
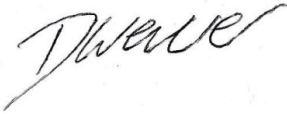



Safeguarding Children and Young People Policy

Approved by:	Purple Zest Limited Board
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Next Review Date:	October 2026
Date cascaded to staff:	October 2024
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Overview

Purple works with children, young people and their families as part of the delivery of high-quality support services at national and local levels. This includes providing financial and support services,

information, advice and guidance relating to employment of care arrangements for individuals and families across our contracted areas within the UK.

Purple are committed to safeguarding and promoting the welfare of children and young people and recognise that this is everyone's responsibility. We want to deliver good quality, safe services to children, young people and their families and will take appropriate action if we become aware of allegations or concerns about a child or young person's welfare and safety and/or allegations or concerns about inappropriate behaviours towards children or young people by adults.

This policy sets out how Purple fulfils its duties and responsibilities effectively and provides safeguarding guidance to assist staff working with children, young people and their families.

Purpose

This procedure relates to the safeguarding and protection of children and young people from harm or exploitation. In England, Northern Ireland and Wales, a child is someone who has not yet reached their 18th birthday.

The scope of this policy

This policy and associated procedures apply to all staff and anyone working on behalf of Purple, including senior managers and the board of directors, paid staff, volunteers, sessional workers, agency staff and students and any person working for or in collaboration with Purple.

This is one of several safeguarding procedures for staff and is available on the intranet and should be read alongside other policies and procedures, including:

- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse against a child or young person
- Role of the designated safeguarding officer
- Managing allegations against staff and volunteers
- Safer recruitment policy and procedures ➤ Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Online safety policy and procedures for responding to concerns about online abuse
- Photography and image sharing guidance
- Child protection records retention and storage policy
- Whistleblowing policy
- Equality and Diversity policy
- Information Sharing policy
- Complaints and Compliments Policy

Effective Governance

Purple's experienced Board provide strategic leadership for safeguarding, monitoring all governance/safeguarding matters and associated policy development to ensure best practice.

Purple's CEO is the Designated Safeguarding Lead and takes operational responsibility. The CEO is also the member of the Board with lead responsibility for safeguarding.

Team Managers have day-to-day safeguarding experience and responsibility, reporting to the CEO as accountable officer.

Purple's Operations Director is Deputy Safeguarding Lead responsible for data collection and analysis of safeguarding issues, reporting to the Board, management team and wider staff through lessons learned training. Changes to practice are embedded in service operations manuals.

Any staff member not complying with this policy and procedures will be subject to disciplinary processes.

Legal framework

This policy is underpinned by legislation, national policy and best practice guidance, including:

- Children Act 1989
- Human Rights Act 1998
- The Public Interest Disclosure Act (PIDA) 1998
- Children Act 2004
- Domestic Violence Crime and Victims Act 2004 ▪ The Mental Capacity Act 2005
- The Safeguarding Vulnerable Groups Act 2006,
- The Care Act 2014
- Working Together to safeguard children 2018
- Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers 2018

Our values and principles

- We believe that all children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from exploitation and abuse of all kinds.
- The welfare of children and young people is paramount and overrides all other considerations.
- We will value, listen to and respect children and young people and take any concerns, disclosures and allegations made by them seriously and report these immediately.
- We recognise that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or disabilities and we will pay attention to individuals needs and work in an inclusive way, making reasonable adjustments where appropriate.
- We are committed to creating a culture of openness and vigilance in our workplace where staff and service users alike are valued and respected. Bullying of any kind is not tolerated.

We will strive to keep children and young people safe by:

- implementing robust policies and procedures underpinned by best practice guidance and legislation and appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead board member for safeguarding.
- recruiting staff through safer recruitment processes which will include a comprehensive induction. All staff will complete Safeguarding Children training appropriate to their roles and responsibilities. Basic Awareness training will be a minimum requirement for all staff. Safeguarding training is considered mandatory and will be refreshed at least every two years, working in partnership with children, young people, their parents and our partners and other agencies is essential in promoting children and young people's welfare.
- supporting children and young people to communicate their views and feelings, helping them to understand their rights and advocating for them where needed to ensure their voice is heard.
- providing a complaints procedure for children and young people and their families to whom services are provided and seeking regular feedback on the service they have received (see Complaints Procedure).
- providing staff with regular supervision and a code of conduct which promotes the safety and wellbeing of children and young people.
- recording and storing information professionally and securely.

