



# Safeguarding Policy

**Date of this version:** January 2024

**Responsibility:** Manager

**Author:** Amy Garner Buchanan

**Review Date:** December 2024

**Version:** 3.5

## Designated Safeguarding Leads (DSLs) and Team

Managing Director: Hannah Forster ([hannah@campcanary.co.uk](mailto:hannah@campcanary.co.uk))

Manager and Primary Onsite DSL: Amy Garner Buchanan (07737042024;  
[office@campcanary.co.uk](mailto:office@campcanary.co.uk))

Governor: Lisa McNeill ([lisamcneill@canarywharfcollege.co.uk](mailto:lisamcneill@canarywharfcollege.co.uk))

Deputy Onsite DSLs: Pearl Webber and Hayley Win

**Camp Canary Limited** takes seriously its responsibility to Safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our provision to identify, assess and support those children who are suffering from harm.

It is recognised that all staff<sup>1</sup> play an important role in identifying cases of probable child abuse. It is also important that all agencies co-operate for the protection of the child. Camp Canary Limited has designated people responsible for Safeguarding, who liaise with Social Service departments and all staff working for Camp Canary Limited. For this procedure to work, it relies on the skills and expertise of every member of staff and adult to recognise and report concerns.

At Camp Canary Limited, the Managing Director, Manager, and Governor are the designated leads for Safeguarding. The primary Coordinator and Coordinator Support act as Deputy Designated Safeguarding Leads. Staff should have a total commitment to Safeguarding and act in the best interests of the child at all times.

---

<sup>1</sup> Whenever the word 'staff' is used it covers all staff onsite including ancillary and supply staff, and volunteers working with children.

All Designated Leaders believe that Camp Canary should provide a positive, caring, safe, and stimulating environment that promotes the social, physical, and moral development of the individual child.

## Table of Contents

<b>Aims</b> .....	<b>4</b>
<b>Procedures</b> .....	<b>5</b>
<b>Camp Canary Staff</b> .....	<b>6</b>
Recruitment.....	6
Staff Code of Conduct.....	6
Supporting Staff .....	7
Whistleblowing.....	7
<b>Discrimination</b> .....	<b>7</b>
<b>Mobile Phone and Online Safety</b> .....	<b>7</b>
<b>Parents</b> .....	<b>8</b>
<b>Racist Incidents</b> .....	<b>8</b>
<b>Responding to Allegations of Misconduct</b> .....	<b>8</b>
Allegations by Children Against Staff .....	8
Allegations from Staff About Another Staff Member .....	9
Allegations of One Child Against Another Child .....	9
<b>Responding to Concerns About a Child</b> .....	<b>9</b>
Concerns About Possible Abuse .....	9
Dealing with Disclosures.....	10
Record Keeping.....	10
<b>Responsibilities of the Designated Safeguarding Lead</b> .....	<b>11</b>
Availability .....	11
Raising Awareness.....	11

Training .....	12
Work with Others .....	13
<b>Supporting Children &amp; Preventing Abuse .....</b>	<b>13</b>
<b>Visitors .....</b>	<b>13</b>
<b>Safeguarding Policy Review .....</b>	<b>14</b>
<b><i>Flowchart for Reporting Safeguarding Concerns .....</i></b>	<b><i>14</i></b>
<b><i>Useful Contacts and Addresses.....</i></b>	<b><i>16</i></b>
Local Area Designated Officer.....	16
Multi-Agency Safeguarding Hubs.....	16
Tower Hamlets MASH.....	16
Online Resources .....	16
<b><i>Appendix 1: Recognising Signs of Child Abuse .....</i></b>	<b><i>17</i></b>
Categories of Abuse .....	17
Risk Indicators .....	17
Non-Specific Signs of Abuse in Children .....	18
Signs of Emotional Abuse .....	18
Signs of Neglect .....	18
Signs of Physical Abuse .....	18
Bite Marks.....	19
Bruising .....	19
Burns and Scalds.....	19
Concerning Parent/Carer Behaviour .....	19
Fractures.....	20
Insufficient Explanations of Injuries .....	20
Patterns of Injury.....	20
Scars.....	20

<b>Signs of Sexual Abuse.....</b>	<b>20</b>
Behavioural Indicators.....	20
Physical Indicators .....	21
Sexual Abuse by Young People.....	21
Sexual Exploitation .....	22
<b>Appendix 2: Forced Marriage, FGM, and Radicalisation.....</b>	<b>23</b>
<b>Forced Marriage .....</b>	<b>23</b>
<b>Female Genital Mutilation (FGM) .....</b>	<b>23</b>
What Is FGM? .....	23
Why Is It Carried Out? .....	23
Signs that May Indicate FGM.....	23
<b>The “One Chance” Rule and How to Report Forced Marriage and FGM .....</b>	<b>24</b>
<b>Radicalisation and Extremism.....</b>	<b>24</b>
Why Would a Young Person Be Drawn Towards Extremist Ideology? .....	24
Early Indicators May Include: .....	24
Power of Social Media and Internet Grooming.....	25

## Aims

This policy has been developed in accordance with the following statutory guidance:

- After-School Clubs, Community Activities and Tuition: Safeguarding Guidance for Providers 2023
- Keeping Children Safe in Education 2023
- Statutory Framework for the Early Years Foundation Stage 2023
- Tower Hamlets Guidance on Amending Safeguarding Policies to Include Prevent Issues 2015
- Working Together to Safeguard Children 2023

The aims of this policy are:

- To support the child’s development in ways that will foster security, confidence and independence and protect them from maltreatment.
- To prevent impairment of children’s health or development.

