


Child Protection and Safeguarding Policy

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Owner and version control

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Print name sign off:	Simon Little, Managing Director	Last review date of doc:	March 2024
Signature:		Next review date:	March 2025

This document must be approved annually by Senior Leadership Team and presented to the Advisory Boards.

1. Purpose & Intent

The purpose of this Policy is to ensure that we recruit and work in a way that is consistent with child protection and safeguarding, that we promote child protection and safeguarding and that we are clear about how to respond to any issues we identify that may place a child at risk. This policy highlights the potential risks of modern slavery and human trafficking, including how to identify signs of exploitation and how to report concerns.

Best Practice Network believe that it is unacceptable for a child, young person, or vulnerable adult to experience abuse of any kind. Best Practice Network recognises its responsibility to safeguard the welfare of a child, young person, or vulnerable adult within our training environments and those who come into contact with our organisation.

Best Practice Network recognises that:

- The welfare of the person is paramount.
- All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with young people, vulnerable adults, their parents, carers, and other agencies is essential in promoting their welfare.

2. Scope & Definition

The Policy relates to all members of the Best Practice Network Senior Leadership Team, employees, associates, facilitators, mentors, learners, and individuals supplying services and volunteers.

This policy covers all programmes delivered by Best Practice Network to its apprentices, trainees, and candidates, including those working directly with children.

It is a requirement that all employees and associates read and confirm that they have accepted this Policy before undertaking work with Best Practice Network. This policy is available to all stakeholders on our website <https://www.bestpracticenet.co.uk/our-policies>

Definitions

A child or Young Person – the legislation specifically refers to any person under the age of 18 years.

Vulnerable Adult – is defined by the Safeguarding Vulnerable Groups Act 2006 as a person who is 18 years or over and who may need community care services for reasons of mental or other disability, age, or illness. It is a person who is unable to take care of themselves or to protect themselves from significant harm or serious exploitation.

A vulnerable adult may be a person who:

- Has a physical or sensory disability
- Is physically frail or has a chronic illness
- Has a mental illness or dementia
- Has a learning disability
- Is old and frail
- Misuses drugs and/or alcohol
- Living in sheltered housing or care home
- Exhibits challenging behaviour
- Detained in custody
- Receiving payment from local authority
- Receiving healthcare

A person's vulnerability will depend on their circumstances and environment, and each case must be considered individually.

Significant Harm – is the threshold that provides for the intervention by other agencies.

British Values – are defined as 'democracy,' the 'rule of law,' 'individual liberty' and 'mutual respect and tolerance for those with different faiths and beliefs.

Best Practice Network encourages learners to respect other people regarding the protected characteristics set out in the Equality Act 2010.

3. Overview of our Policy

Best Practice Network is fully committed to safeguarding the welfare of all children, young people, apprentices, and vulnerable adults, and demonstrates this by taking all reasonable steps to protect them from physical, sexual, or emotional abuse or neglect.

We will:

- Provide a safe environment for children, young people, apprentices, and vulnerable adults to learn in
- Identify children, young people, apprentices, and vulnerable adults who are suffering, or likely to suffer, significant harm
- Take appropriate action to see that such children, young people, apprentices, and vulnerable adults are kept safe

Our Policy is to recruit all employees safely, ensuring all necessary checks are made on every employee regardless of role. We require suppliers and associates to comply with our policy and procedures, and to provide effective supervision, support, training, and quality assurance measures.

We work in numerous schools and settings and so it is essential that our employees and associates have the requisite checks, knowledge, and skills to carry out their jobs safely and effectively.

Best Practice Network defines safeguarding and promoting the welfare of children as:

- Protecting children and vulnerable adults from maltreatment
- Protecting children and vulnerable adults from peer-on-peer abuse
- Ensuring the safety and wellbeing of learners when adults, young people and apprentices are using the internet, social media, or mobile devices
- 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
- Undertaking that role to enable those children to have optimum life chances and enter adulthood successfully

4. Commitment to the Policy

Best Practice Network has a responsibility to work with others to safeguard and promote the welfare of children, young people, and vulnerable adults.

