



## **SAFEGUARDING POLICY**

### **Designated Safeguarding Officers/Trustee**

#### **The Get Me Out The Four Walls Designated Safeguarding Officer (DSO) is:**

Carrie Dagraca  
Email: [manager@getmeout.org.uk](mailto:manager@getmeout.org.uk)  
Tel: 07494898998

#### **The Get Me Out The Four Walls Deputy Designated Safeguarding Officers are:**

Holly Evans  
Email: [Holly@getmeout.org.uk](mailto:Holly@getmeout.org.uk)

Miranda Mason  
Email: [Miranda@getmeout.org.uk](mailto:Miranda@getmeout.org.uk)

#### **The Get Me Out The Four Walls Designated Safeguarding Trustee (DST) is:**

Zoe Webber  
Email: [zoewebber@getmeout.org.uk](mailto:zoewebber@getmeout.org.uk)

The DSO and DSTs are part time and a volunteer respectively; therefore they may not always be contactable immediately. If the DSO/DST is unavailable, anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS):

-A staff member or volunteer can call (0344 800 8021)

-A member of the public or parent can call (0344 800 8020).

### **1. INTRODUCTION**

Get Me Out The Four Walls is committed to providing a safe environment for everyone involved with the Charity. We recognise that, we have a duty of care, to ensure we plan to safeguard and promote the welfare of children and young people, and to protect adults at risk from abuse or from the risk of abuse.

Everyone, without exception, has the right to be protected from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs. It is the responsibility of everyone to prevent and report the physical, sexual, emotional abuse or neglect of a person. You should raise any concerns you may have, or those reported to you, to the Designated Safeguarding Officer, Carrie Dagraca, according to this policy. It is not your responsibility to decide, or investigate, if there has been a safeguarding concern.

The legislation and guidance relevant to safeguarding and promoting the welfare of children and adults at risk includes the following: The Children and Social Work Act (2017), The Children Act 1989 and 2004, Working together to safeguard children (2023), No Secrets (2000), The Crime and Disorder Act (1998), The Health and Social Care Act (2008) and the Care Act (2014).

## **2. SCOPE**

The policy is to be used by any member of staff or Volunteer, including Trustees, working directly with children and young people, and Adults at Risk, during the course of their work for Get Me Out The Four Walls.

The policy applies to anyone with whom we are in contact with during the course of our work, who is a child, a young person, or an Adult at Risk. Where the policy or procedure refers to a 'child' or 'young person' we mean anyone who has not yet reached the age of 18 years. An adult at risk is someone aged 18 years or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (Department of Health, No Secrets, 2000). This policy is reviewed, endorsed, and approved by the board of trustees annually, or when legislation changes.

## **3. OUR RESPONSIBILITY**

Get Me Out The Four Walls will:

- Take reasonable steps to prevent unknown persons gaining access to GMOTFW closed groups. All requests to join the group, are asked a series of questions relating to the reasons why they want to join the group and whether they are a parent. We will then go through a vetting process before being accepted them into the group. Checks to see if the profile is real and active, with references/photos of children.
- Ensure that Staff and Volunteers are adequately trained and kept up to date with relevant changes in the law. All staff and volunteers undertake level 1 safeguard training. Policy is reviewed with volunteers during induction.
- Review the effectiveness of the policy annually.
- Respond quickly and appropriately to any suspicions or allegations of abuse.

## **4. DEFINITIONS**

### CHILD OR YOUNG PERSON

A child or young person means someone who has not reached their 18<sup>th</sup> birthday.

This could refer to the child/young person we are working with directly, or the child of one of these young persons, or of another person, with whom we are in contact during our work.

When concerns are raised about the child of a service user (child or vulnerable adult), the needs of the youngest take's precedence.

## WHAT IS CHILD ABUSE OR NEGLECT?

### **Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023**

#### **Safeguarding and promoting the welfare of children is defined in this guidance as:**

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

**Child protection is defined as:** Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

#### **What is abuse and neglect?**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse-**A form of abuse which 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.

**Emotional abuse-**The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse**-Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect**-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, clothing and 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-givers); or
- ensure access to appropriate medical care or treatment.

