



ANDERIDA ADOLESCENT CARE

SAFEGUARDING POLICY/PROCEDURE

Anderida is committed to safeguarding young people and protecting them from abuse. This is a policy/procedure for all Anderida staff to help them understand and recognise the signs and symptoms of abuse and know what action to take if abuse is suspected or disclosed by a young person in our care. This policy is supported by those outlined below.

- Anti-Bullying Policy – to cover forms of abuse from peers and through social networking.
- Complaints Procedure – following up on allegations and complaints made from the young people and significant others.
- DBS Policy & Procedure – safer recruiting.
- Behaviour Management – actions and interventions to help support the safety and well-being of the child.
- Internet Procedure – covering e-safety.
- Missing Persons – actions to reduce episodes of missing from home and reduce harm whilst missing.
- Non-Violent Resistance – Therapeutic procedure
- Non-Violent Resistance – Tailing Procedure
- Positive Holding Policy – what actions to take when a young person puts themselves at significant risk and appropriate physical intervention.
- Prevention of Self Harm Policy – assessing and managing risk of self-harm and suicide.
- Staff Allegation Procedure - taking effective action when a young person may be at risk from staff and whom to concerns and allegations to.
- Whistleblowing Policy & Procedure – taking action around all concerns relating to the organisation and care of young people.

WHAT IS ABUSE?

Abuse comes under five main headings: sexual, physical, emotional, financial or neglect, however we must also think in terms of safeguarding about the wider context and organised aspects of abuse such as Child Sexual Exploitation, Child Criminal Exploitation, Female Genital Mutilation and Radicalisation. You may suspect one or more forms of abuse. This may be by an individual or a group and the young person may not recognise that they are being abused.

CHILD ABUSE SIGNS AND SYMPTOMS

Although signs do not necessarily indicate that a child has been abused, they may help adults to recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms or any of them to a marked degree.

Sexual Abuse:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the young person's age.
- Medical problems such as chronic itching, pain in the genitals, venereal diseases.
- Other extreme reactions such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia.
- Personality changes such as becoming insecure or clinging.
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys.
- Sudden loss of appetite or compulsive eating.
- Being isolated or withdrawn.
- Inability to concentrate.
- Lack of trust or fear of someone they know well.
- Starting to wet the bed or having nightmares.
- Become worried about removing clothing.
- Suddenly drawing sexually explicit pictures.
- Trying to be ultra-good or perfect, and overreacting to criticism.

Physical Abuse:

- Unexplained recurrent injuries or burns.
- Improbable excuses or refusal to explain injuries.
- Wearing clothes to cover injuries, even in hot weather.
- Refusal to undress for swimming.
- Bald patches.
- Chronic running away, fear of medical help or examination.
- Self-destructive tendencies.
- Aggression towards others.
- Fear of physical contact.
- Admitting that they are punished but the punishment is excessive e.g. being beaten.
- Fear of suspected abuser being contacted.

Emotional Abuse:

- Physical, mental and emotional development lags.
- Sudden speech disorders.
- Continual self-deprecation ("I'm stupid, ugly" etc.).

- Overreaction to mistakes.
- Extreme fear of any new situation.
- Inappropriate response to pain (“I deserve this”).
- Neurotic behaviour (rocking, hair twisting, self-mutilation).
- Extremes of passivity or aggression.

Neglect:

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing.
- Emaciation.
- Untreated medical problems.
- No social relationships.
- Compulsive scavenging.
- Destructive tendencies.

It is also possible that a young person may show no outward signs and hide what is happening from everyone.

FINANCIAL ABUSE

Everyone has the right to the money and property that is legally theirs. Financial abuse is the theft or misuse of money or personal possessions, which involves an individual's resources being used to the advantage of another person.

Financial abuse can include:

- Money or possessions stolen, borrowed or withheld without permission.
- Preventing someone buying goods, services or leisure activities.
- Controlling access to money or benefits.
- Money being misappropriated and absorbed into a care home or household budget without the person's consent.
- Staff or volunteers borrowing, accepting significant gifts or money from service users.
- Goods or services purchased in someone's name but without their consent.
- Being deliberately overcharged for goods/services or being asked to part with money on false pretences.
- Being asked to sign, or give consent, to financial agreements when a person does not have the mental capacity to understand or give informed consent.

