



Identity School of Acting Safeguarding Policy

STATEMENT OF INTENT

The school believes that the health, welfare and safety of children and vulnerable adults is paramount and that all people without exception have a human right to be protected from abuse of any kind regardless of age, gender, ethnicity, disability, sexuality, gender identity, pregnancy, lifestyle or family make-up, religion or beliefs.

This policy applies to all staff and students of IDSA (Identity School of Acting). Those people will be informed of the policy and procedures where appropriate. For the purposes of this document, 'staff' refers both to contracted members of staff, and people who are employed on a freelance basis.

Effective and successful safeguarding of children and vulnerable adults begins with all staff being well informed of all safeguarding protocols and procedures. It is also pertinent that staff are aware of what is considered as a safeguarding issue and how they should then report potential risk to self/others or of abuse immediately. These procedures will be outlined in this policy.

All concerns of potential risk to self/others and allegations of abuse will be taken seriously by staff and responded to appropriately and sensitively. In some cases, this may require IDSA to make a referral to children's services, the local Safeguarding board, the Channel programme, and in emergencies, the Police.

The Child Protection and Safeguarding Lead is Dinah Marti, Quality Assurance and Wellbeing Manager, dinah@identityschoolofacting.com.

IDSA will:

- Establish and maintain an environment where children and vulnerable adults feel safe, can talk freely about their feelings and experiences in structured ways, and are listened to.
- Take effective, timely and robust action to protect children and vulnerable adults and report concerns according to the procedures outlined in this policy.
- Ensure there is a commitment to safe recruitment, selection and vetting of staff; ensure all relevant staff are adequately aware of and supported in child protection and safeguarding reporting, know who the Child Protection & Safeguarding Leads are and how to implement this procedure.

The duties and procedures used to inform this policy are:

- Children's Act 1989 (2004 and 2014 amendments)
- Working Together to Safeguard Children 2015²
- Working Together to Safeguard Children 2018³
- National Service Framework for Children, Young People and Maternity Services⁴
- Every Child Matters 2003⁵
- Mental Capacity Act 2005⁶
- Counter-Terrorism and Security Act 2015⁷
- The Prevent Strategy 2011⁸ - 2022 (continuing update)

1 [Children Act 1989 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1989/41)

2 [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342222/Working-Together-to-Safeguard-Children-2015.pdf)

3 [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/611112/Working-Together-to-Safeguard-Children-2018.pdf)

4 [01-05 Core Standards 1-5.qxd \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/342222/01-05_Core_Standards_1-5.qxd)

5 [A4998-DfES-ChildrenGPaperCOV \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/342222/A4998-DfES-ChildrenGPaperCOV.pdf)

6 [Mental Capacity Act 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2005/9)

7 [Counter-Terrorism and Security Act - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/499872/Counter-Terrorism-and-Security-Act-2015.pdf)

8 [Prevent strategy 2011 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/231272/Prevent-strategy-2011-2022.pdf)

2. DEFINITIONS

Definition of child

A child is legally defined as any person under the age of 18. IDSA staff may often prefer to use the words 'young person' to describe teenagers though this definition does not exist in law. It is important to be clear that any young person up to their 18th birthday is legally regarded as a child. As our Under 27 groups include students between the ages of 16 and 17, several of our students will always be legally defined as children and staff are made aware of those who are under 18.

Emails are sent to those tutors who need to be made aware, notes are made on registers and dates of birth are accessible for each student on our database platform.

Definition of vulnerable adult

A vulnerable adult is someone aged 18 years or over who 'is or may be in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation'.

There are no hard and fast definitions of what makes an adult vulnerable. Making a judgement about vulnerability is a process based on gathering evidence and discussion with the person concerned,

others, and with the Safeguarding Lead.

Vulnerability can be the result of something inherent to the person. This can be having a physical or learning disability, mental health issue(s) or frailty due to age. These can be lifelong, acquired or temporary. It is important to understand that these do not necessarily make someone vulnerable - i.e., not everyone with a learning disability will be vulnerable.

