

CHILD SAFEGUARDING POLICY

Definition of children: In the Children Act 2004 a child is anyone who has not yet reached their 18th birthday. The term 'young person' is not a legal term and refers to the age ranges of the official definition of a child.

Within Working Together to Safeguard Children (2018), safeguarding children is defined as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Child Protection is part of the safeguarding process and involves protecting children who are suffering or are likely to suffer significant harm. Safeguarding is everyone's responsibility; therefore Community Learning Partnerships requires all employees in any capacity, including volunteers and trustees within the organisation to adhere to the child safeguarding policy. All individuals should also refer to the guidance provided by the Leeds Safeguarding Children Partnership (LSCP - <https://www.leedsscp.org.uk/>)

Community Learning Partnerships' Safeguarding Leads:

Emily Howard: 07823 888705

Jenny Harris: 0113 8245422

Debbie Blackburn: 0113 8245421/07795024433

Emergency/Out of hours:

Debbie Blackburn: 0113 8245421 / 07795 024433

Section 1	Policy statement Policy objectives Role & responsibilities of the designated safeguarding lead Role & responsibilities of staff
Section 2	Code of practice Responding appropriately to a disclosure of abuse Safeguarding yourself against false allegations Personal code of conduct Ensuring confidentiality
Section 3	Definitions of abuse
Section 4	The safeguarding process Cause for Concern Form
Section 5	Disclosure flowchart
Section 6	Recruitment & selection procedures
Section 7	Confidentiality, information sharing and recording of information

- Section 8** Preventing extremism and radicalisation
- Section 9** Preventing child sexual exploitation
- Section 10** Contact numbers for key agencies, counselling & support services

Section 1

Policy statement

Community Learning Partnerships is committed to and acknowledges that we all have a responsibility for keeping children and adults at risk safe. Employees and volunteers recognise and accept our responsibilities to our service users to protect them from harm. This safeguarding policy aims to provide a preventative, protective and supportive framework to be used when working with children and adults deemed to be at risk.

Policy objectives

Our organisation is committed to:

1. Safeguarding children and adults at risk, protecting people's health, wellbeing and human rights, enabling them to live free from harm, abuse, neglect and will not tolerate abuse or harm in any form.
2. Ensuring that employees and volunteers know how to recognise, respond to and report safeguarding concerns and adhere to the roles, responsibilities and procedures set out in the safeguarding policy.
3. Ensuring we apply safer recruitment practices in checking the suitability of employees and volunteers (see separate safer recruitment policy).
4. Ensuring all new employees and volunteers are inducted and made aware of our safeguarding policies and procedures.
5. Ensuring compliance to Disclosure and Barring Service processes in accordance with their guidelines, and all employees and volunteers undertaking 'regulated activity' have completed DBS checks.
6. Ensuring that employees receive relevant training at three yearly intervals.
7. Recording and reporting of information to the necessary agencies where appropriate.
8. Reviewing practice and implementation of the policy annually or more often if required.
9. Ensuring that all service users are aware of responsibilities relating to safeguarding and where applicable cover at inductions.
10. Complying with the Prevent Duty as set out in the Counter Terrorism and Security Act 2015.
11. Reporting any human trafficking concerns into the Instinct reporting line (call 0113 24 76667, email instinct@leeds.gov.uk or text 60066, starting the message with 'Instinct').
12. Ensuring that relevant agency contact details are displayed on notice boards.

Roles & responsibilities of the designated safeguarding lead (DSL)

In line with procedures set by the Leeds Safeguarding Children Partnership (LSCP), Community Learning Partnerships has an appointed Trustee responsible for safeguarding, along with at least two DSL's who deal with any concerns about the protection of children and adults at risk. They are responsible for ensuring that:

- All new employees receive induction training
- Appropriate checks are made on all employees involved in 'regulated activity'.
- All employees, trustees and volunteers understand their responsibilities and processes relating to safeguarding and prevent. Ensure DSL's attend refresher training at 2 yearly intervals and that knowledge on safeguarding legislation and procedures is relevant and correct. This also includes completing safer recruitment training.
- Safeguarding and other relevant policies are reviewed on a regular basis, in light of training and any other developments relevant to practice.

- They disseminate new knowledge/procedures to relevant Community Learning Partnerships' employees/volunteers as and when required.
- New employees complete relevant training and all existing employees complete refresher training at 3 yearly intervals.
- Employees and DSL's complete The Prevent Duty training.
- They meet on a quarterly basis to discuss matters of safety and safeguarding and consult with employees once a cause for concern has been submitted.
- Act as a source of support, advice and expertise for employees.
- Refer cases of suspected abuse to the relevant authority.

