

# SAFEGUARDING CHILDREN POLICY

DEC 2022

Updated, Version 8

This policy outlines the organisation's policy in relation to:

- the safeguarding and promotion of the welfare of children
- what to do if a disclosure of abuse is made and appropriate steps to take
- the prevention of child abuse.

To be reviewed  
DEC 2024

# INTEGRATE



| Document Control |          |                         |                                  |                                |
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| Version          | Date     | Reason                  | Author                           | Agreed by including date       |
| 1                |          | New policy              |                                  |                                |
| 2                | Jun 2016 | Changing guidance       |                                  |                                |
| 3                | Feb 2017 | Update with name change | Elisa Fabretto (amends only)     |                                |
| 4                | Aug 2017 | Annual Review           | LZ & DC                          | By email 13/11/17              |
| 5                | Oct 2018 | Annual Review           | LZ & DMc                         |                                |
| 6                | May 2020 | Annual Review           | LZ & DMc                         |                                |
| 7                | Nov 2021 | Annual Review           | CT & LZ                          |                                |
| 8                | Dec 2022 | Expert review           | Joey Paran & Leethen Bartholomew | Trustees Board Meeting 9/12/22 |

# SECTION 1 – Policy Statement

## 1.1. Context

1.1.1. Integrate UK is committed to safeguarding and promoting the welfare of children<sup>1</sup> and expects all employees and volunteers to share this commitment.

1.1.2. Integrate UK is an organisation that works with children and young people principally from disadvantaged and minoritised backgrounds aged 11 – 24 to combat Violence Against Women and Girls (VAWG) and to work towards a society based on gender and racial equality, respect and cohesion.

1.1.3. The young people of Integrate UK travel to schools around the country to deliver workshops and disseminate information to front line staff, children and young people about Female Genital Mutilation (FGM) within the context of VAWG, grooming, radicalisation, "honour" based violence and abuse (HBVA), child sexual exploitation (CSE), sexual harassment and assault, racism and Islamophobia and different forms of extremism.

1.1.4. A robust child safeguarding policy is vital not only for the safety of young people within our organisation but to ensure policies and processes are in place to act if there is a disclosure during a workshop and dissemination events delivered by our young people.

1.1.5. Integrate UK recognises that it is not a statutory childcare agency and therefore, it is not appropriate for staff to carry out child safeguarding investigations. However, under the Children's Act 2004<sup>2</sup> there is a legal obligation and duty for organisations to protect and safeguard children by working in partnership with statutory organisations and sharing information for the purpose of safeguarding children. Integrate UK is committed to working in partnership with other agencies in promoting the welfare and safeguarding of children.

1.1.6. This policy should be read alongside our Complaints, Health & Safety, Lone Working and Data Protection policies. The policy is divided into the following four sections:

SECTION 1 – Policy Statement

SECTION 2 – Particular types of abuse tackled by Integrate UK

SECTION 3 – Process to report concerns about abuse

SECTION 4 – Reporting Forms

## 1.2 Statement of Purpose

1.2.1. Our child safeguarding policy outlines how we will fulfil our duty of care to safeguard those we work with and those that work on our behalf. The policy applies to all

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<sup>1</sup> Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection (Working Together, 2018).

<sup>2</sup> All our work with children is informed by the Children Act 1989 and Children Act 2004. Other relevant documents which are accessible online include Children and Families Act 2014, Children and Young Person's Act 2008, Working Together to Safeguard Children 2018

employees, self-employed staff, media partners and volunteers (including Trustees) (hereafter called ESEMVS).

1.2.2. This policy provides clear standards and processes for all our staff, volunteers and partners. This ensures that everyone is clear about the organisational responsibilities, their individual roles and the procedures to follow in order to safeguard children.

1.2.3. The Board of Trustees of Integrate UK is ultimately accountable for ensuring that Integrate UK upholds its statutory safeguarding obligations.

#### 1.2.4. Commitment to Safeguarding

Integrate UK is committed to fulfilling its responsibilities in safeguarding and promoting the welfare of children.