We ensure that all employee, including freelance, contracted employee and/or associates are aware of the requirements within this policy and their commitment to it. Commitment statements are included as part of contracts of employment or freelance work for Best Practice Network.

We update our employee and associates as to effective safeguarding practice through updates to training, newsletters, and briefings.

All candidates, trainees or apprentices enrolled on BPN (Best Practice Network) programmes are provided with a copy of this policy in their relevant programme handbooks. This policy forms part of the induction process. Specifically on the apprenticeship programmes, it is referred to during monthly reviews with learners.

5. Safer Recruitment - Recruitment of employees

Best Practice Network is a responsible employer and ensures that it engages employees in a way that is compliant with relevant legislation, and that which exempts people with specific convictions from applying for or holding a particular job role where there is an acknowledged risk associated with access to young people or vulnerable adults. As a direct consequence, all vacant positions within the company are routinely reviewed and a consideration of the risks undertaken.

Offers of employment to all posts are subject to a DBS (Disclosure and Barring Service) (Disclosure and Barring Service) and HMG Baseline Personnel Security Standard (or 'BPSS') check and are conditional with the individual meeting the required standard. Failure to do so would result in an immediate withdrawal of the offer of employment. Failure to disclose or the provision of a false statement of disclosure by a potential employee or an employee in post may result in disciplinary action, and possible dismissal of the employee. All DBS disclosures are risk assessed against the job role on an individual basis. All information regarding DBS checks will be kept confidential in line with the Data Protection Act. All new employees from March 2024 employed by Best Practice Network will be registered with the DBS update service within a month of receiving their completed DBS. Employees who have obtained their DBS prior to March 2024 will have a new DBS completed after 3 years and then added to the update service.

BPN's Recruitment Policy and Procedure should always be followed.

- BPN adheres to safer recruitment guidance, with the requirement that all interviewers are fully trained and understand the safer recruitment process

- All new starters must complete the DBS and BPSS process
- All new starters must be briefed on this safeguarding policy and undertake child protection / safeguarding training online and in-house prevent training within the first month of employment as part of induction
- It is the responsibility of both the line manager and of HR to ensure that this occurs and that a log is kept to evidence this
- A single central register is kept in line with KCSIE requirements.

6. Safer Recruitment -Recruitment of associates

- Every new associate must agree to a contract specifying that they comply with BPN Safeguarding Policy and Procedures and have undertaken safeguarding / child protection and Prevent Duty training and will continue to undertake yearly refresher training
- They will be sent these documents by HR as part of the 'on-boarding' process and updates will be communicated to all associates annually
- Any individual working under contract to BPN, must provide BPN in advance with Date of Birth, DBS registration number and date, and where available proof of registration to the DBS update service
- It is the responsibility of both the line manager and of HR to ensure that this occurs and that a log is kept to evidence this
- Ensure BPN's Safer Recruitment policy is always followed.

7. Safer Recruitment - Ongoing responsibility for employees and associates

- BPN managers may not deploy employee or associates to do work on BPN's behalf without the checks and induction described above being completed
- On an annual basis, or when specific new legislation or requirements arise, BPN Safeguarding Team will run a briefing session for employees, circulating the briefing to any non-attenders
- It is the responsibility of the line manager/commissioner/contractor to ensure that Safeguarding is included as a standard item on updates and ongoing training to employees and to work with HR to ensure that the appropriate actions are carried out
- On an annual basis all employees and associates are required to complete an ongoing suitability declaration. For employees, a copy of the declaration will be stored on the online HR system. Associate declarations will be stored on the associate dashboard.

8. Employee good practice

Best Practice Network recognises that it has a duty to act on reports, or suspicions of abuse or neglect.

Those that deal with children, young people, apprentices, or adults at risk must:

- Take all reasonable steps to ensure the health, safety and welfare of any young person or adult at risk
- Ensure that any activities are appropriate to the age, maturity, and ability of those participating
- Consistently display high standards of personal behaviour and appearance
- Ensure behaviour, language, gestures etc. are appropriate and professional
- Avoid spending time alone with young people or vulnerable adults at risk including car journeys. Meetings with individuals should ideally not take place alone, they must be as open as possible and must be in full knowledge of another responsible person

9. Working in schools and settings

Representatives of BPN should always ensure they comply with the procedures in place at the school, setting or other site being visited, which will be under its own obligations to have arrangements in place for visitors and those working on site.

