

Safeguarding Children Procedures

The safeguarding children procedures set out the steps we will take to protect any children and young people who receive any service from us. The term children shall mean any person who is under the age of 18 years. The steps set out in this policy must be adhered to by our board of trustees, staff and volunteers.

Risks to Children

Children and young people can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. Below are the types of abuse children and young people can experience. Further information and detailed signs and indicators can be accessed using the links under the categories.

- 1. 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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.
- 2. Emotional Abuse** is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- 3. Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- 4. Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

5. **Grooming** is a process that involves the offender building a relationship with a child, and sometimes with their wider family, gaining their trust and a position of power over the child, in preparation for abuse. Children and young people can also be groomed online <https://learning.nspcc.org.uk/safeguarding-child-protection/grooming>
6. **Harmful Sexual Behavior - Peer on Peer Sexual Abuse/Problematic Sexual Behavior** is inappropriate sexual behavior displayed by children and young people which is harmful and abusive. <https://learning.nspcc.org.uk/child-abuse-and-neglect/harmful-sexual-behaviour>
7. **Protecting children from county lines** is a form of criminal exploitation and child abuse where children young people are coerced by force to store drugs or money and transport them to suburban areas or coastal towns <https://learning.nspcc.org.uk/child-abuse-and-neglect/county-lines>
8. **Child Trafficking** is where children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for many types of reasons and experience many types of abuse and neglect. <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-trafficking/>
9. **Bullying** is a behavior that hurts someone else. It includes name calling, hitting, pushing, spreading rumors, threatening, or undermining someone. It is usually repeated over a long time and can hurt a child physically or emotionally.
10. **Cyberbullying** is bullying that takes place online cyberbullying can include:
- Setting up hate sites
 - Sending threatening/abusive messages
 - Shaming someone online
 - Excluding children from online games, friendship groups
 - Sharing embarrassing photos
 - Engaging in sexual conversations/ pressure to send sexual photos.
- <https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>
11. **Sexting** is when people share a sexual message, naked or semi naked images video or text with another person. Children and young people can be forced into sharing images by their peers or adults online. <https://learning.nspcc.org.uk/research-resources/briefings/sexting-advice-professionals>
12. **Online abuse** is any type of abuse that happens on the internet, facilitated through technology like computers phones, tablets mobile phones. Children and young people can experience further abuse when it is recorded, uploaded, or shared by others online. Signs of online abuse might seem distant or upset after using the internet. Having lots of new phone numbers, texts or emails. Increased use online using social media or texting <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/>

13. Female Genital Mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons. It is also known as female circumcision or cutting. FGM is child abuse and is illegal in the UK. <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/>

Reporting Concerns

If you are concerned about the welfare of a child or young person or if a child or young person has made a disclosure it is important not to wait until you are certain. You must report this to the designated safeguarding lead in the first instance.

1. What should I do if a child/young person makes a disclosure?

If a child/young person reports, following a conversation that they are being abused or neglected you should:

- Listen carefully to what they're saying.
- Take their allegation seriously.
- Reassure them – tell them it is not their fault.
- Explain what you will do next.
- Report what the child/young person has told you as soon as possible.

You must always refer to the “What to do if you're worried a child is being abused: Advice for practitioners document”. This Guidance to help practitioners identify the signs of child abuse and neglect and understand what action to take.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

2. Who should you report to?

Designated Safeguarding Lead/Child Protection Lead

Designated safeguarding leads are appointed to lead responsibility for child protection concerns.

- They ensure that cases of suspected or actual child protection/safeguarding concerns are reported to the child protection lead/deputy.
- Ensure staff are trained in safeguarding and know how to spot and raise concerns.
- Are aware of any children who may require specific safeguarding needs and have specific vulnerabilities.

Designated Safeguarding Leads (Located daily at each of our sites)

Kelly Wicks: 0208 960 3234/07908 126 093 Kelly@venturecentre.org.uk (ALL sites)

Eric Seth: 0207 349 9705 Eric@venturecentre.org.uk (Little Wormwood Scrubs W10)

Joshua Lord Garnet: 0208 960 3234 Joshua@venturecentre.org.uk (Venture W10)

Marcus John: 0203 343 7405/ 07506 653 288 Marcus@venturecentre.org.uk (Flashpoint SW10)

The Designated Safeguarding Lead will:

- Discuss the allegations with you.
- Ask you to complete a child welfare log (See below)
- Decide the most appropriate action to take.
- Inform the Child Protection Lead or Deputy

Child Protection Leads are responsible for safeguarding of ALL users, staff, volunteers, board of trustees for the association.

