



# The ClementJames Centre

## Safeguarding Policy

### Policy Management

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# **SAFEGUARDING POLICIES**

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## 1. Our Policy

### 1.1 Policy Statement

**ClementJames** believes that it is unacceptable for anyone to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children, young people and adults at risk and we are committed to the safe working practices outlined in this policy to achieve this. This policy mainly references children and young people but adults at risk may be included in these practices.

### 1.2 The purpose of this policy:

- To protect the children, young people and adults at risk who engage with **ClementJames** services.
- To provide staff and volunteers, as well as children and young people and their families, with the principles and practices which guide our approach to safeguarding and child protection.

### 1.3 Scope of Policy

This policy applies to all staff including: senior managers, trustees, paid staff, sessional and temporary staff, students and volunteers working on behalf of ClementJames.

### 1.4 Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people and adults at risk in England and Scotland, namely:

- Children Act 1989 (and 2004 amendment)
- Children (Scotland) Act 1995
- The Care Act 2014
- Human Rights Act 1998
- Working Together to Safeguard Children 2018
- National guidance for Child Protection in Scotland 2021
- Keeping Children Safe in Education 2023
- Scottish Government policy: Getting it Right for Every Child (GIRFEC)

Please note this list is not exhaustive and does not preclude other legislation and frameworks having relevance to our practices.

### 1.5 We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 2004 and this is true for all children regardless of age, disability, gender, race, religion/belief, sex or sexual orientation.
- Some children are additionally vulnerable due to previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, parents/guardians, and other

agencies is essential in promoting young people's welfare.

- Adults at risk may also require safeguarding support although this policy will mainly refer to children and young people.

#### **1.6 We seek to keep children, young people and adults at risk safe by:**

- Valuing, listening to, and respecting them.
- Ensuring that there is a suitable Safeguarding management team.
- Ensuring Safer Recruitment Processes are in place.
- Ensuring that those we employ and who work with children, young people and adults at risk are DBS checked.
- Adopting child-centred safeguarding policies, procedures and practices and ensuring they are known and followed throughout the organisation.
- Providing effective management of cases through oversight, support, training and robust recording and monitoring procedures.
- Recording and storing information professionally and securely.
- Sharing our safeguarding processes with students, their families, staff and volunteers and ensuring they know how to raise a concern.
- Promoting multi-agency working where concerns are escalated and relevant information shared with appropriate agencies to ensure safety. Children, young people, adults at risk, and their families are routinely included in this process.
- Managing allegations against staff and volunteers appropriately and involving other agencies when required.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Providing a comprehensive training package for staff and volunteers to ensure they are promoting the welfare and safety of children and young people in their day-to-day work.
- Providing a comprehensive training package for trustees to ensure they are promoting the welfare and safety of children and young people in their governance of the charity.
- Creating and maintaining a safe, anti-bullying environment with policies to address any bullying or unsafe behaviour which may occur.

## **2. Managing Concerns and Disclosures**

All concerns and disclosures will be taken seriously and managed appropriately following **ClementJames's** safeguarding procedures. **ClementJames** recognises that whilst some incidents and disclosures will require the support and / or intervention of external agencies, others may be supported through existing internal support mechanisms.

## 2.1 Procedure when there is a safeguarding concern

Where there is a suspected concern or a direct disclosure of abuse or neglect from a child or young person, **ClementJames** staff and volunteers should follow the below steps:

- If someone is at immediate risk of significant harm the emergency services should be contacted.
- If there has been a disclosure, ensure the child or young person is aware that we may not be able to keep the information confidential and do not let the child or young person leave our care until the Safeguarding Team has assessed that it is safe to do so.
- Inform your manager as soon as practically possible. The manager will then decide whether the concern should be escalated to the Safeguarding Team.
- If your manager is not around then escalate the concern to either the member of the SMT on Safeguarding Duty.
- The Safeguarding Team will assess the current safety and next steps which may include making a referral to the Local Authority Social Care, contacting parent/guardian, and/or informing school or other services.
- If a referral is made to Social Care, this should be done using the relevant local authority guidance. Referrals should always be followed up in a timely manner as advised by the Safeguarding Team.
- If the concern is relating to a child, it should be shared with their parent/guardian and their consent sought if applicable, unless it would increase the risk of harm to the child or young person. If it has not been possible to gain consent within a reasonable time frame as assessed by the Safeguarding Team, a referral may be made without the consent of the parent/guardian and they should be informed as soon as possible.
- Regardless of whether a referral is made, all observations, relevant information and actions taken should be recorded as soon as possible on Salesforce.
- Depending on the seriousness of the concern, the Safeguarding Team may also report the case to The Charity Commission.
- It is the responsibility of the Manager, with the support of the Safeguarding Team, to ensure all follow up actions are completed and the child or young person is safe. All follow up actions and updates must be recorded on Salesforce.

## 2.2 Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. All staff, but especially the Designated Safeguarding Lead (and Deputy) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harm takes a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse

(including harassment and exploitation), child-on-child abuse, criminal exploitation, serious youth violence, county lines, and radicalisation.

If staff and volunteers are made aware of possible abuse or significant harm at school, online or in the community they must take steps to ensure the student is protected from harm. They should follow the same procedure as they would in section 2.1.

### **2.3 The Child's Wishes**

Where there is a safeguarding concern, **ClementJames** staff and volunteers should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems should be in place for children to express their views and give feedback. However, it should be remembered that sometimes children will not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. Ultimately, all safeguarding systems and processes will take into account the child's wishes but we must always act with the best interests of the child at heart.

### **2.4 External Agencies**

If an external agency (e.g. the police) requests to meet with a young person in our care, staff should verify who the external agency is and the purpose of the meeting. The Safeguarding Team must be notified immediately and a member of **ClementJames** staff must remain with the young person until the Safeguarding Team has given advice on next steps.

If the police have arrived to make an arrest of a child in our care, the Safeguarding Team should be contacted immediately for support and advice. The age of criminal responsibility is 10. If they are under the age of criminal responsibility, they cannot be arrested and staff should inform the police of the child's age.

## **3. Supporting Staff and Volunteers**

### **3.1 Recruitment and Onboarding**

**ClementJames** operates Safer Recruitment procedures. All roles are advertised with the clear requirement that staff and volunteers of the charity who are eligible for an enhanced DBS will be checked, including verifying the applicants' identity. All staff applicants must complete a declaration on the application form declaring any criminal convictions.

The application process and/or interviews for staff and long-term volunteers (including Academic Support Tutors and Mentors) include safeguarding and safer recruitment questions. These questions gauge the candidate's motivation and attitudes to working with children and young people. The application process for staff also includes questioning of any CV gaps.

On conditional offer, written references for staff and long term volunteers are checked. For staff, any gaps / inconsistencies in employment are investigated and staff applicants' identity and qualifications are verified.

### 3.2 DBS Disclosure

All staff and all volunteers in England that have regulated contact with **ClementJames's** young people must have a satisfactory Enhanced DBS check (with Child Barred list) and the charity will ensure that all paid staff are registered on the online update service. No unsupervised contact with young people or access to information regarding service users (including access to Salesforce) will be authorised until the DBS check has been returned and approved. During this period all staff and volunteers will be supervised by an **ClementJames** staff member who has undergone a satisfactory enhanced DBS check.

In advance of DBS clearance being received all staff and volunteers must complete a Disclosure Declaration Form. This form will be held securely by **ClementJames**.

In the event a DBS application returns an adverse disclosure or a self disclosure is made by a volunteer or staff member, further consideration will need to be given to the applicant. The COO will review and assess if this person is suitable to work with **ClementJames's** young people. If any external agencies need to be contacted, permission will be sought from the individual. If they are unable to reach an outcome or need further input, a Risk Assessment Panel will gather to review the information. The panel will include: members of the Senior Management Team and where appropriate the panel may seek input from the Trustee with responsibility for safeguarding.