- All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity have the right to be protected from harm.
- Young people must be listened to, valued and empowered to inform and shape our work, including decision-making and review of our safeguarding practices
- Our recruitment, training and supervision procedures must ensure that staff and volunteers are capable and supported to apply safeguarding best practice. This is done by creating a safe space for all employees and volunteers and by adopting a non-judgemental, anti-discriminatory and anti- racist approach
- Clear policies and procedures to act upon and report any safeguarding issues.

#### 1.2.5. Terminology

For the purpose of this policy and procedures we have defined different types of child abuse in section 2.

### 1.3. Roles and Responsibilities

1.3.1. All those who work for Integrate UK in any capacity have a duty to safeguard and promote the welfare of children, regardless of whether their role involves direct contact with children.

| <u>Title</u>                   | <u>Contact Details</u> |
|--------------------------------|------------------------|
| Designated Safeguarding Lead   | Lisa Zimmermann        |
| Dedicated Safeguarding Trustee | Joey Paran             |

1.3.2. All concerns should be reported to Lisa Zimmermann, Director of Integrate UK, who is identified as the Lead for Child Protection/Safeguarding. If the concern is about the Designated Safeguarding Lead it should be reported to the Dedicated Safeguarding Trustee, Joey Paran, who will be the Safeguarding lead for the Board.

### 1.3.3. The Director will ensure:

- Arrangements are in place to safeguard and promote the welfare of children
- Appropriate decisions are made in respect of reported incidents
- Procedures as dictated by the policy are adhered to/responsibility to ensure that they read and understand this policy
- Ensure that any information about a child is kept confidentially and securely
- Ensure ESEMV's are fully trained and aware of their responsibilities around safeguarding children
- Update all staff with any changes to policy and procedures if Covid 19 situation changes.

### 1.4. Reporting concerns

Everyone (employees, self-employed staff, Outreach Workers, media and creative professionals and volunteers (including Trustees) at Integrate UK have a responsibility to report any safeguarding concerns to:

Lisa Zimmermann, Director of Integrate UK  
Telephone: (07808) 523 982  
Email: [lisa.zimmermann@integrateuk.org](mailto:lisa.zimmermann@integrateuk.org)

If Lisa is not immediately available, concerns must be reported to:

Joey Paran, Dedicated Safeguarding Trustee  
Email: [joey.buckley@integrateuk.org](mailto:joey.buckley@integrateuk.org)

Processes are set out for reporting concerns in SECTION 3

### 1.5. Training

All ESEMV's who, through their role, are in contact with children and young people will complete safeguarding training at an appropriate level. Training will be refreshed every two years.

For young people who are trained as Outreach Workers

- All Outreach Workers receive initial safeguarding training as part of their role, refreshed bi-annually.
- Integrate UK will provide ongoing opportunities for reflective practice that will cover safeguarding issues. This support provides opportunity to identify any individual learning gaps and needs in relation to safeguarding practice.

### 1.6. Safer recruitment

Integrate UK is committed to Safer recruitment and ensuring all ESEMV's are recruited according to up to date guidelines. Safer practice in recruitment means that the safety and welfare of the child is paramount at every stage of the process. Key elements within this process include:

- Ensuring the job description & person specification for all posts/roles makes reference to the responsibility for safeguarding and promoting the welfare of children;

- Ensuring that the person specification for all posts/roles includes specific reference to suitability to work with children, as relevant;
- Obtaining and scrutinising information from applicants, including at interview, and taking up and satisfactorily resolving any gaps, discrepancies or anomalies prior to appointment;
- The team managing the recruitment process will include at least one member who has received current and appropriately accredited '[safer recruitment' training](#) to ensure best practice is followed;
- Ensuring there is a diverse interview panel, an appropriate probationary period, job description with clear objectives and appropriate inductions;
- Obtaining references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- Verifying the successful applicant's identity, employment history and Right to Work in the UK (where employed);
- Carrying out an Enhanced Disclosure and Barring (DBS) Check for roles in "regulated activity". DBS checks will be renewed every three years and are required for anyone aged 18 and above.
- Where adults do not have a specific role working with children, but are likely to be in contact with children during the course of their work, the safer recruitment practices still apply.
- Recruiting in line with the Equality, Diversity and Inclusion Policy.

