Eric Knows CIO

SAFEGUARDING POLICY

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SIGNED: *Ella Bains* _____

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Introduction

Eric Knows is a charity organisation run by:

The Board of Trustees and regulated by the Charities Commission in England & Wales.
Charity no. 1206621

Eric Knows is based at:
The Four Clocks Centre
154a Newgate Street
Bishop Auckland
DL14 7EH

2024/25 Designated Safeguarding Lead

Name: Ella Bains
Email: ella.bains@ericknows.org
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2024/25 Deputy Designated Safeguarding Lead

1. Tim Walsh tim.walsh@ericknows.org 07425 303343

2024/25 Deputy Designated Safeguarding Trustee

1. Andrew Dawson Tel : 07848 983192

2023/24 Trustee Designated Safeguarding Responsibility

Name: Ella Bains

Legal Framework:

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation (The Data Protection Act 2018)
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2018)

Safeguarding is everybody's responsibility: - The purpose of this document is to specify Eric Knows Safeguarding policy and procedures for the protection of children, young people, and adults at risk.
A child is defined as up to the age of 18. The document applies to all ERIC KNOWS staff, including apprentices, trustees, volunteers, freelancers and consultants and the policy and procedures applies to all of ERIC KNOWS's activities.

All adults who meet children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

How do I report a safeguarding concern?

To Raise a Safeguarding Concern, contact your designated safeguarding officer immediately. If this isn't possible, please follow the reporting procedures outlined in the Safeguarding policy.

See 9. Reporting a Safeguarding Concern

See Appendix 2. Safeguarding Reporting Form

Policy

ERIC KNOWS seeks to provide an environment where everyone can work safely, and children, young people and adults at risk can engage with the charities activities and enjoy programmes provided through the work of the Charity or in partnership with other agencies and/or community voluntary sector organisations.

It is the policy of ERIC KNOWS to safeguard the welfare of children, young people and adults at risk involved in the work we do by protecting them from neglect, physical, sexual, or emotional abuse. It is also ERIC KNOWS's policy to provide those working for or with the charity with a framework to operate within to keep everyone who is engaged in the Charity's activities safe. It is therefore ERIC KNOWS's policy to:

- ensure that all staff, apprentices, trustees, consultants, and volunteers (legally responsible adults) working with children, young people, or adults at risk: are carefully selected, are checked by the Disclosure and Barring Service ("DBS" - see 4.1 below) and understand and accept their responsibility for the safety of children, young people, and adults at risk in their care.

- ensure that children, young people, and adults at risk welfare is of paramount importance, regardless of age, gender, ability, or race when planning, organising, advising on, and delivering programmes.
- respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
- raise the awareness of relevant staff, partner organisations and volunteers of child protection issues through the provision of training and regular updates to risk assessments and changes in client groups.
- monitor and review the effectiveness of this policy on a regular basis.
- ensure that the principles of this policy are adopted by all organisations or individuals with whom ERIC KNOWS works.

The Child protection and the protection of adults at risk policy and procedure also seeks to manage effectively the risks associated with activities and events involving children, young people, and adults at risk through departments by:

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these.
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.
- Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults.
- Requiring new employees and individuals involved in working with children, young people, and adults at risk to familiarise themselves with the content of this policy and the associated code of behaviour and receive appropriate training.

Responsibilities

The implementation of this policy is mandatory across all areas of the Charity.
Specific responsibilities are outlined below:

4.1 Chief Executive and Leadership Team

The Chief Executive is ultimately responsible for the implementation of the Charity's Safeguarding Policy and Procedures. All trustees read and sign each policy and review on a regular schedule.

4.2 Line Managers

Responsible for:

- ensuring that staff, trustees, and volunteers can discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise.
- ensuring the Safeguarding policy is fully implemented locally and that procedures to support the policy are set up as outlined, complied with, and communicated.
- ensuring the referral of all safeguarding, child protection issues to the Safeguarding Officer. (This may be as simple as discussing a hypothetical issue to protect identities).
- ensuring all reporting staff are aware of their roles and responsibilities under this policy. This must form part of their induction.
- ensuring staff and volunteers undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role.
- ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms to HR.

