



Dandelion Time

POLICY AND PROCEDURES

Safeguarding Children

This policy is implemented in accordance with the statutory guidance from the Department of Education's 'Keeping Children Safe in Education' 2022 (KCSIE) which requires individual organisations working with children to have an effective child protection policy.

This Dandelion Time Safeguarding Children Policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance.

Created using a Template provided by [The Education People \(T&Cs\)](#)

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Key Contacts

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Named Accountable Person for Safeguarding	Dr Lesley Hanney	██████████████
Data Protection Officer (DPO)	Paul Curnow Director of Operations	01622 814001 paulcurnow@dandeliontime.org.uk

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What to do if you have a safeguarding concern

Why are you concerned?

For example

- Something a child or parent / carer has said – e.g., allegation of harm
- Child's appearance – may include unexplained marks as well as dress
- Behaviour change
- Witnessed concerning behaviour

Act immediately and record your concerns. If urgent, speak to a DSL first.

- If a child has said something - reassure the child
- Clarify concerns, using open questions if necessary (**TED**: **T**ell, **E**xplain, **D**escribe)
- Use child's own words, record facts not opinions.
- If the parent / carer has said something explore, discuss and share your concerns with the DSL's, then seek consent to refer as appropriate
- Update your records on lamplight contemporaneously.

Inform the Designated Safeguarding Lead

Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g., unsafe to go home
- Access the Kent Safeguarding Support Level Guidance document and procedures: www.kscmp.org.uk
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support for integrated children's services
- If unsure then consult with the Local Authority Social Worker at the Front Door.

If you are unhappy with the response

- Follow local escalation procedures
- Kent-Escalation-and-Professional-Challenge-Policy-January-2022-final
- Follow whistleblowing procedures

Record decision making and action taken on Lamplight:- Record on the safeguarding log

Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

SAFEGUARDING OF CHILDREN POLICY

Child Focused Approach to Safeguarding

Introduction

1. Dandelion Time recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly and indirectly connected (caseworkers, other staff groups, volunteers and trustees) are an important part of the wider safeguarding system for children and have an essential role to play in keeping children safe and secure.
2. We believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings considered and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
3. ALL employees will receive training in safeguarding children. The level of training will be dependent on their role and as advised by the Director of Therapy and Designated Safeguarding Lead.
4. In any situation where there is a safeguarding concern, it is the responsibility of all relevant staff to discuss their concerns with the Designated Safeguarding Leads (DSL and Deputy DSL) who will advise appropriate action. If, for any reason, there are no safeguarding leads available with whom to discuss concerns, staff could contact the named accountable person for safeguarding. In their absence, staff should complete a 'Request for Support' on the [Kent Integrated Children's Services Portal](#).
5. Staff working with children at Dandelion Time will maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the best interests of the child and if any member of the organisation has a safeguarding concern about any child or adult, they should act immediately.
6. Dandelion Time recognises the importance of providing an appropriate environment where children will feel safe and supported. Children therefore feel respected and are encouraged and able to talk openly. We will ensure children's wishes and feelings are considered when determining what safeguarding action to take and what services to provide.
7. Our core safeguarding principles are:
 - **Prevention**
positive, supportive, safe culture for children, safer recruitment procedures.

- **Protection**
following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.
- **Support**
for all children, their parents / carers, staff, and where appropriate specific interventions are provided for those who may be at risk of harm.
- **Working with parents and other agencies**
to ensure timely, appropriate communications and actions are taken when safeguarding concerns arise.

8. The procedures contained in this policy apply to all staff, volunteers and Trustees and are consistent with those outlined within [KCSIE \(Keeping Children Safe in Education\) 2022](#).

Policy Context

9. Dandelion Time’s Children’s Safeguarding policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

- Keeping Safe in Education 2022 (KCSIE) where all staff, volunteers and trustees are required to read Part 1. KCSIE 2022.
- The Early Years Foundation Stage (2017)
- DfE guidance ‘Keeping Children Safe in Education’ (2018)
- Working Together to Safeguard Children (2018)
- Framework for the Assessment of Children in Need and their Families (2000)
- Children and Social Work Act (2017)
- DfE guidance ‘Information Sharing –advice for practitioners providing safeguarding services for children, young people, parents and carers’ (2018)
- Kent and Medway Online Safeguarding Children Procedures
- KCC Safeguarding Children and Child Protection – ‘Induction Leaflet Guidelines for Early Years Staff’ (Kelsi 2019)
- KCC Guidelines for ‘Safeguarding Record Keeping’
- Channel duty guidance under Counterterrorism and Security Act 2015 with Prevent Strategy

Definition of Safeguarding

10. In line with [KCSIE 2022](#), safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- a. Protecting children from maltreatment
- b. Preventing impairment of children’s mental and physical health or development
- c. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- d. Taking action to enable all children to have the best outcomes.

11. Dandelion Time acknowledges that safeguarding includes a wide range of specific issues including (but not limited to):

- Abuse and neglect
- Bullying, including cyberbullying
- Children with family members in prison
- Children Missing Education (CME)
- Child missing from home or care
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Contextual safeguarding (risks outside the family home)
- County lines and gangs
- Domestic abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Gender based abuse and violence against women and girls
- Hate
- Homelessness
- Human trafficking and modern slavery
- Mental health
- Nude or semi-nude image sharing, aka youth produced/involved sexual imagery or “Sexting”
- Online safety
- Peer on peer abuse
- Preventing radicalisation and extremism
- Private fostering
- Relationship abuse
- Serious violence
- Sexual violence and sexual harassment
- So-called ‘honour-based’ abuse, including Female Genital Mutilation (FGM) and forced marriage
- Upskirting

(Also see Part One and Annex B within ‘Keeping Children Safe in Education’ 2022)

Related Safeguarding Policies

This policy is one of a series in the Dandelion Time integrated safeguarding portfolio and should be read and actioned in conjunction with the policies as listed below:

- Equality and Diversity Policy
- Adult Safeguarding Policy
- Whistleblowing Policy
- Bullying Policy

- Staff Code of Conduct
- Health and Safety Policy
- Recruitment and Selection Policy
- Confidentiality & Data Protection Policy

Policy Compliance, Monitoring and Review

12. Dandelion Time will review this policy at least annually (as a minimum) and will update it as needed, so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learnt. The policy will also be revised following any national or local updates, significant local or national safeguarding events and/or learning, and/or any changes to our own procedures.

13. All staff (including temporary staff and volunteers) will be provided with a copy of this policy and Part One and/or Annex A of [KCSIE 2022](#) as appropriate.

14. Parents/carers can obtain a copy of the Dandelion Time Safeguarding Children Policy and other related policies on request or viewed via the [Dandelion Time Website](#).

