



Safeguarding Children Policy

CONTENTS

1	Named Designated Safeguarding Officers	Page 2
2	Purpose	Page 3
3	Introduction	Page 3
4	Our Ethos	Page 4
5	Procedures	Page 5
6	Training	Page 6
7	Safe Staff	Page 6
8	Managing Allegations against people working with Children	Page 7
9	Making a Barring Referral to the Disclosure and Barring Service	Page 9
10	Safety Plans	Page 10
11	Our Duty	Page 11
12	Records, Monitoring and Confidentiality	Page 12
13	Roles and Responsibilities	Page 13
14	Working with Parents and Carers	Page 14
15	What is Abuse and Neglect?	Page 15
16	Online Safety and Safeguarding	Page 19
17	Other Relevant Policies and Legislation	Page 20
18	Policy Review	Page 21
	Appendix 1: Norfolk Child Protection Procedure	Page 22
	Appendix 2: Norfolk CADS Flowchart	Page 26
	Appendix 3: Essex Child Protection Procedure	Page 27
	Appendix 4: Prevent Duty	Page 29

1. DESIGNATED SAFEGUARDING OFFICERS (DSO)

For year 2026-27 the following Designated Safeguarding Officers are in post:



PRIMARY DESIGNATED SAFEGUARDING OFFICER

Jessica Luce-Rackham

07927 649696

jess.luce-rackham@yourownplace.org.uk

DEPUTY DESIGNATED SAFEGUARDING OFFICER

Jessica Marsh

07754 671985

jessica@yourownplace.org.uk

DEPUTY DESIGNATED SAFEGUARDING OFFICER

Zoe Webb

07530 028446

zoe@yourownplace.org.uk

Making a call to the DSO is the preferred action when seeking support. On occasions an email will be required and staff/volunteers are reminded of the importance and risks of sharing proportionate personal and identifying information. Email inboxes are subject to regular deletion as part of our Data Destruction Schedule.

If the DSOs are unavailable, anyone with a safeguarding concern will follow the local reporting process of the safeguarding partnership for the area we are operating in.

The number of safeguarding concerns, incidents and emerging themes are reported to the Your Own Place Board of Non-Executive Directors for strategic oversight and review.

2. PURPOSE

2.1 The purpose of Your Own Place CIC's Child Protection policy is to ensure every child involved with our organisation is safe and protected from harm. This means we will always work to:

- protect children and young people from maltreatment
- prevent impairment of our children and young people's health or development

**All references to staff include self-employed and contracted staff.*



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- ensure that our children and young people grow up in circumstances consistent with the provision of safe and effective care
 - undertake that role to enable our children and young people to have optimum life chances and enter adulthood successfully.
- 2.2 This policy will give clear direction to staff, volunteers, visitors, commissioners and parents/carers about the expected behaviour, alongside our legal responsibility to safeguard and promote the welfare of all children and young people, at our organisation.

3. INTRODUCTION

- 3.1 Our organisation fully recognises the contribution it can make to protect children and young people from harm, while also supporting and promoting the welfare of all children and young people. The elements of our policy are prevention, protection and support.
- 3.2 Our policy applies to all children, young people, staff, volunteers and visitors.

4. OUR ETHOS

- 4.1 Our organisation will establish and maintain an ethos where children and young people feel secure, are encouraged to talk, are listened to, heard, believed and safe. Children and young people will be able to talk freely to any member of staff or volunteer in our organisation if they are worried or concerned about something.
- 4.2 All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure from a child or young person and will know how to manage this. We will never make promises to any child or young person, and we will not keep secrets. Every child or young person will know what their chosen adult will have to do with whatever they have been told.
- 4.3 We will provide activities and opportunities that will equip our children and young people with the skills they need to stay safe.

The logo for 'Your Own Place' features the words 'your own place' in a bold, sans-serif font. 'your' and 'place' are in green, while 'own' is in orange. Above the word 'own' is a stylized orange outline of a house roof, and below it is a horizontal orange brushstroke.

- 4.4 Your Own Place is committed to anti-racist, anti-discriminatory and inclusive safeguarding practice. Staff and volunteers must challenge racism, discrimination, adultification, victim-blaming, bias, stereotypes and assumptions that may affect safeguarding decisions or responses.

