



Policy No: SJD/YP/25	Authorised by: Davina Powell	Review Date: 20th October 2023
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SAFEGUARDING		

Introduction

This policy is written in conjunction with the current statutory guidance for keeping children and young people safe in a Children's Home environment.

This policy applies to all management and, including volunteers, working in or on behalf of SJD Homes. Everyone working in or for SJD Homes shares an objective to help keep children and young people safe by contributing towards the provision of a safe environment for them to learn and develop in; identify those who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe.

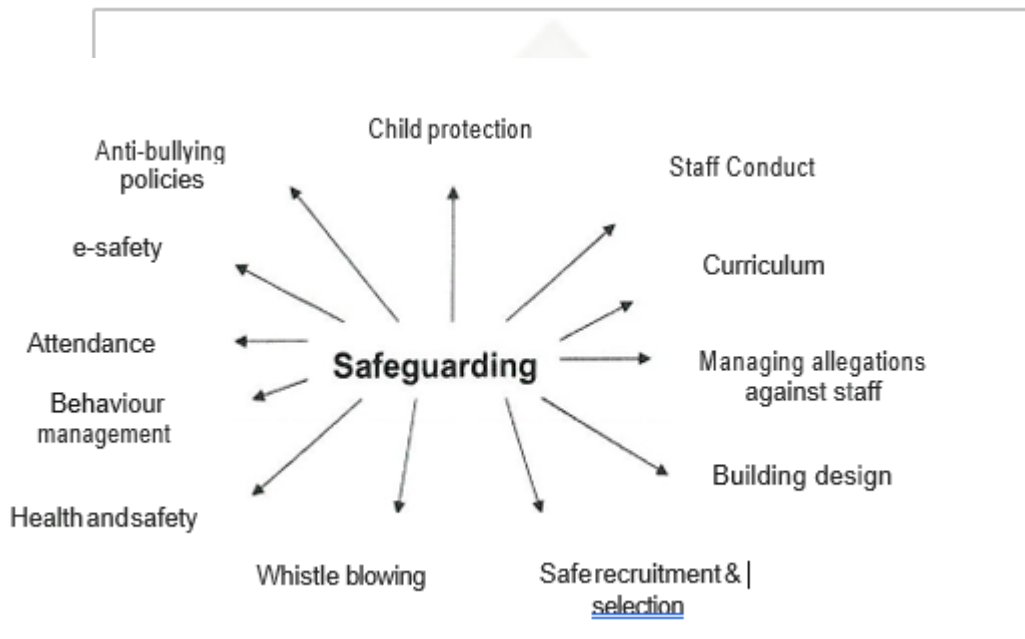
Lord Laming's report for the Inquiry into the death of Victoria Climbié emphasises the key role that a children's home plays in the early identification of, intervention and support for young persons at risk of significant harm or who have additional needs.

1. SJD Homes' Commitment

SJD Homes is committed to safeguarding and promoting the welfare of all its young people. Each young person's welfare is of paramount importance. We recognise that some children and young people may be especially vulnerable to abuse. We recognise that children and young people who are abused or neglected may find it difficult to develop a sense of self-worth and view the world in a positive way. While in a children's home environment their behaviour may be challenging. We recognise that some children and young people who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our young persons.

Our commitment includes:

- a. Protecting young people from maltreatment
- b. Preventing impairment of a young persons' health or development
- c. Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care
- d. Enabling those young people to have optimum life chances and to enter adulthood successfully.



Safeguarding is not just about protecting children and young people from deliberate harm. It includes issues such as:

- a. young person's health and safety
- b. bullying
- c. racist abuse
- d. harassment and discrimination
- e. use of physical intervention
- f. meeting the needs of children and young people with medical conditions
- g. providing first aid
- h. drug and substance misuse
- i. educational visits
- j. intimate care
- k. assessment
- l. internet safety
- m. issues which may be specific to a local area or population, for example gang activity
- n. SJD Homes security
- o. risk of radicalisation

The most desirable outcome for our safeguarding practices is to have young persons who are, and who feel, as safe as it's possible to be and feel within a children's home environment.

