



Mane Chance Sanctuary Child Protection and Safeguarding Policy

Last Review: March 2024

Contents

Safeguarding Statement	Page 4
Key personnel	Page 4
Terminology	Page 5
1. Introduction	Page 6
2. Policy Principles	Page 6
3. Policy Aims	Page 6
4. Values	Page 7
5. Equality Statement	Page 7
6. Safe Sanctuary, Safe Personnel	Page 8
7. Roles and Responsibilities	Page 8
8. Safer Recruitment	Page 10
9. Policy Notes	Page 10
10. Confidentiality and data disclosure	Page 10
11. Data Protection and Data storage	Page 11
12. Cameras and Mobile Phones	Page 11
13. Travelling by car or minibus	Page 12
14. Dress Code	Page 12
15. Gifts, Rewards and Selection of Children	Page 12
16. Infatuations	Page 12
17. Child Protection Procedures	Page 12
18. Children who are particularly vulnerable	Page 16
19. Anti-Bullying / Cyberbullying	Page 16
20. Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)	Page 17
21. Domestic Abuse	Page 17
22. Female Genital Mutilation (FGM)	Page 18
23. Forced Marriage	Page 18
24. Honour based Violence	Page 19
25. Mental Health	Page 19
26. Modern Slavery and Exploitation	Page 19

27.	One Chance Rule	Page 19
28.	Online and Electronic Security	Page 20
29.	Peer on Peer Abuse	Page 20
30.	Private Fostering Arrangements	Page 21
31.	Racist Incidents	Page 21
32.	Radicalisation, Extremism and Terrorism	Page 22
33.	Youth Produced Sexual Imagery (Sexting)	Page 22
34.	Allegations against Personnel	Page 22
35.	Missing Child or Vulnerable Adult	Page 23
36.	Physical Contact	Page 24
37.	Physical Intervention	Page 24
38.	Whistle-blowing	Page 24
	Appendix 1 – Information Sharing	Page 26
	Appendix 2 – Recognising signs of child abuse	Page 28
	Appendix 3 – Flowchart to follow if concerns are raised	Page 31
	Appendix 4 – Safeguarding Report Form	Page 32
	Appendix 5 – Flowchart to follow if a disclosure is made	Page 36
	Appendix 6 – Bullying and Cyberbullying	Page 37
	Appendix 7 – Child Sexual Exploitation	Page 38
	Appendix 8 – Female Genital Mutilation	Page 39
	Appendix 9 – Domestic Abuse	Page 40
	Appendix 10 – Sexual Abuse by Young People	Page 41
	Appendix 11 – Radicalisation and Extremism	Page 44
	Appendix 12 – Useful Contacts and Resources	Page 45

Safeguarding Statement

“Safeguarding is Everyone’s Business”

Mane Chance Sanctuary recognises our moral and statutory responsibility to safeguard and promote the welfare of all children and vulnerable adults visiting the site. We make every effort to provide a safe and welcoming environment where they feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and vulnerable adults receive effective support, protection and justice. Child protection forms part of the Sanctuary’s safeguarding responsibilities and we maintain an attitude of ‘it could happen here’ where safeguarding is concerned.

The purpose of this policy is to provide staff, volunteers and the Trustees with the framework they need in order to keep children safe and secure in our setting. The policy also informs parents, carers and other professionals how we will safeguard their children whilst they are in our care.

This document is based on guidance from Keeping Children Safe in Education (KCSIE) 2023 and Working Together to Safeguard Children 2018.

Key Personnel

The Designated Safeguarding Lead (DSL) is:

Abi Smart, General Manager:

abi@manechancesanctuary.org

01483 351526 / 07973 279457

The Deputy Designated Safeguarding Lead (DDSL) is:

Nicky Brooks, Community Co-ordinator:

nicky@manechancesanctuary.org

The designated safeguarding trustee is:

Dr Susan Tresman PhD BSc PGCE:

susan.tresman@gmail.com

The Chair of the Trustees is:

Jenny Seagrove

jseagrove2@manechancesanctuary.org

Connected policies

This policy should be read in connection with:

- Articles of Association
- Terms of Reference
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Employment Handbook

Terminology

Safeguarding and promoting the welfare of children and vulnerable adults is defined as:

- protecting children and vulnerable adults from maltreatment;
- preventing impairment of their health or development;
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children and vulnerable adults to have the best outcomes; and
- preventing impairment of children's mental or physical health or development

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Early help means providing support as soon as any needs emerge or are identified at any point in a child's life.

Personnel refers to all those working for or on behalf of the Sanctuary, full or part time, temporary or permanent, in either a paid or voluntary capacity. Personnel includes Trustees, employees, contractors, consultants and volunteers working at the Sanctuary.

Child(ren) includes anyone under the age of 18.

Vulnerable adult is defined as an adult who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation.

Parents refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Social Care refers to Children's Services in the area in which the child is resident, unless a child is a Child Looked After then this will be the Children's Services in their home authority.

LA – Local Authority

LADO – Local Authority Designated Officer.

MAP refers to the Surrey Multi-Agency Partnership.

C-SPA refers to the Children's Single Point of Access.

DSL refers to the Designated Safeguarding Lead and where appropriate also refers to the Deputy Designated Safeguarding Lead (DDSL).

SEN – Special Educational Needs

Incident Book refers to the file of information holding records of any concerns, disclosures or situations that have been reported. It is kept in a locked cupboard in the locked office at the Sanctuary (Designated Safeguarding Lead and Deputy are the only ones to hold keys to the cupboard). Information will also be kept in line with our data protection and retention policies.

1. Introduction

- 1.1. This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002 (as amended), and in line with government publications: 'Working Together to Safeguard Children' 2018, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2015 and 'Information Sharing Advice for Practitioners providing safeguarding services to children, young people, parents and carers' 2018. The guidance also reflects 'Keeping Children Safe in Education' 2023, and Surrey Safeguarding Children Board SSCB Child Protection Procedures, including the Information Sharing Advice for Practitioners providing safeguarding services to children, young people, parents and carers' 2018.
- 1.2. Mane Chance Sanctuary takes seriously its responsibility to safeguard and promote the welfare of children and vulnerable adults; and to work together with other agencies to ensure adequate arrangements to support those who are suffering harm. We will maintain an attitude of 'It could happen here'.
- 1.3. This policy applies to all members of personnel, as defined above, at the Sanctuary.

2. Policy Principles

- 2.1. Children and vulnerable adults have a right to feel secure and cannot learn effectively unless they do so. The welfare of the child or vulnerable adult is paramount. We will always act in the best interest of the child and ensure that our safeguarding decisions take a child-centred and co-ordinated approach.
- 2.2. All children and vulnerable adults regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.
- 2.3. All children and vulnerable adults have a right to be protected from harm.
- 2.4. We recognise that all adults, including our personnel, have a full and active part to play in protecting the child and vulnerable adult visitors at the Sanctuary from harm and have an equal responsibility to act on any suspicion or disclosure that may suggest they may be at risk of harm.
- 2.5. We acknowledge that working in partnership with other agencies protects children and vulnerable adults and reduces risk and so we will engage in partnership working to safeguard children wherever required.
- 2.6. Whilst the Sanctuary will work openly with parents/carers as far as possible, it reserves the right to contact referring school or groups, social care or the police, without notifying parents/carers if this is believed to be in the child's best interests.
- 2.7. All personnel believe that our Sanctuary should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child or vulnerable adult.
- 2.8. Any person involved in child protection issues will receive appropriate support.

3. Policy Aims

- To demonstrate the Sanctuary's commitment with regard to safeguarding and child protection to all personnel, visitors, parents and other partners.
- To support the child and vulnerable adult's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and vulnerable adults feel safe, secure, valued and respected, and feel confident to, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To provide personnel with the framework to promote and safeguard the wellbeing of children and ensure constant good practice across the Charity, following a whole setting approach.

- To clarify safeguarding expectations of all personnel including their responsibilities in identifying and reporting possible cases of abuse.
- To emphasise the need for good levels of communication between all members of personnel.
- To develop a structured procedure within the charity which will be followed by all members of the Sanctuary community in cases of suspected abuse.
- To ensure that all personnel working within our Sanctuary, who have substantial access to children or vulnerable adults have been checked as to their suitability, including the obtaining of a satisfactory enhanced DBS check and a single central record is kept for audit.
- To ensure that all parents and carers are aware of how child protection issues will be dealt with.
- To develop and promote an effective working in partnership with schools, parents/carers and other agencies in the Surrey Safeguarding Childrens Partnership.

4. Values

Supporting Children and vulnerable adults

- 4.1. We recognise that a child or vulnerable adult who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- 4.2. We accept that research shows that the behaviour of a child or vulnerable adult in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.3. Our Sanctuary will support all children and vulnerable adults by:
 - encouraging self-esteem and self-assertiveness through our relationships, whilst not condoning aggression or bullying.
 - promoting a caring, safe and positive environment within the Sanctuary.
 - respond sympathetically to any requests for time out to deal with distress and/or anxiety.
 - offering details of helplines, counselling or other avenues of external support.
 - liaising and working together with all other support services and those agencies involved in the safeguarding of the children and vulnerable adults visiting the Sanctuary.
 - notifying the relevant services of any signs of concern.

Prevention / Protection

- 4.4. We recognise that the Sanctuary plays a significant part in the prevention of harm to visiting children and vulnerable adults by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 4.5. The Sanctuary community will therefore:
 - work to establish and maintain an ethos where children and vulnerable adults feel secure, safe and are always listened to.
 - ensure all personnel are aware of guidance for their use of technology and have discussed safeguarding issues around the use of mobile devices and online services, including but not restricted to emails, text, Skype, Facetime, Zoom, facebook, Instagram, tiktok and twitter.

