



Magic Acorns' Safeguarding and Children and Babies Protection Policy and Procedures

We are committed to safeguarding and promoting the welfare of all children and babies.

Aim

The purpose of Magic Acorns' safeguarding policy is to ensure every child we work with is safe and protected from harm.

This means we will always work to:

- protect children, babies and vulnerable adults from maltreatment
- prevent impairment of children, babies and vulnerable adults' health or development
- ensure that children, babies and vulnerable adults are cared for in circumstances consistent with the provision of safe and effective care
- take action to enable all children, babies and vulnerable adults to have the best outcomes

This policy will give clear direction to staff, volunteers, visitors and caregivers about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children we work with.

Introduction

Magic Acorns fully recognises the contribution it can make to protecting people from harm and supporting and promoting the welfare of all children and babies. The elements of our policy are prevention, protection and support. Our policy applies to all children and babies, volunteers, visitors and staff. A child is someone under 18 years old.

Designated Child Protection Officer

The following designated staff are in post;

Designated officer - Sophie Fox

Telephone number - 07875 739215 (Monday to Friday 9-4pm)

Deputy designated officer - Joy Haynes

Telephone number - 07930 484306 (Monday to Friday 9-4pm)

If the Designated Child Protection Officer or Deputy is unavailable anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS).

-A staff member, freelancer or volunteer can call (0344 800 8021)

-A member of the public or parent can call (0344 800 8020).

Our Ethos

Magic Acorns will establish and maintain an ethos where children we work with feel secure, are listened to and are safe to express themselves. Children will be able to talk freely to any member of staff, volunteer or regular visitor to our organisation if they are worried or concerned about something. A significant number of children and babies we work with are non-verbal or pre-verbal, we will ensure a working culture that is sensitive and listens to non-verbal cues and signs.

All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. We will let every child know what the adult will do with whatever they have been told.

All staff, volunteers and regular visitors will, either through training or induction, have an awareness of non-verbal cues and signs, particularly with working with babies.

At all times we will work in partnership and try to establish effective working relationships with parents, carers and colleagues from other agencies and organisations in order to keep children safe.

General Procedures

When new staff, volunteers or regular visitors join our organisation they will be informed of the safeguarding arrangements in place. They will be given a copy of our organisation's safeguarding policy and told who our Designated Safeguarding Officer is. They will also be shown the recording format, given information on how to complete it and who to pass it to.

Every new member of staff, freelancer or volunteer will have an induction period of 3 months overseen by the Designated Safeguarding Lead. The induction will include our essential safeguarding information and every member of staff, freelancer or volunteer will participate in training through the Safer Programme which will include information about signs and symptoms of abuse, how to manage a disclosure from a child, how to record, and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and babies and the remit of the role of the Designated Safeguarding Officer.

All staff, freelancers and volunteers will be asked to read this policy yearly after it has been reviewed and updated if necessary. They will sign to say they have read and understood the policy.

We will display The Children's Advice and Duty Service (CADS) reporting and referral flowchart when our organisation is operating.

All regular visitors and volunteers to our organisation will be given access to our policy, they will be given access to our safeguarding procedures including what the recording and reporting system is, and they will be told who our Designated Safeguarding Officer is.

Working with Parents/Carers

Parents will complete a registration form at the start of their child's involvement with our groups, which includes any vital health or otherwise notable information. There will also be a statement making parents/carers aware that we will need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek consent from them if there are serious concerns about harm or likely harm to their child.

Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with Safeguarding enquiries and what happens should we have cause to make a referral to The Children's Advice and Duty Service (CADS).

Training

Every member of the Directors Board and our freelance staff and volunteers will undertake appropriate safeguarding training through the Norfolk Safeguarding Children Partnership (NSCP) Safer Programme every three years. In addition in-house safeguarding training will take place annually led by the Designated Safeguarding Lead for all freelancers and staff.

We actively encourage all of our staff and freelancers to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via <https://norfolkscp.org.uk/>

The Designated Officer should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

Safer Staff and Volunteers

All adults who come into contact with children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

Magic Acorns requires all directors, staff, freelancers and volunteers to hold a Disclosure and Barring Check and be registered with the DBS Update Service and to provide Magic Acorns with sight of the original certificate and permission to check for changes against the update service on a regular basis.