2. Aims

SJD Homes' safeguarding aims include:

- a. Positive outcomes for children and young people
- b. Prioritisation of safeguarding practices
- c. Adequate identification of children's and young people's welfare concerns with a prompt and appropriate response
- d. Cooperation with key agencies to safeguard and promote the welfare of children and young people

3. Safe Practice

Safe working practice ensures that children and young people are safe and that all staff:

- a. Are responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions
- b. Work in an open and transparent way.
- c. Work with other colleagues, where possible, in situations open to question
- d. Discuss and take advice from management over any incident which may give rise to concern
- e. Record any incidents and decisions made
- f. Apply the same professional standards regardless of gender or sexuality
- g. Be aware of the Confidentiality Policy
- h. Be aware that breaches of the law and other professional guidelines could result in disciplinary action and even legal procedures taken against them.

4. Definitions

a. What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child or young person. Somebody may abuse or neglect a young person by inflicting harm or by failing to act to prevent harm. Children and young people may be abused in a family or in an organisational or community setting, by those known to them or more rarely, by a stranger. They may be abused by an adult or adults or another young person or young persons.

b. Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm.

c. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on them. These may include interactions that are beyond the child or young person's developmental capability, as well as overprotection and limitation of exploration and learning or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing young person's frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

d. Sexual abuse

This involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving them in looking at or in the production of sexual images or watching sexual activities, encouraging them to behave in sexually inappropriate ways or grooming a young person including via the internet.

e. Neglect

This is the persistent failure to meet a child's or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. When a child is born, neglect may involve a parent or carer failing to:

- i. Provide adequate food clothing and shelter (including exclusion from home or abandonment)
- ii. Protect them from physical and emotional harm or danger
- iii. Ensure adequate supervision (including the use of inadequate caregivers)
- iv. Ensure access to appropriate medical care or treatment

5. Principles governing actions to ensure that young persons are safe at our home

- a. All staff should follow SJD Home Child Protection Procedures which are consistent with current statutory guidance for keeping children and young people safe.
- b. It is not the responsibility of the SJD Homes staff to investigate welfare concerns or determine the truth of any disclosure or allegation.
- c. All staff, however, have a duty to recognise concerns and to maintain an open mind.
- d. Accordingly, all concerns regarding the welfare of a child or young person should be recorded and discussed with the designated senior person(s) tasked with responsibility child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.
- e. Staff must immediately report:
 - i. Any suspicion that a child or young person is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
 - ii. Any explanation given which appears inconsistent or suspicious.
 - iii. Any behaviour which give rise to suspicions that a child or young person may have suffered harm (e.g., disturbing drawings or play)
 - iv. Any concerns that they may be suffering from inadequate care, ill treatment, or emotional maltreatment.
 - v. Any concerns of presented signs or symptoms of abuse or neglect.
 - vi. Any hint or disclosure of abuse from any person.
 - vii. Any concerns regarding person(s) who may pose a risk to children or young people (e.g., living in a household with other young people present).
- f. Disclosures or information may be received from young persons, parents, or others. SJD Homes recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff should handle disclosures with sensitivity. Such information cannot remain confidential, and staff must immediately communicate what they have been told to the designated person and make a full and prompt record of what has been disclosed.

6. Procedures

All information and actions taken, including the reasons for any decisions made, will be fully documented.

a. Staff Action

Staff must not investigate but should, wherever possible, elicit enough information to pass on to the Home Manager in order for them to make an informed decision of what to do next. Staff should:

- i. Listen to and take seriously any disclosure or information that a child or young person may be at risk of harm.
- ii. Try to ensure that the person disclosing does not speak to other members of SJD Homes staff.
- iii. Clarify the information.
- iv. Try to keep questions to a minimum and of an 'open' nature e.g., 'Can you tell me what happened?' rather than 'Did "X" hit you?'
- v. Try not to show signs of shock, horror, or surprise.
- vi. Don't express feelings or judgements regarding any person alleged to have harmed the young person.
- vii. Explain sensitively to the child or young person that they have a responsibility to refer the information to the manager or designated person.
- viii. Reassure and support the child or young person as far as possible.
- ix. Explain that only those who 'need to know' will be told.
- x. Explain what will happen next and that they will be involved as appropriate.