It is especially important in terms of disabled and older people's equality and rights not to assume someone is vulnerable just because of who they are.

What indicates that someone is vulnerable is the interaction of their personal characteristic with an inability to protect themselves from harm at this moment in time.

Vulnerability may also exist not because of anything inherent to the person but due to the circumstances they are living in, for example they are homeless or living in an abusive relationship or having a mental health crisis of some kind. Again, what makes someone vulnerable in these circumstances is an inability to protect themselves against significant harm.

Vulnerability due to such circumstances can be short-term or long-term.

Definition of significant harm

For both children and vulnerable adults, what triggers safeguarding action is a concern that the child or adult is experiencing or at risk of significant harm. The law says that significant harm "is the threshold which justifies compulsory intervention in family life in the best interests of the child" (or also, vulnerable adult). Significant harm therefore triggers action that must involve statutory agencies. The local authority is the agency with legal responsibility for safeguarding children and vulnerable adults and for assessing whether significant harm exists. This includes harm related to being drawn into radicalisation or extremism. However, sometimes staff members have concerns about a child or vulnerable adult which do not reach the threshold of significant harm but which nevertheless require action.

The Government defines harm as "the ill-treatment or impairment of health or development, including self-harm suffered by seeing or hearing the ill-treatment of another". This includes concerns about the physical, intellectual, emotional, social or behavioural development of a child or vulnerable adult; or involves experiences that affect their physical or mental health.

Concerns about harm should never be ignored, even if they seem minor. However, they may not warrant a formal or immediate referral to the local authority. Within IDSA this decision is the

responsibility of the Child Protection and Safeguarding Leads.

Staff members have a responsibility to report concerns according to the procedures in this policy. Staff should not make decisions in isolation but use existing mechanisms for discussion.

Definition of abuse

Abuse can consist of a single or repeated act of harm or exploitation. It may be perpetrated because of deliberate intent, negligence or ignorance. Abuse can be physical, verbal, psychological, emotional, or a result of neglect or an omission to act.

Neglect is the failure to meet a child or vulnerable adult's basic physical and psychological needs. Examples for which can be found in Appendix 2.

For vulnerable adults, abuse can also occur when the person is persuaded to enter a financial arrangement or sexual relationship to which they have not, or could not, consent to or understand. Situations can occur where adults become vulnerable due to the abuse in a relationship - even if the adult in the situation is consenting.

Abuse can occur in a wide range of circumstances and be perpetrated by a wide range of adults. Children can be abused by other children. The law recognises four types of abuse (physical, emotional, neglect and sexual), with a fifth (financial) also applying to both parties. These types of abuse are defined in Appendix 1. Possible signs of abuse are given in Appendix 2.

Thresholds of need

Safeguarding procedures are based on an assessment about the child or vulnerable adult's needs. Statutory guidance groups need into four levels, with different duties at each level.

Level 1: Universal needs- the child or adult does not have any additional needs now and universal services are adequate in meeting the needs they do have.

Level 2: Low needs but someone is vulnerable - the needs of the child or adult are not clear, not known or not being met. This is of concern. This is the threshold that triggers internal procedures (Well-being and Fitness to Study or a safeguarding cause for concern).

Level 3: High or complex needs - the needs of the child or vulnerable adult require longer interventions to be met, are at a prominent level and/or require statutory or specialist interventions. This is the threshold that triggers social care intervention or in the case of concerns about radicalisation, a potential referral to the local authority Channel Panel.

Level 4: Complex or acute needs- the needs of the child or vulnerable adult are immediate, complex or acute. There are high risks and intensive statutory support is required. This is the threshold of child protection.

People's situations can go up or down these levels. The aim is that, through appropriate action and support, the level of need goes down. It is the responsibility of Social Services to judge which level of need a child or vulnerable adult is at.

There are no fixed rules as it depends on the circumstances. Child protection teams are only legally responsible for providing services for people at level 4, although they will usually be involved with people at level 3. Other health, education, voluntary or support services will pick up working with children and vulnerable adults judged to be at level 2.

