



# #Beewell

## Child Protection and Safeguarding Policy

Version 1

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**MAKING YOUNG PEOPLE'S WELLBEING  
EVERYBODY'S BUSINESS**



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## Introduction

#BeeWell seeks to co-create an environment where young people's wellbeing is everybody's business.

We aim to operate in ways where children, young people and adults can participate in programmes of work, research activities and engagement opportunities safely and meaningfully.

We want children and young people to be able to enjoy programmes provided through the work of #BeeWell and partnership with agencies and/or community voluntary sector organisations that we collaborate with.

The purpose of this document is to specify #BeeWell's Safeguarding policy and procedures for the protection of children and young people.

A child is defined as anyone up to the age of 18. The document applies to all #BeeWell staff, including interns, volunteers, freelancers and consultants. The policy and procedures apply to all #BeeWell activities. All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident, and safe to do so. (Guidance for Working together to safeguard children July 2018).

Safeguarding and promoting the welfare of children is defined as follows for this policy:

- 
- *Protecting children from maltreatment*
  - *Preventing impairment of children's health or development*
  - *Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care*
  - *Taking action to enable all children to have the best life chances.*
- 

We can achieve a culture of safeguarding by ensuring organisations, staff and young people are supported through the following five principles:

- 
- *Ensuring an holistic youth centred, approach*
  - *Co-production with young people; listening to and understanding their needs*
  - *A skilled, supported and confident workforce*
  - *Leadership; senior staff and board members adopting a whole organisation approach*
  - *Partnership and influence; seeking funding, regulatory, government and academic support, as well as effective procedural collaboration.*
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## Safeguarding is everyone's responsibility

### Policy

It is the policy of #BeeWell to safeguard the welfare of children, young people and adults involved in the work we do by protecting them from neglect, physical, sexual or emotional abuse and peer to peer violence. It is also #BeeWell's policy to provide those working for or with us with a framework to operate within to keep everyone who is engaged in #BeeWell activities safe. We work in a youth centred way that prioritises youth participation as a key element of protection and uphold all children's rights throughout our work.

It is therefore #BeeWell's policy to do the following:

- 
- Ensure that all staff, interns, board members, consultants, commissioned partners, freelance staff and volunteers (legally responsible adults) working with children, young people or adults at risk are: carefully selected; checked by the Disclosure and Barring Service ("DBS"); have appropriate references; and understand and accept their responsibility for the safety of children, young people and adults at risk in their care.
  - Raise awareness of child protection issues amongst coalition members and partners within our network.
  - Ensure that children and young people's welfare is always prioritised, regardless of age, gender, ability or race when planning, organising, advising on and delivering programmes.
  - Respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
  - Raise the awareness of relevant staff, partner organisations and volunteers of child protection issues through the provision of training and regular updates to risk assessments.
  - Monitor and review the effectiveness of this policy on a regular basis.
  - Ensure that the principles of this policy are adopted by, or already exist as policies, in all organisations #BeeWell partner and work with.
- 

This Safeguarding and Child protection policy and procedure also seeks to effectively manage the risks associated with activities and events involving children, young people, and adults at risk by:

- *Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;*
- *Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;*
- *Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults;*
- *Requiring new employees and individuals involved in working with children, young people and adults at risk to familiarise themselves with the content of this policy and the associated code of behaviour and receive appropriate training.*





## Responsibilities

The implementation of this policy is mandatory across all areas of the #BeeWell. Specific responsibilities are outlined below:

### Delivery Board

The #BeeWell Delivery Board oversee the strategic and operational planning and delivery of #BeeWell. Members of this Board have responsibility for ensuring that #BeeWell operates in a legal and ethical way.

- The Delivery Board will review the safeguarding and child protection policy once a year.
- A member of the Delivery Board will fulfil the role of safeguarding champion
- In the event of a disclosure, near miss or accident the #BeeWell DSO will notify the safeguarding champion of the outcome of the procedure.

### *#BeeWell Delivery Board Safeguarding Champion:*

This role on the Delivery Board exists to support and advocate for clear governance structures and policies for safeguarding children and young people.

The role involves the following:

- Making sure that appropriate safeguarding policies and practice are in place across #BeeWell
- Ensuring an annual audit of the policy takes place
- Taking an advisory role for development and updates on SG
- Annual training for the board on safeguarding, and youth engagements – ensure that the board know who our YPs are
- Supporting operational safeguarding by:
  - Checking that the DSOs and other members of the team hold appropriate level of training
  - Providing a quarterly check in for the #BW DSO
  - Check delegations of responsibility

**Alex Fairweather**, Director of Greater Manchester Youth Network currently holds this role.

### The Designated Safeguarding Officer

The purpose of the DSO role is to take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at #BeeWell in Greater Manchester.