The Risk Assessment Panel will make a decision on whether to employ the applicant as a paid member of staff or permit them to volunteer. In making this decision the panel may take the following into account:

- The nature and seriousness of the offence(s)
- The age at which the offence(s) was committed
- The time elapsed since the offence(s) was committed
- Any further offence(s)
- Circumstances at the time of the offence(s)
- The potential risk to children and young people
- Legal advice
- Whether the applicant declared any offences on the Disclosure Declaration Form, job application form and/or at interview

The Risk Assessment Panel will decide whether any further action is required, for example contacting the police or safeguarding authorities. The Risk Assessment will be kept securely on file.

If a former staff member or volunteer returns to work or volunteer with the organisation,

despite any former relationship, they will be treated as a new joiner and will receive an enhanced DBS check, references collected and given applicable safeguarding training. Any exceptions to this will require sign off by the Senior Management Team.

### **3.3 Training**

All Trustees, staff and volunteers undergo safeguarding training that is applicable to their role during their induction. Staff and volunteers will not be able to work independently with young people without attending safeguarding training; until this is attended, they will need to be supervised while working with children and young people.

### **3.4 Probation**

Staff can only pass their probation if they have completed Safeguarding Training and have completed all relevant safer recruitment checks.

### **3.5 Staff Welfare**

We recognise that working with children, young people, and adults at risk who are victims of abuse can be challenging and can impact staff wellbeing. **ClementJames** offers the following support mechanisms:

- Access to an Employee Assistance Programme
- Line manager and HR support
- Promotion of helplines such as NSPCC

## **4. Allegations against staff and volunteers**

**ClementJames** promotes an open and transparent culture in which all concerns about all adults working in or on behalf of the organisation (including volunteers, visitors and contractors) are dealt with promptly and appropriately enabling the organisation to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the organisation are clear about professional boundaries, and act in accordance with the ethos and values of the organisation.

### **4.1 Low level concerns**

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the organisation may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

It is essential that all low-level concerns regarding adults working in or on behalf of the charity (including staff, volunteers, visitors, contractors and trustees) are reported as soon



as possible - please see the Low-Level Concerns Policy in section 3 of the staff handbook for more information and for the reporting procedure.

## **4.2 Allegations**

Keeping Children Safe in Education 2023 states that allegations meeting the harm threshold might indicate a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children. They may have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Allegations can be made by anyone including colleagues, volunteers, parents/guardians, children/young people and community/external staff and all should feel safe to express them without fear of victimisation.

## **4.3 Procedure for allegations against staff and/or volunteers**

It is essential that all allegations of safeguarding misconduct regarding staff should be immediately and confidentially reported directly to a member of the Senior Management Team by phone or email. The Senior Management Team will manage the investigation and may consult the Safeguarding Team/Trustee if appropriate.

Allegations of safeguarding misconduct against a volunteer should be immediately brought to the attention of your manager, who will escalate concerns to a member of the SMT.

The following action should be taken in the event of an allegation:

- Make sure that the child or young person is safe and away from the alleged perpetrator.
- Refer the matter immediately to your manager, or the Senior Management Team if suitable. They will advise on next steps and will lead the investigation. It is the responsibility of the reporting staff member to ensure that the concern has been received and acknowledged by the appropriate member of the management team within a timely manner.
- If you cannot make contact with your manager (e.g. annual leave) please contact a member of the SMT.
- The Senior Management Team will discuss and consider the need for a referral to the Local Authority.
- The charity may consider it necessary, taking into account the nature of the concern and/or taking into consideration the employee/volunteer's wellbeing, to limit the scope of the employee/volunteer's activities until the matter has been