### 1.7. Action to be taken if a representative of Integrate UK does not uphold this policy and/or stipulated procedures

1.7.1. Integrate UK recognises that the decision to report can sometimes be difficult or potentially unsafe. Young people might feel scared about reporting in fear of local services, of not being listened to, or having their confidentiality breached, to name a few examples.

1.7.2. All staff should be supported to feel safe in disclosing any information regardless of how minor it appears. This is in line with the organisation's culture of learning and protecting others in order to prevent risk to children. It is therefore critical for the safety of all young people engaged with the activities of Integrate UK that the stipulated policy and procedure within this document are carefully followed whenever they apply.

1.7.3. If it is found or suspected that any representative of Integrate UK has not responded to a safeguarding concern in a manner that is consistent with the policy and procedure set out in this document, this should be reported without delay to the Director of Integrate UK. The Director will instigate a proportionate level of expeditious investigation into the circumstances and will also take any precautionary action decided to be necessary (e.g. suspending the person suspected from Integrate UK activities involving children). The findings of that investigation will then be reported back to the trustees as soon as possible and consequential action agreed. This action would be likely to range from further training to ending Integrate UK's relationship with the individual. If the concerns are about the Director, they will be reported directly to the Chair of Trustees who will consult other trustees and agree necessary action.

## 1.8. Whistleblowing

1.8.1. A Whistleblower is often described as an employee who reports wrongdoing within an organisation. Integrate UK is committed to high standards of practice and behaviour amongst all employees and volunteers. Integrate UK encourages openness and transparency throughout all the organisation. However, we do recognise that this may not always be the case and understand that speaking up within the organisation might be difficult. Any representative of Integrate UK, whether an employee or volunteer, who reports wrongdoing in one of the following areas will be protected by the trustees in line with the Public Interest Disclosure Act 1998 and the Enterprise and Regulatory Reform Act 2013:

- A criminal offence
- Someone's health and safety is in danger
- Risk or actual damage to the environment
- A miscarriage of justice
- Integrate UK (or any of its representatives) is breaking the law
- It is suspected that someone is covering up wrongdoing.

1.8.2. Only with the consent of the whistleblower, their identity may be disclosed to the Chair of Trustees who will take personal responsibility for implementing appropriate measures to ensure that the whistleblower does not receive unfavourable treatment as a result of their whistleblowing activity. If the whistleblower is not in agreement that the Chair of Trustees should perform their role, another trustee will be identified to do so.

1.8.3. Confidentiality - Integrate UK will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

1.8.4. This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the organisation. In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources.

The NSPCC provides more information and support around Whistleblowing should anyone require independent advice. You can reach them as follows;

Tel: 0800 028 0285

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Website: <https://www.nspcc.org.uk>

## SECTION 2 – Definitions of child abuse and neglect

This section outlines the different types of child abuse and neglect and the particular types of abuse tackled by Integrate UK so that all volunteers, staff and young people can refer to it when carrying out their role in the charity.

### 2.1 Definitions

#### 2.2 What is Child Abuse?

Working Together to Safeguard Children (HM Government, 2018) defines abuse as. "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 another child or children."

**2.2.1. Physical Abuse** – A form of abuse which 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.

Signs & Symptoms – Bruised eyes, bruising, finger marks, grasp marks, slap marks, scalds and burns, outline marks of belts and buckles.

**2.2.2. Neglect** - A severe or persistent lack of attention to a child's basic needs resulting in significant harm to the health or emotional and/or physical development of the child. An avoidable exposure to serious danger, including cold and starvation.

Signs & Symptoms – Poor growth and weight gain, frequent injuries, unkempt and dirty appearance (but be wary of jumping to conclusions), chronic nappy rash, cold and puffy hands and feet, inadequate clothing for the weather conditions, young children left alone without care, failure to report medical conditions.