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

**Additional safeguarding concerns and types of abuse to be aware of are included below.**

#### Abuse of Disabled Children

Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for several reasons including:

Having fewer social contacts than other children

Receiving intimate personal care from a larger number of carers

Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser

Having communication difficulties resulting in difficulties in telling people what is happening

Being reluctant to complain due to a fear of losing services

Being particularly vulnerable to bullying or intimidation

Being more vulnerable to abuse by peers than other children

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty. An ongoing high level of dependency on others for personal care and the meeting of other basic needs

#### Bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time,

where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g., hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

### Self-Harming Behaviour

Children and young people who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour may cause impairment of the child's health or development and in some circumstances present significant harm or the risk of significant harm.

Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

### Female Genital Mutilation (FGM)

Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 - 13 years but may be performed on new-born babies or on young women. FGM can result in death. FGM is a criminal offence (Prohibition of Female Circumcision Act 2003). Under the act it is an offence to arrange, procure, aid, or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Services.

### Domestic Violence as Abuse

Domestic Violence is defined by the Home Office as: 'Any incident of threatening behaviour, violence, or abuse (psychological, physical, sexual, financial, or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. This includes issues of concern to black and minority ethnic (BME) communities such as so called 'honour killings.' The term domestic violence is used to include any form of physical, sexual, or emotional abuse between people in a close relationship. It can take several forms such as physical assault, sexual abuse, rape, threats, and intimidation. It may be accompanied by other kinds of intimidation such as degradation, mental and verbal abuse, humiliation, deprivation, systematic criticism, and belittling. The term domestic violence includes the term domestic abuse.

### Forced Marriage

A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children or adults at risk of physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care. In the case of a young person at risk of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the young person.

### Online Abuse

Any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. It can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

Children may experience several types of abuse online: Cyberbullying, Emotional abuse-which can include emotional blackmail, Sexting-pressure or coercion to create sexual images, Sexual abuse, Sexual exploitation and Grooming-perpetrators may use online platforms to build a trusting relationship with the child to abuse them.

A child experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet

Be mindful that some of the signs of online abuse are similar to other types of abuse.

### Trafficking

Children can be trafficked into, within and out of UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child who is recruited, transported, transferred, harboured, or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children in this situation to give informed consent. Even when a child understands what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children are protected too. Children are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them. Trafficking is carried out by individual adults and organised crime groups.

### Sexual activity

Sexual activity with child/young person under the age of 18 or living away from home Consensual sexual activity involving a young person under 18 years is not always abusive, but it may be. A child's or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example, because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g., a teacher); where one person is vulnerable because of disability or capacity, where the child/young person is in the care of another away from home. No child under the age of 13 or under can consent to any sexual activity according to the Sexual Offences Act (2003).

### Child Criminal Exploitation

Child Criminal Exploitation is common in 'county lines' and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur using technology. Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.

**County Lines**-A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store

the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

**Child Sexual Exploitation**-CSE is a form of child sexual abuse. It occurs when an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a children or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through use of technology.

**Radicalisation** -When we talk about radicalisation it means someone is being encouraged to develop extreme views or beliefs in support of terrorist groups and activities. radicalisation and the potential path towards terrorism and extremism can occur through face to face or online interactions. It is sadly the case that it is becoming easier than ever to be groomed by terrorist recruiters on the internet and to find extremist materials.

Encouraging susceptible individuals to commit acts of terrorism on their own initiative is a deliberate tactic seen in emerging ideologies and seen in their propaganda. This is exacerbated by online environments which bring together and facilitate individuals sharing and validating thoughts and ideas.

Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. The importance of noticing the hallmarks of concern within these online communities, in friends or wider social spaces as well as work and educational settings has probably never been as important as it is now. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

It's often the case that professional curiosity and belief in your own ability to determine if something just doesn't sit right is sometimes a good check point to flag up where something may be going wrong, especially in the early stages of radicalisation.

**The Norfolk Prevent Duty can be found in Appendix 2.**

#### **VULNERABLE ADULTS**

This policy applies to any 'Adult at Risk', defined by the following:

Any person aged eighteen or over who -  
Is or may need community care services by reason of mental or other disability, age, or illness; and  
Is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

#### **WHAT IS ABUSE OF AN ADULT AT RISK?**

Abuse is a violation of a person's rights or dignity by someone else. It can be done by anyone including relatives and family members, professional staff, paid care workers, volunteers, other users of services, neighbours, friends and associates or strangers. There are many kinds of abuse including:

#### Physical

This could be hitting, slapping, pushing, and kicking. Scalding, inappropriate use of restraints, misuse of medication.

