

**POLICY DOCUMENT**

**SAFEGUARDING AND CHILD PROTECTION POLICY**

**Document Control**

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<b>Enquiries to:</b>	Yolande Russell/Sarah Tiddy

**KEY CONTACTS**

**Designated Safeguarding Person: Yolande Russell (CEO): 07960922873 (Training accessed through Norfolk Safeguarding Children Partnership - NSCP). (Mon, Tues, Thurs, Fri between 9am and 6pm)**

**Deputy Safeguarding Person (DSP): Sarah Tiddy: 07742405205 (Wed, Thurs, Fri between 9am and 6pm)**

**Eating Matters named Trustee: Helen Waters 07990900983**

**If the DSP or Deputy DSP are unavailable anyone with a safeguarding concern can contact The Children’s Advice and Duty Service (CADS).**

**Children’s Advice and Duty Service (CADs):**

**0344 800 8021 (24 hours) – for Staff Members and Volunteers**

**0344 800 8020 (24 hours) – for Members of the Public and Parents**

**Norfolk Police: 101 In an emergency: 999**

**Local Authority Designated Officer Team (LADO): [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk)**

**Norfolk Safeguarding Children Partnership: [norfolklscp.org.uk](http://norfolklscp.org.uk)**

**Safer Programme: 01603 228966 [safer@norfolk.gov.uk](mailto:safer@norfolk.gov.uk)**

**PURPOSE**

The purpose of Eating Matters Safeguarding policy is to ensure that all necessary steps are taken to protect from harm those children who attend our charity. A child is defined as a person under the age of 18 (The Children Act 1989).

This policy establishes the charity’s position, role and responsibilities and clarifies what is expected from all staff, counsellors and volunteers and highlights the importance placed by Eating Matters on the protection of children.

## **POLICY DOCUMENT**

This policy will give clear direction to staff, counsellors, volunteers, visitors, and carers about the expected behaviour and our legal responsibilities to safeguard and promote the welfare of all children at our organisation.

### **INTRODUCTION**

Our charity fully recognises the contribution it can make to protect children from harm and to support and promote the welfare of all children. The aims of our policy are prevention, protection and to support all children, staff, counsellors, volunteers and visitors to our charity.

Eating Matters adheres to the Charity Commission's strategy for dealing with safeguarding issues in charities.

### **OUR ETHOS**

Our charity will establish and maintain an ethos where children and young people feel safe and are encouraged to talk and be listened to. Children and young people will be able to talk freely to a member of staff or counsellor if they are worried or concerned about something.

All staff, counsellors and volunteers will, through training and/or induction know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. We will encourage open communication and every child will know how their chosen adult will have to deal with any information they have been given.

We will, at all times, work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other organisations where appropriate.

### **PROCEDURES AND TRAINING**

When new staff, volunteers or counsellors join our charity they will be informed of the safeguarding arrangements in place and given a copy of our safeguarding policy, the NSCP guide to safer working practice and told who our Designated Safeguarding Person is. All staff and volunteers who have a direct responsibility for children should participate in training courses on Safeguarding Children issues. Training must be completed within 3 months of induction and repeated every 3 years. Policies should be reviewed and re-read every year with training/distribution lists to ensure all staff are included. Staff will be asked to confirm in writing that they have read and understood the policies and procedures.

The charity will ensure all staff, counsellors and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Person responsible for child protection. They will also be shown the recording format.

### **SAFER STAFF and VOLUNTEERS**

All staff, counsellors and volunteers who come into contact with children at the charity have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

All staff, counsellors and volunteers will be asked at induction to read, sign and adhere to the charity's current Code of Conduct.

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We ensure we adhere to the principles of safer recruitment as per our policy and also the guidance from Norfolk Safeguarding Children Partnership.

We ensure that we:

- Carefully consider the job description and person specification
- Circulate all vacancies widely
- Prepare an information pack
- Ask for a CV and covering letter
- Define our selection criteria
- Ask for a written declaration with regards to criminal convictions, spent or otherwise
- Ask for identification
- Ask for originals of any qualifications
- Conduct interviews with at least two people present
- Ask for at least two references, including the last employer
- Organise a comprehensive induction period which includes familiarisation with our safeguarding policies, procedures and safeguarding training through the Safer Programme.