**2.2.3. Sexual Abuse** – Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. This may involve physical contact including assault by penetration, or acts such as kissing, rubbing and touching outside of clothing or the production of sexual images. Sexual abuse is the involvement of a child in sexual activity which is unlawful or, although not unlawful, is abusive and damaging to the child. This may be a breach of trust in a child / adult relationship. (Sexual intercourse with a child aged over 16 may be lawful, but if the adult is using his/her position to obtain consent, then this would be deemed abuse).

Signs & Symptoms – Inappropriate sexual play, use of sexually explicit words or gestures. Bruising to genital areas. Self-harm, substance abuse, eating disorders. Significant changes in behaviour.



2.2.4. Emotional Abuse – Significant harm to the emotional or psychological well-being or development of the child. This could be caused by persistent emotional ill-treatment such as rejection from a parent or carer. It may involve the child developing a feeling of worthlessness or exposure to danger and threats. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say. It may feature age or developmentally inappropriate expectations being imposed, overprotection and limitation of exploration and learning or keeping the child from normal social interaction. Whichever form of abuse occurs, it is likely there will be emotional and psychological damage to the child.

Signs & Symptoms – Delayed growth and development. Abnormally passive, aggressive or attention seeking behaviour. Child may appear unused to praise. Self-harm.

Outlined below are the specific types of child abuse relevant to the work of Integrate UK

### 2.3 Female Genital Mutilation (FGM)

FGM is a form of child abuse and as such is dealt with under the Integrate UK's Child Protection/Safeguarding policy. In England, Wales and Northern Ireland, all forms of FGM are illegal under the Female Genital Mutilation Act 2003.

FGM is an offence which extends to acts performed outside of the UK and to any person who advises, helps or forces a girl to inflict FGM on herself. Any person found guilty of an offence under the Female Genital Mutilation Act 2003 will be liable to a fine or imprisonment of up to 14 years, or both.

FGM is a form of child abuse. Under the Children Act 1989 Local Authorities can exercise their powers under Section 47 and can apply to the Courts for various Orders to prevent a child being taken abroad for mutilation.

#### 2.3.1. Definition of FGM:

“Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons.”

(World Health Organisation-1997)

Important documents for reference:

NSPCC – [legislation, policy and guidance](#)

[The Government Home Office guidelines](#)

#### 2.3.2. Why is FGM carried out?

Parents who force their daughters to undergo FGM often justify their behaviour as protecting their children, or preserving cultural or religious traditions. The young people typically do not see anything wrong with their actions. Many girls will have the expectation that they will experience FGM and may not be aware that they have a fundamental human right not to have this take place.

FGM is used as a means of controlling and de-sexualising women, repressing their sexual desire and to reduce the chance of their being sexual promiscuous. FGM is also carried out for reasons of aesthetics and hygiene and as a means of purification and ensuring that a woman is clean.



These motivations help us to understand why parents might force their daughters to undergo FGM, but they cannot be used as a justification for subjecting women and girls to such harmful practices.

### 2.3.3. What are the signs that a girl may be at risk of, or have already undergone FGM?

These indicators are not exhaustive and whilst the factors detailed below may be an indication that a child is facing FGM, it should not be assumed that is the case simply on the basis of someone presenting with one or more of these warning signs. These warning signs may indicate other young people of abuse such as forced marriage or sexual abuse that will also require a multi-agency response.

The following are some signs that the girl may be at risk of FGM:

- The family belongs to a community in which FGM is practiced
- The family makes preparations for the child to take a holiday, e.g., arranging vaccinations, planning an absence from school
- The child talks about a 'special procedure/ceremony' that is going to take place
- An awareness by a midwife or obstetrician that the procedure has already been carried out on a mother, prompting concern for any daughters, girls or young women in the family

The following are some signs that FGM may already have taken place:

- Prolonged absence from school and noticeable behaviour change on return to school
- Avoidance of specific classes or activities such as PE or sports, giving reasons of bladder, menstrual or abdominal problems
- Girls finding it difficult to sit still in class or looking uncomfortable when sitting
- Girls complaining of pain between their legs, or talking about something someone did that they are not allowed to talk about

## 2.4. Child Sexual Exploitation

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where the young person (or third person/s) receive 'something' (e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

### 2.4.1. Types of Child Sexual Exploitation

#### 2.4.2. Boyfriend model

Here the offender befriends and grooms a young person into a 'relationship' and then coerces or forces them to have sex with friends or associates. The boyfriend may be significantly older than the victim, but not always.

