



## S.1 Safeguarding and Child Protection Policy

This policy reflects current legislation, accepted best practice and complies with the relevant government guidance:

- Department for Education (DfE) Working Together to Safeguard Children - July 2018
- Department for Education (DfE) Keeping Children Safe in Education – September 2021
- The Prevent Duty 2019
- The OFSTED framework September 2019
- Nottinghamshire Safeguarding Children Partnership 2021
- Mental Health First Aid

**Important:** This also incorporates guidance in relation to COVID-19; our COVID-19 Risk Assessment can be found here [COVID-19 Risk Assessment](#).

Safeguarding and promoting the welfare of children, young people and vulnerable adults is everyone's responsibility. Our duty to safeguard and promote the welfare of our young people comes under section 175/157 in the Education Act 2002 and where appropriate the Children Act 1989 including updates from 2004. This includes creating and maintaining a safe learning environment for young people and identifying where there are welfare concerns and taking actions to address them in partnership with other organisations wherever needed.

APTCOO's Trustees/Governing Body, Proprietor, Headteacher and SENCO together with parent and carers should consider how children, young people and vulnerable adults may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social health and economic education (PSHE), incorporating Relationships and Sexual Education (RSE).

This policy was updated on 7<sup>th</sup> December 2021 to reflect new guidance in accordance with best practice and relevant updates from Andrew Hall Safeguarding, DfE and Nottingham City and Nottinghamshire Safeguarding Children's Board guidance; and reviewed by the Trustees/Governing Body.

Other key policies, documents and toolkits that may need to be considered are:

- Behaviour for Learning Policy
- Positive Handling (Restraint Avoidance) Policy
- Special Educational Needs Policy
- Visitors Policy
- Health and Safety Policy
- First Aid Policy including Managing Medicines
- E-Safety Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Staff Code of conduct
- PSHE Policy
- Nottinghamshire and Nottingham City Children Safeguarding Partnership Neglect Toolkit

## **Appendices List:**

**Appendix 1** – Guidance for Reporting child/Adult Protection Concerns

**Appendix 2** – Safeguarding Reporting Form

**Appendix 3** – Relevant Contacts

**Appendix 4** – Record of Changes

## **A Place to Call Our Own - Our Commitment:**

Our policy applies to all staff, volunteers, learners, service users and Board of Trustees working at APTCOO.

This Policy takes into account statutory guidance provided by the Department of Education, in line with national good practice provided by Andrew Hall Safeguarding and local guidance issued by the Nottinghamshire and Nottingham City Safeguarding Partnerships.

We will ensure all staff and volunteers are trained regularly, at least annually, together with specialist subject training and updates including Safeguarding Children with Special Educational Needs and Disabilities.

We will ensure that all staff and volunteers read at least Part One, Part Four and Part Five and sign off their understanding of the statutory guidance, Keeping Children Safe in Education (KCSIE) 2021.

We will ensure that all parents/carers are made aware of our responsibilities with regard to child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this policy on APTCOO's website.

These duties and responsibilities as set out within the following Practice Guidance and are incorporated into this Policy:

- The Children Act 1989
- Children's Act 2004
- Keeping Children Safe in Education 2021
- Working Together to Safeguard Children 2018
- The Prevent Duty 2019
- Female Genital Mutilation National Guidance 2020
- DfE Charity and School Attendance 2020
- DfE Children Missing Education 2016
- DfE Children Missing from Home and Care 2015
- DfE Promoting Fundamental British Values as part of SMSC in Charity and schools 2014

## **SAFEGUARDING**

### **Safeguarding children is defined as:**

The actions we take to promote the welfare of children and protect them from harm and are everyone's responsibility.

Effective safeguarding arrangements should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should understand and carry out their full role and responsibility therein and;
- a child/young person or vulnerable adult -centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children, young people and vulnerable adults.

### **Safeguarding and promoting the welfare of children is defined as:**

- Protecting children, young people and vulnerable adults from maltreatment
- Preventing impairment of children, young people and vulnerable adults mental and physical health or development.
- Ensuring that children, young people and vulnerable adults grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children, young people and vulnerable adults to have the best outcomes.

### **Safeguarding can involve a range of potential issues such as:**

- Bullying, including cyber bullying (by text message, on social networking sites, etc.) and prejudice based on bullying.
- Racist homophobic or transphobic abuse.
- Extremist behaviour.
- Child sexual exploitation.
- Sexting
- Substance abuse
- Peer-on-peer abuse
- Issues which may be specific to a local area or population, for example gang activity and youth violence.
- Issues affecting children, young people and vulnerable adults including domestic violence, sexual exploitations, female genital mutilations and forced marriage.

### **Aim**

APTCCO recognises that vulnerable children, young people and adults, can be at risk of many forms of mistreatment or abuse – sexual, psychological, physical, financial or material, neglect and acts of omission and discriminatory abuse. The charity and school assess the risks and issues in the wider community when considering the well-being and safety of its pupils, in a contextual safeguarding manner.

The safety of our children, young people and vulnerable adults and their families is of paramount importance to APTCCO; our aim is to provide our charity and school

community with as safe an environment as possible. APTCOO aims to respond effectively to any local area concerns, incidents through appropriate risk assessments.

This Policy adopts an inter-agency framework and we work with Nottinghamshire and Nottingham City Safeguarding Partnerships, and their signatory agencies, on the prevention, identification, investigation and response to suspected or confirmed abuse.

The APTCOO Safeguarding Team will ensure that training is delivered to raise awareness on child and young people protection issues throughout APTCOO to ensure an appropriate response when concerns are raised.

It is the responsibility of all staff to ensure they are fully aware and understand the child protection policies and procedures.

It is the responsibility of the Proprietor, Headteacher and SENCO to ensure the proper management and review of this policy to ensure its continued function as fit for purpose, and the maintenance of proper records.

### **Principles**

APTCOO has a zero tolerance of any form of abuse and/or neglect. At APTCOO we are committed to safeguarding children, young people and vulnerable adults, and we expect everyone who works in our charity and school to share this commitment.

Adults in our charity and school take all welfare concerns seriously and encourage children, young people and vulnerable adults to talk to us about anything that worries them. We will always act in the best interest of the child and or young person.

This Policy recognises the formal link between the Nottinghamshire and Nottingham City Safeguarding Partnerships and APTCOO in relation to a multi-agency approach to the protection of both children, young people and vulnerable adults.

### **Training**

APTCOO recognises the importance of training and development in protecting children, young people and vulnerable adults from abuse or neglect of any form. Training will be provided appropriately to all members of staff and volunteers to ensure that they are aware of these procedures. Specialist training must be provided to the nominated member of staff with specific child and young people protection responsibilities.

The key elements of training are:

Induction Training – this is mandatory and should include:

- The Charity and school Safeguarding Child Protection policy
- The Behaviour Policy
- The Code of Conduct
- The safeguarding response to children, young people and vulnerable adults who go missing from education (CME)
- The role of the Designated Safeguarding Lead (including the identity of the DSLs and any deputies)

- Safeguarding Children, young people and vulnerable adults with Special Educational Needs and Disabilities (EduCare)

DSLs attend refresher training every two years and in addition DSL Network events take place every quarter and at least one DSL attends each event and feedback. Knowledge, expertise and guidance are also available through Andrew Hall (Safeguarding Pro), NSPCC and other recommended safeguarding resources.

Our whole team approach is to regularly update safeguarding and child protection (annual) and through termly team training. This ensures that the whole staff team are provided with the relevant skills and knowledge to safeguard children, young people and vulnerable adults effectively.