Roles and responsibilities:

- Ensure others in the association understand and follow safeguarding procedures.
- Are available to discuss any safeguarding concerns.
- They ensure that staff and volunteers are fully trained in safeguarding know how to spot concerns.
- ensure
- Ensure adequate reporting and recording procedures are in place.
- Comply with any Local Safeguarding Children Partnership requirements.
- Ensure the association has sufficient safer recruitment procedures.
- Ensure safeguarding policy and procedures are up to date with the most recent statutory guidance and that all staff and volunteers are familiar with the updates.

Nominated Child Protection Lead

Name: Pattrina Quashie-Ferguson

Role: Head of Operations

Tel: 07960 716 175

Email: Pattrina@venturecentre.org.uk

Deputy Child Protection Leads

Name: Melissa Richards Bacchus

Role: Childrens Development Lead

Tel : 0208 960 3234

Email: Melissa@venturecentre.org.uk

Name: William Roberts

Role: Director

Tel: 07768 123 510

Email: William@Venturecentre.org.uk

3. Responding to allegations of abuse made against a Child/Young Person

There are different ways a child or young person can be abusive to others as listed in the types of abuse. When a child abuses another child, it is called peer on peer (same age) or child on child (children of any age) abuse.

Below are a few ways concerns might be raised:

- Direct allegation
- Express they are uncomfortable with a child or young person's behaviour.

- Staff might observe behaviour that gives cause for concern.
- They may tell you they have harmed someone else or maybe inclined to do so.

You should:

- Listen carefully to what they're saying.
- Take their allegation or disclosure seriously.
- Use non-judgmental language.
- Inform them of your next steps and tell them you will need to speak to other people who can help
- Reassure the child/young person that they can receive help to change their behaviour.
- Speak with the Designated Safeguarding Lead

The designated safeguarding lead will.

- Discuss the allegation/disclosure with you.
- Ask you to complete a child welfare log (copy below)
- Decide the most appropriate action to take.
- Inform the Child Protection Lead or Deputy
- Contact Parent/Carer after discussion with child protection lead.

The Child Protection Lead/Deputy will:

- Discuss the allegation/disclosure.
- Review the welfare log.
- Speak with you if needed.
- Contact RBKC children's services duty number **0207 361 3013** to discuss concern and next steps.
- Contact or meet with parent/carer/guardian of both children or young people with the designated safeguarding lead

4. Responding to allegations against a member of staff or volunteer

An allegation against a person working with children can be made by people in a range of different circumstances. Allegations are made by children/young people, colleagues, parent/carers members of the community and professionals. If you receive information about an allegation, you must take it seriously.

In the event of an allegation being made against a volunteer (including board members) or member of staff you must:

- Report your concerns immediately to Patrina Quashie Ferguson (Head of Operations) or William Roberts (Director). If the allegation is regarding the Head of operations, you must report to the Director. If the allegation is regarding the Director, you must report to Huey Walker (Nominated Child Protection Lead, Board of Trustees) Huey@venturecentre.org.uk

We will ensure that:

- The child/young person is safeguarded.
- Record what has been said and record the circumstances in which the allegation was made.
- Report details of potential witnesses.

- The matter is reported to the Local Authority Designated Safeguarding Officer (LADO) within 1 working day. Tel: 0207 361 2120 Email: kclado.enquiries@rbkc.gov.uk
- Consider how the information will be shared with parents/carers.
- Inform Gillian Kleinert (Chair of Trustees)
- Inform the accused individual of the concerns or allegations and likely course of action following meeting with the LADO
- Send the member of staff home and conduct a full investigation.

If you have concerns about the safety of a child and feel they are not being acted upon by the Designated Safeguarding or Child Protection Lead **YOU must take action.**

Confidentiality and Information Sharing

Venture Community Association will make every effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. Information sharing is essential for effective safeguarding and promoting the welfare of children and young people.