10. Ongoing training

All staff receive appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles, and responsibilities in relation to filtering and monitoring at induction. BPN will ensure that all employees are given annual online safeguarding training, and that this policy is communicated regularly at employee briefings and in communications through the line management structure as well as at briefings and training days for associate facilitators, consultants.

The Designated Safeguarding Team (DSOs) provide appropriate update training to BPN associates as agreed with each programme team. This policy is promoted through newsletters, internal communication, whole company briefings and emails from the DSLs.

11. Responding to people who have experienced abuse

Best Practice Network recognises that it has a duty to act on reports, or suspicions of abuse or neglect, to investigate these concerns and ensure they are logged on the secure Safeguarding and Wellbeing log.

How employees should respond to a disclosure or allegation¹ of abuse:

- Stay calm
- Listen carefully to what is said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others, do not promise to keep secrets
- Allow the learner to continue at his/her own pace
- Ask questions for clarification only, and always avoid asking questions that suggest a particular answer
- Reassure the young person or vulnerable adult that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Tell them that you will be speaking to the designated Safeguarding Officer, who is responsible for their protection, and that they may contact the relevant Safeguarding Children's Board if we feel it is necessary
- Explain to the learner that the Safeguarding Children's Board will advise us as to what we should do next
- Record in writing what was said using the learner's own words as soon as possible. Record the date, time and names mentioned, to whom the information was given and ensure that the form is signed and dated. Use the Safeguarding Concern Form and the Safeguarding Concern Log for reporting any issues of concerns of abuse
- Contact the nominated Safeguarding Officer as detailed above for further advice and onward referral as required

¹ To raise and record concerns please refer to the guidance in [section 15](#) below.

- DO NOT talk to other people about the incident. Others should only be made aware of this on a 'need to know' basis

If an employee witnesses abuse, or abuse has just taken place, the priorities will be:

The Designated Safeguarding Officers will initiate an investigation as appropriate maintaining confidential records held securely within the password protected log.

There are three main routes to be considered:

- An investigation of a possible criminal offence by the police
- Involvement of social services
- Investigation by BPN and/or an employer and consideration of any disciplinary action on employee or learners

12. Managing an allegation against an employee

- Best Practice Network will ensure that any allegations made against an employee will be dealt with swiftly and confidentially
- Where an employee is thought to have committed a criminal offence the Police will be informed. If a crime has been witnessed the Police should be contacted immediately
- Where a young person or vulnerable adult has made an allegation against an employee, views will be considered to enable them to safely express the allegation
- The employee will likely be suspended or asked to conduct other duties whilst an investigation takes place
- Best Practice Network has a whistleblowing procedure, and employees are aware of this policy. Employees will be supported to use this policy

13. Managing an allegation against a third-party supplier e.g. Facilitator or Instructor

- Best Practice Network will ensure that any allegations are dealt with swiftly and confidentially
- Best Practice Network will inform the third party of the allegation and begin an investigation
- Where an individual is thought to have committed a criminal offence the Police will be informed. If a crime has been witnessed the Police should be contacted immediately
- Where a young person or vulnerable adult has made an allegation against a third-party supplier their wishes and feelings will be considered to enable them to safely express their views
- Best Practice Network will seek evidence and assurance that a full investigation is being completed by the third-party
- Best Practice Network will seek evidence that corrective action has been implemented

14. Keeping learners safe

We will ensure that:

- All people will be treated with respect and with courtesy in an environment that is free from harassment or discrimination