Safer Recruitment training is available and carried out by relevant staff and governors who are involved in the recruitment process.

At APTCOO, children, young people and vulnerable adults are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum through a trusted member of the team. Young people are taught to recognise when they are at risk and how to get help when they need it.

Examples of these risks include:

- Online grooming
- The dangers of sexting
- Involvement with criminal gangs and county lines

We seek to eliminate these risks by:

- Providing safe, trusted advice through establishing strong and supportive relationships with our young people and their parent/carer
- Offering sign-posting information and referral opportunities
- Ensuring both staff and young people are aware of and can understand the warning signs of abuse and unequal relationships
- Visits from the local police, fire service and other organisations with an intention to increase awareness, danger and support available
- Assessing the risks and issues in the wider communities when considering the wellbeing and safety of our children, young people and vulnerable adults.

At APTCOO we are committed to safeguarding children, young people and vulnerable adults, and we expect everyone who works in our charity and school to share this commitment.

Adults in our charity and school take all welfare concerns seriously and encourage children, young people and vulnerable adults to talk to us about anything that worries them.

We will always act in the best interest of the child, young person or vulnerable adult.

As an organisation, we will endeavour to safeguard children, young people and vulnerable adults by:

- Adopting child and vulnerable adult protection guidelines through procedures and a code of conduct for staff and volunteers
- Sharing information about child and vulnerable adult protection and good practice with learners, parents, staff and volunteers
- Sharing information about concerns with agencies that need to know and involving parents and learners appropriately
- Following the procedures for safer recruitment and selection of staff and volunteers carefully
- Providing effective management of staff and volunteers through training
- We are committed as an organisation to review our policy and good practice at regular intervals or as trends may emerge
- Promoting learners' welfare within the Common Inspection Framework regarding child protection.

APTCOO acknowledge that children, young people and vulnerable adults with special educational needs or disabilities (SEND), or certain health conditions, can face additional safeguarding challenges.

The Trustees/Governing Body and Proprietor at APTCOO ensure that the safeguarding and child protection policy acknowledges additional barriers can exist and ensure that staff are trained effectively to recognise abuse and neglect and any other risk of safeguarding.

These can include:

- Assumptions that indicators of abuse such as behaviour, mood and injury related to the child or young person's condition without further exploration.
- These children, young people and vulnerable adults being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children, young people and vulnerable adults.
- The potential for children, young people and vulnerable adults with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Communication barriers and disabilities in managing or reporting these challenges.

At APTCOO we provide extensive pastoral support including mental health first aid support for all children, young people and vulnerable adults and their families, along with ensuring that any appropriate support for communication is in place which ensures that everyone's 'voice' is heard.

### Children, young people and vulnerable adults' rights:

Children, young people and vulnerable adults within APTCOO have the right:

|                             |  |
|-----------------------------|--|
| To be safe                  | Teach children, young people and vulnerable adults that everyone has rights and that no one should take away their right to be safe  |
| To protect their own bodies | Children, young people and vulnerable adults need to know that their bodies belong to them particularly their private parts  |
| To say <b>NO</b>            | Teach children, young people and vulnerable adults that it's alright to say NO if a person tries to do something to them that they feel is wrong.<br><br>Most children, young people and vulnerable adults are taught to listen and obey adults and older people without question; disabled children, young people and vulnerable adults are taught to be compliant.   |
| To tell                     | You must assure children, young people and vulnerable adults that no matter what happens you will not be angry with them and that you want them to tell you of any incident that frightens them or confuses them or makes them unhappy   |
| To be believed              | When children, young people and vulnerable adults are told to go to an adult for help they need to know that they will be believed and supported.<br><br>This is especially true in cases of sexual abuse which children, young people and vulnerable adults very rarely lie about. If the child is not believed when they tell the abuse may continue for years and result in suffering or guilt for the child or young person. |
| Not to keep secrets         | Teach children, young people and vulnerable adults that some secrets should Never be kept, no matter if they promised not to tell. Child abusers known to the child often say that a kiss or touch is " <b>Our Secret</b> ". This confuses the child or young person who may have been taught to always keep secrets.  |
| Every Child Matters         | Be Healthy – Staying Safe – Have Economic Well-being –<br>Make a positive contribution – Enjoy and Achieve   |

## What is Abuse?

The Nottinghamshire and Nottingham City Safeguarding Partnerships recognise the following four types of abuse:

1. **Physical Abuse** which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, kicking, misuse of medication, restraint or otherwise causing physical harm to a person. Physical harm may also be caused when a parent/guardian/carer feigns the symptoms or deliberately causes the ill health of a person. Physical abuse as well as being a deliberate act can also be caused through omission or the failure to act to protect.
2. **Emotional Abuse** is the persistent emotional ill treatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve making the person feel worthless or unloved, inadequate or valued only in so far as they meet the needs of the other person.
3. **Sexual Abuse** involves forcing or enticing a person to take part in sexual activities, whether that person is aware of, or consents to, what is happening. The activities may involve sexual contact, including penetrative acts such as rape or oral sex or non-penetrative acts such as fondling. Sexual abuse may also include non-contact activities such as involving people in looking at, or the production of pornographic material or watching sexual activities or encouraging people to behave in a sexually inappropriate way.
4. **Neglect** is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. It may involve a parent/guardian or carer failing to provide adequate food, shelter and clothing, leaving a vulnerable person at home alone or failure to ensure that the person gets appropriate medical care or treatment acts or omissions.

In addition to the above forms of abuse the Nottinghamshire and Nottingham City Safeguarding Partnerships recognise the following types of abuse as outlined in 'No Secrets'

5. **Financial Abuse** which may include theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
6. **Discriminatory Abuse** which may include racism, sexism that is based on a person's disability, culture and discrimination and other forms of harassment, slurs or similar treatment.
7. **Psychological Abuse** includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supported networks.
8. **Institutional Abuse** can include neglect and poor professional practice in care settings; it may take the form of isolated incidents of poor practice at one end of the

spectrum through to pervasive ill treatment or gross misconduct at the other. It can occur when the routines, systems, communications and 'norms' of an institution compel individuals to sacrifice their preferred lifestyle and cultural diversity to the needs of that institution. Repeated instances of poor care may be an indication of more serious problems.

It is widely accepted that in all forms of abuse there are elements of emotional abuse and that some people are subjected to more than one form of abuse at any one time. These definitions do not minimise other forms of maltreatment.

## **Recognising Abuse**

1. **Physical Abuse:** Most people will collect cuts and bruises as part of their everyday life; these are likely to be in places where there are bony parts of their body, like the elbows, knees and shins. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation doesn't fit the injury or where it appears on parts of the body where accidental injuries are not likely, e.g., cheeks or thighs.

### **The physical signs of abuse may therefore include:**

- Unexplained bruising, marks or injuries on any part of the body.
- Bruises which reflect hand marks or fingertips.
- Cigarette burns.
- Bite marks.
- Broken bones.
- Scalds or burns.

### **Changes in behaviour that can also indicate physical abuse may include:**

- Fear of parents being approached for an explanation.
- Aggressive behaviour or severe temper outbursts.
- Flinching when approached or touched.
- Reluctance to get changed.
- Depression.
- Withdrawn behaviour.
- Running away from home.

2. **Emotional/Psychological Abuse:** often people that appear to be well cared for may be emotionally abused by being taunted, put down or belittled.

