



CAMBRIDGE

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# Guardian Angels

Child Protection Policy

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Cambridge Guardian Angels Ltd

Reviewed: 1/12/2017  
1/08/2019  
1/11/2020

## **1 Introduction**

- 1.1 This policy is addressed to all Cambridge Guardian Angels Ltd. staff and host family members and is provided to all students and their parents. A child protection information sheet for students is included at 0.
- 1.2 The aims of this policy are as follows:
  - 1.3 1.2.1 To actively promote and safeguard the welfare of children
  - 1.4 1.2.2 To have clear procedures in place for dealing with and referring concerns about a student's welfare and allegations of abuse
  - 1.5 1.2.3 To raise the awareness of all staff and host families of their responsibilities to safeguard children and to report concerns
  - 1.6 1.2.4 To ensure consistent good safeguarding practice throughout the Guardianship Agency

## **2 Policy statement**

- 2.1 Every student should feel safe and protected from any form of abuse and neglect in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill treatment.
- 2.2 The Guardianship Agency is committed to safeguarding and promoting the welfare of children and young people and expects all staff and host families to share this commitment.
- 2.3 The Guardianship Agency will take all reasonable measures to:
  - Follow the local inter-agency procedures of the Cambridgeshire Safeguarding Children Board
  - Ensure that we practice safer recruitment in checking the suitability of staff volunteers and host families
  - Protect each student from any form of abuse, whether from an adult or another student
  - Be alert to the medical needs of students with physical or mental health conditions special educational needs or disabilities, where additional barriers exist when detecting abuse or neglect
  - Provide host family members with copies of this Child Protection Policy and the Child Protection Policy operated by the school or college attended by the student
  - Provide staff members with child protection training, which will include clarification of responsibilities. Training will be reviewed and renewed every three years. Host family members will also be briefed on child protection procedures and all will receive Level 1 training and annual training and updates

- Be alert to signs of abuse within the Guardianship Agency, the host family environment or within the school or college attended by the student
- Deal appropriately with every suspicion or complaint of abuse
- Ensure that, where the Guardianship agency ceases to use the services of any person because that person was considered unsuitable to work with children, a prompt and detailed report is made to the Independent Safeguarding authority (ISA) or other relevant body as determined by future legislation
- Support students who have been abused in accordance with his / her agreed child protection plan

### **3 Designated Person**

3.1 We have appointed Julia Evans, director and senior manager to be the Designated Person (DP) for child protection for Cambridge Guardian Angels Ltd. The DP is the Director of the Guardianship Agency and can be contacted on 07719 606770. In the event that the DP is not contactable or available the activities of the Deputy Designated Person (Deputy DP) is Alison Warne Manager Guardians UK, who can be contacted on: 01823703190

3.2 The main responsibilities of the DP (and the Deputy DP in her absence) are:

- To be the first point of contact for host families, parents, guardians, students, the Guardianship Agency's staff and external agencies in all matters of safeguarding
- To co-ordinate safeguarding procedures within the Guardianship Agency
- To maintain an ongoing training programmes for all of the Guardianship Agency's staff and host families annually
- To monitor the keeping, confidentiality and storage of records in relation to child protection
- To liaise as necessary with the designated safeguarding leads for child protection appointed by the Schools or colleges attended by students and the relevant child protection officers appointed by the Social Services Department to be involved in the management and oversight of allegations against people that work with children (Designated Officer.)
- To keep parents / guardians informed of action to be taken under these procedures in relation to their child in consultation with the school or college and the Designated Officer
- If requested, to monitor records of students who are subject to a child protection plan to ensure that this is maintained and updated as notification is received and to liaise with other professionals to ensure that these children are monitored

- Where appropriate, to take part in child protection conferences or reviews.

#### **4 Duties of staff and host families**

4.1 Each member of staff and host family members must:

- Protect children from abuse
- Be aware of the Guardianship Agency's child protection procedures and follow them
- Know how to access and implement the procedures in this policy, independently if necessary
- Keep a sufficient record of any concerns, discussions and decisions in accordance with this policy.
- Report any matters of concern to the DP.

4.2 In addition, each staff member will undertake appropriate child protection training, including refresher training, at regular intervals and in accordance with the Cambridgeshire Safeguarding Children's board guidance.

4.3 Host family members will be briefed on the Guardianship Agency's safeguarding procedures and will be provided with a copy of this Policy when they are issued with their Host Family Agreement Letter.

