

In2Change Safeguarding Policy

Review Date: March 2022.

Policy Statement and Introductory Note

'In2Change is fully committed to safeguarding and promoting the welfare of all young people attending the Centre. The Trustees, staff and volunteers all share a common goal to ensure that the safety of young people is at the very core of all the work that the Charity does to improve young lives and instil hopefulness'.

This Safeguarding policy applies to **everyone** working for, or on behalf of, In2Change. It is an over-arching document, which binds the work of the Charity with the fundamental duty to safeguard and promote the welfare of all young people attending the Centre. Keeping young people safe from harm and abuse must be at the core of all the Charity's work. As an organisation, strict processes are in place to provide a safe and supportive environment for young people. These are supported by clear lines of communications and rigorous reporting procedures (*as directed by the 'Keeping Children Safe in Education' document, Part 1, September 2021*). The designated safeguarding lead (DSL) at In2Change is Mr Brian Wreakes (Centre-Manager). The Board of Trustees has an over-arching responsibility to ensure that this policy is fully and rigorously enacted. The Board also provides a tier of support and guidance to the management of the Charity and to everyone working at In2Change.

In2Change aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote the welfare of all young people attending the Centre
- All staff are aware of their statutory responsibilities with respect to safeguarding
- All staff are properly trained in recognising and reporting safeguarding issues

Main Objectives:

- To ensure that all young people attending the Centre feel safe and secure at all times
- To ensure that referring Schools have the confidence to entrust young people to the care of In2Change without concern that there will be any negative consequences attached to their actions
- To ensure that all mechanisms are in place to support young people where harms and abuse are suspected or reported.
- To ensure that all staff receive regular training in identifying the different forms of harm and abuse that children and young people may experience. Where such harms are suspected or reported, strict reporting procedures are in place.
- To ensure that everyone working at the Centre has been properly vetted and cleared as suitable to work with, and support, vulnerable children and young people. *[Please also refer to the In2Change 'Safer Recruitment Policy' revised in 2021].*
- To ensure that all adults who have contact with children in the centre have been trained to undertake their safeguard responsibilities effectively.
- To ensure that Staff will report any concerns about harms to children, to the designated safeguarding lead (DSL) immediately.
- To ensure that Staff will receive regular supervision and support. Where staff report harms to young people from within the Charity, mechanism for reporting this are set out clearly.

Working with vulnerable young people

In2change is committed to safeguarding and promoting the welfare of all its pupils. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at the centre their behaviour may be challenging and we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all our pupils and recognise that each pupil's welfare is of paramount importance.

Safer Recruitment and Selection

In2Change is fully committed to enacting safer recruitment procedures, that deter and prevent people who are unsuitable to work with children and young people from applying for, or securing, employment or volunteering opportunities at the Charity.

Safer recruitment practice includes; scrutinising applicants, verifying identify and academic or

vocational qualifications, obtaining professional references, checking previous employment

history and ensuring that a candidate has the health and physical capability for the job. It also

includes undertaking interview and selection processes which are conducted rigorously, fairly

and within a framework that supports equal opportunities. In2Change will follow the guidance that at least one person on an interview panel will have completed safer recruitment training

(*Keeping Children Safe in Education, [KCSIE document], 2021*).

In line with statutory changes, underpinned by revised regulations, In2Change is committed to:

- Verifying a candidate's identity, it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name in their birth certificate, where this is available.

- Obtaining (via the applicant) an Enhanced DBS check (including a check for those who will be engaging in regulated activity)

- Verifying a candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.
- Verifying the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then In2Change will seek further clarification and advice. If the applicant has lived or worked outside of the UK, further checks will be made as appropriate
- Verifying professional qualifications, if appropriate.
- Obtaining professional references, one of which should be obtained from a current or previous employer.

[Full details are set out in a separate In2Change 'Safer Recruitment Policy', 2021]

Safeguarding and the Recruitment of Ex-Offenders at In2Change

Where applicants are known to have a criminal record, the offences will be considered most carefully. In2Change will not employ any person with a history of sexual offending. However, part of the work of the Charity involves the rehabilitation of offenders and providing employment and training opportunities for those with experiences of the criminal justice and prison systems. Some will be serving prisoners nearing the end of a custodial sentence. Overtime, In2Change has developed strong and trusted relationships with prisons and probation services to ensure that only the most suitable prisoners and ex-offenders will be considered for work experience at In2Change. Those who are interested in working with the Charity most typically, have a strong determination to turn their lives around and to work with young people in a very positive way.