### **The physical signs of emotional/psychological abuse may include:**

- A failure to thrive or grow.
- Sudden speech disorders.
- Development delay, either in terms of emotional or physical progress.
- Change in appetite.
- Sleep disturbance.

**Changes in behaviour that can also indicate emotional/psychological abuse may include:**

- Neurotic behaviour, for example, twisting hair, rocking.
- Being unable to play.
- Fear of making mistakes.
- Self-harm.
- Fear of a parent/carer being approached regarding their behaviour.

3. **Sexual Abuse:** adults who use children, young people and vulnerable adults or vulnerable adults to meet their own sexual needs abuse both males and females of all ages including infants and toddlers. Usually in sexual abuse, it is the person's behaviour that may cause you to become concerned, although physical signs can also be present.

**The physical signs of sexual abuse may therefore include:**

- Pain or itching in the genital/anal areas.
- Bruising or bleeding near genital/anal areas.
- Sexually transmitted disease.
- Vaginal discharge or infection.
- Stomach pains.
- Discomfort when walking or sitting down.
- Pregnancy.

**Changes in behaviour that can also indicate sexual abuse may include:**

- Becoming aggressive or withdrawn.
  - Fear of being left with a specific person or group of people.
  - Having nightmares.
  - Running away from home.
  - Sexual knowledge which is beyond their age or development.
  - Sexual drawings or language.
  - Bed wetting.
  - Eating or overeating problems.
  - Self-harm or mutilation, sometimes leading to suicide attempts.
  - Saying they have secrets that they can't tell anyone about.
  - Substance or drug misuse.
  - Suddenly having unexplained sources of money.
  - Not allowed to have any friends (particularly in adolescence).
  - Acting in a sexually explicit way towards adults.
- 
- **Neglect:** this can be a difficult form of abuse to recognise but has long lasting effects on people. We will adopt the Nottinghamshire and Nottingham City Children and young people Safeguarding Partnership Neglect Toolkit using the six key areas of need.

**The physical signs of neglect may therefore include:**

- Constant hunger, sometimes stealing food.
- Constantly dirty or smelly.
- Loss of weight or being constantly underweight.
- Inappropriate dress for conditions.

**Changes in behaviour that can also indicate neglect may include:**

- Complaining of being tired all the time.
- Not requesting medical assistance and failing to attend appointments.
- Having few friends.
- Mentioning being left alone or unsupervised.

**4. Financial Abuse:** this can be another difficult form of abuse to recognise.

**Indicators of financial abuse include:**

- Unexplained sudden inability to pay bills or maintain lifestyle.
- Unusual or inappropriate bank account activity.
- Power of attorney or failure to ensure an enduring power of attorney is obtained when person is unable to comprehend and give consent.
- Recent change of deeds or title of property.
- Unusual interest shown by family or other in the person's assets.
- Person managing financial affairs is evasive or uncooperative.

**5. Discriminatory Abuse:**

**Indicators of discriminatory abuse include:**

- Lack of respect shown to an individual.
- Signs of a sub-standard service offered to an individual.
- Repeated exclusion from rights afforded to citizens such as health, education, employment, criminal justice and civic status.

**6. Institutional Abuse:**

**Indicators of institutional abuse include:**

- Inappropriate or poor care.
- Misuse of medication.
- Restraint.
- Sensory deprivation for example, denial of use of spectacles, hearing aid, etc.
- Lack of respect shown to personal dignity.
- Lack of flexibility and choice e.g. meal times and bed times, choice of food.
- Lack of personal clothing or possessions.
- Lack of privacy.
- Lack of adequate procedures e.g. for medication, financial management.
- Controlling relationships between staff and service users.
- Poor professional practise.

## **Mental Health**

All staff at APTCOO are aware that mental health problems can, in some cases, be an indicator that a child, young person or vulnerable adult has suffered or is at risk of suffering abuse, neglect or exploitation. Charity and school staff are not expected or trained to diagnose mental health conditions or issues but may notice behaviours that may be of concern. Where staff have a mental health concern about a child that may also be a safeguarding concern, they should raise the issue by informing the trained mental health practitioner (school SENCO), designated safeguarding lead or a deputy.

## **Peer-on-Peer Abuse**

Staff should be aware that safeguarding issues can manifest themselves via peer-on-peer abuse. This is most likely to include, but not limited to:

- Bullying (including cyberbullying).
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- Sexual violence and sexual harassment.
- Gender-based violence.
- Sharing nudes and semi nudes (formerly known as sexting) - In line with the UK Council for Internet Safety (UKCIS) guidance December 2020
- Up-skirting
- Initiation-type violence and rituals.

Abuse is never tolerated or passed off as “banter” or “part of growing up”. Different gender issues can be prevalent when dealing with peer-on-peer abuse. This could, for example, include girls being sexually touched/assaulted or boys being subject to initiation-type violence. At APTCOO, we believe that all children, young people and vulnerable adults have a right to attend charity and school and learn in a safe environment. Children, young people and vulnerable adults should be free from harm by adults in the charity and school and other students.

We recognise that some children, young people and vulnerable adults will sometimes negatively affect the learning and wellbeing of others, their behaviour will be supported and managed under the charity and school’s [Behaviour for Learning Policy](#).

Occasionally, allegations may be made against children, young people and vulnerable adults by others in the charity and school which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a child or young person, some of the following features will be found.

The allegation:

- Is made against an older child or young person and refers to their behaviour towards a younger pupil or a more vulnerable child or young person.
- Is of a serious nature, including a criminal offence.
- Raises risk factors for other pupils in the charity and school.
- Indicates that other pupils may be affected by this child or young person.

- Indicates that children, young people and vulnerable adults outside the charity and school may be affected by this child or young person.

### **APTCCO Safeguarding Team**

The Designated Safeguarding Lead(s) for APTCCO are:

Carol Burkitt (Proprietor)

Tel: 01623 629 902

E: [Carol.burkitt@aptcoo.org](mailto:Carol.burkitt@aptcoo.org)

Trish Green (Trustee/Governor for Safeguarding)

Tel: 01623 629 902

E: [Trish.green@aptcoo.org](mailto:Trish.green@aptcoo.org)

James Wilson (Headteacher)

Tel: 01623 629 902

E: [James.wilson@aptcoo.org](mailto:James.wilson@aptcoo.org)

Tracy Ford (Delivery Team)

Tel: 01623 629 902

E: [Tracy.ford@aptcoo.org](mailto:Tracy.ford@aptcoo.org)

Michaela Ledsham (SENCO)

Tel: 01623 629 902

E: [Michaela.Ledsham@aptcoo.org](mailto:Michaela.Ledsham@aptcoo.org)

All organisations should have at least one designated person to be responsible for dealing with any concerns over the protection of both children, young people and vulnerable adults and vulnerable adults.

The role of the designated person is to:

1. Establish contact with a senior member of social services responsible for the child, young person or vulnerable adult with SEND in the catchment area.
2. Provide information and advice on child, young person or vulnerable adult protection within APTCCO.
3. Ensure that the APTCCO policies and procedures are followed and particularly to inform social services of the relevant concerns about individual people.
4. Be aware of the Nottinghamshire and Nottingham City Safeguarding Partnerships and be familiar with local procedures.
5. Management of internal and external referrals. Referrals of a safeguarding nature will be directed to the Headteacher or Deputising Designated Safeguarding Lead.
6. Ensure appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
7. Liaise with social services and other appropriate agencies on matters of safety and safeguarding.
8. Keep all relevant people within APTCCO, the Chief Executive Officer, Safeguarding Trustee/Governor informed about any action taken and any further action required, for example, disciplinary action against member(s) of staff.

