

Caxton Youth Organisation Safeguarding Policy and Procedures

Policy

1. Policy Statement

Caxton Youth Organisation believes that no child or young person should ever experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Caxton Youth Organisation believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Caxton Youth Organisation is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Caxton Youth Organisation acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of children and young people.

Caxton Youth Organisation recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Caxton Youth Organisation recognises that there is a legal framework within which youth services need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding children and young people legislation and with local statutory safeguarding procedures.

2. Purpose

The purpose of this policy is to demonstrate the commitment of Caxton Youth Organisation to safeguarding children and young people and to ensure that everyone involved in Caxton Youth Organisation is aware of:

- The legislation, policy and procedures around protecting children and young people
- Their role and responsibility for children and young people
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of a child or young person who uses our services

3. Scope

This safeguarding policy and associated procedures apply to all individuals involved in Caxton Youth Organisation including Board members, Staff, Students, Volunteers and Partners and to all concerns about the safety of children and young people whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including for example, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Policy and associated procedures.

4. Commitments

In order to implement this policy Caxton Youth Organisation will ensure that:

- Everyone involved with Caxton Youth Organisation is aware of the safeguarding children and young people procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an children and young people are not safe is taken seriously, responded to promptly, and followed up in line with Caxton Youth Organisation Safeguarding Children and Young People Policy and Procedures.
- The well-being of those at risk of harm will be put first and the children and young people actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures.
- Caxton Youth Organisation acts in accordance with best practice advice, for example, NSPCC and National Governing Bodies.
- Caxton Youth Organisation will cooperate with the Police and the relevant Local Authorities in taking action to safeguard children and young people.
- All Board members, staff, and volunteers understand their role and responsibility for safeguarding children and young people, and have completed and are up to date with safeguarding training and learning opportunities appropriate for their role.
- Caxton Youth Organisation uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation.
- Caxton Youth Organisation shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning activities and events Caxton Youth Organisation includes an assessment of, and risk to, the safety of all children and young people from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.

- This policy, related policies (see below) and the Safeguarding Children and Young People Procedures are reviewed no less than on an annual basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, or as a result of any other significant changes or event.

Caxton Youth Organisation is committed to developing and maintaining its capability to implement this policy and procedures.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all children and young people.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing how risks to children and young people safeguarding are being addressed and how any reports have been addressed.
- Safeguarding children and young people procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Designated Safeguarding Lead and Deputy Designated Safeguarding Leads (see Appendix 3).
- A termly Safeguarding Committee Meeting with Trustees and DSLs
- A fortnightly case management meeting with DSLs
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of children and young people including arrangements for sharing information.
- Codes of conduct for Staff, Volunteers and Members and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of children and young people

5. Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/child-protection.

We recognise that:

The welfare of the child is paramount, as enshrined in the Children Act 1989

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

6. Roles and Responsibilities

Responsibilities for Board, the CEO, and all of those who work with Caxton Youth Organisation are set out below.

The Board of Trustees

Trustees are responsible for ensuring that everyone is safe from harm, staff, volunteers, young people and the public. In particular they must ensure that:

- They have completed relevant Safeguarding for Trustees training;
- Policies are in place for protecting people in the organisation from harm, investigating serious allegations or cases of abuse, and that these are reviewed regularly;
- Creating a culture where safeguarding is promoted and all colleagues are aware that concerns will be taken seriously.
- Having oversight of Caxton Youth Organisation's safeguarding risks and how these will be managed.
- Assuring itself that responsibility is taken for putting things right and dealing with incidents responsibly when things go wrong.

The CEO

The CEO is responsible for the following:

- Ensuring the team has relevant training that is regularly refreshed.
- Upholding and implementing the Safeguarding policy;
- Nominating and Appointing Designated Safeguarding Leads;
- The adoption of safe working practices including appropriate recruitment, vetting and barring procedures.
- Robust referral, reporting and escalation processes, working with relevant organisations across Westminster;
- Effective inter-agency working, including effective information sharing.
- Ensuring that there is a culture of openness and transparency where colleagues are empowered to raise concerns.
- Ensuring that there are sufficient resources for safeguarding, this includes financial, people and training resources.