The DSO will promote the safety and welfare of children and young people involved in #BeeWell activities at all times.





## #BeeWell DSO

**Dr Elsie Whittington**, #BeeWell Youth Co-creation Lead based in Public Service Reform | Greater Manchester Combined Authority.

Contact info: ☎ 07976572494 ✉ [elsie.whittington@greatermanchester-ca.gov.uk](mailto:elsie.whittington@greatermanchester-ca.gov.uk)

Deputy DSO

**Francesca Speakman**, #BeeWell Project Manager based in Public Service Reform | Greater Manchester Combined Authority

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The DSOs will report to Jane Forrest at the GMCA for oversight of risk assessments. In the event that a complaint or allegation is made concerning the DSO this complaint will be responded to by Jane Forrest.

### DSO duties and responsibilities:

- *Take a lead role in developing and reviewing #BeeWell safeguarding and child protection policies and procedures*
- *Ensure that there are resources available to support staff on safeguarding/child protection issues and that these resources are maintained and kept up to date*
- *Ensure that safeguarding implications are constantly reviewed across the scope #BeeWell work.*
- *Ongoing development of #BeeWell's approach to safeguarding, considering and authorising any immediate changes in operational policy required due to a safeguarding incident or near miss*
- *Ensure safeguarding is considered in all appointments of staff (to include trustees, volunteers, freelance staff etc).*
- *Ensure training of staff is delivered as regularly as is necessary for GM programme needs.*
- *Act as first point of contact for those who require advice or support to respond to concerns about a child or young person with care and support needs*

### All staff, interns, and volunteers

All #BeeWell delivery staff (by this we mean UoM research team, GMCA #BW team, Anna Freud Centre, and The Gregson Family Foundation), Freelancers, consultants, interns and volunteers are expected to adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support the work of #BeeWell.

Everyone supporting #BeeWell work and working directly with young people will be provided with this policy at a minimum and an accessible flow chart of what to do in the case of a disclosure.

Those with a contract or formal agreements to be working on the #BeeWell project will also be provided with training on safeguarding and youth participation.

The DSO will ensure that anyone with regular involvement with young people has access to:

- **Introductory safeguarding training**





- Lundy model participation training
- Ongoing training opportunities to develop their understanding of safeguarding
- Professional development opportunities for developing safe and ethical youth participation in their work.

## Procedures

### Recruitment of #BeeWell staff, volunteers and delivery partners

Safe recruitment will include steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed.

#BeeWell have adopted safe recruitment procedures for appointing staff, associates and volunteers. Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

We expect our partner organisations to also have safer recruitment policies and procedures in place.

When recruiting the following steps will be taken to support safe recruitment:

- *Draw up a role profile which highlights the key responsibilities*
- *Draw up a person specification to define the skills and experience required for the role*
- *Be clear about the aims and philosophy of our organisation in the advert/information*
- *Emphasise #BeeWell stance on safeguarding children and young people and equal opportunities*
- *Use application forms to collect information on each applicant*
- *Ensure that more than one person from your organisation looks at each application form*
- *Ask for original identification documents to confirm the identity of the applicant, e.g. passport or driving licence*