We will ensure we adhere to the principles of safer recruitment as per our policy and also the guidance from Norfolk Safeguarding Children Partnership.

All directors, staff, freelancers and volunteers will be asked to agree to our code of conduct which states

- Treat all children and young people with respect and dignity

- Ensure that their welfare and safety is paramount at all times
- Always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- Talk respectfully and openly with parents and carers
- Adhere to Safer Working Practices at all times
- Listen to, and act upon, any disclosures, allegations or concerns about the welfare of children by talking with the Designated Safeguarding Lead or the deputy lead.
- Attend Safer Programme training every 3 years
- Attend annual in-house safeguarding training annually
- Make sure we act with kindness

We ensure that we:

- Carefully consider the job description and person specification
- Circulate all vacancies widely
- Prepare an information pack
- Ask for a written application form or expression of interest
- Define our selection criteria
- Ask for a written declaration with regards to criminal convictions, spent or otherwise
- Ask for identification
- Ask for originals of any qualifications
- Conduct interviews with at least two people present
- Ask for at least two references, including the last employer
- Gain enhanced DBS checks
- Organise a comprehensive induction period which includes familiarisation with our safeguarding policies, procedures and safeguarding training through the Safer Programme.

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for our children and babies. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Records and Confidentiality

If we are concerned about the welfare or safety of any child, baby in our organisation we will record our concerns immediately on the agreed report form and give this to the Designated Safeguarding Officer.

When we are working with another organisation such as a school or nursery we will also record our concerns immediately on their agreed report form and give this to their Designated Safeguarding Officer.

Any information recorded will be kept in a secure and separate named file, that is password protected. These files will be the responsibility of the Designated Safeguarding Officer and information will only be shared within the organisation on a need to know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Copies

of referrals will be stored in the file.

Reports of a concern to the Designated Safeguarding Officer must be made in writing and signed and dated by the person with the concern.

Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children's Advice and Duty Service.

It is an expectation that our organisation will seek consent to share information first unless to do so would place someone at risk of harm or undermine a criminal investigation.

Roles and Responsibilities

Our Designated Safeguarding Officer will liaise with Children's Services and other agencies where necessary and make referrals to The Children's Advice and Duty Service (CADS) using the procedure below.

Any concern for a child's safety or welfare will be recorded in writing and given to the Designated Safeguarding Officer who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

The Designated Safeguarding Officer will ensure that all staff, volunteers have received appropriate Safeguarding information during induction and have been trained by the Safer Programme.

The Designated Safeguarding Officer will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme.

At all times the Designated Safeguarding Officer will ensure that safer recruitment practices are followed.

Magic Acorns undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

Types of Abuse

Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care

- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

What is abuse and neglect?

Abuse - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts 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.

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.

Emotional abuse

The persistent emotional maltreatment of a child so as to cause severe and persistent 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 include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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, though it may occur alone.

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 or not the child is aware of what is happening. The activities may involve physical contact, including

assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Additional safeguarding concerns to be aware of are:

- Child Sexual Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Abuse
- County Lines
- Child Criminal Exploitation
- Online Abuse
- Radicalisation
- The Prevent Duty

For more information on these head to the Policy Appendix 2.

Procedures for Handling Disclosures

A child who can speak may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say, and be very careful not to 'lead' the child or influence in any way what they say.

It is important that the adult remembers to:

- Stay calm
- Listen and be supportive
- Not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions
- Not stop or interrupt a child who is recalling significant events
- Never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the child what must be done next (the safeguarding process must be followed)
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the record in ink.
- Contact the designated safeguarding person immediately
- Seek support

If we feel a child is a risk of immediate harm we will call the Police on 999.