- To provide an environment in which children feel safe, secure, valued, respected, and confident, knowing how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To enable all children to have the best outcomes by:
  - Raising the awareness of all staff of the need to Safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
  - Providing a systematic means of monitoring children known or thought to be at risk of harm, and ensuring we contribute to assessments of need and support packages for those children.
  - Emphasising the need for good levels of communication between all members of staff.
  - Developing a structured procedure within Camp Canary Limited that will be followed by all members of staff in cases of suspected abuse.
- To ensure that all adults within Camp Canary Limited who have substantial access to children have been checked as to their suitability.
- To ensure this policy and practices prevent issues and create protection from radicalisation and extremist narratives.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Services.

## Procedures

Camp Canary Limited procedures for Safeguarding children will be in line with the above statutory guidance.

All staff understand and fulfil their responsibilities, namely, to ensure that:

- There is a Safeguarding policy together with a staff code of conduct policy outlined in the staff handbook.
- Camp Canary Limited has procedures for dealing with allegations of abuse against staff and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to Safeguarding concerns or would have had they not resigned.
- Camp Canary Limited recognises the need for protection of children from radicalisation and extremist narratives.
- At least one senior leader has Designated Safeguarding Lead (DSL) responsibility.
- On appointment, the DSLs undertake 'new to role' training and 'refresher' training every two years.
- All other staff have Safeguarding training updated as appropriate.
- Any weaknesses in Safeguarding are remedied immediately.
- Amy Garner Buchanan is nominated to deal with the local authority on Safeguarding issues and in the event of an allegation of abuse made against them, Hannah Forster or Lisa McNeill will liaise with the Local Area Designated Officer (LADO).
- Safeguarding policies are reviewed annually and available on our website [www.campcanary.co.uk](http://www.campcanary.co.uk).

## Camp Canary Staff

### Recruitment

Every adult working in the club on a paid, voluntary, supply or service provider basis who has (or may have) regular contact with children will be checked in the specified ways and their details recorded in the single central register.

The information on staff that will be checked is as follows:

- Identity checks – name, address, photographic proof of identity, date of birth
- Checks will also be made with the Disclosure and Barring Service (DBS) for:
  - Criminal records.
  - Identity checks.
  - Barred teachers.
- Where an appointee has lived outside the U.K. for more than three months, checks in the former country of residence equivalent to DBS checks.

For all persons, medical fitness confirmation is required. Disclosure and Barring Service checks will be obtained as soon as possible after appointment but in their absence, in the case of teachers, Camp Canary Limited will undertake a List 99 check and ensure that the teacher is properly supervised. A summary of the information will be entered into the single central register.

Camp Canary Limited will specify to supply companies and companies providing services that confirmation of the following checks having been made is required before the employment of their staff:

- Identity checks – name, address, photographic proof of identity, date of birth
- DBS disclosures.
- Where the supplied person has lived outside the UK, checks in the former country of residence equivalent to DBS checks.
- Medical fitness.
- Two references.
- Checks on previous experience.

All other adults who have contact with children will always be supervised.

Responsibility for maintaining the register and supporting personnel files lies with the Manager and Designated Safeguarding lead, Amy Garner Buchanan.

### Staff Code of Conduct

All Camp Canary Limited staff should take care not to place themselves in a vulnerable position with relation to safeguarding. Whenever possible, staff should avoid occasions where a single adult is in the company of a lone child. Activities which involve a single child working with one adult should ideally take place in a room which can be easily observed by others. Doors should be left open if there is no other means of seeing the child and adult together.

Never use verbal interactions that are demeaning or belittling. Jokes should never be made at the expense of children. Extreme care should be taken so that what is said is not misconstrued and innuendo should be avoided.

Staff should be careful about the sharing of information with children via electronic messaging devices such as e-mail and text messaging. E-mail is useful for relaying information for Camp Canary Limited related matters, but it should not be used for sharing personal data. The giving and receiving of presents between staff and children should be done openly and within an appropriate setting.

Staff entering our employ must declare any pre-existing relationships they have with children at Camp Canary. Any babysitting/care arrangement between parents and Camp Canary staff is entirely separate from any agreement with Camp Canary. Camp Canary does not take responsibility for such private arrangements, although any behaviour that has a negative effect on the business may be considered misconduct and will be dealt with in accordance with the Disciplinary Procedure.

Outings with children should be staffed appropriately.

Staff must only ever use physical intervention as a last resort, when a child is endangering themselves or others, and that it must always be the minimal force necessary to prevent injury to another person. Such events should be recorded and signed by a witness. Physical intervention of a nature which causes injury or distress to a child may be considered under Safeguarding or disciplinary procedures.