Roles & Responsibilities of all staff:

- All staff must know where to find a copy of this policy and follow the information within it.
- They are responsible for reading the policy and asking for clarification if needed.
- They must follow the advice of senior management/ DSL's regarding completing appropriate Safeguarding and Prevent training. Where appropriate to their role, staff will also complete the Introduction to Working Together to Safeguard Children and Young People training.
- Staff will refresh their training on a three-year cycle.
- Staff must follow our data protection policy when recording safeguarding information.

Section 2

Code of practice

All Community Learning Partnerships' employees will receive basic safeguarding training, those where it is more relevant to their roles will receive additional relevant training. All employees will be aware of this code of practice and adhere to its principles in their approach to children and adults at risk:

1. All appropriate employees/volunteers should be aware of the definitions of abuse and that there are clear procedures to follow if a disclosure is made.
2. All employees and volunteers have a duty, as responsible adults, to report the disclosure immediately and submit a written record to a DSL. If the disclosure is made at an educational establishment then it should be reported to the site's safeguarding lead and their procedures should be followed. Employees should also complete a Community Learning Partnerships' cause for concern form.
3. Upon raising a cause for concern the relevant DSL will meet with the employee/individual raising the concern to discuss details, actions and any required follow-up. This will take place as quickly as is reasonably possible but usually within 48 hours. If an emergency is occurring, the individual raising the concern should dial 999.
4. The employee raising the concern will then report the cause for concern to the relevant agency, where appropriate, with the support of the DSL. A review meeting will be arranged at a date relevant to the concern.
5. The DSL will follow up with the employee raising the concern to undertake a wellbeing check. Depending on the seriousness of the concern, a further wellbeing check-in be carried out after 4-6 weeks.
6. If further action is to be taken by police or other authority, then Community Learning Partnerships' DSL will support regular communication between all parties involved.

7. If necessary and with care for confidentiality, employees/volunteers will be informed of the follow-up action regarding the child or vulnerable adult and supported for their part in the process.
8. Conduct risk assessments for services users under 18 or adults at risk and review as required.

Responding appropriately to a disclosure of abuse or exploitation

All employees and volunteers have a duty of care towards people we support and work with. As such, they are responsible for reporting immediately any suspected or actual abuse.

Where a work colleague may be involved in the allegation, employees often find it difficult to report. The organisation's own whistle blowing policy may provide protection for individuals who wish to make a report, please refer to this policy.

All employees and volunteers must ensure the person is safe and where appropriate take the following action:

Do	Don't
<ul style="list-style-type: none"> • Be open and honest about your own position, who you will have to tell and why. Explain that you have a duty to report this to keep them safe. • Notify the organisations DSL for appropriate support and record what was said. If danger is imminent, please contact the emergency services (999). • Tell them that you're glad they told you. Acknowledge that they have been brave to tell you. • Reassure them that what has happened is not their fault and that you will help them to get the appropriate support. • Keep them fully informed about what you are doing/what's happening at every stage. Take care to protect any evidence such as clothing, bedding, weapons, text messages etc. • Ensure they are safe. • Seek advice. • Ensure that you are sharing information appropriately. Always have the child's best interests as your paramount concern. • Use other methods of communication if needed to support the child, such as drawings or diagrams. • Follow the procedures advised by the establishment you are working in. • Make sure the record is read back to the individual to ensure accuracy of content. 	<ul style="list-style-type: none"> • Make promises you can't keep. For example, telling them you can keep something they tell you a secret. You have a duty to report a disclosure. • 'Interrogate' them with lots of questions or leading questions. It isn't your role to carry out an investigation – that is up to Social care and/or police. Your role is only to clarify what has been said. • Cast doubt on what they tell you. It has taken a great deal of courage for them to tell. • Say anything which makes them feel responsible for the abuse (such as: "Why haven't you told anyone before?") • Communicate feelings of anger without stating that it is the abuser you feel angry towards; they may think you are angry with them. • Panic. When confronted with the reality of abuse, people often feel they need to 'act immediately'. Action taken too hastily can be counter-productive. • Make any assumptions. Remember there could be a perfectly normal explanation. Report only fact. • Do nothing. Consult your DSL and gain the appropriate advice. • Share information other than with those necessary. If unsure, please see the Seven Golden Rules of information sharing (page 15).

If you are concerned that a child or vulnerable adult may be at risk or has disclosed that they are being harmed, the following actions should be taken:

- 1) Dial 999 if the person is in imminent danger or in need of immediate medical attention and ask for the police or ambulance as appropriate.
- 2) The initial concern should be reported immediately to a DSL and/or line manager (if required).