Contacting The Children's Advice and Duty Service-CADS

- If we are concerned that a child or children is experiencing or likely to suffer significant harm we will telephone (CADS) immediately on 0344 800 8021
- When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 1) and the Norfolk Continuum of Needs Guidance 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
- We will gain consent from the parent to contact CADS, unless to do so would place the child at further risk of harm or undermine a criminal investigation.
- CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need. Depending on the level, the referral will be processed into either a Family Support Team or Social Work Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
- We will not investigate and will be led by the Local Authority and/or the Police.
- We will keep written dated records of all conversations with CADS.
- We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
- Members of the public or parents can contact CADS on 0344 800 8020

Managing Allegations against people working with children

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in *'Working Together to Safeguard Children' (2023)*.

An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/work place which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At Magic Acorns we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at lado@norfolk.gov.uk

We will take all possible steps to safeguard our children and to ensure that the adults at Magic Acorns are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice.

If an allegation is made or information is received about *any* adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform the Designated Safeguarding Officer immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

Should an allegation be made against the Directors of Magic Acorns this will be reported to Rebecca Deniff Co-chair of Magic Acorns' Advisory Board. In the event that Rebecca Deniff is not contactable on that day, the information must be passed to and dealt with by Mary Stakelum Co-chair of Magic Acorns' Advisory Board.

If a parent attending the group or a volunteer at the group makes an allegation about The Designated Officer, they can directly report their concern to the Local Authority Designated Officer (LADO). The parent or volunteer will need to complete a LADO referral form which can be downloaded from the Norfolk Safeguarding Children Partnership Website, and emailed to the LADO service directly at lado@norfolk.gov.uk

The Designated Officer, should within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

The LADO referral form can be downloaded here under the LADO tab, along with more information:

<https://norfolklscp.org.uk/people-working-with-children/how-to-raise-a-concern>

For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#)

Making a Barring Referral to the Disclosure and Barring Service

If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:

Condition 1

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

Condition 2

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found [online](#)

If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support.

A Barring Referral can be completed online via the DBS [website](#)

The Designated Safeguarding Officer is responsible for making barring referrals. If the allegation is against the Designated Safeguarding Officer the co-chairs of the Advisory Board are responsible for making the barring referral.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

Online Safety

All visitors are informed on arrival that mobile phones and photos are not allowed during our sessions. Staff and volunteers are made aware of their responsibility to support all visitors to adhere to this rule, and that this includes all electronic devices with imaging and sharing capabilities including smart watches

Magic Acorns will occasionally take photos, videos and audio recordings during our groups for promotional and research use. We will always ask for written consent for photos, videos and audio recordings, and will ask parents/carers to fill in and sign a consent form on each separate occasion that we make recordings.

Photos, videos and audio recordings may be used on Magic Acorns' website, on social media and/or used in presentations, publications, seminars or teaching and for Magic Acorns research into early years arts practices.

Visitors will be informed that consent is completely voluntary and that if they do not wish to give consent it will have no impact on their participation. Magic Acorns will be respectful and sensitive to ongoing consent throughout visits, particularly around babies and children's non-verbal consent. Visitors will be informed that they have the right to withdraw consent at any time and that all materials and data will be stored securely on Magic Acorns' password protected Google Drive.

Only with explicit prior agreement are staff and freelancers allowed to use their own devices in the workplace to make recordings, take photos and document sessions. Devices must be password protected and any images or recordings taken during our sessions must be uploaded to our secure online Drive before being deleted from the device.

Relevant Guidance and Legislation

- Working Together to Safeguard Children 2023
- What to do if You're Worried a Child is Being Abused 2015
- Children Act 2004
- Children Act 1989
- The Online Safety Act 2023
- Data Protection Act 2018
- The Prevent Duty Guidance 2023
- Norfolk Continuum of Needs Guidance 2023
- [Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolklscp.org.uk\)](https://www.norfolklscp.org.uk)

- Norfolk Safeguarding Children Partnership Policies and Procedures
- [Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolklscp.org.uk\)](https://www.norfolklscp.org.uk)

Other Relevant Policies

To underpin the values and ethos of our organisation and our intent to ensure our

children/babies/young people are appropriately safeguarded we are working towards the following policies also being included under our safeguarding umbrella;