b. Action by the Designated Senior Person

Following any information raising concern, a staff member or volunteer should report to the designated senior person (or other senior person in their absence). The designated senior person will:

- i. Assess any urgent medical needs of the young person
- ii. Consider discussing the matter with other agencies involved with the family.
- iii. Consider consulting with appropriate persons e.g., Safeguarding Officer, Social Care or the young person's referring authority depending on whether the events occurred at the SJD Homes or in the community
- iv. Decide whether the child or young person should be seen by a doctor to assess any physical marks. This may include the doctor taking photographs to aid any investigation. In these situations, discretion must be used, and the young person's dignity & safety and the integrity of any future investigation must be considered. Photographs must only be taken after discussion with, and with the express permission of one of the directors.
- v. Consider the young person's wishes before deciding, wherever possible, to talk to parents — unless to do so places them at risk of significant harm, impedes any police investigation and /or places the member of staff or others at risk.
- vi. Decide whether to make an immediate Young Person Protection Referral to social care because a young person is suffering or is likely to suffer significant harm
OR whether a referral needs to be deferred until a later stage.
- vii. Evaluate if further monitoring is necessary.
- viii. Consider seeking an anonymised consultation from the Young Person and Families Assessment Team

c. Action following a Young Person Protection Referral

The designated senior person or other appropriate member of staff will:

- i. Make regular contact with the local authority social worker to keep them informed.
- ii. Wherever possible, contribute to the strategy discussion.
- iii. Provide a report for, attend, and contribute to any subsequent Young Person Protection Conference.
- iv. If the young person or young persons are placed on a Young Person Protection Plan, contribute to the Young Person Protection Plan, and attend Core Group Meetings and Review Young Person Protection Conferences.
- v. Where possible, share all reports with parents prior to meetings.
- vi. Where in disagreement with a decision made e.g., not to apply Young Person Protection Procedures or not to convene a Young Person Protection Conference, discuss this with the manager.

d. Recording and monitoring

- i. Using the online system and as soon as is practicable, make an accurate record which clearly distinguishes between observation, fact, opinion, and hypothesis.
- ii. All records will be authored and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.
- iii. All paper Child Protection documents will be retained in a 'Young person Protection' file, separate from the young person's main file. This will be locked away and only accessible to the senior designated person(s).
- iv. Original copies will be retained until the young person's 25th birthday at which point they will be destroyed.

e. Support of the Young person and Partnership with Parents / Carers

- i. SJD Homes recognises that the young person's welfare is paramount. Good young person protection practice and outcome relies on a positive, open, and honest working partnership with social services and carers.
- ii. While we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any young person.
- iii. We will provide a secure, caring, supportive and protective relationship for the young person.
- iv. Young persons will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.
- v. We will endeavour always to preserve the privacy, dignity and right to confidentiality of the young person. The designated senior will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the young person.

7. SJD Homes Training and Staff Induction

The *Lord Laming Report* emphasises that if safeguarding is 'everybody's' responsibility then everyone should know who to contact if they are concerned about a child or young person. SJD Homes staff should clearly understand their responsibilities in order to achieve positive outcomes, keep children and young people safe, and complement the support that other professionals may be providing.

SJD Homes staff need to be particularly sensitive to signs which may indicate possible safeguarding concerns. This could include, for example, poor or irregular attendance or a young person missing from education.

Children's Homes are expected to make children and young people aware of how they can keep themselves safe and what behaviour towards them is not acceptable. They are also expected to teach them to recognise when pressure from others (including people they know) threatens their personal safety and well-being, and to develop effective ways of resisting pressure, including knowing when and where to get help.

8. Training

Senior members of staff with designated responsibility for child protection must undertake specialist training, including training in inter-agency working. This training is required to be refreshed every 3 years. However, the SJD Homes will aim to refresh all staff training in this area every 24 months.