- We work in partnership with learners, employers, and other agencies to promote a safe and healthy culture
- Partnerships proactively protect learners at risk of abuse, neglect or at risk of radicalisation
- Employees/associates will be trained and have a clear understanding of personal safety and good safeguarding practices as well as what factors may make learners vulnerable to a range of safeguarding concerns and can recognise outward signs of abuse, or unexplained changes in behaviour or performance which may be indicative of abuse. All employees/associates will be made aware of the signs of abuse and the procedures for reporting abuse (see [section 15](#) and the [appendices](#))
- We work with learners to promote their own personal health, wellbeing and safety including their safety online
- Proactively to raise awareness of radicalisation and extremism to prevent people from being drawn into terrorism
- Learners and employers will be contacted by the Designated Safeguarding Leads and will receive confidential advice, guidance, and support for a range of issues that they may face. They will be signposted to external agencies where specialist support is required
- Apprentices take part in monthly confidential review meetings with tutors where they are asked specific safeguarding and Prevent questions. Furthermore, they are asked if they feel safe. Tutors are trained to give support and guidance in line with the policy. Safeguarding teaching is a fundamental part of the induction process
- Through training and tutoring we support learners to have personal resilience and be able to make informed and sensible decisions about their safety and wellbeing to prevent them from being exploited and or abused

Digital Safeguarding and Online Safety

Digital safeguarding means: ‘the protection from harm in the online environment through the implementation of effective technical solutions, advice and support and procedures for managing incidents’. Best Practice Network is committed to the safeguarding and protection of all learners and employees and users of our digital services and social media channels, and we apply the same safeguarding principles to Best Practice Network’s activities whether they are offline or online.

This means protecting our learners, associates, and employees from online harms such as:

- Online bullying and harassment
- Sexual exploitation and grooming online
- Discrimination and abuse on the grounds of any protected characteristic
- Sharing of illegal and inappropriate imagery
- Cyberstalking
- Impersonation and hacking
- Disinformation and misinformation
- The oversharing of personal information

The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:

- Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism

- Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- Conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending, and receiving explicit images (e.g. consensual and nonconsensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and
- Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>)

Best Practice Network recognises that online technology is invaluable for enabling children, young people, and adults to continue their learning, stay connected with friends and feel connected with the outside world.

However, changes in online behaviour can put young people and apprentices at risk of online abuse. In many cases abuse will take place concurrently via online channels and in daily life. Children, young people and vulnerable adults can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images to those who do not want to receive such content.

Where employees or associates are concerned about the online safety of learners, they should always speak to the designated safeguarding leads. All employees, associates and learners accessing BPN programmes must adhere to our IT policy for safe usage. The IT Manager at BPN is responsible for monitoring the use of IT across the business.

Although BPN does not provide internet access to participants of our programmes, all participants are expected to comply with this policy in their use of any BPN systems such as email or virtual learning environments. All participants are expected to adhere to the appropriate use section of the Internet, Email and Mobile Communication Policy in all interactions with BPN and other participants.

On the apprenticeship programmes the first day of learning, additional webinars and reviews are used to promote and support knowledge of online safety to apprentices and employee.

For further information on Digital Safeguarding please refer to our Digital Safeguarding Policy.

Filtering and Monitoring

In accordance with KCSIE (Keeping children safe in education) 2023, Best Practice Network apply appropriate filtering and monitoring to all equipment which is property of BPN. Our filtering and monitoring policy insures:

- We identify and assign roles and responsibilities to manage filtering and monitoring systems
- Review filtering and monitoring provision at least annually
- Block harmful and inappropriate content without unreasonably impacting teaching and learning
- Have effective monitoring strategies in place that meet their safeguarding needs

The appropriateness of any filtering and monitoring systems will be informed in part, by the risk assessment required by the Prevent Duty.

The designated safeguarding lead takes lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place).

Sexual Harassment

Best Practice Network recognises that sexual harassment includes indecent exposure, sexual harassment, inappropriate looking or touching, as well as rape. Sexual teasing or innuendo, sexual photography, subjection to pornography, witnessing sexual acts, and sexual acts that the person does not agree to or were pressured into consenting to. Employee and associates should recognise that children, young people, and vulnerable adults might not find it easy to talk about their abuse verbally. Everyone working on behalf of Best Practice Network should be aware of signs and behaviours that might indicate abuse and report this to the Designated Safeguarding Leads (see [section 15](#) below).