- 3) Call the Police Call Centre on 101, if you believe a serious crime has been committed, but the person is not in imminent danger.
- 4) The employee/volunteer should record a full written account (cause for concern form) of the situation as accurately as possible and submit as soon as practicably possible to a Community Learning Partnerships' DSL.
- 5) Community Learning Partnerships' DSL will assess the concerns to determine whether an external referral to Children's Services or the police needs to take place. Where necessary the DSL will support you in contacting the relevant authority and where there is a radicalisation concern also refer cases to the Channel Programme, through discussing with the Leeds Prevent Team by telephoning 0113 5350810.
- 6) If the disclosure occurs outside of normal office hours, contact the Emergency Duty and Advice Service on 0113 3760336 (Children's Emergency Duty team) to make a safeguarding referral. Also ensure that you contact Debbie Blackburn (Out of Hours safeguarding lead – 07795024433).
- 7) If a disclosure occurs in school, or in community settings you must report this immediately to the school's safeguarding lead or designated person to record the disclosure/concern. This information will be stored securely at the school in which the disclosure occurred. In addition to this, you must also complete a Community Learning Partnerships' cause for concern form.
- 8) Where a member of staff/volunteer has been dismissed or has left due to risk or harm to a child or adult at risk, refer the case to the Disclosure and Barring Service as required.
- 9) Where a disclosure occurs in any other setting it will be the responsibility of the employee to complete a cause for concern and inform the DSL. A file will be held securely at Community Learning Partnerships.

Safeguarding yourself against false allegations

Occasionally people who pose no risk to children and adults at risk are falsely accused of abuse. This is deeply distressing and difficult to handle.

Why would a child or vulnerable adult make a false allegation?

- They may misinterpret an innocent action as abusive, perhaps because of a previous experience of abuse.
- Some children or adults at risk may accuse someone to draw attention to themselves and to other problems they are having.

Personal code of conduct

To ensure you protect children and adults at risk from harm and protect yourself from false allegations, you must adopt a personal code of conduct.

1. Respect all individuals, regardless of their age, developmental stage, ability, gender, sexual orientation or ethnicity.
2. Place the safety and wellbeing of children and adults at risk first. It must be placed before any personal beliefs or organisational goals and before loyalty to friends and colleagues.
3. Form appropriate professional relationships with children and adults at risk. These should be based on mutual trust and respect.
4. Be aware of the vulnerability of children and adults at risk (and especially children and adults with a disability). Think about physical contact and personal boundaries. Avoid physical contact with a child, young person or adult at risk if at all possible.

5. If possible, try not to be left alone with a child or adult at risk.
6. Be committed to actively preventing the exploitation and abuse of children and adults at risk.
7. Be aware of your conduct at all times. Remember children and adults at risk are very easily influenced and may take things that you say or do very literally. For example don't openly talk about your personal views and opinions.

Ensuring confidentiality

There are key confidentiality processes which must be followed in the interests of the child, vulnerable adult, families and Community Learning Partnerships' employees:

1. Disclosures should only be discussed with DSL's, line managers where appropriate and relevant authorities.
2. Where a disclosure is made in a school, the school will keep their own paperwork securely. Our member of staff will also complete a Community Learning Partnerships cause for concern form which will be retained securely at Community Learning Partnerships. No further copies will be made except when requested by police or other relevant external agency in line with Data Protection Act 2018.
3. Where the disclosure has not been raised in a school, then all documentation relating to the disclosure will be held securely by Community Learning Partnerships.
4. Electronic communication should not be used to convey any issues relating to Child and Vulnerable Adult Protection. Postal systems should be avoided wherever possible. If papers are required, they should be hand delivered.

Section 3

Abuse is mistreatment of another person or persons that violates a person's human and civil rights.

Abuse can happen anywhere; in a person's own home, in a residential or nursing home, in a supported living setting, a hospital or GP surgery, a prison, day centre, educational setting, library, sports centre, within the workplace, or within the community.

Definitions of abuse

Physical

Physical abuse may involve hitting, shaking, slapping, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child or vulnerable adult whom they are looking after.

Psychological or Emotional

Emotional abuse is the persistent emotional ill treatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. This includes threats of harm or abandonment, isolation, extremism, radicalisation, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, or withholding services or supportive networks.

Sexual

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, including prostitution, whether or not the child, young person or vulnerable adult is aware of what is happening.

These include, rape, sexual assault, or pressuring someone into sexual acts that haven't consented to, don't understand or feel powerless to refuse. This can happen in person or online and may include forcing a child to watch or hear sexual acts, showing pornography to a child, or persuading them to post explicit pictures or messages online.