5. PROCEDURES

- 5.1 When new staff, volunteers or regular visitors join our organisation they will be informed of the safeguarding arrangements in place. They will be given a copy of our organisation's Child Safeguarding policy, told who our Designated Safeguarding Officers are and confirm that they have read and understood the safeguarding documents. They will also be shown the recording format, given information on how to complete it and who to pass it to. As part of the staff induction process, staff will be asked key questions by their line manager to confirm their understanding of safeguarding policy and procedures.
- 5.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding and child protection information. This programme will include basic safeguarding training about the signs and symptoms of abuse, how to manage a disclosure from a child or young person, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and young people and the remit of the role of the Designated Safeguarding Officer. Where self-employed, this may be provided by a third-party.
- 5.3 Where a child is under 18, parents or carers will be sent our Child Protection Policy and asked to sign to confirm they have seen and read the policy. Parents and carers will be informed of our legal duty to assist colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.
- 5.4 In completing a referral form, referrers, where Children's Services is the corporate parent, give permission for Your Own Place to work with the young person.

6. TRAINING

- 6.1 Every member of staff or contracted self-employed contractor will undertake appropriate safeguarding training through the local safeguarding children

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board/partnership every three years or for volunteers, our own internal half-day safeguarding training. Safeguarding training will be completed before direct work with children.

- 6.2 In team meetings and staff development time we actively encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via the local safeguarding children partnership for the area in which we are operating. Relevant safeguarding updates are also communicated to staff and volunteers.
- 6.3 Safeguarding themes are reviewed annually and shared with the team. Training is organised in response to risks or themes emerging at Your Own Place.
- 6.4 The Designated Safeguarding Officer should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

7. SAFE STAFF

- 7.1 All adults who come into contact with our children and young people have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with, or on behalf of, our children and young people are competent, confident and safe to do so. Further detail is in Your Own Place's Safer Recruitment Policy.
- 7.2 Safer procedures ensure our recruitment practices are safe and compliant with statutory requirements.
- 7.3 All procedures for handling of DBS information and disclosures are listed in Your Own Place's Handling of DBS Information Policy.

8. MANAGING ALLEGATIONS AGAINST PEOPLE WORKING WITH CHILDREN

- 8.1 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.



- 8.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We apply the relevant thresholds for harm as set out in **Working Together to Safeguard Children** and local safeguarding procedures.
- 8.3 An allegation may relate to a person who works/volunteers with children who has:
- behaved in a way that has harmed a child, or may have harmed a child and/or;
 - possibly committed a criminal offence against or related to a child and/or;
 - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- 8.4 At Your Own Place we recognise our responsibility to report/refer allegations or behaviours of concern and/or harm to children by adults in positions of trust, who are both employed and not employed by our organisation, to the Local Authority Designated Officer (LADO) for the area we are operating in.
- 8.5 We will take all possible steps to safeguard our children and to ensure that the adults at Your Own Place are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local LADO protocol and procedures for allegations against persons who work or volunteer with children are followed.
- 8.6 If an allegation is made or information is received about any adult who works/volunteers in our setting, which indicates that they may be unsuitable to work/volunteer with children, the member of staff receiving the information will inform the Designated Safeguarding Officer immediately. This includes concerns relating to agency, supply and specialist staff, trainees and volunteers.
- 8.7 Should an allegation be made against the CEO this will be reported to the Chair of Non-Executive Directors (Adam Clark via



adam@yourownplace.org.uk). If an allegation is made against the Chair of Non-Executive Directors, this will be reported to the CEO (Zoe Webb via zoe@yourownpalce.org.uk). In the event that they are not contactable on that day, the information must be passed to and dealt with by the Designated Safeguarding Officer or can be reported directly to the LADO.

- 8.8 See appendices for the local LADO procedure and reporting form for each area we are operating in.
- 8.9 Some concerns about an adult's behaviour towards a child may not meet the allegations threshold but may be inconsistent with the Code of Conduct, professional boundaries or expected standards of behaviour. Concerns must be recorded and shared with the Designated Safeguarding Officer or senior lead so that patterns can be identified and appropriate action can be taken. If there is any uncertainty about whether a concern meets the LADO threshold, advice will be sought from the relevant LADO.