15. The policy forms part of Dandelion Time's development plan and will be reviewed annually by the Designated Safeguarding Leads who have responsibility for oversight of safeguarding and child protection systems.

16. The Designated Safeguarding Leads will ensure regular reporting on safeguarding activity and systems to the Board of Trustees. The Board of Trustees will not receive details of children's identities or their families as part of their oversight responsibility.

Key Responsibilities

Governance and Leadership

17. The Board of Trustees and Senior Management Team have a strategic responsibility for our safeguarding arrangements and will comply with their duties as legislated.

18. The Board of Trustees have regard to the [KCSIE 2022](#) guidance and will ensure our policies, procedures and training are effective and complies with the law at all times.

19. Dandelion Time has a Named Accountable Person for safeguarding. The Named Accountable Person will support the DSLs and have oversight in ensuring that Dandelion Time has an effective policy which interlinks with other related policies, that locally agreed procedures are in place and being followed, and that the policies are reviewed at least annually and when required.

20. The Board of Trustees and Senior Management Team will ensure that the DSLs are supported in their role and are provided with sufficient time so they can provide appropriate support to staff, children and their families regarding any safeguarding and welfare concerns.

21. The Director of Therapy and Training will ensure that our child protection and safeguarding policies and procedures are understood and followed by all staff and others connected with the child focussed work of the charity.

Designated Safeguarding Lead (DSL)

22. Dandelion Time has appointed Carol Bridges, Director of Therapy and Training, a member of the Senior Management Team, as the Designated Safeguarding Lead (DSL). Dandelion Time has also appointed a Deputy DSL who will have delegated responsibilities and act in the DSLs absence. Rachel Rodwell, Family Caseworker, a member of the therapeutic team has been appointed as Deputy Designated Safeguarding Lead (DDSL).

23. The DSL has overall responsibility for the day-to-day oversight of safeguarding and child protection systems at Dandelion Time. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.

24. It is the role of the DSL to carry out their functions as identified in Annex C of [KCSIE 2022](#). This includes but is not limited to:

- Acting as the central contact point for all staff to discuss any safeguarding concerns
- Maintaining a confidential recording system for safeguarding and child protection concerns
- Coordinating safeguarding action for individual children
- When supporting children with a social worker or looked after children the DSL should have the details of the child's social worker and the name of the school head in the authority that looks after the child.
- Liaising with other agencies and professionals in line with [KCSIE 2022](#) and [WTSC 18](#) .
- Ensuring that locally established procedures as put in place by the three safeguarding partners as part of the Kent Safeguarding Children Multi-Agency Partnership procedures (KSCMP), including referrals, are followed, as necessary.
- Representing, or ensure Dandelion Time is appropriately represented, at multi-agency safeguarding meetings (including child protection conferences)
- Managing and monitoring Dandelion Time's role in any multi-agency plan for a child.
- Being available for staff at Dandelion Time to discuss any safeguarding concerns.
- Helping to promote welfare outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with the therapeutic team and Senior Management Team.
- Ensuring adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.
- Ensuring all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE.
- Informing the CEO Graham Carpenter and the Named Accountable Person, Dr Lesley Hanney of any significant safeguarding issues.

25. The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs will be trained to the same standard as the DSL. The DSLs training will be updated formally at least every two years, but their knowledge and skills will be updated as required at regular intervals and at least annually.

Members of Staff

26. All members of staff have a responsibility to:

- Provide a safe environment for children.
- Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.
- Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child, and the staff's ability to communicate issues of concern.
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- Be prepared to identify children who may benefit from early help.
- Understand the early help process and their role in it.
- Understand Dandelion Time's safeguarding policies and systems.
- Undertake and regularly update appropriate training. Be aware of the local process of making referrals to children's social care and statutory assessment under the [Children Act 1989](#).
- Know how to apply and maintain an appropriate level of confidentiality.
- Reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.

Children and Young People

27. Children and young people have a right to:

- Feel safe, be listened to, and have their wishes and feelings considered.
- Confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- Contribute to the development of Dandelion Time safeguarding policies through dialogue with their parents and therapeutic caseworkers
- Receive help from a trusted adult.

Parents and Carers

28. Parents/carers have a responsibility to:

- Understand and adhere to the relevant Dandelion Time policies and procedures.
- Talk to their children about safeguarding issues and support Dandelion Time in their safeguarding duties.
- Seek help and support from Dandelion Time or other agencies.

Child Protection Procedures

Recognising Indicators of Abuse and Neglect

29. All staff are made aware of the definitions and indicators of abuse and neglect as identified by: [Working Together to Safeguard Children 2018](#) and [Keeping Children Safe in Education 2022](#). This is outlined locally within the [Kent Support Levels Guidance](#).

30. Dandelion Time recognises that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

For further information see Appendix 1.

31. Dandelion Time recognises that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child. It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused. However, all concerns should be taken seriously and will be explored by the DSL on a case-by-case basis.

32. Dandelion Time recognises abuse, neglect, and safeguarding issues are rarely standalone events and cannot always be covered by one definition or one label alone. In many cases, multiple issues will overlap with one another, therefore staff will always be vigilant and always raise concerns with a DSL.

33. Parental behaviors can indicate child abuse or neglect, so staff will be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

34. Children may report abuse happening to themselves, their peers or their family members. All reports made by children to staff will be taken seriously and will be responded to in line with this policy.

35. Incidents and/or behaviours can be associated with factors and risks outside of Dandelion Time. Children can be at risk of abuse or exploitation in situations outside their families; extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms

including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.¹

36. Technology can be a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face and in many cases, abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online.

37. By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.

38. All members of staff are expected to be aware of and follow this approach if they are concerned about a child: [‘What to do if you are worried a child is being abused’](#) 2015

39. In all cases, if staff are unsure, they will always speak to the DSL (or DDSL)

40. Dandelion Time recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.

Responding to Child Protection Concerns

41. If staff are made aware of a child protection concern, they are expected to:

- Listen carefully to the concern and be non-judgmental.
- Only use open questions to clarify information where necessary, e.g. who, what, where, when or Tell, Explain, Describe (TED).
- Not promise confidentiality as concerns will have to be shared further, for example, with The DSL and potentially Integrated Children’s Services.
- Be clear about boundaries and how the report will be progressed.
- Record the concern in line with Dandelion Time’s record keeping requirements.
- Inform the DSL (or deputy), as soon as practically possible.

42. The DSL or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, a DSL is not available, this should not delay appropriate action being taken. Staff should speak to a member of the Senior Management Team and/or take advice from the Named Accountable Person, or via consultation with a social worker from the Front Door. In these circumstances, any action taken will be shared with a DSL as soon as is practically possible.