9. Ensure that the individual case record is maintained safely and securely with the responsible person entering onto CPOMS and safely and securely sharing with other agencies as required.
10. Undertake DSL training and regular networking updates.
11. The DSL would recommend review and changes to procedures as required following an allegation or concern and lessons learned.
12. Ensure that child protection information is transferred in a timely manner to a learner's new charity and school/placement in line with Nottinghamshire Safeguarding Children and young people Partnership sharing records toolkit 2022.
13. Be aware of children, young people and vulnerable adults who have a social worker. At APTCOO we recognise that when a child and young person has a social worker, it is an indicator that the child or young person may have an increased risk. (From June 2021 the LA's Virtual Headteacher has responsibility to promote the education of children, young people and vulnerable adults who have a social worker and APTCOO work closely with all Virtual Charity and schools to support improved outcomes for looked after children, young people and vulnerable adults).
14. Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with multi-agency safeguarding professionals.

### **Responding to a concern or disclosure**

An open and honest disclosure of abuse by an individual to a member of staff is an indication of the high level of esteem and trust that the person has for the member of staff. Staff should reciprocate that respect by supporting the individual appropriately.

Any allegation, of any form of abuse by an individual, must be taken seriously. This can also include any allegations made by a child/young person against another child/young person.

If you are responding to someone making an allegation of abuse:

- **Stay** calm.
- **Listen** carefully to what is said.
- **Find** an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- **Allow** the person to continue.
- **Ask** questions for clarification only and avoid asking questions that may suggest a particular answer.
- **Reassure** the person that they have done the right thing in telling you.
- **Tell** them what you will do next and with whom the information will be shared.

- **Record** in writing what was said using the person's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- **Follow** APTCOO procedures (See appendix 1, Guidance for Report Child/Adult Protection Concerns).
- **Referral** to social services (See appendix 2, Safeguarding reporting form) this will be submitted via the Designated Safeguarding Lead.

### **Reporting Procedures**

Following a disclosure or discovery of abuse, staff must inform the Headteacher immediately, unless that person is the subject of the allegation, in the absence of the Headteacher, the charity and school proprietor must be contacted. Anyone receiving the allegation about staff or Management must report the concerns and not make an early decision about whether the allegation is true.

Disciplinary action may be taken if allegations are not reported and handled in accordance with the procedure. On referral, the Designated Safeguarding Lead must immediately gather initial information as follows:

- Any initial recordings from the staff member to whom the disclosure was made including a completed Incident Form.
- Any relevant information from case files on the person(s) involved.
- Details from other agencies known to be involved.
- At this stage the Designated Safeguarding Lead should not commence any further interviews with staff or children, young people and vulnerable adults/young people. This matter must then be reported to the Headteacher and/or Charity and school Proprietor/CEO to alert them for possible further action and any guidance required.

This matter should be discussed with the Local Authority Designated Officer LADO at the local Children Services Department (supported by your notes and Forms One and Two), the child/young person's or vulnerable adults placing authority Children's Services Department, and their Child Protection Team. The local Children's Services Department will give the service guidance on what to do next. They will set up as necessary an investigation as that is their statutory role.

The Safeguarding Lead (Headteacher) (or charity and school proprietor/CEO in the absence of the Headteacher) and/or SENCO are responsible for making immediate contact with the relevant child/young person's Local Authority if there is an allegation/suspicion of abuse of a vulnerable child/young person.

The child/young person or vulnerable adult's social services Emergency Duty Team (out of hours) should be contacted only in emergency situations when immediate action is required to protect a vulnerable child/young person or adult. The social work team will take responsibility for co-ordination of the investigation/assessment of the alleged abuse.

## **Low Level Concerns**

The term low-level concern does not mean that it is insignificant, it means that the behaviour towards a child or young person does not meet the threshold of harm and/or is inconsistent with the staff code of conduct or inappropriate conduct in or outside of work.

At APTCOO, we recognise the possibility that adults working in the charity and school including governors, volunteers, supply teachers (if applicable) and subcontracted partnerships may cause harm to children, young people and vulnerable adults. Any low-level concerns about staff/personnel behaviour should be taken to the Headteacher without delay or the Designated Safeguarding Lead who will escalate to the Proprietor/CEO.

Where there are concerns about the Headteacher or Proprietor, these should go to the Safeguarding Trustees/Governor without delay who can be contacted by the details provided in Appendix 3.

## **Confidentiality | Sharing Information**

The personal information about all APTCOO families is regarded by those who work in APTCOO as confidential. All staff and volunteers need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality.

Staff understand that they need know only enough to prepare them to act with sensitivity to a child or young person and to refer concerns appropriately. The Designated Safeguarding Lead will disclose information about a child, young person or vulnerable adult to other members of staff on a need-to-know basis only. It is inappropriate to provide all staff with detailed information about the child or young person, the incident, the family and consequent actions.

‘It is important that governing bodies and proprietors are aware that among other obligations, the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.’ (KCSIE 2021, paragraph 108).

‘The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children, young people and vulnerable adults 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, young people and vulnerable adults.’ (KSCIE 2021, paragraph 110).

It is important that everyone at APTCOO is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether the abuse has occurred. This is a task for the professional child/adult protection agencies following a referral to them of concerns about a child, young person or vulnerable adult.

## **Further Supporting Information:**

### **Vulnerable Groups**

Some children, young people and vulnerable adults may be particularly vulnerable to abuse and harm. The designated safeguarding lead should be aware of the range of guidance that is available and vigilant to concerns being raised by staff and children, young people and vulnerable adults which need to be reported in accordance with national (Government) and local (NCSB) procedures without delay. The lead should also ensure staff working with children, young people and vulnerable adults are alert to signs which may indicate possible abuse or harm.

### **Child Criminal Exploitation**

Child criminal exploitation (CCE) is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity:

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

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur using technology. Some of the following can be indicators of CCE:

- a) children, young people and vulnerable adults who appear with unexplained gifts or new possessions
- b) children, young people and vulnerable adults who associate with other young people involved in exploitation
- c) children, young people and vulnerable adults who suffer from changes in emotional well-being
- d) children, young people and vulnerable adults who misuse drugs and alcohol
- e) children, young people and vulnerable adults who go missing for periods of time or regularly come home late
- f) children, young people and vulnerable adults who regularly miss charity and school or education or do not take part in education

### **Children, young people and vulnerable adults Missing Education (CME)**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children, young people and vulnerable adults Missing Education - statutory guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_young_people_and_vulnerable_adults_Missing_Education_-_statutory_guidance.pdf)

Knowing where children, young people and vulnerable adults are during charity and school hours is an extremely important aspect of safeguarding. Missing charity and school can be an indicator of abuse and neglect and may also raise concerns about other safeguarding issues, including the criminal exploitation of children, young people and vulnerable adults.

We monitor attendance carefully and address poor or irregular attendance without delay. We will always follow up with parents/carers when children, young people or vulnerable adults are not at a charity or school provision. This means we need to have

at least two up-to-date contact numbers for parents/carers. Parents should remember to update the charity and school as soon as possible if their numbers/contact details change.