The Directors, managers and all other SJD Homes staff will undertake Core training to equip them to carry out their responsibilities for children and young person protection effectively, covering key areas such as; Safeguarding, CSE, MFC, Gangs, County Lines, First Aid, Self-Harm, and Managing Challenging Behaviours. This training is retaken every 24 months or as and when additional training needs are recognised by the home's manager. This training programme is designed to ensure that all staff working at SJD Homes are fully equipped to manage the wide range of risks that young people are exposed to and have the skills to recognise signs and report and report appropriately to promote the safety and well-being of the child or young person.

All staff (including temporary staff and volunteers) are provided with the Child Protection Policy and informed of child protection arrangements on induction.

9. Support, Advice and Guidance for Staff

SJD Homes staff will be supported with training, individual and group supervision, formal Reflective Spaces as well as opportunities for impromptu support when needed.

The designated senior person(s) for Safeguarding / Young person Protection will be supported by the structures referred to above and by the weekly Young Person Protection Monitoring meeting. They will also be supported by the directors.

10. Role of the Management Team

To ensure that:

- the policies and procedures adopted are fully implemented and followed by all staff.
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children and young persons, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- Any allegation against staff at SJD Homes should be reported to LADO within 24 hours (one working day).

11. Role of Senior Member of Staff with Designated Responsibility for Young person Protection:

Referrals

- a. refers cases of suspected abuse or allegations to the relevant investigating agencies within one working day.
- b. acts as a source of support, advice, and expertise within the educational establishment.
- c. Liaises with the director to inform them of any issues and ongoing investigations and ensures there is always cover for this role.

Training

- a. recognises how to identify signs of abuse and when it is appropriate to make a referral.
- b. has a working knowledge of how:
Safeguarding Young Person's Advisory Boards operates
the conduct of a young person protection case conference operates
and is able to attend and contribute to these.
- c. ensures that all staff have access to and understand the SJD Homes Child Protection Policy.
- d. ensures that all staff have induction training.
- e. keeps detailed, accurate and secure written records.
- f. Obtains access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- a. ensures the Child Protection Policy is updated and reviewed annually and works with the Advisory Board regarding this.
- b. ensures parents are made aware of the Child Protection Policy which alerts them to the fact that referrals may be made and the role of the establishment in this, in order to avoid later conflict.
- c. Where a child or young person leaves the home, ensure their latest reports and risk assessments are available to the new placement as soon as possible.

12. Role of Staff

All staff and volunteers will:

- a. fully comply with the SJD Homes policies and procedures
- b. attend appropriate training
- c. inform the designated person of any concerns

Identifying children and young people who may be suffering significant harm

See The Young Person's Act 1989

All staff in SJD Homes are well placed to observe any physical emotional or behavioural signs which indicate that a child or young person may be suffering significant harm. The relationships between staff, young persons, parents, and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or SJD Homes staff being alerted to concerns.

13. Role of Children and Young Persons

All young persons in our SJD Homes are aware of a number of staff who they can talk too. SJD Homes is committed to ensuring that children and young persons are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All young people know that we have a senior member of staff with responsibility for young person protection and know who this is. We inform young people of who they can talk too, both in and out of the home. We inform them of their right to be listened too, and heard, and what steps can be taken to protect them from harm. PSHE (personal, social, and health education) materials are used to help young people learn how to keep safe are: SEAL units, Emotional and Social APP and Social Stories.

SJD Homes will ensure that children and young people are made aware that information and support is available through Coram Voice (www.coramvoice.org.uk) and Young Person Line (www.youngpersonline.org.uk). In addition, each house has a dedicated phone-line with unrestricted access to a Voice advocate.

We make young people aware of these arrangements by the use of individualised young persons' booklets which are given to each young person prior to their arrival.

14. Role of the SJD Homes advocate

The homes arrangements for consulting with and listening to young persons are also formalised using a Young Persons' advocate which meets weekly.