Recognising Abuse

Child Abuse is when a child or young person is intentionally harmed by an adult or another child - this can either be a one-off incident or something that happens over a period of time.

Child Abuse can be physical, sexual or emotional and can happen in person or online. It can also be a lack of love, care and attention, this is neglect. (NSPCC.org.uk)

It is important that all staff know about the different types of child abuse, what signs to look out for and what to do if you have concerns about a child or young person.

The NSPCC identifies different types of child abuse such as:

- **Neglect** – the persistent lack of essential care for a child including enough love, stimulation, safety, food, clothing, shelter, medical care or education. It can also mean leaving a child alone and at risk.
- **Emotional abuse** – can mean repeatedly rejecting a child, constantly threatening or putting a child or young person down so that they feel unloved and worthless, children living in a home environment where there is domestic or other forms of abuse.
- **Physical abuse** – including hitting, punching, burning, poisoning, attempted drowning and smothering.

- **Sexual abuse** – forcing or persuading a child or young person to take part in any kind of sexual activity. It can include inappropriate touching, kissing or sexual intercourse. It can also involve causing a child to look at, or being involved in pornographic material or videos.
- **Child sexual exploitation (CSE)** – In February 2017, CSE was redefined as ‘a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology’.
- **Domestic Abuse** – any incident of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: Psychological, Physical, Sexual, Financial, Emotional.
- **Extremism and Radicalisation** – Radicalisation ‘refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism’ (**Prevent**, HM Govt. 2011). Purple recognises that there is a threat of terrorism and understands that many terrorists are radicalised in the course of their contact with others. The UK Government Prevention Strategy (2011) which is a key aspect of safeguarding, outlines the commitment to be made by the healthcare sector in ensuring that threats of this kind are understood and responded to.

Signs to look out for include: Being drawn into to strong principles and ideologies held by others, as a means to control, social network involvement in extremism, being at a transitional time in life, having a need for identity, meaning and belonging, being influenced or controlled by a groups, feelings of grievance and injustice, feeling under threat , displaying mental health concerns, a desire for status, a desire for excitement or adventure and/or a need to dominate and control others.

Other examples of abuse include:

- Bullying and cyberbullying
- Child trafficking
- Female genital mutilation
- Grooming
- Non-recent abuse
- Online abuse

For more information please visit: <https://www.nspcc.org.uk/what-is-child-abuse/types-ofabuse/>

Raising Awareness of Safeguarding

All staff and volunteers will undertake safeguarding training as part of their induction which will include information on types of child abuse and spotting the signs. This is updated annually.

All services users will be provided with information and advice about safeguarding from first contact and throughout their relationship with Purple, with information provided in the customer agreement, information packs and Purple's website.

A monthly e-bulletin is sent to all service users providing updates and signposting to resources on Purple's website about managing their direct payment. This includes information about safeguarding.

The contact details for who to contact in the event of any concerns are attached at the appendix on Page 15.

Reporting Abuse

What should you do?

If you have concerns about a child or a child makes an allegation of abuse to you, **you must share this with your Line Manager or a senior member of staff responsible for child protection immediately.**

With the support of your Line Manager and the Purple Safeguarding Lead you will refer the concern/allegation to the relevant Local Authority Safeguarding Team. **A verbal referral must be followed up in writing within 24 hours.** The Local Authority will decide on the appropriate response and must inform the referrer within 24 hours of their intended response.

Who should you refer to?

The responsibility for investigating concerns or allegations lies with the area Local Authority, Children's Social Care where the child is living. That authority will have specific procedures, published by its LCSB, which embraces the roles and responsibilities of the various agencies who must cooperate to safeguard children, such as Children's Social Care (social services), the Police, and Health and Education services.

Working Together (2018) states that 'anyone who has concerns about a child's welfare should make a referral to local authority children's social care and should do so immediately if there is a concern that the child is suffering significant harm or is likely to do so. Practitioners who make a referral should always follow up their concerns if they are not satisfied with the response.'

To clarify how to make a referral in each Local Authority area consult that Local Authority's LCSB procedures.

How do you decide if something is a concern or allegation?

The discussion you have with the Line Manager or senior colleague will help decide whether a referral is necessary. Ensure you make a written record of the discussion on the child/young person's file whether a referral is made or not. Include the reasons for the decision and the evidence that supports the decision.

Who should be notified?