#### **5 Staff-student and host family-student contact**

5.1 Staff and host families will endeavour to keep physical contact with the student to a minimum and should consider the following guidelines:

- The physical integrity of the students will be respected at all times. Staff and host family members may not engage in inappropriate physical contact of any kind
- Under no circumstances may a staff or host family member give tobacco or drugs to students. Alcohol may only be given, in moderation, at times specified by parents or legal guardians and in accordance with the law restricting the sale, supply and consumption of alcohol
- Staff and host family members will prudently avoid situations in which they are alone with students in rooms or areas which are locked or made inaccessible to others
- Student's bedroom must always be regarded as private space and staff or host family members may never visit a student in his or her bedroom or dormitory except when exercising specific responsibilities or duty of care. In this case, doors should be left ajar or another host family member made aware of the course of action being followed
- Staff involved in transporting students will exercise prudence if transporting students individually and will inform the office in cases

where such transport is unavoidable.

## **6 Types of abuse**

6.1 Abuse can be:

- Physical abuse, for example beating or punching
- Emotional abuse, for example rejection and denial of affection
- Sexual abuse, for example sexual assault or encouraging a child to view pornographic material and
- Neglect, for example failure to provide appropriate care including warmth or medical attention.

6.2 The types of abuse and neglect and examples of specific safeguarding issues are set out in Appendix 2

## **7 Signs of abuse**

7.1 Possible signs of abuse include (but are not limited to):

- The student says he or she has been abused or asks a question which gives rise to that inference
- There is no reasonable or consistent explanation for a student's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries
- The student's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the student's behaviour
- The student's development is delayed
- The student loses or gains weight
- The student appears neglected, e.g. dirty, hungry, inadequately clothed; and
- The student is reluctant to go home or back to the host family home, or has been openly rejected by his or her parents, guardians or host family.

7.2 The DfE advice "what to do if you're worried a child is being abused" (March 2015) provides advice in identifying child abuse. The NSPCC website is also a good source of information and advice.

## **8 Initial procedure when abuse is suspected or a complaint is made**

8.1 If staff / host family member is concerned about a pupils welfare or suspects or hears a complaint of abuse the matter should be reported to the DP or if the DP is unavailable to the Deputy DP. If the complaint involves the DP or Deputy DP or the matter should be reported to the other.

- 8.2 The DP is Julia Evans and can be contacted on 07719 606770.
- 8.3 In the event that the DP is not contactable or available the Deputy DP is Antonia Kiddy- Student Support Services or Alison Warne- Manager Guardians UK, who can be contacted on: 01823 703190.
- 8.4 Staff or host family members should:
- Listen carefully to the student and keep an open mind. Staff or host family members should not take a decision as to whether or not the abuse has taken place
  - Not ask leading questions, that is, a question which suggests its own answer
  - Reassure the student but not give a guarantee of absolute confidentiality. The staff or host family member should explain that they need to pass the information to the DP who will ensure that the correct action is taken (please note that the giving of information to others, who have an obligation to receive the information for the purpose of protecting a child, is not a breach of confidentiality)
  - Keep a sufficient written record of any conversation regarding the suspected abuse. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the DP as soon as possible
  - Attempt to safeguard and preserve all available evidence, (for example, notes, mobile phones containing text messages, clothing, computers)
  - As soon as reasonably practicable after making a report to the DP, complete the Reporting Form which can be found at 0
  - Immediately provide a safe environment for the student if necessary.

Parents and others who suspect abuse or hear a complaint of abuse involving a Cambridge Guardian Angels student should also inform the DP straight away.

On being notified of a concern, the DP will consider the appropriate course of action to take in accordance with the Cambridgeshire safeguarding board threshold document. Such action may include a referral to children's social care and/or a referral to the Designated Safeguarding Lead at the relevant school or College.

If a student is in immediate danger or is at risk of harm, a referral must be made to children's social care and /or the police immediately. Anybody can make a referral in these circumstances.

See Section 10 below for the procedures for dealing with allegations against staff and host family members.

Making a referral.

The relevant contact information is set out in section 14 of this policy. If the referral is made by telephone this should be followed up in writing.

If a referral is made by someone other than the DP, the DP should be informed of the referral as soon as possible

Confirmation of the referral and details of the decision as to what course of action will be taken should be received from the local authority within one working day. If this is not received the DP (or the person that made the referral) should contact children's social care again.

- 8.5 Where the DP decides not to refer the concerns to the relevant authorities, the person who or disciplinary action taken against a member of staff for making such a report, provided it is done in good faith.