4.3 All Trustees, staff, apprentices, volunteers, freelancers, and consultants

All Trustees, staff (including apprentices), volunteers, freelancers and consultants are expected to adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support the work of the Charity. Any behaviour by a Trustee, member of staff, apprentices, volunteer, freelancer, or consultant that contravenes the terms of this policy and procedure may be considered for disciplinary action, which in turn may lead to dismissal for staff and ending of contracts for apprentices, volunteers, freelancers, and consultants and for Trustees being removed from the Trustee Board.

Safeguarding children at events / activities

1 There are three kinds of events/activities:

1.1 those open to children of all ages,

1.2 those for children accompanied by a parent, or guardian,

1.3 those for unaccompanied children, which are sometimes run alongside other events/activities.

2 At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

3 At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

4 At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

5 Both event and activities are to be defined broadly to include any occasions where Eric Knows will be providing a service.

Disclosure and barring

1 Eric Knows offers the following activities for children:

Coaching, Mentoring, Trips and Training

2 Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

3 The Board will take very seriously any allegation of impropriety on the part of any member of Eric Knows. A member of Eric Knows who discovers anything amiss should get in touch immediately with the following:

Ella Bains 07830 111 034, if Ella is not available, the person should contact Tim Walsh 07425 303343

4 The Board will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of Eric Knows.

Health and safety aspects of safeguarding children

1 Before starting any event for unaccompanied children, the Board will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Board will keep a record of all risk assessments.

2 Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

3 In all relevant circumstances the rules attached in Appendix A will be applied.

7.1 Good Practice to protect against allegations of abuse

ERIC KNOWS staff and volunteers should not:

- Spend excessive amounts of time alone with children, young people, and adults at risk away from others.
- Take children, young people, and adults at risk to their own home
- Offer a lift to a child, young person, or adult at risk unless they have written parental consent, or a second adult (preferably group leader) is present.

Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's, young people, or adult at risk's parents/guardians.

ERIC KNOWS staff and volunteers should never:

- Engage in rough physical activities including horseplay.

- Engage in sexually provocative activities.
- Allow or engage in inappropriate touching of any form.
- Allow children, young people, or adults at risk to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child, young person, or adult at risk even in fun.
- Let an allegation a child, young person and/or adult at risk makes during a group session go unchallenged or unrecorded.
- Do things of a personal nature for children, young people and/or adult at risk that they can do themselves.
- Place yourself in a situation where you will be left alone with a child, young person and/or adult at risk. Always seek help from another worker

7.2 Photography and Interviews

Formal permission should be obtained for the use of any images or quotes, whether of a child, young person, or adult at risk; apart from child protection issues, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by data protection laws.

Signs and Types of Abuse

8.1 Risks to children

Safeguarding situations include:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

8.2 Signs of Child Abuse:

Abuse and neglect are forms 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 a stranger. They may be abused by an adult or adults, or another child or children.

Some signs that could alert staff and volunteers to the fact that a child, young person, or adult at risk might be being abused include: -

- Unexplained bruising and injuries
- Sexually explicit language and actions
- Sudden changes in behaviour
- Something a child has said
- A change observed over a long period of time e.g., losing weight or being increasingly dirty or unkempt.

If a child, young person, or adult at risk displays these signs it does not necessarily mean that they are being abused. Similarly, there may not be any signs; you may just feel something is wrong. If you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting it appropriately. See Appendix 2 for Types of Abuse

8.3 Radicalisation & Extremism

The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people, and adults at risk. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence. ERIC KNOWS staff, including apprentices, trustees, volunteers, freelancers, and consultants working directly with children, young people and adults at risk must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to your manager or Safeguarding Officer.

Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm. Radicalisation is a process by which an individual, or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation. Children and young people may become radicalised if they feel:

- Isolated and lonely or wanting to belong.
- Unhappy about themselves and what others might think of them.
- Embarrassed or judged about their culture, gender, religion, or race.
- Stressed or depressed.
- Fed up with being bullied or treated badly by other people or by society.
- Angry at other people or the government.