#### Sexual

This includes rape and sexual assault or sexual acts to which the adult is at risk:

- The Adult has not consented
- The Adult could not consent
- The Adult was pressured into consenting

#### Emotional/Psychological

This could be:

- emotional abuse
- threats of harm or abandonment
- depriving the person of contact
- humiliating
- blaming
- controlling
- intimidating
- coercing
- harassing
- verbally abusing
- isolating
- withdrawing a person from services or support networks

#### Financial or material

This includes:

- theft
- fraud
- exploitation
- pressure in connection with wills, property, inheritance, or financial transactions
- misusing or misappropriating property, possessions, or benefits

#### Domestic Violence

Domestic violence is the abuse of one person within an intimate or family relationship. It can be characterised by the following indicators of abuse.

- Psychological
- Physical
- Sexual
- Financial
- Emotional

#### Neglect or acts of omission

This includes:

- Failure to provide or access to food, shelter, clothing, heating, stimulation, personal or

- medical care
- ignoring medical or physical care needs
- failing to provide access to appropriate health care, social care, or education services
- misusing medication
- inadequate nutrition or heating

#### Self-Neglect

- Lack of self-care
- Neglecting to care for ones personal hygiene, health or surroundings.

#### Discriminatory

- racist behaviour
- sexist behaviour
- harassment based on a person's ethnicity, race, culture, sexual orientation, age, or disability
- other forms of harassment, slurs, or similar treatment

#### Modern Slavery

- Human Trafficking
- Forced labour
- Domestic Servitude
- Sexual Exploitation
- Debt Bondage (Forced to work to pay for debts realistically they will never be able to repay.)

#### Organisational Abuse

- Discouraging visits or involvement of family
- Authoritarian management
- Lack of leadership/supervision
- Lack of respect/Dignity.

## **5. REPORTING**

Actual, potential, or suspected incidents of abuse must be reported immediately. Where appropriate you should make a report to the Designated Safeguarding Officer (DSO).

The DSO will liaise with The Children's Advice and Duty Service (CADS) Children's Services and other agencies where necessary and make using the procedure below. There is a Safeguarding Concern form to record details of your concerns.

The need to report arises in the following instances:

- Abuse is observed or suspected
- An allegation of abuse is made
- Someone discloses abuse

### **Roles and Responsibilities of Designated Safeguarding Officer and Designated Safeguarding Trustee**

Safeguarding concerns should be reported to the DSO. They will liaise with the DST, Children's Services and other agencies and make referrals to The Children's Advice and Duty Service or Local Authority Designated Officer when required.

The DSO is responsible for making sure the policy is reviewed yearly and updated when changes happen at a local or national level. This will be reviewed by the Board of Trustees.

The DSO will ensure all required persons are aware of this policy and the procedures to follow.

The DSO will ensure all staff and volunteers have received appropriate safeguarding information during induction and have received safeguarding training.

The DSO will ensure that safer recruitment practices are followed.

The DSO will update staff on changes to safeguarding.

The DSO and DST will complete appropriate Training.

### **WHAT TO DO IN THE EVENT OF A DISCLOSURE**

- Firstly, you should never guarantee absolute confidentiality. They should be told that you will not share information with everyone, but you will need to tell someone else. “No Secrets” should be the guiding principle.
- Listen to the person, rather than question him or her directly.
- Offer him/her reassurance without making promises and take what the person says seriously.
- Allow the person to speak without interruption.
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you must do and whom you must tell.
- Use the person’s words or explanations – do not translate into your own words in case you have misconstrued what the person was trying to say.

Record any discussion or actions taken within 24 hours, using the Safeguarding Concern form.

The Safeguarding Concern Form can be found on our website – [www.getmeout.org.uk/safeguarding-concern-form](http://www.getmeout.org.uk/safeguarding-concern-form).

This will come directly to the DSO.

Details must include as far as practical:

- Name of person
- DOB/Age (if known)
- Home address (if known)
- Name/s and address of parent/s with parental responsibility – if under the age of 18.
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details.
- What has prompted the concerns? Include dates and times of any specific incidents.
- Has the person been spoken to? If so, record details
- Has anybody been alleged to be the abuser? If so, record details.
- Who has this been passed on to, in order that appropriate action is taken?
- Has anyone else been consulted? If so, record details.

It is important to note that where representatives report concerns, it is not their responsibility to decide if abuse is taking place, but it is their responsibility to pass these concerns on. Care must be taken regarding confidentiality and the sharing of information with appropriate people.

Any written records taken must be kept securely in a locked place or in a confidential electronic folder.

Under no circumstances should any individual attempt to deal with the problem of abuse directly. Concerns should be reported in the first instance to the DSO, or if unavailable, the Designated Safeguarding Trustee.

