

POTENTIAL KIDS

Safeguarding, Children & Vulnerable Adults

Protection Policy

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1. Objectives

The scope of this policy is intended to cover all Trustees, Employees, Volunteers, Service Users, Partner organisations, Consultants and Contractors.

1.1. To ensure that all children, young people, and vulnerable adults who are involved in activities, training, events, and placements organised by Potential Kids (including Potential to grow, Potential for all and Potential Tech) are effectively safeguarded.

1.2. To ensure that all Potential Kids employees and volunteers are aware of and are undertaking full and correct safeguarding procedures, inclusive of the identification, recording and reporting of suspected cases of abuse, extremism and radicalisation.

1.3. To ensure that Potential Kids remains up to date with legislation and practice relating to safeguarding.

1.4. To raise awareness and actively promote the principles of safeguarding and well-being throughout Potential Kids activities.

1.5. To work in partnership with children, young people, vulnerable adults, their parents, carers, other agencies and key stake holders. This is to ensure effective implementation of this Policy.

2. Scope

2.1. To cover all activities carried out by Potential Kids (including Potential to grow, Potential for all and Potential tech).

2.2. To cover all activities carried out by service users , volunteers and employers.

2.3. Potential Kids partners and settings need to provide their own Child Protection / Safeguarding Policies, which includes preventing extremism and radicalisation.

3. Key Principles

For the purpose of this document, 'individual' or 'individuals' refers to all individuals working with, or in contact with, children, young people or vulnerable adults at or on behalf of Potential Kids (including Potential to grow, Potential for all and Potential Tech). This includes staff, volunteers, trustees, contractors, consultants and service users .

All persons working with service users in any capacity are required to comply with the safeguarding policy.

3.1. Potential Kids is firmly committed to safeguarding in all relevant aspects of its employment and business. Potential Kids is committed to both the legal implications of safeguarding policy and the promotion of health and in relation to all relevant customers/clients/service users

3.2. Potential Kids will ensure that all individuals in direct contact with children, young people or vulnerable adults as part of their employment, be they directly employed by Potential Kids or working with Potential Kids in any other capacity, will have enhanced Disclosure and Barring Service (DBS) clearance.

3.3. External Speakers and Visitors to Potential Kids without DBS clearance will be supervised in the company of all children and vulnerable adults, at all times.

3.4. Referral and reporting procedures will be in place and strictly adhered to in the event of any concerns relating to the abuse of children, young people and vulnerable adults.

3.5. Potential Kids staff will maintain up-to-date knowledge of safeguarding practice and procedures, extended to include the Prevent agenda.

3.6. Potential Kids recognises that the welfare of children, young people and vulnerable adults is paramount and will prioritise their safeguarding accordingly.

3.7. Potential Kids will actively seek to work with all related agencies, companies, bodies and providers in order to promote and maintain the highest standards of safeguarding.

3.8. Potential Kids will comply with all applicable regulations set out in;

- The Children Act 1989 (as amended)
- The United Nations convention on the Rights of the Child 1992
- The Housing Act 1996
- The Crime and Disorder Act 1998
- The Human Rights Act 1998
- The Public Interest Disclosure Act 1998
- The Protection of Children's Act 1999
- The Education Act 2002
- The Sexual Offences Act 2003
- The Childrens Act 2004
- The mental Capacity Act 2005
- The Childcare Act 2006
- The Safeguarding Vulnerable Groups Act 2006.
- The Equality Act 2010
- The Protection of Freedoms Act 2012.
- The Children and Families Act 2014
- The Care Act 2014
- The Counter-Terrorism & Security Act 2015.
- The Children and Social Work Act 2017
- Working together to Safeguard Children 2018 a guide to inter-agency working to safeguard and promote the welfare of children September 2018.
- Keeping Children Safe in Education 2019
- Domestic Abuse Act 2021, section 38
- The Social Care Review 2022
- Children's Social Care National Framework⁹, published in 2023

4. Designated Persons

Angela Gaughan– Safeguarding and Well-Being Manager

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5. Roles & Responsibilities

5.1. The Safeguarding and Well-being Manager has a key duty for raising awareness across all staff of issues relating to the welfare of children, young people and adults at risk.

5.2. The post holder is required to have training in safeguarding issues and inter-agency working, receiving refresher training at least every two years or as and when any new issues arise.

The Safeguarding and Well-being Manager is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies.
- Providing advice and support to other staff on issues relating to safeguarding.
- Maintaining a detailed and accurate record of any child protection referral, complaint or concern (even where that concern does not lead to a referral).
- Liaising with the Local Authorities and other appropriate agencies.
- Supporting others and liaising with educational establishments and schools that have pupils attending Potential Kids where appropriate, to ensure that appropriate arrangements are made for learners.
- Liaising with employers and training organisations that receive children or young people from Potential Kids on block placement work experience or long-term placements to ensure that appropriate safeguarding policies are put into place.
- Ensuring that staff will receive training in safeguarding issues appropriate to their roles and are aware of Potential Kids safeguarding procedures.
- Advising the Trustees on efficiency and adequacy of resources and training being available to implement this policy.