## **9 Allegations against Guardianship Agency staff or host family members**

- 9.1 The Guardianship Agency's procedures for dealing with allegations against Guardianship Agency staff and host families aim to balance the need to protect students from abuse and the need to protect staff and host families from false and unfounded allegations. Where appropriate, these procedures follow the guidance in the DfE guidance *Dealing with allegations of abuse against teachers and other staff* (DfE-00061-2011) Department for Education, July 2011.

- These procedures will be used where the member of staff or host family member has:
- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offense against or related to a child, or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if he or she work regularly or closely with children.

- Where an allegation or complaint is made against any member of staff (other than the DP) the matter should be reported immediately to the DP. The allegation will be discussed immediately with the designated officer before further action is taken.

- 9.2 Where an allegation or complaint is made against the DP, the matter should be reported immediately to the deputy DP or directly to the Designated Officer before raised the concern will be given a clear written statement of the reasons why the Guardianship Agency is not taking action. The person will be advised that, if they remain concerned, they are free to consult with, or to report to, the relevant authorities. There will be no retribution

- Further action is taken.
- The parents of the child/children involved will be informed of the allegations as soon as possible if they do not already know of it. They

may also be kept informed of the progress of the case including the outcome of any disciplinary process. The timing and extent of disclosures, and the terms on which they are made will be dependent upon and subject to the laws on confidence and data protection and the advice of external agencies.

- The guardianship agency has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. The Guardianship Agency will take action in accordance with the Cambridgeshire Safeguarding Children's board guidance and the Guardianship Agency's employment procedures
- 9.3 If an allegation is made against a member of the student's host family, the Guardianship Agency will provide the student with alternative accommodation while a full investigation takes place.
- 9.4 More detailed guidance is given to staff and host families to ensure that their behaviour and actions do not place students or themselves at risk of harm or allegations of harm to a student. This guidance is contained in the Guardianship Agency's Company Manual and Host Family Manual.
- 9.5 If the Guardianship Agency ceases to use the services of a member of staff or host family because they are unsuitable to work with children, a settlement agreement will not be used and a referral to the Disclosures and Barring service (DBS) will be made promptly if the criteria for a referral are met. Any such incidents will be followed by a review of the safeguarding procedures within the Guardianship Agency.
- 9.6 If a member of staff or host family member tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the Guardianship Agency in accordance with this policy and a referral to the DBS will be made promptly if the criteria for referral are met.
- 9.7 Allegations against students
- 9.8 If a student for whom we have responsibility is accused of abuse against another student for whom we have responsibility, we will take all appropriate action to ensure the safety and welfare of both students, including the accused student. This may include offering alternative accommodation for one or both students.
- 9.9 If it is necessary for a student to be interviewed by the police in relation to allegations of abuse, we will ensure that, in consultation with the student's school or college, parents or guardians are informed as soon as possible and that the student is supported during the interview by an appropriate adult.
- 9.10 If the school or college decide that it is necessary to suspend the student during the investigation, we will provide appropriate support, assistance and provide host family accommodation.
- 9.11 These procedures will also apply as appropriate if a student for whom we have responsibility is accused of abuse against any other student for whom we do not have responsibility.

## 10 Confidentiality and information sharing

- 10.1 The Guardianship Agency will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of the students. We will co-operate with police and social services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of *Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children* (HM Government, 2015).
- 10.2 Except in exceptional circumstances we will always notify the school attended by the student of any concerns relating to a student's safety or welfare.

## 11 Monitoring

- 11.1 Following any child protection incidents involving students for whom the Guardianship Agency has responsibility, the DP will review this policy and the procedures.
- 11.2 In addition, the DP will monitor the operation of this policy and its procedures regularly. The DP will carry out an annual review of the policy and the effectiveness of its' procedures and their implementation, including the effectiveness of inter-agency working.
- 11.3 The Directors of the Guardianship Agency will ensure that any deficiencies or weaknesses in regard to child protection arrangements at any time are remedied without delay.

## 12 Contact numbers

- 12.1 The telephone numbers of the key personnel to contact are as follows:

Designated Person DSL and Prevent      07719 606770  
Lead: Julia Evans

Deputy Designated Person: (if the  
Designated person is unavailable)

Alison Warne- Manager Guardians UK      01823703190

Antonia Kiddy- Student Services CGA      01440 783102

Local Authority Designated Officer:  
(LADO)      Unit telephone: 01223 727967  
LADO Unit fax: 01223 475942  
LADO Unit e-mail:  
LADO@cambridgeshire.gov.uk