43. Dandelion Time will respond to concerns in line with the Kent Safeguarding Children Multi-Agency Partnership procedures (KSCMP):

- a. The full KSCMP procedures and additional guidance relating to reporting concerns and specific safeguarding issues can be found on their website: www.kscmp.org.uk

¹ County Lines is where illegal drugs are transported from one area to another, often across police and local authority boundaries (although not exclusively), usually by children or vulnerable people who are coerced into it by gangs. The ‘County Line’ is the mobile phone line used to take the orders of drugs. Importing areas (areas where the drugs are taken to) are reporting increased levels of violence and weapons-related crimes as a result of this trend.

- b. Specific information and guidance to follow with regards to accessing Early Help and Preventative Services and/or Children’s Social Work Services as part of Integrated Children’s Services (ICS) in Kent can be found here: [kelsi.org.uk: support for children and young people/integrated children’s services](https://kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services)
- c. Where a child is suffering, or is likely to suffer from harm, or is in immediate danger, a ‘request for support’ will be made immediately to Integrated Children’s Services (via the ‘Front Door’) and/or the police, in line with KSCMP procedures.
- d. Dandelion Time recognises that in situations where there are immediate child protection concerns for a child as identified in line with [Support Level Guidance - April 2020 v16](#) it is NOT to investigate as a single agency, but to act in line with KSCMP guidance which may involve multi-agency decision making.
- e. The DSL may seek advice or guidance from a social worker at the Front Door service who are the first point of contact for Integrated Children’s Services (ICS).

44. In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought by the family caseworker in line with guidance provided by KSCMP and ICS. Parents/carers will be informed of this, unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.

45. All staff are to be made aware of the process for making requests for support referrals for statutory assessments under the [The Children Act 1989](#), along with the role they might be expected to play in such assessments.

46. Where it is identified a child may benefit from Early Help support (as provided by ICS), the DSL (or deputy) will lead as appropriate, and the family caseworker will make a request for support via the Front Door.

47. The DSL will keep all early help cases under constant review and consideration will be given to escalating concerns to the Front Door if the situation does not appear to be improving or is getting worse.

48. If, after a request for support or any other planned external intervention, a child’s situation does not appear to be improving or there is a concern regarding decisions made, the DSL will consider following KSCMP escalation procedures to ensure their concerns have been addressed and, most importantly, that the child’s situation improves.

Recording Concerns

49. All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded in writing on the Dandelion Time Safeguarding Log on Lamplight and passed without delay to the DSL.

50. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff. Child protection records will record facts and not personal opinions. A body map will be completed if injuries have been observed.
51. If there is an immediate safeguarding concern the member of staff will consult with a DSL before completing the form as reporting urgent concerns takes priority.
52. If members of staff are in any doubt about recording requirements, they will discuss their concerns with the DSL.
53. Child protection records will include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and details regarding any action taken, decisions reached and the outcome.
54. Child protection records will be kept confidential and stored securely. Child protection records will be kept for individual children and will be maintained separately from all other records relating to the child. Child protection records are kept in accordance with data protection legislation and Dandelion Time's own [Confidentiality & Data Protection Policy](#) and are retained centrally and securely.

Multi-Agency Working

55. Dandelion Time recognises and is committed to its responsibility to work within the KSCMP multi-agency safeguarding arrangements. The leadership team and DSL will work to establish strong and co-operative local relationships with professionals in other agencies in line with statutory guidance.
56. Dandelion Time recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to KSCMP processes as required, such as, participation in relevant safeguarding multi-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.

Confidentiality and Information Sharing

57. Dandelion Time recognises our duty and powers to hold, use and share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2021.
58. Dandelion Time has an appropriately trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that we are compliant with all matters relating to confidentiality and information sharing requirements. The DPO is Paul Curnow, Director of Operations.

59. The [Data Protection Act 2018](#) and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children (KCSIE 2021). DfE [Information sharing advice for safeguarding practitioners 2018](#) provides further detail.

60. The Family Caseworkers and DSL's will disclose relevant safeguarding information about a child with staff on a 'need to know' basis.

Complaints

61. All members of the Dandelion Time organisation should feel able to raise or report any concerns about children's safety or potential failures in the Dandelion Time safeguarding regime. Dandelion Time has a Complaints Procedure as part of its [Complaints Policy](#) available to anyone who wishes to report concerns or complaints.

62. Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.

63. The Senior Management Team at Dandelion Time will take all concerns reported seriously and all complaints will be considered and responded to in line with the relevant and appropriate procedure.

Specific Safeguarding Issues

64. Dandelion Time is aware of a range of specific safeguarding issues and situations that can put children at greater risk of harm. In addition to Part One, DSLs, and staff who work directly with children will read Annex B of [KCSIE 2022](#) which contains important additional information about specific forms of abuse and safeguarding issues.

65. Where staff are unsure how to respond to specific safeguarding issues, they should follow the processes as identified in part 3 of this policy and speak with the DSL or a deputy.

Child on Child Abuse

66. All members of staff at Dandelion Time recognise that children are capable of abusing their peers, and that it can happen in the real world and online.

67. Dandelion Time recognises that peer on peer abuse can take many forms, including but not limited to:

- Bullying, including cyberbullying, prejudice-based and discriminatory bullying
- Abuse in intimate personal relationships between peers
- Physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm

- Sexual violence and sexual harassment
- Consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- Initiation/hazing (an initiation process involving harassment) type violence, acts of humiliation and rituals.

68. Dandelion Time believes that abuse is abuse and it will never be tolerated or dismissed as “banter,” “just having a laugh,” “part of growing up” or “boys being boys” as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

69. Caseworker Staff and Volunteers have a role to play in challenging inappropriate behaviours between peers. It is recognised that some peer-on-peer abuse issues may be affected by gender, age, ability and culture of those involved, i.e. for gender-based abuse, girls are more likely to be victims and boys more likely to be perpetrators.

70. Concerns about a child's behaviour, including peer-on-peer abuse taking place offsite will be recorded, when reported, and responded to in line with this safeguarding policy.

71. Dandelion Time want children to feel able to confidently report abuse and know their concerns will be treated seriously. All allegations of peer-on-peer abuse will be reported to the DSL and will be recorded, investigated, and dealt with in line with this safeguarding policy. Children who experience abuse will be offered appropriate support, regardless of where the abuse takes place.

72. Alleged victims, perpetrators and any other child affected by peer-on-peer abuse, who are on the Dandelion Time caseload will be supported. Staff and/or DSL will take reports seriously, listen carefully, avoid victim blaming, provide appropriate support, work with parents/carers, and where necessary and appropriate, inform partner agencies, the police and / or ICS.

Child on Child Sexual Violence or Harassment

73. When responding to concerns relating to child-on-child sexual violence or harassment, we will follow the guidance outlined in Part Five of [KCSIE 2022](#) and the DfE '[Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#)' guidance.

74. Dandelion Time recognises sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children and can occur online and face to face (both physically and verbally). Sexual violence and sexual harassment are never acceptable.