5. Equality Statement

- 5.1. Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face – please see section 18 for more information.

6. Safe Sanctuary, Safe Personnel

6.1. Mane Chance Sanctuary will ensure that;

- all personnel supervising children and vulnerable adults visiting the Sanctuary receive information about the Sanctuary's safeguarding arrangements, the Sanctuary's safeguarding policy, child protection policy and the role and name of the Designated Safeguarding Lead.
- all personnel supervising children and vulnerable adults visiting the Sanctuary receive safeguarding and child protection training in line with advice from Surrey Safeguarding Children's Board which is regularly updated and receive safeguarding and child protection updates as required.
- all members of personnel supervising children and vulnerable adults visiting the Sanctuary are trained in and receive regular updates in online safety and reporting concerns;
- the child protection and safeguarding policy is made available via the website or other means and that parents/carers/educational partners are made aware of this policy and their entitlement to have a copy.
- the name of the Designated Safeguarding Lead is clearly advertised in the Sanctuary together with a short statement as to the Charity's role and responsibility.

6.2. We recognise that personnel working in the school who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation upsetting and stressful. We will support personnel by providing the opportunity to talk through their anxieties with the DSL and/or Safeguarding Trustee and to seek further support as appropriate.

7. Roles and Responsibilities

7.1. All Trustees of Mane Chance Sanctuary understand and fulfil their responsibilities, namely to ensure that;

- there is a whole setting approach to safeguarding, involving everyone at the Sanctuary and ensuring that safeguarding and child protection are at the forefront and underpin all relevant processes and policies at the Sanctuary
- there is a Child Protection and Safeguarding policy together with a staff behaviour policy (code of conduct);
- child protection, safeguarding, recruitment and managing allegations policies and procedures, including the staff behaviour policy (code of conduct), are adequate, consistent with Surrey Safeguarding Children Partnership (SSCP) and statutory requirements, are reviewed annually and that the Child Protection policy is publicly available on the Charity website or by other means;
- all personnel including temporary staff and volunteers are provided with the Sanctuary's child protection policy and staff behaviour policy;
- mechanisms are in place to assist personnel in understanding and discharging their roles and responsibilities as set out in the policy.
- the Sanctuary operates a safer recruitment procedure that includes statutory checks on personnel's suitability to work with children and vulnerable adults by means of an enhanced DBS check. These checks extend to all members of the Trustee Board upon appointment.
- the Sanctuary has procedures for dealing with allegations of abuse against personnel and against other children and vulnerable adults and that a referral is made to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- a member of the Trustee Board is designated to lead Safeguarding and Child Protection work in the charity
- a member of the senior management team has been appointed as the Designated Safeguarding Lead (DSL) by the Trustees who will take lead responsibility for safeguarding and child protection and that the role is explicit in the role holder's job description;
- on appointment, the DSL undertakes interagency training (SSCB Modules 1&2) and also undertake DSL 'New to Role' and 'Update' training every two years;
- all other personnel have safeguarding training updated as appropriate;
- at least one member of the personnel has completed safer recruitment training to be repeated every five years.
- enhanced DBS checks are in place for all Trustees;
- any weaknesses in Child Protection are remedied immediately;

7.2. The Designated Trustee;

- holds overall responsibility for safeguarding and child protection at the Sanctuary;
- ensures that all the safeguarding and child protection requirements are adhered to by the Designated Safeguarding Lead and personnel at the Sanctuary and that they have an 'it could happen here' approach to safeguarding;

- ensures that any safeguarding or child protection issues are discussed with the Designated Safeguarding Lead and the records are reviewed regularly;
- will inform the Chair of the Board about any child protection or safeguarding issue that has arisen and confirm that it has been dealt with in accordance with this Policy.
- ensures that sufficient time, training, support, resources, including cover arrangements where necessary, is allocated to the DSL to carry out their role effectively;
- any weaknesses in safeguarding are remedied immediately.

7.3. The Designated Safeguarding Lead (DSL):

The DSL has day to day responsibility for child protection matters and ensures that;

- the Child Protection and Safeguarding Policy and procedures are implemented and followed by all personnel encouraging a culture of listening to children and taking account of their wishes and feelings;
- they act as a source of support and expertise in carrying out safeguarding duties for the whole Sanctuary and are available for personnel to discuss any safeguarding concerns;
- where there is a safeguarding concern that the child or vulnerable adult's wishes and feelings are taken into account when determining what action to take and what services to provide;
- all personnel feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle-blowing procedures;
- they liaise with the Local Authority Designated Officer (LADO), before taking any action and on an ongoing basis, where an allegation is made against a member of personnel;
- anyone who has harmed or may pose a risk to a child or vulnerable adult is referred to the Disclosure and Barring Service.
- they are appropriately trained with updates every two years and will refresh their knowledge and skills at regular intervals but at least annually;
- they refer a child if there are concerns about possible abuse, to the Children's Services Local Referral, Intervention and Assessment Service Team and act as a focal point for personnel to discuss concerns. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF);
- detailed, accurate records are kept in a Child and Vulnerable Adult Protection Incident Book, either written or using appropriate online software, of all concerns about a child or vulnerable adult even if there is no need to make an immediate referral;
- all such records are kept confidential and stored securely and stored separately from other records relating to the young person or vulnerable adult;
- they will liaise with the Local Authority and work with other agencies and professionals in line with Working Together to Safeguard Children;
- they have a working knowledge of SSCB procedures;
- all personnel supervising children and vulnerable adults at the Sanctuary sign to say they have read, understood and agree to work within the Sanctuary's child protection and safeguarding policy.
- The organisation of child protection and safeguarding induction, regularly updated training sessions (including online safety) for all personnel supervising children and vulnerable adults at the Sanctuary, keep a record of attendance and address any absences.
- the name of the Designated Safeguarding Lead is clearly advertised at the Sanctuary, with a statement explaining the Charity's role and responsibilities.
- allegations or concerns against staff and other adults are dealt with in accordance with guidance from the SSCP;
- the Designated Trustee is informed about any child protection or safeguarding issue that has arisen and confirm that it has been dealt with in accordance with this Policy.

7.4. All Sanctuary personnel supervising children and vulnerable adults at the Sanctuary:

- understand that it is everyone's responsibility to safeguard and promote the welfare of children and vulnerable adults visiting the Sanctuary and that they have a role to play in identifying concerns, sharing information and taking prompt action;
- will ensure that they are aware of the systems in place which support safeguarding including reading this Safeguarding and Child Protection Policy and Part 1 of statutory guidance KCSIE (2023) as well as Annex B.
- consider, at all times, what is in the best interests of the child or vulnerable adult;
- know how to respond in the case of a disclosure
- will immediately refer any safeguarding or child protection concerns to the DSL or if necessary where the child is at immediate risk to the police or Children's Social Care, recording their concern as outlined in this policy.
- will provide a safe environment in which children can learn, establishing and maintaining an environment where children feel secure, are encouraged to talk and are listened to, knowing that there are adults at the Sanctuary who they can approach if they have worried or have concerns.

- maintain an 'it could happen here' approach to safeguarding;

8. Safer Recruitment:

- 8.1. All personnel must complete a satisfactory enhanced DBS check before they can work with young people or vulnerable adults.
- 8.2. Two satisfactory references (previous employer and personal) for employees and subcontractors must be obtained before a post is offered and any gaps in an applicant's employment history will be investigated.
- 8.3. Trustees must complete a satisfactory enhanced DBS check before they are appointed. This information (together with safeguarding training records) and will be kept in a central register and kept at the Mane Chance Sanctuary head office.

9. Policy Notes:

- 9.1. A copy of this Policy will be given to all personnel and each must sign the list held in the Sanctuary Office to indicate that they have read and understood it.
- 9.2. It will also be made available to all referrers, young people and vulnerable adults who visit Mane Chance and to any parent or carer.
- 9.3. A breach of this Policy by a member of personnel will be regarded as misconduct that could lead to disciplinary proceedings.
- 9.4. Personnel will be trained in child protection matters as appropriate to their role at Mane Chance Sanctuary.

10. Confidentiality and data disclosure

- 10.1. Mane Chance Sanctuary aims to promote a positive atmosphere where all personnel and visitors feel safe, accepted and valued. Keeping personal information confidential will help us to promote this, encourage everyone to thrive and to reach their full potential. Information will be shared only with those who 'need to know'.
- 10.2. Mane Chance Sanctuary is aware that it will be given information pertaining to children and vulnerable adults visiting the site and that much of this may be of a confidential nature. The DSL will only disclose personal information given by parents, educational authorities and carers to personnel in order to complete their work and supervision of the children safely and effectively. However, those personnel will have due regard to GDPR principles and are aware that such information cannot be discussed with anyone else other than described below.
- 10.3. Mane Chance Sanctuary recognises that in order to effectively meet a child or vulnerable adult's needs, safeguard their welfare and protect them from harm, they must contribute to inter-agency working and share information between professionals and agencies where there are concerns, working in line with Working Together to Safeguard Children (2018) and as per the 'Information Sharing Advice for Practitioners providing safeguarding services to children, young people, parents and carers' 2018. This advice contains seven 'golden rules' to sharing information and a flowchart of when and how to share information – this will support Personnel who have to make decisions about sharing information. Please see Appendix 1.
- 10.4. Personal data will only be disclosed to individuals or organisations for whom consent for sharing has been given or those who have a legal right to receive that data without consent being given. All personnel will be aware that Mane Chance Sanctuary has a professional responsibility to share information with other agencies to safeguard children and that the Data Protection Act 1998 and GDPR are not a barrier to sharing information where the failure to do so would place a child or vulnerable adult at risk of harm.
- 10.5. All personnel must be aware that they cannot promise to keep secrets which might compromise the child or vulnerable adult's safety or wellbeing.
- 10.6. We will always undertake to share our intention to refer a child or vulnerable adult to Social Care with their parents /carers unless to do so could put them at greater risk of harm or impede a criminal investigation.