Cambridgeshire County Council Social Services Department	8am - 8pm Monday to Friday Children's Social Care Services Tel: 0845 045 5203
	Urgent help outside these hours: Cambridgeshire Children and Young People's Services Tel: 01733 234724
Childline	0800 1111
NSPCC	08 800 5000

### 13 Whistleblowing

A whistleblower is an employee or agency worker who reports certain types of wrongdoing. This will usually be something you've seen at work - though not always. The wrongdoing they disclose must be in the public interest. This means it must affect others, e.g. the general public. As a whistleblower they are protected by law - you shouldn't be treated unfairly or lose your job because you 'blow the whistle'. You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

The sorts of complaints that count as whistle blowing

You are protected by law if you report any of the following:

- A criminal offence, e.g. fraud
  - Someone's health and safety is in danger
  - Risk or actual damage to the environment
  - A miscarriage of justice
  - The company is breaking the law, e.g. doesn't have the right insurance
  - You believe someone is covering up a wrongdoing
  - [Complaints that don't count as whistle blowing](#)
- Personal grievances (e.g. bullying, harassment, discrimination) aren't covered by whistle blowing law, unless your particular case is in the public interest.

[Who to tell and what to expect:](#)

You can report your concern to Julia Evans Director of Guardianship Services. There are other options if you don't want to report your concern to us e.g. you can get legal advice from a lawyer, a union, or tell our accrediting body AEGIS.

[Making your claim either anonymously or confidentially](#)

(You can tell us or a prescribed body anonymously but they may not be able to take the claim further.)

if you haven't provided all the information needed by law. You can give your name but request confidentiality - the person or body you tell should make

every effort to protect your identity. If you report your concern to the media, in most cases you'll lose your whistle blowing law rights.

#### What happens when you tell someone your concerns?

CGA, AEGIS, a lawyer or a union will listen to your concern and decide if any action is needed. You may be asked for further information. You must say straight away if you don't want anyone else to know it was you who raised the concern. You won't have a say in how your concern is dealt with.

CGA or AEGIS can keep you informed about the action they've taken, but they can't give you much detail if they have to keep the confidence of other people.

#### Not satisfied with how your concern was dealt with?

Contact the arbitration service [ACAS](#) who are an impartial mediation service or Public Concern at Work

If you are concerned about a child please contact the NSPCC Whistleblowing Advice line:

Telephone number: 0800 028 0285

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Appendix 1: Child incident reporting form:**

## 1 Introduction

1.1 This form comprises part of the Agency's Child Protection suite of documents and should be read in conjunction with the Child Protection Policy.

1.2 This form is designed to be completed by any member of staff / host family member who receives information raising child protection concerns either through observation or direct disclosure, from a student or from another source. The purpose of this form is to ensure that an adequate amount of information is recorded at the outset. This form must be completed as soon as possible after the information is received even where this happens away from the Guardianship.

Do not allow the completion of the form to delay notification of the concerns to the Guardianship Agency's Designated Person (DP) but pass the completed form to the DP, Deputy DP if the DP is unavailable or administrator, as a matter of urgency.

1.3 The Guardianship Agency's DP for child protection and for Prevent is Julia Evans.

1.4 The LADO for Cambridge Guardian Angels Ltd. is Cambridgeshire 01223 727967.

## 2 Data protection information notes

2.1 The Guardianship Agency holds personal information about students in order to safeguard and promote their welfare, promote the objects and interests of the Guardianship Agency.

2.2 The content of this form, when completed, will contain personal information which is subject to the provisions of the Data Protection Act 1998. Students, and in certain circumstances their parents or guardians, have the right to request access to personal information about them held by the Guardianship Agency, including the content of this form, although exemptions may apply depending on the circumstances. Legal advice should be sought before any information of this nature is disclosed to students, parents or guardians.

2.3 The Guardianship Agency will keep this record confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. For example, where, in the professional opinion of the DP, it is deemed necessary we may share this information with the social services or the police for the purpose of child protection investigations.

2.4 To be completed by a member of staff / host family

Remember:

- Ask "open" questions and not leading questions, that is, a question which suggests its own answer
- Listen carefully and keep an open mind
- Do not take a decision as to whether or not the alleged abuse or neglect has taken place.

Reporting form

Please complete in black pen	
Date	
Time	
Place	
Member of staff /host family present and position	
Full name of student(s)	
<b>Before proceeding have you reassured the student that you are there to help them but you cannot guarantee absolute confidentiality? Have you explained that in some cases you may need to pass the information on to the Designated Person Julia Evans and/or Antonia Kiddy so that appropriate action is taken?</b>	
<input type="radio"/> Yes	<input type="radio"/> No
<b>Ask the student to explain their concern or allegation and record details of the matter in the space below. Use a separate sheet if necessary and then attach to the form.</b>	

A non-exhaustive list of the details to be included:

- what was said or done, by whom, to whom and in whose presence
- when the incident took place and where
- whether the student wishes their parents [or legal guardian] to be informed.