Safer Recruitment

Bullying

Safer Working Practice

Code of Conduct

Confidentiality

Health and Safety

Whistle Blowing

Complaints

First aid

Useful Contacts

Norfolk Children's Advice and Duty Service (CADS) 0344 800 8021

Norfolk Children's Services 24 hours 0344 800 8020

Norfolk Police 101 / In an emergency 999

Norfolk Local Authority Designated Officers (LADO) Team
lado@norfolk.gov.uk

Norfolk Safeguarding Children Partnership (NSCP) norfolklscp.org.uk

Safer Programme 01603 228966 safer@norfolk.gov.uk

The Disclosure and Barring Service Regional Outreach Service

The DBS Regional Outreach service - GOV.UK (www.gov.uk)

Named Designated Child Protection Officer

The following designated staff are in post;

Designated officer - Sophie Fox

Telephone number - 07875 739215 (Monday - Friday 9am - 4pm)

Deputy designated officer - Joy Haynes

Telephone number - 07930 484306 (Monday - Friday 9am - 4pm)

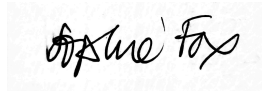
Policy Review

We will always make any changes immediately to our procedures in line with

Norfolk Safeguarding Children Partnership's guidance on www.norfolklscb.org

Name: Sophie Fox

Signed:

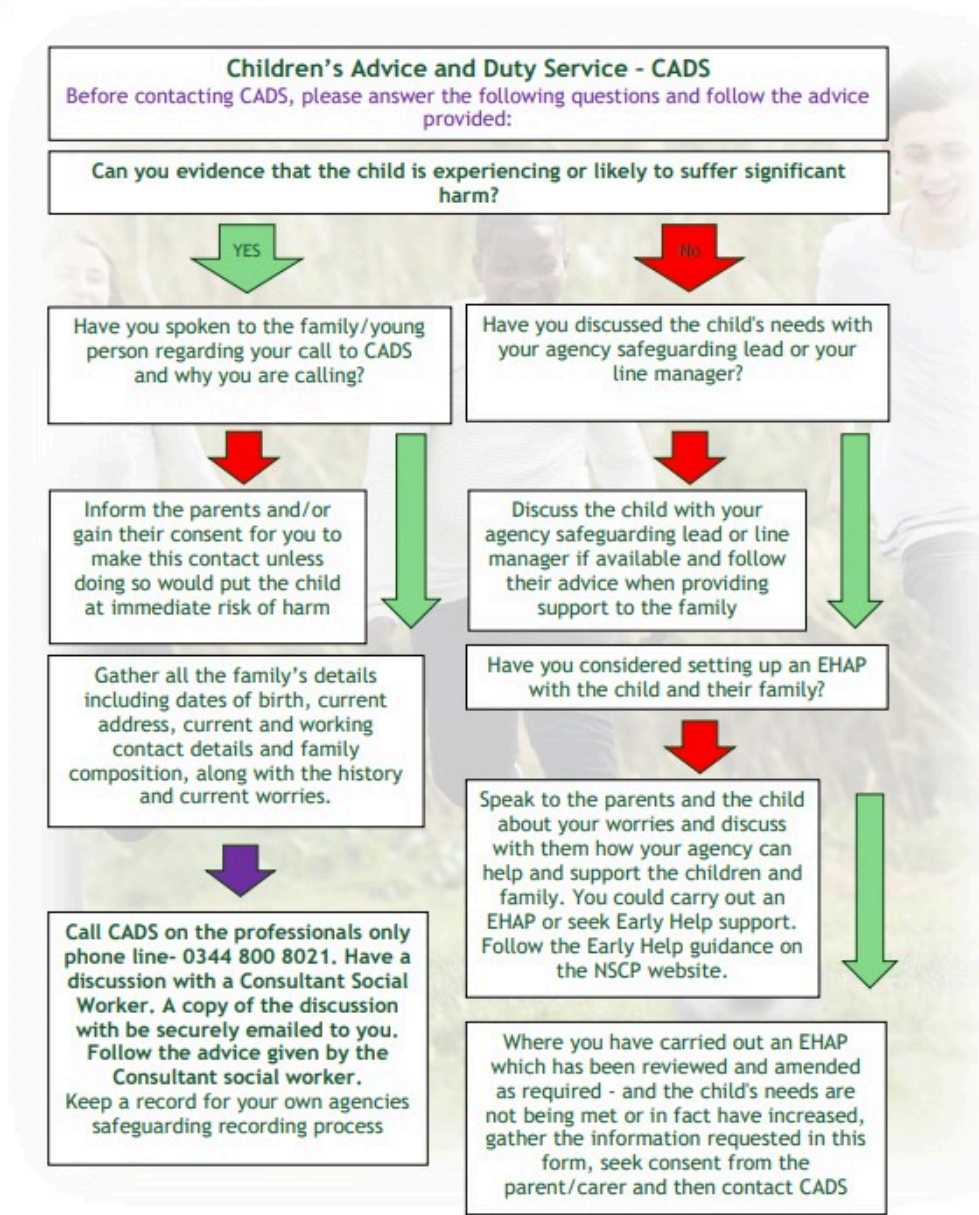
A handwritten signature in black ink that reads "Sophie Fox". The signature is written in a cursive style and is placed on a light grey rectangular background.