### **Procedure for DBS Checks**

We will always gain the correct level of DBS disclosure appropriate to the role. If we are unsure as to what level of DBS check is required for the role, we will consult the [DBS Webpages](#) or contact The DBS Regional Outreach service and speak to the Adviser for the East of England.

Unless an individual is on the update service any information revealed on a DBS certificate will be accurate at the time the certificate was issued. There is no official expiry date for a DBS certificate. However our organisation will request a new DBS check every 3 years as part of our ongoing safer working practices.

#### *DBS Update Service*

If our organisation is using the DBS Update Service we will consult the following guidance for advice on the process:

Update Service, Employer Guide - [DBS Update Service: employer guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-update-service-employer-guide)

### **MANAGING ALLEGATIONS AGAINST PEOPLE WORKING WITH CHILDREN**

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

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children. We work to the thresholds for harm as set out in 'Working Together to Safeguard Children' (2018).

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 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 Eating Matters 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 - Eating Matters 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 Designated Safeguarding Person immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

Should an allegation be made against the *Designated safeguarding person* this can be reported to directly to the Local Authority Designated Officer (LADO). The allegation should be made by completion of a LADO referral form which can be downloaded from the Norfolk Safeguarding Children Partnership Website and emailed to the LADO service directly at [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk).

The referral form can be downloaded here, along with more information:

<https://norfolklscp.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 BARING REFERRAL TO THE DISCLOSURE AND BARING SERVICE

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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:

### **Condition 1**

- permission is withdrawn 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**

If we 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](#)

It will be the responsibility of the Designated Safeguarding Person to make the referral to the Disclosure and Barring Service. If an allegation is made about the Designated Safeguarding Person then the Chair of Trustees will be responsible for making the referral.

## **ROLES AND RESPONSIBILITIES**

The Manager/CEO will be responsible for ensuring all staff, counsellors and volunteers are aware of our policy and the procedure they need to follow.

The Manager/CEO will ensure our safeguarding policy is in place, accessible at all times and reviewed annually in consultation with the Safer Programme.

The Designated Safeguarding Person will liaise with Children's Services, the Police and other agencies where necessary. There is a deputy Designated Safeguarding Person in the event of absence. They will follow the Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership (NSCP).

## **RECORDS & CONFIDENTIALITY**

If anyone working at the charity is concerned about the welfare or safety of a child this must be recorded on the agreed report form and given to the Designated Safeguarding Person.

It is important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is reported to an external body.

An accurate account should be made of:

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- Date and time of what has occurred and the time the disclosure was made
- Names of people who were involved
- What was said or done by whom
- Any action taken by the group to gather information and refer on
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

The Designated Safeguarding Person should be used as a first point of contact for concerns and queries regarding any safeguarding issues. Reports of a concern to the Designated Safeguarding Person must be made in writing and signed and dated by the person with the concern. Please see Safeguarding Children Incident Record Form.

The Designated Safeguarding Person should then use the appropriate reporting systems for the situation. This may be reporting the matter to Local Authorities Children's Services or the Police. This is why recording all information impartially and accurately is vital as this could be used for evidence for later use.

Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's file. These files will be the responsibility of the Designated Safeguarding Person and information will only be shared within the organisation on a need to know basis for the protection of the child. Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.

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.

All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's Services.

## PROCEDURE FOR HANDLING DISCLOSURES

The adult needs to listen to what the child has to say and be careful not to ask leading questions or influence the child in any way. An example of how to ask an open question would be "How did it happen".

The adult should:

- Stay calm
- Listen & be supportive
- Not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions
- Not stop or interrupt a child who is recalling significant events
- Never promise the child confidentiality – it must be explained that information will need to be passed on to keep them safe
- Avoid criticising the alleged perpetrator

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- Tell the child what must be done next (the safeguarding process must be followed)
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the record in ink.
- Contact the designated person immediately
- Seek support

### Contacting The Children's Advice and Duty Service

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 make a referral to CADS we will consult the CADS Flowchart (shown 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.