If we feel a child is a risk of immediate harm we will call the Police on 999.

### **Contacting The Children's Advice and Duty Service (CADS)**

- If we are concerned that a child or children is experiencing or likely to suffer significant harm we will telephone (CADS) immediately on 0344 800 8021
- When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 1) and the Norfolk Continuum of Needs Guidance 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
- We will gain consent from the parent to contact CADS, unless to do so would place the child at further risk of harm or undermine a criminal investigation.
- CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need. Depending on the level, the referral will be processed into either a Family Support Team or Social Work Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
- We will not investigate and will be led by the Local Authority and/or the Police.
- We will keep written dated records of all conversations with CADS.
- We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
- Members of the public or parents can contact CADS on 0344 800 8020

**Should a concern relate to a vulnerable adult, we will contact Norfolk Adult Safeguarding Board (Adult Social Services) on 0344 800 8020.**

## **6. SAFER RECRUITMENT AND SAFER WORKING PRACTICES**

This section summaries some aspects of Get Me Out The Four Walls' recruitment procedures. The procedures set out below apply to both paid staff and Volunteers, including Trustees and Ambassadors.

Applicants for paid positions, will undertake Enhanced DBS checks upon being recruited, we will also check ID at this stage. Staff are encouraged to register on the update service and are checked annually. Enhanced DBS checks for those who are not on the update service will be done every 3 years.

For volunteers, due to the lack of regulated work which is carried out and in accordance with GDPR and DBS regulations, volunteers are only required to agree to a Basic DBS check. To ensure that applicants are not posing a risk to staff, other volunteers and members of the public, we will request them to complete a Self- Disclosure Form upon application where they have an opportunity to voluntarily disclose any previous convictions surrounding children or vulnerable adults. We will also seek 2 personal references and conduct a face-to-face interview which combined with the SDF and the Basic DBS will ensure that we have checked as much information as we are legally permitted to, to ensure that the applicant poses no risks. New volunteers will also be supported/chaperoned at their first 3 events by a member of staff.

Application Forms are requested upon applying for a position. Interviews for staff and Trustees take place with a panel consisting of the manager plus a minimum of one Trustee. 2 references are sought.

No-one shall work for the Charity who:

Has been convicted of or has received a formal police caution concerning an offence against children.

Has been convicted of or has received a formal police caution concerning an offence against adults.

After appointment, all staff and volunteers will be provided with the Charity's Policies and procedures, including Safeguarding and given details of how to report. They will be required to acknowledge receipt, confirm that they have read and understood the policy and any questions answered. Training and development needs will be reviewed regularly.

As part of that training all paid staff and Volunteers are made aware of their legal responsibility to safeguard and promote the welfare of all children and Vulnerable Adults. They will undertake certified Safeguard Training Level 1, in both Vulnerable Adults and Children through E-Learning for Healthcare.

The board of Trustees recognises that we can all take steps to assess the suitability of a potential employee or Volunteer to work with children, but that these do not guarantee that an individual is safe to work with children and/or vulnerable adults. Therefore, Trustees and managers will ensure that appropriate management, supervision, and support systems are in place to reduce any risk to vulnerable people.

## **7. CONFIDENTIALITY AND RECORD KEEPING**

Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children's Advice and Duty Service or the Police. It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

Records will be held by the DSO and stored securely.

## **8. MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS**

Get Me Out The Four Walls will ensure that all adults working for the Charity are aware that they

have a duty to share concerns about Staff/Volunteers in accordance with the Whistle-blowing policy.

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in '*Working Together to Safeguard Children*' (2023). An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4<sup>th</sup> bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/work place which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At Get Me Out The Four Walls we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk)

We will take all possible steps to safeguard our children and to ensure that the adults at Get Me Out The Four Walls are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice.

If an allegation is made or information is received about *any* adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform the DSO immediately. This includes concerns relating to staff and volunteers of the charity.

Should an allegation be made against the Charity Manager, this will be reported to Eleanor Mason, Chair of Trustees. If Eleanor is not contactable on that day, the information must be passed to and dealt with by Zoe Webber – Safeguarding Trustee.

The Designated Safeguarding Officer, should within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

The LADO referral form can be downloaded here under the LADO tab, along with more information:

<https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>

For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#)

### **Making a Barring Referral to the Disclosure and Barring Service**

If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met, such referral will be made by the DSO or the DST if the allegation concerns the DSO:

#### **Condition 1**

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

#### **Condition 2**

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found [online](#). If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support. A Barring Referral can be completed online via the DBS [website](#)

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

### **Online Safety**

Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches.