Neglect and Acts of Omission

Neglect is the persistent failure to meet a child's, young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's, young person's or vulnerable adult's health or development. Neglect includes ignoring medical or physical care needs, failing to provide access to appropriate health, social care or education services, withholding medication, nutrition or heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

Female Genital Mutilation

Although traditional in some cultures, which involves partially or totally removing the external genitalia of girls and young women for non-medical reasons, this is illegal in the UK and is classed as abuse. If a practitioner suspects a child or young person has undergone, or may be undergoing the procedure, they should follow the information regarding referral procedures on the LSCP ([FGM | Leeds Safeguarding Children Partnership \(leadscp.org.uk\)](http://FGM | Leeds Safeguarding Children Partnership (leadscp.org.uk)))

Harmful Sexual Behaviour

This is inappropriate language/behaviour that is used by children that is developmentally inappropriate. This may be harmful/abusive to themselves, or another child, young person or adult. Examples of this include sexual activity with other children or adults, inappropriate touching or sexually explicit language or behaviour.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Children can also be trafficked for other reasons such as forced marriage, domestic servitude, criminal exploitation and forced labour.

Child-on-child Abuse

Harmful behaviour between children that may involve bullying, harassment or physical or sexual abuse. It can occur face to face or online. Children or young people who harm others may be experiencing disruption or abuse in their own lives. It should be recognised that it can be harmful to the children who display it as well as those who experience it.

Child criminal exploitation

According to Leeds.gov.uk ([183 - Child Criminal Exploitation.pdf \(leeds.gov.uk\)](http://183 - Child Criminal Exploitation.pdf (leeds.gov.uk))), CCE is defined as "when an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology". County lines are a model of Child Criminal Exploitation.

Disguised compliance

Disguised compliance involves parents and carers appearing to co-operate with professionals to alleviate concerns and stop professional engagement. This can mean that social workers and other practitioners may be unaware of what is happening in a child's life and the risks they face may be unknown to local authorities.

Financial or material

Financial abuse can include theft, fraud, misuse of property, possessions, benefits and deliberate or premeditated mismanagement of finances. This can be in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Discriminatory

Discriminatory abuse can include abuse that is racist, sexist, or based on disability or age, other forms of harassment, slurs or similar treatment.

Organisational

Institutional abuse can include people being mistreated by services or in places such as residential homes, nursing homes, or hospitals because of poor or inadequate care, neglect or poor working practices that affects the whole of that service.

Domestic abuse

Domestic violence is the abuse between people within an intimate or family relationship but also covers abuse between family members, such as adolescent to parent violence and abuse. It is the repeated, random and habitual use of intimidation to control a partner. The abuse can be physical, emotional, psychological, financial or sexual. Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour or violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality. It also includes Honour Based Violence, Female Genital Mutilation and Forced Marriage.

Radicalisation

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm. Signs include isolating themselves, sudden disrespectful attitude, talking as if from a scripted speech. Extremists may make the victim feel as though they are part of something and therefore isolate them from others.

Modern slavery

Modern slavery encompasses slavery, human trafficking, forced and compulsory labour and domestic servitude. This includes the condition of being forced by threats or violence to work for little or no pay, and of having no power to control what work you do or where you do it. Human trafficking involves an act of recruiting, transporting, transferring, harbouring or receiving a person through a use of force, coercion or other means, for the purpose of exploiting them. Trafficking can be domestic or it can involve trafficking adults into the UK.

Honour based Abuse

An incident or crime “which has, or may have, been committed to protect or defend the honour of the family and or the community such as; forced marriage, domestic violence (physical, sexual, emotional or financial abuse), sexual harassment and sexual violence (rape and sexual assault or threat of rape and sexual assault), threats to kill, social exclusion or rejection and emotional pressure, denial of access to children, pressure to go or move abroad, house arrest and excessive restrictions of freedom, denial of access to the telephone, internet, or passport/key documentation and isolation from friends and own family.”

Self-Neglect

Self-neglect is a behavioural condition in which an individual neglects to attend to their basic needs such as personal hygiene, appropriate clothing, feeding, or tending appropriately to any medical conditions they have. More generally, any lack of self-care in terms of personal health, hygiene and living conditions can be referred to as self-neglect.

Upskirting/Voyeurism

This is where images, photos or recordings are taken under another person’s clothing without their awareness or consent to obtain sexual gratification or to cause humiliation, distress or alarm.

Internet/Social Media

Internet abuse relates to three main areas, child pornography, grooming for the purpose of abuse and exposure to offensive material on the internet. Cybercrime can be used to commit fraud and for trafficking in child pornography.

Section 4

The Safeguarding Process

It is essential that the proper recording of information is kept as a written record and that disclosures are written “verbatim” i.e. in the child’s, young person’s or vulnerable adult’s words and not as an adult’s interpretation. Community Learning Partnerships’ employees/volunteers should repeat disclosures back to the child, young person or vulnerable adult, at the time of disclosure to ensure clarity. This must be documented and dated immediately to ensure accurate records are available for the parties involved and a cause for concern form completed.

It is important to inform the child, young person or vulnerable adult that you have to pass the information on to ensure they get the help and support they need. It may be necessary to draw diagrams or illustrate appropriately the concerns/marks that a child, young person or vulnerable adult has disclosed. Re-read any completed forms to ensure accuracy is maintained.