9. MAKING A BARRING REFERRAL TO THE DISCLOSURE AND BARRING SERVICE (DBS)

9.1 If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:

Condition 1

- We withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, been made redundant or retired.

Condition 2

- We think the person has carried out one of the following:
 - engaged in relevant conduct in relation to children and/or adults.
 - An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or; satisfied the harm test
 - received a caution for, or a conviction for, or been convicted for a relevant offence

9.2 If we need guidance on making a Barring Referral, we will contact the DBS Regional Outreach Advisor working in the region we are operating in.

**All references to staff include self-employed and contracted staff.*



Contact details for DBS Regional Outreach Advisors can be found online:
[The DBS Regional Outreach service - GOV.UK.](#)

- 9.3 A Barring Referral can be completed online via the [DBS website](#) and will be completed by the Designated Safeguarding Officer or a Deputy if the allegation is about them.
- 9.4 There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups.
- 9.5 DBS are required by law to consider any and all information sent to them from any source. This includes information sent to us where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.
- 9.6 More information on Barring Referrals can be found online:
<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

10. SAFETY PLANS

- 10.1 Safety plans are what Your Own Place calls risk assessments. They are completed to ensure the children we are working with are safe. Safety plans are completed for all venues where Your Own Place is working with children and includes the needs, risks and protective factors of all those present or potentially present.
- 10.2 Additional safety planning meetings are set-up between staff members and a DSO or manager, as appropriate, when risk information is shared at referral. If risk is perceived to be high, it may be necessary for an individual safety plan to be completed for a person Your Own Place is working with.

11. OUR DUTY



Procedure for handling a disclosure from a child

11.1 When a child makes a disclosure, staff must follow the procedure below:

- Listen, be calm and remain supportive
- Do not ask leading questions, interrogate the child, or jump to conclusions
- Do not stop or interrupt a child who is recalling significant or traumatic events
- Never promise the child confidentiality or to keep secrets – it must be explained that the information needs to be passed on to help keep them safe.
- Record what was said immediately, using the language of the child (as close to what was said as possible)
- Contact the Designated Safeguarding Officer immediately
- Add detailed notes of the concern on Your Own Place's encrypted database. Ensure the notes are dated, include the full names of all people involved and the full name of the staff member completing the safeguarding entry.
- If there has been an incident of significant harm, or an incident that includes risk of significant harm, then a Your Own Place incident form needs to be completed by the staff member. Following this, an incident review meeting will be completed with the staff member and a Designated Safeguarding Officer.

11.2 See appendices for the local disclosure procedures for each area we are operating in.

12. RECORDS, MONITORING AND CONFIDENTIALITY

12.1 Safeguarding records should be factual, dated and include the time, full names of those involved, the child's own words where relevant, observed facts, professional judgement, decisions made, action taken, rationale, consent considerations and any follow-up required.

12.2 Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns via the local safeguarding children partnership procedure in the area we are operating. It is an expectation that our organisation will seek consent to share information first, unless to do so would place someone at risk of harm or undermine a criminal investigation.



- 12.3 Where there is a safeguarding concern, information may be shared without consent where it is necessary, proportionate and justified to protect a child or others from harm. The reason for sharing, or not sharing, must be recorded.
- 12.4 Information will only be shared within the organisation proportionately and according to our GDPR and Staff Information Management Procedure for the protection of the child.
- 12.5 Detailed notes of all concerns about a child or incidents involving a child will be stored on Your Own Place's encrypted database. These notes will be dated and include the full name of the person with the concern.
- 12.6 Your Own Place's database must be updated with all safeguarding details and communication, the appropriate safeguarding box ticked, and professionals' contact details included.

13. ROLES AND RESPONSIBILITIES

- 13.1 Your Own Place staff and volunteers will identify safeguarding and welfare concerns at the earliest opportunity and work with children, families and partner agencies to support access to Family Help, early help, targeted support, child in need support or child protection intervention, according to local thresholds and procedures.
- 13.2 Our Designated Safeguarding Officer will liaise with Children's Services and other agencies where necessary and make referrals to Children's Services. They will attend Designated Safeguarding Officer training every three years. If staff or Designated Safeguarding Officers are concerned that a safeguarding response is delayed, unclear or insufficient, they should respectfully challenge, escalate and use the relevant local safeguarding partnership escalation or resolving professional disagreements procedure.
- 13.3 Any concern for a child or young person's safety or welfare will be recorded in writing and given to the Designated Safeguarding Officer, who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.