### THE PREVENT DUTY

**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.

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**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.

## 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.



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There are four recognised types of abuse and it is important that all staff, counsellors and volunteers know what they are and how to recognise them

The following definitions are based on those from Working Together to Safeguard Children (Department of Health, Home Office, Department for Education and Employment, 2023)

### Physical Abuse

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

### Emotional Abuse

Emotional abuse is 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 children 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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

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

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision (including the use of inadequate care givers) or the failure to ensure access to appropriate medical care or

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

### **ADDITIONAL SAFEGUARDING CONCERNS TO BE AWARE OF ARE:**

- Child Sexual Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Abuse
- County Lines
- Child Criminal Exploitation
- Radicalisation
- The Prevent Duty
- Online Abuse

For more information on these head to the Policy Appendix 2

### **Working with Parents and Carers**

Parents will be asked to sign a consent form at the start of their child's involvement with the charity and will be sent a copy of the Safeguarding policy by email.

Within Eating Matters consent form parents are made aware that we will 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 consent from them, if there are serious concerns about harm or likely harm to their child/children.

Eating Matters will inform parents 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 endeavour to make this contact by telephone or by email if telephone contact is unsuccessful.

### **Online Safety**

#### **Digital and social media use for staff, counsellors & volunteers**

##### **1.1. Basic Principles**

- Staff, counsellors and volunteers must keep a professional distance online, just as they would in the offline world. Compared with a conversation in the offline real world, technology increases the potential for messages to be taken out of context, misinterpreted or forwarded to others.

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- Staff, counsellors and volunteers must bear in mind that once they place something in the public domain, it is there permanently for people to access, change and share it with others.
- Staff, counsellors and volunteers must not use their personal social networking account to communicate with service-users.
- Information regarding the charity employees and service-users should not be discussed in any capacity on Social Media at anytime, including pictures.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Manager/CEO.

### **Mobile phones and other devices**

- Where possible staff, counsellors and volunteers should not use their own mobile devices to contact service users.
- If counsellors should need to use their own mobile devices, any identifying numbers should be blocked using an appropriate call masking service.
- Staff, counsellors and volunteers should not share any content from their own mobile devices, laptops or tablets with service users.
- Staff and counsellors may only use Eating Matters e-mail accounts to contact service-users.
- If a text is sent to a service-user, it must be sent from an official Eating Matters mobile device or an individual's work mobile device.

### **Acceptable use of remote video-calling**

- If using remote video-calling tools such as Zoom or Microsoft Teams you must ensure that these calls are kept as secure as possible to maintain service-user privacy. Email links for Zoom calls should only be sent to service-users from Eating Matters email accounts. All service-users should be admitted into a waiting room before opening the call to ensure that the correct user is admitted. Staff should be aware of what can be seen by the service-user in backgrounds to the call. The call should not be recorded. Staff should ensure that nobody else is present in the room or has access to the room in which the call is taking place whilst it is in progress.
- Remote video-call meetings should not be recorded. If at any time it is decided that a video-call should be recorded for training purposes this must be agreed with the service-user and a separate policy wording should be completed.

## **OTHER RELEVANT POLICIES**

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To underpin the values and ethos of the charity and our intent to ensure our children are appropriately safeguarded, the following policies are also included under our safeguarding umbrella:

- Code of Conduct
- Confidentiality
- Health & Safety
- Complaints
- First Aid
- Social Media / Online Safety
- Whistle Blowing
- Safer Working Practice
- Recruitment Training & Retention

## RELEVANT GUIDANCE & 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
- Norfolk Continuum of Needs Guidance 2023  
[Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolkscp.org.uk\)](#)
- Norfolk Safeguarding Children Partnership Policies and Procedures  
[Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolkscp.org.uk\)](#)

## MENTAL CAPACITY ACT 2005

Eating Matters complies with the statutory requirements of the Mental Capacity Act (MCA) 2005.

It is the policy of Eating Matters that any client identified as potentially lacking in capacity to make decisions for themselves, will be referred to an NHS practitioner for assessment and appropriate onward care.