If external authorities are involved, they will complete an assessment of level of need for the child or young person at risk.

Following the guidance of the LSCP, there are three levels of need. When referring a family to duty and advice, you will discuss your concerns with a social worker. They will then assess the level of need before allocating the family for further support, if this is what they require.

- **Early Help** is used to support children who are not currently having their needs appropriately met by universal services. It is a preventative approach, as issues are recognised as they are arising and are aimed to be resolved before any escalation occurs. For example, a child may be vulnerable (perhaps due to a recent bereavement) or are displaying early signs of abuse and/or neglect. Within Leeds, there are multidisciplinary teams known as the early help hubs within the East, West and South of the city. Early Help assessments are

used to bring all professionals together to support the family but are voluntary and will require the consent of the parent.

- **A Child in Need (CIN)** is defined within the Children’s Act 1989 (Section 17) as a child who is ‘thought to need extra support of services to help them to achieve or maintain a reasonable standard of health or development’. This includes all children with a disability. An example of a child who would require this level of support is a young carer. Families may be supported with a CIN plan, which also requires the consent of the parent and you may be asked to contribute to.
- **Child Protection** – this will require social care involvement. If you believe that a child is suffering or is likely to suffer significant harm then you must report these concerns immediately. The concern may be that a child is currently experiencing abuse and/or neglect. This can be one instance or a culmination of warning signs but must be reported immediately. Examples may be that the child has unexplained injuries/bruises or is at risk of child sexual exploitation. Unlike earlier levels of intervention, parental consent does not need to be sought if the child protection level of need has been met. You may be asked to contribute to a child protection conference or child protection plan.

STRICTLY CONFIDENTIAL

CAUSE FOR CONCERN FORM

INTERNAL REF NO:			
Name of child or adult at risk:			
Address:			
Date of Birth:		Age:	
Ethnicity:		Language spoken:	
Religion:			

DETAILS OF ALLEGED INCIDENT:

Date and time of incident:	
Place/location of incident:	
Name of individual completing form:	
Position of individual completing form:	
Date of disclosure:	
Nature of concern/incident: <i>Use the child's/adult's own words. Be clear and factual.</i>	

Continue on an additional sheet as necessary

TYPE(S) OF ABUSE:

Physical		Sexual		Financial	
Neglect		Discriminatory		Organisational	
Psychological/Emotional	Tick more than one box if required				
Other	Please detail:				

ACTION TAKEN:

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DATE AND TIME ACTION TAKEN:

Date:		Time:	
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OTHER PROFESSIONALS/SERVICES NOTIFIED:

ANY OTHER RELEVANT INFORMATION:

NEXT STEPS/FOLLOW UP:

SIGNATURES:

Name of individual completing form:

Job Title:

Organisation Name & Address:

Contact no:

Date:

Time:

PLEASE ENSURE THE ABOVE IS FULLY COMPLETED AND SIGNED. PASS THIS FORM IMMEDIATELY TO SAFEGUARDING LEAD(S) FOR REVIEW, SIGNATURE, DATING AND ACTION!

ACTION TAKEN BY SAFEGUARDING LEAD(S):

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Review meeting details (if appropriate):
Closure reason and date:

Signature of Safeguarding Lead(s):

Name:

Organisation Name & Address:

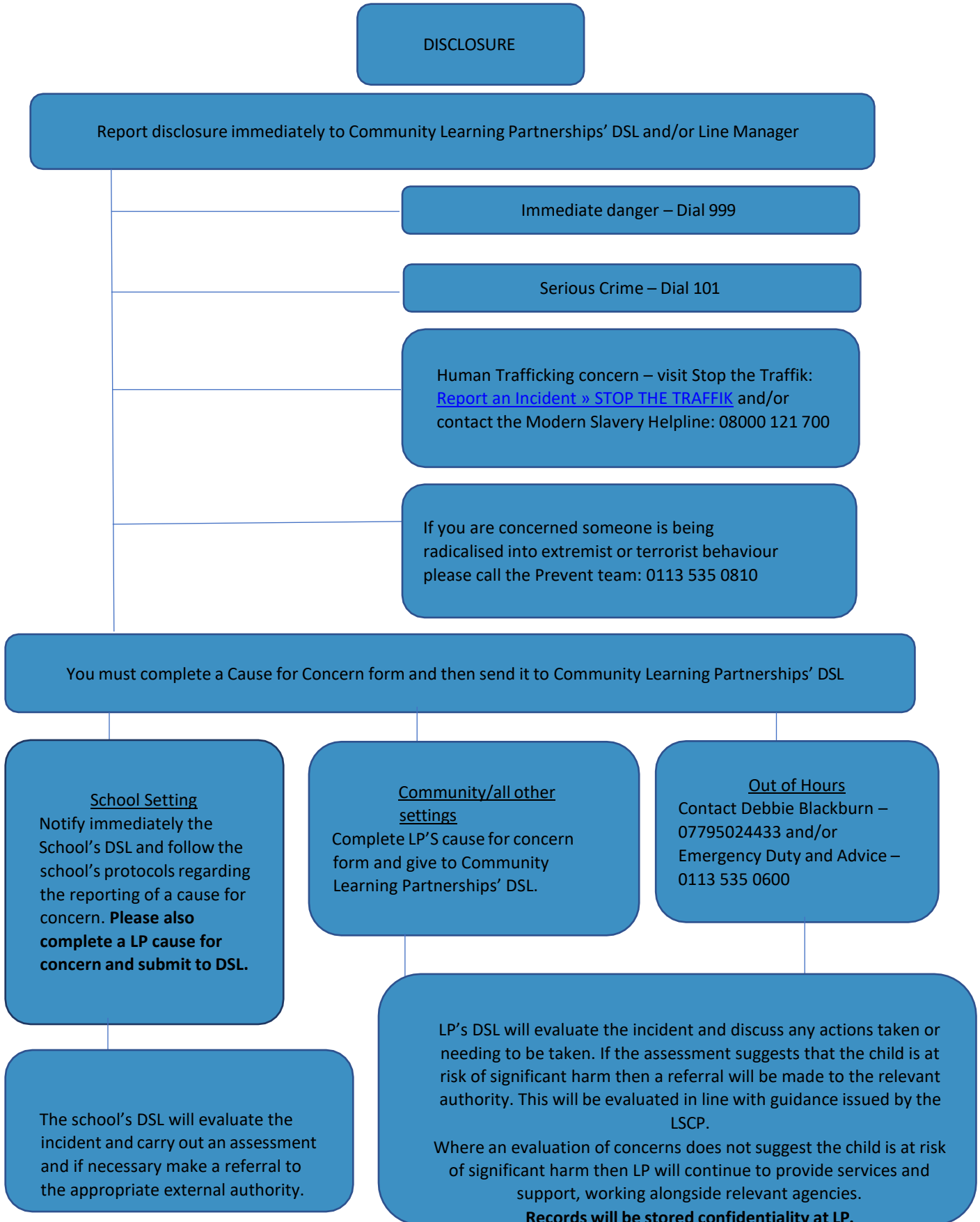
Contact no:

Date:

Time:

Section 5

DISCLOSURE FLOW-CHART



Section 6

Recruitment & selection procedures

Community Learning Partnerships will endeavour to remain informed of any changes in legislation and ensure employees/volunteers are informed as appropriate. The following points illustrate our commitment to this:

- Employees/volunteers recruited by Community Learning Partnerships where relevant to the post, will be subject to a DBS check, standard or enhanced.
 - Recruitment and selection procedures are in line with safer recruitment and reflect Community Learning Partnerships commitment to child and adult protection guidelines. By completing the Community Learning Partnerships' application form the applicant agrees, where the role requires, for a DBS check to be conducted upon an offer of employment or placement. This offer will be subject to suitable references and DBS check.
 - During the interview process, we will explore a candidate's understanding of safeguarding.
 - All employee induction covers basic safeguarding and prevent training. Where appropriate to the job role additional relevant training will be given.
 - Volunteer induction includes relevant training according to the role.
 - Safeguarding and prevent policies are issued at induction, detailing the name and contact details of the DSL's.
 - Community Learning Partnerships' employees will receive safeguarding training on induction, and then every two years or more frequently if significant changes to legislation, practice/protocol or policy occur. In addition to supporting with wider safeguarding issues such as radicalisation/extremism, employees will complete Prevent Duty Training.
 - Community Learning Partnerships will share information with schools and other relevant authorities where appropriate following the 7 rules of information sharing [Information sharing: advice for practitioners \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612227/information-sharing-advice-for-practitioners.pdf)
1. *Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.*
 2. *Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.*
 3. *Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.*
 4. *Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.*
 5. *Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.*
 6. *Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).*

7. *Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.*

Section 7

Confidentiality, information sharing and recording of information

In line with Community Learning Partnerships' Data Protection, Data Handling, Privacy and Documentation Retention and Disposal policies, every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and shared on a need to know basis.

Information can be shared if authorised by the person who provided it or who it related to. In some circumstances it is not necessary to seek consent before sharing information if justified in the public interest or in the best interest of a child, young person or vulnerable adult. Such instances being:

- ***evidence that they have suffered, are suffering, or are at risk of suffering significant harm;***
- ***reasonable cause to believe they have suffered or may be suffering significant harm;***
- ***to prevent significant or serious harm.***

Section 8 Preventing Extremism and Radicalisation

Prevent aims to safeguard people from becoming terrorists or supporting terrorism. Community Learning Partnerships is fully committed to safeguarding and promoting the welfare of employees, learners and volunteers.