In response to the guidance in Keeping Children Safe in Education (2021), APTCOO has:

- 1) Staff who understand what to do when children, young people and vulnerable adults do not attend regularly
- 2) Appropriate policies, procedures and responses for young people who go missing from education
- 3) Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage
- 4) Procedures to inform the local authority when we plan to take young people off-roll when they:
  - a) Leave the school to be electively home educated
  - b) Move away from the school's location
  - c) Remain medically unfit beyond compulsory school age
  - d) Are in custody for four months or more (and will not return to school afterwards)
  - e) Are permanently excluded as per the risk assessment

We will ensure that young people who are expected to attend the school but fail to take up the place will be referred to the local authority. When a young person leaves the school, we will record the name of their new school and their expected start date.

### **County Lines**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/863323/HOCountyLinesGuidance\\_-\\_Sept2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/863323/HOCountyLinesGuidance_-_Sept2018.pdf)

<https://nscp.nottinghamshire.gov.uk/media/4t3ddc2h/contextualsafeguardingbooklet.pdf>

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line".

Exploitation is an integral part of the county lines offending model with children, young people and vulnerable adults and vulnerable adults exploited to move and store drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children, young people and vulnerable adults can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

## Child Sexual Exploitation

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591903/CSE\\_Guidance\\_Core\\_Document\\_13.02.2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf)

The sexual exploitation of children, young people and vulnerable adults (CSE) under 18 is defined as that which: 'involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) because of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur using technology without the young person's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and /or emotional vulnerability.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

- a) In exchange for something the victim needs or wants, and/or
- b) For the financial advantage or increased status of the perpetrator or facilitator

The victim may have been sexually exploited even if the sexual activity appears consensual.

Child sexual exploitation does not always involve physical contact; it can also occur using technology. The possible indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones etc. without plausible explanation.
- Gang-association and/or isolation from peers/social networks.
- Exclusion or unexplained absences from charity and school, college or work.
- Leaving home/care without explanation and persistently going missing or returning late.
- Excessive receipt of texts/phone calls.
- Returning home under the influence of drugs/alcohol.
- Inappropriate sexualised behaviour for age/sexually transmitted infections (STI's).
- Evidence of/suspicions of physical or sexual assault.
- Relationships with controlling or significantly older individuals or groups.
- Multiple callers (unknown adults or peers).
- Frequenting areas known for sex work.
- Concerning use of internet or other social media.
- Increasing secretiveness around behaviours.
- Self-harm or significant changes in wellbeing.

Potential vulnerabilities include:

- Having a prior experience of neglect, physical and/or sexual abuse
- Lack of a safe/stable home environment, now or in the past (domestic abuse or parental substance misuse, mental health issues or criminality, for example)
- Recent bereavement or loss
- Social isolation or social difficulties
- Absence of a safe environment to explore sexuality
- Economic vulnerability
- Homelessness or insecure accommodation status
- Connections with other children, young people and vulnerable adults who are being sexually exploited
- Family members or other connections involved in adult sex work
- Having a physical or learning disability
- Being in care (particularly those in residential care and those with interrupted care histories)
- Sexual identity

More information can be found in: *Child sexual exploitation: Definition and a guide for practitioners* (DfE 2017):

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591903/CSE\\_Guidance\\_Core\\_Document\\_13.02.2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf)

Although these vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children, young people and vulnerable adults with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

### **Who is at risk?**

Child sexual exploitation can happen to any young person from any background. Victims often do not recognise that they are being exploited because they will have been groomed by their abuser(s). As a result, victims do not make informed choices to enter, or remain involved in, sexually exploitative situations but do so from coercion, enticement, manipulation or fear. Sexual exploitation can happen, and it can happen online. It can also occur between young people.

In all its forms, CSE is child abuse and should be treated as a child safeguarding issue.

### **Domestic Abuse**

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/domestic-abuse>

<http://www.nidas.org.uk/>

<https://www.hettys.org.uk/>

<https://www.legislation.gov.uk/ukpga/2021/17/part/1/enacted>

The Domestic Abuse Act 2021 (Part 1) defines domestic abuse as any of the following behaviours, either as a pattern of behaviour, or as a single incident, between two people over the age of 16, who are 'personally connected' to each other:

- a) Physical or sexual abuse
- b) Violent or threatening behaviour
- c) Controlling or coercive behaviour
- d) Economic abuse (adverse effect of the victim to acquire, use or maintain money or other property; or obtain goods or services)
- e) Psychological, emotional or other abuse

People are 'personally connected' when they are, or have been, married to each other or civil partners; or have agreed to marry or become civil partners. If the two people have been in an intimate relationship with each other, have shared parental responsibility for the same child, or they are relatives.

The definition of Domestic Abuse applies to children, young people and vulnerable adults if they see or hear, and they are related to the abusive person. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Exposure to domestic abuse and/or violence can have a serious long-lasting emotional and psychological impact on children, young people and vulnerable adults. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Anyone can be the victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. All children, young people and vulnerable adults can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members.

The National Domestic Abuse helpline can be called, free of charge and in confidence, 24 hours a day on 0800 2000 247.

### **Radicalisation**

This is the process by which a person comes to support terrorism or extremist ideologies.

Preventing violent extremism by countering the ideology of extremism and by identifying those who are being drawn into radicalism has for some time formed part of our approach to safeguarding.

As part of the Counter Terrorism and Security Act 2015, charity and schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.

Compliance will be monitored through various inspection regimes including Ofsted who will be looking to see that organisations have assessed the level of risk and that staff are appropriately trained to look out for signs of radicalisation and are aware of the process for making referrals to Channel, the panel that reviews and refers individuals to programmes to challenge extremist ideology.

Statutory guidance has been published and is available following this link:  
<https://www.gov.uk/government/publications/prevent-duty-guidance>

APTCOO responds enthusiastically to the Government's Prevent agenda and recommendations. Our charity and school's ethos promotes both equality of opportunity and respect for the individual, irrespective of their chosen lifestyles, religions, cultures and beliefs. This emphasis, placed upon a harmonious and supportive charity and school community in which everyone feels valued and significant, helps us to minimise the risk of radicalisation by promoting a sense of belonging and personal resilience.

Staff should be alert to changes in children, young people and vulnerable adults behaviour, which could indicate that they may need help or protection. Staff should use their judgement in identifying children, young people and vulnerable adults who might be at risk of radicalisation and act proportionately which may include a Designated Safeguarding Lead making a Prevent referral.

All staff will undergo Prevent training every two years, with a named Designated Safeguarding Lead undertaking the relevant Prevent training every year. We use the curriculum to ensure that children, young people and vulnerable adults understand how people with extreme views share these with others, especially on the internet.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the charity and school's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

### **Recognising Extremism**

Early indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes
- Glorifying violence, especially to other faiths or cultures
- Making remarks or comments about being at extremist events or rallies outside charity and school
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations or other extremist groups
- Out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent)
- Secretive behaviour
- Online searches or sharing extremist messages or social profiles
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Graffiti, artwork or writing that displays extremist themes
- Attempts to impose extremist views or practices on others
- Verbalising anti-Western or anti-British views
- Advocating violence towards others

If you have any concerns about individuals who may be being drawn into support for extremist ideology, please share with the Designated Safeguarding Lead who may discuss with [prevent@nottinghamshire.pnn.police.uk](mailto:prevent@nottinghamshire.pnn.police.uk) to discuss whether a referral should be made. Their role is to support early intervention so that vulnerable children, young people and vulnerable adults or adults do not end up facing criminal sanctions.