**Any additional comments or evidence**

Details may include, for example, any concerns you may have about signs of abuse, emotional ill-treatment or neglect.

Please also include a note of any other evidence, for example, written notes, items of clothing or mobile phone messages relating to the matter.

**Any suspicion or complaint of abuse must be reported to the Designated Person Julia Evans or in their absence, the Deputy Designated Person Antonia Kiddy or Alison Warne.**

**DO NOT investigate the matter, as this could prejudice the investigations of outside agencies.**

**Where the concern or allegation is made against the DP or the Deputy DP, you must immediately inform the other, without first notifying them.**

**Please record what action you have taken and when**

**Full name of member of staff / host family**

**Signature**

## **Appendix 2: Types of Abuse**

### **1 Levels of Abuse:**

1.1 Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.. Children may be abused in a family, or in an institution or a community setting by those known to them or, more rarely by others i.e. via the internet., They may be abused by an adult, or adults or another child or children.

1.2 Staff should be aware that abuse, neglect and safeguarding issues are rarely stand alone events, that can be covered by one definition or label and in most cases, multiple issues will overlap with one another.

1.3 **PHYSICAL ABUSE:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation 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.

1.4 **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 in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or" making fun of "what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capacity as well as over protective and limitation of exploration and learning, or preventing the child from participating in normal social interactions.

It may involve serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

1.5 **SEXUAL ABUSE;** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, involving assault by penetration, (for example rape or oral sex.) or non-penetrative acts such as masturbation, kissing, touching or rubbing outside 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 way, or grooming a child in preparation for abuse (including via the internet.) sexual abuse is not solely perpetrated by adult men. Women can also commit acts of sexual abuse as can other children.

1.6 **NEGLECT;** the persistent failure to meet a child's basic physical and /or psychological needs. Likely to result in a serious impairment of 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 an adequate care-giver, or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **2: SPECIFIC SAFEGUARDING ISSUES:**

### **2.1: CHILD SEXUAL EXPLOITATION;**

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

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

#### **2.1.2: Female Genital Mutilation (FMG)**

FMG involves the partial or complete removal of all the external genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequences.

2.1.3 There is a range of potential indicators that a child or a young person may be at risk of FMG. Guidance on the warning signs that FMG might be about to take place or may have already taken place can be found on pages 38-41 of the Multi agency statutory guidance on FMG (HM Government April 2016) (page 59-61 focus on the role of schools.)

2.1.4 Guidance published by the department of Health also provides useful information and support for health professionals, which will be taken into account by the schools medical staff.

### **2:3 FORCED MARRIAGES**

2.3.1 Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties, and where violence, threats and other forms of violence is used to cause a person to enter into a marriage. Threats can be physical, emotional, or psychological. A lack of full and free consent can be where a person does not consent or where they can not consent (if they have a learning difficulty) None the less some communities use religion and culture as a way to coerce a person into marriage.

2.3.2 Guidance on the warning signs that a forced marriage may be about to take place, or may have taken place, can be found on pages: 13-14 of the Multi Agency guidelines Handling Cases of Forced marriage ( HM Government June 2014.)

## 2:4 RADICALISATION AND THE PREVENT DUTY:

2.4.1 The Guardianship Agency has adopted the Government definitions for the purposes of this compliance with the prevent duty.

Extremism:” vocal or active opposition to fundamental British values, including democracy, the rule of law individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, call for the death of members of our armed forces, whether in this country or overseas.”

Radicalisation: “ the process by which a person comes to support terrorism and forms of extremism leading to terrorism.”

2.4.2 There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks , staff and host families should be alert to changes in children’s behaviour which could indicate that they could be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. In particular expressions of faith in the absence of any other indicator of vulnerability, will not be regarded as a reason to make a referral to Channel.

2.4.3 Channel duty guidance: Protecting vulnerable people form being drawn into terrorism. (HM Government April 2015) “ 36 There is no single way of identifying who is likely to be vulnerable to being drawn into terrorism. Factors that may have a baring on someone, becoming vulnerable, may include peer pressure, influence from other people, or via the internet, bullying, crime against them, or their involvement in crime, anti social behaviour, family tension, race/hate crime, lack of self esteem or identity, and personal or political grievances.”