Staff and volunteers are issued with guidance relating to the use of photography and video.

## **Working with parents and carers**

Parents using our services will be asked to acknowledge receipt of this policy.

Through this policy Parents are made aware of our legal duty to assist other agencies with Safeguarding enquiries and what happens should we contact The Children's Advice and Duty Service (CADS).

We will also need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek parental consent if there are serious concerns about harm or likely harm to their child.

## **Relevant Guidance and Legislation**

-Working Together to Safeguard Children 2023

-What to do if You're Worried a Child is Being Abused 2015

-Children Act 2004

-Children Act 1989

-The Online Safety Act 2023

-Data Protection Act 2018

-The Prevent Duty Guidance 2023

-Norfolk Continuum of Needs Guidance 2023

[Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolklscp.org.uk\)](#)

-Norfolk Safeguarding Children Partnership Policies and Procedures

[Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolklscp.org.uk\)](#)

## **Useful Contacts**

- Norfolk Children's Advice and Duty Service (CADS) 0344 800 8021
  
- Norfolk Children's Services 24 hours 0344 800 8020
- Norfolk Police 101 / In an emergency 999
- Norfolk Local Authority Designated Officers (LADO) Team [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk)
- Norfolk Safeguarding Children Partnership (NSCP) [norfolklscp.org.uk](http://norfolklscp.org.uk)
- Safer Programme 01603 228966 [safer@norfolk.gov.uk](mailto:safer@norfolk.gov.uk)
  
- The Disclosure and Barring Service Regional Outreach Service

[The DBS Regional Outreach service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**Policy Review**

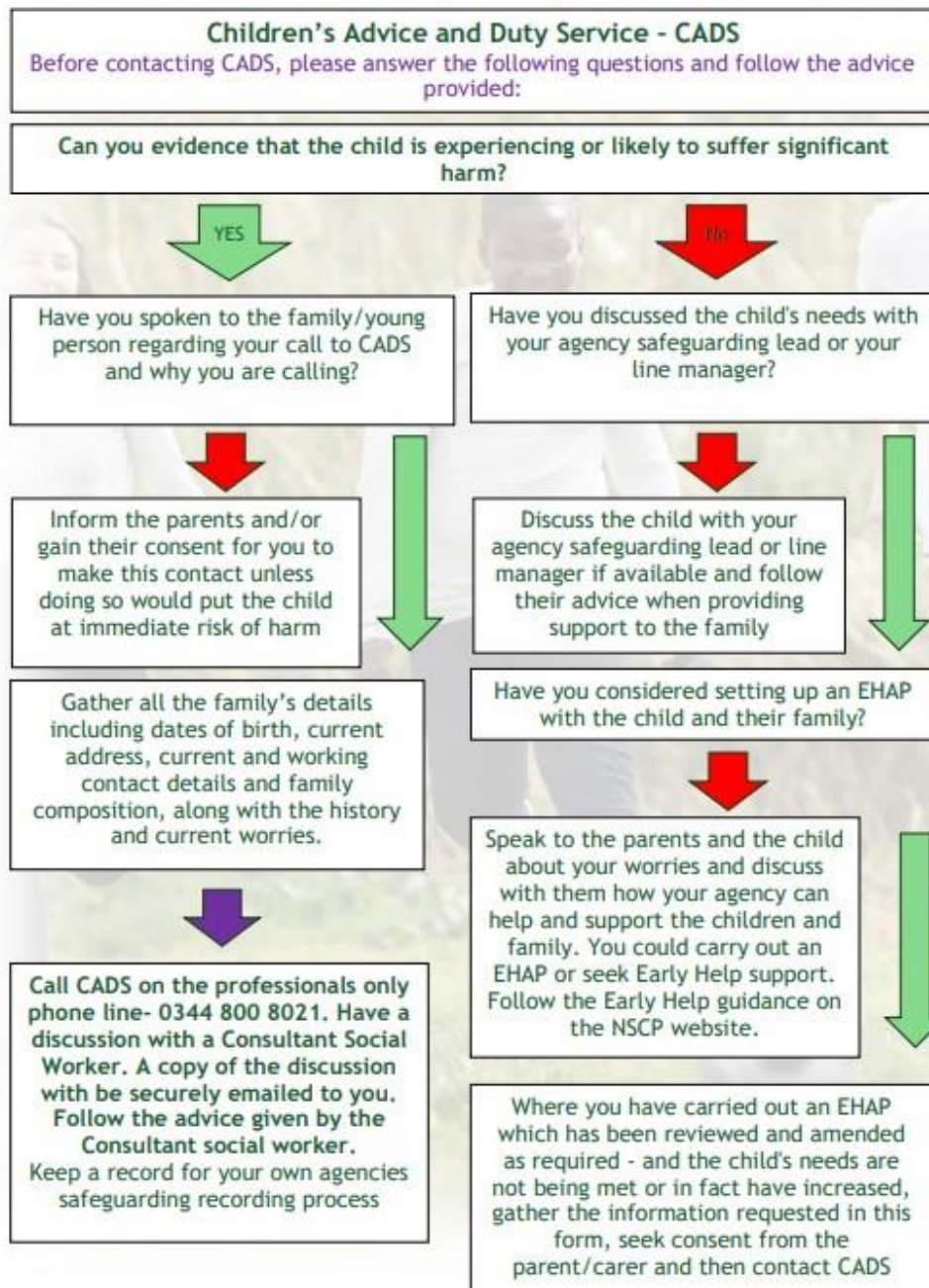
We will make changes to our policy and procedures in line with Norfolk Safeguarding Children Partnership's guidance on [norfolkscp.org.uk](https://norfolkscp.org.uk)