Many referrals made to Social Services will not meet level 4 after assessment and a referral will be closed or passed back to the institution. However, Social Services/ the local authority will always help a referring agency to make a judgment about need and staff should never hesitate to refer if necessary.

This information is provided as a background explanation. IDSA staff should not be making an assessment of level of need. This is ultimately a job for Social Services.

Within IDSA, the Child Protection and Safeguarding Leads are responsible for the triggering of safeguarding referrals to external agencies.

Definitions of student and staff member in relation to safeguarding

This policy uses several words to describe the people who are involved in IDSA and its activities. This section defines what those words mean.

Student

The term student applies to anyone who uses or takes part in an IDSA activity as a participant.

Staff member

Staff member means anyone with an employment contract from IDSA, including those working as visiting professionals or working on a freelance basis.

All staff will always be encouraged to share safeguarding concerns that they may have.

3. RIGHTS & RESPONSIBILITIES

Responsibilities of IDSA

- IDSA will ensure that staff, students and where appropriate, parents are aware of this safeguarding policy and that relevant staff members attend appropriate safeguarding training.
- The relevant agencies will be notified if abuse is identified or suspected, following the procedures in this policy.
- IDSA will support and where possible secure the safety of children and vulnerable adults and ensure that all referrals to services have full information in relation to identified risk.
- IDSA will ensure that DBS (Disclosure and Barring Service) checks are undertaken for all staff who do direct work with children and vulnerable adults.

Responsibilities of IDSA staff

- All staff must make sure they are familiar with the safeguarding policy and procedures and able to follow procedures if appropriate.
- All staff are responsible for their professional conduct.
- All staff should always act according to this policy if they have safeguarding concerns.
- All staff members must declare any relevant existing or spent convictions. Failure to do so will be regarded as gross misconduct, resulting in dismissal.

Responsibilities of statutory agencies

- Local authorities have a legal duty to protect children and vulnerable adults and to investigate where there is a reason to suspect that a child or vulnerable adult may be suffering significant harm, including being drawn into extremism.
- Local authorities do not have a legal duty to take action where the threshold of harm has not reached 'significant' but they may choose to do so.
- Local authorities have the legal duty to decide if what someone is experiencing amounts to 'significant harm'.
- The police have a duty to investigate when an alleged crime - or evidence of a crime - has taken place.
- Whether the significant harm a child or vulnerable adult experiences is legally a crime is the responsibility of the police and Crown Prosecution service to decide.

Rights of those who report abuse

All those reporting abuse of a child or vulnerable adult, or making an allegation or expressing concern, whether they be staff, students, carers or parents will be reassured that they will be listened to and taken seriously and that their concerns will be acted on in accordance with this policy.

- This includes a respect for confidentiality for staff members reporting concerns of abuse.
- Students will be given immediate protection from the risk of reprisals or intimidation.
- Staff will be given support and afforded protection, if necessary, in line with the Public Interest Disclosure Act 1998.

Rights of children and vulnerable adults

- Students have the right to see this policy.
- All students have the right to be listened to and to have alleged incidents and concerns taken seriously and acted on in an appropriate way. Students have the right to receive sensitive, fair and respectful treatment during the processes undertaken in line with this policy.
- Students have the right to have their wishes and feelings taken into account when safeguarding decisions about actions are being made.
- Students have the right to be consulted and informed about decisions made about them, including if the actions taken by IDSA under this procedure are against their wishes, and to receive information about the actions taken and their outcomes.

4. OVERALL GOOD PRACTICE PROTOCOL

Disclosure and Barring Service (DBS) checks

All staff working with IDSA who have contact with children and vulnerable adults will have enhanced Disclosure and Barring Service (DBS) checks. For more information on the Disclosure and Barring Service, please see <https://www.gov.uk/disclosure-barring-service-check/overview>

Induction & training

- All IDSA staff will familiarise themselves with all policies and procedures during induction into their role.
- All staff will be made aware of who the Child Protection and Safeguarding Lead is and how to implement the safeguarding policy.