“ 51 Example indicators that an individual in engaged with an extremist group, ideology, cause includes:

Spending increasing time in the company of other extremists

Changing their personal appearance or dress to accord with the group

Day to day behaviour becoming increasingly centred around the cause, ideology or group

Loss of interest in friends and activities not associated with the cause, group or ideology

Possession of symbols or materials associated with the extremist cause (e.g. the swastika for far right groups)

Attempts to recruit others to the group, cause, ideology etc.

Communication with others that suggests identification with a group/cause/ideology

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

Clearly identifying another group as threatening what they stand for and blaming that group for all political and social ills.

Using insulting and 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, ideology

Condoning or supporting violence or harm towards others/or

Plotting and conspiring with others.”

2.4.4 Protecting children from the risk of radicalisation is part of the Guardianship’s wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation.) whether these come from within their family or outside influences.

2.4.5 The D f E and Home Office’s n=briefing note: The use of social media for online radicalisation (July 2015) includes information on how social media is used to radicalise young people and guidance on protecting pupils at risk.

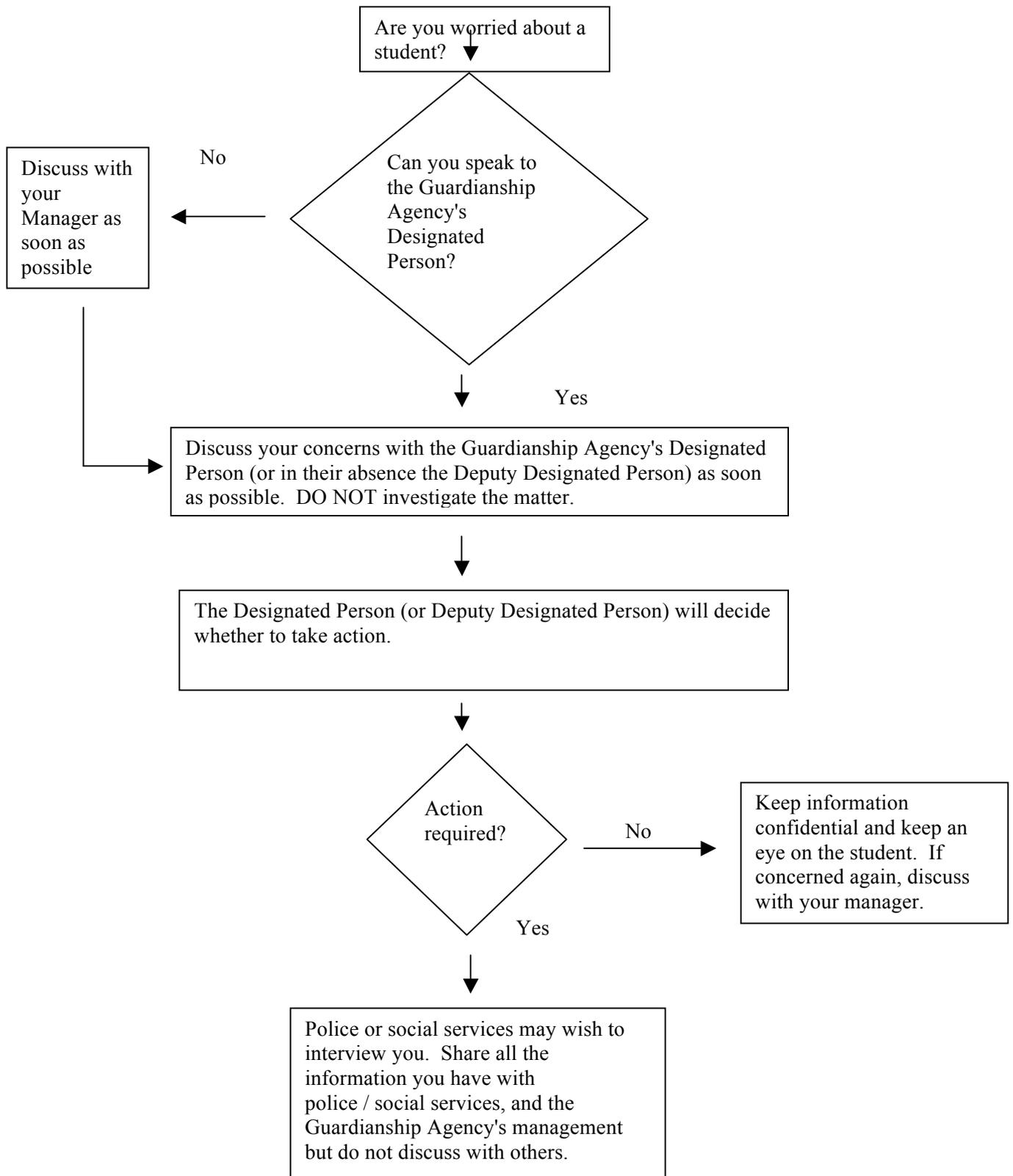
## **2.5 SEXTING:**

2.5.1 Sexting means talking or posting images or videos of a sexual or indecent nature, usually through mobile pictures, messages or webcams over the internet

