****

**EVOLVE INTERVENTION**

**Safeguarding and Child Protection Policy**

 **August 2020**

|  |  |
| --- | --- |
| **Date Created** | 1st September 2017 |
| **Date last reviewed** | 20th August, 2020 |
| **Date to be reviewed** | 1st September, 2021 |
| **Written by** | Emma Prince, Director |

**Safeguarding Policy**

1. **Designated Safeguarding Lead**

Evolve Intervention has the following Designated Safeguarding Leads:

Director – **Emma Prince** **e.prince@evolve-intervention.com** **077124 12377**

Lead Practitioner – **Helen Prince** **h.prince@evolve-intervention.com** **07704 411727**

1. **Key Contacts within the local authority:**
* **Children and Families Services via Children and Families Hub** for referral or for consultation, Monday – Thursday 08.45 – 17.30, and Friday 08.45 – 16.30 03456037627 or out of hours 03456061212 or referral by the online portal www.essexeffectivesupport.org.uk
* **Local Authority Designated Officer (LADO)** – Children’s Workforce Allegations Team 03330 139 797 (for referral or consultation where an allegation has been made against a member of the workforce)
* **Prevent** (for allegations relating to extremism, radicalism or terrorism) email referrals to PREVENT@essex.pnn.police.uk or call 101 for consultation or reporting of a crime related to PREVENT
* **The Police** – direct to Essex (for allegations where a crime has been or we suspect may have been committed) 101 or 999 in emergency situations;
* **For referrals where a child/family are living in Southend: Multi-Agency Safeguarding Hub (MASH):** 01702 215007 or Out of hours: 0345 606 1212
* **For referrals where a child/family are living in Thurrock:** MASH: 01375 652802 or Out of Hours: 01375 372468
1. **Purpose**
	1. Whilst there is a difference between Safeguarding and Child Protection the two have a clear overall aim, which is protect children and young people, to ensure that they feel safe and to promote their welfare at all times. This aim is reflected in the values of Evolve Intervention through our child-centered approach where we create a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
	2. Safeguarding at Evolve Intervention encompasses all the policies and procedures that we have to support this aim including our Child Protection procedures, Health and Safety policies, our anti-bullying procedures and our ethos. Child welfare, support and wellbeing is at the core of our practice and this policy lays out the many ways that we ensure that this remains at the heart of our protection of children and young people.
	3. Our Child Protection procedures are governed by the law and guidelines for ensuring that the children and young people we work with through our service remain safe. We follow the Southend, Essex and Thurrock guidelines (ESCB SET Procedures 2019) and adhere the guidelines laid out in the document Working Together to Safeguard Children (2018).
	4. In particular, we agree with the following statements;

“the child’s needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates”

“safeguarding is everyone’s responsibility: for services to be effective each professional and organisation should play their full part”

*(Working Together to Safeguard Children, HM Government, 2015)*

* 1. The document, Working Together to Safeguard Children, must be read in conjunction with this policy. All future employees and volunteers of Evolve Intervention will be issued with a copy of this document and our policy in hard copy upon appointment. Staff will also be issued with a Staff Code of Conduct which will include information about what to do if they are concerned about a child or young person with whom they are working. Staff will undertake safeguarding training upon induction and then annually. Electronic copies of our policies and procedures can be found on our website.
1. **Introduction**
	1. Evolve Intervention takes its responsibility to protect and safeguard the welfare of children and young people receiving support from our service very seriously. Our Director is committed to have policies and procedures in place that safeguard and promote the welfare of children and young people who are receiving intervention and support.
	2. Evolve intervention will provide clear direction to staff and others via in-house training. Every member of staff in the employ of Evolve Intervention will attend annual update training, read and sign for related documents, and where relevant, take part in online CPD opportunities in key issues. A log of training delivered to staff will be kept on file. Staff will also keep personal logs of their CPD, which includes any additional Safeguarding training that they undertake during the year. Opportunities for further online training will be signposted during the year via email to staff as well as being shared in relevant meetings.
	3. In this training and in this policy, we will make explicit our commitment to the development of good practice and sound procedures. We will ensure that safeguarding concerns, referrals and monitoring will be handled sensitively, professionally and in ways that support the needs of the child. The overall aim of this package of on-going CPD is that the welfare of the child is maintained and is paramount at all times.
	4. In this way our organisation recognises the following three elements to our policy:
* Prevention through the support offered to children and young people who are receiving our interventions
	+ Protection by following agreed procedures and ensuring all staff are trained and supported to respond appropriately and sensitively to any concerns that they might have in relation to children and young people utilising our service.
	+ Support to children and young people who are in receipt of our service who may have been abused, are currently being abused, or who have been abused, or may be suffering from an additional vulnerability factor such as mental health issues.