15. Role of Parents / Carers

SJD Homes share a common goal with parents to educate, care for and keep children and young people safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly, and honestly. We ensure that all parents are treated with respect, dignity, and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to protect a child or young person.

SJD Homes will share with parents any concerns we may have about their child unless to do so may place a young person at risk of harm.

We encourage parents to discuss any concerns they may have with their child's keyworker, or any member of the management team.

We make parents aware of our policy through a Parent's Booklet which is given to them during the referral process and parents are made aware that they can view this policy on request.

16. Other Specific Policy Detail

Admissions and Risk Assessment

SJD Homes has a person-centered admission procedure which clearly identifies the purpose of the placement and this reduces the tendency for children and young people to drift. We also understand the need to continually carry out risk assessments to manage risks and safeguard both our young people and our staff. We measure these risks by asking social workers to not only send out referrals, but to also complete our Admissions Risk Assessment in partnership with us, this shows characteristics, presentations, and trends in behaviour, which allow identification of historic and present risks, as well as positives to build upon and provide support. In some instances, we will also speak to the previous carer and placement if given consent.

Prior to acceptance to SJD Homes we use our Impact Risk Assessment in conjunction with the Admissions Assessment to identify the risk any newly referred young people may have on those already living at SJD Homes and vice versa.

There will also be another assessment, three weeks post admission. We carry out an initial assessment to identify what additional services, support and intervention may be required to support and safeguard the young person in order to achieve better outcomes.

Staff Code of Conduct

SJD Homes Staff and Management Team should endeavour to promote their welfare and contribute to the development of each individual young person to reach their full potential.

SJD Homes recognise and understand that children and young people in our care may sometimes demonstrate difficult or challenging behaviour which could require support from staff. Due to the negative impact on relationships and further risk of harm, injury, and allegations, the home has a no restraint policy with regards to managing challenging behaviour. Staff are trained in managing challenging behaviour by using a variety of passive and supportive techniques, which helps to promote healthy relationships between staff and children/young people and creates a more homely environment for you people to flourish.

SJD Homes staff will be expected to sign a copy of the following statement:

- I will always uphold the trust and confidence placed in me by SJD Homes to protect young people and serve their best interests.
- I will conduct myself in a way that safeguards young people from all forms of discrimination, abuse, mistreatment and neglect. I will strongly support our values and our vision that "every child grows in a family orientated environment, with care, respect and security", and I will promote young people's development.
- I will not initiate or become involved in sexual relationships with young people. I am aware that such a relationship will lead to legal consequences and impact the organization's reputation. Mistaken belief regarding the age of a young person is not a defence.

- I will not exchange money, employment, goods, favours or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- This means that I will not enter into sexual relationships with members of the local community that are receiving assistance or services from SJD Homes, since these relationships are likely to undermine the credibility and integrity of the work of SJD Homes.
- I will not hire young people as 'home help' (domestic workers) or for any work that is likely to be hazardous or interfere with the young person's education, or that may be harmful to the young person's physical, mental, social, spiritual or moral development.
- I will make sure that my work with children is visible to others and generally will not spend excessive time alone with young people. Only when it is appropriate due to the nature of my role (e.g. Manager, Keyworker or Mentor) will I spend longer periods of time alone with a young person.
- I will not have young people that are SJD residents stay with me in my home (overnight or for extended periods) especially when there is no other responsible adult around.
- I will report all concerns regarding actual or potential child abuse, mistreatment, or any other violation of the Child Protection Policy according to our reporting and responding system. I will do this trusting that I shall be protected and supported by the organisation.
- I will keep data about the children and youth in SJD Homes confidential (e.g. information on their family background, health status, etc.). This principle of confidentiality extends to former participants in SJD Homes services and their siblings. It also applies after staff have ceased their employment with SJD Homes.
- I will reveal all information about any charges against me pertaining to child abuse either at the time of my joining SJD Homes or arising during the time of my employment.