- Ensuring arrangements are made to bring this policy to the notice of all employees/volunteers, volunteers, employers, sub-contractors and visitors.
- The policy and its arrangements are regularly reviewed during Potential Kids trustee meetings.

5.3. The deputy safeguarding & wellbeing manager within Potential Kids will report to the Safeguarding and Well-being Manager, who has lead responsibility.

- The deputy will know how to make an appropriate referral and be available to provide advice and support to staff on issues relating to safeguarding.
- They are available to listen and respond appropriately to children, young people, Looked after Children (LAC) and adults at risk studying or undertaking an activity within Potential Kids.
- Deal with individual cases, including attending case conferences and review meetings as appropriate as well as Safeguarding Quality Improvement Groups.

5.4. The designated people are responsible for liaising with the Trustees and the Safeguarding and Well-being Manager over matters regarding safeguarding, including:

- Ensuring Potential Kids has procedures and policies in place which are consistent with guidelines.
- Ensuring the Trustees consider the charity's policy on safeguarding each year.
- Ensuring that each year the Trustees are informed of how Potential Kids and its staff have complied with the policy, including, but not limited to a report on the training that staff have undertaken.
- The designated person is responsible for overseeing the liaison between agencies, e.g., Police, Social Services, NHS, in connection with any potential allegations against the Trustees. This will not involve undertaking any form of investigation but will ensure effective communication between the parties and provide information to assist enquiries.

5.5. Trustees have overall responsibility for all matters relating to Safeguarding and will refer any cases of suspected abuse or allegation, to relevant investigating agencies as agreed with the Local Safeguarding Board.

These trustees will (through the designated people):

- Ensure that all employees/volunteers have knowledge and understanding of safeguarding and that it is taken seriously.
- Ensure that appropriate child protection and safeguarding policies are adopted, implemented and monitored.
- Ensure that, where services or activities are provided by sub-contractors or another body, the body concerned has appropriate safeguarding policies and procedures.
- Foster a culture of openness and support.
- Ensure that all employees/volunteers feel able to raise concerns about poor or unsafe practice and such concerns are handled sensitively and in accordance with the whistle blowing procedure.
- Acknowledge and discuss any concerns about any members of staff/volunteers.
- Ensure that the Potential Kids staff/volunteers use of our new and existing media technologies do not expose service users to any potential harm during their educational/activity hours with Potential Kids.
- Work with the IT Coordinator to ensure safeguarding when using digital media and the internet in the education of our service users.
- Ensure that Potential Kids has access to the external and internal resources to offer extensive support around Child Protection and Safeguarding.
- Monitor the processes for promoting service users welfare and safeguarding to ensure that adequate resources are given to it, including staff training.
- Work with the Safeguarding and Well-being Manager to ensure procedures are in place to ensure that service users requiring safeguarding measures are monitored in relation to their situation and progress with their learning.
- Report any matters to the Trustees at each Trustee meeting.
- Ensure that all recruitment procedures follow Safer Recruitment Guidance.
- Ensure that service users safety and welfare is addressed through the sessions.

The Trustees are responsible for referring cases of suspected abuse or allegations to the Local Authority Designated Officer (LADO) (see Allegations of Abuse Against Staff Policy). TRUSTEES are responsible for dealing with allegations made against members of staff/volunteers.

6. Child & Vulnerable Adult Welfare

6.1. Potential Kids recognises the need to prioritise the welfare of children, young people and vulnerable adults with which it works. These are defined as follows:

- A child is anyone who is 18 years or younger.
- A young person is anyone who is 19 but has not reached their 20th Birthday.
- A vulnerable adult is someone aged 18 years or over; who is, or may be, in need of community care services by reason of mental health, or other disability, age or illness. They may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. Individuals will always operate in line with this safeguarding policy.

6.2. Potential Kids considers abuse of any kind, neglect, maltreatment, aggressiveness, intimidation and bullying, all as damaging to the welfare of a child, young person or vulnerable adult.

6.3. Complaints or concerns relating to individuals working/volunteering with Potential Kids will be reported to the TRUSTEES immediately. Potential Kids's Whistleblowing Policy or Data Protection Policy do not prevent information sharing with investigating agencies where the information will help to safeguard welfare. Potential Kids will refer concerns that a child, young person or vulnerable adult might be at risk of significant harm to Social Care Services/Police or other appropriate agencies as agreed with the relevant Local Safeguarding Board.

6.4. Individuals will be offered training that will help to make them aware of possible signs of abuse/exploitation and act appropriately.