Community Learning Partnerships values freedom of speech and individuals beliefs however we do not accept extremism or exposure to extremist materials and influences and where identified this will be addressed as a safeguarding concern.

We will ensure that employees are fully engaged and being vigilant about radicalisation and that we ensure we work with professional bodies and agencies where necessary to ensure individuals are safe from harm.

Definition of radicalisation:

'Where an individual or group comes to adopt increasingly extreme political, social or religious ideals and aspirations that reject or undermine contemporary ideas and expressions of freedom or choice.' Radicalisation/extremism can be both violent and non-violent.

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of children and adults. Extremists may reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.

Where it is felt that an individual is exposed to extremist influences of prejudiced views this will be challenged and where appropriate dealt with in line with our code of conduct and behaviour. Where this is considered a safeguarding issue then will be dealt with and reported to the relevant authorities as detailed under Section 5.

As part of safeguarding responsibilities relating to extremism and radicalisation our employees will be alert to:

- Disclosures made by learners or volunteers of their exposure to the extremist actions, views or materials in their homes or community groups, especially where individuals have not actively sought these out
- Graffiti symbols, writing or work promoting extremist/radical views, messages or images

- Service users accessing extremist material online
- Reports of changes in behaviour, friendship or actions and requests for assistance
- Schools, community organisations, local authority services and police reports of issues affecting local communities
- Individuals voicing opinions drawn from extremist ideologies and narratives
- Condoning or supporting violence or harm towards others
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, any breach of the charity's equality and diversity policy of views based on religious, disability, gender, homophobia, race, colour or culture.
- Attempts to recruit to groups or impost extremist views or practices on others

Community Learning Partnerships will strive to eradicate the myths and assumptions that can lead to individuals becoming alienated and disempowered, especially where individuals are vulnerable and find it difficult to challenge or question radical influences.

We will ensure that individuals understand what safe and acceptable behaviour is expected in line with our code of conduct and behaviour. We will help to support individuals as part of our wider safeguarding responsibilities and where it is believed an individual is being directly affected by extremist views, materials or influences we will ensure that this is dealt with or where it is deemed serious then reported to the relevant authorities.

We will:

- Have effective policies to protect people from being drawn into terrorism
- Ensure that employees have prevent training to recognise radicalisation and extremism
- Ensure that employees are aware of when it is appropriate to refer concerns
- Express British values in our practices

Where concerns arise, they must be reported through the appropriate channels (as per the flow diagram in Section 5).

Section 9 Preventing child sexual exploitation

Community Learning Partnerships will respond accordingly to any concerns that a child is at risk of significant harm through sexual exploitation. If there is imminent danger then employees must make an immediate referral, to the relevant agency, seeking the immediate advice of a safeguarding lead if available. Please refer to flow diagram in Section 5.

There may be occasions, however, when a suggestion of exploitation arises which, whilst not an immediate emergency, needs further investigation and possibly further action. In this case, please complete a cause for concern form and submit to a safeguarding lead.

Section 10 Key Support Agencies


Agency	Relevant Details	Contact No
Main agency contacts		
Duty & Advice team (Children's Social Work Services – part of Leeds Front Door)	Children's Duty and Advice (open Monday to Friday 9am – 5pm, except on Wednesdays when they open at 10am). Emergency Children's Duty and Advice	0113 3760336 0113 5350600
Adult Social Care	Open Monday to Friday 9am – 5pm, except on Wednesdays when they open at 10am. Emergency Duty and Advice number	0113 222 4401 0113 378 0644 or 07712 106 378
Leeds Children Safeguarding Partnership	https://www.leedsscp.org.uk/	
Leeds Safeguarding Adults Board	https://leedssafeguardingadults.org.uk/	
Police	If immediate threat	999
Police Police Call Centre	Non-emergency	101
Crime Stoppers	www.crimestoppers-uk.org – anonymous reporting	0800 555111
Families First	familiesfirst@leeds.gov.uk	
Early Help Hub – East	Early Help Hubs – based in East, West and South eastearlyhelp@leeds.gov.uk	0113 5351899
East North East Restorative Early Support Teams (RES teams)	One minute guide: Restorative Early Support Teams (leeds.gov.uk) 2gether Inner East Seacroft and Manston	0113 378 2478 0113 535 1523 0113 378 2478
Leeds Homes	Providing housing support www.leedshomes.org.uk	0113 2224413
Citizens Advice Leeds	https://citizensadviceleeds.org.uk/ Open Monday to Friday 9am to 5pm Provide advice and information on a wide range of subjects, including Benefits, Tax Credits, debt, housing and employment	0800 2787878
Care Quality commission (CQC)	www.cqc.org.uk Concerns about a care home, domiciliary or home care, or care in a hospital setting	0300 616 161
Domestic Violence Support		
West Yorkshire Police	Leeds Safeguarding Unit	0113 3859590
Leeds Domestic Violence Services (LDVS)	Offers support for those experiencing domestic violence, offering emergency accommodation, support and information. 24 hour helpline. hello@ldvs.uk https://ldvs.uk	0113 2460401