11. Data Protection and data storage

- 11.1. Mane Chance Sanctuary is aware of the 1998 Data Protection Act and the General Data Protection Regulation (2018) ensuring that personal data is treated in a fair and lawful way. All personal information received in paper or electronic format is covered by this Act.
- 11.2. We will only hold information relating to personnel and visitors (including children and vulnerable adults) that is relevant to the time and activities completed whilst on site.
- 11.3. Personal data relating to children and vulnerable adults will be stored in a safe and secure manner. Confidential information will be kept in the locked storage cupboards in the site office.
- 11.4. The Sanctuary CRM system is password protected and has different levels of access. Information stored on this system will be protected from view from all user profiles, excepting those who need to know in order to work with or ensure the safety of the child or vulnerable adult involved.
- 11.5. Any hard copy documents will not be left open for view at any time on site and will not be permitted to be stored at home addresses.
- 11.6. Any request from a third party for any information should be passed to the DSL.
- 11.7. Personal information (including images) will not be used in newsletters, websites or other media without consent.
- 11.8. Please see the Mane Chance Sanctuary Data Protection Policy for more information.

12. Cameras and Mobile Phones

- 12.1. As part of the AQA Unit Award Scheme, it may be necessary to take photographs of the children or vulnerable adults participating on the scheme whilst completing tasks, to enable the unit assessment and subsequent award of a certificate. Photographs will be taken by the member of staff leading the session and will only be used for the purpose of submitting the AQA assessment documents unless permission has been given for other uses – see 12.4. The Sanctuary camera will be always used, and the photos stored on the Sanctuary secure online system (icloud which requires password access). Unless additional permission has been granted to use the images elsewhere, the photographs will be deleted once the certificates have been awarded as per our retention policy.
- 12.2. Mobile phones will be used with extreme caution to minimise the risk to personnel, children and vulnerable adults. No mobile phones should be used in the fields or the tracks or around horses unless in an extreme emergency, when urgent help or support is being summoned. Using mobile phones involves attention being taken away from being fully aware of surroundings; concentration and awareness is always required when in the vicinity of the horses and on site.
- 12.3. Personnel should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of children and vulnerable adults and will only use work-provided equipment for this purpose. Similarly, Personnel and volunteers are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the Sanctuary.
- 12.4. Permission must be sought from parents/carers before any close-up photographs or videos may be taken of visiting children and vulnerable adults for promotional purposes. When taking close-up images at the Sanctuary, the subject (or the parent/guardian of the subject) must be made aware of the purpose(s) for the use of the photograph/video and if the photographs/video may be published in the media or in future promotional materials. For this purpose, signed photo permission forms must be obtained from the parents/carers before any close-up photographs or videos may be used for promotional or any other purposes.
- 12.5. Wherever possible, parental consent must be obtained for any photographs featuring children or young people attending an event of Mane Chance Sanctuary. If consent cannot be reasonably sought because the photographs are taken in a crowd or public place and if 'yes' can be answered to the following questions, it would be reasonable to take the photographs without being in fear of regulations.
 - Was signage placed at the entry point to notify visitors that photographs will be taken at the event?
 - Would people attending the event expect photographs to be taken?

- Would people in the photograph probably consider themselves to be in a public place with no expectation of privacy?

12.6. At any event held either at the Sanctuary or in another public place in aid of Mane Chance Sanctuary, a sign should be displayed at the entrance (and any other location deemed relevant) to inform attendees of the nature of the event, that photographs may be taken and used by the Sanctuary for promotional purposes. The sign should suggest that any person not wishing to be photographed should be aware of a photographer being present and should avoid being part of any group being photographed wherever possible eg. standing by a special guest at an opening etc. Stickers will also be made available at the entrance of the event for any child to wear that does not wish photographs to be taken. These indicate that consent is not given for the child to be included in any group or individual image.

12.7. Photographs, images and videos will be downloaded and stored appropriately with the original images being deleted from the camera memory as soon as they have been downloaded or rejected for use. Images and videos will not be shared outside of the promotions team, will be saved securely and only used as per the permissions granted. Any photos or images not required will be deleted and not stored unnecessarily.

13. Travelling by car or minibus

13.1. As a general rule, Mane Chance personnel should not travel alone in a car or minibus with a young person or vulnerable adult, however short the journey. They should not spend excessive time alone with young people or vulnerable adults away from others without undertaking a risk assessment and consulting with the DSL.

14. Dress code

14.1. Mane Chance personnel are not permitted to dress in clothing that could be viewed as offensive, revealing or sexually provocative.

14.2. The Trustees will be provided with lanyards which should be worn whilst on site at Mane Chance or attending public events at the Sanctuary.

15. Gifts, Rewards and Selection of Children

15.1. Generally, gifts may only be given to an individual young person or vulnerable adult as part of an agreed reward system, such as the AQA Unit Award Scheme certificates. No individual young person or vulnerable adult should be favoured over another.

15.2. The sending of personal communications such as birthday or Christmas cards should always be in accordance with Mane Chance Sanctuary's own policy and should be recorded.

15.3. Mane Chance Sanctuary personnel and should not have any secret contact with children or vulnerable adults.

16. Infatuations

16.1. Any incidents or indications (verbal, written or physical) that suggests a young person or vulnerable adult may be infatuated with a member of Mane Chance Sanctuary Personnel should be reported to the DSL and entered into the incident book.

17. Child Protection Procedures

17.1. The following procedures apply to all personnel working at Mane Chance and aim to provide a robust framework which enables personnel to take appropriate action when they are concerned that a child or vulnerable adult is being abused or is at risk of harm or abuse.

17.2. The prime concern at all stages must be the best interests and safety of the child or vulnerable adult. Where there is a conflict of interest between an adult and a child or vulnerable adult, the interests of the child or vulnerable adult must be paramount.

17.3. Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm or by failing to act to prevent harm. They may be abused in the family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

17.4. Further information about the four categories of abuse; physical, emotional, sexual and neglect, and indicators that a child or vulnerable adult may be being abused can be found in Appendix 2.

17.5. Any child or vulnerable adult in any family in any school could become a victim of abuse. Mane Chance Sanctuary personnel should always maintain an attitude of "It could happen here".

17.6. There are also a number of specific safeguarding concerns that we recognise a child or vulnerable adult may experience;

- sexual exploitation (see para 20 and Appendix 7)
- bullying including cyberbullying (see para 19 and Appendix 6)
- domestic abuse (see para 21 and Appendix 9)
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) (see para 22 and Appendix 8)
- forced marriage (see para 23)
- gangs and youth violence (including County Lines)
- gender-based violence/violence against women and girls (VAWG)
- mental health (see para 25)
- private fostering (see para 30)
- radicalisation (see para 32 and Appendix 11)
- youth produced sexual imagery (sexting) (see para 33)
- teenage relationship abuse
- trafficking
- peer on peer abuse (see para 29 and Appendix 10)

17.7. Personnel are aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children and vulnerable adults in danger and that safeguarding issues can manifest themselves via peer-on-peer abuse.

17.8. We also recognise that abuse, neglect and safeguarding issues are complex and are rarely standalone events that can be covered by one definition or label. Personnel are aware that in most cases multiple issues will overlap one another.

17.9. There will be occasions when personnel may suspect that a child or vulnerable adult may be at risk but have no 'real' evidence. Their behaviour may have changed, they may reveal confusion or distress through written or drawn exercises, or physical or inconclusive signs may have been noticed. Mane Chance Sanctuary recognise that the signs may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill or an accident has occurred. However, they may also indicate that they are being abused or is in need of safeguarding.

17.10. In these circumstances personnel will try to give the child or vulnerable adult the opportunity to talk. It is fine for personnel to ask the child or vulnerable adult if they are OK or if they can help in any way.

17.11. The flowchart in Appendix 3 summarises the action to be taken in the event that a member of personnel is concerned about the welfare of a child or vulnerable adult.

If there are concerns about a child or vulnerable adult's welfare:

17.12. If a member of personnel notice any indicators of abuse/neglect or signs that a child or vulnerable adult may be experiencing a safeguarding issue they should record these concerns in the Child and Vulnerable Adult Incident book and pass it immediately to the DSL. They may also discuss their concerns in person with the DSL but the details of the concern should be recorded in writing. The form in Appendix 4 should be completed as soon as possible, but no longer than 24 hours after the occurrence.

- 17.13. If a child or vulnerable adult has any signs of injury, the concerns should be reported immediately to the DSL. The DSL will consider if there is a need for immediate medical intervention – please note that urgent medical attention should not be delayed if it is required and the DSL is not immediately available. Where non-urgent medical attention is being considered, C-SPA should first be consulted to discuss the concern and any decision regarding informing the parent/carer that the child or vulnerable adult is being taken to a hospital.
- 17.14. Following the referral, the DSL will decide (using the Effective Family Resilience of Levels of Need document) whether or not there are sufficient grounds for suspecting harm. In which case, a request for support must be made to the referrer in the case of a school, C-SPA or the Police if it is appropriate.
- 17.15. If the child or vulnerable adult has come directly to Mane Chance (ie. not through a school or college who will need to be informed for their own safeguarding purposes) then Mane Chance should try to discuss their concerns with the parent/carer and where possible, obtain their agreement before making a referral to C-SPA. Where there are doubts about involving the family or if the child or vulnerable adult is believed to be at significant risk of harm, then C-SPA should be contacted and a discussion has about who should be told what or when.