Potential Kids recognise that a child-centred approach is fundamental to safeguarding and promoting the welfare of every child. All individuals will see and speak to the child, listen to what they say, observe their behaviour, take their views seriously, and work with them and their families and the people who know them well when deciding how to support their needs.

6.5. Individuals should also be aware that children may find it difficult to always speak about what they need, what is happening to them or what has happened to them.

6.6.

Legal duties under the Equality Act 2010⁶ will be complied with, including putting special provision in place to support dialogue with children who may not be able to convey their wishes and feelings as they may want to. This might include, for example, those who have communication difficulties, unaccompanied children, refugees, those children who are victims of modern slavery and/or trafficking and those who do not speak English or for whom English is not their first language.

6.7. Individuals will maintain appropriate relationships with children, young people and vulnerable adults, reducing physical contact and one-on-one situations to the minimum practicable level.

6.8. Individuals will endeavour to avoid being alone with a child, young person or vulnerable adult whenever possible, and will not offer informal travel or other similar services. The Safeguarding and Well-being Manager, when receiving safeguarding disclosures, will work in accordance with the Lone Working Policy.

6.9. Potential Kids recognises the right of children, young people, vulnerable adults and/or their parents/guardians, to withdraw from featuring in promotional material, either on video or in photographs. Opt out forms will be prioritised and strictly adhered to in relevant situations.

6.10. Potential Kids recognises how the Children Mental Capacity Act 2005 and The Mental Capacity Act 2005 provides a framework to empower and protect people who may lack capacity to make some decisions for themselves, or who have capacity and want to make preparations in advance for a time when they may lack capacity in the future. The Mental Capacity Act 2005 defines who can take decisions, when they can take them and how they should go about it. The underlying philosophy of the Mental Capacity Act 2005 is to ensure that those who lack capacity are empowered to make as many decisions for themselves as possible and that any decision made, or action taken, on their behalf is made in their best interests and protects them from harm.

7. Children & Adults who may be Particularly Vulnerable

7.1. Some children and adults may have an increased risk of abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur. LAC are particularly vulnerable - the most common reason for children becoming looked after is as a result of abuse and/or neglect. Potential Kids will ensure that employees/volunteers have the skills, knowledge and understanding necessary to keeping LAC safe. In particular, to ensure that appropriate employees/volunteers have the information they need in relation to a child's looked after legal status and contact arrangements with birth parents or those with parental responsibility. They will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.

7.2. To ensure that all children, young person or vulnerable adult working alongside Potential Kids receive appropriate protection, we will give special consideration to those who are:

- Disabled or have Special Education Needs
- Living in a domestically abusive situation
- Affected by parental substance misuse
- Asylum seekers
- Regularly absent from school or work
- Attending alternative provision or subject to a managed move
- Living away from home (frequent movers)
- Vulnerable to being bullied, or engaging in bullying
- Living in temporary accommodation
- Living a transient lifestyle
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Involved directly or indirectly in prostitution or child trafficking
- Speakers of another first language
- Children that are subject to a Full Care order (LAC), Child Protection Plan or Children in Need Plan
- Children that may be vulnerable to messages of violence and extreme ideologies and radicalization.

8. Definitions and Categories of Abuse

Potential Kids recognise the following as definitions of abuse; physical, emotional, neglect, and sexual with the additional categories of acts of omission, psychological, financial or material, institutional or professional abuse.

Someone may abuse or neglect a child, young person or vulnerable adult by inflicting harm, by failing to act to prevent harm, or by failing to ensure safety and adequate care. Harm may occur intentionally or unintentionally. Children or vulnerable adults may be abused in a family, an institution or community setting, by those known to them, or by a stranger. Examples of abuse are set out below, these examples are by no means exhaustive;

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

Possible signs of physical abuse include:

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls or rough games.
- Injuries which have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Bruises, bites, burns and fractures, for example, which do not have an accidental explanation.
- The child gives inconsistent accounts for the cause of injuries.

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

corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adults, although it may occur alone.

Emotional abuse of vulnerable adults can include threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber abuse, isolation or unreasonable and unjustifiable withdrawal of services or supportive networks.

Possible signs of emotional abuse include:

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.
- Obsessions or phobias.
- Sudden underachievement or lack of concentration.
- Seeking adult attention and not mixing well with other children.
- Sleep or speech disorder
- Negative statements about self.
- Highly aggressive or cruel to others.
- Extreme shyness or passivity.
- Running away, stealing and lying.

8.3. **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs of neglect include:

- Dirty skin, body smells, unwashed, uncombed hair and untreated lice.
- Clothing that is dirty, too big or small, or inappropriate for weather conditions.
- Frequently left unsupervised or alone.
- Frequent diarrhoea.
- Frequent tiredness.