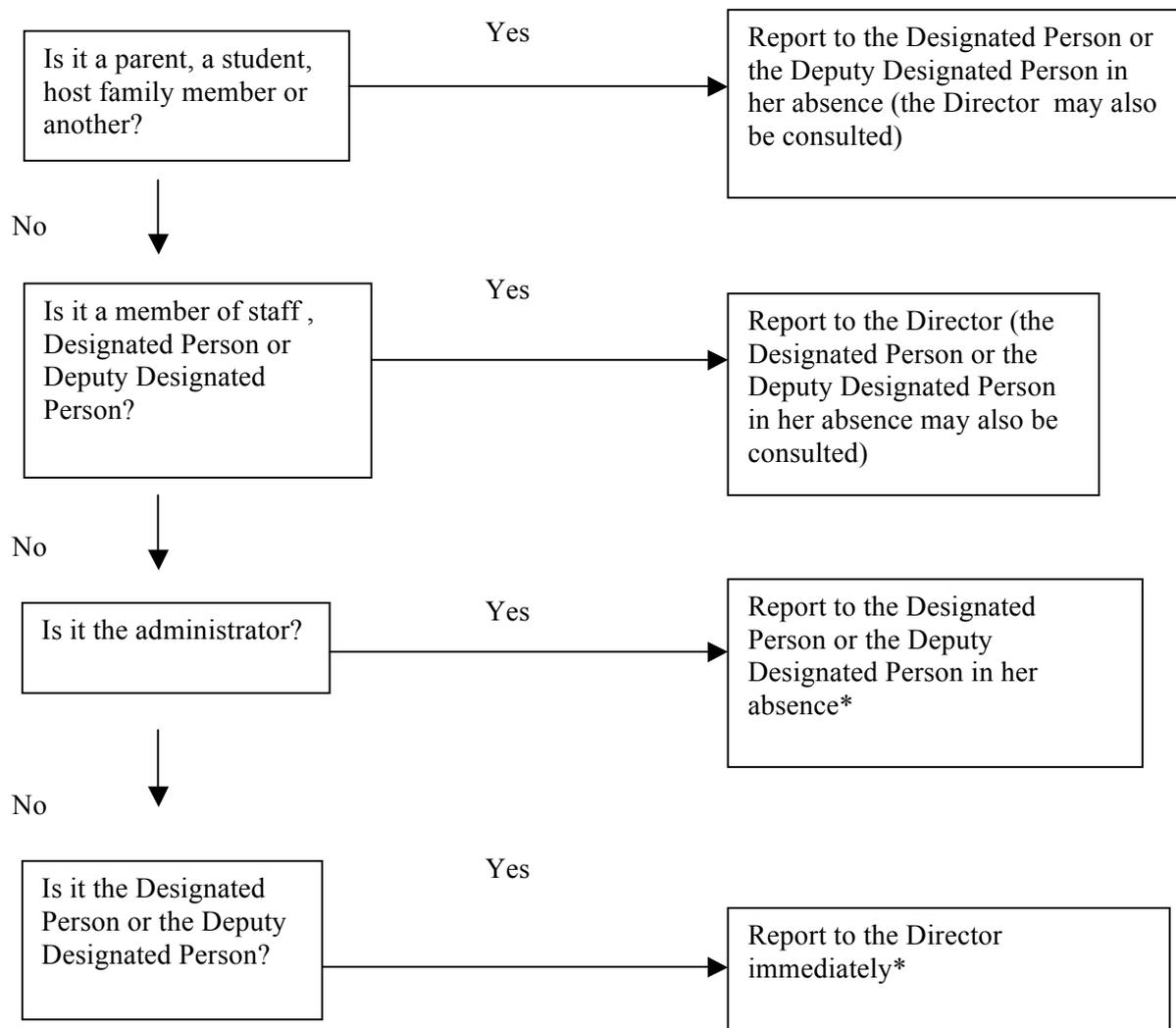
2.5.2 all incidents of sexting will be treated as safeguarding matters to be actioned in accordance with this policy

2.5.3 members of staff and host families should not view sexual imagery which is reported to them or copy, print or share the images under any circumstances, in referring any incident of sexting, members of staff or host families should describe the contents of the images as reported to them.