Everyone who works for, or with us, is expected to:

- Adopt approaches that do no avoidable harm to those affected by our work. We recognise that some aspects of our work can affect people's wellbeing, such as our fitness to practice processes. We take steps to reduce any harm by adopting person-centred approach to all those who engage with us.
- Understand and be familiar with this policy and know how to recognise, respond to, report and record a safeguarding concern or any concern regarding harm to others.
- Listen to and act upon the advice of the advice of the Safeguarding Trustee in responding to safeguarding concerns.
- Ensure that they complete all mandatory safeguarding training.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers.
- Developing and implementing an effective online safety policy and related procedures.

- Providing effective management for staff and volunteers through supervision, support, training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing concerns with agencies who need to know, and involving parents and children appropriately.
- Treating everyone with respect and ensuring our own behaviour is appropriate at all times.
- Ensuring staff and volunteers are visible to other members of staff when working with young people. If working alone with young people, then staff must follow the 'lone working' checklist and processes (Appendix 2).
- Ensuring staff are working in maximum ratios of 1 staff: 4 young people.

7. Definitions of Abuse

Child abuse and neglect is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or institutional or community setting. The perpetrator may or may not be known to the child. There are many types of abuse including emotional, neglect, peer, physical, financial, sexual, domestic, radicalisation, female genital mutilation, child sex exploitation and online (see Appendix 1 for further details on the definitions of abuse).

8. Involving young people in Safeguarding

- Young People should be made aware of their right to be safe from abuse and where they can go for help, this also extends to parents.
- Young people must be given the written code of conduct when they attend and it must be displayed within the clubrooms.
- If possible, young people should be involved in writing up risk assessments for activities they are undertaking.
- Youth work sessions should focus on exploring the issues of safeguarding.
- Staff work to create an anti-bullying environment and ensure that we have a policy and procedure to help us deal effectively with any bullying that does arise.

9. Safer Recruitment

Staff members and volunteers selected to work at Caxton Youth Organisation will be subject to the following process:

- Interview by two or more people, one of whom has had safer recruitment training
- Two references obtained prior to starting work
- Disclosure and Barring Service (DBS) check carried out by the Criminal Records Bureau
- Ongoing supervision and review of progress
- Staff trained in unconscious bias training, and we work towards a more inclusive model of recruitment.

10. Responding to Safeguarding Concerns

Staff and volunteers may become concerned about a person in a number of ways:

- They may disclose they are being abused.
- There may be concerns due to a person's behaviour or presentation.
- Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of public.
- A parent, carer, relative or member of the public might share their concerns about a child, young person or vulnerable adults
- all cases and concerns logged and record with a safeguarding lead

All those who work for or with Caxton Youth Organisation share the responsibility for safeguarding & protecting children and vulnerable adults but there are individuals within Caxton with specific safeguarding responsibilities. In all cases report to your designated safeguarding officer as soon as you can.

11. The Designated Safeguarding Leads

The Designated Safeguarding Officers are:

| Role | Name | Title | Mobile | Dates if applicable |
|---------------------------|-----------------|---------------------------|-----------------------|----------------------------|
| DSL | Rose Swainston | CEO | 07873723041 | |
| Deputy DSL | Stefan Filby | Head of Programmes | 07729023369 (Work) | |
| Deputy DSL | Paul Furcovic | Deputy Head of Programmes | 07395457110 (Work) | |
| Lead Safeguarding Trustee | Nicola Carlisle | Trustee | 07746425722 | 07746425722 (Personal) |

The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead Role Description are in Appendix 3.

Procedures

12. Westminster Local Authority Safeguarding details

If you have concerns about the safety of a child you should get in contact straight away on the number below:

Access to Children's Services Team (9am to 5pm weekdays) on 020 7641 4000 or outside of these times the Emergency Duty Team on 02076412388.

Please see a link to further details of their procedures:

<https://www.westminster.gov.uk/children-and-family-support>

If a child is in immediate danger call: 999

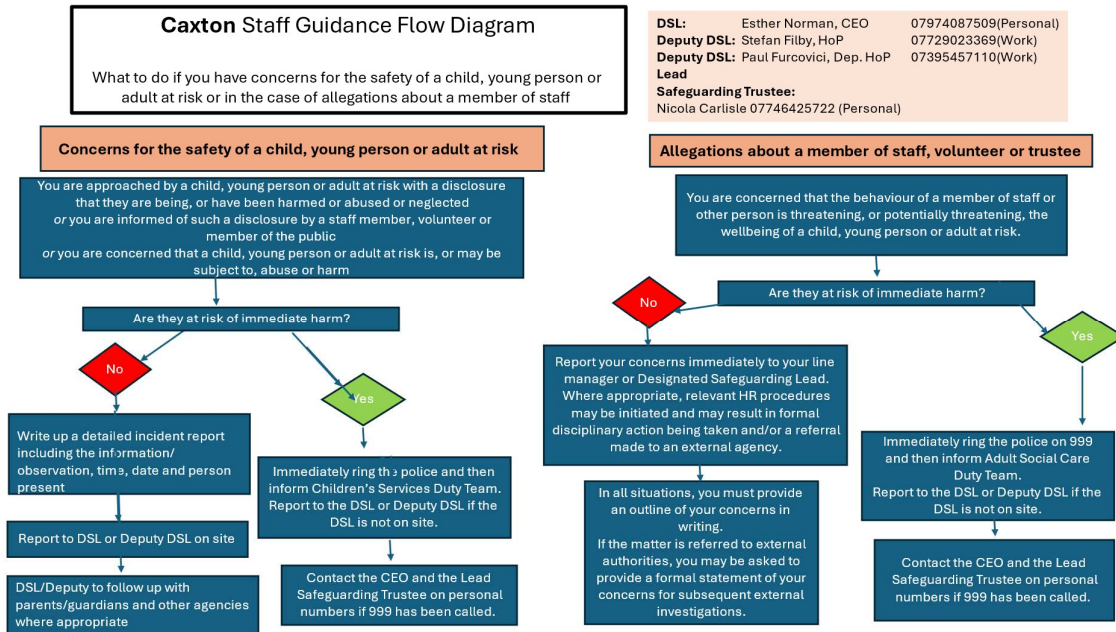
The reporting process:

The reporting process if you have a safeguarding concern about a child, or a child makes a disclosure of possible abuse to you follow Flowchart One below.

If you have a safeguarding concerns (or allegations) against professionals or volunteers or equivalent, abusing a child – follow Flowchart Two below. Please note referrals to the LADO *must* happen where a professional or volunteer has:

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

Flowchart One



Volunteer, Staff member or Trustee has a safeguarding concern about a child/ young person, or a child/ young person makes a disclosure of possible abuse.



Inform the Designated Safeguarding Person. In the case of a disclosure make it clear you cannot keep the information confidential.



If necessary the Designated Safeguarding Person makes contact with local children's social care for advice.

Flowchart Two

1. Concern/allegation about a volunteer, trustee or member of staff or someone working on Caxton's behalf abusing a child.



2. Inform Designated Safeguarding Lead unless the allegation is about this person, in which case inform most senior member of staff/trustee not implicated.



3. The person to whom this information has been given makes contact with the Local Authority Designated Officer (LADO) for advice and guidance. Please call 0207 641 7668 and ask to speak to the Duty Child Protection Advisor or email lado@westminster.gov.uk

Keeping Staff and Volunteers Safe

The Head of Programmes and CEO must ensure we keep staff and volunteers safe by:

- providing a safe and up-to-date risk assessment that staff and volunteers need to read and understand.
- all staff and volunteers have clear expectations of how to behave and must sign a code of conduct.
- ensuring staff know how to respond to safeguarding concerns.
- protecting staff from bullying and harassment in the workplace.
- ensuring decision-making is discussed

Safer Partnerships:

- When setting up activity partnerships, youth workers should discuss safeguarding.
- Youth workers should share necessary information about risk assessments.
- Youth workers should ensure young people aren't left alone with adults that don't work at Caxton Youth Organisation.
- Before starting the partnership, risks should be assessed and sharing safeguarding policies.
- In contracts, protocols for considering safeguarding procedures should be considered.
- Necessary information should be exchanged when dealing with a safeguarding incident.
- Ensure provision in place if something does go wrong.

Legal issues

Information Sharing & Confidentiality

You can never guarantee confidentiality to a child or young person. Information should always be shared if you think a child is suffering, or likely to suffer, abuse. The protection of children must take precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner and in good faith, the law will protect you. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly.

For further guidance see: <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Serious Incidents (Charity Commission)

It is a requirement of the Charity Commission that all charities inform them of serious incidents that may occur. The Charity Commission defines a serious incident as an adverse event, whether actual or alleged, which results in or risks significant:

- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work, beneficiaries or reputation. It is the responsibility of the trustees to report a serious incident.