Management

- IDSA will appoint Child Protection and Safeguarding Leads who will be staff members with training and experience to implement the safeguarding policy and liaise with other

organisations.

- The Child Protection and Safeguarding Leads will communicate directly with their Line Managers where appropriate and will, when necessary and/or required, provide anonymised statistical reports to the principal.
- All staff will ensure that they are familiar with this policy and have informed the staff they manage about it.
- All staff will work with the relevant Child Protection and Safeguarding Lead to ensure the effective implementation of this policy.

Record keeping: the Record of Safeguarding concern form

- Staff will keep a written record of any safeguarding concerns and raise these with the relevant Child Protection and Safeguarding Lead.
- Staff will discuss concerns with the Child Protection and Safeguarding Lead.
- Confidential information will be kept securely by the Child Protection and Safeguarding Lead. Written documentation will be kept for as long as deemed necessary, in line with the Data Protection Act 2018.
- It is important that this information is recorded as factually as possible. Records kept by staff about children and vulnerable adults should include what was said or observed, all persons involved, the date and time of what has occurred, date of disclosure and if there are observable injuries.
- Any discussion had must be in the understanding that it cannot be confidential.
- Any actions agreed and/or taken must also be recorded.
- Records should be completed as soon as is reasonably practical and ideally within forty-eight hours of a disclosure or incident occurring.
- All documentation must be given to the Child Protection and Safeguarding Lead who will read it.
- A written record must always be kept, even where there is no immediate referral to children's services or safeguarding adults' services. The record will be kept electronically in a secure file with limited permissions for access.

Professional code of conduct

- All staff with IDSA will abide by IDSA policies and conduct requirements.
- Professional code of conduct requirements includes maintaining professional boundaries and confidentiality, according to procedures.
- Any staff breaching code of conduct will activate the investigation policy.
- One-to-one meetings with students who might be described as children or as vulnerable adults should follow good practice procedures. Including the recording of zoom calls and recording of meeting time/ places.
- It might be deemed appropriate to hold a meeting with another staff member present, where there are safeguarding concerns.
- Staff waiting for a DBS check to be processed should not work unsupervised with children or vulnerable adults.

Good practice for freelance staff and visiting professionals

Under no circumstances should staff share their personal information, including telephone number or email address. Staff should not accept or interact with any communication from a student via Facebook, Twitter, Instagram, Snapchat, LinkedIn or any other social media.

All correspondence between students and tutors will be delivered through IDSA administration and through the designated CRM portal.

It is also essential that staff monitor their own behaviour in terms of safe touch with students. Although drama tuition and especially movement can be necessarily tactile, staff should avoid unnecessary contact with students, and particularly be mindful of where they touch them.

Staff should always establish with a student what they consider to be a safe level of touch, whether with themselves or other students, and ensure that this is rigorously adhered to.

Staff should also be aware that when working on texts that deal with sensitive or contentious issues, or particularly that focus on abuse, sexual assault, or mental illness, they might accidentally trigger students with traumatic experiences.

The best practice would be to make students aware of what they will be working on in advance and to give them an opportunity to discuss any concerns they might have.

In the event of a student becoming upset, staff should be sure to treat them in a respectful, understanding, and sensitive manner, and notify the Child Protection and Safeguarding Lead following the incident.

All staff should also adhere to the below code of conduct:

- Never be alone with a young person in a closed room.
- Never take part in an online session with a student that is not being recorded.
- Never share any personal contact details with a young person, including social media.
- Make sure that language and behaviour is appropriate. What is acceptable for older students may not be for a young person. This might include swearing, disclosure of personal information, or discussion of explicit issues.
- If staff are working on a text that addresses explicit issues, especially regarding sexuality, they must be mindful that young people may not be accustomed to discussing these areas and that they need to approach this in a careful and sensitive manner. All texts that staff plan to use when working with young people must be signed *off* by the Head of Acting (London).
- If staff suspect that a young person is at any risk of harm, whether from themselves or someone else, you have a duty to take action. In these cases, you should inform the Child Protection and Safeguarding Lead immediately. You should discourage a young person from leaving until you

are certain they are safe.