75. All victims of sexual violence or sexual harassment will be reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.

76. When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis which explores how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted).

- The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other children, and staff and any actions that are required to protect them.
- Reports will initially be managed internally by Dandelion Time and where necessary will be referred to Integrated Children's Services and/or the Police.
- The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim, the nature of the alleged incident (including whether a crime may have been committed), the ages and developmental stages of the children involved, any power imbalance, if the alleged incident is a one-off or a sustained pattern of abuse, if there are any ongoing risks to the victim, other children or Dandelion Time staff, and, any other related issues or wider context.

77. If at any stage the DSL is unsure how to proceed, advice will be sought from consultation with a social worker from the Front Door.

Nude and/or Semi-Nude Image Sharing by Children

78. The term 'sharing nudes and semi-nudes' is used to mean the sending or posting of nude or semi-nude images, videos or live streams of/by young people under the age of 18. Creating and sharing nudes and semi-nudes of under-18s (including those created and shared with consent) is illegal which makes responding to incidents complex.

79. The [UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people's guidance](#) outlines how DSLs should respond to all incidents of consensual and non-consensual image sharing and should be read and understood by DSLs working with all age groups, not just older children.

80. Dandelion Time recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or "sexting") can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).

81. When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by children, staff are advised to:

- Report any concerns to the DSL immediately.

- Never view, copy, print, share, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already viewed the imagery by accident, this will be immediately reported to the DSL.
- Not delete the imagery or ask the child to delete it.
- Not say or do anything to blame or shame any children involved.
- Explain to child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.
- Not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved or their, or other, parents and/or carers. This is the responsibility of the DSL.

82. DSLs will respond to concerns as set out in the non-statutory UKCIS guidance: [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) and the local [KSCMP](#) guidance. When made aware of a concern involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos:

- The DSL will hold an initial review meeting to explore the context and ensure appropriate and proportionate safeguarding action is taken in the best interests of any child involved. This may mean speaking with relevant staff and the children involved as appropriate.
- Parents and carers will be informed at an early stage and be involved in the process to best support children, unless there is good reason to believe that involving them would put a child at risk of harm.
- All decisions and action taken will be recorded in line with our child protection procedures.
- A referral will be made to ICS and/or the police immediately if:
 - i. The incident involves an adult (over 18).
 - ii. There is reason to believe that a child has been coerced, blackmailed, or groomed, or there are concerns about their capacity to consent, for example, age of the child or they have special educational needs.
 - iii. The image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child's developmental stage, or are violent.
 - iv. A child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.
- The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.
- If DSLs are unsure how to proceed, advice will be sought from consultation with a social worker via the Front Door.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

83. Dandelion Time recognises that CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a

child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

84. If staff are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL or a deputy.

Serious Violence

85. All staff are made aware of the indicators which may signal children are at risk from or are involved with serious violent crime. These may include unexplained gifts or new possessions, increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

86. Any concerns regarding serious violence will be reported and responded to in line with other child protection concerns.

87. The initial response to child victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.

So-called ‘honour’-based abuse

88. So-called ‘honour’-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.

89. All forms of HBA are abuse (regardless of the motivation) and concerns should be responded to in line with section 3 of this policy. Staff will report any concerns about HBA to the DSL (or a deputy).

Preventing radicalisation

90. Dandelion Time is aware of our duty under Section 26 of the [Counter-Terrorism and Security Act 2015](#) (The CTSA 2015) to have “due regard to the need to prevent people from being drawn into terrorism”, as we are part of “a range of private and voluntary agencies and organisations that provide services or, in some cases, exercise functions in relation to children.” This duty also known as the Prevent Duty and places [specific obligations](#) upon us regarding risk assessments, working in partnership, staff training, and IT policies. In fulfilling the duty, we are expected to demonstrate activity in the following areas.

- **Risk assessment.** We are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- **Safeguarding Policies** We need to demonstrate we are protecting children and young people from being drawn into terrorism by having robust safeguarding policies in place to identify children at risk and intervening as appropriate.
- **Working in partnership.** Our governing body should ensure that safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board (LSCB).
- **Staff training.** Staff must have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups. They should know where and how to refer children and young people for further help. Prevent awareness training will be a key part of this.

91. Dandelion Time recognises that children are vulnerable to extremist ideology and radicalisation and staff will be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection.

92. Staff will report any concerns to the DSL (or a deputy), who is aware of the local procedures as part of KCC’s [Report Radicalisation or Extremism \(Prevent\) Strategy](#) .

Ways to report a concern or make a referral

- If you have any immediate concerns about the welfare of anyone contact the police, call 999.
- To make a referral to Prevent, download and complete the [National Prevent Referral Form \(DOCX, 67.4 KB\)](#).
- You can contact the police
 - call 101 or 0800 789 321
 - [complete an online report for possible terrorist activity](#).
- You can [report online material promoting terrorism or extremism](#).

Terrorist attacks can sadly lead to spikes in hate crime against certain groups, with many people feeling vulnerable. Hate crime is not tolerated, is taken extremely seriously, and should always be reported.

- You can report hate crime to Kent Police.
- Get guidance on [how to report hate crimes](#).



Cybercrime

93. Dandelion Time recognises that children with particular skills and interest in computing and technology may inadvertently or deliberately stray into ‘cyber-enabled’ crime (crimes that can happen offline but are enabled at scale and at speed online) or ‘cyber dependent’ crime (crimes that can be committed only by using a computer/internet enabled device) cybercrime.

94. If staff are concerned that a child may be at risk of becoming involved in cyber-dependent cybercrime, the DSL will be informed, and consideration will be given to accessing local support and/or referring into the [Cyber Choices](#) programme, which aims to intervene when young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

95. Where there are concerns about 'cyber-enabled' crime such as fraud, purchasing of illegal drugs online, child sexual abuse and exploitation, or other areas of concern such as online bullying or general online safety, they will be responded to in line with this and other appropriate policies.

Supporting Children Potentially at Greater Risk of Harm

96. Whilst all children should be protected, some groups of children are potentially at greater risk of harm.

Safeguarding Children with Special Educational Needs or Disabilities (SEND)

97. Dandelion Time acknowledges that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and barriers for recognising abuse and neglect.

98. Dandelion Time recognises that children with SEND may face additional communication barriers and experience difficulties in managing or reporting abuse or challenges. Children with SEND will be appropriately supported to communicate and ensure that their voice is heard and acted upon.

99. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour, mood changes or injuries and not to assume that they are related to the child's disability. Staff will be mindful that children with SEND or certain medical conditions may be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.

100. Members of staff are encouraged to be aware that children with SEND can be disproportionately impacted by safeguarding concerns, such as exploitation, peer group isolation or bullying including prejudice-based bullying.