- 13.4 The Designated Safeguarding Officer will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have attended safeguarding training.
- 13.5 The Designated Safeguarding Officer will ensure that our safeguarding policy is in place and is reviewed annually.
- 13.6 At all times the Designated Safeguarding Officer will ensure that safer recruitment practices are followed. See Your Own Place's Safer Recruitment Policy.
- 13.7 All procedures for handling DBS information and disclosures are listed in Your Own Place's Handling of DBS Information Policy.
- 13.8 Our organisation undertakes to remedy, without delay, any weakness in our safeguarding arrangements that is brought to our attention.
- 13.9 If staff or Designated Safeguarding Officers are concerned that a safeguarding response is delayed, unclear or insufficient, they should respectfully challenge, escalate and use the relevant local safeguarding partnership escalation or resolving professional disagreements procedure.

14. WORKING WITH PARENTS AND CARERS

- 14.1 All parents/carers will sign a consent form at the start of their child's involvement with Your Own Place.
- 14.2 All parents/carers will be sent a copy of Your Own Place's Child Protection Policy, alongside an introductory letter about Your Own Place, at the start of their child's involvement with Your Own Place.
- 14.3 All parents/carers will be informed of our legal duty to assist other agencies with safeguarding enquiries and what happens should we make a referral to Children's Services. This will be included in an introductory letter about Your Own Place provided at the start of the child's involvement with us.
- 14.4 All parents/carers will be made aware that Your Own Place will need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek consent from them if there are serious concerns about harm or likely harm to their



child/children. This will be included in an introductory letter about Your Own Place at the start of the child's involvement with us.

15. WHAT IS ABUSE AND NEGLECT?

15.1 Abuse and neglect are forms of maltreatment of a child or young person.

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children.

15.2 Your Own Place recognises that children may experience harm outside the home, including in peer groups, online spaces, neighbourhoods, education settings, public spaces, transport networks and through exploitation. Staff will consider the wider context of a child's life and share concerns with the Designated Safeguarding Officer and local safeguarding partners.

15.3 Working Together to Safeguard Children provides the following definitions of abuse and neglect:

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

15.3.2 Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption



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of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

15.3.3 Sexual abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

15.3.3.1 Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

15.3.4 Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

15.3.4.1 Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment.

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

15.3.5 Other abuse

15.3.5.1 Domestic - Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. Children can be



victims of domestic abuse, including when they see, hear or experience the effects of domestic abuse, including coercive and controlling behaviour.

15.3.5.2 Financial - form of mistreatment and fraud in which someone forcibly controls another person's money or other assets without their consent. It can involve stealing cash, not allowing a victim to take part in any financial decisions or preventing a victim from having a job.

15.3.5.3 Discrimination - inappropriate language, slurs, harassment, deliberate exclusion and physical abuse based on factors such as someone's race, gender, religion, age, sexual orientation or disability.

15.3.5.4 Radicalisation - The aim of radicalisation is to embed extreme views, inspire new recruits, and persuade vulnerable children or young people to the legitimacy of a cause. If we are concerned about a child or young person, we will follow The Prevent Duty Procedure in The Appendix.

15.3.5.5 Female Genital Mutilation - FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It is illegal in the UK.

15.3.5.6 'Honour' based violence and forced marriage - In some communities the concept of 'honour' is deemed to be extremely important. In these communities to compromise a family's 'honour' is to bring shame on the family and cause the family to 'lose face' within the community. There can be severe consequences for those deemed to have dishonoured the family, for example emotional abuse, physical abuse, being disowned and in some cases even murder. Forced marriage is when one or both participants enter the marriage without giving their consent.

15.3.5.7 Trafficking and modern slavery - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

15.3.5.8 Controlling or Coercive Behaviour - The law defines coercive control as a "continuing act, or pattern of acts, of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim".



Controlling behaviour is a range of acts designed to make a person subordinate or dependent.

15.3.5.9 Cyberbullying - An umbrella term describing many different kinds of online abuse including harassment, reputation attacks and virtual revenge. The perpetrator uses technology to harass, stalk or abuse another person by instigating or participating in online hate campaigns. It is prevalent on social media platforms but also very problematic within the online gaming community.