### **Female Genital Mutilation (FGM)**

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- Low level of integration into UK society
- Mother or sister who has undergone FGM
- Girls who are withdrawn from PHSE
- Visiting female elder from the country of origin
- Being taken on a long holiday to the country of origin
- Talk about a special procedure to become a woman

### **Symptoms of FGM:**

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out of charity and school to visit an 'at risk' country (especially before the summer holidays), or parents who wish to withdraw their children, young people and vulnerable adults from learning about FGM. Staff should not assume that FGM only happens outside of the UK.

Indications that FGM may have already taken place may include:

- Difficulty walking, sitting or standing and may even look uncomfortable.
- Spending longer than normal in the bathroom or toilet due to difficulties urinating.
- Spending long periods of time away from the classroom during the day with bladder or menstrual problems.
- Frequent urinary, menstrual or stomach problems.
- Prolonged or repeated absences from charity and school or college, especially with notable behaviour changes (e.g., withdrawal or depression) on the girl's return.
- Reluctance to undergo normal medical examinations.
- Confiding in professional without being explicit about the problem due to embarrassment or fear.
- Talking about pain or discomfort between her legs.

The Serious Crime Act 2015 sets out a duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18. In charity and schools, this will usually come from a disclosure (unlike in the medical profession where an observation may have been made). Teachers must personally report to the police cases where they discover that an act of FGM appears to

have been carried out and discuss any such cases with the safeguarding management team and children, young people and vulnerable adults's social care. The duty does not apply in relation to 'at risk' or 'suspected' cases.

Further guidance can be accessed via the National FGM Centre:

[http://nationalfgmcentre.org.uk/wp-content/uploads/2019/06/FGM-Charity and schools-Guidance-National-FGM-Centre.pdf](http://nationalfgmcentre.org.uk/wp-content/uploads/2019/06/FGM-Charity%20and%20schools-Guidance-National-FGM-Centre.pdf)

### **Honour-based Abuse (HBA)**

<https://www.refuge.org.uk/our-work/forms-of-violence-and-abuse/honour-based-violence/>

So-called 'honour-based abused' (HBA) encompasses 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. All forms of so-called HBA are abuse (regardless of the motivation) and should be handled and escalated as such.

Where staff are concerned that a child might be at risk of HBA, they must contact a Designated Safeguarding Lead as a matter of urgency.

### **Whistleblowing**

Where there are concerns about the way that safeguarding is being carried out in the charity and school, staff should refer to the Whistleblowing Policy. A whistleblowing disclosure must be about something that affects the general public such as:

- A criminal offence has been committed, is being committed or is likely to be committed
- A legal obligation has been breached
- There has been a miscarriage of justice
- The health or safety of any individual has been endangered
- The environment has been damaged
- Information about any of the above has been concealed

The NSPCC runs a whistleblowing helpline on behalf of the Government. The number is 0808 800 5000.

Protect (formerly Public Concern at Work) is a charity, completely independent of the charity and school or Local Authority, which specialises in providing free and confidential legal advice on how to raise a concern about serious malpractice at work. Protect will also help to advise you on whether a circumstance can be properly reported to an additional outside body such as the Police.

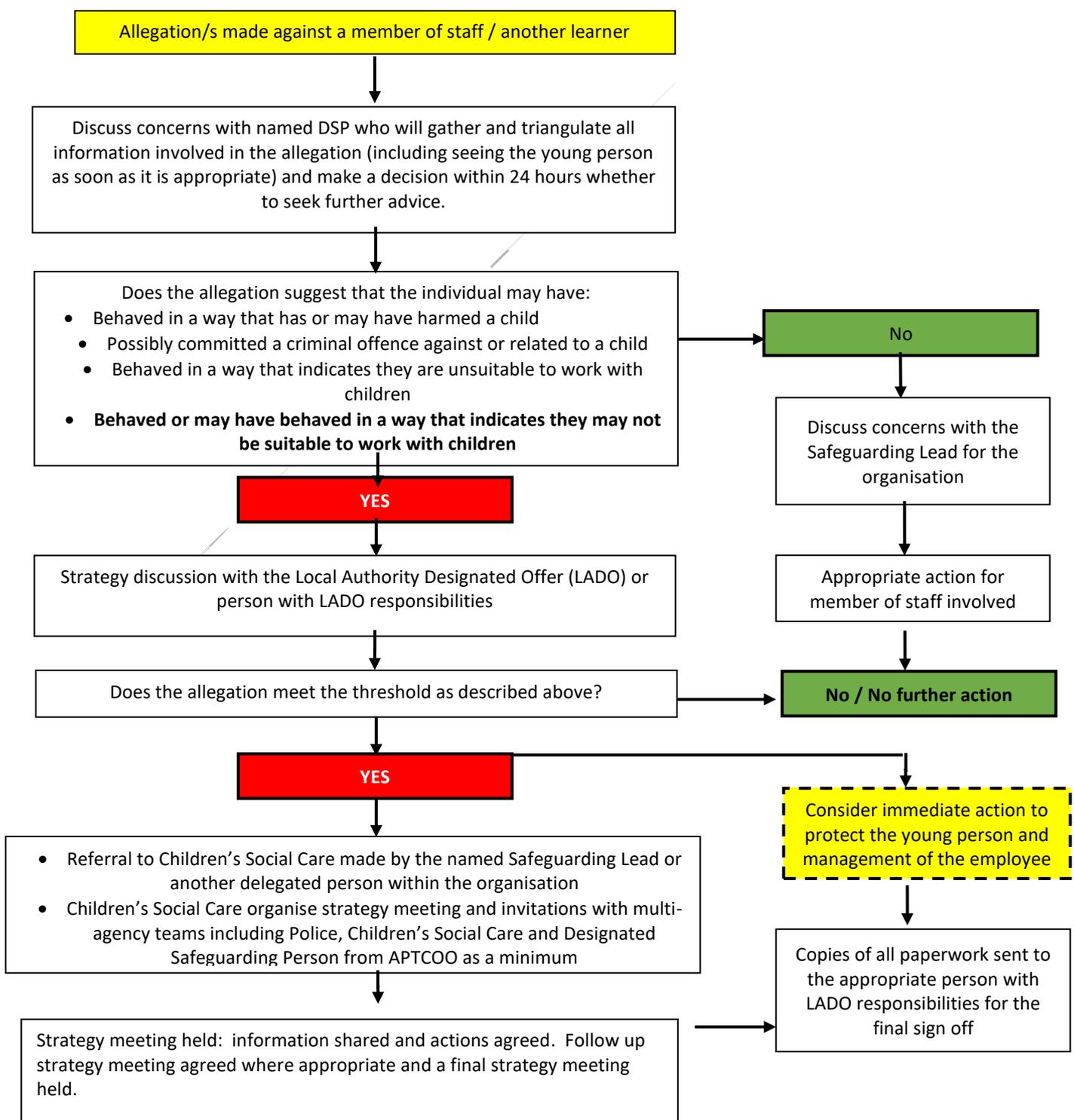
Protect can be contacted as follows:

- Telephone: Protect Advice Line: 020 3117 2520
- Website: <https://protect-advice.org.uk/>
- Online Advice Line: <https://protect-advice.org.uk/contact-protect-advice-line/>

## Guidance for allegations made against a member of staff or volunteer

There are strict local authority procedures around the management of allegations made against a member of staff or volunteer working for an organisation. So that allegations made against a member of staff are dealt with objectively and without prejudice, the local authority enforces that any allegation against a member of staff within an organisation must then be discussed with the Local Authority Designated Officer (LADO). Please see the flow chart on the following page for more information. More information can be found at: DfE Keeping Children, young people and vulnerable adults Safe in Education 2021, and the Nottinghamshire Safeguarding Children, young people and vulnerable adults Board (NSCB) Local Interagency Procedures on the following link: [http://nottinghamshirescb.proceduresonline.com/p\\_alleg\\_against\\_staff.html](http://nottinghamshirescb.proceduresonline.com/p_alleg_against_staff.html)