Confidentiality

IDSA will not disclose information about a student to a third party without the individual's consent, unless there is a risk of significant harm.

Confidentiality within IDSA

Staff should be clear with students that their information is available to other staff members within IDSA. These people will include the Principal, the Head of Operations, the Child Protection and Safeguarding Leads and may include other staff members.

In the event of a student becoming upset, staff should be sure to treat them in a respectful, understanding, and sensitive manner, and notify the Child Protection and Safeguarding Lead following the incident.

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- If staff are working on a text that addresses explicit issues, especially regarding sexuality, they must be mindful that young people may not be accustomed to discussing these areas and that they need to approach this in a careful and sensitive manner. All texts that staff plan to use when working with young people must be approved by the Head of Curriculum (London).
- If staff suspect a young person is at any risk of harm, whether from themselves or someone else, you have a duty to act. In cases like these, you should inform the Child Protection and Safeguarding Lead immediately. You should discourage a young person from leaving until you are certain they are safe.

Confidentiality

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Confidentiality within IDSA

Staff should be clear with students that their information is available to other staff members within IDSA. These people will include the Principal, the Head of Operations, the Child Protection and Safeguarding Leads and may include other staff members.

Staff members should be clear with students that information may be shared with them for support, guidance, and safeguarding.

Some students may be anxious about who might know about their situation within IDSA. This may happen, for example, if a student is personally known to another staff member (they may live near each other or be a relative or a former student) or is well known within a particular community or context. In this circumstance, the individual staff member should talk with the student and the Child Protection and Safeguarding Lead about confidentiality measures.

However, a staff member should never promise to keep something secret or refrain from sharing information due to concern of upsetting the student involved.

Safeguarding concerns about another staff member should never be kept secret. Procedures outlined in this policy should always be followed.

Confidentiality between agencies

IDSA's confidentiality statement applies except where there are safeguarding concerns about a child or vulnerable adult. In this case, a staff member should follow the procedures in this policy. The Child Protection and Safeguarding Lead will judge whether to refer to the local authority or other agency. This is not ultimately the decision of the staff member.

It is good practice to explain to students that, although we always strive to work with an individual's wishes, IDSA may have a legal duty to break confidentiality against an individual's wishes if we have evidence of a real risk of significant harm (a "genuine concern for a child or vulnerable adult's welfare" is how it is described in guidance).

We will always discuss this with the students and inform them of our actions, unless the paragraph below applies. It is legally acceptable to break confidentiality without informing the child or vulnerable adult if informing them would lead to a high likelihood of significant harm. For example, if by informing the students they are highly likely to immediately attempt suicide, hurt someone else, or disappear etc.

Safeguarding concerns about IDSA staff

If there are safeguarding concerns about a person working for IDSA, the Head of Operations and Head of Acting should be informed immediately. IDSA understands that this may be a sensitive and challenging

task to undertake, but the organisation has a duty to safeguard children and vulnerable adults and to prevent the reputation of IDSA being brought into disrepute.

Your first duty is to the safeguarding of children and vulnerable adults, and you are never under an obligation to colleagues to keep secrets affecting safeguarding.

Once you have passed on the information to the Child Protection and Safeguarding Lead or other senior staff members, do not talk about the disclosure with other staff members.

Getting support

It is never easy dealing with disclosures of harm or abuse to children and vulnerable adults. It is natural to have personal feelings and reactions to this. Make sure you get support for your own emotional needs using School systems of support such as a Line Manager and/ or external support.

What to do if significant harm or abuse is suspected

There is no fixed rule about how an individual or organisation makes a judgement about whether to report a safeguarding concern to a statutory agency. It is a process of listening, gathering evidence, judging risk and taking action.