- Confused about what they are doing.
- Pressured to stand up for other people who are being oppressed
- The desire to be valued and respected
- There are few other options open to them
- No one is listening to them/have no voice

Extremism is when people have very strong opinions, and these could become extreme. People who have certain beliefs about politics or religions which are hateful, dangerous or against the law are often known as extremists. This harmful behaviour is called extremism. Extremists might use violence and damage to express their views. And extremist racial or religious groups might use, religion, hate, fear or violence to control and influence people. There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous than others and ERIC KNOWS staff need to be aware of how they can affect young people in a negative way and what you should do to support children and young people or adults at risk who are in danger of being radicalised.

It is not the responsibility of staff or volunteers to deal with suspected abuse, but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

ERIC KNOWS staff, including apprentices will be expected to have completed PREVENT awareness training at a minimum biannually to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Trustees, volunteers, freelancers, and consultants ideally will have completed the PREVENT awareness training if direct delivering ERIC KNOWS services to children and young people, however it is recognised this is not always practical and therefore a minimum requirement is that they have read this document and have acknowledged reading it.

Digital safeguarding refers to the measures and practices implemented to protect individuals, especially children and vulnerable groups, from online risks and harm. This can include:

1. Privacy Protection: Ensuring that personal information is kept secure and not shared without consent.
2. Cybersecurity Measures: Utilizing tools and practices to protect against hacking, malware, and other cybersecurity threats.
3. Education and Awareness: Teaching users about safe online behavior, including recognizing scams and understanding the importance of privacy settings.
4. Monitoring and Reporting: Establishing systems for monitoring online interactions and reporting inappropriate or harmful content.
5. Policy Implementation: Creating and enforcing guidelines for safe online practices within organizations, schools, or communities.

Reporting a safeguarding concern

9.1 Safeguarding scenario – behaviour / appearance

The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.

1. If a child, young person, or adult at risks' behaviour/appearance gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure below MUST be followed:
   a. Immediately inform your manager or Safeguarding Officer.
   b. Use the Incident Record Form (Appendix) to make a record of your actions, include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them.
   c. Ensure the child has access to an independent adult.
   d. If abuse is suspected, you should report concerns directly to the safeguard lead immediately. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

Suspicions/Reports of Abuse

The following are some key Do's and Don'ts if a child, young person, or adult at risk reports abuse:
Always:

- Stay calm – ensure the child, young person or adult at risk is safe and feels safe.
- Make a note and as soon as possible after the event write up a detailed account of what you and the child, young person or adult at risk discussed.
- Allow the child, young person, or adult at risk to speak without interruption, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told)
- Reassure the child, young person or adult at risk and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Tell the child, young person, or adult at risk that you will try to offer support, but you will have to pass the information on.
- Alleviate feelings of guilt and isolation, without passing any judgement.

Never:

- Rush into details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility – consult someone else so that you can protect the child, young person or adult at risk and gain support for yourself.

9.2. Safeguarding scenario – allegation from an adult

If you receive an allegation from an adult about another adult or yourself the procedure that MUST be followed is:

a. Immediately inform your manager or Safeguarding Officer.
b. Record the facts as you know them and give a copy of the record to your manager.
c. If an allegation is suspected, concerns should be reported directly to ERIC KNOWS's Safeguarding Officer. It is the responsibility of the safeguarding officer to inform the appropriate authority

9.3 Safeguarding scenario – external allegation

If you receive a request for advice from anyone external of the Charity about suspected/reported abuse of a child, young person, or adult at risk the procedure that MUST be followed is:

a. Advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child, young person, or adult at risk, what was discussed.
b. Advise them to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes.
c. Don't give them a copy of ERIC KNOWS's procedure, but you may give details of the organisations/publications detailed within it.
d. Immediately inform your manager or Safeguarding Officer.
e. Record the facts as you know them and give a copy of the record to the Manager.

9.4 Safeguarding scenario – at risk, subject to abuse or harm

If you are concerned that a child, young person, or adult at risk is or may be subject to abuse or harm:

a. Make a written, dated note of observations.
b. Immediately inform your manager or Safeguarding Officer, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority. See below for referral procedure.