- Untreated illnesses, infected cuts or physical complaints which the carer does not respond to.
- Frequently hungry.
- Overeating junk food.

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

Possible signs of sexual abuse include:

- The child or vulnerable adult has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age, or regularly engages in sexual play inappropriate for their age.
- Sexual activity through words, play or drawing.
- Repeated urinary infections or unexplained stomach pains.
- The child is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations.
- Eating disorders such as anorexia or bulimia.

8.5. **Child Sexual Exploitation:** Child Sexual Exploitation (CSE) is a form of child sexual abuse. It can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex.

CSE 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 (for example food, accommodation, drugs, alcohol, gifts, money or

in some cases simply affection), and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship, where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.

Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex and sexual bullying. CSE does not always involve physical contact; it can also occur through the use of technology; cyber bullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. The victim may have been sexually exploited even if the sexual activity appears consensual.

8.6. Peer on Peer Abuse: When considering if a behaviour between a child or young person to another child or young person has been abusive it is important to consider; whether there is a large difference in power (for example age, size, ability, between the young people concerned); or whether the perpetrator has repeatedly tried to harm one or more other children; or whether there are concerns about the intention of the alleged perpetrator. Peer on Peer abuse can manifest itself in many different ways and different gender issues can be prevalent. Severe harm may be caused to children by abusive and bullying behaviour of other children, which may be physical, sexual, or emotional (blackmail/threats) and can include gender based violence/sexual assaults, sexting, teenage relationship abuse, peer on peer exploitation, serious youth violence, sexual bullying, harmful sexual behaviour, cyber bullying, initiations, and showing prejudice in race, religion or disability.

8.7. Teenage Relationship Abuse: This is a pattern of abusive behaviours over a course of time used to exert power and control over a dating partner. Violent words and actions are tools an abusive partner uses to gain and maintain power and control over their partner. Types of abuse include: emotional, verbal, physical, financial, sexual, stalking and digital (using technology to threaten, stalk, intimidate or bully).

8.8. Honour Based Violence: So-called 'honour based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including forced marriage,

Female Genital Mutilation (FGM) and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and must be reported immediately.

8.9. **Forced Marriage:** A forced marriage is a marriage without the full consent of both parties and where pressure or threats are a factor. This is very different to an arranged marriage, which both people will have agreed to. Emotional pressure from their family might stop them from saying anything to anyone else. The lack of control over their own decisions can lead to depression and self-harm.

Signs and indicators of concern:

- Truancy / absence from school.
- Low Motivation.
- Lack of Punctuality.
- Self-Harm.
- Depression.
- Isolation.
- Attempted Suicide.
- Eating Disorders.
- Brother/Sisters forced to marry or reported missing.
- Family disputes.
- Runaways.
- Domestic violence.
- Substance misuse.

While many of these signs and indicators could be linked to their issues, it is important to consider all potential reasons and keep an open mind. Honour Based Abuse and Forced Marriages are a fundamental abuse of human rights. As of 16th June 2014 changes to legislation made Forced Marriages a criminal offence. Remember the '**One Chance Rule**'.

8.10. **Female Genital Mutilation:** Female genital mutilation (sometimes referred to as female circumcision or 'cutting') 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. It has been estimated that over 65,000 girls under the age of 13 are at risk of female genital mutilation (FGM) in the UK each year, and that 170,000 women and girls in the UK are living with the consequences of FGM. However, the true extent is unknown,

due to the "hidden" nature of the crime. Females may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There is evidence that girls have now undergone this FGM in the UK.

Risk Factors:

- child talking about a special ceremony.
- A young person talking about being 'cut'.
- A child belonging to certain communities.
- Planning an extended trip abroad.
- Knowledge of previous siblings.
- Indicators it may have taken place:
- Prolonged absence.
- Change in behaviour on returning from an extended holiday.
- Urinary infections, bladder or menstrual problems.
- Describing pain in the groin.
- Avoiding physical activity.
- Appears uncomfortable including when sitting.
- Finds it difficult to sit still.
- Talking about something happening to them or someone hurting them and having to keep a secret.

8.11. **Recognising Young People Who May be Affected by Gang Activity:**

Gang involvement is a multi-agency issue; partnership working and information sharing is therefore a key to safeguarding children, young people, vulnerable adults at risk of gang-related harm. Children, young people, vulnerable adults are put at risk by gang activity both through participation in and as victims of gang violence. Service users are particularly vulnerable to suffering harm in the gang context are those who are:

- Not involved in gangs but living in an area where gangs are active.
- Not involved in gangs, but at risk of becoming victims of gangs; by way of truanting from education, permanent exclusion from school/college or having been a victim of abuse or neglect.
- Not involved in gangs but at risk of becoming drawn in, for example, siblings or children of known gang members; or
- gang-involved and at risk of harm through their gang-related activities (e.g. drug supply, weapon use, sexual exploitation and risk of attack from own or rival gang members).