### Supporting Staff

We recognise that staff working at Camp Canary Limited who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguard Lead and to seek further support as appropriate.

### Whistleblowing

All staff should be aware of their duty to raise concerns, where they exist, about the management of Safeguarding, which may include the attitude or actions of colleagues. Any staff may call the NSPCC Whistleblowing Helpline on 08000280285.

### Discrimination

All safeguarding procedures must be carried out without discrimination according to age, disability, gender (including transgender status), race, religion, sexuality, marital status, or pregnancy/maternity. We affirm the right of LGBTQ+ children, staff and families to be safe and free from harassment while attending Camp Canary.

### Mobile Phone and Online Safety

Photographs will only be taken of a child with their parent/guardian's permission. Only the Club phone will be used to take photographs of children at the Club, except with the express permission of the Manager. Neither staff nor children may use their mobile phones to take photographs of children at the Club. For more details see our Mobile Phone Policy.

Children should not have unsupervised access to the internet, including on their own personal devices, while at Camp Canary. For this reason, children who have brought phones or tablets to Camp must hand them in to staff on arrival.

## Parents

Camp Canary Limited will work with parents to support the needs of their children. Camp Canary Limited has a duty to help parents understand that it has a responsibility for the welfare of all children. In fulfilling this role every parent or carer will be able to view this policy on the website.

Parents and carers are asked to note that Camp Canary Limited is required to report matters of concern to the local MASH. Under our procedures, after assembling the facts, we report to the MASH, which may undertake an investigation.

Parents and carers should be aware that the procedures are designed to ensure that staff do not make decisions as to how to deal with a Safeguarding issue. Accordingly, parents and carers may not be alerted before concerns are reported to their local MASH. Advice will be taken from the MASH as to whether and when to inform parents and carers in certain cases.

## Racist Incidents

Camp Canary Limited acknowledges that repeated racist incidents or a single serious incident may lead to consideration under Safeguarding procedures. We keep a log of racist incidents.

## Responding to Allegations of Misconduct

### Allegations by Children Against Staff

A child may make an allegation against a member of staff.

- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Designated Safeguarding Lead.
- Suspension of the member of staff, excluding the Designated Safeguarding Lead, against whom an allegation has been made, needs careful consideration, and the Designated Safeguarding Leads will assemble the facts and seek professional advice.
- These facts may then be reported to the LADO in the first instance, and to further agencies on their advice. The following guidelines should be used to determine whether to inform social services:
  - If the staff member's behaviour has harmed a child or poses risk of future harm
  - If it is possible the staff member has committed a crime
- If these thresholds are not met but concern is still warranted, Camp Canary should conduct an internal disciplinary procedure.

The DSL is required to report to the DBS within one month of leaving Camp Canary any person whose services are no longer used because they are considered unsuitable to work with children. The DSL is also required to report to the DBS any person who is currently under investigation. Failure to report such situations constitutes an offence. Statutory guidance Keeping Children Safe in Education: Dealing with Allegations of Abuse Against Staff provides comprehensive guidance on how to proceed if this situation should arise. The website address



for referrals is <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>.

### Allegations from Staff About Another Staff Member

If staff members have concerns about another staff member, then this should be referred to the DSL. If the DSL is the subject of the concerns, staff should contact the LADO on 020 736 40677 or LADO@towerhamlets.gov.uk.

### Allegations of One Child Against Another Child

- If the occasion arises where there is an accusation by one child against another this will be taken seriously. This includes but is not limited to accusations of sexual harassment.
- If the view is that the behaviour does indeed amount to a Safeguarding issue, the DSL should refer both children to their local Multi-Agency Safeguarding Hub/s (MASH). If this is done over the telephone a written confirmation should be provided within 24 hours.
- Pending the outcome of the referral and the possible investigation or assessment that may follow from this, any risk that may be posed to other children by the child who has allegedly harmed another child will need to be carefully managed. This should be done on an inter-agency basis in accordance with procedures developed by the local Safeguarding Children Board for children who display harmful behaviour towards others.
- The DSL should enquire of the MASH whether these procedures are being used, and if so, should ask to be involved in or at least kept informed of inter-agency decisions made in accordance with these procedures.
- If the procedures are not being used and Camp Canary Limited remains concerned that the child could pose a risk to other children, then the DSL should consider whether the child can continue to remain at the Club, and if so, on what basis. This is a situation that needs to be kept under regular review as the investigation and assessment conducted by the statutory agencies is carried out and reaches a conclusion. It may also need to be reviewed regularly following the conclusion of the assessment process, as the child may be receiving support that should, with time, reduce the level of risk they present.
- If the allegation is found to be without substance or fabricated, Camp Canary Limited will consider referring the child who was said to have been harmed to the MASH for them to assess whether they are in need of services (for example, the child may have been abused by someone else).
- If it is felt that there has been malicious intent behind the allegation, Camp Canary Limited will discuss with the police whether there are grounds to pursue any action against the person responsible.
- If social services do not take the incident seriously and do not act according to the level of the concerns raised, seek advice from the National Society for the Prevention of Cruelty to Children (NSPCC).