Date: 25th July 2024

This policy will be reviewed by 20th January 2025

Appendix 1-The Children's Advice and Duty Service Flowchart

Children's Advice and Duty Service
(CADS) Practice Process - Flowchart -
September 2023



Appendix 2-Additional Safeguarding Issues

Child Sexual Exploitation-CSE is a form of child sexual abuse. It occurs when an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a children 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. CSE does not always involve physical contact; it can also occur through use of technology.

FGM – Female Genital Mutilation- (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "*female circumcision*" or "cutting". FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extramarital sexual acts. **It is illegal to carry out FGM in the UK.** It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out. The maximum penalty for FGM is 14 years' imprisonment.

Forced Marriage-People have the right to choose who they marry, when they marry or if they marry at all. Forced marriage is when some face physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (eg if they're made to feel like they're bringing shame on their family).

Forced marriage is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Honour Abuse-Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence however it can also affect men and boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:

- domestic abuse
- threats of violence
- sexual or psychological abuse
- forced marriage
- being held against your will or taken somewhere the victim doesn't want to go
- assault/killing

County Lines-A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Criminal Exploitation-A term to describe where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- (a) in exchange for something the victim needs or wants; and/or
- (b) for the financial or other advantage or the perpetrator or facilitator; and/or
- (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Online Abuse-any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. It can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online. Children may experience several types of abuse online: Cyberbullying, Emotional abuse-which can include emotional blackmail, Sexting-pressure or coercion to create sexual images, Sexual abuse, Sexual exploitation and Grooming-perpetrators may use online platforms to build a trusting relationship with the child to abuse them.

A child experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet

Be mindful that some of the signs of online abuse are similar to other types of abuse.

Radicalisation -When we talk about radicalisation it means someone is being encouraged to develop extreme views or beliefs in support of terrorist groups and activities. radicalisation and the potential path towards terrorism and extremism can occur through face to face or online interactions. It is sadly the case that it is becoming easier than ever to be groomed by terrorist recruiters on the internet and to find extremist materials.

Encouraging susceptible individuals to commit acts of terrorism on their own initiative is a deliberate tactic seen in emerging ideologies and seen in their propaganda. This is exacerbated by online environments which bring together and facilitate individuals sharing and validating thoughts and ideas.

Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. The importance of noticing the hallmarks of concern within these online communities, in friends or wider social spaces as well as work and educational settings has probably never been as important as it is now. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

It's often the case that professional curiosity and belief in your own ability to determine if something just doesn't sit right is sometimes a good check point to flag up where something may be going wrong, especially in the early stages of radicalisation.

The Prevent Duty in Norfolk

PREVENT - Prevent is part of the UK's Counter-terrorism strategy CONTEST. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism.

The key terms to be aware of are as follows:

Extremism - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Radicalisation - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system.