Victims and offenders are often the same people. When adults treat a young person as just a victim or just an offender, they are not taking into account the complex, cyclical nature of the victim-offender link and the factors that influence young people's lives. There are particular risk factors and triggers that young people experience in their lives that can lead to them becoming involved in gangs. Many of these risk factors are similar to involvement in other harmful activities such as youth offending or violent extremism.

- Risk factors for a person becoming involved in gangs may include:
- Becoming withdrawn from family;
- Sudden loss of interest in education - decline in attendance or academic achievement;
- Starting to use new or unknown slang words.
- Holding unexplained money or possessions.
- Staying out unusually late without reason.
- Sudden change in appearance - dressing in a particular style or 'uniform';
- Dropping out of positive activities;
- New nickname;
- Unexplained physical injuries;
- Graffiti style tags on possessions, books, walls; Possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups).
- Constantly talking about another young person who seems to have a lot of influence over them;
- Broken off with old friends and hanging around with a new group;
- Increased use of social networking sites;
- Starting to adopt codes of group behaviour e.g. ways of talking and hand signs;
- Expressing aggressive or intimidating views towards other groups of young people some of whom may have been friends in the past;
- Being scared when entering certain areas;
- Being concerned by the presence of unknown youths in their neighbourhood.
- This is not an exhaustive list and should be used as a guide, amended as appropriate in light of local knowledge of the risk factors in a particular area.

8.12. **Recognising extremism and radicalisation:** The following guidance is written with regard to the Home Office guidance "Channel: Protecting

Vulnerable People from Being Drawn into Terrorism” and “Channel: Vulnerability Assessment Framework”.

Engagement: Example needs, susceptibilities, motivations and contextual influences that make individuals vulnerable to engagement with an extremist group, cause or ideology include:

- Feelings of grievance and injustice.
- Feeling under threat.
- A need for identity, meaning and belonging.
- Desire for status.
- A desire for excitement and adventure.
- A need to dominate and control others.
- Susceptibility to indoctrination.
- A desire for political or moral change.
- Opportunistic involvement.
- Family or friends involvement in extremism.
- Being at a transitional time of life.
- Being influenced or controlled by a group.
- Relevant mental health issues.
- Pre-existing conviction that their religion / culture is under threat.

Example indicators that an individual is engaged with an extremist group, cause or ideology include:

- Spending increasing time in the company of other suspected extremists.
- Changing their style of dress or personal appearance to accord with the group.
- Their day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups).
- Attempts to recruit others to the group/cause/ideology.
- Communication with others that suggest identification with a group/cause/ideology.
- Increased Social Media use, changes in their profile/image or name and being overly secretive about it. Extremist groups/individuals use social media to recruit those vulnerable to radicalisation.

Intent to cause harm: Not all those who become engaged by a group, cause or ideology go on to Potential Kids with an intention to cause harm, so this dimension is considered separately. Intent factors describe the mind-set that is associated with a readiness to use violence and address what the individual would do and to what end. They can include:

- Over-identification with a group or ideology.
- 'Them and Us' thinking.
- Dehumanisation of the enemy.
- Attitudes that justify offending.
- Harmful means to an end.
- Harmful objectives.

Example indicators that an individual has an intention to use violence or other illegal means include:

- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills.
- Using insulting or derogatory names or labels for another group.
- Speaking about the imminence of harm from the other group and the importance of action now.
- Expressing attitudes that justify offending on behalf of the group, cause or ideology.
- Condoning or supporting violence or harm towards others plotting or conspiring with others.

Capability to cause harm: Not all those who have a wish to cause harm on behalf of a group, cause or ideology are capable of doing so, and plots to cause widespread damage take a high level of personal capability, resources and networking to be successful. What the individual is capable of is therefore a key consideration when assessing risk of harm to the public. Example indicators that an individual is capable of directly or indirectly causing harm include:

- Having a history of violence.
- Being criminally versatile and using criminal networks to support extremist goals.
- Having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction).
- Having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

Please refer to Potential Kids Preventing Extremism and Radicalisation Safeguarding Policy for further details

8.13. Hate crime: What are hate incidents?

The Police and Crown Prosecution Service have agreed a common definition of hate incidents. They say something is a hate incident if the victim or anyone else thinks it was motivated by hostility or prejudice based on one of the following things:

- Disability
- Race
- Religion
- Transgender identity
- Sexual orientation.

This means that if you believe something is a hate incident it should be recorded as such by the person you are reporting it to, i.e. Head of Centre, Safeguarding Lead.

Anyone can be the victim of a hate incident.

Other personal characteristics:

Those people who live by an alternative sub-culture can be subject to hate incidents. These are incidents based on someone's appearance and include Goths, Emos, Punks and other similar groups.