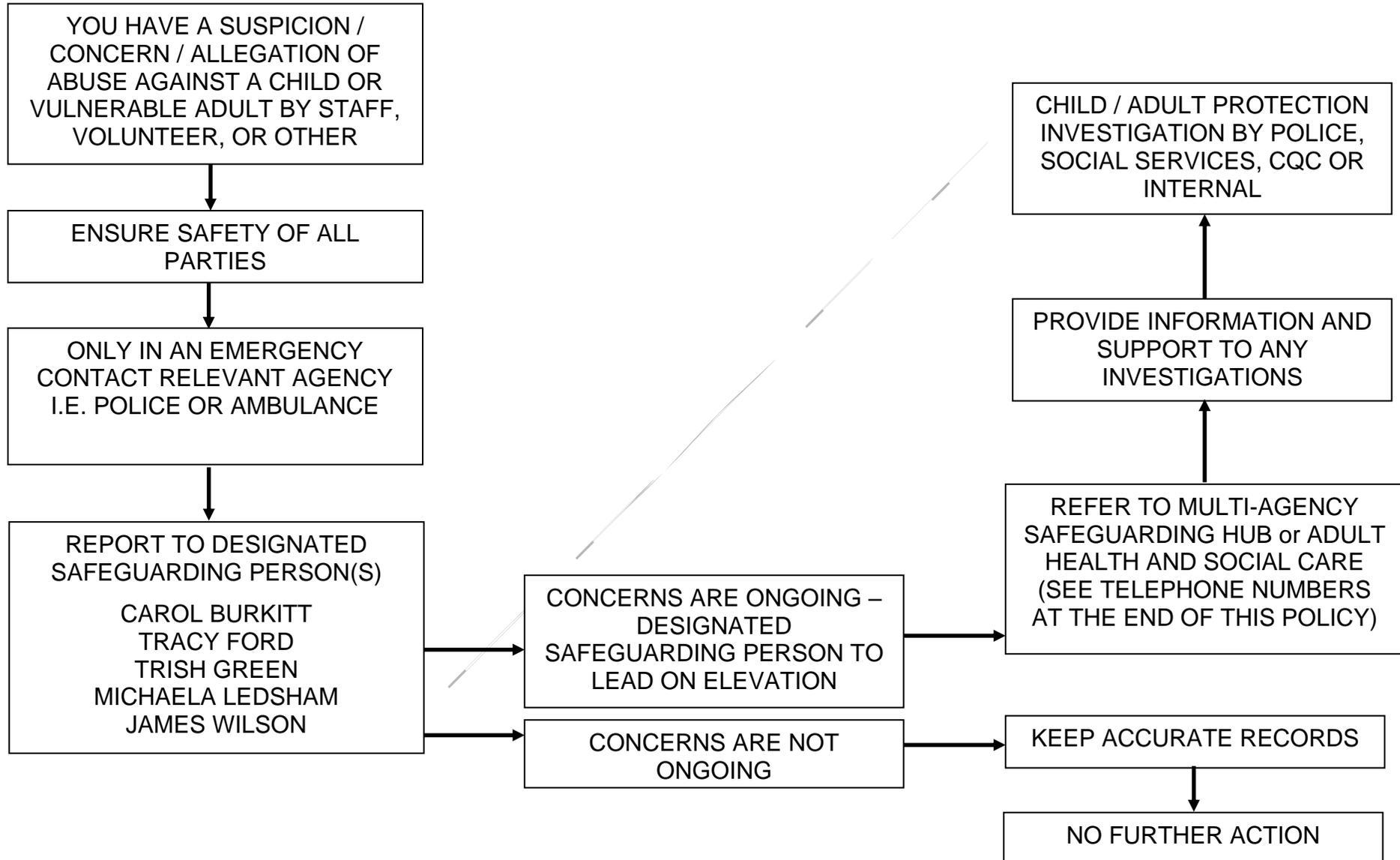
### Managing an allegation made against a member of staff / another learner:





## Policy S.1 – Safeguarding and Child Protection Policy

### Appendix 1 Guidance for Reporting Child/Adult Protection Concerns



## Appendix 2:



### Safeguarding Reporting Form

As the referrer, and before completing this form, please ensure you have contacted the DSL and agreed the process including date, time and acknowledgement and next steps.

This pro forma is to assist in gathering all of the relevant details prior to the DSL making a referral to Social Care if appropriate. Please complete and share with DSL a copy must be retained at all times.

#### Details of Vulnerable Person

|         |                      |               |                      |
|---------|----------------------|---------------|----------------------|
| Name    | <input type="text"/> | Date of Birth | <input type="text"/> |
| Address | <input type="text"/> |               |                      |

Gender  M  F

Date of Referral

Has a referral been made about this vulnerable person before?  Y  N

Has a referral been made about this service/provider before?  Y  N

Has a referral been made about the alleged perpetrator before?  Y  N

#### Ethnic Origin

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Black African | <input type="checkbox"/> Black Caribbean    | <input type="checkbox"/> Mixed White and Asian           |
| <input type="checkbox"/> Bangladeshi   | <input type="checkbox"/> Chinese            | <input type="checkbox"/> Mixed White and Black African   |
| <input type="checkbox"/> Indian        | <input type="checkbox"/> Pakistani          | <input type="checkbox"/> Mixed White and Black Caribbean |
| <input type="checkbox"/> White British | <input type="checkbox"/> White Irish        | <input type="checkbox"/> Mixed White and Chinese         |
| <input type="checkbox"/> Other Asian   | <input type="checkbox"/> Other Black        | <input type="checkbox"/> Other Mixed background          |
| <input type="checkbox"/> Other White   | <input type="checkbox"/> Other Ethnic group |  |

Vulnerable Person Client Group

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Over 65s                 | <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Physical Disability |
| <input type="checkbox"/> Mental ill Health Issues | <input type="checkbox"/> Substance Misuse    | <input type="checkbox"/> Deaf                |
| <input type="checkbox"/> Blind                    | <input type="checkbox"/> HIV/Aids            | <input type="checkbox"/> Carer               |

**Is the Vulnerable Person to other agencies:**

Yes If yes please provide details:

No

**Is the Vulnerable Person from another District / Authority:**

Yes If yes, please provide details:

No

**Details about the Allegation of Abuse**

Source of Alert

- |                                     |   |  |                                 |
|-------------------------------------|---|--|---------------------------------|
| <input type="checkbox"/> Partner    | <input type="checkbox"/> Main Family Carer  | <input type="checkbox"/> Other Family Member             | <input type="checkbox"/> School |
| <input type="checkbox"/> Paid Carer | <input type="checkbox"/> Other Service User | <input type="checkbox"/> Vulnerable Adult themselves     |                                 |
| <input type="checkbox"/> Friend     | <input type="checkbox"/> Formal Advocate    | <input type="checkbox"/> Acute Hospital (including A&E)  |                                 |
| <input type="checkbox"/> GP         | <input type="checkbox"/> Service Provider   | <input type="checkbox"/> Independent Healthcare Provider |                                 |
| <input type="checkbox"/> Volunteer  | <input type="checkbox"/> General Hospital   | <input type="checkbox"/> Healthcare Commission           |                                 |
| <input type="checkbox"/> Police     | <input type="checkbox"/> Social Services    | <input type="checkbox"/> Specialist/Community Hospital   |                                 |
| <input type="checkbox"/> Other PCT  | <input type="checkbox"/> Neighbour          | <input type="checkbox"/> Alleged Perpetrator             |                                 |
| <input type="checkbox"/> Complaints | <input type="checkbox"/> Prison/Probation   | <input type="checkbox"/> Domestic Violence Unit          |                                 |
| <input type="checkbox"/> CSCI       | <input type="checkbox"/> Voluntary Agency   | <input type="checkbox"/> Counsellor/Therapist            |                                 |