If a child or vulnerable adult discloses to a member of personnel

- 17.16. We recognise that it takes a lot of courage for a child or vulnerable adult to disclose they are being abused and it must be taken seriously. They may feel ashamed, guilty or scared, their abuser may have threatened that something will happen if they tell, they may have lost all trust or believe what has happened is their fault. Sometimes they may not be aware that what is happening is abuse.
- 17.17. The flowchart in Appendix 5 summarises the action to be taken in the event of a disclosure.
- 17.18. A child or vulnerable adult who makes a disclosure may have to tell their story on a number of subsequent occasions to the police and/or social workers. Therefore, it is vital that their first experience of talking to a trusted adult is a positive one and that the member of personnel listens and tries to reassure them.
- 17.19. During their conversation with the child or vulnerable adult, personnel should avoid direct questioning. They will;
- Listen to what they have to say and allow them to speak freely
 - Remain calm and not overact or act shocked or disgusted – the child or vulnerable adult may stop talking if they feel they are upsetting the listener
 - Reassure them that it is not their fault and that they have done the right thing in telling someone
 - Not be afraid of silences – personnel must remember how difficult it is for the child or vulnerable adult and allow them time to talk
 - Take what the child or vulnerable adult is disclosing seriously
 - Ask open questions and avoid asking leading questions – do not put words into the child or vulnerable adults' mouth
 - Avoid jumping to conclusions, speculation or make accusations – clarify to make sure that you have understood correctly
 - Not automatically offer any physical touch as comfort. It may be anything but comforting to someone who is being abused.
 - Avoid admonishing them for not disclosing sooner. Saying things such as 'I do wish you had told me about it when it started' may be the personnel member's way of being supportive but may be interpreted to mean they have done something wrong. Instead, tell them that you are glad that they have told someone what is happening with them and that things like this happen to other children and young people.
 - Tell the child or vulnerable adult what will happen next and that we will do what we can to protect, help and support them.
- 17.20. If a child or vulnerable adult talks to any member of personnel about any risks to their safety or wellbeing the personnel member will let them know that they will have to pass the information on – personnel are not allowed to keep secrets.
- 17.21. The member of personnel should write up their conversation as soon as possible in the Child and Vulnerable Adult Incident Book in the child or vulnerable adult's own words. Personnel should make this a matter of priority. The record should be handed to the DSL.

Child and Vulnerable Adult Incident Book Reports – Appendix 4

- 17.22. All reports in the Child and Vulnerable Adult Incident Book are confidential and must be kept secure. Reports should be written as soon after the observation or disclosure, but no later than 48 hours after the incident.
- 17.23. Reports should contain the following:
- General information:
 - Name, address and age of child or vulnerable adult concerned
 - Name and contact details of parent/carer/referee
 - What took place:
 - Time, date and place of observation or disclosure
 - Name of employee or volunteer who had the concern
 - Name of any other person present
 - Context of the situation
 - Source of information (eg. direct or indirect disclosure)
 - Exact words spoken by the child or vulnerable adult as far as possible
 - Observed behaviour / demeanour / non-verbal behaviour / physical concerns or injuries
 - Action taken:
 - Have parents/carers been informed?
 - When was the concern reported to the DSL, the designated Trustee or Chairman?
 - When was the Child Protection Team or Vulnerable Adult Protection Team contacted (time and date) and who was the contact?
 - Was anyone else contacted? If so, who and when

Notifying Referrers/Parents/Guardians/Carers

- 17.24. The Sanctuary will seek to discuss any concerns about a child or vulnerable adult with the referrer of the child or vulnerable adult which may include school contacts, parents or carers. This must be handled sensitively and the DSL will make contact with them in the event of a concern, suspicion or disclosure.
- 17.25. However, if the Sanctuary believes that notifying these persons could increase the risk to the child or vulnerable adult or exacerbate the problem, advice will first be sought from the referring education authorities or the Surrey Child or Adult Safeguarding Boards.
- 17.26. Where there are concerns about forced marriage or honour-based violence, parents should not be informed a referral is being made as to do so may place the child at a significantly increased risk.

Making a referral

- 17.27. Concerns about a child or vulnerable adult or a disclosure should be discussed with the DSL who will help decide whether a referral is appropriate. Referrals should be confirmed in writing within 48 hours.
- 17.28. If a referral is needed, then the DSL should make it on behalf of the Sanctuary. All events and subsequent decisions and actions should be recorded in the Child and Vulnerable Adult Incident Book held at the Sanctuary.
- 17.29. The child, vulnerable adult (subject to their age and understanding) and the parents/carers will be told that a referral is being made, unless to do so would increase the risk to the child or vulnerable adult.
- 17.30. The DSL will remain in contact with the authorities involved following a referral to assess progress or to deem if any action is required by the Sanctuary following that referral. It is not the role of Mane Chance Sanctuary to investigate any allegations, and inappropriate questioning in such circumstances may risk further harm to the child or vulnerable adult concerned.
- 17.31. If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately.
- 17.32. In the event that the DSL and DDSL is not available, then the designated Trustee should be informed in their place.

Supporting Personnel

- 17.33. We recognise that personnel working in the Sanctuary who have become involved with a child or vulnerable adult who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 17.34. We will support such personnel by providing an opportunity to talk through their anxieties with the DSLs and to seek further support as appropriate.

18. Children and adults who are particularly vulnerable

- 18.1. Mane Chance Sanctuary recognises that some children or adults are more vulnerable to abuse and neglect and that additional barriers exist when recognising abuse for them.
- 18.2. We understand that this increase in risk is due more to societal attitudes and assumptions or child protection procedures which fail to acknowledge their diverse circumstances, rather than the individual's personality, impairment or circumstances.
- 18.3. In some cases, possible indicators of abuse such as their mood, behaviour or injury might be assumed to relate to their impairment or disability rather than giving a cause for concern. Or a focus may be on their disability, special educational needs or situation without consideration of the full picture. In other cases, such as bullying, a child or vulnerable adult may be disproportionately impacted by the behaviour without outwardly showing any signs that they are experiencing it.
- 18.4. Some may also find it harder to disclose abuse due to communication barriers, lack of access to a trusted adult or not being aware that what they are experiencing is abuse.
- 18.5. To ensure that all of our visiting children and vulnerable adults receive equal protection we will give special consideration to those who are;
- Disabled or have special educational needs
 - Young carers
 - Affected by parental substance misuse, domestic abuse or parental mental health needs
 - Asylum seekers
 - Living away from home or in temporary accommodation
 - Vulnerable to being bullied or engaged in bullying
 - Already viewed as a 'problem'
 - Live transient lifestyles
 - Living in chaotic and unsupportive home situations
 - Vulnerable to discrimination on the grounds of race, ethnicity, religion, disability or sexuality
 - At risk of sexual exploitation
 - Do not have English as a first language
 - At risk of female genital mutilation
 - At risk of forced marriage
 - At risk of being drawn into extremism.
 - Are looked after or previously looked after
 - Are missing from education or are home-educated

19. Anti-Bullying / Cyberbullying

- 19.1. Bullying can be any behaviour that damages a child's self esteem, sense of wellbeing or causes them physical harm. Bullying can be by an individual or group and would normally be over a period of time, that intentionally hurts another individual or group either physically or emotionally – please see Appendix 6 for more information.
- 19.2. Cyberbullying is the use of Information Technology, particularly mobile phones and the internet, deliberately to upset someone else – please see Appendix 6 for more information.
- 19.3. A bully could be any adult or child either in or out of the Sanctuary environment.

- 19.4. Bullying behaviour could include physical, verbal or indirect bullying (spreading rumours, texts or notes about a person or leaving them out etc). Bullying behaviours may also occur because of differences or perceived differences due to Additional Needs or Disability.
- 19.5. Signs of bullying could be physical, emotional or behavioural.
- 19.6. Mane Chance Sanctuary recognises that children and vulnerable adults may be reluctant to admit to or report bullying for fear of repeat harm and because of a concern that ‘nothing can or will be done’. It is therefore important to show that they can have support to prevent harm, that bullying is not tolerated and there are solutions that work.
- 19.7. If a personnel member becomes aware that bullying is taking place, either on or off Sanctuary premises, they should discuss their concerns with the DSL and the usual process of disclosure will be followed.
- 19.8. The Sanctuary will keep a record of any bullying incidents occurring on the Premises in case of escalation.

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

- 20.1. Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage of increased status of the perpetrator or facilitator and/or through threat of violence. CSE and CCE can affect children or vulnerable people, both male or female and can include those who have been moved (commonly referred to as trafficking) for the purpose of exploitation.
- 20.2. Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can occur over time or be a one-off occurrence. More information and the indicators of CSE is set out in Appendix 7. CSE can happen online and offline and all personnel should be aware of the link between online safety and vulnerability to CSE.
- 20.3. Any concerns that a child or vulnerable adult is being or is at risk of being sexually exploited should be passed without delay to the DSL.
- 20.4. If any level of concern is identified, the DSL should contact the referring education authority or local Referral, Intervention and Assessment team. If a child is in immediate danger the police should be called on 999.
- 20.5. Mane Chance Sanctuary is aware that a child often is not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence, the child may resent what they perceive as interference by a member of personnel. However, personnel must act on their concerns as they would for any other type of abuse.
- 20.6. Some specific forms of CCE can include children and vulnerable people being forced or manipulated into transporting drugs or money through county lines (deal lines), working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. CCE does not always involve physical contact; it can also occur through the use of technology.
- 20.7. The following are a main indicator of CSE or CCE – more are contained in Appendix 7:
- Appearance of unexplained gifts or new possessions
 - Association with other people involved in exploitation
 - Change in friendships or new relationships with older individuals or groups
 - Changes in emotional well-being
 - Misuse of drugs or alcohol
 - Signs of self-harm or assault

21. Domestic Abuse

- 21.1. Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse.