Within these specific and special circumstances, **additional** safeguarding measures include:

- Enhanced Assessments of risk compiled with the referring prison establishment
- Enhanced documentation completed for serving prisoners and ex-offenders
- Rigorous observation, monitoring, supervision and support

In2Change is also committed to maintaining an up-to-date central recording system that details a range of checks carried out on all our staff, volunteers and Trustees.

Safer Working Practice

In2Change is fully committed to ensuring that Safer Working Practices underpin all the Services delivered by the Charity to young people. Within the specificity of contemporary child protection and safeguarding measures, Safer Working Practices guide and instruct the ways in which In2Change delivers its services to young people. Within this framework, all **Staff, Volunteers and Trustees** have a duty to:

- Act with utmost integrity, honesty, reliability and trustworthiness at all times.
- Work in an open and transparent way
- Avoid any conduct which might lead any reasonable person to question motivation and intentions
- Report any incidents and/or concerns to the Centre-Manager immediately or as soon as possible thereafter
- Record all incidents and actions taken
- Apply professional standards in line with equality law, so that no young person attending In2Change is discriminated on the grounds of gender, race, disability, sexuality
- Adhere to issues of confidentiality
- Be mindful that breaches in the law, other professional guidelines, or internal codes of conduct, could result in criminal and/or other internal disciplinary action.

Staff and Volunteers working directly with young people will be mindful of safety issues at all times during the course of their work. Staff work in pairs and the processes for managing challenging situations are rigorously prescribed.

Partnerships with Parents/Carers

In2Change shares a common purpose with parents/carers and referring schools to educate young people, keep them safe from harm, and promote well-being. The Charity is fully committed to working with parents/carers and schools in an open, transparent and honest manner. We ensure that all parents/carers are treated with courtesy, respect and dignity. We respect the rights of parents/carers to privacy and confidentiality, although this has to be carefully balanced with the safeguarding needs of the young person - which are always paramount. The designated safeguarding lead (DSL) will liaise with the referring school at all times and additional guidance may be sought in certain complex cases. In2Change will share with parents/carers any concerns that the Charity may have about a child unless to do so may place a child at risk. We encourage parents/carers to discuss any concerns that they may have about their child's safety and parents/carers are made aware that the In2Change Safeguarding policies are available on request.

Safeguarding Information for young people attending In2Change

All young people attending our Centre are informed that there is a number of staff that they can talk to, and in confidence, if this is requested. In2Change is committed to ensuring that young people are aware of behaviours that are not acceptable and how they can keep themselves safe. Every young person attending In2Change is provided with information about the responsibilities of the Charity to keep them safe and they are given details of the member of staff who leads on all safeguarding matters. Additionally, young people are informed about other members of staff that they can speak to, their rights to be listened to and heard, and what steps can be taken to protect them from harm. All of this is carried out with sensitivity and in accordance with the '*Keeping Children Safe in Education*' document (2021).

The designated safeguarding lead (DSL)
at In2Change is:

Centre-Manager)

The designated deputy safeguarding lead (DDSL) at In2Change is:

Jack Athey

Where a young person discloses an experience of harm and abuse, this will be treated with the utmost sensitivity and care. Staff must record the allegation and report to the designated safeguarding lead (DSL) immediately. The DSL will contact the Local Authority Children's Social Care Team and follow the advice given, as well as the advice of the Police, if the allegation involves a potential criminal offence.

Where a young person's behaviour causes significant harm to other students, the DSL will refer a young person in line with local area Safeguarding protocols for these young people. At In2Change, the DSL will speak with the Family of the young person who has caused harm and inform the referring school in the first instance. Depending on the nature and severity of the harms caused, other external agencies, including the Police may have to be contacted (see further directions below at '*peer-on-peer abuse*').