Indicators of financial abuse can include:

- Unexplained withdrawals from a person's bank account.
- An unexplained shortage of money, despite an adequate income or immediately following allowance/benefit day.
- The disappearance of bank statements, other documents or valuables, including jewellery.
- A person's inability to explain what is happening to their own income.
- Reluctance by the carer or person controlling funds to pay for replacement clothes or furniture.
- Pressure by family members and other people to sign over assets or benefits.
- Items purchased which are not appropriate for the person.
- The individual lacks belongings or services which they can clearly afford.

Bullying is also a form of abuse - PLEASE SEE BULLYING POLICY**TELLING:****If a young person tells you about abuse:**

- Stay calm.
- Find a quiet place to talk.
- Listen but do not press for information or ask leading questions.
- Reassure the young person that you are glad they have told you.
- Reassure the young person that they are safe and supported.
- If necessary, seek medical help.
- Acknowledge that the young person may have angry, sad or even guilty feelings about what has happened, but reassure them that it is not their fault.
- The young person should feel free to talk to who they trust.
- The young person is to be informed that what you are told will be passed on to the relevant authorities.
- Following the above they should be made aware of external support agencies and counselling services.

FEMALE GENITAL MUTILATION (FGM)

Anderida, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. This may be one of our residents or becoming aware that somebody they know/are related to, is at risk. There are a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM.

Anderida staff should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Should

Anderida staff suspect any child to be at risk of FGM, they should follow safeguarding procedures as outlined in this document. This should activate local safeguarding procedures, informing MASH teams, Police and the relevant Local Authority/Social worker.

Warning signs that FGM may be about to take place, or may have already taken place, can be found in the Multi-Agency Practice Guidelines and are referred to below.

Many girls may not be aware that they may be at risk of undergoing FGM but suspicions may arise in a number of ways that a child is being prepared for FGM to take place abroad. These include;

- Knowing that the family belongs to a community in which FGM is practised and is preparing for the child to take a holiday, arranging vaccinations or planning absence from school.
- The child may also talk about a 'special procedure/ceremony' that is going to take place.

Girls are at particular risk of FGM during school summer holidays as this is the time when families may take their children abroad for the procedure.

Any medical provision for a pregnant woman or having a sexual health check who has herself been the subject of female genital mutilation provides the opportunity for recognition of risk and preventative work with parents.

A child may be at risk if it is known that older girls in the family have been subject to the procedure. Prepubescent girls of 7 to 10 are the main subjects, though the practice has been reported amongst babies.

Possible indicators are similar to other forms of abuse, especially Sexual Abuse, including:

- Bleeding, discharge, urinary infections;
- Reluctance to receive medical attention or to participate in sporting activities;
- Prolonged absence from school, with noticeable behaviour change on return and long periods away from classes or other normal activities;
- Some children find it difficult to sit still and look uncomfortable or may complain of pain between their legs;
- Mentioning something somebody did to them that they are not allowed to talk about.

eLearning for all professionals, developed by the Home Office, is available at www.fgmelearning.co.uk and is part of Anderida induction training requirements

Girls who are threatened with, or who have undergone FGM may withdraw from education and social activities, restricting their educational and personal development. They may feel unable to go against the wishes of their parents and consequently may suffer emotionally. Staff may become aware of a of the child because she appears anxious, depressed and emotionally withdrawn. They may be presented with a sudden decline in her performance, aspirations or motivation.

Children who fear they may be at risk of FGM can often come to the attention of, or turn to, a childcare professional before seeking help from the police or social services. Sometimes the child's friends may report it to us. Members of staff are in an ideal position to help protect children by passing on the concerns through safeguarding and police procedures.

COUNTY LINES: CHILD CRIMINAL EXPLOITATION (CCE)

Anderida need to be alert to the possibility of children being criminally exploited by individuals and gangs. Anderida should do all they can to intervene in these situations which includes, recording intel, reporting all (including soft intel) and use of self/support networks to intervene drawing on Non Violent Resistance (NVR) and NVR tailing methods.

Anderida draws on local guidance and procedures to assist in the identification of such activity. Warning signs that CCE may be about to take place, or may already be taking place, can be found in the <http://brightonandhovelscb.org.uk/county-lines-child-criminal-exploitation/> practice Guidelines and are referred to below.

County lines is the police term for urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or “deal lines”. It involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money. Gangs establish a base in the market location, typically by taking over the homes of local vulnerable adults by force or coercion in a practice referred to as ‘cuckooing’.

County lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons; and the response to tackle it involves the police, the National Crime Agency, a wide range of Government departments, local government agencies and VCS (voluntary and community sector) organisations. County lines activity and the associated violence, drug dealing, and exploitation has a devastating impact on young people, vulnerable adults and local communities.