Personal information about children and families held by professionals and agencies is subject to a legal duty of confidentiality (Data Protection Act 1998) and should not normally be disclosed without the consent of the family. The law does however permit the disclosure of confidential information without permission if it is necessary to safeguard a child or children; this includes cases of Safeguarding.

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

All suspicions and investigations are kept confidential and shared only with those who need to know. The people most commonly involved will be the member of staff, Designated Safeguarding Lead, Child Protection Leads

Any information is shared under the guidance of the Royal Borough of Kensington and Chelsea Family Services and the Local Safeguarding Children partnership.

All staff aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

When discussing concerns we may have with our the royal borough of Kensington and Chelsea family services or local safeguarding children partnership we understand that if they then ask for a name we will disclose those details and it will become a referral.

When sharing information, we consider the principles set out below to support the safeguarding of children and young people:

Necessary and appropriate – Consider how much information to release by not sharing more data than necessary. The information must be proportionate to the need and le

Relevant – Ensure the information is relevant and only shared with those who need it.

Adequate – the information should be of the right quality to ensure it can be understood and relied on.

Accurate – the information should be accurate and up to date and distinguish between fact and opinion.

Timely – timeless is key to reduce the risk missed opportunities to offer support and protection to a child

Secure – any written information will be stored correctly and encrypted in line with our handling information policy

Record - all information sharing decisions will be recorded and kept in line with our data retention guidelines

Further information can be found on the governments sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf

Next Steps

- All concerns about a Child's welfare must be reported to the Royal Borough of Kensington and Chelsea Children's Services 24-hour Duty line on **0207 361 3013** in the first instance. You can also speak with the duty team to seek advice and guidance about a child/young person.
- In the event of a serious incident or emergency you must call the police on **999** and contact Royal Borough of Kensington and Chelsea duty line (above).
- **LADO** – In order to manage allegations against professionals, every Local Authority appoints a Local Authority Designated Officer (LADO). The LADO works within Children's Services and should be alerted to all cases in which it is alleged that 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 related to a child.
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children (Working Together to Safeguard Children 2018)

Tel : 0207 361 2120 Email: kclado.enquiries@rbkc.gov.uk

- **Local Safeguarding Children Partnership**

Following the Children and Social Work Act 2017, the revised statutory guidance 'Working Together to Safeguard Children 2018' specifies that all local areas must publish the multi-agency arrangements for safeguarding children, to be led by the three Safeguarding Partner agencies.

These partners are: • The local authority • Clinical Commissioning group • The police

The purpose of these arrangements is to support and enable local organisations and agencies to work together in a system where:

- Children are safeguarded and their welfare promoted
- Partner organisations and agencies collaborate, share and co-own the vision for how to achieve improved outcomes for vulnerable children
- Organisations and agencies challenge appropriately and hold one another to account effectively
- there is early identification and analysis of new safeguarding issues and emerging threats
- Learning is promoted and embedded in a way that local services for children and families can become more reflective and implement changes to practice
- Information is shared effectively to facilitate more accurate and timely decision making for children and families The Safeguarding Partners have come together to form the Local Safeguarding Children Partnership, following consultation with the previous Local Safeguarding Children Board.

Below is a list of safeguarding specialists you can contact to when you have a concern regarding a child/young person

<https://www.rbkc.gov.uk/lscp/information-professionals-and-volunteers/useful-safeguarding-contacts-professionals>

To report a concern about a child or young person	<p>Kensington and Chelsea Duty Line</p> <ul style="list-style-type: none"> • Tel: 020 7361 3013 • (Out of hours – 020 7361 3013)
Multi Agency Safeguarding Hub (MASH)	<p>Karen Duncan</p> <ul style="list-style-type: none"> • Tri-borough MASH Business Support Officer • Telephone: 020 7641 3991 • Email: kduncan1@westminster.gov.uk <p>Dhruva Vashee</p> <ul style="list-style-type: none"> • Tri-borough MASH Business Support Officer • Telephone: 07866 077169 • Email: dvashee@westminster.gov.uk <p>Menna Emmanuel</p> <ul style="list-style-type: none"> • Specialist Community Public Health Nurse: • Telephone: 020 7641 5498 • Email: menna.emmanuel@nhs.net <p>Debra Cox</p> <ul style="list-style-type: none"> • Specialist Health Practitioner in MASH: • Telephone: 020 7641 3485 • Email: Debra.Cox@nhs.net