What type of incidents can be a hate incident?

Hate incidents can take many forms, for example:

Verbal abuse like name-calling and offensive jokes.

- Harassment.
- Bullying or intimidation by children, adults, neighbours or strangers.
- Physical attacks such as hitting, punching, pushing, spitting.
- Threats of violence.
- Hoax calls, abusive phone or text messages, hate mail.
- Online abuse for example on Facebook or Twitter.
- Displaying or circulating discriminatory literature or posters.
- Harm or damage to things such as your home, pet, vehicle.
- Graffiti.

- Arson.
- Throwing rubbish into a garden.
- Malicious complaints for example over parking, smells or noise.

When is a hate incident also a hate crime?

When hate incidents become criminal offences they are known as hate crimes. A criminal offence is something which breaks the law of the land. Any criminal offence can be a hate crime if it was carried out because of hostility or prejudice based on disability, race, religion, transgender identity or sexual orientation.

When something is classed as a hate crime, the courts can impose a tougher sentence on the offender under the Criminal Justice Act 2003.

Incidents which are based on other personal characteristics, such as age and belonging to an alternative subculture, are not considered to be hate crimes under the law. These should still be reported, but they will not be prosecuted specifically as hate crimes by the police and the Crown Prosecution Service.

Examples of hate crimes:

- Assaults
- Criminal damage
- Harassment
- Murder
- Sexual assault
- Theft
- Fraud
- Burglary
- Hate mail (Malicious Communications Act 1988)
- Causing harassment, alarm or distress (Public Order Act 1988).

What can you do about a hate incident or crime?

If you've experienced a hate incident or crime you must report it to the Safeguarding and Well-being Manager, who can report it to the police. You should also report a hate incident or crime even if it wasn't directed at you. For example, if another learner behaves inappropriately.

When reporting the incident or crime you should say whether you think it was because of disability, race, religion, transgender identity, sexual orientation or a combination of these things. This is important because when it gets reported to the police it gets recorded as a hate incident or crime.

It's also important to keep in mind that some hate crimes start as smaller incidents which may escalate into more serious and frequent attacks - so it's always best to act early.

If you're being repeatedly harassed, should you report all the incidents? If you've experienced hate crime, it may have been just one isolated incident. But sometimes, you may be repeatedly harassed by the same person or group of people.

8.14. Domestic abuse any incident, or pattern of incidents, of controlling, coercive and threatening behaviour or violence. A child may suffer from abuse not only by being physically abused directly, but also seeing or hearing the maltreatment of another such as a parent or sibling.

8.15. Internet abuse any type of abuse that happens on the web, whether through social networks, playing online games or using a mobile phone to interact with others.

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

8.17. Grooming when someone builds an emotional connection with a child to gain their trust for purposes of sexual abuse or exploitation.

8.18. Substance misuse and alcohol abuse this may apply to the child directly or to other people in the child's life whose behaviour is impacting upon the child

8.19. Ritual abuse and spirit possession The belief in 'possession' and 'witchcraft' is relatively widespread. It is not confined to particular countries, cultures, religions or immigrant communities in this country. The number of identified cases of child abuse, linked to accusations of 'possession', are small, but the nature of the related child abuse can be particularly disturbing and the children involved can suffer damage to their physical and mental health, capacity to learn, ability to form relationships and self-esteem.

8.20. Children and adults with a disability Disabled children and adults may be especially vulnerable to abuse for a number of reasons. They may be more inclined to be socially isolated, have extra dependency on parents and/or carers for daily living needs, including intimate personal care, have an impaired capacity to resist/avoid abuse, have limited ability to communicate with others when there is a problem and may not have anyone they trust to disclose their concerns to. Research shows that children and adults with a disability are especially vulnerable to bullying and intimidation.

8.21. Financial or material abuse including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

8.22 Further information:

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues.

NSPCC offers information, on its website www.nspcc.org.uk

Broad government guidance on the issues listed below can also be accessed via the www.gov.uk website

[Statutory guidance on children who run away or go missing from home or care \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

[Children Who Go Missing, including from School \(proceduresonline.com\)](http://proceduresonline.com)

<https://www.gov.uk/government/publications/children-missing-education>

<https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care>

<https://www.gov.uk/government/publications/missing-children-and-adults-strategy>

9. Procedure for dealing with a disclosure

When a child, young person or vulnerable adult discloses abuse to a member of Potential Kids the employee/volunteer must report the disclosure to the Safeguarding and Well-being Manager or the Deputy Designated Safeguarding Lead (designated people) at Potential Kids immediately. All

concerns must be reported within 24 hours and a written record made of the report.

The designated person should refer to the following guidance when hearing the allegation of abuse from a child, young person or vulnerable adult.

The designated person should listen carefully.