#### 2.4.3. Peer on peer exploitation

Young people can be exploited by their peers in a number of ways. In some cases, young women and young men who have been exploited themselves by adults or peers, will recruit other young people to be abused. In other instances, sexual bullying in schools and other social settings can result in the sexual exploitation of young people by their peers. Sexual exploitation also occurs within and between street gangs, where sex is used

in exchange for safety, protection, drugs and simply belonging. For 16- and 17-year-olds who are in abusive relationships, what may appear to be a case of domestic violence may also involve sexual exploitation.

#### 2.4.4. Organised/networked sexual exploitation or trafficking

Young people (often connected) are passed through networks, possibly over geographical distances, between towns and cities where they may be forced/coerced into sexual activity with multiple men

#### 2.4.5. Inappropriate relationships

These usually involve one offender who has inappropriate power or control over a young person (physical, emotional or financial). One indicator may be a significant age gap. The young person may believe they are in a loving relationship.

#### 2.4.6. Familial

Children can be exploited by their parents and/or other family members. Parents or family members may also arrange the abuse of the child and/or control and facilitate exploitation. Where one child is being exploited, siblings or other child relatives are at increased risk of suffering exploitation.

#### 2.4.7. Opportunistic

This may occur quickly and without any form of grooming. Typically, older males identify vulnerable young people who may already have been groomed or sexually abused. The perpetrator will offer a young person a 'reward' or payment in exchange for sexual acts. The perpetrator is often linked with a network of abusive adults.

#### 2.4.8. Online

New technologies and social networking tools and platforms, chat rooms, dating sites or online gaming, present further opportunities for social interaction.

It is important to recognise that the misuse of technology plays a significant part in many safeguarding issues, such as peer-on-peer abuse, child sexual exploitation, child criminal exploitation, radicalisation, and sexual predation. Technology often provides the platform that facilitates harm.

Staying safe online includes a wide range of issues. The three main risk areas are:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, racist or extremist views, glamorisation of drugs or gang lifestyles
- contact: being subjected to harmful online interaction with other users; for example, adults posing as children or young adults, and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

CSE can occur through the use of technology without the child realising it. For example, a child or young person is persuaded to post images of themselves on the internet and/or mobile phones and then these images are used as a bargaining tool by the perpetrators.

Offenders may use technology to exploit children and young people in the following ways:

- Harassment and bullying through text messaging;

- Purchasing mobile phones for victims and sharing their numbers among group or gang members;
- Randomly contacting children via social networking sites;
- Using 'friends' lists on networking sites of known victims to target children and young people;
- Viewing extreme or violent pornography and discussing it during sexual assaults;
- Posting images of victims with rival gang members to invite a sexual assault as punishment;
- Filming and distributing incidents of rape and sexual violence;
- Distributing lists of children for the purpose of sexual exploitation.

#### 2.4.9. Honour Based Violence and abuse (HBVA)

HBVA is described as "An incident or crime which has, or may have been, committed to protect or defend the honour of the family and or community." It can be distinguished from other forms of abuse, as is often committed with some degree of approval and/or collusion from family and/or community members. Victims will often have multiple perpetrators not only in the UK but maybe also abroad, HBVA can be the trigger for a Forced Marriage.

#### 2.10. Preventing radicalisation and violent extremism of any form

In 2008, the Government published guidance and a toolkit to help schools tackle violent extremism. Since July 2015, all schools and Academies have had the duty under section 26 of the counter-Terrorism and Security Act 2015, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty.