Young Person Sexual Exploitation

The sexual exploitation of young persons is described in the government guidance document as "involving exploitative situations, contexts and relationships where a young person (or a third person or persons) receive 'something' (e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the young persons immediate recognition e.g., being persuaded to post sexual images on the internet or a mobile phones without immediate payment or gain. In all cases, those exploiting the young person have power over them by virtue of their age, gender, intellect, physical strength and economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the young persons limited availability of choice resulting from their social, economic and/or emotional vulnerability."

Young person sexual exploitation can take many different forms including:

- a. Exploitation by family members, including being 'sold for sex'
- b. Sexually exploitative relationships with older adults
- c. Sexually exploitative relationships with peers
- d. Sexual exploitation through technology including grooming through social media and the taking and circulation of sexually explicit images of the young person.

Any concerns that a young person may be being sexually exploited should be managed through our normal safeguarding procedures. Inform your line manager and the Designated Lead immediately and record your concerns on the relevant SJD Homes documentation.

The Designated Lead will inform the appropriate Social Care team, if there has been an incident/concern while the young person is at the SJD Homes, or the appropriate team within the Referring Authority if it is thought that something has occurred whilst the child or young person is away from the home.

As in other young person protection issues, it is important for staff to recognise that it is SJD Homes – and their – duty to cooperate with any investigation, but they should not initiate their own investigations. Where an incident to occur locally, it is important that staff note as much detail as possible i.e., descriptions of suspicious people, car registrations etc. in order to help the authorities disrupt exploitative activities.

A lot of evidence will be gathered and recorded through our normal procedures e.g., details of any periods where the child or young person is missing. Staff need to be alert to them returning with cash, phones, or gifts and any behavioural or personal presentation issues. Details of any adults linked with them, addresses, car registration numbers etc. should also be recorded along with information about other young people they may be frequently absconding with or local ones that they regularly meet when absconding.

Children and young persons have personal phones whilst at SJD Homes and it is not acceptable for staff to confiscate a mobile phone if it is the property of the young person. If staff have reason to suspect that it is being used by abusers to contact the young person, the home manager should be informed immediately and they will liaise with the social worker and police to manage the risk and support the child or young person.

It is also acceptable and may be necessary for SJD Homes staff to preserve the young person's clothing (including underwear) when they suspect there may be forensic evidence. In such cases the clothing should be handled as little as possible and placed in clean bags before being handed to the police. Staff must act with careful consideration to support the young person and help preserve their dignity and privacy at all times.

Confiscation of phones and/or clothes should be done in consultation with the CMG or On-Call as appropriate and the young person's consent.

Young people have access to the internet via personal devices and via the home's Wi-Fi. Suspicious activity should be brought to the attention of the Designated Lead, who will liaise with the appropriate authorities. They may request that the police access reports where there is suspicion that a young person is being exploited or abused.

Online safety

Although the structures and practices of SJD Homes make the child or young person safer, this should not prevent us from being alert to the dangers of them being targeted. All staff should be alert to the possibilities of the child or young person being targeted and groomed online for a variety of reasons. Their access to the internet will be discussed at the point of placement with the social worker to identify if any additional measures need to be implemented to support them.

Staff will also receive training regarding online safety, CSE, Gangs, County lines, etc to help ensure the staff team are aware of possible signs and indicators of exploitation.

Any concerns should be immediately raised with the manager, who will then liaise with the social worker and relevant professional network to safeguard the young person.

'PREVENT' Responsibility

The government definition of extremism in its 'Prevent Strategy' 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; and/or calls for the death of members of our armed forces, whether in this country or overseas.'

At SJD Homes we work with children and young people who can display extreme forms of behaviour and who can express very outspoken thoughts and emotions. Sometimes these expressions represent genuine, although potentially disturbing, points of view born out of adverse experiences and at other times they are an attempt to anger, shock and hurt another individual.

Staff at the SJD Homes are expected to encourage young people to verbalise their innermost thoughts and feelings, to tolerate what is said, to strive to understand the motivations and then to respond rather than react. In doing this work, we aim for them to feel that they are truly listened to and understood, and we can then help them begin to understand and see the impact that they have on others. This, combined with all the other elements of SJD Home's life, generates the capacity within individuals the mutual respect and tolerance that the Government's Prevent Strategy seeks to protect.