Signs to look out for:

A young person’s involvement in county lines activity often leaves signs. A young person might exhibit some of these signs, either as a member or as an associate of a gang dealing drugs. Any sudden changes in a young person’s lifestyle should be discussed with them. Some indicators of county lines involvement and exploitation are listed below, with those at the top of particular concern:

- Persistently going missing from school or home and / or being found out-of-area;
- Unexplained acquisition of money, clothes, or mobile phones
- Excessive receipt of texts / phone calls
- Relationships with controlling / older individuals or groups
- Leaving home / care without explanation
- Suspicion of physical assault / unexplained injuries
- Parental concerns
- Carrying weapons
- Significant decline in school results / performance
- Gang association or isolation from peers or social networks
- Self-harm or significant changes in emotional well-being

As with all abuse safeguarding procedure should be followed as outlined below, however if they are in immediate danger call 999.

Anderida reporting procedure if abuse is suspected or disclosed:

- Make sure the child is safe - if they are in immediate risk call 999.
- Inform the child you are taking them seriously; it is not their fault and you will be passing on these concerns.
- Find a private area to pass on concerns, if the young person does not wish to be left alone you may have to pass on concerns whilst with them, advise manager/safeguarding officer if the young person is present with you.
- Contact the home/resource manager and the safeguarding officer immediately to take advice (ensure that you record the time you did this in the safeguarding log and incident report).
- Erica Castle is the Designated Safeguarding Lead (DSL) and Responsible Individual for Anderida as a whole.
- Erica Castle is the safeguarding officer for Greenside View, Tomorrow House and Green Fields.
- Amy Mitchell is the safeguarding officer for Merdeka, Kindeace, Eucalyptus Grove, and The Willows.
- Sarah Tolley-Cloke is safeguarding officer for the Learning Centre.
- If a crime has been committed or it is suspected that a crime has been committed, you will be asked to report this to the Police through 101 (verify this with the manager or safeguarding office in advance of calling it through).
- If this is an allegation against Anderida staff, take advice on how and where to record from the safeguarding officer/manager. Also, **see whistleblowing procedure**.
- If this is a general safeguarding concern, then record immediately on an incident report.
- All conversations with the young person to be logged accurately, with times, dates and your role, ensure open questions, however try to avoid taking a statement, let the young person know that due to the serious nature of what they are disclosing it is advisable that the proper authorities take a statement as you do not want to get anything wrong.
- All concerns must be recorded, in a non-judgemental way, stating the facts times, dates. If opinions are given it needs to clearly state this is your opinion.
- Start a new page in the bound safeguarding log if this is a new safeguarding incident. If this is a follow up, find the relevant section in the log. Record all details fully completing each section. Duplicate this on the digital safeguarding report.
- It is your responsibility to follow up and ensure the responsible person has passed the information on to the relevant safeguarding teams (East Sussex and the referring Authority) and LADO if is an allegation against staff, in addition to the young person social worker.
- Managers will act in consultation with directors and where relevant with LADO to decide if an allegation against staff is a serious safeguarding concern or could constitute gross misconduct, in these cases staff will usually be suspended.
- See Safeguarding Allegation and Section 47 flow chart for next steps.

- Look at the steps we can take to keep this child safer and resist harm, drawing on this procedure and NVR approaches.

Manager:

- Does this require an Ofsted notification (all allegations against staff do – however vague) if so complete the form with 24 hours.
- Have the concerns been passed on to both local and referring authority safeguarding teams and the social worker? Have you followed up with a phone call to the social worker on the 1st working day to see if they received the concern and will be taking action/want us to take action?
- Have you checked with LADO that they are happy with the action you are/have taken?
- Does this relate to CSE if so complete and forward the CSE form?

Anderida reporting and recording regarding child protection issues not disclosed by a child:

Where staff members have concerns of any child protection concern's they should record in safeguarding reports and report to the safeguarding lead for advice which would be from the following actions:

- Record all information clearly
- Report to and known social worker involved
- SPOA report for MASH referral
- LADO referral
- Where the concern is for a child outside of the organisation make a referral to the DAT team for the LA child services department
- If in contact with a child you are concerned for ensure they are safe
- If a crime has been committed or it is suspected that a crime has been committed, you will be asked to report this to the Police through 101 or 999 (verify this with the manager or safeguarding office in advance of calling it through).
- If this is an allegation against Anderida staff, take advice on how and where to record from the safeguarding officer/manager. Also, see whistleblowing procedure.
- It is your responsibility to follow up and ensure the responsible person has passed the information on to the relevant safeguarding teams (East Sussex and the referring Authority) and LADO if it is an allegation against staff, in addition to the young person social worker.
- Managers will act in consultation with directors and where relevant with LADO to decide if an allegation against staff is a serious safeguarding concern or could constitute gross misconduct, in these cases staff will usually be suspended.
- See Safeguarding Allegation and Section 47 flow chart for next steps.