To ensure clarity about who should inform parents, carers, and the child's Social Worker and other agencies, and when to inform them, discuss this and agree it with the area Local Authority investigating the allegation or concern. Usually the parents and/or carers will be informed immediately, unless to do so would place the child or young person at risk of significant harm. The

child/young person's Social Worker (if applicable) must be informed about the concern/allegation and referral and any other agency involved with the child young person as appropriate. It is important to inform all the relevant people and to do so **in consultation with** the area Local Authority.

How should I respond to a child or young person if they are making an allegation or telling me something concerning?

Listen to what the child/young person has to say, but on no account question the child/young person. Reassure the child/young person that you have listened very carefully and understand what they say.

- Explain to the child/young person that you need to let your manager know what has happened.
- Write down in detail exactly what the child/young person has said using the child's / young person's words as far as possible and record the time and date that you have received the information.
- Staff should not make judgments on their own as to what constitutes a serious allegation or disclosure by a child or young person – **share the information as described above.**

The Mental Capacity Act 2005 covering England and Wales, provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to prepare for a time when they lack capacity in the future. It sets out who can take decisions, in which situations, and how they should go about this. For young people aged 16 the requirements of the Mental Capacity Act 2005 (MCA) must be taken into account in relation to 'best interest decisions' regarding the sharing of information. The act says that: "a person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or disturbance in the functioning of the mind or brain". This includes how able they are:

- • to understand what is likely to result from or affect their situation
- • to take action themselves to prevent abuse
- • to take part as fully as they can in making decisions about getting other parties involved.

Deprivation of Liberty Safeguards are part of the MHA 2005, and this provides protection to people who have a mental disorder and who do not have mental capacity to make decisions about their care & treatment. This applies to people accommodated in a hospital or care home who receive care and treatment. The Supreme Court ruling on the 19th March 2014 extended this to people living in the community who receive care and treatment. Acid Test- if the person is under continuous supervision and control and is not free to leave. DOLS needs to be considered.

What if the concern or allegation involves a member of staff?

There are specific procedures for dealing with allegations against members of staff. A **Whistle Blowing Policy** is in place and outlines how staff will be supported. Report the concern or allegation to the Service Manager or a senior colleague. If the allegation or concern is about the Service Manager, notify their manager. All allegations must be referred immediately to the area Local Authority Designated Officer (LADO). No action should be taken until the matter has been

referred and actions agreed with the area Local Authority and the Local Authority Designated Officer (LADO). Further information is provided in the Allegations against people who work with children / young people section set out in this procedure.

Where can I find out about local processes and procedures?

All Local Authority areas are covered by Local Safeguarding Children Boards. They are responsible for coordinating the safeguarding process in each Local Authority area. They produce procedures and guidance for all agencies in their geographical area, advising how to respond to a wide variety of safeguarding issues including how to respond to concerns or allegations. You need to know which LSCB covers your area and where to access their procedures.

What about concerns or allegations involving children young people with disabilities?

Children/ young people with disabilities are more vulnerable to abuse than other children / young people for a number of reasons. These include the increased likelihood of social isolation, their potential dependency on a number of carers for daily living and intimate care, and their communication needs which may prevent them from telling someone they trust. The relationship between social care staff and parents and carers may also influence how situations are interpreted. Relationships are often collaborative and supportive and discourage the belief that abuse may be happening. A real knowledge and understanding of the child or young person will assist in interpreting unusual behaviour, the impact of their disability on their behaviour and the impact of any specific medical condition. In spite of their increased vulnerability children / young people with disabilities are under represented amongst the group of children / young people with child protection plans. The link below provides guidance on how professionals should work together to safeguard the welfare of disabled children.

<https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

What about concerns or allegations where the alleged perpetrator is a child or young person?

Occasionally allegations or concerns involve children or young people as the alleged perpetrator. In these circumstances the same referral process should be followed with the addition that the alleged perpetrator should also be the subject of an assessment by the Local Authority investigating the allegation. The alleged perpetrator should at the very least be viewed as a child in need, as they themselves may be a victim.

What about concerns a child may be at risk of Extremism/Radicalisation?

The aim of radicalisation is to attract people to their reasoning, embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. **Prevent** is the Government's counter terrorism strategy. It aims to provide support to young individuals at risk of being groomed into terrorist activities before any crimes are committed.

All staff working on behalf of Purple have a duty to work in ways that prevent people, including children, from being drawn into terrorism.

You **must**:

- Know how to identify children / young people at risk of extremism and/or radicalisation and how to intervene as appropriate.

- Know and follow the Local Safeguarding Children Board Procedures about extremism and radicalisation.