More details can be found on the Charity Commission website

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report>

Trustees of a charity have a responsibility to:

- Report safeguarding concerns or allegations to statutory agencies, such as your local authority and/ or police.
- Alert funders or commissioners;
- Alert criminal records agencies if a member of staff has been released from their job or role because of behaviour towards beneficiaries.

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We are committed to reviewing our policy and good practice annually.

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Policy Reviewed and approved by Board of Trustees:

Signed by: Rose Swainston Date: 5th August 2025

Name: Rose Swainston

Role: CEO

To be reviewed by: 5th August 2026

Appendix 1

[Definitions and signs of child abuse | NSPCC Learning](#), July 2020

What is child abuse?

Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect.

Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers.

General signs of abuse

Children experiencing abuse often experience more than one type of abuse over a period of time. Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in ‘children and young people issues’ which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child’s behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child’s wellbeing, you should report them following your organisation’s safeguarding and child protection procedures.

What is physical abuse?

Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FI).

Spotting the signs of physical abuse

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern. Injuries that are more likely to indicate physical abuse include:

- Bruising
- bruises on babies who are not yet crawling or walking
- bruises on the cheeks, ears, palms, arms and feet
- bruises on the back, buttocks, tummy, hips and backs of legs
- multiple bruises in clusters, usually on the upper arms or outer thighs
- bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- large oval-shaped bite marks.
- Burns or scalds any burns which have a clear shape of an object, for example cigarette burns
- burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times. If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

What is neglect?

Neglect is not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development.

Neglect may involve a parent or carer not:

- providing adequate food, clothing or shelter
- supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers)
- making sure the child receives appropriate health and/or dental care
- making sure the child receives a suitable education
- meeting the child's basic emotional needs – this is known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Spotting the signs of neglect

Neglect can be difficult to identify

Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- children who appear hungry - they may not have lunch money or even try to steal food
- children who appear dirty or smelly
- children whose clothes are inadequate for the weather conditions
- children who are left alone or unsupervised for long periods or at a young age
- children who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of development
- children who live in an unsuitable home environment.

Sexual abuse

What is sexual abuse?

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. Child sexual abuse can involve contact abuse and non-contact abuse.

Contact abuse happens when the abuser makes physical contact with the child. It includes:

- sexual touching of any part of the body whether the child is wearing clothes or not
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off or touch someone else's genitals.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- encouraging or forcing a child to watch or hear sexual acts
- making a child masturbate while others watch
- not taking proper measures to prevent a child being exposed to sexual activities by others
- showing pornography to a child
- making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images.

- meeting a child following online sexual grooming with the intent of abusing them.

Online sexual abuse includes:

- persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- having sexual conversations with a child by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual 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 abuse has stopped.

Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Spotting the signs of sexual abuse

There may be physical signs that a child has suffered sexual abuse.

These include:

- anal or vaginal soreness or itching
- bruising or bleeding near the genital area
- discomfort when walking or sitting down
- an unusual discharge
- sexually transmitted infections (STI)
- pregnancy.

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age.

For example:

- they could use sexual language or know things about sex that you wouldn't expect them to
- they might become sexually active or pregnant at a young age.

What is child sexual exploitation?

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators. Find out more about grooming

Spotting the signs of child sexual exploitation

Sexual exploitation can be very difficult to identify.

Young people who are being sexually exploited may:

- go missing from home, care or education
- be involved in abusive relationships
- hang out with groups of older people
- be involved in gangs or anti-social groups
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- be involved in petty crime such as shoplifting
- have access to drugs and alcohol
- have new things such as clothes and mobile phones, which they aren't able to easily explain
- have unexplained physical injuries.

Harmful sexual behaviour

What is harmful sexual behaviour?

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults.

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

Spotting the signs of harmful sexual behaviour

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates and some may be slightly more or less advanced than other children in their age group. Behaviours which might be concerning depend on the child's age and the situation.

Emotional abuse

What is emotional abuse?

Emotional abuse involves:

- humiliating, putting down or regularly criticising a child
- shouting at or threatening a child or calling them names
- mocking a child or making them perform degrading acts
- constantly blaming or scapegoating a child for things which are not their fault
- trying to control a child's life and not recognising their individuality
- not allowing a child to have friends or develop socially
- pushing a child too hard or not recognising their limitations

- manipulating a child
- exposing a child to distressing events or interactions
- persistently ignoring a child
- being cold and emotionally unavailable during interactions with a child
- not being positive or encouraging to a child or praising their achievements and successes.