Peer on Peer abuse

At Best Practice Network there is a zero-tolerance approach to peer-on-peer abuse. We recognise that even if there are no reported cases of peer-on-peer abuse, this does not mean it is not happening within the programmes BPN delivers. Employee and associates are aware of the importance of never tolerating or dismissing peer-on-peer abuse as “banter” or “just having a laugh;” and are aware that dismissing or tolerating such behaviours risks normalising them. Allegations of peer-on-peer abuse will be recorded, investigated, and dealt with by the Designated Safeguarding Leads. Where appropriate, we liaise with other agencies (including the police) after an allegation has been made.

SEND (Special Educational Needs and Disability)

Best Practice Network acknowledges learners with special educational needs and/or disabilities can be disproportionately affected by problems such as bullying (without showing any outward signs), and they may have communication barriers and difficulties in overcoming them. Any concerns regarding a learner should be raised with the Designated Safeguarding Leads immediately.

15. What to do if you are worried a child, young person or vulnerable adult is at risk

- In the case of an emergency where you consider that a child is in immediate danger call the police on 999 or NHS Helpline 111.
- In the event of a situation in which you consider a child is at risk, you should contact the Best Practice Network designated Child Protection/Safeguarding Officer: safeguarding@bestpracticenet.co.uk
- Via our website <https://www.bestpracticenet.co.uk/safeguarding>
- Or contact a member of our designated safeguarding team directly
- The Designated Safeguarding Leads are:

Designated Safeguarding Leads	Phone number	Email address
Chris Garcia	07584310068	chrisgarcia@bestpracticenet.co.uk
Sian Marsh	07795683297 (Out of office hours 07799072872)	sianmarsh@bestpracticenet.co.uk

DSO Team	0117 920 9200	safeguarding@bestpracticenetwork.co.uk
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- If you witness something that is of concern when visiting a school or setting, you should inform the setting manager at the time and tell the manager that you intend to pass on your concerns to BPN's DSO. You will need to inform your DSO that day that you have referred this concern to the manager
- Every individual has the right to make a referral to Social Care (particularly if they feel their concerns are not being taken seriously) but we would always advise you to consult with the named people first:
 - Their local authority child protection team - <https://www.gov.uk/report-child-abuse-to-local-council>
 - The NSPCC on 0808 800 5000, email help@nspcc.org.uk or text 88858
 - or
 - In the case of an emergency where you consider that a child is in immediate danger call the police on 999 or NHS Helpline 111
 - Under paragraph 40 of Keeping Children Safe in Education (2023), if a teacher, in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the teacher must report this to the police

Referrals made to the NSPCC and the police are passed on, as appropriate, to local authority child protection teams.

Best Practice Network recognises that persons working for the organisation are themselves vulnerable in their work with children and young people. In such circumstances you should speak to the Designated Safeguarding Lead or an appropriate member of their organisation, as indicated above.

16. Confidentiality

In any work with children, young people, or vulnerable adults it is important to be clear about confidentiality. While personal information held by professionals and agencies is subject to a legal duty of confidence and should not normally be disclosed without the subject's consent, when there are concerns that a child is or may be at risk of significant harm, then the over-riding objective must be to safeguard that child, young person or vulnerable adult and disclosure of information is imperative.

Confidentiality and child protection should be discussed with children, young people at the beginning of any piece of work, and reminders and information given from time to time, to ensure that they understand the processes and what responsibilities the employee members have. It is essential to be clear about the limits of confidentiality well before any such matter arises.

- Do not promise to keep secrets. If in the process of your work a child discloses to you that they are being abused, you will need to tell them that you must report it
- Should it become necessary to pass on information shared by another party, this decision should always be explained with them and where possible their co-operation sought beforehand

Explanations of the reasons; the processes; the likely sequence of events; who to contact for information or for support should also be provided.

17. Recording and managing confidential information

Best Practice Network is committed to maintaining confidentiality wherever possible and information around safeguarding issues should be shared only with those who need to know.

Any information that is recorded will be kept secure and will comply with data protection legislation.

18. The Prevent Duty Guidance 2023

The Prevent Strategy is the response to the ideological challenge of terrorism and the threat from those who promote it; to prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support. This strategy is not limited by age; this is reflected through all work completed at Best Practice Network.