<p>For Case consultations, advice, guidance from the Safeguarding Teams in Children's Social Care</p>	<p>For case consultations or follow-up enquiries please contact the Duty Child Protection Adviser in the first instance on 020 7361 3013.</p> <p>Sharon Aggor</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser • Mobile: 07929 822 2840 • Email: sharon.aggor@rbkc.gov.uk <p>Sarah Stalker (Child Exploitation Lead)</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only) • Telephone: 020 7598 4640 • Mobile: 07971 322 482 • Email: sarah.stalker@rbkc.gov.uk <p>Anna Richards</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser • Mobile: 07974 613 180 • Email: anna.richards@rbkc.gov.uk <p>Sarah Mangold</p> <ul style="list-style-type: none"> • Interim Service Manager for Safeguarding, Bi-Borough • Mobile: 07984 016 841 • Email: sarah.mangold@rbkc.gov.uk
<p>Head of Safeguarding, Review and Quality Assurance</p>	<p>Angela Flahive, Head of Safeguarding, Review and Quality Assurance</p> <ul style="list-style-type: none"> • Tel: 020 7361 3467 • Mobile: 07971 320 888 • Email: angela.flahive@rbkc.gov.uk
<p>Local Authority Designated Officer (LADO / Management of Allegations)</p>	<p>Kensington and Chelsea Please contact duty LADO for consultations and referrals</p> <ul style="list-style-type: none"> • Telephone: 020 7361 2120 • Email: KCLADO.Enquiries@rbkc.gov.uk <p>Aqualma Daniel</p> <ul style="list-style-type: none"> • Safer Organisations Manager & Local Authority Designated Officer • Tel : 07870 481 712 • Email Aqualma.Daniel@rbkc.gov.uk
<p>Safeguarding Lead for Schools and Education</p>	<p>Elaine Campbell</p> <ul style="list-style-type: none"> • Bi-Borough Safeguarding Lead for Schools and Education • Tel: 020 7361 3000 / Mobile: 07712 236 508 • Email: elaine.campbell@rbkc.gov.uk
<p>Child Exploitation</p>	<p>Sarah Stalker</p>

Lead (Children's Services)	<ul style="list-style-type: none"> • Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only) • Telephone: 020 7598 4640 • Mobile: 07971 322 482 • Email: sarah.stalker@rbkc.gov.uk
Prevent (Radicalism and Extremism)	<p>Contact the LBHF/ RBKC Prevent team on:</p> <ul style="list-style-type: none"> • Telephone: 020 8753 5727 • Email: prevent@lbhf.gov.uk
Education and Attendance	<p>Wendy Anthony</p> <ul style="list-style-type: none"> • Bi-Borough Head of Admissions and Access to Education • Telephone: 020 7745 6440 • Email: wendy.anthony@rbkc.gov.uk
CCG Designated Nurse for Safeguarding Children	<p>Emelia Bulley</p> <ul style="list-style-type: none"> • Mobile: 07867185726 • Email: ebulley@nhs.net
Named GP for safeguarding children	<p>Dr Neera Dholakia</p> <ul style="list-style-type: none"> • Mobile: 07917 001950 • Email: neeradholakia@nhs.net • CCG working days: Tues, Wed, Thurs
Designated Nurse, Looked After Children (Tri-borough)	<p>Corina Christos</p> <ul style="list-style-type: none"> • Designated Nurse Looked After Children • Mobile: 07824 300 619 • Secure Email: corina.christos@nhs.net
Child Death Review Team	<p>If you are a professional seeking to report a child death you should do so via the ECDOP online portal.</p> <p>North West London Child Death Review queries: nwlccgs.cdr@nhs.net</p> <p>Interim CDR Manager Tanya Nanuwan</p> <p>Specialist Nurse (for Hammersmith and Fulham Kensington and Chelsea and Westminster): Duduzile Hlatshwayo, Telephone: 0782 454 86330</p> <p>Interim CDR Specialist Nurse: Audrey Warren</p>
School Nursing Teams	<p>Central and North West London Foundation Trust (CNWL)</p> <ul style="list-style-type: none"> • Telephone: 020 3317 4460 • Email: cnw-tr.kandcshs.cnwl@nhs.net
Named Nurse for safeguarding children	<p>Susan Bray</p> <ul style="list-style-type: none"> • Named Professional for Safeguarding Children • Telephone: 07976 768 545