### Appendix 3 Child Safe Guarding



You have received an allegation that a student has been abused.  
Who is alleged to have committed the abuse?



\* The LADO must be contacted. Follow procedures in DfE guidance *Dealing with allegations of abuse against teachers and other staff* (DfE-00061-2011).

## **Appendix 4 Child protection: information sheet for students**

### **1 Introduction**

- 1.1 We are aware that, from time to time, you may be worried or upset about something. This policy tells you about various people available to help you, so that you can choose someone you feel you can trust. The experience of many students is that, no matter how bad the problem may seem to be, it is almost always a great help to talk about it.

### **2 Is something worrying you?**

- 2.1 Here are some examples of the kinds of thing which can be worrying for young people:
- You think you may be ill and are too afraid or embarrassed to tell anyone
  - You feel very depressed, or that life is not worth living
  - You or your friends are being bullied or treated unkindly by another student
  - You think that another student is not eating properly, or may be harming him / herself
  - You are worried, angry or hurt about something happening at your host family's home
  - You think that another student has done, or is about to do, something seriously wrong or dangerous
  - You are caught in a serious situation that you don't know how to get out of, for example to do with drugs, alcohol, money or sex
  - You feel you are being treated unfairly simply because you are a girl (or simply because you are a boy), or because of your colour or religion, or because you have a disability or learning difficulty, or because you may be lesbian or gay
  - You feel that a staff member from the Guardianship agency or a host family member has treated you unfairly e.g. in a punishment given, or in favouring other students
  - You feel that you are not given enough privacy or independence.

### **3 What should you do?**

- 3.1 If any of these things are happening, please talk to someone about it, even if you feel you can handle the situation. It may be that what's going on affects other people, or that you are unaware of all the different ways a problem can be tackled.

- 3.2 There are a number of different people who will be very happy to talk to you and to help you try to find a solution to the problem. It may help to talk first with another student who is a trusted friend. However, sometimes you may also need the help and support of an adult or professional, for example a staff member at the Guardianship Agency or a host family member who you feel most comfortable and safe talking to.
- 3.3 If you have a concern, speaking to one of these people is normally the quickest and most effective way to get to the heart of the problem and resolving it.
- 3.4 However, if you do not feel able to speak to a member of staff or host family member, other people to talk to are:
- Your parents, legal guardians or other relatives
  - Adults in a position of authority at the school you attend, for example the School Chaplain, Counsellor or Doctor
  - An older student at the school you attend or an older international student who is also allocated a host family through the Guardianship Agency
  - 8am - 8pm Monday to Friday, Children's Social Care Services  
Tel: 0845 045 5203  
Urgent help outside these hours:  
Cambridgeshire Children and Young People's Services  
Tel: 01733 234724  
  
Children's Commissioner: 0800 528 0731
  - Child Line: telephone 0800 1111.
- 3.5 If you prefer, you can write to one of the people mentioned, although this does sometimes slow things down.

#### **4 Who else needs to know?**

- 4.1 We understand that you may wish to talk about a problem only if it is kept secret. In many cases, this is possible, but you should be aware of the following exception:
- 4.2 Where we are concerned about your welfare, we will need to pass this information to a designated person within the Guardianship Agency (or a deputy designated person if the designated person is unavailable) who will ensure that the correct action is taken. Depending on the nature of the concerns, the designated person may need to refer the matter on to external agencies. However, please do not let this stop you from raising complaints or saying when you are worried or upset. Most young people who speak up, say afterwards that it helped them and that the problem did not seem quite as bad once they had a chance to talk it through with someone experienced and helpful.

## **5 Contacting the local authority designated officer (LADO)**

- 5.1 Each local authority has a designated officer known as a LADO who has responsibility for advising on cases where there are allegations that children may be at risk of significant harm as a result of abuse or neglect by a person who works with children. The designated person for child protection at the Guardianship Agency will be able to give you the name and contact details for the nearest LADO. Alternatively you should be able to find these details on the Cambridgeshire County Council Local Safeguarding Children Board (LSCB) website. <http://www.cambridgeshire.gov.uk/NR/ronlyres/8838601C-514A-4C96-A63A-D4350E05E2EC/0/Aguidetochildprotectionservices.pdf>
- 5.2 You and your parents or guardians have the right to contact the LADO at any time if you have a complaint concerning your welfare.