Best Practice Network will work to protect and take action to protect all learners from extremist and violent views in the same way that we have undertaken our safeguarding responsibilities.

Under the Prevent Duty Guidance (2023) Best Practice Network has specific responsibilities to ensure:

- BPN's Prevent policy and procedure is in place to implement the Prevent Duty
- Leaders and their teams have undertaken training in relation to the Prevent Duty
- Employees and associates exemplify fundamental British values in their work practice
- All employees and associates are aware of when it is appropriate to refer concerns about apprentices, trainees, candidates, or colleagues to the Safeguarding Lead

Best Practice Network actively supports the Prevent Duty element of the Government's Counter Terrorism Strategy and, where deemed appropriate, will seek external support through referrals to the appropriate partners regarding any individual or individuals at risk to protect them and avoid them becoming radicalised.

Best Practice Network recognises that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. We further recognise that in many instances the process of radicalisation is essentially one of grooming by others.

Free Home Office Prevent Duty training can be completed using this link:

[Prevent Awareness Online Training](#)

Definitions

British Values	British values are defined as: 'democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs. Training Providers are expected to encourage learners to respect other people with particular regard to the recommendations set out in the Equality Act 2010.
Extremism	The UK government has defined extremism in the Prevent Duty as: 'vocal or active opposition to fundamental British values. The risk is that by allowing extremists to influence young people, more terrorist related incidents will occur, and this will place members of the public, members of the emergency services and the security forces at greater risk.
Ideology	A set of beliefs.

Radicalisation	The process by which a person comes to support extremism and especially those forms of extremism that lead to terrorism.
Safeguarding	The process of protecting vulnerable individuals.
Terrorism	Violent action taken to promote an extremist ideology, intimidate the public and influence government policy.
Vulnerability	Factors associated with being susceptible to radicalisation.

19. Modern Slavery

Modern slavery is the illegal exploitation of people for personal or commercial gain. It covers a wide range of abuse and exploitation including sexual exploitation, domestic servitude, forced labour, criminal exploitation and organ harvesting.

Victims of modern slavery can be any age, gender, nationality, and ethnicity. They are tricked or threatened into work and may feel unable to leave or report the crime through fear or intimidation. They may not recognise themselves as a victim.

Signs

Modern slavery could be happening in your community so it is important you know the signs that could indicate someone is a victim of this crime.

The signs are not always obvious but there are some that you may notice:

- Do they look scruffy, malnourished, or injured?
- Are they acting anxious, afraid, or unable to make eye contact?
- Are they doing long hours, wearing unsuitable clothing or have the wrong equipment for the job?
- Is where they are living overcrowded, poorly maintained or are the curtains always closed?
- Do they behave like they are being instructed by someone else, picked up/dropped off at the same time and place every day or do not have access to money or identification?

Types of slavery

Types of modern slavery include:

- **Human trafficking** – adults and children are traded so they can be exploited by others for commercial gain. Find out more about human trafficking.
- **Forced labour** – victims are forced to work against their will, often working exceptionally long hours for little or no pay in dire conditions under verbal or physical threats of violence to them or their families. It can happen in many sectors of the economy.
- **Sexual exploitation** – victims are pressurised to perform non-consensual or abusive sexual acts, such as prostitution, escort work and pornography. Women and children make up most victims, but men can also be affected.
- **Criminal exploitation** – often controlled and maltreated, victims are forced into crimes such as cannabis cultivation or pickpocketing against their will. They might also have their benefits taken over by their exploiter.
- **Organ harvesting** – the illegal removal of a person's internal organs which can then be sold.

Report it

Please refer to the BPN Modern Slavery Statement for our full policy on modern slavery

Reference Terms

A. The Disclosure Barring Service

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>

B. Legal Framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data protection Act 1998 and the UK GDPR
- Human Rights Act 1998
- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Families Act 2014
- Special Educational Needs and Disabilities (SEND) 0 to 25 2014
- Counter-Terrorism and Security Act 2015
- Keeping Children Safe in Education 2023
- Prevent duty guidance: England and Wales (2023)

C. Context

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering significant harm. This document applies to children and young people below the age of eighteen. The term 'children' will be used throughout the policy to apply to children and young people below the age of eighteen.