To facilitate this all staff at Eating Matters are familiar with the current version of the Mental Capacity Act 2005 and are aware of the revisions.

## Useful Contacts

<b>Children's Services 24 hours .....</b>	<b>0344 800 8020</b>
<b>Children's Advice and Duty Service.....</b>	<b>0344 800 8021</b>
<b>Norfolk Police.....</b>	<b>101</b>

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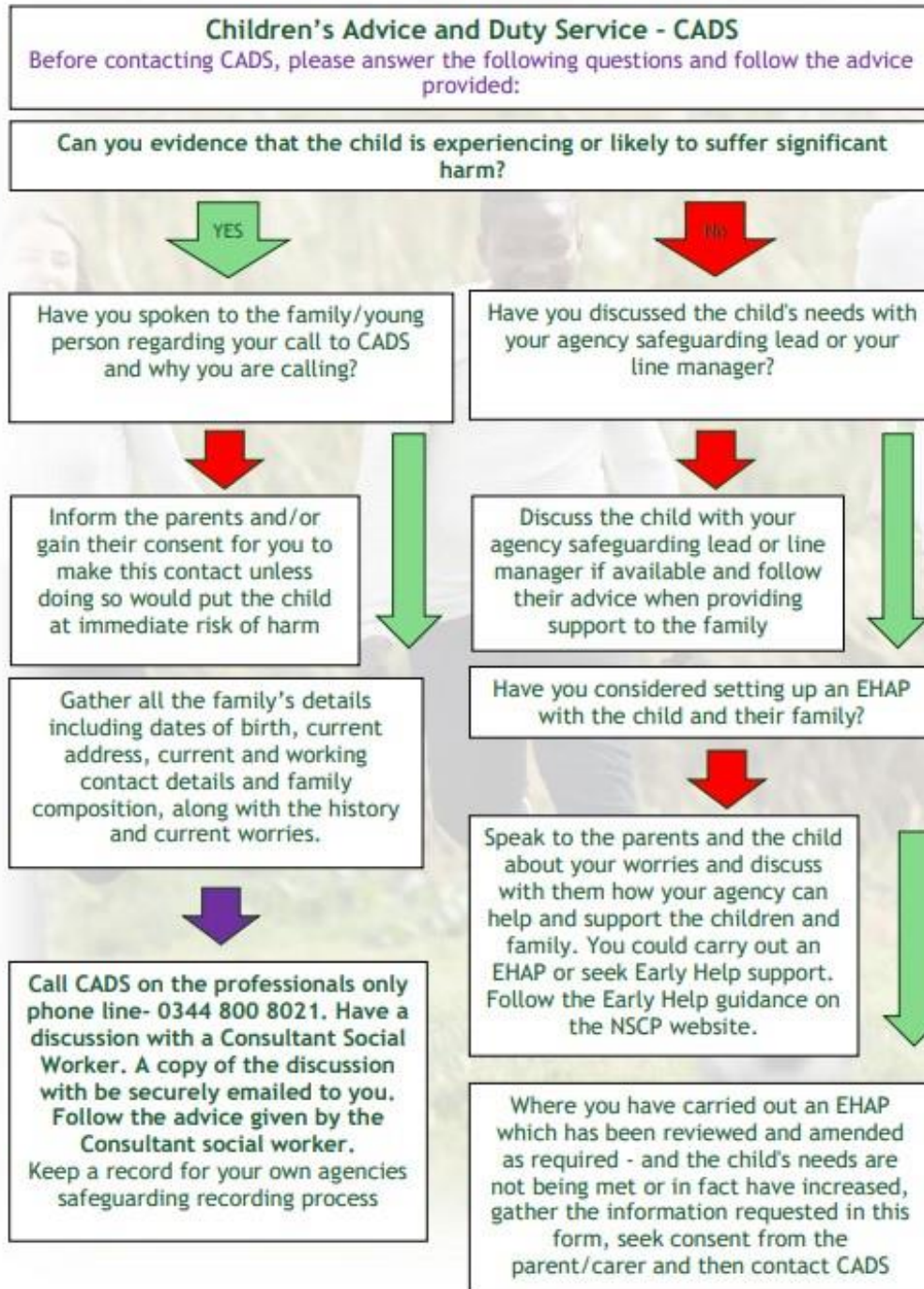
**In an emergency ..... 999**