However, there are two basic rules which staff members should always follow:

1. Do not ignore it.
2. Do not work in isolation.

Basic procedure

Basic step-by-step guide:

You begin to have a serious concern about a student's safety.

Contact the relevant Child Protection and Safeguarding Lead and notify them of your concern. The contact for these can be found at the top of this document.

Complete an account of your concern (record of safeguarding concern), including information regarding any disclosures made to you. This can be in the form of an email to the Child Protection and Safeguarding Lead. If you make written notes and then write these into an email, the notes should

also be given to the Child Protection and Safeguarding Lead.

Agree a course of action with the Child Protection and Safeguarding Lead.

Having notified the Lead, leave them to take the matter further and meet with other relevant IDSA staff.

Ensure that the student is informed about what is going to happen. You might do this yourself at point of disclosure, but it is best practice to discuss with the Lead as to who should do this.

The Lead should keep you informed but ask if you do not hear as soon as you would like. Their priority will be to implement the policy and though they will endeavour to keep you informed, the matter may be complex and time-consuming.

How to receive a disclosure:

Receive

- Ensure you are in a safe and quiet space. If there is time and it is appropriate you should ask another staff member to join you.
- Listen and be supportive
- Do not stop a student who is freely recalling events, but do not push for more information that they wish to give you.
- Reflect on key phrases of what has been said and check your understanding.

Reassure

- Let the student know that they have done the right thing.
- That you believe the student and that they can trust you and the school.
- Reassurance that it is not their fault.
- Ensure that the student knows that you are unable to keep this confidential as it needs to be shared for their safety.

Record

- Record a factual account of the conversation immediately, using the person's actual words wherever possible. Sign, date and keep the record safe.

Respond

- Do not take matters in your own hands.
- Explain to the student what you will do next and that they can talk to the school at any time.
- Report to the Child and Safeguarding Lead as soon as possible.

In the event of a disclosure:

1. If a student makes a disclosure directly to you, record factual information (but do not quiz the person as this might affect a later court case in instances of abuse). This might be done in immediate response to a disclosure from a student, or it might be done because of concerns being raised by other staff that you manage.

2. Talk to IDSA's Child Protection and Safeguarding Lead (or other senior manager) about the safeguarding concern or disclosure. Agree what immediate action you should take. If you did not start a record of safeguarding concern form at step 1, do so now at step 2.

3. Tell the student what you are going to do next. Explain that you cannot promise confidentiality when there is evidence or disclosure about a safeguarding concern. Parental permission is sought when referring children, unless this might place the child at risk. Tell the student that you must disclose the information to IDSA's Child Protection & Safeguarding Leads, who may decide that Social Services must be informed.

Where the concern is raised by professionals and recorded at IDSA, the student must be informed at the soonest practical opportunity and throughout the process, unless this might raise the risk of significant harm.

If a colleague shares a concern about a staff member within IDSA or another agency you must inform the Child Protection & Safeguarding Lead without delay and before the end of the working day.

If the Child Protection & Safeguarding Lead is not available, inform either the Head of Operations or the Principal. Staff members should be aware that it is their duty to tell the appropriate person when significant harm is disclosed, or you have a safeguarding concern. It is not their duty to make a judgement about what action IDSA should take (this is the responsibility of the Child Protection and Safeguarding Lead).

4. If the situation is urgent, take action to protect the student. This may involve:

- Calling an ambulance so the student is taken by health care professionals to A&E
- Calling the police (999)

5. If significant harm is suspected, the Child Protection and Safeguarding Lead (or other member of staff if agreed) will refer the matter to the relevant Social Services team or local authority Channel liaison officer in the case of a concern about possible radicalisation. This is done by phoning a referral and assessment team or emergency duty team on the same day or at least within 24 hours and followed

up in writing.