- 21.2. We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence. It may be a single incident or a pattern of incidents.
- 21.3. Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse.
- 21.4. Living in a home where domestic abuse takes place is harmful to children and vulnerable adults and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Those who witness domestic abuse are at risk of significant harm and personnel should be alert to the signs and symptoms of a child or vulnerable adult suffering or witnessing domestic abuse (See Appendix 8).
- 21.5. The Domestic Abuse Act received Royal Assent on 29 April 2021. It introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children and young people, as victims in their own right, if they see, hear or experience the effects of abuse. Domestic abuse can have a detrimental and long-term impact on health, well-being, development and their ability to learn. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.
- 21.6. If a member of personnel suspects that domestic abuse might be occurring in a household of a child or vulnerable adult, they should inform the DSL. The DSL should talk through concerns with the carer or educational authority, but if this is not considered appropriate due to the circumstances, the DSL should call the Surrey Domestic Abuse Helpline on 01483 776822 or the National Domestic Abuse Helpline (24 hours) on 0808 2000 247 to discuss concerns. Alternatively, the South West Surrey Outreach Service should be contacted 0300 470 9100.

22. Female Genital Mutilation (FGM)

- 22.1. Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. Mane Chance Sanctuary should report 'known' cases of FGM in under 18s, which become identified in the course of their work with a child, to the police, particularly if there is an immediate risk to life or serious harm.
- 22.2. The duty to report suspected FGM lies with the adult who becomes aware of the possibility it has taken place – whilst the DSL should be informed, they do not make the report. If a member of personnel is informed by a girl under 18 that an act of FGM has been carried out on her, or they observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the member of personnel should personally make a report to the police force in which the girl resides by calling 101.
- 22.3. The risk indicators of FGM are set out in Appendix 9. Members of personnel should be particularly alert to suspicions or concerns expressed by female children about going on a long holiday during the summer holiday period.
- 22.4. There are no circumstances in which a member of personnel should examine a girl.

23. Forced Marriage

- 23.1. A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.
- 23.2. Forced marriage is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.
- 23.3. In addition, since February 2023, it is also a crime to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. This applies to non-binding, unofficial 'marriages' as well as legal marriages.
- 23.4. A forced marriage is not the same as an arranged marriage which is common in several cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

23.5. Mane Chance Sanctuary personnel should never attempt to intervene directly or through a third party. Contact should be made with the Forced Marriage Unit 020 7008 0151.

24. Honour-based Violence

24.1. Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

24.2. 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.

24.3. It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others.

25. Mental Health

25.1. Mane Chance recognise that they have a role to play in supporting the mental health and wellbeing of the children and vulnerable adults that come to the Sanctuary. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

25.2. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. If a member of personnel has a mental health concern about a child or vulnerable adult, that is also a safeguarding concern and immediate action should be taken, following this policy by speaking to the DSL.

26. Modern Slavery and Exploitation

26.1. Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour.

26.2. Exploitation can take many forms, including:

- sexual exploitation,
- forced labour,
- slavery,
- servitude,
- forced criminality and
- the removal of organs.

26.3. There should also be consideration of potential risk to other girls in the family and the wider community. Where there is a risk to life or likelihood of serious immediate harm the member of personnel should report the case immediately to the Police by calling 999.

26.4. There are no circumstances in which a member of staff should examine a girl.

27. One Chance Rule

27.1. All personnel should be aware of the 'One Chance' Rule' in relation to forced marriage, FGM and HBV. They may only have one chance' to speak to a child or vulnerable adult who is a potential victim and have just one chance to save a life.

27.2. Mane Chance is aware that if the victim is not offered supported following disclosure that the 'One Chance' opportunity may be lost. Therefore, all staff are aware of their responsibilities and obligations when they become aware of potential forced marriage, FGM and HBV cases.

28. Online and electronic Safety

- 28.1. All children and adults increasingly use electronic equipment on a daily basis to access the internet and share content and images via social media sites such as facebook, twitter, instagram, tik tok, snapchat and ooVoo and for online gaming.
- 28.2. Unfortunately, some adults and other children use these technologies to harm children and vulnerable adults. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to-face meetings. They may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders.
- 28.3. A member of Mane Chance Sanctuary personnel should report any concerns related to online communications disclosed during their time on site, to the DSL.
- 28.4. No personnel from Mane Chance Sanctuary should interact with a child or vulnerable adult who is attending, has attended or will attend sessions at the Sanctuary in any way other than for professional reasons and only then using Mane Chance Sanctuary email accounts and telephones. No contact should be made using personal phones, email accounts, texts, letters or through social media sites.
- 28.5. Personnel supervising children and vulnerable adults should set their security settings high and avoid placing personal data, such as phone numbers or addresses on any forums available publicly.
- 28.6. On no account should personnel give their mobile number, home phone number or personal email address to a child or vulnerable adult attending the Sanctuary. If a child, vulnerable adult, parent or carer requests contact numbers, then they should be directed to the Sanctuary phone number 01483 351526 or email office@manechancesanctuary.org. If a child or vulnerable adult attempts to contact a member of personnel through social media channels, their contact should not be replied to or acknowledged, and the DSL should be informed.
- 28.7. Please refer to our social media policy for further information.

29. Peer on Peer Abuse

- 29.1. Mane Chance Sanctuary recognise that children and young people are capable of abusing their peers. It will not be passed off as 'banter' or 'part of growing up'. The forms of peer-on-peer abuse are outlined below.
- 29.2. Domestic abuse – an incident or pattern of actual or threatened acts of physical, sexual, financial and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner regardless of gender or sexuality. This includes bullying, cyberbullying, prejudice-based and discriminatory bullying.
- 29.3. Child Sexual Exploitation – children under the age of 18 may be sexually abused in the context of exploitative relationships, contexts and situations by peers who are also under 18. This includes youth produced sexual imagery (sexting), upskirting etc.
- 29.4. Harmful Sexual Behaviour – Children and young people presenting with sexual behaviours that are outside of developmentally 'normative' parameters and harmful to themselves and others (For more information, please see Appendix 10).
- 29.5. Serious Youth Violence – Any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19 i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. 'Youth violence' is defined in the same way, but also includes assault with injury offences.
- 29.6. The term peer-on-peer abuse can refer to all of these definitions and a child or vulnerable adult may experience one or multiple facets of abuse at any one time.
- 29.7. There are also different gender issues that can be prevalent when dealing with peer-on-peer abuse (i.e. girls being sexually touched/assaulted or boys being subjected to initiation/hazing type violence).

- 29.8. Mane Chance Sanctuary aims to reduce the likelihood of peer-on-peer abuse through;
- the established ethos of respect, friendship, courtesy and kindness;
 - high expectations of behaviour, making it clear that there is a zero-tolerance approach to such abuse;
 - clear consequences for unacceptable behaviour including not passing anything off as ‘banter’, ‘just having a laugh’, ‘a part of growing up’ or ‘boys will be boys’;
- 29.9. Failure to do the above can lead to a culture of unacceptable behaviour, an unsafe environment and in worst case scenarios a setting that normalises abuse, leading children and vulnerable adults to accept it as normal and not coming forward to report it.
- 29.10. Any concerns, disclosures or allegations of peer-on-peer abuse in any form should be referred to the DSL. Where a concern regarding peer-on-peer abuse has been disclosed to the DSL, advice and guidance will be sought from the relevant educational authorities and where it is clear a crime has been committed or there is a risk of crime being committed the Police will be contacted.
- 29.11. The child or vulnerable adult that is the victim of the abuse will be given protection and support at all times whilst on site and will be assured that they are being taken seriously.
- 29.12. If a child or vulnerable adult’s behaviour negatively impacts on the safety and welfare of others on site, then action will be taken. This is most likely to include the cessation of visits to the Sanctuary of that child or vulnerable adult following referral of the behaviour to parents and/or relevant educational or social care authorities.
- 29.13. Peer-on-peer abuse is extremely complex to manage. Mane Chance recognises that all members of personnel involved with any situation may need support and protection as appropriate.

30. Private Fostering Arrangements

- 30.1. A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child’s parents. It applies to children under the age of 16 years old or 18 years old if the child is disabled.
- 30.2. Looked After Children by the local authority or those who are placed in residential settings, children’s homes or hospitals are not considered to be privately fostered. Private fostering occurs in all cultures and children may be privately fostered at any age.
- 30.3. Mane Chance recognises that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all personnel are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.
- 30.4. By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children’s Social Care immediately. However, where a member of personnel becomes aware that a child may be in a private fostering arrangement, they will raise this with the DSL and the DSL will notify the C-SPA immediately.

31. Racist incidents

- 31.1. Mane Chance actively supports diversity, equality and inclusion. We want to encourage everyone involved with the charity to reach their full potential.
- 31.2. Race is one of the protected characteristics covered by the Equality Act 2010 which states that individuals are protected against discrimination on the grounds of colour, nationality and ethnic or national origins.
- 31.3. Repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. Mane Chance Sanctuary will keep a record of all racially motivated incidents.