resolved

- Follow advice given regarding contact with the parents/carers if the alleged victim is a person who has not yet reached the age of eighteen (England).
- Consider whether the alleged perpetrator has access to children, young people or adults at risk elsewhere and if so consider a referral to the LADO.
- **ClementJames** will work closely with the Local Authority as well as the police in following procedures.
- **ClementJames** will follow any external investigation with an internal review to promote better safeguarding practices.
- **ClementJames's** disciplinary procedures may be implemented, irrespective of the action that is taken by social care or the police.
- **ClementJames** will keep a record of all low level concerns, allegations, investigations and reviews. The Safeguarding team should have oversight for this.
- In the event of a staff member being in breach of the Safeguarding Policy **ClementJames** will follow the disciplinary rules and procedures outlined in the staff handbook

#### 4.4 Whistleblowing Policy

**ClementJames** has a clear whistleblowing procedure, found in the staff handbook and referenced in staff training, and promotes a culture that enables issues about safeguarding and the welfare of children and young people to be addressed.

### 5. Internet and Device Safety

**ClementJames** is committed to protecting children, young people and adults at risk while using its services from the risks posed by the internet, use of email, messaging, video conferencing and social networking.

**ClementJames** is aware of the increased risk to children and young people when using online platforms and aim to keep them safe by:

- Providing clear and specific directions to staff and volunteers on how to behave online
- Supporting children and young people using our service to use the internet, social media and mobile phones in a way that keeps them safe
- Supporting parents/guardians to do what they can to keep their children safe online
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour
- Reviewing and updating the security of our information systems and online platforms regularly
- Providing safe devices to children and young people which have had the appropriate filtering systems and software in place
- Having a named person (COO) responsible for deciding what is allowed and blocked by our filtering systems and documenting decisions and reasoning on what is blocked/allowed
- Ensuring that images of children and families are used only after permission has been obtained, and only for the purpose for which consent has been given

- Providing training and resources to staff and volunteers about online safety
- Risk assessing any online platforms or new technologies before they are used within the organisation and producing usage and conduct guidance for staff, volunteers, children and young people

See **ClementJames's** Online Safety Policy for more information - see appendix A

## 6. Record Keeping and Information Sharing

**ClementJames** understands that information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe and we are therefore committed to multi-agency working. Staff should be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children and should do so with support and advice from the Safeguarding Team. If you are unsure of when it is appropriate to share information, please speak to the Safeguarding Team.

All information regarding safeguarding incidents and concerns is stored centrally on **ClementJames'spreent** database (Salesforce) and not on individual devices. Safeguarding concerns and disclosures will only be shared in circumstances that will further protect the child from harm and, when safe to do so, with the consent of the child and their parent/guardian. When information is being shared, it is done so in a safe and secure way such as via secure email or password protected databases or documents. If you are unsure of how to share information about a safeguarding case safely, please contact the Safeguarding Team.

## 7. Parent/Guardian Involvement

**ClementJames** recognises the role of parents/guardians when safeguarding children and young people and seeks to include them in conversations if it does not pose further risk to the child or young person. Whenever it is safe and possible, parental consent is sought to make referrals to Local Authorities or external agencies and staff should aim to update parents/guardians throughout the safeguarding process.

## 8. External Opportunities and Third Party Providers

**ClementJames** may promote external opportunities and third party programmes if we feel

that they will benefit our children and young people's education and experience, including but not limited to webinars, residentials, work placements, and/or apprenticeships. For external opportunities where **ClementJames** staff will not be present, **ClementJames** will carry out due diligence checks on third party providers.

If **ClementJames** is recruiting students for these external opportunities, the following must be checked before promoting to our students:

- The service upholds good safeguarding standards and has appropriate safeguarding policies and reporting procedures in place. If there are any safeguarding concerns about a third party provider, these must be flagged to the Safeguarding Team.
- Parents/carers are informed and consent is given for children and young people under the age of 18.