Any staff member who is concerned that a service user is at risk of radicalisation or may have become radicalised must contact the relevant Safeguarding Children's Team to raise this concern. Changes that may arouse concern in regard to children with whom staff come into contact with may include:

- Reports of unusual changes in behaviour, friendships or actions and requests for assistance
- Indication of child being insistently befriended by individuals or groups with radical views
- Evidence of service users/staff accessing extremist material online
- Use of extremist or hate terms to exclude others or incite violence; writing or artwork promoting violent extremist messages or images

What happens after the referral has been made?

There is a set process for dealing with all referrals made to Local Authority Children's Social Care. Once a referral has been made, the responsible Local Authority will decide whether to undertake an initial assessment, Section 47 core assessment and whether to continue through the child protection process. The process has several steps: initial assessment; strategy discussion; Section 47 core assessment; initial child protection conference and review child protection conference. You may be asked to contribute to each step in some way. Please consult "[Working Together to Safeguard Children 2018](#)" and "[What to do if you're worried a child is being abused](#)" for more information on the processes involved.

Safer Recruitment

This relates to the recruitment of all those who work for Purple either full or part-time, paid or unpaid and should be read in conjunction with Purple's Safer Recruitment Policy which complies with Local Safeguarding Children's Board recruitment standards.

Purple will take all reasonable steps to ensure that unsuitable people are prevented from working with Children, young people and families using the service.

The following rules will be followed for all recruitment:

- all posts will have a job description and person specification which will include a commitment to safeguarding children and young people
- a statement about our commitment to safeguarding and protecting children will be included on all job adverts
- we will require application forms, CV's are not accepted
- two references will be obtained and will ask for information specifically relating to working with children and young people and safeguarding issues. One of these references will be from the last employer
- the selection process will include a face-to-face interview and the candidate's attitudes, behaviours and motives will be explored as well as their skills and experience

- the interview will explore any declared criminal convictions and candidates will be reminded that no conviction is considered 'spent', giving them the opportunity to declare any convictions, reprimands or warnings in light of this
- any gaps in employment will be discussed
- two forms of identification will be required
- candidates will have a DBS check to the level appropriate to their role
- an offer of employment will only be made following receipt by Purple of these checks and references

Induction and Training

Purple undertakes a rigorous induction process followed by supervision and training. Safeguarding training as defined below is held for staff and volunteers in their first week of starting, appropriate to their role, and organised by HR:

- Safeguarding Children Level 1
- Safeguarding Vulnerable Adults Level 1
- Safeguarding Children (Advanced) Level 2
- Safeguarding Vulnerable Adults (Advanced) Level 2
- Designated Safeguarding Lead (Children)
- Designated Safeguarding Lead (Adults)

Training includes providing copies of the policy for staff and is refreshed annually for staff, or whenever the policy is updated, whichever is sooner, with records of completion held on HR files.

Purple use monthly 1:1 supervision and team meetings to ensure adherence to policy and procedures. Operational management team and Senior Leadership Team oversee policy review, learning lessons from day to day experiences and issues.

Allegations against people who work with children and young people

Working Together to Safeguard Children 2018 outlines when this procedure should be used, namely, when a person who works with children has;

- behaved in a way that has harmed or may have harmed a child,
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Allegations against people who work with children and young people must be referred to the area local authority following consultation with the Manager or senior colleague. Each local authority has a Local Authority Designated Officer (LADO) who offers support and advice in relation to allegations and monitors how they are dealt with. A LADO can be consulted to decide if a concern warrants a referral or not.

When a referral is made, the area Local Authority will hold a strategy discussion to decide how to act and coordinate the response of the different agencies. The area Local Authority is responsible

for the welfare of the child concerned, the police for any criminal investigation and the employer/agency for the disciplinary process. There may have been an initial telephone strategy discussion to agree immediate action, but this should be followed by a face to face meeting involving all agencies to coordinate the 3 processes. The Manager or their delegated manager should attend.

If the allegation concerns a member of staff, Purple HR should be consulted about the implementation of the disciplinary process, taking advice as appropriate.

It is important to remember that these criteria apply in all environments. If something happens at home or in the community, it has implications for the workplace and if something happens in the workplace it has implications for home and the community. A member of staff may also be a parent or grandparent and could be involved in a voluntary group for children and young people in their spare time. Purple has a responsibility to share knowledge in this respect and the area Local Authority will address how these issues are dealt with in the strategy discussion.