32. Radicalisation. Extremism and Terrorism

- 32.1. Radicalisation refers to ‘the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups’.
- 32.2. Extremism is defined as ‘as ‘the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs’. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
- 32.3. Terrorism is ‘an action that endangers or causes serious violence to a person/people; causes serious violence to a person/people; causes serious damage to property; or seriously interferes with an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause’.
- 32.4. Some children and vulnerable adults are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous and should be viewed as a safeguarding concern. This may happen both online and offline. Indicators of vulnerability to radicalisation are in detailed in Appendix 11.
- 32.5. If any member of personnel has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow normal safeguarding procedures. If the matter is urgent then Surrey Police must be contacted by dialling 999. In non-urgent cases where police advice is sought then dial 101.

33. Youth produced sexual imagery (sexting)

- 33.1. The practice of children and young people sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given them the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 is illegal.
- 33.2. Youth produced sexual imagery refers to both images and videos where;
- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
 - A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
 - A person under the age if 18 is in possession of sexual imagery created by another person under the age of 18.
- 33.3. All incidents of this nature should be treated as a safeguarding concern.
- 33.4. Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.
- 33.5. If a member of personnel becomes aware of an incident involving youth produced sexual imagery they should follow the child protection procedures and refer to the DSL as soon as possible. If possible, the device containing the image should be confiscated and turned off. Personnel should not view, copy or print the youth produced sexual imagery.
- 33.6. The DSL should inform the child or vulnerable adult’s parent/educational authority/carer. Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm. At any point in the process if there is concern a young person has been harmed or is at risk of harm a referral should be made to Children’s Social Care or the Police as appropriate.
- 33.7. The DSL will record all incidents of youth produced sexual imagery, including the actions taken in line with safeguarding recording procedures.

34. Allegations against Mane Chance Sanctuary Personnel

- 34.1. All Sanctuary personnel should take care not to place themselves in a vulnerable position with a child or vulnerable adult visiting the Sanctuary. It is always advisable for time spent with individual children or vulnerable adults to be conducted in the presence of or view of other adults.

34.2. We understand that a child, vulnerable adult or member of personnel may make a complaint, concern or allegation about another member of personnel.

34.3. Complaints could include:

- Failure to follow policy, procedure or guidance
- Any breach of data protection or confidentiality
- Poor behaviour management
- Inappropriate use of social media
- Misadministration of medication

34.4. Concerns could include:

- Inappropriate use of language, shouting or swearing
- Discussing personal or sexual relationships with, or in the presence of children or vulnerable adults
- Making (or encouraging others to make) unprofessional comments which scapegoat, demean or humiliate children or vulnerable adults or may be interpreted as such.

34.5. Allegations could include:

- Behaviour in a way that has harmed a child or vulnerable adult or may do so
- Possible criminal offence against or related to a child or vulnerable adult
- Behaviour towards a child or vulnerable adult that indicates he or she would pose a risk of harm to children or vulnerable adults; behaviour in an incident outside of Mane Chance which did not involve children or vulnerable adults but could impact on their suitability to work with children or vulnerable adult.

34.6. If a complaint or concern is made against a member of personnel can be managed by Mane Chance under internal procedures.

34.7. If an allegation is made, or information is received which suggests that a person may be unsuitable to work with children or vulnerable adults, then the DSL should be immediately informed. If the concern relates to the DSL, then the Designated Trustee should be informed directly.

34.8. The DSL will immediately discuss the allegation with the designated Trustee. Depending on the nature of the allegation or information involved, the Employee or Contractor Disciplinary Policy may be implemented or in the case of a volunteer, their suitability to continue attending Mane Chance Sanctuary may become under review. Child Protection or Vulnerable Adult Protections teams may be notified to request that an independent investigation takes place. Mane Chance Sanctuary will fully comply with any such investigation.

34.9. The person against which the allegation has been made will be suspended from all activities with Mane Chance Sanctuary which involve any direct contact with young people or vulnerable adults until the investigation has been completed. This is not an indication of admission that the alleged incident has taken place, but to protect the person concerned as well as young people, vulnerable adults and their families throughout the process.

34.10. All personnel that become involved in such an allegation will be reminded of the need for total confidentiality whilst the investigation is taking place and following the outcome decision, whatever the result.

34.11. Any parent or carer who has concerns about unacceptable behaviour by other young people or vulnerable adults, or about possible abuse by other young people or vulnerable adults at Mane Chance, should contact the DSL in the first instance. The DSL and the Designated Trustee will discuss the concerns with the parent/carer and make a record in the Child and Vulnerable Adult Protection Incident Book. The action taken will be recorded in the Child and Vulnerable Adult Protection Incident Book and the parent/carer informed. If the parent/carer still has concerns they should contact the Chair of the Board.

35. Missing Child or Vulnerable Adult

35.1. In the unlikely event that a child or vulnerable adult is lost or absconds from supervision, personnel should remain calm and follow the following procedure:

- All remaining children should be brought to the main yard and kept together. The minimum number of adults (keeping safe ratios) will supervise the remaining children, allowing others to assist the search.
- The DSL should be notified.

- The Personnel member or supervisor should alert all available adults on site who will split up and look for the missing person in all areas. All members of personnel at the Sanctuary have radio communication with each other.
- After 15 minutes, if the child or vulnerable adult is still not located, the parents/educational authorities/carers will be notified. Police will also be informed and their lead followed.

35.2. In all instances, however long a child or vulnerable adult is missing, an incident report should be written under the guidance of the DSL.

35.3. Once the child or vulnerable adult is found, the personnel will try to get them inside. If this does not happen within 30 minutes, the DSL will decide how to proceed. It is likely that the parent/carer will be called to come and collect them. If the child or vulnerable adult is found off site and refuses to return, then the parent/carer/police may be called immediately.

36. Physical Contact

36.1. We recognise that touch is appropriate in the context of working with children and vulnerable adults, and all personnel have been given the following guidance to ensure they are clear about their professional boundary.

36.2. If there is a need for physical contact (eg. comforting a child who is hurt), the member of Mane Chance personnel should communicate clearly with the child and be sensitive to their reaction and respond accordingly. They should be aware that even well-intentioned physical contact may be misconstrued by the child or vulnerable adult or by an observer.

36.3. Physical contact should:

- Be initiated by the child or vulnerable adult.
- Only take place when other personnel/adult witnesses are in the area. If a child or vulnerable adult starts to initiate physical contact, it is advisable to verbalise what they are doing. For example to say 'You would like to give me a hug?' This should be loud enough for other adults in the vicinity to hear.
- Be by means of a side hug rather than a front hug – to minimise body contact.
- Be by agreement with the adult as well; if they are not happy to give physical contact, they should remove themselves from the situation.

36.4. No form of physical chastisement should be used nor should any threat of such action be given. If comfort and reassurance are offered to a distressed young person, this should be done in an age-appropriate way and taking any disability into account.

37. Physical Intervention

37.1. We acknowledge that personnel must only ever use physical intervention as a last resort, when a child or vulnerable adult is endangering him/herself or others including the animals on the Sanctuary. At all times it must be the minimal force necessary to prevent injury to another person or animal.

37.2. We understand that physical intervention of a nature which causes injury or distress to a child or vulnerable adult may be considered under child protection, safeguarding or disciplinary procedures. We also recognise that sometimes touch is appropriate in the context of working with children and vulnerable people, particularly with regards to health and safety when in with the horses. All personnel have been given safe practice guidance to ensure that they are clear about their professional boundaries.

37.3. An incident report form will be completed following any use of physical intervention and the relevant parent/educational authority or carer will be informed.

38. Whistle-blowing

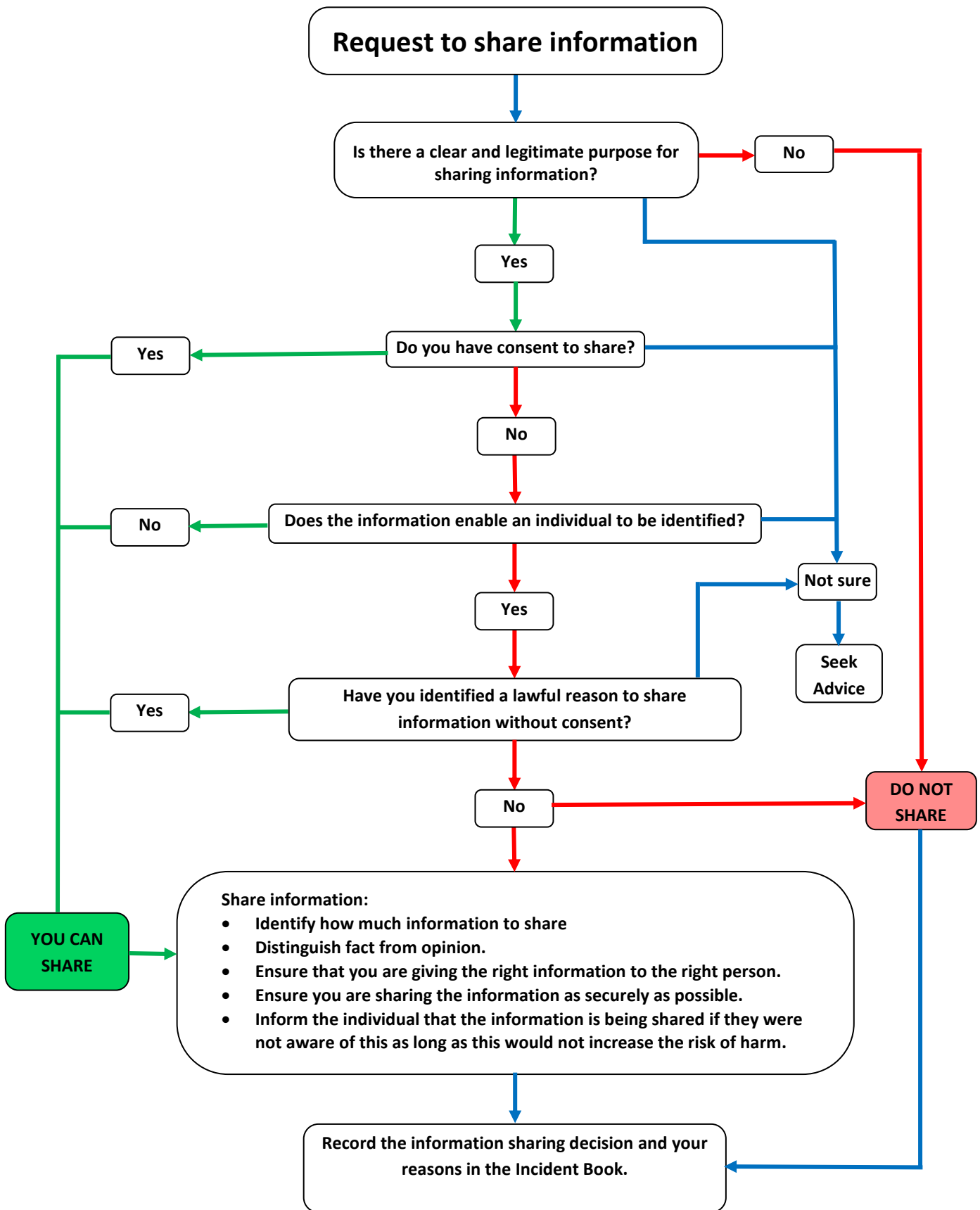
38.1. Mane Chance Sanctuary recognise that children cannot be expected to raise concerns in an environment where personnel fail to do so.