Integrate UK offers peer education on grooming for radicalisation and workshops on extremism. All Lead Outreach Workers must undergo the Workshop to Raise Awareness of Prevent training and are expected to report any concerns relating to extremism to Lisa Zimmermann, Director, and to the Safeguarding Lead in a school if the incident occurs in a school. Lisa Zimmermann will confirm with the school that the concern has been dealt with appropriately.

#### 2.11. Peer on Peer abuse

Peer on peer abuse can be described as when a young person is bullied, exploited or harmed by their peers who are of a similar age. Everyone involved is under the age of 18. It is important not to minimise behaviours which may constitute peer on peer abuse as "kids being kids".

Examples of peer on peer abuse are wide and varied. These can include abuse in intimate personal relationships between peers, bullying (including cyberbullying), physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing, physical harm, sexual violence, such as rape and sexual assault, sexual harassment, such as sexual comments, remarks and jokes either in person or online, "sexting" (also known as sharing self-generated indecent images), initiation/hazing-type violence and rituals, upskirting and criminal and sexual exploitation.

## 2.12 Other concerns - Mental Health

Mental health problems and suicidal thoughts can affect anyone, of any age and of any background. Mental health problems are common among children and young people, but it can be difficult to identify as they often keep it to themselves. This can also be true with other forms of safeguarding issues.

The signs and symptoms of mental health problems will differ from child to child, but some common signs include:

- Becoming withdrawn from friends and family
- Persistent low mood and unhappiness
- Tearfulness and irritability
- Sudden outbursts of anger
- Loss of interest in activities they once enjoyed, and
- Problems eating or sleeping.

Children who are suffering from mental health problems may also be more vulnerable to harms such as exploitation, grooming and radicalisation. Mental health problems may also be indicators of, or seen in conjunction with, other forms of harm – such as abuse and neglect, peer-on-peer abuse, exploitation, grooming, or radicalisation.

## SECTION 3 – PROCESS TO USE WHEN REPORTING CONCERNS

Working Together to Safeguard Children (HM Government, 2018) defines abuse and neglect as forms of maltreatment of a child. "Someone 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 institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children." The guide defines four types of abuse: Physical, Neglect, Sexual and Emotional. To better understand different forms of abuse, see SECTION 2.

This process sets out what to do if a child discloses abuse.

### 3.1. Listen

If a child discloses abuse, then upon receiving the information you should: -

- React calmly and respond sensitively
- Reassure the child/young person that they were right to tell and that they are not to blame and take what the child says seriously
- Listen to concerns being expressed without passing judgement and use "open questions" when responding to concerns
- Not make assumptions about what they are being told
- Be careful not to be deemed as putting words into the child's/young person's mouth, the easiest way of doing this is by asking open ended questions for example tell me what happened?
- Do not promise confidentiality

### 3.2. Complete a template form for recording concerns

- As soon as possible, make a full and written record of what has been said as soon as possible and don't delay in passing on the information. Recording as far as possible the actual words used by the child or young person indicating as such within the report form.
- The child's known details including name, date of birth, address, contact numbers including information about other children that you are concerned about
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation, including dates, times, specific factors and any other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes
- Details of witnesses to the incidents. Accounts from others, including colleagues and parents
- The child's account if it can be given, of what has happened and how any bruising or other injuries occurred

Do not attempt to investigate an allegation, this is the responsibility of Children's Services and/or the police.

### 3.3. Report immediately to Director, Lisa Zimmermann

Forward this written report to Lisa Zimmermann, Director of Integrate

UK Tel: (07808) 523 982

Email [lisa.zimmermann@integrateuk.org](mailto:lisa.zimmermann@integrateuk.org)

If Lisa is not immediately available, concerns must be reported to Trustee Joey Paran on [joey.buckley@integrateuk.org](mailto:joey.buckley@integrateuk.org)

If you feel the child/young person is in immediate/imminent danger, call the police at the number 999.

If any of the young people have any safeguarding concerns when they are delivering workshops and disseminations to other young people, they must report their concerns in writing to Lisa Zimmermann and to the school Safeguarding Lead or the class teacher. This will normally be to a teacher as most sessions take place in a school. Lisa Zimmermann will confirm that the Safeguarding Lead in a school, or the responsible adult/designated Safeguarding lead in another organisation, has dealt with the concern by reporting to the police in the case of an emergency, or to children's services. All incidents will be recorded by Integrate UK following data protection policy.