### Responding to Concerns About a Child

#### Concerns About Possible Abuse

In the case of staff having concerns about possible abuse, they should pass all concerns to the designated safeguarding lead who will keep records of the date, time, and nature of concerns

over a sensible period. If the child is at risk of significant harm immediate steps need to be taken to protect them.

Where the Designated Safeguarding Lead deems it necessary the matter will be referred soon as possible, and certainly within 24 hours, by them to the Tower Hamlets Safeguarding Team, which will advise on the next steps.

### Dealing with Disclosures

If a child decides to make a disclosure to a member of staff, it is very important that certain steps are taken. It is not our job to interrogate the child or investigate what has happened, as this may prejudice further enquiries.

In the case of disclosure, staff must listen to the child, reassure them, and take the allegations seriously. It should be explained that, because of the disclosure, you are concerned for the child's well-being.

The child must be allowed to disclose at their own pace, without questioning or prompting.

Do not ask the child leading questions or probe for information that the child or young person does not volunteer.

If possible, staff should write brief notes as the child makes the disclosure. These original notes should be kept, no matter how rough, as they may have important information that could be lost in a later, neater transcript of the events. If this is not possible, the notes must be written immediately after the discussion with the child. All notes should be signed and dated by the writer and include the time.

Do not give a guarantee of confidentiality to the child. Reassure the child that they have been heard and explain what you will do next and to whom you will talk. Explain that you might have to share the information that the child has given you with another responsible adult. Tell the child that you have a responsibility to get something done to help keep the child safe.

### Record Keeping

Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioural change in a child that gives cause for concern should be recorded. It is important that records are factual and reflect the words used by the child or young person (when applicable). Opinion should not be given unless there is some form of evidence base that can also be quoted. Records must be signed, dated, and timed, if appropriate. It is important to remember that any issues are confidential, shared only on a need-to-know basis. Information to be recorded:

- Child's name and date of birth.
- Child in normal context (e.g. behaviour, attitude, has there been an extreme change).
- The incident/s which give rise to concern including date/s and time/s.
- A verbatim record of what the child has said.
- Position, colour, size, shape, and time of injuries, on body chart.
- Action taken.

These basic details are vital to the information gathering process and do not constitute an investigation. Written information should be passed to the Designated Person who should always be kept informed of any significant issues.

The designated person will ensure that records relating to concerns for the welfare or safety of children are kept separate from other Camp Canary Limited files and are stored securely. Information is confidential and this must be respected by staff and all others involved in Camp Canary Limited. It will be shared on a strictly need-to-know basis. This may include sharing with relevant social services and/or the Designated Safeguarding Lead at a child's school if this is deemed to be beneficial for the child.

Concern forms, referrals and child protection documents should be kept until the child is 25.

### Responsibilities of the Designated Safeguarding Lead

Immediate responsibility for Safeguarding rests with the Primary Onsite DSL, usually the Manager Amy Garner Buchanan. They are supported by Managing Director Hannah Forster and Governor Lisa McNeill. Pearl Webber and Hayley Win are the Deputy Onsite DSLs.

The designated person is ultimately responsible for the following:

- Acting as a focal point for staff to discuss concerns.
- Referring a child if there are concerns about possible abuse to the Multi-Agency Safeguarding Hub (MASH) in the borough in which the child resides, or supporting staff who report concerns to the MASH directly. Telephone referrals should be followed by written records within one day.
- Referring cases to the Channel programme where there is a radicalisation concern as required, or supporting staff who make such referrals directly.
- Reporting to the DBS cases where a staff member is dismissed or left due to risk/harm to a child.
- Reporting cases of potential crime, especially against a child, to the Police as required.
- Management of records:
  - Keeping written records of concerns about a child even when a referral is not immediately made, until the child turns 25.
  - Ensuring that all records are kept confidential and secure and are separate to the child's main records on our online system MagicBooking.
  - Noting on the child's MagicBooking profile the existence of a separate safeguarding concern on file.

### Availability

The DSL or Deputy should always be available during club hours for staff to discuss any safeguarding concerns. The DSL or Deputy would be expected to be available in person. If not, a phone call is acceptable.

### Raising Awareness

The designated safeguarding lead should:

- Ensure the club's child protection policies are known, understood, and used appropriately.

- Ensure the club's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the child protection policy is available publicly and parents know referrals about suspected abuse or neglect may be made and the role of the club in this.
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

## Training

The designated lead undergoes training to provide them with the knowledge and skills required to carry out the role. Their knowledge and skills are updated via regular training, at appropriate intervals, as and when required to keep up to date with any developments relevant to their role.