This policy applies to all children and young people, staff, directors, volunteers and contractors of Evolve Intervention. We recognise that we are an agent of referral, not of investigation. The referral pathway is shown in Appendix 1.

1. **Aims**

Evolve Intervention aims to:

* Establish and provide an environment where children and young people in receipt of our service feel safe and secure, are encouraged to talk and are listened to.
* Ensure that children and young people know whom they can approach if they are worried or in difficulty.
* Where appropriate, include in Evolve Intervention group work activities, mentoring and coaching opportunities for children and young people to develop the skills they need to stay safe from abuse and to develop safe and healthy relationships.
* Make parents/carers of children and young people receiving our service aware of the policies and practices for safeguarding and ensure that, wherever possible, every effort is made to maintain open and honest and effective relationships.
* To build and maintain positive and effective relationships with colleagues across schools and all outside agencies, with the sole aim of providing support to young people, thereby creating a culture of vigilance, so that the welfare of children and young people is promoted, and where timely and appropriate safeguarding action is taken.
* Our key aim is to support and protect children and young people from harm, and to ensure that we work with them in a way that is consistent with the law, our values, and to promote respect for all others within our organisation and wider community. We will actively promote tolerance and respect for people of all faiths (including those with no faith), races, genders, ages, disabilities, sexual orientation and gender orientation.
1. **The Law and Essex Guidelines**
	1. Child Protection is the responsibility of all adults, and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the director of Evolve Intervention, and wider support in this process is the responsibility of the Essex Safeguarding Children’s Board. (ESCB)
	2. In Essex, all professionals must work in accordance with the SET procedures (ESCB 2019). These procedures can be referenced online via the ESCB ([www.escb.co.uk](http://www.escb.co.uk)), as soft copies as sent via email at the start of each academic year, and available on our website, or as hard copies in the office of the Designated Safeguarding Lead. Our organisation also works in accordance with ‘Section 175 of The Education Act 2002, Children’s Act 1989, Children’s Act 2004, ’Keeping Children Safe in Education’ (DFE 2020), ‘Working Together to Safeguard Children’ (HMG 2018), ‘What To Do If You Think a Child is Being Abused (HMG 2015), ‘Information Sharing and Advice for Safeguarding Practitioners’ (HMG 2018) and ‘Effective Support for Children and Families in Essex’ (ECSB 2017), ‘Promoting Positive Emotional Wellbeing and Reducing the Risk of Suicide’ (ECSB 2018), ‘Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment’ (DFE 2020).
	3. Additional regulations that guide our procedures are: Serious Crime Act 2015, including Female Genital Mutilation Act 2003 (2015); Children and Social care Act 2017, Sexual Offences Act (2003); Education (Pupil Registration) Regulations (2006); Children Missing Education – statutory guidance for Local Authorities (DfE 2016); Education Access team CME/Home education Policy and Practice (Essex County Council, 2018); General Data Protection Regulations and Data Protection Act (2018).
	4. We also work in accordance with ‘The Counter Terrorism and Security Act’ (HMG 2015). Under Section 26 of this Act, Evolve Intervention has due regard in our policies and procedures to the need to prevent young people from being drawn into terrorism. This duty is known as the PREVENT duty and our Director has undertaken the PREVENT training. We want to create safe spaces for young people to talk about all manner of issues, including if needed, ideas that could be part of terrorist ideology, providing alternatives and the capacity to challenge misconceptions and threats to our published values. When appointed and as part of their initial safeguarding training staff will be reminded to be mindful about the potential for political viewpoints to be perceived as the ‘right way of thinking’ by young people. Any child/young person perceived to be at risk in this respect will be referred to CHANNEL and Social care in line with SET procedures (December 2019)
	5. Evolve Intervention also works in accordance with ‘The Serious Crime Act’ (Home Office 2015) by recognising and upholding the duty of all adults who work with children/young people to notify the police of known cases of Female Genital Mutilation, where it appears to have been carried out on a girl aged under 18. Our school will operate in accordance with statutory requirements relating to this issue, and in line with SET procedures (ESCB 2019).
	6. Our organisation also works in accordance with statutory guidance and SET procedures (ESCB 2019) in respect of allegations made against an adult who works with children in either a paid or in a voluntary capacity. Section 7 of the current SET procedures provides detailed information on this possibility, and we have processes in place for reporting any concerns about a member of staff (or any adult working with children). In the event that any allegation is received about a member of staff, the Local Authority Designated Officer (LADO) will be informed within one working day, and no investigation will be carried out prior to communicating the issue to the LADO.
2. **Roles and Responsibilities**
	1. Child safeguarding is the responsibility of all adults. All staff should be aware of the signs of abuse so that they can identify children and young people who may be in need of help or protection. When concerned about the welfare of a child or young person, all staff should always act in the interests of the child or young person.
	2. The development of appropriate procedures is the responsibility of the Director. Additionally, it is the role of the Director to ensure all staff employed, including temporary staff and volunteers within the organisation are aware of the organisation’s internal procedures and to advise and offer support to those requiring this. It is also the role of the Director to ensure that all child protection procedures are followed within the school, and to make timely and appropriate referrals to Children’s Social Care in accordance with SET procedures (ESCB 2019). The Designated Safeguarding Lead will ensure that all concerns are reviewed at least three times a year, and will undertake an annual Safeguarding Audit.
3. **Procedure for Raising a Concern**