101. To address these additional challenges, Dandelion Time will always consider implementing extra support and attention for children with SEND. The DSL will work closely with the family Caseworkers to plan support as required.

Children Requiring Mental Health Support

102. All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

103. Staff are aware that children's experiences, for example where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, can impact on their mental health, behaviour and education.

104. Staff are well placed to observe children and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

105. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

106. Additional information and links can be found in part Two, [KCSIE 2022](#).

Children Missing from Education

107. Children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation.

108. Where Dandelion Time has concerns that a child is missing from education, we will respond in line with our statutory duties and local policies. Local support is available via the [PRU, Inclusion and Attendance Service \(PIAS\)](#).

Elective Home Education

109. Where a parent/carer expresses their intention to remove a child from school with a view to educating at home, Dandelion Time will be aware of the [National Elective Home Education Guidance](#) and local [Kent Guidance](#) and will work together with parents/carers and other key professionals and organisations to ensure decisions are made in the best interest of the child.

Children who need a Social Worker

110. The DSL will hold details of social workers working with children attending Dandelion Time, so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes.

111. Where children have a social worker, this will inform Dandelion Time decisions about their safety and promoting their welfare.

Looked after children, previously looked after children and care leavers

112. Dandelion Time recognises the common reason for children becoming looked after is as a result of abuse and/or neglect and a previously looked after child also potentially remains vulnerable.

113. The Family Caseworkers will work with the DSL to ensure appropriate staff have the information they need in relation to a child's looked after legal status, contact arrangements with

birth parents or those with parental responsibility, care arrangements and the levels of authority delegated to the carer by the authority looking after them.

114. Where a child is looked after, the DSL will hold details of the social worker and the name of the virtual school head in the authority that looks after the child.

115. Where Dandelion Time believe a child is being cared for as part of a private fostering arrangement (occurs when a child under 16 or 18 if the child is disabled is cared for and lives with an adult who is not a relative for 28 days or more) there is a duty to recognise these arrangements and inform the Local Authority via the front door.

Online Safety

116. It is essential that children are safeguarded from potentially harmful and inappropriate material or behaviours online. Through its [DRAFT Dandelion Time Online Safety Policy](#), Dandelion Time will adopt an approach to online safety which will empower, protect, and educate attending children and families, and staff in their use of technology, and establish mechanisms to identify, intervene in, and escalate any concerns where appropriate.

117. Dandelion Time will ensure online safety is reflected as required in all relevant policies. Online safety is considered as a running and interrelated theme when devising and implementing our policies and procedures, staff training, the role and responsibilities of the DSL and working with families.

118. Dandelion Time identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful content. For example, pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **Contact:** being subjected to harmful online interaction with other users. For example, peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm. For example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying.
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.

119. Dandelion Time recognises that technology, and the risks and harms related to it, evolve and change rapidly. Dandelion Time will carry out an annual review of our approaches to online safety, supported by an annual risk assessment which considers and reflects the risks children face.

120. The CEO will be informed of online safety concerns by the DSL, as appropriate. The DSL will report on online safety practice and incidents, including outcomes, on a regular basis to the named accountable person and the Board of Trustees.

Policies and Procedures

121. Dandelion Time recognises the specific risks that can be posed by mobile and smart technology, including mobile/smart phones, cameras and wearable technology and in accordance with [KCSIE 2022](#).

Information Security and Access Management

122. Dandelion Time is responsible for ensuring an appropriate level of security protection procedures are in place, in order to safeguard the organisations systems as well as staff and client children and families. Further information can be found in our [Data Protection Policy](#) Dandelion Time will review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies.

Staff Training

123. Dandelion Time will ensure that all staff receive online safety training as part of induction and that ongoing online safety training and updates for all staff will be integrated, aligned and considered as part of our overarching safeguarding approach.

Working with Children

Where appropriate, Dandelion Time will support children to become aware of the potential of online benefits and risks and to learn to manage online risks effectively.

Working with Parents/Carers

124. Dandelion Time will build a partnership approach to online safety and will support parents/carers to become aware and alert of the potential online benefits and risks for children by:

Staff Engagement and Expectations

125. Awareness, Induction and Training: All members of staff should be provided with a Copy of Part One and Annex A of [KCSIE 2022](#) which covers safeguarding information for staff.

- The Management Team and the DSLs, will read KCSIE in its entirety.
- All members of staff who work directly with children will read Annex B of [KCSIE 2022](#). All members of staff should sign to confirm that they have read and understood the national guidance shared within them. This information is centrally held within the HR Software System.

126. The DSL will ensure that all new staff and volunteers (including agency and third-party staff) receive safeguarding and child protection training (including online safety), including

information to ensure they are aware of the organisation's internal safeguarding processes, as part of their induction.

127. All staff members will receive appropriate child protection training (including online safety) to ensure they are aware of a range of safeguarding issues; this training will be updated at least annually.

128. Safeguarding training for staff, including online safety training, will be integrated, aligned and considered as part of the whole Dandelion Time safeguarding approach and wider staff training.

129. In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. This will be achieved via email and quarterly whole staff meetings.

130. Staff will be encouraged to contribute to and shape Dandelion Time's safeguarding arrangements and child protection policies via direct input to The Senior Management Team/DSL and/or inviting input at quarterly whole staff meetings.

131. The CEO will provide an annual report to the Board detailing safeguarding training undertaken by all staff and will maintain an up-to-date register of who has been trained.

132. Although Dandelion Time has a nominated lead for the Board (Dr Lesley Hanney), all members of the Board will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

Safer Working Practice

133. All members of staff are required to work within our clear guidelines on safer working practice as outlined in [Dandelion Time's Code of Conduct](#).

134. The DSL and Volunteer Coordinator will ensure that all staff and volunteers have read the child protection policy and are aware of Dandelion Time's expectations regarding safe and professional practice via [Dandelion Time's Code of Conduct](#).

135. Staff will manage behaviour effectively to ensure a good and safe environment and will have a clear understanding of the welfare and emotional needs of all children. Physical interventions will be in line with our agreed policy and procedures and national guidance.

136. All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant sections of [Dandelion Time's Code of Conduct](#).

Supervision and Support

137. Induction procedures will include familiarisation with child protection and safeguarding responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.

138. Dandelion Time will provide appropriate supervision and support for all members of staff to ensure that:

139.

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children.
- All staff are supported by the DSL in their safeguarding role.
- All members of staff have regular reviews of their own practice to ensure their professional developmental needs are met.

140. Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.

141. The DSL will also put staff in touch with outside agencies for professional support if they so wish, or staff can approach and use other appropriate organisations directly if they wish, with line manager's approval. Therapeutic staff are expected to use outside agencies for professional supervision.