Strategy meetings may be chaired by the LADO who has a responsibility to monitor the progress of all allegations. Thus the LADO must be informed of allegations within one working day. The LADO also monitors to ensure that allegations are dealt with consistently, that the same process is applied and that outcomes are appropriate. *Working Together to Safeguard Children 2018*, and the area Local Authority Safeguarding Procedures must be consulted when dealing with allegations against staff. It is therefore important that each Service Manager has the contact details for each LADO for each local authority in their region.

If a member of staff is subject to this process, there has to be a written record of the outcome. If the area Local Authority and the police take *No Further Action*, it is essential that the company obtains their view in writing as to what action, if any, the company should take. Area Local Authorities and the police **cannot** direct the company to reach a particular disciplinary judgement, but they can advise that the company implements disciplinary procedures. Whilst the focus of this policy is safeguarding children and young people, it is important to ensure that any staff subject to this process are treated honestly and fairly and receive appropriate support. However, when an allegation is being investigated by the Police, it is essential to agree with the Police and LADO, what information can be shared with the member of staff.

Leaving Purple

If the company dismisses a member of staff in relation to an allegation, or a member of staff resigns, but would have been dismissed, the company has a statutory duty to refer the person to the Independent Safeguarding Authority. The DBS will consider whether or not to bar the person from working with children. The decision making process for referrals to DBS must involve consultation with the Safeguarding Lead. Referrals in relation to members of staff will be made by Purple Safeguarding Leads and the relevant Service Manager in consultation with Purple HR Department.

Referrals to DBS must state the grounds for the referral and the evidence that demonstrates the referral criteria are met. If a Local Authority recommends referring either a member of staff to the DBS e.g. following a strategy discussion, it is essential that the request is received in writing, from the Local Authority, with the written agreement of the Local Authority Designated Officer (LADO), stating the evidence that supports the Local Authority's request.

The company would normally only refer staff to DBS once any disciplinary process is complete and referrals must be made in line with the DBS guidance demonstrating how the individual has;

- engaged in relevant conduct;
- satisfied the Harm Test; or
- received a caution or conviction for a relevant offence.

Information on the Disclosure and Barring Service Referral Guidance can be found on the following link- : <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

Risk Management and Preventative Measures

In line with Making Safeguarding Personal, we place adults at the centre of our positive approach to managing risks and their safety, ensuring they maintain ownership, choice and control over the risks they face.

We empower service users and their families to feel comfortable to report any safeguarding concerns, and support them to know their rights, understand what constitutes abuse, to ask questions and to say 'no'.

Our staff are friendly/supportive and defuse tension by building strong relationships, using open/honest communication techniques tailored to each individual, ensuring availability to discuss any issues/concerns. We:

- Acknowledge that each individual is best placed to identify risks, define their impact and whether or not the mitigation is acceptable.
- Encourage all customers to implement our safe recruitment policy in their PA recruitment via telephone, face to face and information packs (including 'key signs' and support networks)
- Speak to customers about safeguarding procedures to follow if they have concerns
- Include processes for monitoring/reporting safeguarding concerns in welcome packs including local contact telephone number
- Ask key organisations to promote our safeguarding guidance to encourage customers to talk about concerns.
- Support good information sharing at all times

Other preventative measures include:

Use of photographic and digital recording equipment

Purple does not permit photography or filming at any of its events without specific permission being granted by the individuals in attendance. Any breach of this policy will be investigated through the appropriate disciplinary policy and procedures. **Use of social networking sites on the Internet**

In line with Purple's IT use policy, staff are not permitted to use Purple's IT systems to access and use social networking sites such as Facebook and must never disclose any information about their work on their personal social media accounts.

Purple will always ensure written consent is obtained from all individuals who are photographed by the organisation if the photographs are going to be used for Purple's social media sites. Staff will further be expected to be conversant with the ESCB's e-safety Policy (June 2015). Purple's policies are subject to annual review and amended by the board.

Confidentiality and information sharing

All staff are required to follow the seven golden rules to sharing information which are laid out in the Government guidance '[Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers 2018](#)'. This guidance outlines the advice for all practitioners and senior managers working with children, young people, parents and carers who have to make decisions about sharing personal information on a case-by-case basis. It might also be helpful for practitioners working with adults who are responsible for children who may be in need.

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe.

Policy Review

This policy and associated procedures will be reviewed annually and updated as and when there are changes to legislation or regulations. The review process will be led by the Direct Payments operational management team and include feedback from staff and service users (or their representatives).