9.5 Safeguarding scenario – threatening behaviour

The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person, or adult at risk.

a. If you are concerned that a member of staff is harming or abusing a child, young person, or adult at risk, you must report your concerns immediately to your line manager or Safeguarding Officer. Where it is appropriate to do so, relevant HR procedures may be initiated, and/or a referral made to an external agency.

b. If you suspect any other person is harming or abusing a child, young person, or adult at risk, you should contact your line manager or Safeguarding Officer. However, you can contact Children's Services, Adult Services, or the Police.

If you have urgent concerns about the safety of a child, young person or adult at risk and are unable to contact your line manager or Safeguarding Officer, do not hesitate to contact Children's service, adult services, or the police. These external agencies will be able to determine an appropriate course of action.

Making a Referral

If you are concerned that a child, young person, or adult at risk, may be at risk or has disclosed that they are being harmed, you should contact:

General questions or concerns: Ella Bains ella.bains@ericknows.org 0783011034

Disclosure - not in immediate danger: School or designated safeguarding lead
(This information will be provided to you before you begin your sessions)

Durham and Darlington – Safeguarding Contacts

Primarily safeguarding referrals are directed to County Council Services
In an emergency, or if a crime has been committed, always contact the police on 101 or 999

Durham

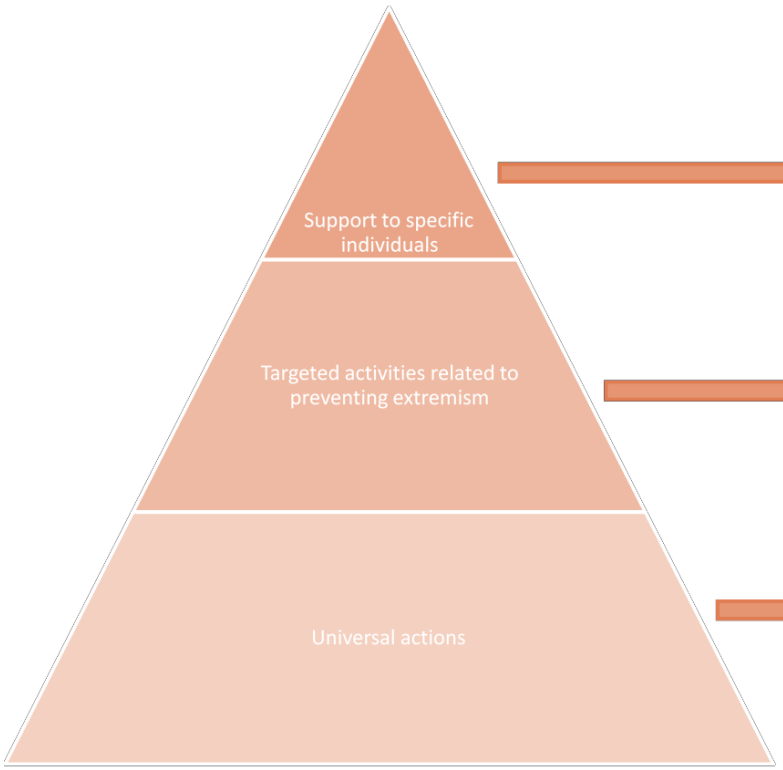
To report abuse or neglect for either an adult or a child you can:
Call **Social Care Direct** 24hrs a day on 03000 26 79 79- a trained officer will listen carefully to your concerns, give you advice and take a safeguarding referral, if necessary, even if you want to remain anonymous.
Contact the police on 101 if you have concerns that someone is a victim of modern slavery or human trafficking.
If you are not sure what to do, please call 03000 26 79 79

Darlington:

Darlington safeguarding partnership
Contact the **Adult** Contact Team on 03125 406111 or the Out of Hours Emergency Duty Team on 01642 524552
Contact the **Children's** initial advice team, Professionals on 01325 406252, Public on 01325 406222 or Out of Hours Emergency Duty Team on 01642 524552

If you have concerns about an adult or a child's immediate welfare or safety, please call the emergency services on 999

A tiered approach to supporting children and young people:



- Provide effective support to individuals
- Raise staff\volunteer awareness on key issues
- Form good links with supporting external agencies
- Support staff\volunteers to take action and know where to seek additional support and guidance