	<ul style="list-style-type: none"> Email: susanbray1@nhs.net
Health Visiting Teams	<p>Central London Community Healthcare NHS Trust (CLCH)</p> <ul style="list-style-type: none"> Telephone (select option 2): 0208 200 2500 Email: CLCHT.ChildHealthInformationHubkcwf@nhs.net
Named Nurse for safeguarding children	<p>Catherine Hunter</p> <ul style="list-style-type: none"> Named Nurse for Safeguarding Mobile: 07876 313 939 Email: catherinehunter4@nhs.net
Mental Health Trusts	<p>Central and North West London Foundation Trust (CNWL)</p>
Named Nurse for safeguarding children	<p>Susan Bray</p> <ul style="list-style-type: none"> Named Professional for Safeguarding Children Telephone: 07976 768 545 Email: susanbray1@nhs.net
Acute Hospital Trusts	<p>Chelsea and Westminster Hospital NHS Foundation Trust</p> <p>Named Nurse: Faye Mitchison</p> <ul style="list-style-type: none"> Email: Faye.Mitchison@chelwest.nhs.uk Telephone: 0203 315 2751 Mobile: 07388 998 373 Tel: 020 3315 1000 Bleep 4241 <p>Named Doctor: Paul Hargreaves</p> <ul style="list-style-type: none"> Email: Paul.Hargreaves@nhs.uk Telephone: 0203 315 3112 (PA) <p>Maternity Lead</p> <ul style="list-style-type: none"> Named Midwife Safeguarding Children: Wendy Allen Telephone: 0203 315 8000 Mobile: 07769 648 642 Email: wendy.allen1@nhs.net <p>Imperial Hospital NHS Healthcare Trust</p> <ul style="list-style-type: none"> Email: Imperial.safeguarding.children@nhs.net and Imperial.safeguarding.maternity@nhs.net <p>Head of Safeguarding/Consultant Nurse for Safeguarding: Nicci Wotton</p> <ul style="list-style-type: none"> Telephone: Tel: 0203 312 5173 Mobile: 07917 374 795 Email: nicci.wotton@nhs.net <p>Named Doctor: Kati Malbon</p> <ul style="list-style-type: none"> Email: k.malbon@nhs.net

	<ul style="list-style-type: none"> • Maternity Lead <p>Named Midwife Safeguarding: Anna Robinson</p> <ul style="list-style-type: none"> • Telephone: 0203 313 5294 • Email: anna.robinson9@nhs.net
LSCP Business Managers	<p>Emma Biskupski</p> <ul style="list-style-type: none"> • Telephone: 07779 348 094 • Email: Emma.biskupski@rbkc.gov.uk

Date of review: 18/09/2023

Date of next review:18/09/2024

Name: _____

Signed: _____

Role: _____

Date: _____

Child Welfare Log

Name of setting:		Setting address:	
Child's full name:		Child's date of birth:	
Any other relevant information (e.g. ethnicity, additional needs, English as an additional language/EAL, etc.):			
Date and time of writing:			
Name and role of person completing the log:			
Date and time of the incident / concern:			
Description of the incident / concern/disclosure/allegation (continue on additional sheets if needed):			
Signature of person completing log:			
Body map completed? YES / NO (If YES, please attach securely)			
Please pass this form immediately to the Designated Person for Child Protection, who should complete the section overleaf.			

To be completed by the Designated Person for Child Protection:

Received by:

.....
Designated Person for Child Protection

Initial action taken by the Designated Person:

.....
.....
.....

Has the parent / carer been informed of the concern? **YES / NO** (please circle, as appropriate)

If YES, state name of parent / carer:

.....

If YES, please state who informed the parent / carer, action taken and the outcome:

.....
.....
.....

If NO, please provide the reason why not:

.....
.....
.....

Date:

.....

Time:

.....

Details of any further action taken or relevant information (this may include follow-up calls, feedback from other professionals, etc. and should include details.) A separate sheet can be used, if required:

.....
.....
.....
.....

Please ensure a record of this log is kept securely and is available when needed.

Body map

Full name of child:

Date of birth:

Date body map completed:

right

left

left

right