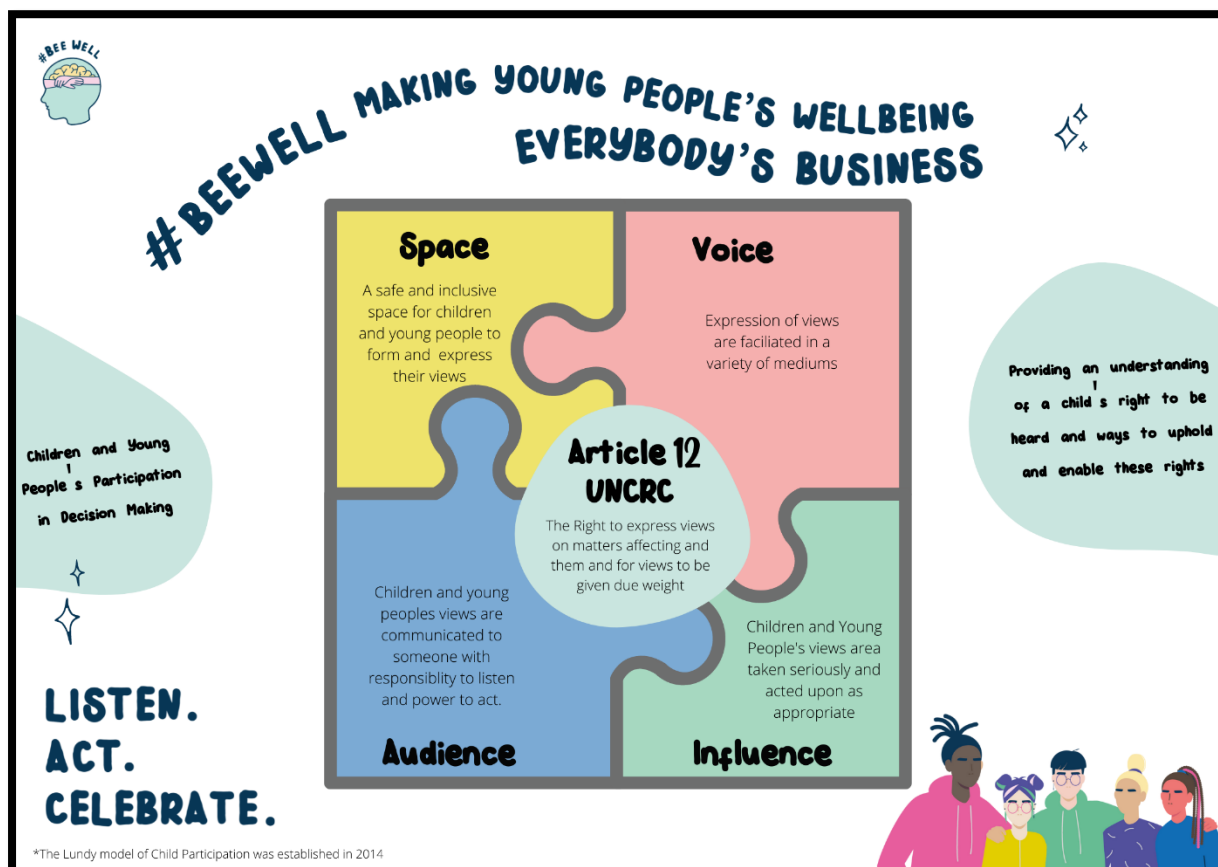




## Safer working with children and young people

#BeeWell requires all those working directly with children and young people on behalf of the #BeeWell in any situation to follow the procedures and guidance below, in order to create a safe environment in which to work with them.

We are a youth centred project, and our work follows the Lundy Model of Child Participation outlined below.



The value of children and young people's participation in decision-making is widely recognised in principle. By applying the model above and recognising the protective factors of participation, #BeeWell actively involves children and young people in conversations and decision making about our work.

Working in groups challenges the individualisation of problems and solutions. It ensures 'private' issues, such as mental health and wellbeing are recognised as public issues rooted in structural injustice and oppression.

See the #BeeWell youth participation policy/guidance document for details and best practice on youth participation and co-creation in #BeeWell. Increasingly groups are delivered online and due to the geographic spread of young people across Greater Manchester working online often offers an accessible way to bring young people from GM together. Working online with support of staff/facilitators offers more opportunities for young people to network, collaborate and participate in society. It also brings new and different challenges regarding safety and privacy and accessibility. Working online is about transferring the safeguarding best practice we use online into the virtual world, making activities safe and inclusive for everyone.







**The word “session” is used below to cover all delivery of our work and “staff” includes all #BeeWell staff, volunteers, freelancers and interns.**

### Core policy for working with young people:

- *Staff must always give due regard to issues of safety. This includes carrying out appropriate risk assessments before all sessions.*
  - *Due regard should be given to the potential influences and associated risks that different groups will have on each other.*
- *Staff working with children and young people should:*
  - *be appropriately trained and qualified to ensure the safe delivery of the session activity.*
- *Sessions should be carefully planned with safety of children and young people being central to decision making. Activities should be inclusive and include opportunities for children and young people to have their voice heard.*
- *Follow the Lundy Model guidance to ensure that young people’s participation in #BeeWell is safe, ethical and rights based.*
- *Staffing ratio guidelines must be followed.*
  - *In practice the ratio of responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children.*
  - *It is recommended that, even if the ratio only requires one adult, there is a minimum of two staff with legal responsibility present at all times for children under eight years old.*
- *Wherever possible, staff should avoid being alone with children and young people*
  - *Staff should not take them to their own home*
  - *Staff should not offer a lift to a child or young person unless they have written parental consent, or a second adult (preferably group leader) is present.*
- *Staff planning sessions should comply with the standards set by their appropriate professional body, e.g. Sport National Governing Body, National Arts Council.*
- *Staff planning sessions at third party premises must ensure that they have a 24hour emergency contact system in place for the event for appropriate staff and services.*
- *Parent and carer consent (for young people under 16) and medical information about the child or young person must be obtained in advance when #BeeWell is working directly with, and has responsibility for, them.*
  - *#BW staff who are accompanying the children and young people should have obtained appropriate consent and medical information about them prior to #BeeWell event.*
  - *Staff should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.*
- *Children, young people and adults at risk and their parents should be given a ‘named appointment’ to whom they may report any worries or concerns. The contact names and telephone numbers should be visibly displayed at events.*
- *Staff should ensure that programmes follow agreed timings and locations.*