Notify the person that the disclosure cannot be kept a secret, and you are required to inform the relevant Designated Safeguarding Leads.

Allow the person to speak without interruption, Remember 'TED' (Tell, Explain, Describe).

- Never trivialise or exaggerate the issue.
- Never make suggestions
- Never coach or lead, in any way.

Re-assure the person and let them know they are glad the person has spoken up and they were right to do so.

Always question enough to clarify understanding, but not to probe or interrogate.

Remain calm at all times, this is not an easy thing for them to do.

Do not show emotions such as anger, disgust or disbelief as this may stop the person communicating further. This may be because the person may feel that they are upsetting the staff member or may feel the staff member's negative feelings are directed towards them.

Let the person know that Potential Kids will take their disclosure very seriously and will take the appropriate action.

Employees/volunteers are not required by Potential Kids to investigate suspicions where they may suspect that a child, young person or vulnerable adult may be at risk of suffering significant harm.

They must always refer such concerns to the Safeguarding and Well-being Manager or Deputy Designated Safeguarding Lead and never explore concerns or allegations themselves; the designated people will then determine the appropriate course of action.

10.Reporting concerns and disclosures

Immediately report concerns/disclosures to the Safeguarding and Well-being Manager, Deputy Safeguarding Lead or TRUSTEES. Inform them about any medical attention needed or other requirements needed to safeguarding

children, young people, vulnerable adults or themselves for immediate protection. If the Safeguarding and Well-being Manager, Deputy Safeguarding Lead or TRUSTEES are unavailable please refer to your internal list of Local Safeguarding Children's Boards (LCSB).

11. Recording Concerns

Records will be kept of all such incidents. Their outcomes will be held by the Safeguarding and Well-being Manager/Deputy Safeguarding Lead in accordance with the Data Protection Act. The law provides that these outcomes may be shared with Children's Services, the Police, DBS and Local Safeguarding Boards, upon request.

Record all disclosures by using the appropriate documentation, as advised by the Safeguarding and Well-being Manager or Deputy Designated Safeguarding Lead. This will be on the cause for concern form.

Effective recording:

- Reports must be factual and accurate and include as much detail as possible.
- Opinions should be clearly stated e.g. "I thought this might be because...In my opinion..."
- List any witnesses who may corroborate your testimony.
- Differentiate between fact, opinion, interpretation, observation and allegation.
- Always record in the child's words no matter how distressing e.g. "The child told me..."

Report all concerns, as advised, using Potential Kids's current cause for concern form, located on the shared staff drive, no later than 24 hours after the disclosure.

12. Confidentiality

12.1. Potential Kids employees/volunteers will inform the child, young person or vulnerable adult at the earliest possible stage of the disclosure that information will be shared with appropriate persons. Practitioners should aim to be as transparent as possible by telling families what information they are sharing and with whom, provided that it is safe to do so.

12.2. Potential Kids will ensure that all data about children, young people and families attending our sessions is handled in accordance with the requirements of the Data Protection Act 2018 and any national laws and legislations and local guidance.

12.3. All Potential Kids employees/volunteers who gain access to sensitive information about a child/young person or child/young person's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

12.4. Potential Kids ensures that confidentiality and trust will be maintained within limits, but staff must act on the basis that the safety of the person disclosing is the overriding concern. The degree of confidentiality will be governed by the need to protect those concerned.

13. Allegations against any employee/volunteer of Potential Kids

13.1. Any Allegations that are made about any employee/Volunteer of Potential Kids will be dealt with in accordance with national guidance and agreements, as implemented locally.

13.2. The TRUSTEES rather than the Safeguarding and Well-being Manager will handle such allegations on behalf of Potential Kids, with the investigation being conducted by the Manager.

13.3. The TRUSTEES of Potential Kids may also be involved from a HR position as any serious allegations against a member of staff may require the individual to be suspended pending investigation.

13.4. The TRUSTEES will gather information about the allegation, and report these without delay to LADO.

14. Allegations by a service user against another service user.

14.1. If allegations are made by a service user against another service user, the Safeguarding and Well-being Manager/Deputy Safeguarding Lead must be informed and will refer to the relevant organisations, as deemed appropriate. Please inform us by completing Potential Kids's current cause for concern form, located on the shared staff drive.

15. Recruitment and Selection Procedures

15.1. Potential Kids follows safer recruitment principles when recruiting staff and volunteers who will work with children, young people and vulnerable adults. Please see Recruitment of Staff/Volunteers Policy.

15.2. In order to ensure that everyone is protected whilst at Potential Kids, we will ensure that our employees/volunteers are carefully selected, screened, trained and supervised.

15.3. Potential Kids has a responsibility to ensure safe recruitment and employment practices. All employees/volunteers are vetted appropriately before commencement of employment/voluntary position, including a DBS check.