At Evolve Intervention we will train staff to do the following if they have concerns about a child or young person (See Appendix 1):

* Tell one of Designated Safeguarding Leads immediately verbally, by telephone or by email; Emma Prince: e.prince@evolve-intervention.com, 07712 412377; Helen Prince: h.prince@evolve-intervention.com, 07704 411727
* The DSL will have a short conversation with you to find out the facts.
* You then be asked to email the details of your concerns to the DSL within 24 hours of the initial conversation using the Evolve Intervention Safeguarding Record Form.
* Complete all boxes in the form and state clearly:
	+ The detail of your concern – try to write exactly what a child has said to you if they made a disclosure, or what you may have overheard or what you have been told, or the change(s) in behaviour, attitude, or demeanour of a child or young person that has made you curious about their wellbeing.
	+ Always make it clear where the information came from and by which pathway; **you cannot maintain confidentiality**.
	+ Please be as accurate as possible – in the long run your report could be used in court as a primary document.
* If you have not sent this email within the minimum period, please expect that the DSL will follow up and that the other DSL will be kept informed about the delay and the reasons for the delay.
1. **Recruitment and Employment**
	1. The Director is responsible for ensuring that Evolve Intervention follows safe recruitment procedures and that all appropriate checks and pre appointment checks are carried out on staff and regular volunteers who work with children; and that the organisation has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with statutory guidance. As part of the organisation’s recruitment and vetting process, attention will be drawn to the DBS check and any other local intelligence required. The Director, who is trained on ‘Safer Recruitment’ procedures, will sit on every interview panel. In this way, the organisation undertakes to follow recruitment guidance and procedures that help deter, reject and identify people who might abuse children. Training certificates for staff trained in Safer Recruitment will be held by the Director, as will the training certificate of the Designated Safeguarding Lead. Full details of Evolve Intervention’s recruitment processes and procedures can be found in our Safer Recruitment Policy
	2. The organisation will not allow any individual that we know who about whom we have reason to believe is barred from regulated activity to work at the school in any capacity. The Director will also ensure that there is a maintained central register of staff and regular volunteers. Also, that the organisation has an up to date Code of Conduct for staff, which includes a Whistleblowing Policy. The Director must ensure that laid down procedures are carried out in relation to allegations against members of staff, visitors, volunteers, children and young people. If an allegation is made against the Director/DSL, they will cease all work with children and young people with immediate effect throughout such time that any referral, investigation or subsequent action is conducted.
	3. In the event of a member of staff being dismissed as a result of an allegation of abuse, the Director will inform the DBS. This is a legal duty where an individual engaged in a regulated activity is dismissed from the organisation due to safeguarding concerns.
	4. The Director recognises that there is always an emotional impact on staff dealing with safeguarding issues, and will provide support when staff request it and signpost support as an on-going protocol designed to help staff who are feeling stressed or worried. This forms part of Evolve Intervention’s Staff Well Being Policy.
	5. Evolve Intervention will publish its Safeguarding Policy on the organisation website alongside the document ‘Working Together to Safeguard Children’ (HMG 2018). All staff will be required to read this upon appointment, and a hard copy of this document will be supplied with training updates, where staff will be required to sign to say that they have read it.