It is important that staff are alert to a young person expressing views that may be an indication of passive or active exposure to radical ideologies. The assumption should not necessarily be that the young person is being groomed for radicalisation. They may have heard discussion, they may have seen or heard mainstream news, they may have been in the company of impressionable or radicalised elders, or they may be being targeted.

The task of any staff member whose suspicions are aroused is similar to that when any Safeguarding issue arises. Namely to -

- a. Listen and clarify
- b. Not ask leading questions
- c. Record
- d. Report

The Designated Lead (or a suitable colleague) will liaise with professionals from the young person's Local Authority to discuss concerns and make referrals to a designated Channel Police Officer if necessary.

Any follow-up work needs to be thoughtful and coordinated with internal and external colleagues. Exposure to extremist materials and influences can lead to poor outcomes and will be addressed as a safeguarding concern as set out in this document. We acknowledge that if we fail to challenge extremist views, we are failing to protect our young people. Tackling extremism comes under the remit of our Designated Young person Protection Officers.

We are aware that children and young people can be exposed to extremist influences or prejudiced views from an early age, through a variety of sources and media. They may at times reflect or display views which may be discriminatory, prejudiced or extremist, or use offensive language.

Any discrimination, prejudice, or extremist views, including offensive language, shown by young persons or staff will be dealt with in line with our Behaviour Policy and Staff Code of Conduct as laid out in our policies and Staff Handbook.

Female Genital Mutilation (FGM)

Definition

The World Health Organisation (*WHO*) states that female genital mutilation (FGM) 'comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons' (*WHO, 2008*). FGM is also known as female circumcision, but this is incorrect as circumcision means 'to cut' and 'around' (Latin), and it is quite dissimilar to the male procedure. It can also be known as female genital cutting. The Somali term is '*Gudnin*' and in Sudanese it is '*Tahur*'. FGM is not like male circumcision. It is very harmful and can cause long-term mental and physical suffering, menstrual and sexual problems, and difficulty in giving birth, infertility and even death. The average age for FGM to be carried out is about 14 years old. However, it can vary from soon after birth, up until adulthood.

Signs and Indicators

Some indications that FGM may have taken place include:

- a. The family comes from a community that is known to practice FGM, especially if there are elderly women present in the extended family.
- b. A girl/ young woman may spend time out of the classroom or from other activities, with bladder or menstrual problems.
- c. A long absence from SJD Homes or in the SJD Homes holidays could be an indication that a girl / young woman has recently undergone an FGM procedure, particularly if there are behavioural changes on her.
- d. A girl/ young woman requiring to be excused from physical exercise lessons without the support of her GP.
- e. A girl / young woman may ask for help, either directly or indirectly.
- f. A girl/ young woman who is suffering emotional / psychological effects of undergoing FGM, for example withdrawal or depression.

Some indications that FGM may be about to take place include:

- a. A conversation with a girl/ young woman where they may refer to FGM, either in relation to themselves or another female family member or friend.
- b. A girl / young woman requesting help to prevent it happening.
- c. A girl / young woman expressing anxiety about a 'special procedure' or a 'special occasion' which may include discussion of a holiday to their country of origin.
- d. A boy may also indicate some concern about his sister or other female relative.

Action to take if Staff Believe a Young person is at Risk of FGM

Any information or concern that a girl / young woman is at risk of or has undergone FGM should result in an immediate discussion with one of the designated leads or another member of the CMG. The staff member should record any information on the SJD Homes recording database. It is a legal obligation to report concerns and failure to do so could result in an individual's prosecution as well as disciplinary action by SJD homes.

FGM places a girl / young woman at risk of significant harm and reports will therefore be initially investigated under *Section 47 of the Young Persons Act 1989* by Young persons' Social Care and the Young person Abuse Investigation Team.

If a girl / young woman is thought to be at risk of FGM, staff should be aware of the need to act quickly — before she is abused by undergoing FGM in the UK or taken abroad to undergo the procedure.