16. Disclosure and Barring Service

16.1. All individuals working with children, young people and vulnerable adults will be made aware of DBS processes and regulations.

16.2. Potential Kids will ensure rapid and efficient interaction with DBS with regard to the discovery of new and relevant information relating to any individual.

16.3. DBS checks and any subsequent queries or concerns will be conducted through official channels and in keeping with the Data Protection Act 1998.

16.4. TRUSTEES have overall responsibility for the DBS policy.

Further information regarding the DBS:

[DBS checks: detailed guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-checks)

17. Identification Badges

17.1. Potential Kids have taken the view that it is appropriate for employees and volunteers to wear ID badges when representing Potential Kids.

18. Training

18.1. Potential Kids has a duty to promote safeguarding issues and measures to staff and ensure they:

- Analyse their own practice against established good practice and assess risk to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected possible abuse or poor practice.

18.2. The Safeguarding and Well-being Manager is required to undertake a minimum of level two training in safeguarding and inter-agency working. And receive refresher training at least every two years. They will also undertake appropriate training on current/new safeguarding issues and legislation.

18.3. Other Designated Safeguarding staff are required to have training in safeguarding and inter-agency working and receive refresher training at least every two years.

18.4. All employees/volunteers working directly with children, young people and adults at risk will undertake appropriate training on safeguarding to raise awareness of current issues and legislation every two years.

18.5. Mandatory training for all employees/volunteers and those working directly with service users will take the form of completing the relevant level

of safeguarding training, either face to face or an CPD accredited online course.

18.6. All employees/volunteers will receive an induction on commencement of service which will include online training on Safeguarding.

18.7. Safeguarding training is mandatory for all Potential Kids employees/volunteers. Refusal to undertake safeguarding training, will mean the individual will no longer be engaged / approved to work with children, young people and vulnerable adults. For any employee of Potential Kids this will be viewed as a matter of gross misconduct and may lead to dismissal.

18.8. Safeguarding Training will be required to be undertaken by all Trustee Members.

18.9. Safeguarding Training will be regularly reviewed by the Safeguarding and Well-being Manager.

19. Health and Safety

19.1. The Health and Safety Manager has overall responsibility for health and safety matters and will work closely with the Safeguarding and Well-being Manager on all matters relating to Safeguarding.

19.2. Potential Kids will ensure the safety of children, young people and vulnerable adults through the following measures

19.3. Risk assessment will be carried out by qualified individuals in all areas and settings where Potential Kids is responsible

19.4. Potential Kids practice will be carried out in accordance with *Health and Safety at Work, etc Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and Potential Kids's Health and Safety policy

19.5. Non-qualified individuals will be aware of Health and Safety procedure and refer any concerns or queries directly to qualified personnel.

19.6. Wherever relevant and possible, Potential Kids will promote good health and safety practice when: Undertaking excursions, trips or any other activity taking place away from Potential Kids premises.

- Children, young people and vulnerable adults are required to travel alone or unsupervised to and/or from any activity, event or training organised by Potential Kids.
- Potential Kids recognises that Health and Safety is vital to safeguarding children, young people and vulnerable adults and accordingly will ensure that it remains a priority.

20. Monitoring and Evaluation

20.1. Through an annual review of this Policy (at the PK Trustee Board AGM)

20.2. Through the Local Children Safeguarding Board, inter-agency communication, training and feedback.

Dealing with Safeguarding/Prevent Concerns

ALL Staff and Volunteers

You have a statutory and moral duty to ensure the promotion of the welfare of young people and vulnerable adults receiving education and training, this includes reporting concerns.

If you observe, note or have reported to you:

- Worrying or changed behaviour
- Physical evidence of injury
- Evidence of self-harming or placing themselves in risky situations
- Showing risk taking behaviour
- An allegation of abuse made by a learner / third party
- Disclosures, information or incidents that are of a safeguarding concern

Record any concerns of disclosure on a cause for concern form whilst remaining calm. Listen carefully without interruption, never coach or lead. Reassure them they were right to speak up. Notify them you are required to inform the safeguarding leads. Contact your Designated Safeguarding Representative to discuss your concerns. Angela Gaughan and Peter Lowe are the Potential Kids designated persons for Safeguarding.

The designated persons will follow this policy and in conjunction with the trustees, will contact Childrens Services or LADO as appropriate.

Local Authority Designated Safeguarding Representatives (LADO) in Hertfordshire:

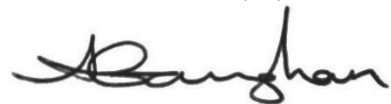
You can request advice from LADO by emailing LADO.Referral@hertfordshire.gov.uk or calling 01992 555420.

Childrens Services 24hr telephone line to report: 0300 123 4043.

In the case of an emergency telephone 999.

Reviewed 26/1/2025

Next Review 26/1/2026



Angela Gaughan - Founder & CEO