For external opportunities that **ClementJames** may advertise to young people but do not recruit for and where **ClementJames** staff will not be present, the following must be checked before promoting to our students:

- The service is safe and appropriate for the age group and the level of need
- The child/young person and the parent/guardian are fully aware that this is an external opportunity and **ClementJames** staff will not be present

If a staff member is unsure if the service or opportunity is safe for students, they should seek support from the Safeguarding Team before promoting it to children and young people or their parents/guardians.

When student enrichment work placements are arranged, the host organisation and parent/guardians of students under the age of 18 receive and sign a Safeguarding Guidance Agreement. The student signs a Student Agreement which includes health & safety and safeguarding expectations as well as an escalation process if they feel the placement is unsafe.

## 9. Risk Assessments

**ClementJames's** risk assessments cover all staff and volunteers who work and interact with children and young people as part of the service. In preparing risk assessments for off-site visits, staff should ensure that external providers, where appropriate, have a risk assessment in place, and if appropriate adequate Safeguarding policies.

**ClementJames** staff and volunteers are expected to dynamically assess risk during all activities and respond appropriately to any hazards and adhere to mitigations. These should be added to risk assessments when necessary.

Individual risk assessments will be completed for a child or young people with extenuating circumstances to ensure they can participate in on and off-site activities safely. Cases where an individual risk assessment is needed could include, but are not limited to, young people displaying behaviours that may pose a risk to themselves or others, self harm or external dangers such as prohibited parental contact. Individual risk assessments should be written and shared with the Safeguarding Team and discussed with the parent/guardian and child/young person when it does not cause further risk to do so.

## **10. Children Potentially at Greater Risk of Harm**

Whilst all children should be protected, it is important that we recognise some groups of children are potentially at greater risk of harm. Keeping Children Safe in Education 2023 states the following as children and young people potentially at greater risk of harm:

- Children who need a social worker (Child in Need and Child Protection Plans)
- Children who are absent from education or those opting for Elective Home Education (EHE) - EHE can be a positive experience for a child and is not always a safeguarding concern but it does mean that children are less visible to the services that are there to keep them safe and supported.
- Children requiring mental health support - this can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation
- Looked after children, previously looked after children, care leavers and care experienced young people.
- Children with special educational needs, disabilities (SEND) or health issues - additional barriers can exist when recognising abuse and neglect in this group of children.
- Children who are LGBTQIA+ - the fact that a child or young person may be LGBTQIA+ is not in itself an inherent risk factor for harm. However, children who are LGBTQIA+ can be targeted by others. In some cases, a child who is perceived by other children to be LGBTQIA+ (whether they are or not) can be just as vulnerable as children who identify as LGBTQIA+.

**ClementJames** recognises that these children and young people may be at a higher risk of experiencing harm and staff should therefore be aware of children and young people with these risk factors and consider how we support them and their individual needs.

## **11. Glossary of Safeguarding Terminology**

**11.1 Safeguarding:** Safeguarding is the action that is taken to promote the welfare of children and protect them from harm and is defined in “Working Together to Safeguard Children 2018” as:

- protecting children from maltreatment;

- preventing impairment of children's mental and physical 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 outcomes.

**11.2 Child Protection:** Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

**11.3 Children/young people:** A child is defined as anyone who has not reached the age of 18. This is enshrined in UK law and the UN Convention of Human Rights. For the purposes of this policy and relevant procedures the term "child" and "young person" are used to mean the same thing.

**11.4 Adult at Risk:** See appendix. E for Adult Safeguarding definitions and principles

**11.5 Children's Social Care:** The work of local authorities exercising their social services functions with regard to children. Arrangements for children's social care will differ within each Local Authority. Managers should be aware of this.

**11.6 Parent/Guardian:** The birth or adoptive parent, legal guardian, or other person having responsibility for, or legal custody of, a child. When working with young people and their families, we may use the term 'Adult at Home' to promote inclusive language but due to legal definition we continue to use parent/guardian in this policy.