- *Staff are expected to promote, demonstrate and incorporate the values of fairness, trust and ethical practice.*
  - *Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation or ethnicity throughout the session.*
- *All accidents/incidents involving staff or participants should be recorded using the #BW accident forms immediately or as soon as practicably possible.*
- *Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.*
- *Staff are responsible for reporting suspected cases of child abuse to the appropriate people (see section on child abuse).*
- *#BeeWell staff should only use digital communication with young people in groups to support their work with the group, not for general socialising.*

### Capturing work: Photos, interviews, and media work

In order to capture, celebrate and learn from work we do with young people #BeeWell may photograph or film session outputs and session participation. We may also invite and support young people to represent #BeeWell in the media including TV, radio and press releases.

Any time that photography of filming might take place young people will be notified in advance and will be given multiple opportunities to opt out of having their photo taken without this affecting their participation the activity/session.

- *#BeeWell will only tell a child or young person's story or take photographs or recordings of them when we have a clear written record of informed consent.*
- *If a child is under 16, we need informed consent from both the child and a parent/legal guardian.*
- *If the young person is 18 or over, they do not need anyone to consent on their behalf, but they still need to give their own informed consent.*
- *Signed consent forms must be dated.*
- *We will not use images of children which could be harmful to their reputations in the future.*
- *We will not use images showing children inappropriately clothed.*
- *We will not use images which perpetuate negative stereotypes about young people.*
- *Everyone featured in an image used by #BW (including adults and staff) should have given informed consent for the photograph to be taken.*
- *Consent is not required for crowd shots in public places where it would be impractical to ask everyone pictured – but everyone who's identifiable in the foreground – especially children – should have given consent.*
- *Any request for a young person to contribute to social media content or media work must also be offered wrap-around support for any abuse or negative experiences with social media.*
- *Young people will be given the opportunity to indicate preferences around being identifiable in photos and whether they will be named in any promotional material.*





## Use of social media

#BeeWell use twitter and Instagram to promote #BeeWell and disseminate research and practice findings and to promote opportunities for young people and schools to participate in different elements of #BeeWell Work.

At present our social media accounts are run in partnership with YouthLeads.

Key Principles for our social media content are as follows:

- *All youth-facing content produced on Instagram must be supported by material from a list of trusted sources.*
- *When appropriate, content warnings should be included in image captions.*
- *Posts should signpost to support services when discussing mental health topics.*
- *Social media pages should make it clear there is not 24/7 monitoring of the account*
- *In the event that a message is sent on social media that includes requests for help or disclosures staff will consult follow the disclosure policy and consult with the DSO at YouthLeads or #BeeWell.*
- *Young people who feature on our pages or represent #BeeWell in the media will have given consent to do this.*
- *Young people featuring in media will have had the opportunity to attend #BeeWell media training.*
- *Any request for a young person to contribute to social media content or media work must also be offered wrap-around support for any abuse or negative experiences with social media.*

If there is abusive or harmful content and comments:

- *#BeeWell team members must report, hide or block abusive content as necessary, and if in violation of the social media platforms policies.*
- *Any concerning content or interactions between young people should be reported to the DSO at #BeeWell and/or YouthLeads.*

## Partnership working

#BeeWell is a partnership between the University of Manchester, The Anna Freud Centre, and The Greater Manchester Combined Authority. We also work in partnership with Youth Focus North West to support and enable Youth Voice and participation work across #BeeWell work.

We expect our partners to have robust safeguarding policy and procedures and to keep a record of any child/adult protection concerns or allegations that they identify, their response and how it was resolved.

Each partner has their own safeguarding policies and procedures. The #BeeWell policy will be followed unless there is an alternative documented arrangement for a specific piece of work/session.

Existing and ongoing partnership arrangements are as follows:





- **The Greater Manchester Combined Authority**
  - Holds the youth engagement, project management and Greater Manchester partnership and collaboration work.
- **The University of Manchester**
  - Holds responsibility for the research stream of work, this includes data collection, management and protection.
- **The Anna Freud Centre**
  - Holds responsibility to confidentiality engage with school level data in support of school-based responses and data informed development.
- **The Gregson Family Foundation**
  - Holds the Delivery Board, Advisory Board and Coalition of Partners meetings and chairs operational meetings.