Spotting the signs of emotional abuse

There aren't usually any obvious physical signs of emotional abuse but you may spot changes in a child's actions or emotions.

Some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.

Older children may:

- use language, act in a way or know about things that you wouldn't expect for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- fear making mistakes
- fear their parent being approached regarding their behaviour
- self-harm.

Domestic abuse

What is domestic abuse?

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect. Spotting the signs of domestic abuse It can be difficult to tell if domestic abuse is happening, because abusers can act very differently when other people are around.

Children who witness domestic abuse may:

- become aggressive

- display anti-social behaviour
- suffer from depression or anxiety
- not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

Bullying and cyberbullying

What are bullying and cyberbullying?

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.

Bullying includes:

- verbal abuse, such as name calling
- non-verbal abuse, such as hand signs or glaring
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone • undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying • physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

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.

Spotting the signs of bullying and cyberbullying

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault.

No one sign indicates for certain that a child's being bullied, but you should look out for:

- belongings getting 'lost' or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

Child trafficking

What is child trafficking?

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children may be trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011). Child trafficking can also be organised by individuals and the children's own families.

Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in cases of child trafficking - a child cannot legally consent to their exploitation so child trafficking only requires evidence of movement and exploitation.

Modern slavery is another term which may be used in relation to child trafficking. Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking (HM Government, 2014). The Modern Slavery Act passed in 2015 in England and Wales categorises offences of slavery, servitude, forced or compulsory

labour and human trafficking. Spotting the signs of child trafficking Signs that a child has been trafficked may not be obvious but you might notice unusual behaviour or events.

Children who have been trafficked may:

- have to do excessive housework chores
- rarely leave the house and have limited freedom of movement
- not have any documents (or have falsified documents)
- give a prepared story which is very similar to stories given by other children
- be unable or reluctant to give details of accommodation or personal details
- not be registered with a school or a GP practice
- have a history with missing links and unexplained moves
- be cared for by adults who are not their parents or carers
- not have a good quality relationship with their children and young people carers
- be one among a number of unrelated children found at one address
- receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation.

There are also signs that an children and young people is involved in child trafficking, such as:

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- having previously acted as the guarantor on visa applications for visitors who have not left the UK when the visa expired.

Female genital mutilation

What is female genital mutilation?

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.

Spotting the signs of female genital mutilation

A child at risk of FGM may not know what's going to happen. But they might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage

- a female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- missing school repeatedly or running away from home.

A child who has had FGM may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

Reporting requirements

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police (Home Office, 2016).

Appendix 2

LONE WORKING CHECKLIST

(Office or with a young person)

| Name of employee | Job Title | Date | |
|------------------|---|------|--------------------------|
| No. | | | Check box if YES |
| 1 | Has the worker received suitable training to carry out the task or activity? -All staff to undertake Handling violence and aggression training. -All staff to complete lone working training. -Staff should have significant experience and may need training in autism awareness. | | <input type="checkbox"/> |
| 2 | Is the worker medically fit to undertake the task? | | <input type="checkbox"/> |
| 3 | Has the worker sufficient information about the job, equipment or substances? | | <input type="checkbox"/> |
| 4 | Does the work involve handling dangerous equipment or substances that require supervision? | | <input type="checkbox"/> |
| 5 | If cash is being handled, will they be at risk of violence? | | <input type="checkbox"/> |
| 6 | Have they been fully trained in strategies for the prevention of violence? | | <input type="checkbox"/> |
| 7 | Do they know how to control and defuse potentially violent situations? | | <input type="checkbox"/> |
| 8 | Is there adequate provision for first aid? | | <input type="checkbox"/> |
| 9 | Does the worker have the appropriate PPE and are they trained in its use? | | <input type="checkbox"/> |
| 10 | Are there facilities to be able to contact the worker at all times? | | <input type="checkbox"/> |
| 11 | Are there suitable arrangements for the worker in the event of an emergency? | | <input type="checkbox"/> |
| 12 | Have plans been made to keep in touch with colleagues? | | <input type="checkbox"/> |
| 13 | Is there a means for them to contact line managers, including an alternative? | | <input type="checkbox"/> |
| 14 | Are they in possession of emergency contact numbers? | | <input type="checkbox"/> |
| 15 | Is the access to, or exit from, the workplace safe and well lit? | | <input type="checkbox"/> |
| 16 | Does the workplace present special risks for someone on their own? | | <input type="checkbox"/> |
| 17 | Do the arrangements cover out of hours working? | | <input type="checkbox"/> |