Allegations against Members of Staff

Where a young person makes an allegation of abuse against a member of staff, it must be reported immediately to the Centre-Manager, Mr Brian Wreakes, who under such circumstances will act as 'Case Manager'. He will then conduct enquiries to ascertain whether there is any foundation to the allegations and will liaise/consult with the Local Authority Designated Officer (LADO) as directed. The LADO oversees all allegations made against those who work with children and young people.

In the event of the Centre-Manager being the subject of an allegation, the DSL will report to the Chair of Trustees immediately and the Chair will assume the role of 'Case Manager'.

Low level concerns are those which do not meet the threshold for referral to a LADO or the Police but, as part of an open culture to safeguarding, should be discussed. Everyone is

Complaints and Whistleblowing

Where a member of staff at In2Change feels unable to raise an issue with the organisation, or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them. The NSPCC's dedicated helpline, '**What You Can Do To Report Abuse**' is available as an alternative route for staff who do not feel able to raise concerns regarding Child Protection failures internally, or have concerns about the way a safeguarding issue is being managed at In2Change. To contact this helpline, Staff can call **0800 028 0285** which is available on Monday-Friday from 8am to 8pm and/or send an email to help@nspcc.org.uk

Please note that a new Whistleblowing Policy will be available to all staff by Spring 2022

Safeguarding Training and Staff Inductions

In2Change ensures that all staff and volunteers complete Safeguarding and Child Protection training as part of their induction. This includes on-line safety and whistleblowing procedures and is designed to ensure that all staff:

- Fully understand In2Change's safeguarding systems and their responsibilities
- Can identify signs of possible abuse or neglect or exploitation
- Know how to act upon any concern they have

All training is integrated, aligned and considered as part of In2Change's safeguarding approach, including training on the issues and expectations in relation to allegations of peer-on-peer abuse. The Charity's designated safeguarding lead (DSL) and deputy will undertake child protection and safeguarding training at least every 2 years. In addition, they will update their knowledge and skills at regular intervals and at least annually. In2Change also has a



commitment to update safeguarding training (including on-line safety) for all

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and more regularly as required. Furthermore, as the Chair of Trustees may be required to act as a 'case manager' in the event that an allegation of abuse is made against the Centre-Manager, they will receive training in managing allegations for this purpose.

Categories of Harm and Exploitation

Prevent duty – Safeguarding young people who are vulnerable to extremism

In2Change follows the statutory guidance on the Charity's responsibility to fulfil our Prevent Duty. We are aware that there have been occasions, both locally and nationally, in which extremist groups have attempted to radicalise vulnerable young people to hold extreme views including those justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. The Prevent strategy aims to stop people from becoming terrorists or supporting terrorism. It is rare for young people to be involved in terrorist activity. However, some young people can be exposed to terrorist and extremist influences or prejudiced views. In2Change takes the view that early intervention is always preferable and includes this in its procedures as it does for all safeguarding concerns.

The following key principles underpin the In2Change community:

- Inclusion
- Tolerance
- Freedom of speech
- The expression of beliefs

Free speech is subject to treating others with respect, understanding differences, equality, an awareness of human rights, community safety and community cohesions. All of these elements underpin the ethos, aims and objectives of the Charity.



In2Change is committed to training all staff in connection with the issues arising from

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Charity or Prevent Duty. In2Change is also committed to working with the Local Authority and other local partners to assess the potential risk of some young people being drawn into terrorism. The designated safeguarding lead (DSL) will keep up-to-date with local threats, policies and procedures relating to Prevent.

Abuse and Neglect

Abuse is a form of the maltreatment of a child or young person. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a Family or in an institution or community setting by those known to them or, more rarely, by others. Abuse can take place wholly on-line, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or by another child or children. In many cases, multiple issues of abuse will overlap.

- **Physical Abuse:** abuse which may involve hitting, shaking, throwing, poisoning, burning or scolding, drowning, suffocating, or otherwise causing physical injury/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.
- **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 insofar as they meet the needs of another person. It may also 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 over-protection 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 also 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:** 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; (a) physical contact, including assault by penetration or non-penetrative acts; and (b) 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 on-line, and

technology can be used to facilitate off-line abuse. Sexual abuse can be perpetrated by people. The sexual abuse of children by adults (also known as peer-on-peer abuse)

and is set out separately in this policy.