6. If the Lead is not sure whether to make a referral, they will call the relevant Social Services team/ local authority contact for advice.
7. If harm is suspected but is not significant (i.e., at level 2), you will agree to a plan of action and support with the student. You would notify the Child Protection and Safeguarding Lead.
8. You or the person leading the reporting must record all conversations and concerns.
9. A safeguarding concern can be stepped up to a more serious level if the situation changes, plans are not kept or need change. Similarly, a situation can be stepped down. Once referred, it is the local authority's legal duty to assess the threshold of risk and need and decide on further action (or not).

Actions by the Child Protection & Safeguarding Lead (or other relevant manager or senior staff member)

After discussing the allegations and finding there are immediate concerns of danger, the concern needs to be referred immediately to the local social services team (no later than 24 hours). Any referral made by phone must be followed up in writing within 48 hours (about 2 days) of the referral.

Social services will acknowledge receipt of the referral and will decide on the course of action to be taken within one working day. This will be fed back to the referring agency/person. If a response is not forthcoming the Lead will pursue the referral. A response is vital to be assured that a referral has been considered. At this stage, the local authority may decide not to take it further, refer to it elsewhere, or carry out an initial assessment that may lead to emergency action to protect the child or vulnerable adult. If Social Services cannot be contacted, the concern can be reported to the local Police Child Protection Team or Community Safety Unit.

In the event of having discussed the matter with the Child Protection & Safeguarding Lead or manager and there are no serious concerns, other referral options may be appropriate to offer the individual further support, or an agreed process of working with the individual within IDSA so that their progress can be monitored and reviewed regularly.

Even though there are considered no major concerns and no referral is made, the process must be documented. Any documentation should be sent to the Child Protection & Safeguarding Lead to be placed in the person's file.

In the event of having discussed the matter with the Child Protection & Safeguarding Lead and there are some concerns but no imminent threats to the individual's wellbeing, the Lead can consult with the local social services as to the most appropriate action to take to provide services to the family. This consultation must take place as soon as possible but no later than within twenty-four hours of receiving the concerns.

6. SPECIFIC RISK AREAS

Any concerns of abuse or harm in relation to the following specific risk areas need to be dealt with using the above procedure.

Working with suicidal children and vulnerable adults

Each person who presents as being at potential risk of suicide needs to be risk assessed, preferably by a member of IDSA's Senior Management Team. If you discover that a student is at risk of suicide, you should immediately call for support. If the risk is considered serious or the person has just attempted suicide, the member of staff dealing with the crisis must ensure that the person accesses emergency services immediately. How this is achieved will depend on the level of distress that the person is in:

- If the person is calm and agreeing to treatment, the student will go to A&E.
- If the person is severely injured or in too much distress, an ambulance should be called.
- The final option will be to call the police who will help get the person to safety. This option should be pursued immediately if the member of staff is interacting with the student online.

The Child Protection and Safeguarding Lead(s) must be informed as soon as possible after any suicidal interventions, or if a young person under 18 or a vulnerable adult has disclosed that they are suicidal or at risk in any way.

Bullying or abuse including homophobic, transphobic, racist or other bullying or abuse

If any person discloses that they are being bullied or abused either at IDSA or in another location, staff should:

- Firstly, assess if the person is in any immediate danger. If this is the case, the police need to be contacted.
- If the person is not in immediate danger, the person can be offered support to begin to talk about how they are being abused, how it is affecting them, and what action they would like to take to stop the abuse happening. Referrals can be made to external support organisations.

Children or Vulnerable Adults being drawn into extremism or radicalisation

Channel is the name for the process of identifying and referring a person at risk of radicalisation for early intervention and support. It is a multi-agency approach to protect vulnerable people using collaboration between local authorities, statutory partners (such as education and health organisations, social services, children's and youth services and offender management services), the police and the local community.

Channel operates to:

- Identify people at risk of being drawn into terrorism;
- Assess the nature and extent of that risk; and
- Develop the most appropriate support plan for the individuals concerned.

Channel may be appropriate for anyone vulnerable to being drawn into terrorism. Channel aims to safeguard children and adults of any faith, ethnicity or background before their vulnerabilities are exploited by those that would want them to embrace terrorism. The emphasis is on early intervention to protect and divert people away from the risk they face before being drawn into committing terrorist-related activity.