## **12. Internal Roles and Responsibilities**

**12.1 The Trustees** are required to take steps to protect everyone who comes into contact with their organisation from harm (Charity Commission for England and Wales, 2019; Charity Commission for Northern Ireland, 2019; Scottish Charity Regulator, 2018).

**12.2 The Safeguarding Trustee** is the lead person responsible for overseeing safeguarding and child protection including oversight of **ClementJames's** Safeguarding policy, procedures and training.

**12.3 The Chief Executive** is responsible for ensuring that the Safeguarding policies and processes are implemented within **ClementJames** as a whole and providing appropriate staff and volunteer training where necessary. The Chief Executive is a member of the Safeguarding Team The CEO is also **The Head of Safeguarding/Designated**

**Safeguarding Lead** should take lead responsibility for safeguarding and child protection for the organisation which includes providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and interagency meetings, and/or supporting other staff to do so, and contributing to the assessment of children. They are responsible for internal staff training, keeping the charity abreast of current legislation and best practice, and overseeing quality records of all incidents and all referrals to external agencies. They will also be on Safeguarding Duty through the week, and matters should be escalated to them if necessary. **The Deputy Designated Safeguarding Lead** should support all of these functions and deputise when the DSL is not present. They will also be on duty at specified times throughout the week.

**12.4 The Safeguarding Team Managers** are experienced staff who deputise for the DSL and DDSL when suitable. They provide regular support to the delivery team and escalate concerns to the DSL and DDSL when suitable. They also provide training.

**12.5 COO** is responsible for ensuring that all staff and all volunteers that have regulated contact with young people have an approved Enhanced DBS check (England).

**12.6 Programme Managers** are responsible for the implementation of the safeguarding policies in their programme and the enactment of safe working practices. Programme Managers manage safeguarding cases in their programme and undertake the responsibility to alert and follow the guidance given to them by the Safeguarding Team.

### **13. External Roles and Responsibilities**

**13.1 The Local Authority Designated Officer (LADO)** in England and Wales is responsible for managing all allegations made against staff and volunteers who work with children and young people in their specific locality. The LADO may also be contacted by the charity as a source of advice.

**13.2 Local Authority Social Care.** Each Local Authority will have a team overseeing safeguarding within its area. Any concerns that meet the threshold for reporting to the Local Authority must be referred to the authority that the child or young person resides in. If a member of staff is unsure if the Local Authority needs to be informed, they can consult with the Safeguarding Team for advice.

The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

### **Hammersmith and Fulham**

Please call 020 8753 5125 and ask to speak to the Duty Child Protection Adviser or email [lado@lbhf.gov.uk](mailto:lado@lbhf.gov.uk)

### **Kensington and Chelsea**

Please call 020 7361 3013 and ask to speak to the Duty Child Protection Adviser or email [kclado.enquiries@rbkc.gov.uk](mailto:kclado.enquiries@rbkc.gov.uk)

### **Westminster**

Please call 020 7641 7668 and ask to speak to the Duty Child Protection Adviser or email [lado@westminster.gov.uk](mailto:lado@westminster.gov.uk)

**13.3 Local Authority Social Services.** The local authority has a team overseeing safeguarding. Any concerns raised about children, young people or adults within The ClementJames Centre will be referred to the local authority.

Contact: [socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk) or tel: 020 7361 3013.

**13.4 Bi-Borough Prevent Team.** The local authority's Prevent department oversees the safeguarding of children and vulnerable adults from radicalisation and extremism. Any concerns raised about children, young people or adults within The ClementJames Centre will be referred to:

Contact: Bi-borough PREVENT at [prevent@lbhf.gov.uk](mailto:prevent@lbhf.gov.uk) or tel: 020 8753 5727

**13.5 The Police.** Where a child, young person or adult has made a direct allegation or there is clear evidence of a person suffering or at risk of suffering significant harm the matter should be immediately referred to the Police (if it is not possible to obtain a response from social services).