The designated person is responsible for staff training. All staff are expected to receive updated training every two years and designated leads (including Governors) every two years at the appropriate level. Safeguarding training for DSLs and Governors should also include training on child sexual violence and sexual harassment.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to, and understands, the club's child protection policy and procedures, especially new and part time staff.
- Are alert to the specific needs of children in need, those with special educational needs and young carers.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- Understand the importance of information sharing, both within the club and with the three safeguarding partners, other agencies, organisations, and practitioners.
- Can keep detailed, accurate, secure written records of concerns and referrals.
- Understand and support the club with regards to the requirements of the Prevent duty and can provide advice and support to staff on protecting children from the risk of radicalisation.
- Understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at the club.
- Recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online.
- Obtain access to resources and attend any relevant or refresher training courses.

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the club may put in place to protect them.

### Work with Others

The Designated Safeguarding Lead is expected to:

- Act as a point of contact with the three Safeguarding partners<sup>2</sup>.
- Liaise with the Managing Director to inform her of issues, especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- As required, liaise with the case manager and Local Area Designated Officer for child protection concerns which involve a staff member.
- Liaise with staff on matters of safety and Safeguarding (including digital safety), especially when making a referral.
- Act as a source of advice, support, and expertise for all staff.

### Supporting Children & Preventing Abuse

Encouraging children to speak up about concerns can help prevent and mitigate abuse. Camp Canary recognises the imperative to create an environment where children believe their concerns will be listened to by trusted adults.

A child who is abused or who witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. Camp Canary Limited may provide the only stability in the lives of children who have been abused or who are at risk of harm. Research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Camp Canary Limited will support all children by:

- In both formal and informal ways, establishing and maintaining an ethos where children feel secure, are encouraged to talk, and are always listened to.
- Ensuring children know there is a trusted adult they can approach if they are worried or in difficulty.
- Liaising and working together with all other support services and those agencies involved in the Safeguarding of children.
- Notifying MASH as soon as there is a significant concern.

### Visitors

Camp Canary Limited has clear guidelines for visitors:

- All visitors must be thoroughly checked or monitored at all times whilst on site.
- If the visitor is working following a check, they wear a yellow lanyard. Children and staff know this means they can accompany groups of children without another adult. If

---

<sup>2</sup> According to statutory guidance, these are 1) the relevant local authority (i.e., Tower Hamlets or the borough in which the child resides); 2) Northeast London Integrated Care Board; 3) the police.

they wear a red lanyard, they do not have the necessary checks to accompany children alone (i.e., DBS) and therefore must always be accompanied by another member of staff.

- Activity providers at Camp Canary Limited are checked out by whoever books them.
- All speakers and visitors are expected to work within the Camp Canary Limited ethos.

### Safeguarding Policy Review

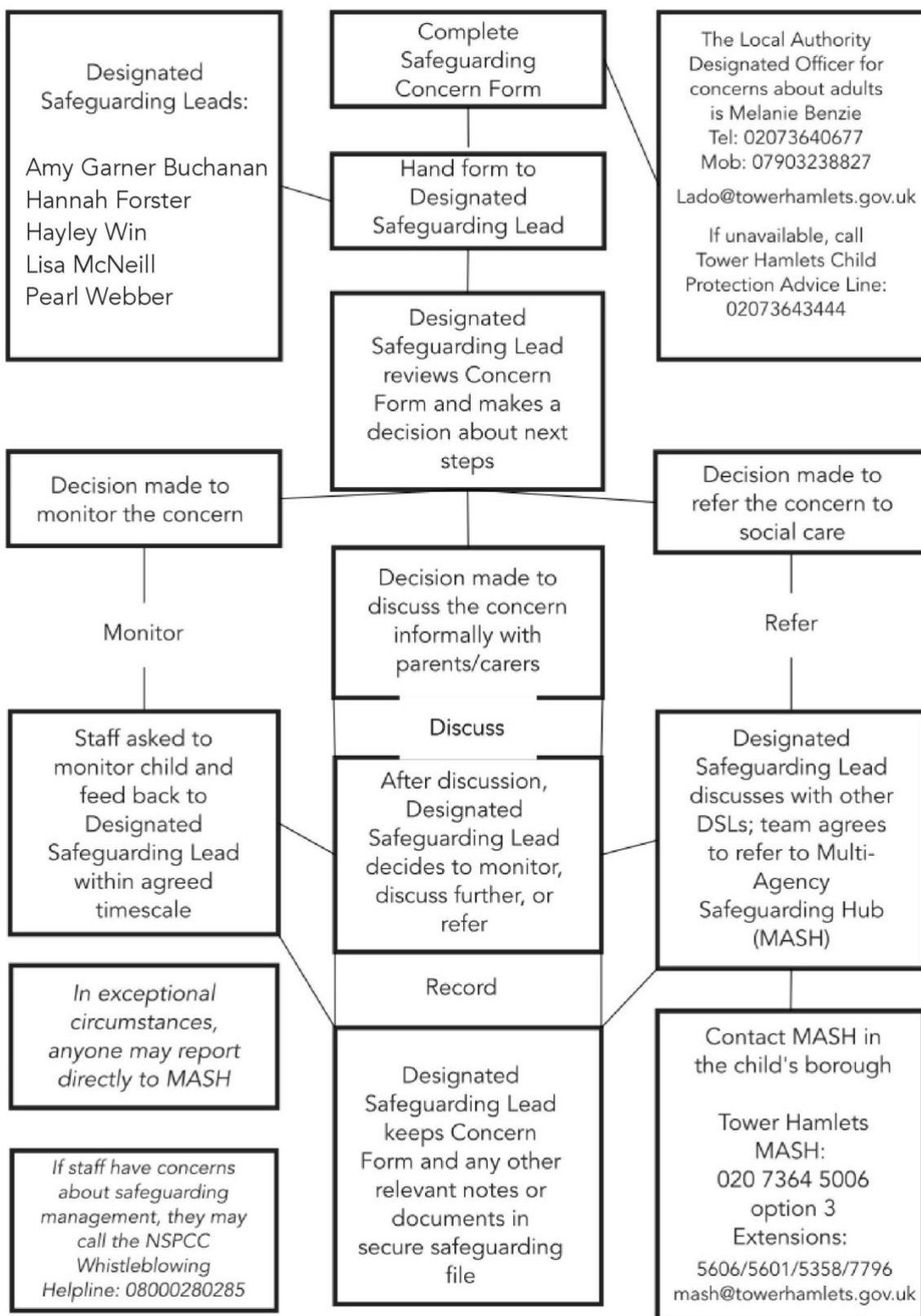
The policy and its procedures together with the contact details for Tower Hamlets Safeguarding Team must be reviewed annually by Camp Canary Limited and will cover:

- The operation of the policy and procedures.
- Recruitment and maintenance of the central register.
- Premises security issues.
- Risk assessments.
- Training undertaken by DSLs and staff.
- Number and type of incidents.
- Reporting procedures and outcomes.
- Details and progress of any children known to be on the Child Protection Register, or subject to the Common Assessment Framework.
- Staff members' knowledge and confidence in responding to disclosures.
- Safer recruitment procedures.
- The summary of the Safeguarding policy in the staff handbook.

### Flowchart for Reporting Safeguarding Concerns

Please see flowchart, which summarises the above procedures, below.

If a child is in immediate danger, call the police on 999.



## Useful Contacts and Addresses

To report a child involved in terrorist activity or female genital mutilation (FGM), call the non-emergency police contact number on 101.

### Local Area Designated Officer

To report a concern about a member of staff, please contact Melanie Benzie, the Local Area Designated Officer:

020 736 40677

079 032 38827

### Multi-Agency Safeguarding Hubs

To refer children to social care, the MASH in the borough in which the child resides must be contacted.

You can input the child's postcode into the Find My Borough online tool: [www.gov.uk/find-local-council](http://www.gov.uk/find-local-council).

Tower Hamlets MASH

Tel: 020 736 45006 option 3, extensions 5606 / 5601 / 5358 / 7796

Email: [mash@towerhamlets.gov.uk](mailto:mash@towerhamlets.gov.uk)

Tower Hamlets Multi-Agency Safeguarding Hub, 4<sup>th</sup> Floor Mulberry Place, 5 Clove Crescent, London E14 2BG.

Tower Hamlets MASH Thresholds:

<https://proceduresonline.com/trixcms/media/1371/guidance-final-th-multi-agency-threshold-v7.pdf>

The majority of Camp Canary children reside in Tower Hamlets. If the child you wish to refer lives in another borough, google their borough name + 'MASH' to find the contact details of their local team.

### Online Resources

The Department for Education update the statutory guidance on Safeguarding. Camp Canary is bound by the following statutory guidance.

After-school clubs, community activities, and tuition: Safeguarding guidance for providers:

[https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school\\_clubs\\_community\\_activities\\_and\\_tuition\\_safeguarding\\_guidance\\_for\\_providers.pdf](https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf)

Early Years Foundation Stage Statutory Framework:

[https://assets.publishing.service.gov.uk/media/65956feac23a1000128d0b0c/EYFS\\_statutory\\_framework\\_for\\_group\\_and\\_school\\_based\\_providers.pdf](https://assets.publishing.service.gov.uk/media/65956feac23a1000128d0b0c/EYFS_statutory_framework_for_group_and_school_based_providers.pdf)



We also consult Keeping Children Safe in Education:

[https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping\\_children\\_safe\\_in\\_education\\_2023.pdf](https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf)

Resources on preventing radicalisation can be found at [www.educateagainsthate.com](http://www.educateagainsthate.com)

## Appendix 1: Recognising Signs of Child Abuse

This is intended as a guide. Please remember that the presence of one or more factors does not necessarily give proof that child abuse has occurred. It may, however, indicate that investigation should take place.

### Categories of Abuse

- Emotional Abuse (including Domestic Abuse)
- Neglect
- Physical Abuse
- Sexual Abuse

### Risk Indicators

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, nor is their absence proof that abuse is not occurring, but these risk indicators:

- Must be regarded as indicators of the possibility of significant harm.
- Justify the need for careful assessment and discussion with the DSL (or in their absence, an experienced colleague).
- May require consultation with and/or referral to children's services.

A child may:

- Appear frightened of the parent/s.
- Act in a way that is inappropriate to their age and development (though full account needs to be taken of different patterns of development and different ethnic groups).