Incels

Incel is an abbreviation of involuntarily celibate and is an community founded and based around online platforms such as Reddit and 4Chan. Young men are particularly vulnerable to this radicalised group. Their belief system is based on a deeply misogynistic notion that women are to blame for a lack of intimate relationships. They are typically associated with views that are hostile towards those who are sexually active. The movement is prevalent amongst groups of young men and is supported by people in the public eye. Channels aimed to safeguarding children and vulnerable adults are still being formulated but the Prevent Strategy is recommended to support spaces.

Appendix 1 of Abuse

1.a.1 Physical Abuse

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

child or vulnerable adult. This situation is often described using terms such as Fictitious Illness by Proxy or Munchausen Syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child or vulnerable adult such as causing severe and persistent adverse effects on the individual's emotional development and well-being. It may involve conveying to children or vulnerable adults that they are worthless or unloved, inadequate or valued only as far as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

Emotional abuse may involve threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. It can involve being drawn into radicalisation of any kind. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children or vulnerable adults frequently to feel frightened or in danger. Emotional abuse can cause the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adult, though it may occur alone.

Appendix 1 Types of abuse

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Neglect

Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological need, likely to result in the serious impairment of health or development. Neglect may occur during pregnancy, for example due to maternal substance abuse.

Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate caretakers, or the failure to ensure access to appropriate medical care or treatment.

It may also include neglect of, or irresponsiveness to, a child or vulnerable adult's basic emotional needs.

Sexual abuse

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

The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Sex with a child under 16 is unlawful. There are some circumstances when consensual sex

between children aged between 13 and 16 will not be prosecuted, although it is still unlawful.

However, whether consent has been freely given will be a crucial factor. Sex with a child under 13 is always unlawful, regardless of the circumstances. Sex with a child aged 16 or 17 (i.e., over the age of consent) by an adult who has caring responsibilities (parent, teacher, youth leader, scout leader, support worker etc.) is unlawful.

'Sex' in all the above includes all penetrative and non-penetrative sexual acts, whether contact or non-contact.

Grooming both in person and online of children and vulnerable adults comes under sexual abuse. Groups might seek to exploit a single vulnerable person and happens over several stages.

Financial Abuse

Financial abuse involves theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits from children or vulnerable adults.

Some cases of grooming result in financial abuse. In this case, the groomers motivation is clear - financial or material gain.

Criminal Exploitation

Criminal exploitation of children and vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines activity.

Female Genital Mutilation (FGM)

FGM is not an issue that can be decided on by personal preference- it is an illegal, extremely harmful practice and a form of child abuse and violence against those with female genitalia.

One of the new measures introduced through Section 5B of the 2003 Act requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police (the mandatory reporting duty). However, healthcare professionals are not expected to investigate or make decisions upon whether a case of FGM was a crime or not, under the legislation. All cases should be dealt with under existing safeguarding frameworks, which for children under 18 who have undergone FGM would mean a referral to Children's Social Care and the police.

Appendix 2: Who might the abuser be and what are possible signs of abuse? Who might the abuser

be?

Abuse is always caused by someone else. Abusers may be:

- Family members
- Professional staff
- Paid or voluntary workers
- Other adults
- Friends
- Young people
- Carers
- Strangers

Signs of abuse to look out for

If someone is suffering abuse, you may notice one or a combination of the following:

- Multiple bruising or finger marks
- Injuries the person cannot give a good reason for
- Worsening health for no reason
- Weight loss
- Withdrawal or mood change
- Sudden change in behaviour
- Tearfulness
- Neediness, wanting affection or being clingy
- Inappropriate, dirty or inadequate clothing
- A carer who is unwilling to let other people have access with the person.
 - Missing personal possessions.
- Unexplained lack of money or inability to maintain lifestyle.
- Unexplained, sometimes unaffordable new things.
- Alcohol and/or drug misuse.
- Much older boyfriend/girlfriend/partner.
- Mental Health problems.