- **Neglect:** 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 – for example, as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to: (a) provide adequate food, clothing and shelter, or protecting a child from physical and emotional harm or danger; (b) ensure adequate supervision; (c) ensure access

to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Specific safeguarding concerns

All the staff at In2Change are aware of safeguarding issues that can put children and young people at increased risk of harm. Behaviours linked to issues such as drug-taking, alcohol abuse, deliberately missing education, and sharing nudes or semi-nudes (also known as sexting or youth-produced sexual imagery) can put children and young people at an increased risk of danger.

Warning signs of exploitation

One of the main signs of abuse or exploitation is when a child goes missing from education, particularly repeatedly. This can be a vital warning sign of a range of safeguarding concerns, but in particular, exploitation – including criminal exploitation and county lines and/or sexual exploitation. All staff at In2Change should be aware that child criminal exploitation (CCE) – including county lines and child sexual exploitation (CSE) can involve both boys and girls – though boys and girls can be exploited using different methods and may present differently. As with other types of abuse, there is an increasing risk of exploitation taking place or beginning through threats posed on-line.

use where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence. The abuse can be perpetrated by males or females, and children or

adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. Children and young people can be moved from area to area – this is known as trafficking. Involvement in this type of abuse can be as a direct result of threats of serious violence to the young person or their Family. The victim can be exploited even when the activity appears to be consensual. Furthermore, it does not always involve physical contact but can happen exclusively on-line. Examples of CCE include: young people may be forced to work in cannabis factories, coerced into moving drugs, money or weapons including across the country (county lines), forced to shop-lift, pickpocket, or steal vehicles, or forced into violent crime or making threats to other young people.

Indicators of CCE can include a child or young person:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional well-being
- Misusing drugs and alcohol
- Regularly missing school or education
- Not taking part in education
- Being involved in serious violence, carrying weapons, or vehicle crime

Serious Violent Crime

Some young people may be drawn into serious violent crime.

In2Change staff need to be aware of the indicators that this may be happening to a young



person attending Rutland Hall. These may include:

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- A change in friendships or relationships with older individuals or groups
- A significant decline in educational performance/attainment
- Signs of self-harm or a significant change in well-being
- Signs of assault or unexplained injuries

Unexplained gifts or new possessions could also indicate that a young person may have been approached by, or are involved with, individuals associated with criminal networks or

gangs, and may be at risk of criminal exploitation. There are a range of risk factors which increase the likelihood of involvement in serious violence, such as:

- Being Male
- Having been frequently absent or permanently excluded from school
- Having experienced child maltreatment
- Having been involved in offending, such as theft or robbery

Staff who are concerned about any of these issues should, as with any other concern, speak to the designated safeguarding lead (DSL) at In2Change, Mr Brian Wreakes. The DSL will trigger the local safeguarding procedures, including a referral to the Local Authority children's social care team and the police, if appropriate.

Child sexual exploitation (CSE)

Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs when 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:

- 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
- by threats of serious violence to the victims and their Family.

It can be a one-off or part of a series of acts over time, and can be opportunistic or organised abuse. It can be perpetrated by men or women, and peers can be involved. Victims of this

may be trafficked for the purpose of exploitation. The victim may have been sexually exploited even if the activity appears consensual. Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing that they are in a loving, consensual relationship. Child sexual exploitation does not always involve physical contact; it can also occur through

the use of technology. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam. CSE may also occur without the victim's immediate knowledge – for example, through others making copies of recordings or images.

The following list of indicators is not exhaustive or definitive, but it does highlight common signs which can assist professionals in identifying children and young people who may be victims of sexual exploitation.