**13.6 Other Agencies.** Other agencies who may be involved with the care of children, young people and adults or may be able to provide helpful information include:

- Schools (contact details can be found on the database)
- Education welfare (020 7598 4886)
- Blenheim Project (the London drug agency 02089605599)
- NSPCC ([www.nspcc.org.uk](http://www.nspcc.org.uk), 08088005000)
- Family Friends (a charity helping families to help themselves: 020 8960 9099, [info@familyfriends.uk.com](mailto:info@familyfriends.uk.com))
- Mind (a charity working to improve the lives of people suffering from mental distress: 020 8964 1333, [enquiries@kcmind.org.uk](mailto:enquiries@kcmind.org.uk))



## 14. Appendices

Appendix A: Supporting Policies and Documents

Appendix B: KCSIE Indicators of Abuse and Neglect

Appendix C: Safeguarding Team and Safeguarding Process Map Posters

Appendix D: Legislative Framework and National and Local Guidance

### Appendix A: Supporting Policies and Documents

The below Policies and Documents should be read in conjunction with the Safeguarding Policy. Volunteers do not need to read those applicable to staff only.

1. Staff Handbook (see PeopleHR - staff only)
2. [Child on Child Abuse Policy](#)
3. [Online Safety Policy](#)
4. Child Facing Safeguarding Policy
5. [Physical Intervention Procedure](#) (staff only)
6. [DBS New starter SG flowchart](#) (staff only)

Please note these are linked documents and are only available to **ClementJames** staff and volunteers via our shared online folders. If you need access please contact a member of the SMT.

### Appendix B: KCSIE Indicators of abuse and neglect

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Please see [Keeping Children Safe in Education 2023](#) paragraph 26-30 for more information on the indicators of abuse and neglect.