| <i>For 1:1 youth team staff only</i> | | |
|--|---|--------------------------|
| 18 | Do they leave an itinerary with another member of staff? | <input type="checkbox"/> |
| 19 | Have you agreed a check-in/check-out system? | <input type="checkbox"/> |
| 20 | Do they have the information about the young person? Medical information, history of behaviour, addresses, emergency contact details. | <input type="checkbox"/> |
| 21 | Is the young person travel trained? | <input type="checkbox"/> |
| 22 | Do you have written consent from a parent to agree to 1:1? | <input type="checkbox"/> |
| Comments and further actions required: | | |
| | | |

Prepared by:

Date:

Signature:

Appendix 3

Designated Safeguarding Lead and Deputy Designated Safeguarding Lead Role Description

| Role | Name | Title | Dates if applicable |
|---------------------------|-----------------|---------------------------|----------------------------------|
| DSL | Esther Norman | Interim CEO | Until 16 th June 2025 |
| DSL | Rose Swainston | CEO | From 17 th June 2025 |
| Deputy DSL | Stefan Filby | Head of Programmes | |
| Deputy DSL | Paul Furcovici | Deputy Head of Programmes | |
| Lead Safeguarding Trustee | Nicola Carlisle | Trustee | |

Designated Safeguarding Lead Overall Role:

The DSL for Caxton Youth Organisation is the CEO. The DSL will take the lead in ensuring that appropriate arrangements for keeping children, young people and vulnerable adults safe are in place at Caxton Youth Organisation. They are responsible for ensuring the policies, procedures, training and governance around safeguarding are appropriate and up to date in relation to staff, volunteers, trustees, and any other relevant stakeholders.

Deputy Designated Safeguarding Lead Overall Role:

The Deputy Designated Safeguarding Leads (Deputy DSLs) will generally be the Lead Youth Workers in youth sessions. The Deputy DSLs are responsible for the safeguarding of Caxton members and to promote the safety and welfare of children, young people and vulnerable adults involved in Caxton Youth Organisation's activities at all times. In the absence of the DSL, the Deputy DSLs will take the lead in safeguarding children, young people and vulnerable adults.

Lead Trustee for Safeguarding Overall Role:

The lead trustee for safeguarding should be contacted where there is a safeguarding case where the DSL or Deputy DSL requires additional advice on what action or steps to take next. The Lead Trustee for Safeguarding should be informed about the outcomes of all safeguarding cases where they have provided advice.

Designated Safeguarding Lead Duties and responsibilities

1. Take a lead role in developing and reviewing Caxton Youth Organisation's safeguarding, child protection vulnerable adults policies and procedures.
2. Take a lead role in implementing Caxton Youth Organisation's safeguarding, child protection children and vulnerable adults policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Caxton Youth Organisation's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children, young people and vulnerable adults at Caxton Youth Organisation, including the board of trustees, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children, young people and vulnerable adults who are involved in activities at Caxton Youth Organisation and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Work closely with the board of trustees and Deputy DSLs to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
6. Report regularly to the board of trustees on issues relating to safeguarding and vulnerable adults and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding vulnerable adults and child protection requirements are being followed at all levels of the organisation.
7. Ensuring the team has relevant training that is regularly refreshed

8. Nominating and Appointing the Deputy Designated Safeguarding Leads
9. The adoption of safe working practices including appropriate recruitment, vetting and barring procedures
10. Ensuring that there is a culture of openness and transparency where colleagues are empowered to raise concerns.
11. Ensuring that there are sufficient resources for safeguarding, this includes financial, people and training resources.

Designated Safeguarding Lead and Deputy Safeguarding Leads Duties and responsibilities

12. Receive and record information from anyone who has concerns about a child and/or vulnerable adults who takes part in Caxton Youth Organisation's activities.
13. Take the lead on responding to information that may constitute a child protection or and vulnerable adults concern, including a concern that an children and young people involved with Caxton Youth Organisation may present a risk to children or young people. This includes:
 - a. assessing and clarifying the information
 - b. making referrals to statutory organisations as appropriate
 - c. consulting with and informing the relevant members of the organisation's management
 - d. following the organisation's safeguarding policy and procedures.
14. Liaise with, pass on information to and receive information from statutory child protection and vulnerable adults agencies such as:
 - a. **Westminster Council child protection services:-**
contact Children's Services on 020 7641 4000 (9am to 5pm, Monday to Friday) or Emergency Duty Team **020 7641 2388** (outside of these times).
 - b. **Westminster Council Adult Social Care Team:-**
 - i. Phone the safeguarding helpline [020 7641 2176](tel:02076412176)
 - ii. Email: adultsocialcare@westminster.gov.uk
 - c. **the police** - If you are worried that someone is in immediate danger please call 999.