15.3.5.10 Organisational or institutional - Includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or institutional racism.

15.3.5.11 Child Sexual Exploitation - CSE is a form of child sexual abuse. It occurs when an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through use of technology.

15.3.5.12 Child Criminal Exploitation - A term to describe where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

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

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

15.3.5.13 County Lines - A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.



Please see <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/> for more information about various types of abuse.

16. ONLINE SAFETY AND SAFEGUARDING

16.1 Online Safety includes the use of photography, video, the internet, social media sites and mobile phones. Online safeguarding concerns may include grooming, exploitation, coercion, cyberbullying, harmful content, image-sharing, online sexual abuse, radicalisation, gaming-related risks, private messaging, AI-generated imagery and deepfakes.

16.2 Staff will use social media platforms as part of their role at Your Own Place. It is the responsibility of staff to maintain professional boundaries whilst posting and monitoring on business social media platforms.

16.3 When going online with children and young people, staff should only use devices owned by Your Own Place. Staff should not leave children and young people unattended when using any Your Own Place device or when using them to go online.

16.4 When taking, and storing, photos, video recordings or videos of children and young people (under 18), written consent must be received by the parent, carer or corporate parent. The child or young person must also provide consent and be supported to understand what they are consenting to and how the media will be used. Media will only be stored on Your Own Place devices.

16.5 All staff will follow Your Own Place's Social Media and Digital Policy and Online Consent Policy.

17. OTHER RELEVANT POLICIES AND LEGISLATION

17.1 To underpin the values and ethos of our organisation and our intent to ensure our children/young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella;

- Safer Recruitment Policy
- Code of Conduct

**All references to staff include self-employed and contracted staff.*

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- Privacy Notice
- Health and Safety Policy
- Whistleblowing Policy
- Complaints Procedure
- Adult Safeguarding Policy
- Photography & Filming Policy
- Lone-working Policy

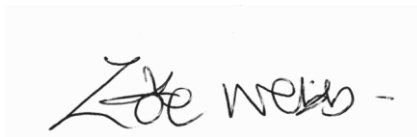
17.2 Other relevant legislation and guidance include:

- Working Together to Safeguard Children 2026
- Children Act 1989
- Children Act 2004
- Domestic Abuse Act 2021
- Online Safety Act 2023
- Prevent Duty guidance
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018 and UK GDPR
- Counter-Terrorism and Security Act 2015

18. POLICY REVIEW

18.1 This policy will be reviewed in May 2027.

SIGNED:



Name: Zoe Webb
Organisation: Your Own Place CIC
Reviewed: May 2026
Next review: May 2027

**All references to staff include self-employed and contracted staff.*

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Appendix 1 - Norfolk Child Protection Procedure

Norfolk procedure for handling a disclosure from a child:

Making a Referral to Norfolk's Children's Advice and Duty Service (CADS):

- If we are concerned that a child, or children, are experiencing, or likely to suffer, significant harm we will telephone CADS immediately on 0344 800 8021.
- When considering whether to make a referral to CADS we will consult the CADS Flowchart in Appendix 2 and the Norfolk Continuum of Needs Guidance 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP).
- We will gain consent from the parent/carer to contact CADS, unless to do so would place the child at further risk of harm or undermine a criminal investigation.
- CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need. Depending on the level, the referral will be processed into either a Family Support Team or Social Work Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
- We will not investigate and will be led by the Local Authority and/or the Police.
- We will keep written dated records of all conversations with CADS.
- We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on <https://norfolkscp.org.uk>
- Members of the public or parents can contact CADS on 0344 800 8020.
- CADS is currently trialling a Contact Form to prepare for CADS communication (not required but recommended) - once completed, email it to cadsadmin@norfolk.gov.uk. CADS will then call after submission.