Safer Recruitment and Allegations

Safer Recruitment and Safeguarding Checks

142. Dandelion Time *is committed to ensuring a* safe culture is continually maintained and that all steps are taken to recruit staff and volunteers who are appropriate and safe for our work with families, staff and volunteers:

- Dandelion Time will follow relevant guidance from both [KCSIE 2022](#) (Part Three, 'Safer Recruitment' p.49) and from [The Disclosure and Barring Service \(DBS\)](#)
- The Senior Management Team are mandated by the Board of Trustees to ensure that Dandelion Time follows safe recruitment processes as outlined within current guidance, as above noted.
- The Senior Management Team will ensure that there is at least one person conducting a recruitment interview who has completed safer recruitment training.

143. Dandelion Time maintains an accurate Single Central Record (SCR) in line with statutory guidance.

144. Dandelion Time are committed to supporting the statutory guidance from the Department for Education on the application of the [Childcare \(Disqualification\) Regulations 2009](#) and related obligations under the [Childcare Act 2006](#) in schools.

145. All employees, volunteers and others applying for positions in the organisation are required to disclose any factors that could impact on their suitability to work with children including convictions, cautions, court orders, reprimands, and warnings.

146. Where Dandelion Time organises work experience placements, we will follow the advice and guidance as identified in Part Three of [KCSIE 2022](#).

Concerns and Allegations raised in relation to staff and volunteers

147. Dandelion Time will respond to allegations in line with the [local Kent allegations arrangements](#) and Part Four of [KCSIE 2022](#). In depth information can be found within our Code of Conduct document.

148. Any concerns or allegations about staff, including those which do not meet the allegation/harm threshold will be recorded and dealt with appropriately in line with national and local guidance. Ensuring concerns are dealt with effectively will protect those working in or on behalf of Dandelion Time from potential false allegations or misunderstandings.

149. Where The Senior Management Team are unsure how to respond, for example if the organisation is unsure if a concern meets the harm 'thresholds', advice will be sought via the [Local Authority Designated Officer](#) (LADO) Enquiry Line and/or the [Education Safeguarding Service](#).

Concerns that meet the 'harm threshold'

150. Dandelion Time recognises that it is possible for any member of staff, including volunteers, Board members and visitors to behave in a way that indicates a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children. This includes when someone 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.

151. Allegations against staff which meet this threshold will be referred immediately to the CEO who will contact the [LADO](#) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the CEO, staff are advised that allegations should be reported to the Chair of the Board who will contact the LADO.

Concerns that do not meet the 'harm threshold'

152. Dandelion Time may also need to take action in response to 'low-level' concerns about staff, which typically would be behaviours which are inconsistent with our staff code of conduct,

including inappropriate conduct outside of work and concerns that do not meet the allegations threshold.

153. Where low-level concerns are reported to Dandelion Time, the CEO will share or liaise with the LADO enquiries officer via the [LADO Enquiry Line](#).

154. Low-level concerns will be recorded in writing and reviewed so potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern is identified, Dandelion Time will implement appropriate action, for example consulting with the LADO Enquiry Line and following our disciplinary procedures.

155. Additional information regarding low-level concerns is contained with our [Code of Conduct](#) – this includes what a low-level concern is and the importance of sharing them.

Safe Culture

156. As part of our approach to safeguarding, the organisation has created and embedded a culture of openness, trust and transparency in which our values and expected behaviour as set out in our Strategic plan and [Code of Conduct](#) are enacted, monitored and reinforced by all staff and where all concerns can be dealt with promptly and appropriately.

157. All staff and volunteers should feel able to raise any concerns about questionable, poor or unsafe practice and potential failures in safeguarding procedures. The Management Team at Dandelion Time will take all concerns or allegations received seriously.

158. All members of staff are made aware of Dandelion Time's [Whistleblowing Policy](#). It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

159. Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.

160. Dandelion Time has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in activity or would have been removed had they not left. The DBS will consider whether to bar the person.

161. If these circumstances arise in relation to a member of staff at Dandelion Time, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the [LADO](#).

Opportunities to teach safeguarding

162. All staff will model best safeguarding practice at all times.

163. We recognise that Dandelion Time can play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour, what is 'safe', and to recognise when they and others close to them are not safe, and how to seek advice and support when they are concerned.

164. Dandelion Time recognises that a one size fits all approach may not be appropriate for all children, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children might be needed.

165. Dandelion Time's work processes support children to talk with staff from the therapeutic team as needed. Children will be listened to and heard, and their concerns will be taken seriously and acted upon as appropriate.

Physical Safety

Lone Working

166. All members of staff (including temporary staff and volunteers) are required to work within these guidelines of lone working and Dandelion Time Code of Conduct. This guidance is for the protection of both vulnerable children who attend and staff/volunteers who work with them.

167. Children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations.

168. Any allegations, however minor, must be reported to the DSL or Chief Executive. These would then be referred to the LADO – please see Dandelion Time's [Whistleblowing Policy](#).

169. Most work with children is done in small groups, including parents or carers and Dandelion Time frequently use volunteers as chaperones for individual work. Unplanned lone working with children should generally be avoided, however there will be occasions when a child becomes emotionally dysregulated and a reactive therapeutic response will be required, which may include lone working. Where it is unavoidable, an explanation should be noted in the session records which will be monitored on a termly basis and reported to Designated Safeguarding Lead. Some children will be offered planned lone working, for example, play therapy or tutoring. If there is a known history of sexual abuse or where previous allegations have been made, an approach to managing the risk should be documented in the client file. Planned lone working will only be undertaken by staff and sessional workers approved by Director of Therapy or those designated to make this decision.

170. The potential for exploitation and harm of vulnerable children means that adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification, whether this means that staff should not:

- Use their position to gain access to information for their own advantage or to the detriment of the child/ren or their family.
- Use their power to intimidate, threaten, coerce or undermine children.
- Use their status and standing to form or promote relationships with children which are of a sexual nature, or which may become so.

171. Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and/or unavoidable situations which may coincidentally arise and leave the member of staff feeling compromised. All of these incidents should be recorded and reported to the DSL.

172. Working with children off site will require permission by Director of Therapy. For guidance on home visits refer to the separate guidance at Para 173-76.

Home Visits

173. There are occasions where it is necessary to make one-off or regular home visits. Dandelion Time staff will agree the purpose for any home visit with Director of Therapy and adhere to agreed risk management. It is essential that appropriate policies and related risk assessments are in place to safeguard both staff and children, who can be more vulnerable in these situations.

174. A risk assessment should be undertaken prior to any planned home visit taking place. The assessment should include an evaluation of any known factors regarding the child, parents/carers and any others living in the household. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances. Specific thought should be given to visits outside of 'office hours' or in remote or secluded locations. Following the assessment, appropriate risk management measures should be put in place, before the visit is undertaken. In the unlikely event that little or no information is available, visits should not be made alone.