Policy Approved by: The Board of Trustees

Date: March 2026

Annual Review Due: April 2027

**Appendix 1-The Children's Advice and Duty Service (CADS) Flowchart**



**PREVENT** - Prevent is part of the UK's Counter-terrorism strategy CONTEST. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism.

The key terms to be aware of are as follows:

**Extremism** - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

**Radicalisation** - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

**Terrorism** - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system.

#### **Responding to a Concern-Notice – Check – Share**

**Notice**-A staff member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

**Check**-The next step is for the staff member or volunteer to speak to the manager or safeguarding lead to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

**Share**-Where the staff member or volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to the Children's Advice and Duty Service (CADS).

Following this the Prevent referral form should be completed, which can be downloaded from here [referral form](#) and sent to: [preventreferrals-NC@Norfolk.police.uk](mailto:preventreferrals-NC@Norfolk.police.uk)

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

**For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999.**

Additional [information and guidance on Prevent](#) is available on the Norfolk County Council website.

[Appendix 3 About your parent/toddler group](#)

As you are also running a parent/toddler group I need you to add some details specifically on this. Points to address here:

- **Who can attend**
- **What is purpose of group**
- **Who is the safeguarding lead when the group is running-then refer to section in your policy which has DSP info/role**
- **Who runs the group and what training do they have**
- **How will you share this policy with parents who attend the group?**
- **How will new members be welcomed / inducted at the group?**

-What paperwork will you ask people to complete when they first attend? E.g. registration form.

-There should be Code of Conduct for the group, how are parents told about this?

### **Code of conduct at group for parents/carers: What will carers / parents be responsible for?**

Do you want carers / parents to be responsible for their own children at all times?

Comment on things like the use of mobile phones, taking pictures, accompanying children to the toilet etc.

Will you be asking them to behave in a certain way? Joining in activities, bringing concerns to the group leader's attention. Make sure this is personalised to your group.

Everyone has a responsibility for safeguarding and bringing concerns to the safeguarding lead's attention.

Avoid statements such as 'parents will be responsible for their children at all times' without balancing this with what you will be responsible for.

### **What will those who run the group be responsible for?**

-This could be things like making sure the environment is safe and that toys are not damaged, planning activities, encouraging certain behaviours, responding to safeguarding concerns..

-When will you carry out risk assessments of your venue and activities?

-What is the ongoing process for carrying out future assessments?

-Recording and acting on safeguarding concerns, if group leader is also safeguarding lead

-What about online safety? How does this fit with your code of conduct? How will you manage the taking and use of photos by families? And what about photos being posted to social media?

-Will the group also be taking photos of children for publicity/promotion, if so how will this be done safely? (Signed parental photo consent form, photos taken on phone with passcode, deleted after use).

**Handling Safeguarding Concerns at the Group**-Here refer to the relevant page/section in the main policy

**Managing Allegations at the Group** -Here refer to the relevant page/section in the main policy

**Record Keeping and Information Sharing**

-What records will you keep on those attending the group and how will you keep them?

-Here refer to the relevant page/section in the main policy