A parent or carer may:

- Persistently avoid child health promotions services and treatment of the child's episodic illnesses.
- Have unrealistic expectations of the child.
- Frequently complain to/about the child and may fail to provide attention or praise (high criticism/low warmth environment).
- Be absent or misusing substances.
- Persistently refuse to allow access on home visits.
- Be involved in domestic abuse.

Staff should be aware of the potential risk to children when individuals, previously known or suspected to have abused children, move into the household.

## Non-Specific Signs of Abuse in Children

The following non-specific signs may indicate something is wrong.

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age-inappropriate sexual behaviour

## Signs of Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse. The following may be indicators of emotional abuse:

- Developmental delay.
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate, or non-attachment.
- Aggressive behaviour towards others.
- Scapegoated within the family.
- Frozen watchfulness, particularly in pre-school children.
- Low self-esteem and lack of confidence.
- Withdrawn or seen as a “loner” – difficulty relating to others.

## Signs of Neglect

Evidence of neglect is built up over time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g., adequate food, clothes, warmth, hygiene, and medical care.
- A child seen to be listless, apathetic, and unresponsive with no apparent medical cause.
- Failure of child to grow within normal expected pattern, with accompanying weight loss.
- Child thrives away from home environment.
- Child frequently absent from school.
- Child left with adults who are intoxicated or violent.
- Child abandoned or left alone for excessive periods.

## Signs of Physical Abuse

The following are often regarded as indicators of concern.

## Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older child.

A medical opinion should be sought where there is any doubt over the origin of the bite.

## Bruising

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence, or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby.
- Bruising in or around the mouth, particularly in small babies which may indicate force-feeding.
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive).
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally.
- Variation in colour possibly indicating injuries caused at different times.
- The outline of an object used e.g. belt marks, handprints, or a hairbrush.
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting.
- Bruising around the face.
- Grasp marks on small children.
- Bruising on the arms, buttocks and thighs that may be an indicator of sexual abuse.

## Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine).
- Linear burns from hot metal rods or electrical fire elements.
- Burns of uniform depth over a large area.
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water is their own accord will struggle to get out and cause splash marks).
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation.

Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

## Concerning Parent/Carer Behaviour

- Unexplained delay in seeking treatment.
- Parents/carers seem unconcerned by a significant accident or injury.

- Parents/carers are absent when child receives or seeks treatment.
- Using multiple doctors and A&E departments.

### Fractures

Fractures may cause pain, swelling and discolouration over a bone or joint. Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent, or inconsistent with the fracture type.
- There are associated old fractures.
- Medical attention is only sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement.
- There is an unexplained fracture in the first year of life.

### Insufficient Explanations of Injuries

- If an explanation is given which is inconsistent with an injury.
- If multiple explanations are given.
- Child or parent shows reluctance to give information about injuries or to mention previous injuries.

### Patterns of Injury

Repeated presentation of minor injuries may represent a “cry for help” and if ignored could lead to a more serious injury.

### Scars

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

### Signs of Sexual Abuse

Children of any age or gender may be sexually abused and are frequently scared to say anything due to shame and/or fear. This is particularly difficult for a child to talk about, and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

### Behavioural Indicators

- Sexually explicit behaviour, play or conversation, inappropriate to the child’s age.
- Continual and inappropriate or excessive masturbation.
- Self-harm (including eating disorders), self-mutilation and suicide attempts.
- Involvement in prostitution.
- An anxious unwillingness to remove clothes e.g., for sports events (but this may be related to cultural norms or physical difficulties).

## Physical Indicators

- Pain or itching of genital area.
- Blood on underclothes.
- Pregnancy in a child.
- Injuries to genital or anal area, bruising on buttocks, abdomen and thighs.
- Sexually transmitted infections.
- Presence of semen around vagina, anus or clothing.

## Sexual Abuse by Young People

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate, or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism, bestiality and sexual abuse against adults, peers, or children.

Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional, and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

Inappropriate Sexual Behaviour can be inappropriate socially, inappropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. It may also be that the behaviour is “acting out” which may derive from other sexual situations to which the child or young person has been exposed.

If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity includes any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base.

To determine the nature of the incident more fully the following factors should be given consideration.

- Equality – consider differentials of physical, cognitive, and emotional development, power and control and authority, passive and assertive tendencies.
- Consent – agreement including all the following:
  - Understanding what is proposed.
  - Knowledge of society’s standards for what is being proposed.
  - Awareness of potential consequences and alternatives.
  - Assumption that agreements or disagreements will be respected equally.
  - Voluntary decision.
  - Mental competence.

- Coercion -- the young perpetrator who abuses may use techniques like bribing, manipulation and emotional threats of secondary gains and losses that is loss of love, friendship, etc. Some may use physical force, brutality, or the threat of these regardless of victim resistance.

## Sexual Exploitation

Sexual exploitation is a form of abuse where children are sexually exploited for money, power, or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection, or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care, and education at some point. The following list of indicators is not exhaustive or definitive, but it does highlight common signs that can assist professionals in identifying children or young people who may be victims of sexual exploitation.