Each organisation has and operate their own safeguarding policy according to their sphere of influence of the site that their activities occur in.

In all cases if a safeguarding concern arises in relation to #BeeWell work activities, they will inform the #BeeWell DSO of the concern and procedure followed.

### Working across different sites

#BeeWell frequently works in partnership with other youth organisations and local VCISO's. In person events are often hosted at venues and sites beyond the GMCA and UoM premises. We also visit and work in schools.

- When organising sessions at different venues we will request the risk assessment for the space in advance.
- We will run sessions in venues and places that are accessible and youth friendly.
- Explicit agreement between the host organisation and the #BW facilitator will establish who is responsible for safeguarding if the session is being co-delivered.
- When invited to deliver a session at a school or existing youth project we will follow their safeguarding policies and procedures and pass on concerns to their DSO/DSL.
  - In the event that there is a concern about a member of staff/organisation we are working with contact the LADO (Local Authority Designated Officer).





## Research and safeguarding

A significant amount of #BeeWell activity is linked to the University of Manchester, as a formal university research project about young people's mental health and wellbeing. The research element of the work has been through the University of Manchester's Ethical review board for scrutiny. This has considered safeguarding and other ethical decisions related to consent and participation for the research.

All #BeeWell related research will have gained ethical approval from the UoM ethics committee. Ethics committees fulfil a vital role in promoting stringent ethical standards in research and seek to ensure that risk and harm to participants, researchers and wider communities involved in the research are minimised (Block et al., 2013; ESRC, 2017).

The Research team will be given training on #BeeWell safeguarding policy and any safeguarding concerns or disclosures during research activities will follow the #BeeWell safeguarding procedure in the first instance.

Professor Neil Humphrey is the Research Lead for #BeeWell has responsibility for ensuring that all research meets high ethical standards.

Consent processes for participation in research are *additional* to the other Youth Participation work that #BeeWell supports and delivers. Young people who participate in research and youth involvement opportunities will complete different consent forms for these activities.





## Signs and types of abuse

Abuse and neglect are forms 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 institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children (this is increasingly referred to as peer-to-peer violence or abuse).

We need to look out for minor as well as major harms against children and young people. And support them to recognise when their rights are not being upheld and respected.

Some signs that could alert staff and volunteers to the fact that a child or young person might be being abused include:

- Unexplained bruising and injuries
- Sexually explicit language and actions
- Sudden changes in behaviour
- Something a child has said
- A change observed over a long period of time e.g. losing weight or being increasingly dirty or unkempt.

If a child or young person displays these signs it does not necessarily mean that they are being abused. Similarly, there may not be any signs; you may just feel something is wrong. If you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting it appropriately. See flow diagrams for further information.

## Suspicious and reports of abuse

It is not the responsibility of staff or volunteers at #BeeWell to deal with suspected abuse but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents.

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*Do not investigate, do report!*

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## Categories of safeguarding concern