SEXUAL EXPLOITATION

All staff are required to undertake training specific to understanding sexual exploitation.

If you suspect a young person is involved in sexual exploitation you must also record details of:

- Contact with inappropriate adults
- Contact with unsafe/vulnerable young people

- Car registrations wherever possible
- Unexplained amounts of money or new items
- Record information on a CSE information report and forwarded to c22_eastdiv@sussex.pnn.police.uk.
- Follow safeguarding procedures as above

If a child reports or we become aware that they are being exploited using online methods, such as; sending indecent pictures, grooming or exposing the young person by posting pictures of them mentors must report this to CEOP (Child Exploitation Online Protection and POSH) in addition to following safeguarding procedures.

(see Sexual Exploitation Policy, Missing Person's Policy and Bullying Policy)

E-SAFETY PROCEDURE

E Safety is a term which means not only the internet safety but other ways in which young people communicate using electronic media, e.g. mobile phones, laptops, smart TV's, games consoles etc. It means ensuring that children and young people are protected from harm and supported to achieve the maximum benefit from new and developing technologies without significant risk to themselves or others. It is our responsibility as mentors to ensure that we keep up to date with E-safety and disseminate this throughout the company.

When a young person is placed with Anderida a delegated agreement will need to be completed by the legal parents. The delegated agreement will give Anderida permission to install and use parental controls/net nanny on the young person's devices, which will include location checks and internet/phone history if there are safeguarding concerns. The permission will be filed at in the young person's main file at the home, digitally and hard copy. All E Safety risks will be added to the young person's risk assessment in the staying safe section.

Anderida has a delegated E Safety officer. Their role is to check the Parental control software once a week for each young person's devices, this includes general check of their activity by looking at search history and following up on any alerts sent to us from the installed net nanny. The E Safety officer will then report back to each home via email to let them know it has been checked and report any concerns. All communications should be saved in a dedicated E-safety section of the young persons closed file.

If the care team have significant concerns about a safeguarding issue or a young person is missing they may ask the e-safety officer to do an immediate check, this must though be authorised by either the safeguarding officers (Erica Castle or Amy Mitchell) or the Responsible Individual (Erica Castle), to avoid unnecessary intrusion into the young person's internet use. Managers of each home can also request a location search if the young person is missing.

Each home will have in place a dedicated E safety individual whose responsibility will be to ensure that the Parental controls are installed on all the young person's devices. This individual will correspond each week with the E Safety officer to ensure parental controls are still installed, working and for any activity.

There is a Staying Safe in cyber space folder in every home, it is important that all members of staff are encouraged to read this, and this can be covered when new staff undergoes their paperwork training. Staff may be supported in their development to take part in further staying safe e safety training either in house or in the local area.

In addition to following safeguarding procedures as outlined above, staff should report online concerns/abuse through Professionals On-line Safety Helpline (POSH) - <https://www.saferinternet.org.uk/professionals-online-safety-helpline>.

PREVENTING EXTREMISM AND RADICALISATION

(adapted from Pan Sussex Policies and Procedures)

Anderida is committed to providing a secure environment for all residents, where children feel safe and are kept safe. All mentors at Anderida recognise that safeguarding is everyone's responsibility.

Preventing Extremism and Radicalisation Safeguarding Procedures also draw upon the guidance contained in the "Pan Sussex Child Protection Procedures" and DfE Guidance "Keeping Children Safe in Education, 2015"; and specifically DCSF Resources "Learning Together to be Safe", "Prevent: Resources Guide", "Tackling Extremism in the UK", DfE's "Teaching Approaches that help Build Resilience to Extremism among Young People" and Peter Clarke's Report of July 2014.

Anderida Ethos and Practice: When operating this policy our homes use the following accepted Governmental definition of extremism which is:

'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

There is no place for extremist views of any kind in our organisation, whether from internal sources, residents, mentors, staff or contractors, or external sources - school community, external agencies or individuals. Our young people see our homes and school as a safe place where they can explore controversial issues safely and where our team encourage and facilitate this – we have a duty to ensure this happens.