Signs include:

- Underage sexual activity.
- Inappropriate sexual or sexualised behaviour.
- Sexually transmitted infections.
- Pregnancy, abortions, miscarriage.
- Receiving unexplained gifts or gifts from unknown sources.
- Having multiple mobile phones and worrying about losing contact via mobile.
- Having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs).
- Changes in the way they dress.
- Going to hotels or other unusual locations to meet friends.
- Being seen at known places of concern.
- Moving around the country, appearing in new towns or cities, not knowing where they are.
- Getting in/out of different cars driven by unknown adults.
- Having older boyfriends or girlfriends.
- Contact with known perpetrators.
- Involved in abusive relationships, intimidated and fearful of certain people or situations.
- Hanging out with groups of older people, or anti-social groups, or with other vulnerable peers.
- Associating with other young people involved in sexual exploitation.
- Recruiting other young people to exploitative situations.
- Truancy, exclusion, disengagement with school, opting out of education altogether.
- Unexplained changes in behaviour or personality (chaotic, aggressive, sexual).
- Mood swings, volatile behaviour, emotional distress.
- Self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders.
- Drug or alcohol misuse.
- Getting involved in crime.
- Police involvement, police records.
- Involved in gangs, gang fights, gang membership.

- Injuries from physical assault, physical restraint, sexual assault.

## Appendix 2: Forced Marriage, FGM, and Radicalisation

### Forced Marriage

This is an entirely separate issue to arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young people of any gender can be at risk in affected ethnic groups. Whistleblowing may come from younger siblings. Other indicators may be detected by a change in behaviours.

### Female Genital Mutilation (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms, and other indicators of FGM.

#### What Is FGM?

It involves procedures that intentionally alter/injure the vulva for non-medical reasons.

There are 4 types of procedure:

1. Clitoridectomy – partial/total removal of clitoris.
2. Excision – partial/total removal of clitoris and labia minora.
3. Infibulation – entrance to vagina is narrowed by repositioning the inner/outer labia.
4. Type 4 – all other procedures that may include: pricking, piercing, incising, cauterising, and scraping the genital area.

FGM is internationally recognised as a violation of human rights. It is illegal in most countries, including the U.K.

#### Why Is It Carried Out?

Belief that FGM:

- Brings status/respect to the girl – social acceptance for marriage.
- Preserves virginity.
- Is a rite of passage into being a woman.
- Upholds family honour.
- Cleanses and purifies the child.
- Gives a sense of belonging to the community.
- Fulfils a religious requirement.
- Perpetuates a custom/tradition.
- Helps with hygiene.
- Is cosmetically desirable.
- Makes childbirth easier (this is incorrect).

#### Signs that May Indicate FGM

Before the procedure:

- Family with heritage from one of certain African or Asian nations where FGM is traditionally practised.
- Knowledge that an older sibling has undergone FGM.
- Family planning a long trip abroad.
- Child talking about getting ready for a special ceremony, being 'cut' or preparing for marriage.

After the procedure:

- Prolonged absence from school and other activities.
- Behaviour change upon return from a holiday, such as being withdrawn, subdued, or secretive.
- Finding it difficult to sit still comfortably.
- Reluctance to take part in physical activity.
- Complaining of pain between the legs.
- Bladder or menstrual problem.
- Repeated urinary tract infection.
- Mentioning something somebody did to them that they are not allowed to talk about.
- More explicit disclosure.

### The “One Chance” Rule and How to Report Forced Marriage and FGM

“You may only have one chance to speak to a potential victim and therefore one chance to save their life”. It is essential that forced marriage and FGM are reported without delay. Never attempt to intervene directly but call the police non-emergency line on 101.

### Radicalisation and Extremism

#### Why Would a Young Person Be Drawn Towards Extremist Ideology?

It appears a decision by a young person to become involved in violent extremism:

- May begin with a search for answers to questions about identity, faith and belonging.
- May be driven by the desire for adventure and excitement.
- May be motivated by a desire to enhance the self-esteem of the individual and promote their 'street cred'.
- Is likely to involve identification with the charismatic individual and attraction to the group which can offer identity, social network, and support.
- Is likely to be fuelled by sense of grievance that can be triggered by personal experiences of racism or discrimination.

#### Early Indicators May Include:

- Showing sympathy for extremist courses
- Glorifying violence
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations such as “Muslims against crusades” or other non-proscribed extremist groups such as the English Defence League
- Out of character changes in dress, behaviour, and peer relationships.



- Secret behaviour

Staff need to feel confident to share concerns and if in doubt check it out.

### Power of Social Media and Internet Grooming

There are also very powerful narratives, programs, and networks that young people can come across online or through social media so involvement with particular groups may not be outwardly apparent and those at risk may be encouraged not to draw attention to themselves.

If a member of staff thinks a child is at risk from extremist narratives or being radicalised the DSL should be informed. This will then be reported to the Social Inclusion Panel in Tower Hamlets as Prevent interventions are voluntary and preventative.