- Use activities to encourage open conversations and challenge extremist narrative
- Allow space for debate and increase staff confidence in discussing controversial issues
- Understand local issues and tensions
- Develop community contacts with mentors and role models
- Listen to children and young people expressing concerns

- Promote positive messaging and community cohesion, equality and wellbeing
- Implement effective anti-bullying policies and behaviours
- Promote wider skills and individual confidence
- Encourage active citizenship and promote the voice of children and young people in decision making (including in this process)
- Develop links with families and communities
- Encourage local social action projects and initiatives

Appendix 1

Types of Abuse

Abuse

A form of maltreatment of a child. Somebody may cause 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

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

Emotional abuse

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

Sexual Abuse & Sexual Exploitation

Sexual abuse involves forcing or enticing a child, young person, or adult at risk to take part in sexual activities, including sexual exploitation, whether they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact or non- penetrative acts. They may include non-contact activities, such as involving children, young people, or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material of watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Financial Abuse

This type of abuse where an individual uses financial means to control or exploit another person. This can occur in various situations and scenarios, including intimate relationships, family situations, and caregiving scenarios. Here is a breakdown of the kinds of financial abuse that can occur:

- Control of finances: A person or persons may restrict another's access to money, bank accounts, or financial resources, making it difficult for them to manage their own finances.
- Coercion: The abuser may force the victim to hand over their income, assets or inappropriate lasting power of attorney, often through manipulation or threats.
- Fraud: This can include stealing money, using someone else's financial information without permission, or coercing a person into signing financial documents.
- Isolation: The abuser may isolate the victim from family and friends, limiting their access to financial support or advice.
- Exploitation: This can involve taking advantage of an individual's vulnerability, such as an elderly person or someone with a disability, to gain control over their finances.

Neglect

Neglect is the persistent failure to meet a child, young person, or adult at risks' basic physical and/or psychological needs, likely to result in the serious impairment of their health or development.

Neglect may occur during pregnancy because 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, young person, or adult at risk from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child, young person, or adult at risk's basic emotional needs.

Discriminatory Abuse

Including racial or sexual harassment and abusive treatment based on a child, young person or adult at risk's disability.

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, young people, or adult at risk.
- 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 about fear of losing services.
- Being particularly vulnerable to bullying or intimidation.
- Being more vulnerable to abuse by peers than other children, young people, or adults at risk.

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, 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, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour may cause impairment of their 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 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 newborn babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). 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 Social Care.

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, young people, or adults at risk, susceptible to 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 child, young person, or adult at risk, in danger 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 person.

Online abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation, or emotional abuse. It can take place anywhere and anytime.

Online child sexual abuse: When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video, or copies of conversations to the young person's friends and family unless they take part in other sexual activity.
Images or videos may continue to be shared long after the sexual abuse has stopped.

Online bullying or cyberbullying

Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.
Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities, or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm

- voting for or against someone in an abusive poll
- creating fake accounts, hijacking, or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

Online grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking.

Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child.

They can spend time learning about a young person's interests from their online profiles and then use this knowledge to help them build up a relationship.

It's easy for groomers to hide their identity online – they may pretend to be a child and then chat and become 'friends' with children they are targeting.

Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

Sexting

Sexting is when someone shares sexual, naked, or semi-naked images or videos of themselves or others or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc. – any device that allows you to share media and messages.

Sexting may also be called 'trading nudes', 'dirties' or 'pic for pic'. The creating or sharing of explicit images of a child are illegal, even if the person doing it, is a child.

Cuckooing

Cuckooing is the process whereby criminal gangs target the homes of vulnerable people to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

Criminal exploitation; county lines

Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market, and seaside towns.

Peer on peer abuse;

Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children with special education and needs disabilities (SEND) and lesbian, gay, bisexual, and transgender (LGBT) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer on peer abuse include but are not limited to:

Physical injuries - drug and alcohol abuse - going missing - committing criminal offences - disengagement from school - poor mental health - sexual health concerns.

Trafficking

Children, young people and adults at risk can be trafficked into, within and out of the 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, young person or adult at risk who is recruited, transported, transferred, harboured, or received for exploitative reasons is a victim of trafficking, whether they have been forced or deceived. This is because it is not considered possible for children, young people, or adults at risk in this situation to give informed consent. Even when they understand 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, young people and adults at risk are protected too.