	6. The Director will prepare an annual report detailing the training of staff and any changes to the policies and procedures that may be required in the light of updates to the legislative framework. Ultimately, the Director will take overall responsibility for ensuring the safeguarding of children and young people receiving support from Evolve Intervention. In addition all future staff will recognise their responsibility to refer all concerns, not to promise confidentiality, and also to take every opportunity to teach children and young people how to be safe.
2. **If a Concern is Raised**
	1. The matter will be handled in accordance with the Interdisciplinary Guidelines laid down by SET and ESCB. Where a referral to Social Services is deemed necessary,

The Children and Families Hub will be informed by telephone and the referral confirmed via the Essex Effective Support online portal where necessary. This can be found via the ESCB website. Referral procedures for any child or young person who accesses our service, but lives outside the area covered by the SET procedures will be followed according to their localised procedures, which will be checked prior to referral.

* 1. Essential information will include the child’s name, address, date of birth, family composition, the reason for the referral, whether the child’s parents are aware of the referral, the name of the person who initially received the disclosure, plus any advice given from the Children and Families Hub or the Police. The reasons for referral and the written confirmation will be dated and signed by the referrer.
	2. We will always share our intention to refer a child to Social Care Service with the parents or carers unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from Essex Children’s Social Care Services or Essex Police. In addition, there will be some occasions where the disclosure is complex, and in these cases the DSLs will take advice from CFH or Police and will follow that advice, even if this means that on rare occasions that parents are not told about the referral.
	3. If a member of staff continues to have concerns about a child or young person and feels that the situation is not being addressed or does not appear to be improving, the staff member should press for re-consideration, follow our complaints procedure and make a referral direct to Social Care themselves, using the number of The Family Operations Hub **0345 603 7627**
1. **Training and Support**
	1. The Designated Safeguarding Leads will undergo updated child protection training every two years. All other staff will receive Level 2 training, and also training on specific issues like PREVENT. A record of all Child Protection training is kept by the Designated Leads and is available for perusal at any time. The Designated Safeguarding Leads will also undertake training in inter agency working and also training in specific issues such as Child Sexual Exploitation and Honour Based Abuse. This training will be disseminated to other staff as and when it is completed. The Designated Safeguarding Leads will provide support and supervision to staff involved in child protection issues, and will seek support and supervision if they need it.
	2. All staff sign for and undertake to be bound by the boundaries of appropriate professional behaviour and conduct. These matters form part of staff induction and are referred to in the Staff Code of Conduct and Staff Handbook. Staff training teaches and reinforces what the signs and symptoms of abuse are, with specific reference to physical, sexual, neglect and emotional abuse.
	3. Staff should also be alert to specific needs of children, especially those with SEND, mental health issues and those with extreme vulnerabilities at home. Overall, and most importantly, staff must adhere to a culture of listening to children and ensuring their viewpoints are reflected in decision making.
2. **Definitions, Signs and Symptoms**
	1. The signs of child abuse aren't always obvious, and a child might not tell anyone what's happening to them. Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there’s no-one they can tell or that they won’t be believed. Sometimes, children don't even realise that what's happening is abuse. The effects of abuse may be short term or may last a long time - sometimes into adulthood.