Responding to a Concern-Notice - Check - Share

Notice-A staff member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and

there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

Check-The next step is for the staff member or volunteer to speak to the manager or safeguarding lead to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share-Where the staff member or volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to the Children's Advice and Duty Service (CADS).

Following this the Prevent referral form should be completed, which can be downloaded from here [referral form](#) and sent to:
preventreferrals-NC@Norfolk.police.uk

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999.

Additional [information and guidance on Prevent](#) is available on the Norfolk County Council website.

Appendix 3 About our parent/toddler groups

- Our groups are for families with 0-3 year olds (up to 5 yrs with SEND) living in Great Yarmouth Borough can attend our groups.
- Our current groups are **Magic Play** - a creative play session; **Toddler Music Garden** and **Baby Music Garden** - both music and musical play groups; **Magic Dads** - a group for dads and male carers with 0-2 year olds; **Sensory Play** - a small group designed for children with any additional needs; and **Magic Families** - a parent focus group.
- In addition to regular weekly groups we will also run one-off sessions from time to time.
- **Sophie Fox is designated safeguarding officer and will be responsible for safeguarding during the groups. If she is not available either Joy Haynes or Judy Goodman will be on site to fulfil that responsibility.**
- On occasions where neither Sophie Fox, Joy Haynes or Judy Goodman are on site, one of these individuals will be designated to be available for phone contact during the group in case any safeguarding issues arise.
- Our groups are facilitated by experienced early childhood artists supported by our community coordinator and a support artist. All lead staff and freelancers are highly skilled in their artforms and in community group facilitation.
- There will be a minimum of 2 people facilitating the groups at all times.
- There will be a paediatric first aid certificate holder on site during all sessions. Our lead artists are all trained paediatric first aiders.
- Families will be asked to complete a [registration form](#) when they join our groups for the first time. Included in this will be our code of conduct and information about our safeguarding policy.
- The full safeguarding policy will be available on request and is also available on our website to download. A printed version is available in our premises.
- Printed versions of our code of conduct will be on display in our space, when families visit us for the first time we will make families aware of it, particularly around Magic Acorns being a mobile phone free space.

Code of conduct for parents/carers:

- Act with kindness and respect for each other
- Your child is your responsibility throughout the session
- No mobile phones or photos in these sessions
- Have fun together!.

Magic Acorns staff, freelancers and volunteers will be responsible for

- Treating all children and young people with respect and dignity

- Ensuring that everyone's welfare and safety is paramount at all times
- making sure the environment is safe and carry out risk assessments for activities and the space
- Always acting in a professional way and not accept bullying, swearing or other disruptive behaviour
- Talking respectfully and openly with parents and carers
- Adhering to Safer Working Practices at all times
- Listening to, and acting upon, any disclosures, allegations or concerns about the welfare of children by talking with the Designated Safeguarding Lead or the deputy lead.
- Attending Safer Programme training every 3 years
- Making sure we act with kindness

Handling Safeguarding Concerns at the Group

Following each group staff, freelancers and volunteers will take part in a group reflection session. During this staff will be asked if they have any concerns. If any concerns arise they will then follow the procedure set out on pages 5- 8 in the main policy.

When the group leader is also designated safeguarding officer and a safeguarding concern arises this will either be addressed immediately in the group if urgent, or recorded directly after the group following the procedure set out on pages 5- 9 in the main policy.

Managing Allegations at the Group

Please refer to Page 8-10 in the main policy "Managing Allegations against people working with children"

Record Keeping and Information Sharing

- Families will be asked to complete a [registration form](#) when they join our groups for the first time.
- The Google form is held on our secure Drive and records are automatically updated onto a Google Sheet held on the same Drive.
- Records will be deleted after 3 years or at the request of the family if they are no longer attending our groups.
- We will not share any information with any third parties unless there is a safeguarding concern.
- Families will be asked to sign in when they attend sessions for fire safety and attendance record purposes. After each session the register data will be added to an attendance spreadsheet for each group and paper copies will be shredded immediately.
- This anonymised attendance data is reported to our funders as part of ongoing project monitoring.

Please refer to the "Records and Confidentiality section on page 4 and 5 of the main policy.