This includes making formal referrals to agencies when necessary, reporting and escalation processes, working with relevant organisations across Westminster;

15. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk.
16. Store and retain child protection and vulnerable adults records according to legal requirements and the organisation's safeguarding policy and procedures.
17. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
18. Effective inter-agency working, including effective information sharing.
19. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
20. Attend regular training in issues relevant to child protection and vulnerable adults, share knowledge from that training with everyone who works or volunteers with or for children and young people at Caxton Youth Organisation.
21. Attend team meetings, supervision sessions and management meetings as arranged.
22. Attend monthly casework meetings
23. Work flexibly as may be required and carry out any other reasonable duties.

Person Specification

- All staff and volunteers are subject to enhanced vetting and barring checks.

- All staff (and volunteers) should receive L2 safeguarding training when they are first employed at Caxton. Staff should repeat safeguarding L2 training every 2 years. In addition staff should receive annual refresh on safeguarding, to date with any changes in safeguarding and child protection legislation and guidance.
- The Designated Safeguarding Lead and Deputy Designated Safeguarding Leads must undertake DSL training and/or Level 3 Safeguarding training every 2 years. This is in addition to the L2 safeguarding training.

Appendix 4 A code of good practice

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

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 Designated Safeguarding Lead
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to the Deputy Designated Safeguarding Lead
7. Ensure that no situation arises which could cause any further concern and always inform your line manager and the Designated Safeguarding Lead of the action you have taken.

If you have a concern about a young person's safety and wellbeing:

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

Note: Any adult associated with Caxton Youth Organisation 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.

Incident Record Form

Whenever a child or adult makes a disclosure, makes an allegation or there are concerns about the welfare and safety of a child or adult at risk, the following standards will be applied to record keeping.

1. When a disclosure or allegation is made in person, whenever possible and practical, notes will be taken during the conversation;
2. Where it is not possible or appropriate to take notes at the time, a written record will be made as soon as possible afterwards and always before the end of the day, using the incident form
3. The person making the disclosure or allegation will be advised at the time that a written record will be made and the importance of making a record of information will be explained;
4. The person making the disclosure will be informed that they can have access to the record made in respect of their own information;
5. The context and background leading to the disclosure will be recorded;
6. As much information as possible will be recorded and fact, hearsay and opinion will be distinguished in the record. Assumptions and speculation will be avoided;
7. For all methods used to make a disclosure or allegation, the time, date, location, format of information e.g. letter, telephone call, direct contact and persons present will be recorded;
8. Records will be signed and dated by the person receiving the information;
9. A log of the incident will be maintained on Beacon, by the Deputy Designated Safeguarding Lead who will be responsible in most cases for managing safeguarding incidents. The log will include full details of referrals to the local authorities where applicable;
10. All original records, including rough notes, will be provided to the relevant Designated Safeguarding Lead as soon as practical;
11. All records will be kept in a confidential and secure place and shared only in order to safeguard a child, young person or adult at risk, in line with the information sharing protocol and requirements of the Data Protection legislation

Appendix 5

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Designated Safeguarding Lead and Deputy Designated Safeguarding Lead Role Description (see Appendix 3)
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- children and young people to child supervision ratios
- Risk Register (for trustees and SLT only)
- Handling weapons process
- Lone working procedures

- **Westminster Council Children's Services** 020 7641 4000 (9am to 5pm, Mon to Fri) or Emergency Duty Team 020 7641 2388 (outside of these times).
- **Westminster Council Adult Social Care Team** safeguarding helpline 020 7641 2176
- **The police** - If you are worried that someone is in immediate danger please call 999.

Caxton Safeguarding Decision Flowchart

DSL: Esther Norman, CEO 07974087509 (Personal)
 07729023369 (Work)
Deputy DSL: Stefan Filby, HoP 07395457110 (Work)
Deputy DSL: Paul Furcovici, Dep. HoP
Lead Safeguarding Trustee: Nicola Carlisle 07746425722 (Personal)