(NSPCC, 2017)

At Evolve Intervention, we train staff to be able to recognise the signs and symptoms of the following types of abuse:

* 1. **Domestic Abuse**

Definition

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn’t just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships. It can encompass sexual abuse and rape (including within a relationship), punching, kicking, cutting, hitting with an object, withholding money or preventing someone from earning money, taking control over aspects of someone's everyday life, which can include where they go and what they wear, not letting someone leave the house, reading emails, text messages or letters, threatening to kill or harm them, a partner, another family member or pet.

Signs and Symptoms:

It's often difficult to tell if domestic abuse is happening, because it usually takes place in the family home and 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.
	1. **Sexual Abuse**

Definition:

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online. Sometimes the child won't understand that what's happening to them is abuse. They may not even understand that it's wrong.

There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse. Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration. Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing.

Signs and Symptoms:

Children who are sexually abused may:

* stay away from certain people
* they might avoid being alone with people, such as family members or friends
* they could seem frightened of a person or reluctant to socialise with them.
* show sexual behaviour that's inappropriate for their age
* a child might become sexually active at a young age
* they might be promiscuous
* they could use sexual language or know information that you wouldn't expect them to.
* have physical symptoms such as sexually transmitted infections, pregnancy, medical issues
	1. **Child Sexual Exploitation**

Definition:

Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may 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.

Signs and symptoms:

Young people who are being sexually exploited may:

* go missing from home, care or education.
* be involved in abusive relationships, intimidated and fearful of certain people or situations
* hang out with groups of older people, or antisocial groups, or with other vulnerable peers
* associate with other young people involved in sexual exploitation
* get involved in gangs, gang fights, gang membership
* have older boyfriends or girlfriends
* spend time at places of concern, such as hotels or known brothels
* not know where they are, because they have been moved around the country
* be involved in petty crime such as shoplifting
* have unexplained physical injuries
* have a changed physical appearance, for example lost weight.
	1. **Neglect**

Definition:

Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents. A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.

Signs and Symptoms:

They may:

* be smelly or dirty
* have unwashed clothes
* have inadequate clothing, e.g. not having a winter coat
* seem hungry or turn up to school without having breakfast or any lunch money
* untreated injuries, medical and dental issues
* repeated accidental injuries caused by lack of supervision
* recurring illnesses or infections
* not been given appropriate medicines
* missed medical appointments such as vaccinations
* poor muscle tone or prominent joints
* skin sores, rashes, flea bites, scabies or ringworm
* thin or swollen tummy
* anaemia
* tiredness
* faltering weight or growth and not reaching developmental milestones (known as failure to thrive)
* poor language, communication or social skills.
* be living in an unsuitable home environment for example dog mess being left or not having any heating
* be left alone for a long time
* taking on the role of carer for other family members.
	1. **Online Abuse**

Definition:

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. Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Signs and Symptoms:

A child may be experiencing abuse online if they:

* spend lots, much more or much less time online, texting, gaming or using social media
* are withdrawn, upset or outraged after using the internet or texting
* are secretive about who they’re talking to and what they’re doing online or on their mobile phone
* have lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.
	1. **Physical Abuse**

Definition:

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. It isn’t accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don’t need and making the child unwell – this is known as fabricated or induced illness (FII).

Signs and Symptoms:

* bruises
* burns or scolds
* bite marks
* fractures or broken bones
* other injuries or health problems
	1. **Emotional Abuse**

Definition:

Emotional abuse is the ongoing emotional maltreatment of a child. It’s sometimes called psychological abuse and can seriously damage a child’s emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.