Signs include:

- Underage sexual activity
- Inappropriate or risky sexual or sexualised behaviour
- Repeated sexually transmitted infections
- In girls, repeated pregnancy, abortions and miscarriage
- Receiving unexplained or unaffordable gifts or gifts from unknown sources
- Going to hotels or other unusual locations to meet friends
- Moving around the country, appearing in new towns and cities, not knowing where they are
- Getting in/out of different cars driven by unknown adults
- Having older boyfriends or girlfriends, or hanging out with groups of older people
- Being involved in abusive relationships
- Associating with other young people involved in sexual exploitation
- Truancy, exclusion, disengagement with school, opting out of education altogether
- Unexplained changes in appearance, behaviour and/or personality
- Self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders



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ng membership

- Drug and/or alcohol misuse
- Getting involved in crime

- Injuries from physical assault, physical restraint, sexual assault

Honour-based abuse: Forced Marriage (FM)

This is an entirely separate issue from an arranged marriage. Forced marriage is a human rights abuse and falls within the Crown Prosecution Service definition of domestic abuse. It

is also a criminal offence to force a person to marry in England and Wales. Young men and women can be at risk in affected ethnic groups. Evidence shows that the issue of forced marriage affects certain sectors of communities, typically girls in the age range of 14-16 years old originating from Pakistan, India and Bangladesh (approximately 60% of cases), together with a percentage of cases of children originating from the Middle-East and African countries. However, it can also affect boys and children with special education needs and disabilities (SEND).

A signal of FM is the removal of a young person from education and lengthy absence which is often unexplained. Other indicators may be detected by changes in adolescent behaviours. Whistleblowing may come from younger siblings. Any member of staff at In2Change with any concerns should report this immediately to the DSL, who should raise the concern with the Local Police Safeguarding Unit by email or phone. Never attempt to intervene directly or through a third party. Whilst the onus of the investigation for criminal offences will remain with the Police, the DSL should co-operate and liaise with the relevant agencies in line with current child protection responsibilities.

those delivering education services to young people regarding FGM. If, during the course of their work, a member of staff discovers that an act of FGM appears to have been carried out on a girl under the age of 18 years, then they must report it to the Police. All staff at In2Change will recognise this responsibility.

What is FGM?

Female genital mutilation involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

Why is it carried out?

It is often based on a belief that FGM:

- Brings status/respect to the girl – social acceptance for marriage
- Is part of being a woman/a rite of passage
- Upholds family honour
- Fulfils a religious requirement
- Helps a girl to be clean/hygienic
- Is cosmetically desirable
- Makes childbirth easier – this is a mistaken belief

FGM is a criminal offence

All staff at In2Change will be made aware of FGM practices and the need to look for signs, symptoms, and other indicators of FGM. All those working to educate young people have a responsibility to report FGM if they discover, in the course of their professional duties what appears to be FGM, to the police. The DSL, who will offer support, should also be informed immediately.



undergone FGM:

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- Prolonged absence from education and other activities
- Behaviour changes on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Disclosure of abuse

Further guidance and information are available from: **NSPCC FGM Helpline** which is open 24 hours every day (including weekends)

Telephone: **0800 028 3550** Email: fgmhelp@nspcc.org.uk

Peer-on-peer abuse

All staff at In2Change must be aware that children and young people can abuse other children and young people – referred to as peer-on-peer abuse. This is most likely to include, but may not be limited to:

- Bullying, including cyberbullying, prejudiced-based, and discriminatory bullying
- Physical abuse, such as hitting, biting, kicking, shaking, hair-pulling, or causing other physical harms.
- Sexual violence, such as rape, assault by penetration, and sexual assault.
- Sexual harassment and on-line sexual harassment, such as that which takes place on social media or chat rooms, which may be stand-alone 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 is a form of abuse that has been high on school/other education providers and court agendas for a number of years and is a criminal offence in its own right under the ***Voyeurism (Offences) Act 2019***. Upskirting occurs when someone takes a picture under a person's clothing with or without underwear, without

permission, with the intention of viewing their genitals or buttocks to obtain sexual on, distress or alarm. It is a common aspect to any gender.

- Initiation/hazing type violence and rituals. This could involve activities involving harassment, abuse or humiliation, used as a way of initiating a young person into a group. It may also include an on-line element.

Identifying peer-on-peer abuse and understanding consent

Every young person will react differently, but some recognised indicators of peer-on-peer abuse are:

- Bleeding, bruising, sexually transmitted infections (STIs), or pregnancy.
- Becoming withdrawn or displaying other behavioural changes.
- Being fearful of being at school/ other educational provision, or on-line.
- Missing education.
- Self-harming.
- Displaying behaviours beyond their stage of development.