**Local Authority Designated Officers (LADO) Team ..... lado@norfolk.gov.uk**

**Norfolk Safeguarding Children Partnership (NSCP) ..... www.norfolkscp.org.uk**

**Safer Programme ..... 01603 228966**

**Appendix 1 – The Children’s Advice and Duty Service Flowchart**



## Appendix 2-Additional Safeguarding Issues

**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.

**FGM – Female Genital Mutilation-** (*FGM*) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "*female circumcision*" or "cutting". FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extramarital sexual acts.

**It is illegal to carry out FGM in the UK.** It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out. The maximum penalty for FGM is 14 years' imprisonment.

**Forced Marriage-**People have the right to choose who they marry, when they marry or if they marry at all. Forced marriage is when some face physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (eg if they're made to feel like they're bringing shame on their family).

Forced marriage is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

**Honour Abuse-**Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence however it can also affect men and boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:

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- domestic abuse
- threats of violence
- sexual or psychological abuse
- forced marriage
- being held against your will or taken somewhere the victim doesn't want to go
- assault/killing

**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 Criminal Exploitation**-A term to describe 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 into any criminal activity:

- (a) in exchange for something the victim needs or wants; and/or
- (b) for the financial or other advantage or the perpetrator or facilitator; and/or
- (c) through violence or the threat of violence.

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 through the 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.



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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 PREVENT Duty**-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.

Prevent work also extends to supporting the rehabilitation and disengagement of those already involved in terrorism. The objectives of Prevent are:

- Tackling the ideological causes of terrorism
- Intervening early to support people susceptible to radicalisation
- Enabling people who have already engaged in terrorism to disengage and rehabilitate.

An explanation of PREVENT can found on pages 29 - 32 of CONTEST.

**Prevent Duty** - Section 26 of the Counter-Terrorism and Security Act (HMG, 2015) placed a duty on specified authorities that they must, in the exercise of their functions, have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the 'Prevent Duty'.

**Channel Panel** - Channel is a national programme which focuses on providing support at an early stage to individuals identified as being vulnerable to being drawn into terrorism. Further information can be found within Channel and Prevent Multi-Agency Panel (PMAP) guidance (Home Office, 2021)

Key vocabulary definitions

- **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. Further information can be found within the Terrorism Act 2000 ([legislation.gov.uk](http://legislation.gov.uk))

**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.

## **POLICY DOCUMENT**

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.

**Appendix 3 Eating Matters Safeguarding Children Incident Record Form**

**SAFEGUARDING CHILDREN**

**INCIDENT RECORD FORM**

<h2>Eating Matters</h2>
Your Name:
Your Position:
Child's Name
Child's Address:
Parents/Carers Name and Address:
Child's Date of Birth:
Date and Time of any Incident:

**POLICY DOCUMENT**

<b>Your Observations:</b>	
<b>Exactly What the Child Said and What You Said</b> (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)	
<b>Action Taken so far:</b>	
<b>External Agencies Contacted (Date &amp; Time)</b>	
<b>POLICE</b>	<b>If yes – which:</b>

**POLICY DOCUMENT**

<p>Yes/No</p>	<p><b>Name and Contact Number:</b></p>    <p><b>Details of Advice Received:</b></p>
<p><b>Local Authorities Children's Services</b></p>    <p>Yes/No</p>	<p><b>If yes – which:</b></p>    <p><b>Name and Contact Number :</b></p>    <p><b>Details of Advice Received:</b></p>
<p><b>LOCAL AUTHORITY</b></p>    <p>Yes/No</p>	<p><b>If yes – which:</b></p>    <p><b>Name and Contact Number:</b></p>    <p><b>Details of Advice Received:</b></p>

**POLICY DOCUMENT**

<b>Other (e.g. NSPCC)</b>	<b>Which:</b>  <b>Name and Contact Number:</b>  <b>Details of Advice Received:</b>
<b>Signature:</b>  <b>Print Name:</b>	
<b>Date:</b>	