Signs and symptoms:

* use language, act in a way or know about things that you wouldn’t expect them to know 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.
	1. **Female Genital Mutilation**

Definition:

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. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

Signs and symptoms:

A girl at immediate risk of FGM may not know what's going to happen. But she 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.

A girl or woman who's had female genital mutilation (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.
	1. **Bullying and Cyberbullying**

Definition:

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It’s usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying.

Signs and symptoms:

* 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
	1. **Child Trafficking**

Definition:

Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. Children are trafficked for: child sexual exploitation, benefit fraud, forced marriage, domestic servitude such as cleaning, childcare, cooking, forced labour in factories or agriculture, criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft.

Signs and symptoms:

* spends a lot of time doing household chores
* rarely leaves their house, has no freedom of movement and no time for playing
* is orphaned or living apart from their family, often in unregulated private foster care
* lives in substandard accommodation
* isn't sure which country, city or town they're in
* is unable or reluctant to give details of accommodation or personal details
* might not be registered with a school or a GP practice
* has no documents or has falsified documents
* has no access to their parents or guardians
* is seen in inappropriate places such as brothels or factories
* possesses unaccounted for money or goods
* is permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
* has injuries from workplace accidents
* gives a prepared story which is very similar to stories given by other children.
	1. **Child Criminal Exploitation**

Definition:

Child criminal exploitation (CCE) occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18.

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact, it can also occur through the use of technology. (Home Office, 2018).

CCE is a broad term and can include forcing children into criminal activities such as the sale and distribution of drugs (county lines), working in cannabis farms, or committing theft

Signs and Symptoms

* Missing episodes – going missing for periods of time when the young person does not share their location
* You notice they have an Increased income, not being able to substantiate where this came from
* Withdrawing from family life – spending less quality time with family and siblings and being more irritable with family members.
* Withdrawing from established peer groups and starting to associate with new peers.
* Anti - social behaviour – engaging in behaviours that they may not have engaged in prior to the concerns being apparent.
* Protective of mobile phone or the sudden appearance of a second phone that you may not have purchased.
* Asking for bank details – could be a sign of money muling – a form of money laundering – if they do not have access to their own bank details.
	1. **General Behaviours**

Professionals at Evolve Intervention may encounter children who are being abused in a just one or a number of areas. Here are some general indicators which would suggest a child may be a victim of abuse:

Things you may notice

* withdrawn
* suddenly behaves differently
* anxious
* clingy
* depressed
* aggressive
* problems sleeping
* eating disorders
* wets the bed
* soils clothes
* takes risks
* misses school
* changes in eating habits
* obsessive behaviour
* nightmares
* drugs
* alcohol
* self-harm
* thoughts about suicide

(NSPCC, 2017)