Anonymous  Member of Public

Other (please specify below):

Location of Abuse

|   |   |
|---|---|
| <input type="checkbox"/> Residential Home                   | <input type="checkbox"/> Independent Healthcare           |
| <input type="checkbox"/> General Hospital                   | <input type="checkbox"/> Sheltered Accommodation          |
| <input type="checkbox"/> Nursing Care Home                  | <input type="checkbox"/> Supported Accommodation          |
| <input type="checkbox"/> Acute Hospital                     | <input type="checkbox"/> Day Centre/Service               |
| <input type="checkbox"/> Public Place                       | <input type="checkbox"/> School/Work                      |
| <input type="checkbox"/> Vulnerable Person's Own Home       | <input type="checkbox"/> Vulnerable Person's Parents Home |
| <input type="checkbox"/> Vulnerable Person's Relatives Home | <input type="checkbox"/> Alleged Perpetrators' Home       |
| <input type="checkbox"/> Specialist/Community Hospital      | <input type="checkbox"/> Placement Scheme                 |
| <input type="checkbox"/> Other (please specify):            |   |

Type of Abuse

Discriminatory

Psychological

Sexual

Financial

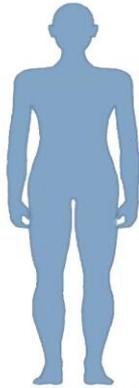
Physical

Neglect and Acts of Omission

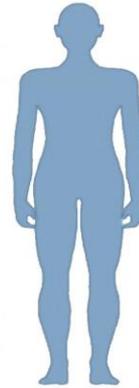
Date and time of Incident:

Brief description of the allegation / abuse:

Using the diagram below, please place a cross on any areas of the body that may have been touched during intervention



Front



Back

**Details about the alleged perpetrator**

Name  Telephone

Address

Age

|                          |          |                          |       |                          |       |                          |       |                          |       |                          |       |                          |       |                          |     |
|--------------------------|----------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-----|
| <input type="checkbox"/> | Under 18 | <input type="checkbox"/> | 18-30 | <input type="checkbox"/> | 31-40 | <input type="checkbox"/> | 41-50 | <input type="checkbox"/> | 51-60 | <input type="checkbox"/> | 61-70 | <input type="checkbox"/> | 71-80 | <input type="checkbox"/> | 80+ |
|--------------------------|----------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-----|

Gender  M  F

Alleged Perpetrator

- Partner
- Friend
- Neighbour
- Institution staff (school, residential home, domiciliary, nursing home, prison, secure units etc.)
- Main Family Carer
- Stranger
- Unknown
- Other Family Member
- Other Service User
- Volunteer/Befriender
- Other Professional (Nurse, GP, Social Worker, etc.)

Actions against the alleged perpetrator (suspension, etc.):

**Details of the referrer**

|       |  |         |  |
|-------|--|---------|--|
| Name: |  | Signed: |  |
| Date: |  | Time:   |  |
| Email |  |         |  |
| Tel:  |  |         |  |

**DSL name:**

**DSL signature:**

**Date received by DSL:**



## Appendix 3

### Relevant Contacts

Safeguarding Trustee - Trish Green

07779 870 393 or 01623 453 962

-----  
Multi-Agency Safeguarding Hub (MASH)

[mash.safeguarding@nottscc.gcsx.gov.uk](mailto:mash.safeguarding@nottscc.gcsx.gov.uk) or 0300 500 80 90

### OUT OF HOURS NUMBERS

*OUT OF HOURS EMERGENCY DUTY TEAM (COVERS BOTH ADULTS & CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS)*

TEL: 0300 456 45 46

-----  
*Nottinghamshire County Council Local Authority Designated Officers (LADO)*

Hazel McKibbin, Strategic and LADO  
01623 433 169 or 0115 977 3921

Helen Atherton, LADO Referrals  
0115 804 1272

Eva Callaghan, FE Colleges and Early Years  
0115 804 1272

*Nottingham City Council Local Authority Designated Officers (LADO)*

Claire Maclean, Schools and Education Safeguarding Co-ordinator  
[Claire.maclean@nottinghamcity.gov.uk](mailto:Claire.maclean@nottinghamcity.gov.uk); 0115 876 4749

Karen Shead, 0-19 Safeguarding Co-ordinator  
[Karen.shead@nottinghamcity.gov.uk](mailto:Karen.shead@nottinghamcity.gov.uk); 0115 876 4725

Debbie Mawson, LADO Business Support  
[lado@nottinghamcity.gov.uk](mailto:lado@nottinghamcity.gov.uk); 0115 876 5714

If no contact with any of the contacts above call  
Nottingham City Safeguarding Children, young people and vulnerable adults Partnership on 0115 876  
4762

-----  
National Society for the Prevention of Cruelty to Children, young people and vulnerable adults (NSPCC)  
Helpline: 0800 808 5000

-----  
*POLICE call 01623 420 999  
IN CASE OF EMERGENCY DIAL 999*  
-----

## Appendix 4

### RECORD OF CHANGES

| DATE       | AUTHOR                             | PROCEDURE                 | DETAILS OF CHANGE   |
|------------|------------------------------------|---------------------------|---|
| 25.04.2016 | Sam Wright                         | Addendum to contacts page | Updated LADO contact number   |
| 27.05.2016 | Michelle Godfrey                   | Additional information    | Included PREVENT information  |
| 12.07.2016 | Leemah Hazlehurst                  | Additional information    | FGM, Allegations including flowchart and APTCOO's commitment to Safeguarding        |
| 02.01.2017 | Michelle Godfrey                   | Additional information    | Update information on Child Sexual Exploitation                                     |
| 19.06.2017 | Michelle Godfrey                   | Additional information    | Update information on FGM including FGM Mandatory Reporting Process Map             |
| 11.1.2018  | Michelle Godfrey                   | Data update               | DSP contact details updated.  |
| 11.1.2018  | Michelle Godfrey                   | Data update               | External Advisor contact details added.   |
| 11.1.2018  | Michelle Godfrey                   | Data check                | MASH, Out of Hours Duty Team and LADO contact details checked and confirmed.        |
| 24.05.2018 | Samantha Wright                    | Data update               | DSP contact details updated   |
| 06.09.2018 | Samantha Wright                    | Date update               | DSP contact details updated   |
| 15.01.2021 | Carol Burkitt /<br>Samantha Wright | Covid-19                  | Covid-19 information added<br><br>Useful contacts updated                           |
| 03.03.2021 | Samantha Wright                    | Data update               | Nottingham City Council LADO details updated  |
| 01.09.2021 | Samantha Wright                    | Data update               | KCSIE September 2021 updated  |
| 26.10.2021 | Karen Kilner                       | Policy review and update  | In line with Andrew Hall Safeguarding and NCPCC safeguarding policy update guidance |