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, eg to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal, or oral penetration only if she/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

- A child under the age of 13 can never consent to any sexual activity;
- The age of consent is 16;

- Sexual intercourse without consent is rape.

Most peer-on-peer abuse can be addressed through In2Change's behaviour policy, but where the behaviour raises a safeguarding concern, it falls within the scope of this Safeguarding policy.

In2Change recognises that it is important to educate young people to understand:

- What constitutes appropriate behaviour – including on-line.
- Issues around consent.
- Issues around discrimination and misogamy.
- Where the criminal law fits into this type of behaviour.

In2Change recognises that peer-on-peer abuse is a problem and is happening, even when the issues are not reported. This sort of abuse has a serious impact on those who are victims, in terms of self-esteem and relationships but also educational outcomes.

Consequently, In2Change has put in place procedures and expectations based on the following:

- This type of abuse takes place in schools, in other education provider establishments, outside of education, and on-line. It can affect any age of child but is predominantly an issue for secondary and college age-groups.
- All staff must maintain an attitude of 'it could happen here'.
- Downplaying inappropriate behaviour can lead to a culture of unacceptable behaviour and can lead ultimately to the normalisation of abuse. It will not be tolerated – we have a zero-tolerance approach to this issue.
- Staff must intervene in 'inappropriate' behaviour, which can prevent it from escalating to abusive or violent behaviour.
- It is crucial to have a zero-tolerance approach to sexual violence and sexual harassment, and an important part in this is not tolerating or laughing off sexual banter or jokes.
- Victims of this type of abuse are likely to be distressed and there is a likelihood of it affecting their educational attainment – this is more likely where the alleged perpetrators attend the same school, college or other education provision.
- Girls are more likely to be victims and boys more likely perpetrators – however, any report or suspicion should be taken seriously.
- The abuse can be perpetrated by an individual or a group.
- Sexual violence can happen in intimate relationships between peers.
- There can be links between this type of abuse and sexual and criminal exploitation.



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- Some young people may face additional barriers in reporting because of sexual orientation.
- with issues of sexual violence or harassment

must be clear, easily accessible, and well-promoted, so that young people feel confident in reporting abuse.

- Staff must be aware of behaviour in young people that might indicate that there is an issue with sexual harassment or violence and act immediately.
- Responding to each incident well will build a trust in the systems, so that victims will feel able to come forward in the future.
- It is extremely important to listen and react to the young person's report – listening well and not asking leading questions.
- Whilst victim's wishes and feelings are of paramount importance, staff at In2Change should not forget to balance this with the duty to protect other young people.
- Where a report is found to be malicious or unfounded, In2Change should consider what the most appropriate steps should be – it might be that the young person has been abused by someone else or the allegation might be a cry for help.

- All staff should understand the consequences of sexual violence and be aware of all the available resources for victims but also for perpetrators.
- It is important to look for patterns in all reports and identify any broader issues that need to be addressed.

Where such experiences are reported or suspected, Staff at In2Change should report immediately to the designated safeguarding lead (DSL). The DSL will then immediately contact the referring school and liaise with the school regarding further actions to be taken. This may involve contacting the Police. All staff have been asked to read the guidance on sexual violence and sexual violence between children and young people, which contains detailed information on a range of relevant topics (for example, definitions, contextual issues such as power and coercion, and advice on a consistent and all-encompassing approach).

Sharing nude/semi-nude images (sexting)

Responsibilities when responding to an incident

If you are aware of an incident involving the sharing of nude or semi-nude images (also known as sexting and 'youth-produced sexual imagery', you must report it to the DSL



immediately.

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- View, download, or share the imagery yourself, or ask a young person to share or download it. If you have already viewed the imagery by accident, you must report this to the DSL.
- Delete the imagery or ask the young person to delete it.
- Ask the young person/persons who are involved in the incident to disclose information regarding the imagery – this is the DSL's responsibility.
- Share information about the incident with other staff members, the young person it involves, or their, or other, parents and/or carers.
- Say or do anything to blame or shame any student involved.

You should explain that you need to report the incident, and reassure the student(s) that they will receive help and support from the DSL. Further information can be found here: <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

All young people attending In2Change should be made aware of this information so that they are aware of the processes that In2Change will follow in the event of an incident.