38.2. All personnel should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in the

Sanctuary's safeguarding arrangements. They should raise their concerns with the DSL or if the concern relates to the DSL, with the Designated Trustee.

38.3. The NSPCC whistleblowing helpline is available for those who do not feel able to raise concerns regarding child protection failures internally. Personnel can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

Appendix 1 – Information Sharing



If there is concern that the child is in need, suffering or likely to suffer harm, then follow the relevant procedures without delay. Seek advice if unsure what to do at any stage and ensure that the outcome of the discussion is recorded.

The Seven Golden Rules of Sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and upto-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Appendix 2 - Recognising signs of abuse

Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse (including child sexual exploitation)
- Neglect

Signs of Abuse:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation.

Risk Indicators

The factors described in this section are frequently found in cases of abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm
- Justifies the need for careful assessment and discussion with the DSL
- May require consultation with and / or referral to Social Care Services

The absence of such indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship the child or vulnerable adult may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Have unrealistic expectations of the child or vulnerable adult
- Frequently complain about/to the child or vulnerable adult and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Be involved in domestic abuse

Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury

- Repeated presentation of minor injuries (which may represent a “cry for help” and if ignored could lead to a more serious injury)

It is difficult to list signs of physical abuse as there are many. But they might include:

- **Bruising** – non-accidental bruising where there is a low likelihood to have been caused by a fall or knock. Examples include if both eyes are bruised but the forehead is not; grasp marks visible; outline of an object or finger marks present or the variation in colours of a bruise, possibly indicating that the injuries were caused at different times.
- **Bite Marks** - bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older children.
- **Burns or Scalds** – It can be difficult to distinguish between accidental and non-accidental burns and scalds but any burn with a clear outline may be suspicious eg. circular burns from cigarettes, linear burns from hot metals rods or electrical fire elements, burns of uniform depth over a large area. Scalds that have a line indicating immersion or poured liquid are suspicious (if someone tries to get out of eg. hot water in a bath of their own accord, they will splash and marks will be irregular).
- **Fractures** - fractures may cause pain, swelling and discolouration over a bone or joint. Non-mobile children and adults rarely sustain fractures.
- **Scars** - A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child or vulnerable adult with parent/carer e.g. anxious, indiscriminate or no attachment
- Aggressive behaviour towards others
- Scape-goated within the family
- Frozen watchfulness
- Low self esteem and lack of confidence
- Withdrawn or seen as a “loner” – difficulty relating to others

Recognising Signs of Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child or vulnerable adult to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child or person’s age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes e.g. in hot weather out in the tracks (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

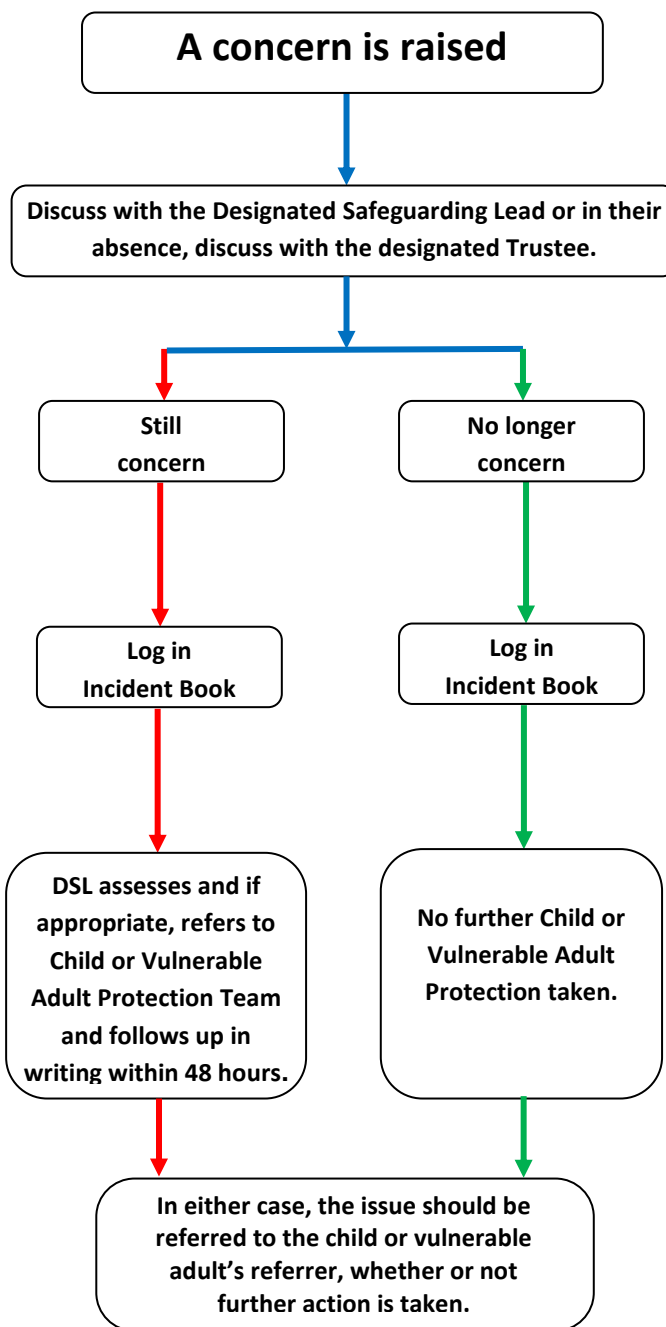
- Pain, injuries or itching of genital area, buttocks, abdomen and thighs
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting/caring. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child or vulnerable adult seen to be listless, apathetic and irresponsible with no apparent medical cause.
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- The child or vulnerable adult thrives away from home environment
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

Appendix 3 - Flowchart to be followed if a concern is raised:



In the case of known FGM, the personnel member who was made aware of the FGM will make contact with the police immediately.

Appendix 4 – Safeguarding Cause for Concern Report in Incident Book:

SAFEGUARDING CAUSE FOR CONCERN REPORT

General Information	
Name:	
Address:	
Age:	
Gender:	
Type of session attended at Mane Chance:	
Referrer's Name (Parent/Carer or School Contact): (office will complete)	
Referrer's phone number: (office will complete)	
Referrer's email address: (office will complete)	
Any known condition/disability:	

Incident Details	
Date of Incident:	
Time of Incident:	
Exact Location at Mane Chance of Incident:	
Activity taking place before and during the time when the concern was raised (to give context):	
Those who were present (including role):	
Name of who raised the concern:	
Contact details of above (if not staff member):	

What took place

Include what was said and done and by whom with regards to the alleged incident(s).

Include the nature of any injury, abuse or neglect seen or reported.

Note what was said by the child and yourself in response. Try not to put words in anyone's mouth – use exact information as accurately as possible.

Include any names of those involved with the incident discussed.