Reports to safeguarding agencies will be managed in accordance with, 'Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers, 2018'.

It is not the organisation's responsibility to decide whether abuse has taken place or not, however, it will pass on information to the appropriate authority immediately subject to the above guidance.

### 3.4. Action following report

#### 3.4.1. Child

Based on the information provided, the Director or lead Trustee for Safeguarding will decide the next steps. In some cases, a child may need immediate protection; in these situations, the police will be called. The Police and Social Services are the only agencies with statutory powers for the immediate protection of children.

#### 3.4.2. Staff

In some cases, it may be that an Integrate UK member of staff, volunteer or young person may be asked to be interviewed by the police or other investigatory agency. The rights and responsibilities of those individuals will be the same as any other member of the public. In such cases, the Director and lead Trustee for Safeguarding will coordinate activity to ensure that the member of staff, volunteer or young person is appropriately supported through any investigative process and subsequent proceedings to mitigate any risk of compromise to their physical and/or emotional welfare.

### 2.4.3. Media considerations

Investigations and/or possible subsequent criminal and/or civil proceedings may lead to Media and/or other community interest. Individuals and/or Integrate UK itself may be subject of community and/or Media comment, including criticism. In all cases where such a possibility exists, the Board of trustees will formulate an appropriate communication/Media strategy to ensure that Integrate UK's actions and rationale are accurately represented.

### 3.4. Further reporting requirements

In every case where there is a safeguarding report made to police or a children's social care department, specific consideration will be given by the Director and lead Trustee for Safeguarding in relation to whether either of the following bodies should be notified:

- The Charity Commission
- Those funding Integrate UK activities

Any such notification would not involve the sharing or personalised data unless the criteria within 'Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers, 2018' is fulfilled.

Should such a safeguarding report lead to further investigatory action and/or judicial proceedings, the need to notify or update the above bodies will be kept under constant review.

### Further references:

- Working Together to Safeguard Children- A Guide to Inter-agency working to safeguard and promote the welfare of children (HM Government: 2018)
- Safer Working Practice for Adults who work with Children and Young People (DCSF 2007)
- Keeping Children Safe in Education (DfE 2018)
- Isolated and struggling (NSPCC, 2020).



## SECTION 4 - SAFEGUARDING - INCIDENT REPORT FORM

|                             |  |
|-----------------------------|--|
| Person completing the form: |  |
| Name:                       |  |
| Position:                   |  |

### Person affected.

|          |  |  |
|----------|--|--|
| Name:    |  |  |
| Gender:  |  |  |
| DOB:     |  |  |
| Address: |  |  |
|          |  |  |

### Details of the incident:

|  |
|--|
|  |
|--|

Other witnesses:

|                |  |  |  |
|----------------|--|--|--|
| Name:          |  |  |  |
| Position       |  |  |  |
| Tel no / email |  |  |  |

Information on this form will be stored securely in line with Integrate UK's Data Protection policy and looked at in line with its Safeguarding Policy.

## Appendix

### Organisations and further information and support

- The Local Children's Services in the area where the Child/Young person lives.  
e.g. Bristol Children's Services  
0117 903 6444  
Emergency Duty Team 01454 615165
- NSPCC Child Protection Helpline (24 hours): To report or discuss concerns about a child's welfare. Tel: 0808 800 5000 or textphone: 0800 056 0566 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- For other dedicated helplines see <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/>
- NSPCC Cymru/Wales Child Protection Helpline Tel: 0808 100 2524 (Mon-Fri 10am-6pm)
- Childline Tel: 0800 1111
- The Child Exploitation and Online Protection (CEOP) Centre is part of the National Crime Agency (NCA) and can apply the full range of policing powers in tackling the sexual abuse of children. [Report sexual abuse to CEOP online](#)
- If you feel the child/young person is in immediate danger ring the police – 999.