Students at In2Change who miss classes or fail to attend

It is vitally important that young people who are referred to the services delivered at In2Change as an alternative to attending mainstream education, are in attendance as arranged.

In2Change operates a strong attendance tracking system that is overseen by the Centre-Manager. The tracking and use of effective attendance management strategies enables In2Change to ensure that each day every young person who should be attending is accounted for. In cases where a student has an unexplained absence, the Centre-Manager



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who is also the DSL, will contact the young person's family as well liaising with the

school. These actions will be carried out immediately after an unexplained absence has been reported/recorded. Any further actions that need to be taken will be determined by the DSL in collaboration with the referring school and other external agencies (where appropriate).

In2Change recognises that some young people who fail to attend school or another alternative education provision, are vulnerable to the risk of abuse, neglect, exploitation, and a range of other negative life experiences and harms. It is for these reasons that In2Change maintains an up-to-date attendance register and the Charity is extremely vigilant regarding unauthorised or repeated absences.

Domestic Abuse

Domestic abuse (often referred to as domestic violence) refers to any incident or patterns of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged 16 and over who are, or have been, intimate partners or family members, regardless of gender or sexuality. It can occur in intimate relationships between older children.

Exposure to domestic abuse can have a serious, long-lasting emotional and psychological impact on children and young people.

Operation Compass

This initiative was designed for schools and helps the police and schools work together to provide emotional and practical help to young people who have been involved in domestic abuse. When the police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the DSL) before the child or children arrive at the school the following day.



This ensures that the school has up to date and relevant information about the child's

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DSL's in schools, should endeavour to alert relevant pastoral support staff as soon as possible where this is appropriate.

In2Change fully recognises the harmful and enduring effects for young people experiencing domestic abuse. The Charity currently delivers a domestic abuse awareness course to young people attending the Centre at Rutland Hall. The tutor for this course is able to provide a wealth of advice and support to young people within a caring environment.

Other Supplementary Health and Safety Measures at In2Change:

First Aid

In the centre the following members of staff are trained to oversee first aid:

Brian Wreakes & Jack Athey

First Aid kits are situated around the centre in the following areas:

Main Office

Classroom

Gym

Café

When a child is unwell or has suffered an accident in the Centre the following steps are:

- A trained first aider is immediately called to provide assistance and advice.



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- The incident/accident is logged in
- The parent/carer is notified of the incident/ accident as soon as necessary.
- The local Authority Health and Safety Team and or the Health and Safety Executive are notified of the incident/accident where there is statutory duty to do so.

Centre Security

In2Change aims to provide a secure centre site but recognises that the centre is only as secure as the people who use it. Therefore, all people at the centre have to adhere to the rules, which govern it. It is recognised that laxity can cause potential problems to safeguarding. Therefore, In2Change ensures that:

- Gates are locked except at the start and end of the day
- Doors are kept closed to prevent intrusion
- Wherever possible visitors and volunteers only enter through the main entrance and must sign in at the office.
- Children are only allowed home with adults / carers with parental responsibility or confirmed permission has been received in advance.
- Empty classrooms have closed windows.
- Children are not allowed to leave the centre alone during working hours and if collected by an adult signed out.
- Should a child leave the centre without permission then staff been informed never to chase after a child, but rather to report immediately to Management, who will then inform, Schools, Contractors, Parents and Police dependant of the circumstances.

Welcoming other Professionals

Members of the Police, Youth Workers, Schools and other reputable organisations will have been vetted to work with children through their own organisation. When there is a planned visit to the centre, the manager will ensure that written confirmation is received from the employing organisation that the said individual has been vetted through the DBS, within the last three years and cleared to work with children.

When the said individuals make unplanned visits to the Centre, they will always be accompanied by a member of staff and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination / medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit.

It is recognised that in emergency situations when the Police are called, perhaps to deal with an aggressive/violent young person, it may be possible to confirm their identity before access to the centre site is allowed. The Centre Manager will use their professional judgement to effectively manage these situations.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in the subjects such as Personal Social and Health Education relevant discussions around related issues take place with the children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and e-safety issues. Children are encouraged to explore and discuss these issues.