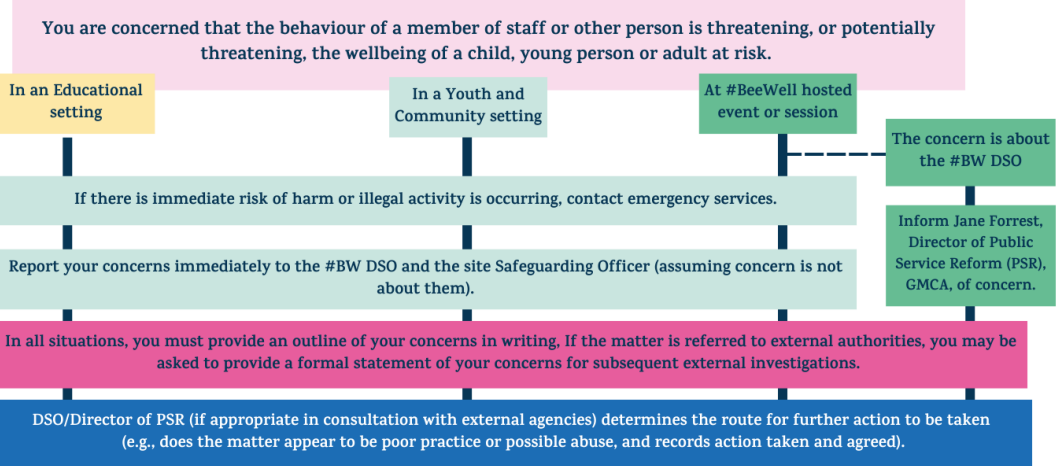
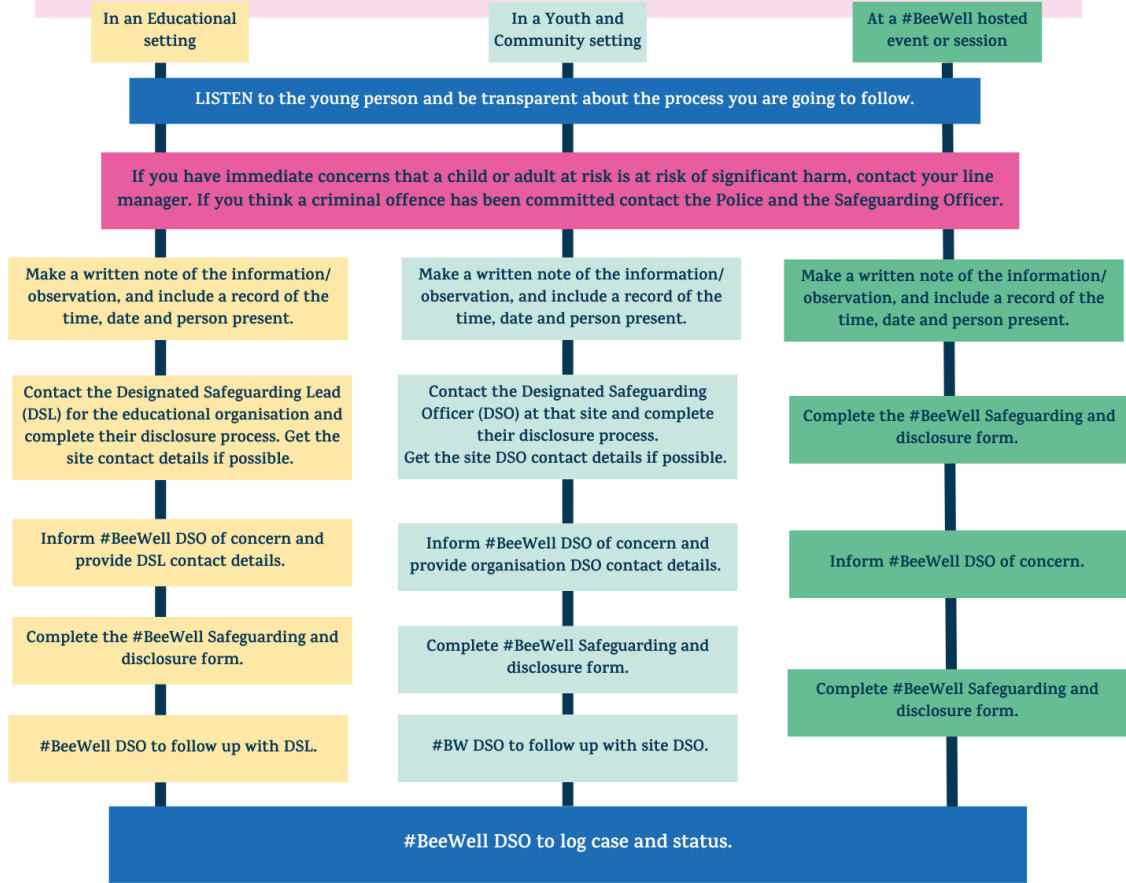
1. You are concerned that a child is at risk of or experiencing harm from an adult
2. You have observed or suspect another member of staff/volunteer has behaved in an unethical, unsafe, or threatening way
3. You have observed or are concerned that a child is at risk of peer-to-peer abuse.





## RESPONDING TO DISCLOSURES AND SAFEGUARDING CONCERNS

You are approached by a child, young person or adult at risk with a disclosure that they are being, or have been harmed, abused or neglected  
or You are informed of such a disclosure by a staff member, volunteer or member of the public  
or You are concerned that a child, young person or adult at risk is, or may be subject to, abuse or harm



Elsie Whittington #BeeWell DSO: 07976572494 | Jane Forrest Director of PSR: 07583167465 | Fran Speakman Deputy DSO: 07764465227





## How to respond to a disclosure from a young person

If a child or young person discloses, they, or another young person, is concerned about someone's behaviour towards them, the person receiving this information should:

- Remain calm – ensure the child, young person or adult at risk is safe and feels safe.
- Reassure the young person that they are not to blame, tell them that they are right to tell you and that you will try to offer support.
- Tell the child, young person or adult at risk that you will try to offer support, but you will have to pass the information on - do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Allow the child, young person, or adult at risk to speak without interruption - take what the young person says seriously.
- Listen carefully to what is said.
- Keep questions to a minimum – only ask for clarification and no leading questions.
- Don't promise to keep it a secret. Let the young person know you will need to share the information with other professionals to keep them and/or other young people safe.
- Make a note and, as soon as possible after the event, write up a detailed account of what you and the child, young person or adult at risk discussed.
- Record what is said on your Incident Report.
- Tell the young person what will happen next.