Norfolk LADO procedure for managing allegations against people working with children:

- To report a concern about an adult working with a child complete the Norfolk LADO referral form

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- The Norfolk LADO referral form can be downloaded here, along with more information: [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)
- Completed LADO referral forms should be sent to LADO@norfolk.gov.uk
- For further information on the role and remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 – ‘Allegations Against Persons who Work/Volunteer with Children’](#) and [‘The Management of Allegations Against People Working with Children Procedure’](#) or queries about the Norfolk LADO process can be sent to LADO@norfolk.gov.uk

Norfolk useful contacts:

In an emergency 999

Non-emergency Police 101

Children’s Advice and Duty Service: 0344 800 8021
Monday - Friday 8am - 8pm

Children’s Services Out of Hours: 0344 800 8020

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

Norfolk Safeguarding Children Partnership (NSCP) norfolklscp.org.uk

Safer Programme 01603 228966 safer@norfolk.gov.uk

The Disclosure and Barring Service Regional Outreach Service - [The DBS Regional Outreach service - GOV.UK](#)

Other relevant information includes:

- Norfolk Continuum of Needs Guidance
- Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC (norfolklscp.org.uk)
- Norfolk Safeguarding Children Partnership Policies and Procedures
- Policies & Procedures | Norfolk Safeguarding Children Partnership (norfolklscp.org.uk)

**All references to staff include self-employed and contracted staff.*

your own place

Appendix 2 - Norfolk's Children's Advice and Duty Service Flowchart

Flowchart for Professionals

If you have immediate concerns for the welfare and safety of a child you need to call CADS on 0344 800 8021; you may also want to consider the need to call the police on 999.



September 2025

Appendix 3 - Essex Child Protection Procedure

Essex procedure for handling a disclosure from a child:

Making a referral to Essex County Council as a professional or volunteer:

**All references to staff include self-employed and contracted staff.*

your own place

- If we are concerned that a child, or children, are experiencing, or likely to suffer, significant harm we will telephone the Priority Line on 0345 603 7627.
- When considering whether to make a referral we will consider the four levels of support for children and families in Essex. These are outlined online: [Effective Support for Children and Families in Essex](#) and [I'm a professional or a volunteer: Overview | Essex County Council](#)
- We will gain consent from the parent/carer to contact the Priority Line, unless to do so would place the child at further risk of harm or undermine a criminal investigation.
- Information will be confirmed in writing via the Essex County Council Request for Support: [Make a request for support | Essex County Council](#). A referral can be made via the Request for Support portal only.

Essex LADO procedure for managing allegations against people working with children:

- You will make a referral within one working day to the Essex LADO to discuss the concern and agree the actions required (As per SET Child Protection Procedures)
- To report a concern about an adult working with a child complete the Essex LADO referral form
- The Essex LADO referral form can be found here, along with more information [ESCB - Allegations management in the children's workforce](#)
- Firstly, email LADO@essex.gov.uk and put in the subject line 'Intention to Refer'. The automatic response email is your secure link for your referral.
- Reply to the automatic response email and attach your completed Essex LADO referral form.

Essex useful contacts:

In an emergency 999

Non-emergency Police 101

Essex Children and Families Hub Telephone: 0345 603 7627

- Monday to Thursday 9am to 5:30pm, and Fridays 9am to 4:30pm
- Ask for Priority Line for immediate safeguarding concerns
- Ask for Consultation Line for advice and guidance

**All references to staff include self-employed and contracted staff.*



Essex Emergency Duty Team: 0345 606 1212

Essex duty LADO Telephone: 03330 139 797

Other relevant information includes:

- Southend, Essex and Thurrock (SET) Safeguarding and Child Protection Procedures - [SOUTHEND, ESSEX & THURROCK \(SET\) SAFEGUARDING AND CHILD PROTECTION PROCEDURES](#)
- Essex [Early Help and Effective Support for Children and Families](#)
- [Effective Support for Children and Families in Essex](#)



Appendix 4 - The Prevent Duty

PREVENT - Prevent is part of the UK's Counter-terrorism strategy CONTEST. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism.

The key terms to be aware of are as follows:

Extremism - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Radicalisation - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system.

Responding to a Concern: Notice – Check – Share

Notice

A staff member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

Check

your own place

The next step is for the staff member, or volunteer, to speak to the manager or designated safeguarding lead, and better understand the concerns raised by the behaviours observed, to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share

Where the staff member or volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to the local Safeguarding Children Partnership for the area we are operating in.

Following this, a Prevent referral form should be completed via the procedure for the area that we are operating in. Referral form procedures can be found on each local safeguarding children board/partnership website.

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact the police on 101 or, in an emergency, 999.

Other relevant information includes:

- [Making a referral to Prevent - GOV.UK](#)