As a childcare organisation we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views we are failing to protect our children and young people.

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of young people. Education and adult guidance is a powerful weapon against this; equipping young people with the knowledge, skills and critical thinking, to challenge and debate in an informed way.

Therefore, we will provide a broad and balanced approach ensuring young people are educated through their schools and learning provisions but also in the homes. This will be through:

- ✚ Open discussion and debate

- ✚ Citizenship programmes in education settings or the home when young people are not attending education
- ✚ Work on anti-violence and a restorative approach addressed Non-Violence Resistance Approaches and Restorative Justice
- ✚ Exploration of media and cultural nights exploring, cultures and foods from around the world and British values and traditions

Mentors are aware that young people can be exposed to extremist influences or prejudiced views from an early age which emanate from a variety of sources and media, including via the internet, and at times young people may themselves reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.

Anderida will take action to prevent and address exposure to such influences by:

- ✚ Ensuring there is software on internet devices that prevents access to damaging media and allows monitoring.
- ✚ Educating young people and mentors on the grooming process and where they can take their concerns.
- ✚ Regularly reviewing the environmental risk assessments to identify concerns in the locality and external influences which could promote extreme views.
- ✚ Training staff in all aspects of PREVENT enabling them to recognise and take action around extremist views and risk to radicalisation.
- ✚ Promoting the values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.
- ✚ Being clear in our expectations and encouraging children and young people to respect one another and to respect and tolerate difference, especially those of a different faith or no faith.
- ✚ Any prejudice, discrimination or extremist views, including derogatory language, displayed by residents or staff will always be challenged and where appropriate dealt with (Anderida will act in accordance with Anti- Discrimination, Anti – Bullying, Behaviour Management, Whistleblowing and Equal opportunities policies to address such behaviours).
- ✚ Regular review and updating of this procedure.

It is indeed our most fundamental responsibility to keep our children and young people safe and prepare them for life in modern multi-cultural Britain and globally.

As part of wider safeguarding responsibilities mentors/staff will be alert to:

- ✚ Disclosures by children and young people of their exposure to the extremist actions, views or materials of others in school, their homes or community groups, especially where pupils have not actively sought these out.
- ✚ Graffiti symbols, writing or artwork promoting extremist messages or images.
- ✚ Children and young people accessing extremist material online, including through social networking sites.
- ✚ Parental/agency/school reports of changes in behaviour, friendship or actions and requests for assistance.

- ✦ Partner homes, schools, local authority services, and police reports of issues affecting children and young people in other schools or settings.
- ✦ Children and young people voicing opinions drawn from extremist ideologies and narratives.
- ✦ Use of extremist or 'hate' terms to exclude others or incite violence.
- ✦ Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture.
- ✦ Attempts to impose extremist views or practices on others.
- ✦ Anti-Western or Anti-British views.

We will help support children and young people who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a young person is being directly affected by extremist materials or influences, we will ensure that that they are:

- ✦ Offered mentoring.
- ✦ Will seek external support from the Local Authority and/or local partnership structures working to prevent extremism.
- ✦ Take advice through the Channel process and liaise with Sussex police (prevent@sussex.pnn.police.uk)

Serious concerns should follow safeguarding procedure. This includes reporting to the manager/safeguarding officer in the first instance within 24 hours. Concerns will be passed to the host authority MASH team, placing social worker and their safeguarding team. It should also be reported to the Police through 101.

In extreme cases where you believe there to be an imminent risk you can also report your concerns to the anti-terrorist hotline on 0800 789 321.

EMPLOYMENT OF STAFF AND VOLUNTEERS

Applicants will be assessed using data gathered by the [Disclosure and Disbarring Service \(DBS\)](#), including relevant criminal convictions, cautions, police intelligence and other appropriate sources.

Using this information, they will decide on a case-by-case basis whether each person is suited to this work. They will securely store information about people's DBS status for employers and voluntary organisations to use when they are recruiting. Only applicants who are judged not to pose a risk to vulnerable people can be DBS registered. Once the scheme has been fully rolled out, employers who work with vulnerable people will only be allowed to recruit people who are DBS registered.

Please see attachment for details of LADO (Local Authority Designated Officer online reporting form @East Sussex website), and their role in allegations made against staff.

Should a staff member be dismissed from working within Anderida following concerns regarding any safeguarding issues, Anderida will report to the Disclosure and Barring Service.