- If you are not happy with the way Scotswood Garden staff have responded to a disclosure or suspicion, you should contact Karen or Tony, or Melanie Scott who works for Newcastle Council 0191 2116730

Dealing with disclosures of abuse

You may feel upset because of what a child has told you. We can support you.

You can talk to your manager, or Nicky or Karen. You can take some time off, or have counselling.

Scotswood Garden subscribes to Care First's Employee Assistance programme which can be accessed for free and confidentially: 0800 174319 available 24/7, 365 days of the year.

Rules for interacting with children:

Appropriate physical contact:

Ask permission from the child for physical contact where required, for example, helping to put a coat on, or offering balance or physical support during an activity.

Staff and volunteers should never:

- engage in sexually provocative or rough physical games- do things of a personal nature such as help a child go to the toilet. If a child needs help with the toilet or anything personal, ask a member of school staff or other appropriate adult (parent or carer).
- allow, or take part in inappropriate touching of any kind.

Appropriate language and communication, personal boundaries:

Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people. Inappropriate language includes swearing, negative comments about race, gender, sexuality, disability and other differences.

Schools of Sanctuary advisors should not spend time alone with children, away from others. You should always be in sight of a member of staff from Scotswood Garden or from the children's school.

You should never take children or young people in your cars unless another staff member or adult volunteer is present.

Staff should make clear that the relationship is a professional one of worker and young person, which is different to a friendship. Children and young people may choose to talk about their personal lives with staff. Staff may choose to give some basic information about their personal lives but should ensure this is appropriate and does not include information of a personal nature or discussion of personal problems. Staff should not share with young people their home addresses, personal phone number, personal email address or social media accounts. If a child you have met at the garden requests to be a friend on social media, do not accept.

SOS advisors should not arrange to meet young people outside of work hours, and there is an expectation that they come across young people during this time they continue to

Guidance on Children at risk from Suicide, Self-Harm and Mental Health Distress

If you think a child is feeling suicidal, or is very depressed, anxious or has other mental health problems, or if you think they are self harming (e.g. cutting) write down all the details and discuss this with Nicky or Alice.