175. **Home visits should not be made alone.** In certain circumstances, and with specific approval by a line manager, staff/volunteers are permitted to visit a home unaccompanied in order to drop off or pick up items (e.g. Christmas presents, groceries etc). Items should be handed over on the doorstep – in no circumstances should the threshold be crossed.

176. Dandelion Time staff should:

- Always inform the Director of Therapy when making a home visit
- Avoid unannounced visits wherever possible.
- Never enter the home of a vulnerable adult when there is no one else present.

- Not be alone in a room with a vulnerable adult, especially if in secluded space. Where this inadvertently happens, the Safeguarding Lead should be informed and a record taken.
- Ensure there is visual access and/or an open door in one-to-one situations.
- Always make detailed records including times of arrival and departure.
- Ensure any behaviour or situation which gives rise to concern is discussed with the designated safeguarding lead.
- Have a mobile telephone when home visiting.

Transporting Children and Families

177. Staff and / or volunteers may be required to transport children / families to and from sessions. As for any other activity undertaken at work Dandelion Time will carry out a risk assessment to manage any known or possible risks.

178. Staff should not offer lifts to children unless the need for this has been agreed by a manager.

179. Wherever possible and practical vehicles should have another adult additional to the driver acting as an escort, unless the collection is for a parent and child/ren.

180. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children.

181. Dandelion Tim staff should:

- Have an appropriate licence and insurance for the vehicle
- Ensure they are fit to drive
- Ensure that if they need to be alone with a child this is for the minimum time and is recorded
- Be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer/staff team.
- Ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified
- Staff should consider use of child locks on the doors

182. Staff should ensure that the vehicle is roadworthy and that the maximum carrying capacity is not exceeded

183. Staff should never offer to transport children and families without specific permission from Director of Therapy

Touching (Physical Contact)

184. There are occasions when it is entirely appropriate for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the children's' individual needs.

185. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child, in one set of circumstances, may be inappropriate in another, or with a different child. Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development. This means that staff should:

- Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or any person to whom this action is described
- Never touch a child in a way which may be considered indecent. Touch is more appropriate on clothing rather than on skin
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny
- Never indulge in horseplay or fun fights
- Always allow/encourage children, where able, to undertake self-care tasks independently
- Ensure the way comfort is offered to a distressed child is age appropriate
- If you have offered comfort to a distressed child this must be reported and recorded on the session record
- Seek to understand the preferences of child/ren regarding physical contact
- Consider alternatives, where it is anticipated that a child might misinterpret or be uncomfortable with physical contact
- Be aware of cultural or religious views about touching and be sensitive to issues of gender, ethnicity and background. Staff should therefore, use their professional judgement at all times.

186. Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive the incident and circumstances should be immediately reported to the Designated Safeguarding Lead.

187. Extra caution may be required where it is known that a child has suffered previous sexual abuse. Staff need to be aware that the child may associate physical contact with such experiences. They also should recognise that these children may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively and help them to understand the importance of personal boundaries.

Behaviour Management

188. This is a therapeutic programme. It is expected that children will display difficult or challenging behaviour. They will be in attendance with their parents. Goals will be set with parents around changes they would like to see. Parents will be supported to respond in positive ways to

their children's distress, helping them to regulate their emotions, holding limits with warmth and listening to their emotional expression. Staff should act as positive role models at all times.

189. Staff should not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable. Where children display difficult or challenging behaviour, adults should follow the Dandelion Time strategies appropriate to the circumstance and situation.

190. Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan, including assessment of risk, should be drawn up and agreed by all parties. This means that staff should:

- Not use force against children
- Try to defuse situations before they escalate e.g. by distraction
- Keep parents informed –and seek their approval for exercising any means of helping children manage their behaviour.
- Be mindful of and sensitive to factors both inside and outside of Dandelion Time which may impact on a child's behaviour
- Behave as a role model
- Avoid shouting at children other than as a warning in an emergency/safety situation
- Be aware that Dandelion Time does not use any behaviour management that incorporates isolation and seclusion
- Comply with legislation and guidance in relation to human rights and restriction of liberty

Photography, Videos and Other Media

191. At Dandelion Time some activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should staff use their personal equipment to take images of children.

192. Dandelion Time has variety of devices which can be used for taking/recording images e.g. cameras, tablets, web-cams etc.

193. Dandelion Time will not use identifiable images of its service users in the promotion of the charity. On the occasions when Dandelion Time does use non-identifiable images (arms, hands, back, silhouettes etc), written permission will be obtained from the parent/carer.

194. Dandelion will use images of friends and family or actors who have given full written permission for the use of their image or their child's image for a four-year period.

195. A statement will be present on all external communications "Due to the sensitive nature of our work and the vulnerable children (and adults) we support, the {young} people in this {INSERT RELEVANT MEDIA} are not our service users".

196. Whilst images are regularly used for very positive purposes adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Dandelion Time staff should:

- Adhere to [Dandelion Time Data Protection Policy](#)
- Only take images where the child is happy for them to do so
- Only retain images when there is a clear and agreed purpose for doing so
- Store images in an appropriate secure place
- Ensure that a session leader or senior member of staff is aware that the photography/image equipment is being used and for what purpose
- Avoid making images in one-to-one situations

197. At Dandelion Time staff and all attending adults should not:

- Take images of children for their personal use
- Display or distribute images of children unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
- Take images of children using personal equipment
- Take images of children which could be considered as indecent or sexual

198. Images should not be displayed on websites, in publications or in a public place without parental consent. The definition of a public place includes areas where visitors to Dandelion Time have access.

199. For the protection of children, it is recommended that when using images for publicity purposes that the following guidance should be followed:

- If the image is used, avoid using the child's real name, unless specific consent is given
- If the child is named, avoid using their image, unless specific consent is given
- It should be established whether the image will be retained for further use, where and for how long

200. Images should be securely stored and used only by those authorised to do so.

201. Photographs of children using DT or other service users should not be taken except in the following circumstances:

1. To provide evidence/information in the event of an injury or incident.
2. To allow for the creation of Leaving Certificates or similar

202. Wherever possible and practical, parent/guardians should be asked to take photographs of their children and share them with Dandelion Time. Staff and volunteers should only take photographs, in accordance with the guidelines above, if this is not possible.

The use of control and physical intervention

203. Unforeseen or emergency Physical Intervention may be necessary when a child or young person behaves in an unexpected way. Dandelion Time may reasonably intervene to prevent a child from:

- Committing a criminal offence
- Injuring themselves or others
- Causing damage to property

204. Great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful.

205. Any Intervention should be used as a last resort using professional judgement. In such circumstances staff retain their duty of care to the child or young person and any response must be proportionate to the circumstances. Staff should use the minimum Intervention necessary to prevent injury and maintain safety, consistent with the appropriate training they have received.