### Appendix C: Safeguarding Team

**SMT  
Safeguarding  
Line**



**Designated Safeguarding  
Lead: Dami Solebo**



**Deputy Designated Safeguarding  
Lead: Esther Pickering**

**Safeguarding  
Managers**

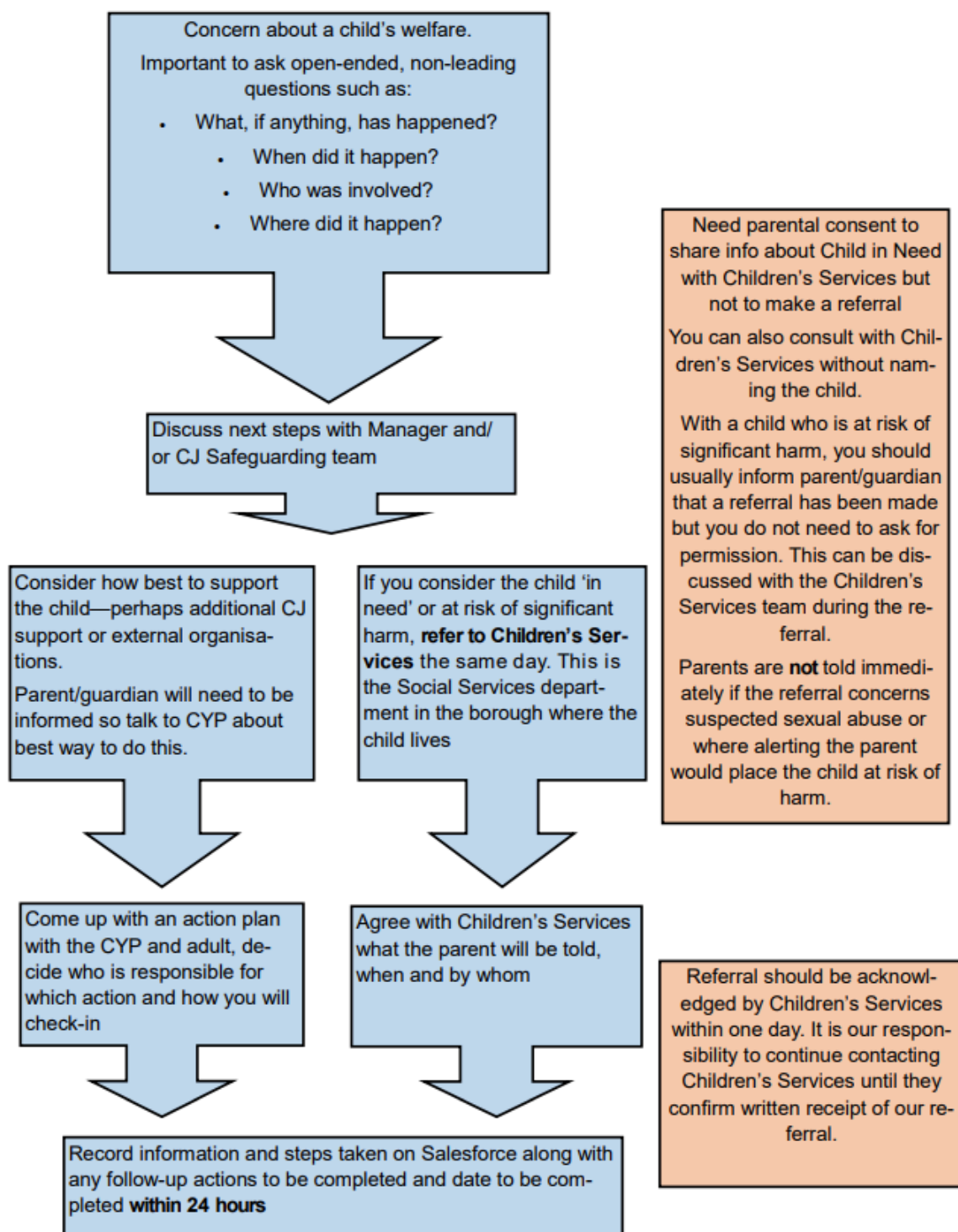


**Jill Watson**



**Joss Cullen**

Please note that changes in the Safeguarding Team may occur prior to the next policy review. The Safeguarding Team will ensure that when appropriate these have been updated.



The **ClementJames** Safeguarding Policy references [Keeping Children Safe in Education 2023 which can be read here.](#)

The legislative bases for protecting Children and Young People are the Children Acts of 1989 and 2004. The Children Act 1989 is the legislative basis both for protecting Children and Young People from significant harm and promoting the provision of services for Children and Young People in need. The Children Act 2004 sets out the vision for Children and Young People in terms of five key outcomes:

- Staying safe
- Being healthy
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well-being.

The 'staying safe' outcome is underpinned by a statutory duty of all agencies working with Children and Young People to promote safeguarding in the way it carries out its function.

Section 11 of The Children Act 2004 says that every organisation working with children, young people and parents that receives grant funding must show that they are run safely.

Children and Young People have a legal right to be protected from harm under the Children Act 1989 and also the European Convention of Human Rights 1953.

Sections 36 to 41 of the Counter Terrorism and Security Act 2015 sets out the duty on local authorities, schools and organisations to provide support for people vulnerable to being drawn into terrorism. This is known as the Channel programme. The Safeguarding Team should be contacted in the event that any staff member has a concern about a child or young person being vulnerable to being drawn into terrorism and managers have completed PREVENT training.

## **National and Local Guidance**

The Government's 'Working Together to Safeguard Children', sets out how statutory and voluntary agencies should work together to promote the safety and welfare of Children and Young People.

In addition each Local Authority will have its own local guidance. Managers should be familiar with this guidance and consult with the Safeguarding Team if the local guidance raises any issues for **ClementJames's** Safeguarding Policy and practice.