Leeds Women's Aid	Provides service to women and children affected by Domestic Violence & Abuse (DV&A). A range of services for vulnerable women and families who are victims of and survivors of: domestic, sexual & honour based violence and abuse; forced marriage; trafficking; stalking and harassment. https://leedswomensaid.co.uk/administration@leedswomensaid.org.uk	0113 2460401 Live chat also available
National Domestic Abuse Helpline	www.nationaldahelpline.org.uk	0808 2000 247
Men's Advice line	Helpline for male victims of domestic abuse mensadvice.org.uk	08088010327
Karma Nirvana	Honour based abuse helpline	0800 5999 247
Respect	Advice for perpetrators of abuse	0808 802 4040
Victim Support Leeds	https://www.victimsupport.org.uk/west-yorkshire/	0300 303 1971
Stop Hate UK (Leeds)	www.stophateuk.org	0113 2935100
Suzie Lamplugh Trust	Support for stalking https://www.suzylamplugh.org/	0808 8020300
Support for Sexual Violence		
SARSVL	Support After Rape and Sexual Violence Leeds offer confidential support for women and girls who have been affected by sexual violence at any time in their lives. support@sarsvl.org.uk	0808 802 3344
Victim Support	https://www.victimsupport.org.uk/west-yorkshire/	0300 303 1971
Rape Crisis England & Wales	https://rapecrisis.org.uk	0808 500 2222
Leeds Jewish Welfare Board	Children and family services offering a range of support to children, young people and their families www.ljwb.co.uk	0113 2684211
Forced Marriage Unit	For men and women who might be forced into marriage or are worried about a friend or relative. https://www.westyorkshire.police.uk/forcedmarriage	
Support for Children & Young People		
Childline	24 hour service. Free confidential advice for children and young people in trouble or danger. www.childline.org.uk	0800 1111
NSPCC	Preventing abuse and helping those affected recover. www.nspcc.org.uk	Helpline: 0800 8005000

The Hideout	www.thehideout.org.uk Help and support for children and young people who are living with domestic violence	
PACE (Parents Against Child Exploitation)	www.paceuk.info	0113 240 5226
The Market Place	Free, confidential support for those 11-25.	0113 246 1659
MindMate	Mental Health Support for young people https://www.mindmate.org.uk/	
Support for LGBTQ+ people		
MESMAC	MESMAC – “We offer services to various communities across Yorkshire, including men who have sex with men, people of colour and other marginalised races, people misusing drugs, sex workers and LGBT+ young people and adults”.	
Galop	Making life safe, just and fair for lesbian, gay, bisexual and trans people. Open: Monday to Friday 9am to 5pm www.galop.org.uk	0207 7042040
Mental Health/Wellbeing Support		
Samaritans	Jo@samaritans.org	116 123
Single Point of Access team – Leeds	Urgent Mental Health referrals (call 999 if imminent danger)	0800 183 1485
MindWell Leeds	Mental health website for Leeds https://www.mindwell-leeds.org.uk/	
Leeds Mental Wellbeing Service	leeds.mws@nhs.net	0113 843 4388
Leeds Survivor Led Crisis Service	Leeds Survivor Led Crisis Service (Iscls.org.uk)	0808 800 1212
Andy’s Man Club	https://andysmanclub.co.uk/	
Cruse Bereavement Support	leeds@cruse.org.uk	0113 234 4150

Support for the elderly		
Action on Elder Abuse	Ending the harm, abuse and exploitation of older people www.elderabuse.org.uk	0808 8088141
Victim Support helpline	For advice, information and support to people who are affected by crime or traumatic events www.victimsupport.org.uk	0300 303 1971
Age UK	Provides support to individuals age 60+. Advice line is open 8am – 7pm 365 days a year advice@ageukleeds.org.uk	0800 6781602
Support for Trafficking		
Stop the Traffik	24 hour hot line for victims or to report suspected trafficking. www.stophetraffik.org	0207 9214258
Salvation Army	24 hour confidential helpline to refer a potential victim of trafficking or to receive advice.	0300 3038151 0800 808 3733
Other useful contacts		
Carers Leeds	Support for all unpaid carers providing support to a friend or family member due to their illness, mental health, disability or substance misuse.	0113 380 4300

Money Buddies	Impartial debt advice and budgeting support	0113 235 0276
Forward Leeds	Alcohol and drug support for individuals in Leeds	0113 887 2477

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