In all cases, you should not use Physical Intervention:

- When you can restore safety in another practicable way.
- When you are not in control of yourself
- When you consider it clearly unsafe to do so (e.g. If the child/young person has a weapon).
- If you know the child or young person has a diagnosed medical condition that may be made worse by being safely held (e.g. Asthma).
- When you consider there are not enough adults to safely hold the child.
- That even with enough adults you are not confident that you can manage to safely hold the child.
- When you are on your own with a child or young person, unless you assess safely holding them to be the least risky action to take (in very rare circumstances).
- Other than at the minimum necessary level and duration required to resolve or defuse a situation.
- Out of malice or with indecent intent.
- Where contact is possibly gratuitous.
- To enforce compliance with adult instructions or rules where there is no immediate risk to people or property.

206. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence. Where Dandelion Time staff judges that a child's behaviour presents a serious risk to themselves or others, they must always put in place a robust risk assessment which is reviewed regularly and, where relevant, a physical intervention plan.

207. In all cases where physical intervention has taken place incident must be recorded by a caseworker and reported to DSL who would inform others as required.

The Use of Premises by Other Organisations

208. If family sessions are taking place, corporate volunteer organisations must be accompanied/ managed at all times. Prior to a corporate visit, The Relationship Manager, Operations Staff and Therapeutic Team should liaise to ensure that a robust deconfliction plan (to include geographical separation, toilet use, dining plans etc) is produced and carried out.

209. Where services or activities are provided separately by other organisations or businesses using the Dandelion Time facilities/premises, the CEO/Board will seek written assurance that, where appropriate, the organisation concerned has appropriate policies and procedures in place regarding safeguarding children and child protection, and that relevant safeguarding checks have been made in respect of staff and volunteers. If this assurance is not achieved, an application to use premises will be refused.

210. Safeguarding requirements will be included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises. Failure to comply with this will lead to termination of the agreement.

Site Security

211. All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. Further information on staff responsibilities on site security is contained in the [DT Risk Assessment - Terrorist Incident](#)

212. Appropriate checks will be undertaken in respect of visitors and volunteers coming into Dandelion Time as outlined within national guidance. All visitors will be expected to, sign in and out.

213. Staff and visitors will be expected to adhere to any safety arrangements implemented because of Covid-19 restrictions.

214. Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.

215. Dandelion Time will not accept the behaviour of any individual that threatens Dandelion Time's security or leads children or adults to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the Dandelion Time site.

Safeguarding Support Agencies

216. All members of staff at Dandelion Time are made aware of local and national safeguarding support agencies available for consultation.

Education Safeguarding Service - Area Safeguarding Advisor

- www.theeducationpeople.org/our-expertise/safeguarding/safeguarding-contacts/
It is recommended that schools/colleges include up-to-date contact details e.g. area safeguarding advisor phone number.

Online Safety in the Education Safeguarding Service

- 03301 651500
- onlinesafety@theeducationpeople.org (non-urgent issues only)

LADO Service

- **Telephone: 03000 410888**
- Email: kentchildrenslado@kent.gov.uk

Integrated Children's Services

- Front door: 03000 411111
- Out of Hours Number: 03000 419191

Kent Police

- 101 or 999 if there is an immediate risk of harm.

Kent Safeguarding Children Multi-Agency Partnership (KSCMP)

- kscmp@kent.gov.uk
- 03000 421126

Adult Safeguarding

- Adult Social Care via 03000 41 61 61 (text relay 18001 03000 41 61 61) or email social.services@kent.gov.uk

Appendix 1: Categories of Abuse

All staff should be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. Abuse can be instigated both on and offline.

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

Signs that may indicate Sexual Abuse:

- Sudden changes in behaviour Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Lack of personal hygiene and self-care
- Fire setting

2. **Physical abuse:** a form of abuse which 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.

Signs that may indicate physical abuse:

- Bruises and abrasions around the face

- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Where reasons are given for injuries, they may seem inadequate, inconsistent or be excessively plausible explanations. A delay in seeking treatment should signal concern.

3. **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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 cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Signs that may indicate emotional abuse:

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention, and affection

4. **Neglect:** 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. 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 care-givers); or ensure

access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs that MAY INDICATE neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

Appendix 2: Support Organisations

NSPCC 'Report Abuse' Helpline [0800 136 663](tel:0800136663) or help@nspcc.org.uk

National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardo's: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children's Society: www.childrensociety.org.uk

Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline
- Harmful Sexual Behaviour Support Service: <https://swgfl.org.uk/harmful-sexual-behaviour-support-service>

Support for Children

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk

Support for Adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org
- Advice now: www.advicenow.org.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

Contextual Safeguarding Network

- <https://contextualsafeguarding.org.uk/>

Kent Resilience Hub

- <https://kentresiliencehub.org.uk/>

Substance Misuse

- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Talk to Frank: www.talktofrank.com

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women’s Aid: www.womensaid.org.uk
- Men’s Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phonenumber: <https://respectphonenumber.org.uk>

Criminal and Sexual Exploitation

- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- It’s not okay: www.itsnotokay.co.uk
- NWG Network: www.nwgnetwork.org

Honour Based Abuse

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information:
www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Peer on Peer abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: www.brook.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now! www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Diana Award: www.antibullyingpro.com/
- Bullying UK: www.bullying.co.uk
- Kidscape: www.kidscape.org.uk

Online Safety

- CEOP: www.ceop.police.uk

- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/onlinesafety
- Get Safe Online: www.getsafeonline.org
- Parents Protect: www.parentsprotect.co.uk
- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Anna Freud: www.annafreud.org/schools-and-colleges/

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Children with Family Members in Prison

- National information Centre on Children of Offenders (www.nicco.org.uk/)

Appendix 3

KEEPING YOURSELF SAFE WHEN RESPONDING TO DISCLOSURES (the 6 R's – what to do if...)

1. RECEIVE

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

2. RESPOND

- Reassure the child that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. "It will be alright now"
- Do not promise confidentiality; you have a duty to refer
- Reassure and alleviate guilt, if the child refers to it e.g. "you're not to blame"
- Reassure the child that information will only be shared with those who need to know

3. REACT

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- Do not ask leading questions; "Did he/she....?" Such questions can invalidate evidence.
- Do ask open "TED" questions; Tell, explain, describe
- Do not criticise the perpetrator; the child may have affection for him/her
- Do not ask the child to repeat it all for another member of staff
- Explain what you have to do next and who you have to talk to

4. RECORD

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child.
- Always ensure that as far as possible you have recorded the actual words used by the child
- Record statements and observable things rather than your interpretations or assumptions

5. REMEMBER

- Contact the designated safeguarding lead (DSL)
- The DSL may be required to make appropriate records available to other agencies
- KSCMP: www.kscb.org.uk

6. RELAX

- Get some support for yourself, dealing with disclosures can be traumatic for professionals