CCTV

Although the home has CCTV cameras installed in the communal areas of the home and externally, these cameras will only be used following a risk assessment that there is solely in place to promote the safety and well-being of the children or young people. Further information and guidance can be found in the CCTV policy.

Linked policies:

- a. Behaviour Management Policy
- b. Anti-Bullying Policy
- c. Equality and Diversity Policy
- d. E -Policy
- e. Safer Recruitment Policy
- f. Whistle Blowing Policy
- g. Visitors Policy
- h. CCTV policy
- i. Referral and Admission Policy

Partnerships with Others

SJD Homes recognises that it is essential to establish positive and effective working relationships with other agencies. These include Families Assessment Team, the LADO, the Safeguarding Semi independent's team, Local CAMHS teams, Police, Primary Care Trusts and any other relevant local statutory or charitable body. We also work very closely with statutory and voluntary bodies within the referring Local Authorities. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all young persons.

Young Person Missing from Education

Where young persons on the roll at SJD Homes do not return from a holiday or weekend home, and SJD Homes has made the usual enquiries they should refer the case to the referring Social Work Service and /or Education Department.

Confidentiality

SJD Homes observes the *Information Sharing: Practitioner's guide*,

HM Government, 2006 found at www.ecm.gov.uk/deliveringservices/informationsharing

"Where there is a concern that the young person may be suffering or is at risk of suffering significant harm, the young person's safety and welfare must be the overriding consideration. "

SJD Homes has a clear and explicit confidentiality policy. The policy should indicate:

- a. When information must be shared with police and Social Care where the young person is /may be at risk of significant harm
- b. When the young persons and /or parent's confidentiality must not be breached that information is shared on a need-to-know basis

Child and Young Person Information

SJD Homes will endeavour to keep up to date and accurate information in order to keep young people safe and provide appropriate care and accurate and up to date information regarding:

- a. names and contact details of persons with whom the child or young person normally lives
- b. names and contact details of all persons with parental responsibility (if different from above)
- c. emergency contact details (if different from above)
- d. details of any persons authorised to collect the child or young person from SJD Homes (if different from above)
- e. any relevant court orders in place.
- f. if the young person is or has been on the Young Person Protection Register or subject to a care plan
- g. Name and contact detail of G.P.
- h. any other factors which may impact on the safety and welfare of the child or young person

SJD Homes will ensure that appropriate recruitment checks are carried out on all staff and volunteers providing services.

Where there is a transfer of these responsibilities to another body, a transfer of control agreement (or similar contract) must be in place. The transfer of control document must contain details of who holds the on-going responsibility for safeguarding.

Appendix: Safeguarding Young persons in Local Borough Contact Numbers

- **LADO** (Local Authority Designated Officer)
- **Emergency Out of Hours** (After 5pm Mon - Thurs and 4pm on Friday)
- **Quality Assurance and Safeguarding LADO** - non-Semi-independents
- **OSCB Business Manager**
- **Police**
- **Young Person Abuse Investigation Unit**

Other Useful Contacts

- **NSPCC Young person Protection** — Helpline — 0800 800 5000 (24-Hour Helpline for anyone concerned about a young person at risk of abuse)
- **Sexual Abuse and Rape Crisis Centre** — 01865 726295 (Supports female survivors of rape, sexual abuse, domestic violence, and sexual harassment — Mon and Thurs 18.30—21:00; Sun 18:00—20.30)
- **NAPAC — The National Association for People Abused in Young personhood** (Support for adult survivors of any form of young personhood abuse) — Support, advice, and guidance via the free phone national information line — 0800 085 3 330 (Mon-Fri. 21:00—13:00)
- **Stop It Now!** — 0808 1000 900 — Confidential helpline for those who suspect someone they know is abusing a young person, or who are worried about their own thoughts or behaviour.
- **Reducing the Risk.** www.reducingtherisk.org.uk (Website with local contacts to help those living with domestic abuse)
- **Child Exploitation and Online Protection (CEOP)**
- <https://www.thinkuknow.co.uk>