The DfE's **Working Together to Safeguard Children (2018) PDF (Links to an external site)** defines safeguarding and promoting the welfare of children as:

- 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 outcomes
- The Prevent Duty Guidance (2023) Counter-Terrorism and Security Act (2015) should be read in conjunction with Working Together to Safeguard Children (2018)

The **DfE's Keeping Children Safe in Education (2023)** sets out what schools and colleges must do to safeguard and protect the welfare of children and young people under the age of 18. The term 'School' includes maintained nursery schools.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

We work within the UN Convention on the Rights of the Child and believe that:

- All children have the right to be protected
- All children should be listened to, and their views taken seriously
- Children's needs should be looked at holistically and should not be defined solely in terms of their abuse
- All interventions must be child-centred
- To effectively protect children, professionals must identify and work with safe and protective adults within children's families and communities
- Professionals need to be aware of how issues of race, gender, disability, culture, sexuality, and age impact on an individual's life experiences
- Professionals need to be aware of how issues of race, gender, disability, culture, sexuality, and age impact on their understanding of and response to keeping children safe
- Joint working between agencies and disciplines is essential for the protection of children

D. Definitions of abuse

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.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. FGM is a form of violence against women and girls and should be addressed under existing procedures designed to safeguard children and vulnerable adults.

Emotional abuse

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including

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

Sexual abuse

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's 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 from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- or
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Abuse and children with a disability

Evidence available in the UK on the extent of abuse among children with a disability suggests that they are at increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect.

Disability may be defined as:

- A major physical impairment, severe medical illness, and/or a moderate to severe learning disability
- or
- An ongoing high level of dependency on others of personal care and the meeting of other basic needs

Children with a disability may be especially vulnerable to abuse for a number of reasons. Some may:

- Have fewer social contacts with other children
- Receive intimate personal care and other contacts, from a larger number of caregivers
- Have an impaired capacity to challenge abuse
- Have communication difficulties which may make it difficult to tell others what is happening
- Be inhibited about complaining because of a fear of losing services
- Be especially vulnerable to bullying and/or intimidation
- Be more vulnerable than other children to abuse by their peers

Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with these procedures in the same way as with any other child. The same thresholds for action and the same timescales apply. It would be unacceptable if poor standards of care were tolerated for disabled children that would not be tolerated for nondisabled children.

E. Safeguarding Issues

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and/or alcohol misuse, deliberately missing education, serious violence (including that linked to county lines), radicalisation and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk.

Below are some safeguarding issues all staff should be aware of:

Child-on-child abuse. All staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school or college and online. All staff should be clear as to the school or college's policy and procedures with regard to child-on-child abuse and the vital role they have to play in preventing it and responding where they believe a child may be at risk from it.

- All staff should understand that even if there are no reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding child-on-child abuse they should speak to their designated safeguarding lead (or a deputy). It is essential that all staff understand the importance of challenging inappropriate behaviours between children, many of which are listed below, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm, and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

F. Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

Both CCE and CSE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Child Criminal Exploitation (CCE)

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be vastly different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include noncontact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media.

CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some children do not realise they are being exploited and may believe they are in a genuine romantic relationship.

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional.

Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, wellbeing, development, and ability to learn.

Female Genital Mutilation

Whilst all staff should speak to the designated safeguarding lead (or a deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

Mental Health

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect, or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Education staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Schools and colleges can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken to follow their school or college's child protection policy, and by speaking to the designated safeguarding lead or a deputy.

Serious Violence

Indicators, which may signal children, young people or vulnerable adults are at risk from, or are involved with serious violent crime may include:

- Increased absence from education
- A change in friendships or relationships with older individuals or groups
- A significant decline in performance
- Signs of self-harm or a notable change in wellbeing signs of assault or unexplained injuries.
- Unexplained gifts or new possessions could also indicate that children, young people or vulnerable adults have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation

Appendices

Reporting Procedure



Safeguarding Concern Form

<https://www.bestpracticenetwork.co.uk/safeguarding>