Secondly, the curriculum is designed so that safety issues within the subjects are discussed and safe practices explained, such as using equipment properly in the GYM and Health and Safety at the centre and manual handling. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the centre site. Appropriate and



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agreed pupil/ adult ratios are always maintained. The lead adult always risk

safeguarded and protected from harm before the event is finally authorised by the centre manager and in line with EVOLVE as per 7.31 of the VSP contract.

Visiting speakers with the correct clearance and / or constant supervision are always welcome into the centre so they can give specialist knowledge to the children.

Internet / E- Safety

We have our on-line safety co-ordinator (DSL) responsible for ensuring that all students/staff/volunteers undertake on-line safety training and awareness. Children are encouraged to use the internet as much as is possible but in a safe way. It is the policy of the centre to restrict the use of internet access to students whilst at the centre on the centres Wi-Fi network. If staff become aware of misuse either by a teacher, staff member, volunteer or child, the issue must be reported to the centre manager immediately.

The manager has overall responsibility for internet safety and will have access to all email addresses and passwords provided. The centre follows guidelines for internet use /e-safety laid down by the local authority and the safeguarding board.

The centre will ensure that:

- Software is in place to minimise access and to highlight a young person accessing inappropriate sites or information.
- Pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (if this results in child protection concerns the Designated Safeguarding Lead for child protection must be informed immediately).
- Every effort is made to encourage pupils not to give out personal details, phone numbers, school, centre, home addresses, computer/ phone passwords etc.

- Pupils adhere to the centre policy

- Training is provided to pupils, staff and volunteers on e-safety matters.

Inclusion Opportunities

Within the centre's prospectus there is a statement around "Inclusion Opportunities" which asserts: "At In2Change we welcome all children. Where a child has a recognised disability, we will make all reasonable adjustments to accommodate their needs in the centre. This will include: the availability of resources and accessibility of the centre building and site. We will make every effort to ensure that children with Special Educational Needs maintain their entitlement when they enter the centre."

Behaviour Policy

Good behaviour is essential in any community and at In2Change we have high expectations in this area. The centre has a Behaviour Policy and a Code of Behaviour that must be adhered to by all children and a copy is available from the centre office. This is shared with parents and schools and is available from the centre office. Although the emphasis is always on the positive, there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children including:

- Stickers
- Showing another teacher good work

- Team points

But the sanctions range from:

- Having to discuss their behaviour
- Being removed from the class
- Loss of Gym
- Reporting to a senior member of staff
- A letter home
- Exclusion

Staff are discouraged from handling children but where they deem it the safest thing to do, guidance and training is given on safe methods of restraining a child so that they do not harm either themselves or others.

Equalities and Racial Tolerance

Within the centre prospectus there is a statement around “equalities/equal opportunities”

This asserts that:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
2. Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
3. Foster good relations between people who share a protected characteristic and those who do not

4. Remove or minimise

le due to their protected characteristics

5. Take steps to meet the needs of people from protected groups where these differ from the needs of other people
6. Encourage people with protected characteristics to participate fully in the life of the centre

The centre has a single “Equality Policy that has a section on racial tolerance. This includes information about what the centre, through education, challenge and discussion will do to ensure incidents do not happen.

Racism is talked in both learning and discussion curricula. The children will take part in discussion designed to raise awareness and address prejudices. This works ensures that racial tolerance is at the forefront of everything we do.

Photographing and Videoing of Children in the Centre

At In2Change we take a sensible and balanced approach to photographing and videoing children on site. We have a formal policy around “taking photographs and video images of children” and a copy is available from the centre office.

Taking pictures and video images of children’s achievement and activities is a wonderful way of capturing a memory and promoting successes. The policy document explains in detail the centres requirement to obtain parental permission while taking such images and safeguards in place to ensure anonymity (wherever possible) in their usage.

Concluding comments and policy review dates



This policy document is available to everyone working at In2Change and a hard

will be displayed in the Centre manager's office and the main staff room. This policy will be reviewed by the Trustees on an annual basis to ensure it is up to date with current legislation and best practice.

The review of this policy was completed by:

Dr Sharon Jowitt, Chair of Trustees, October 2021.

Dr Sharon Jowitt, Chair of Trustees, March 2022.

Date of the next review is: **October 2022**