1. **Professional Confidentiality**
	1. Confidentiality is an issue that is at the heart of our safeguarding training, given that this is likely to be a difficult aspect of responding to a child’s disclosure. A member of staff must never promise confidentiality to a child or young person, nor should they agree to keep a secret, as where there is a safeguarding concern this must be reported to the DSL and may require further investigation by the appropriate authorities.
	2. Staff will be informed of relevant information in respect of individual cases regarding child protection on a “need to know basis” only. Any information shared with a member of staff in this way must be held confidentially to themselves. Staff are trained to understand that the only purpose of confidentiality in this respect is to benefit the child. Staff who refer a concern should follow up with the relevant DSL if they do not know what action has occurred in respect of their referral. Staff must also understand that the processes of safeguarding and Child Protection are sometimes complex and on-going, and in addition, that in most cases, parents need to give permission for confidential information to be shared with staff.
2. **Records and Monitoring**
	1. Well-kept records are essential to a good safeguarding practice. Our organisation is clear about the need to record any concerns held about a child or young person receiving our service, the status of these records and when such records should be passed over to other agencies. As mentioned, any member of staff receiving a disclosure or noticing any signs/symptoms of possible abuse must make an accurate written record as soon as possible, noting what was said or seen, putting the event in context and giving the date, time and location and send by email to the DSL. All records must be dated and signed and include the action taken. The file notes will be kept confidentially separate to other files and located in the safe keeping of the Designated Safeguarding Lead. In the same way notes must be kept of any child who is being monitored for safeguarding reasons.
	2. A chronology file will be kept updated to track the activity of cases. In this way, every concern is logged, dated, along with actions in response to the concern. This includes telephone logs and other communications, which are relevant to the concern. All cases will be reviewed throughout such time that the children are in receipt of our interventions and will be rag rated to indicate high medium and low concern which the rag rating open to change depending on the circumstance of the case. Where rag rating is changed, this is indicated on the case notes as to when and the reasons why the concern has been upgraded or downgraded. The DSL will share these details with the referring school or agency through whom the child came to be working with Evolve Intervention. In cases where the referral is private and has come via a parent or carer, the DSL will seek advice from as to the sharing of information so a s to ensure we prevent the child being placed at greater risk of harm or impeding a criminal investigation. On these occasions advice will be taken from Essex Children’s Social Care Services or Essex Police. Any CP records will be archived appropriately, securely and confidentially and will be retained for 35 years after the last entry (in line with ECC policy).
3. **Whistle Blowing**

All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues in line with the Evolve Intervention’s Code of Conduct and Whistleblowing Policy. If any member of staff has a concern about another member of staff they should raise the concern with the DSL/Director. If they have ongoing concerns about the DSL/Director, they should raise the issue through taking advice from the Children and Families Hub. Any staff member can press for a reconsideration of a case if they feel the situation does not appear to be improving. They must refer their concerns as already explained, if they have concerns for the safety of a child.

1. **Information Sharing**

Evolve Intervention will share information with the Children and Families Hub and the police if the issue is a safeguarding concern in accordance with the GDPR Data Protection Act 2018. Information with staff will be shared on a ‘need to know basis’ and in accordance with individual risk assessments as required; a record will be kept of any such information sharing. The organisation will receive safeguarding information from partner agencies, and in accordance with SET procedures will not be required to notify parents/carers that this information has been received. The organisation will also pass on confidential safeguarding information to referring institutions where applicable.

1. **Policy Review**

The Director is responsible for the annual review of this policy. It is renewed every year or whenever deemed necessary. This policy was written by Emma Prince, Designated Safeguarding Lead, 20th August 2020.

APPENDIX 1: Referral Pathway

**Concern?**

Immediately tell the Evolve Intervention DSL (if working in a school also notify the DSL at that school)–Follow with an email detailing your concern, the child(ren) involved, how you know. Include full name, date, time.

**Child at risk of harm:**

Consult with or refer to level 4 agency – Social care and/or police. Inform member of staff who raised concern.

DSL will then implement instructions from this outside agency.

DSL will keep all paperwork including initial concern, subsequent decisions and on-going concerns in a secure and locked confidential file.

**Harm occurred in the past and was dealt with/ not enough information of possible present harm:**

Undertake consultation if required and follow advice given. Keep info on file, share with referrer and feedback to staff who raised concern.

**No immediate danger of harm to child:**

DSL will monitor concern, share info with referrer and feedback to staff who raised concern

DSL reviews concern and makes decision about next steps. This process will be documented in confidential files. All of the next steps will always be discussed with parent/carers unless to do so could place the child at further risk of harm or a level 4 agency – Social care or police advise NOT to.

Key Contact Info

**DESIGNATED SAFEGUARDING LEADs:** Emma Prince, e.prince@evolve-intervention.com, **07712 412377;** Helen Prince, . H.PRINCE@EVOLVE-INTERVENTION.COM, **07891 104797**

**Local Authority designated officer** (LADO) for concerns about adult behaviours/attitudes to children can be contacted on: **03330139797**

For direct Social Care referrals/consultation call **CHILDREN AND FAMILIES hub** on: **0345 603 7627**

For direct referral to **police** call **101** or **999** if an emergency