Children, young people, and adults at risk 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.

Consensual sexual activity between the ages of 16-18 could fall into the category of abuse, a child 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 16 can consent to any sexual activity according to the Sexual Offences Act (2003) details can be found here; Sexual Offences Act 2003 . There are also specific provisions and protections in place for those in positions of trust or authority over someone younger than 18.

Appendix 2

Safeguarding Reporting Form

Safeguarding reporting form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.
In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1 Your details – the person completing the form

Name			
Position			
Telephone		Email	

2 Details of the person affected

Name			
Address			
Telephone		Email	

3 Details of the incident (please describe in detail using only the facts)

4	Other present or potential witnesses			
Name				
Address				
Telephone number		Email		

5	Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name

Signature

Date

Appendix 3

ERIC KNOWS Child Protection – A code of good practice

It is the policy of ERIC KNOWS to safeguard the welfare of all young people using our services by protecting them from neglect and from physical, sexual, and emotional harm.

For all staff, trustees and volunteers involved in the work of ERIC KNOWS (aged 18 and over), this is essential information – keep it with you. More details on our policies can be obtained from our Safeguarding Officer.

What happens if…?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern:

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgement
3. Advise that you will try to offer support but that you must pass the information on
4. Immediately tell your line manager or the Safeguarding Officer
5. Write careful notes of what was said, use actual words wherever possible
6. Sign, date and pass your notes to the Safeguarding Officer
7. Ensure that no situation arises which could cause any further concern and always inform your line manager and the Safeguarding Officer of the action you have taken.

If you have a concern about a young person's safety and well-being:

1. Immediately tell your line manager or Safeguarding Officer
2. Write careful notes of what you witnessed, heard, or were told
3. Sign, date and pass your notes to the Safeguarding Officer
4. Ensure that no situation arises which could cause any further concern

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell your line manager or Safeguarding Officer
2. Write careful notes of what you witnessed, heard, or were told
3. Sign, date and pass your notes to the Safeguarding Officer
4. Try to ensure no-one is placed in a position which could cause further compromise

Note: Any adult associated with ERIC KNOWS has the right to report any concerns, or suspicions about another adult or young person in confidence and free from harassment.

You **must** refer; you **must not** investigate.

If in any doubt about policy or procedure, please contact the Safeguarding Officer.

Code of behaviour

DO always put this code into practice
DO treat everyone with dignity and respect
DO set an example you would wish others to follow
DO treat all young people equally – show no favouritism
DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others
DO follow the recommended adult/young people ratios for meetings and activities
DO respect a young person's right to personal privacy
DO avoid unacceptable situations within a relationship of trust e.g., a sexual relationship with a young person over the age of consent
DO have separate sleeping accommodation for young people, adults and young leaders working with a younger section
DO allow young people to talk about any concerns they may have
DO encourage others to challenge any attitudes or behaviours they do not like
DO avoid being drawn into inappropriate attention seeking behaviour e.g., tantrums and crushes
DO ensure a no alcohol policy when young people are in your care – adults and young people DO make everyone aware ERIC KNOWS's child protection procedures – young people, parents/carers, young leaders, and other helpers
DO remember this code even at sensitive moments e.g., when responding to bullying, bereavement, or abuse
DO keep other staff informed of where you are and what you are doing
DO remember someone else might misinterpret your actions, no matter how well-intentioned
DO take any allegations or concerns of abuse seriously and refer immediately
DO NOT trivialise abuse
DO NOT form a relationship with a young person that is an abuse of trust
DO NOT permit abusive peer activities e.g., initiation ceremonies, bullying
DO NOT engage in inappropriate behaviour or contact – physical, verbal, sexual
DO NOT play physical contact games with young people
DO NOT make suggestive remarks or threats to a young person, even in fun
DO NOT use inappropriate language – writing, phoning, email, or internet
DO NOT let allegations, suspicions, or concerns about abuse go unreported
DO NOT just rely on your good name to protect you

Version No	Author	Purpose/Change	Date
1.0	Ella Bains	Policy creation	Oct 2024