Never:

- Rush into details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility – consult someone else so that you can protect the child or young person and gain support for yourself.

**In all cases, consider the welfare of the young person who has disclosed as the highest priority.**

If there is a concern the young person is in immediate danger:

- Contact the police and explain the situation to them.
- Stay with the young person.
- If necessary, move to a safe place away from immediate harm and that no situation arises which could cause any further concern.
- Call for immediate medical attention if the young person requires it.
- Contact your DSO to let them know what is happening and ask for further advice and guidance.
- Make a factual record of events as soon as possible by using the Incident Form.
- Do not investigate further, share confidential information with others, or take any further action unless authorised to do so. The police or social care will now be in charge and anything you do without their authorisation may harm an investigation.

If a young person is not in immediate danger but a disclosure has been made:







- Follow the disclosure process as above. Send the incident form to the DSO at Your Organisation within 24 hours and notify your manager and/or DSO that you have done so
- The DSO will then contact you to talk through this if necessary.
- The DSO will inform you of next steps to be taken and you will receive support from your manager.

**Emergency:** If a young person is in immediate danger, you should contact the police on 999.

**Non-emergency:** If there is no immediate danger or advice or information is needed the DSO can contact the relevant LADO or Children's Social Care Team. If the concern is about a young person, contact the relevant LADO for the local authority where the incident occurred. If the concern relates to a staff member, the LADO of their registered place of work should be contacted (the details can be found on the Children's Local Partnership Board website).

## Further info:

The following local authority organisations are responsible for key inter-agency forums for child protection, safeguarding assessments and decisions at level and are identified on local government websites:

### Social Services Departments

Social services are a department in your local council and their job is to ensure young people are safe, looked after and aren't suffering from abuse and neglect. They do this by providing services for children and families who need support. Social services will get involved if they have significant worries about a child's safety and will do what they can to ensure the child is safe and looked after.

### Local Safeguarding Children Board (LSCB)

The LADO co-ordinates the investigations and reviews the actions as necessary. They record all the information and actions ensuring where necessary that individuals are reported to regulatory bodies. outlines the roles, responsibilities and procedures for managing allegations of abuse made against adults who work with children and young people.

### Multi Agency Safeguarding Hub (MASH).

The purpose of a MASH is to bring together different agencies to enable fast information sharing with the purpose of making an efficient and fast decision to safeguard vulnerable children. The MASH setting allows professionals to efficiently and quickly gather and process information in order to assess risk. Because of this, multi-agency partnership and coordination professionals are better placed to make correct, appropriate, and proportionate decisions when it comes to child safety.

### Prevent (radicalisation and extremism)

Across Greater Manchester, Channel has been embedded into existing Adults and Children safeguarding policies and procedures and is delivered in line with the principles of Working Together to Safeguard Children, the Care Act 2014 and Making Safeguarding Personal. The **Department for Education** has issued advice and social media guidance to schools and childcare providers to help them keep children safe from the risk of radicalisation and extremism, including: Protecting children from radicalisation: the prevent duty (July 2015) and The use of social media for online radicalisation (July 2015)





The following charities and agencies offer useful support and guidance:

**NSPCC** - A registered charity established to prevent cruelty to children. They have a help line for concerns about a child's welfare 0808 800 5000 [NSPCC | The UK children's charity | NSPCC](#)

**Child exploitation and Online Protection (CEOP)** - Investigates inappropriate online behaviour such as grooming online or sexual exploitation 0870 000 3344 [CEOP Safety Centre](#)

**Whistleblowing advice line** from NSPCC 0800 028 0285

**Disclosure and Barring Service (DBS) Advice line** for criminal records checks 03000 200 190

**Local authority children's social care (England)** Use the following website to find out the details <https://www.gov.uk/report-child-abuse-to-local-council>

**Children England** – A registered charity created by other charities aimed at creating a society where all children and young people are valued, protected and listened to, their rights are realised and families are supported [Children England](#)

**Manchester Safeguarding partnership** – [Prevent resources for practitioners](#)

Signposting for children and young people:

**Childline** 24-hour helpline for children and young people 0800 1111

**The Mix Helpline** offering support and advice for those under 25 years 020 7009 2500





## Supporting policies and procedures

#BeeWell has a duty, both in law and as a responsible organisation, to take reasonable care of children and young people coming into contact with #BeeWell activities. #BeeWell aims to adopt the highest possible standards and take reasonable steps in relation to the safety and welfare of children and young people. #BeeWell fully committed to meeting the requirements of safeguarding, in relation to children and young people, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential and support better wellbeing across Greater Manchester.

This policy should be read in conjunction with and linked to:

- GMCA Safeguarding Policy
- GMCA Safer Recruitment policy
- UoM Safeguarding Policy
- UoM Safer recruitment policy

The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012 -The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.
- GDPR and data protection act 2018

## Review

This policy and related procedures will be reviewed and updated to reflect changes in legislation that would require #BeeWell to amend its policy and procedures. **This version was created in September 2022 and will be revised after six months to ensure it is fit for purpose. From then on as a minimum, the policy will be reviewed annually.**





## Supplementary information

### Types of abuse:

**Abuse:** A form of maltreatment of a child. Somebody may cause 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 institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

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

**Emotional abuse:** Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child, young person or adult at risk, though it may occur alone.

**Sexual Abuse & Sexual Exploitation:** Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g. rape and buggery) or nonpenetrative acts. They may include non-contact activities, such as involving children, young people or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

**Neglect:** Neglect is the persistent failure to meet a child, young person or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because 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, young person or adult at risk from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child, young person or adult at risk's basic emotional needs.

**Discriminatory Abuse:** Including racial or sexual harassment and abusive treatment based on a child, young person or adult at risk's disability.





**Abuse of Disabled Children:** Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children, young people or adult at risk;
- Receiving intimate personal care from a larger number of carers;
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation;
- Being more vulnerable to abuse by peers than other children, young people or adults at risk.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

**Bullying:** Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

**Self-Harming Behaviour:** Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

**Female Genital Mutilation (FGM):** Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on newborn babies or on young women. FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

**Forced Marriage:** A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children, young people or adults at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care. In the case of a child, young person or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.





**Online abuse:** Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime.

**Online child sexual abuse:** When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

**Online bullying or cyberbullying:** Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos. Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending unsolicited and explicitly sexual messages
- pressuring children into sending sexual images or engaging in sexual conversations.

**Online grooming:** Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child. They can spend time learning about a young person's interests from their online profiles and then use this knowledge to help them build up a relationship. It's easy for groomers to hide their identity online – they may pretend to be a child and then chat and become 'friends' with children they are targeting. Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

**Abuse through sexual image sharing:** Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually-explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages.

It is important to differentiate between consensual image sharing, and abuse through image sharing. 'Sexting' is commonly used as a catch all term for both forms of digital





communication, but it is essential to differentiate. Consensual image sharing denotes sharing within the context of a non-exploitative relationship (regardless of the legal age of consent). Abuse through image sharing or exploitative sexting includes: demanding an image in an abusive relationship; revengeful distribution following a break-up; using an image to blackmail a person; and abusive acquisition intending wider distribution. 'Sexting' may also be called 'flirting', 'nudes' 'trading nudes', 'dirties' or 'pic for pic'.

Creating or sharing of explicit images of a child is illegal, even if the person doing it, is a child. However guidance states:

If a young person has shared imagery consensually, such as when in a romantic relationship, or as a joke, and there is no intended malice, it is usually appropriate for the school to manage the incident directly. In contrast any incidents with aggravating factors, for example, a young person sharing someone else's imagery without consent and with malicious intent, should generally be referred to police and/or children's social care. (UKCCIS 2016, 12)

**Consent to sex:** Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under is able to consent to any sexual activity according to the Sexual Offences Act (2003).

**Cuckooing:** Cuckooing is the process whereby organised groups target the homes of vulnerable people in order to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

**Criminal exploitation:** (Often referred to in relation to county lines); Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or groups groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

**Peer on peer abuse:** Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals. Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children with special education and needs disabilities (SEND) and lesbian, gay, bisexual and transgender (LGBT+) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older.

Signs of possible peer on peer abuse include but are not limited to:

- physical injuries
- drug and alcohol abuse
- going missing
- committing criminal offences
- disengagement from school
- poor mental health
- sexual health concerns.





**Trafficking:** Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child, young person or adult at risk who is recruited, transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children, young people or adults at risk in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children, young people and adults at risk are protected too.

Children, young people and adults at risk are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them. Trafficking is carried out by individual adults and organised crime groups.

**Young carers:** A young carer is a child or young person whose life is restricted by the need to take responsibility for another person. The person might be a parent, a sibling, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care, support or supervision.

Young carers can become isolated, with no relief from the pressures at home, and no chance to enjoy a normal childhood. They are often afraid to ask for help as they fear letting the family down or being taken into care.

The organisation should be aware of the needs of a young carer and be able to offer support and/or signpost him/her to a charity specifically for young carers. If their needs are more serious or urgent these concerns must be shared with the Designated Person for Safeguarding within the organisation.