(Use additional sheet if required)

<p>Note any behaviour by the child concerned including non-verbal responses or demeanour:</p>	
<p>Note any recent change in behaviour of the child you may have seen:</p>	
<p>Was any emergency action required immediately after the concern was raised?</p>	
<p>Please note any subsequent actions taken between the concern being raised and the completion of this form:</p>	
<p>Briefly outline your interpretation of the events and why you have raised the concern</p>	

Confidentiality

<p>Outline the discussion with the child confirming that the information will be passed on</p>	
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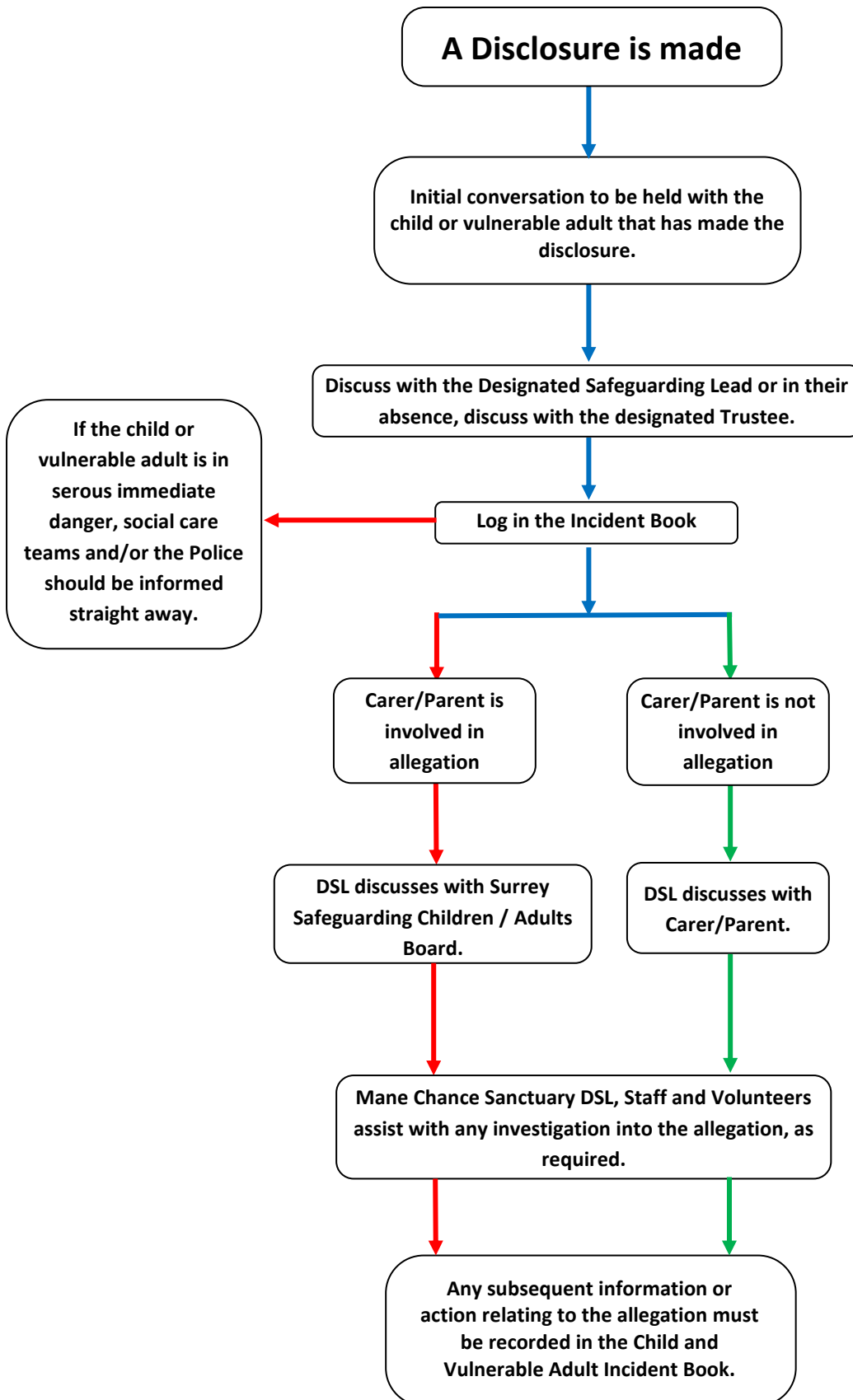
Your details

Your name	
Your role at Mane Chance	
Date of completion	
Signature (to submit report)	

Subsequent Actions (for DSL use)

When was report made to DSL?	
Have parents/carers/referrers notified? If so, when:	
When was safeguarding Trustee notified?	
Was C-SPA contacted? If so, when:	
Was anyone else contacted? If so, who and when:	
Action taken immediately following the report:	
Resulting action:	
Date report filed:	

Appendix 5 - Flowchart to be followed if a child or vulnerable adult has disclosed information to a member of personnel.



Appendix 6 - Bullying and Cyberbullying

Definitions of Bullying:

Bullying can be by an individual or group and would normally be over a period of time, that intentionally hurts another individual or group either physically or emotionally.

Cyberbullying is the use of Information Technology, particularly mobile phones and the internet, deliberately to upset someone else.

Homophobic bullying occurs when bullying is motivated by a prejudice against lesbian, gay or bisexual people.

Racist bullying refers to a range of hurtful behaviour, both physical and psychological, that make the person feel unwelcome, marginalised and excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status.

Bullying Behaviours:

Bullying can include the following behaviours:

- Physical: hitting, kicking, pushing, taking or damaging belongings.
- Verbal: name calling, taunting, mocking, insulting, making offensive remarks e.g. racist, sexist or homophobic remarks, repeated teasing, threats, sarcasm, gossiping.
- Indirect: spreading nasty stories about someone, excluding someone from social groups, leaving notes, failure to speak to or acknowledge a person, making someone the subject of malicious rumours, inappropriate text messaging and e-mailing, sending offensive or degrading images by phone or the internet, producing offensive graffiti.
- Bullying behaviours may occur because of differences or perceived differences due to Special Educational Needs or Disability, these behaviours are also unacceptable.

Signs of bullying:

- Physical: unexplained bruises, scratches, cuts, missing belongings, damaged clothes, loss of appetite, stomach aches, headaches, soiling/bedwetting.
- Emotional: losing interest in school and home life, withdrawn, secretive, unusual shows of temper, refusal to explain unhappiness, high level of anxiety, mood swings, tearfulness for no reason, lack of confidence, headaches and stomach aches, signs of depression.
- Behavioural: asking to be taken to school, coming home for lunch, taking longer to get home, asks for more money, using different routes to school, 'losing' more items than usual, sudden changes in behaviour and mood, concentration difficulties, truancy.

Cyberbullying:

There are many types of cyberbullying and the following are some of the most common:

- Text Messages – that are threatening or cause discomfort
- Picture/Video Clips – via mobile phone cameras – images sent to others to make the victim feel threatened
- Mobile Phone Calls – silent calls or abusive messages, or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible
- Emails – threatening or bullying language, often sent using a pseudonym or somebody else's name
- Chat room Bullying – menacing or upsetting responses to children or young people when they are in web-based chat rooms
- Instant Messaging (IM) – unpleasant messages sent while children conduct real time conversations online.
- Bullying via Websites – use of defamatory blogs (web logs), personal websites and online personal 'own web space' sites such as Bebo, Facebook and MySpace – although there are others

Appendix 7 - Child Sexual Exploitation

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

Signs include:

- going missing from home or school
- underage sexual activity or inappropriate sexual behaviour
- repeat sexually transmitted infections or in girls, repeat pregnancy, abortions or miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- online safety concerns such as youth produced sexual imagery or being coerced into sharing explicit images.
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- getting in/out of different cars driven by unknown adults
- going to hotels or other unusual locations to meet friends or seen at known places of concern
- having older boyfriends or girlfriends
- involved in abusive relationships, intimidated and fearful of certain people or situations
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- contact with known perpetrators
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault.

Appendix 8 - Domestic Abuse

The cross-government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

How does it affect children and vulnerable adults?

Children and vulnerable adults can be traumatised by seeing and hearing violence and abuse. They may also be directly targeted by the abuser or take on a protective role and get caught in the middle. In the long term this can lead to mental health issues such as depression, self harm and anxiety.

What are the signs to look out for?

Those affected by domestic abuse reflect their distress in a variety of ways. They may change their usual behaviour and become withdrawn, tired, start to wet the bed and have behavioural difficulties. They may not want to leave their house or may become reluctant to return. Others will excel, using their time in your care as a way to escape from their home life. None of these signs are exclusive to domestic abuse so when you are considering changes in behaviours and concerns, think about whether domestic abuse may be a factor.

Appendix 9 - Female Genital Mutilation (FGM)

It is essential that personnel are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM.

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

It is carried out in the belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

FGM is internationally recognised as a violation of human rights of girls and women. It is **illegal** in most countries including the UK.

Circumstances and occurrences that may point to FGM happening are:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage
- Signs that may indicate a child has undergone FGM:
 - Behaviour change 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
 - Repeated urinal tract infection
 - Disclosure

The 'One Chance' rule

As with Forced Marriage there is the 'One Chance' rule. It is essential that settings /schools/colleges take action **without delay** and make a referral to children's services.

Appendix 10 - Sexual Abuse by Young People

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism and sexual abuse against adults, peers or children.

Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

Inappropriate Sexual Behaviour can be inappropriate socially, inappropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. It may also be that the behaviour is “acting out” which may derive from other sexual situations to which the child or young person has been exposed. If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity includes any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base.

Sexual abuse can occur between two children or vulnerable adults of any age and sex. It can also occur through a group sexually assaulting or sexually harassing a single child or vulnerable adult or another group.

The Brook Traffic Light Tool uses a traffic light system to categorise the sexual behaviours of young people and is designed to help professionals make decisions about safeguarding, assess and respond appropriately to sexual behaviour and understand healthy sexual development and distinguish it from harmful behaviour.

Brooke Traffic Light Tool

GREEN behaviours reflects safe and healthy sexual development. They are displayed between children or young people of similar age or developmental ability and are reflective of natural curiosity, experimentation, consensual activities and positive choices. Green behaviours provide opportunities to give positive feedback and additional information.

AMBER behaviours have the potential to be outside of safe and healthy behaviour. They may be of potential concern due to age or developmental differences. A potential concern due to activity type, frequency, duration or context in which they occur. Amber behaviours signal the need to take notice and gather information to assess the appropriate action.

RED behaviours are outside of safe and healthy behaviour. They may be excessive, secretive, compulsive, coercive, degrading or threatening and involving significant age, developmental or power differences. They may pose a concern due to the activity type, frequency, duration of context in which they occur. Red behaviours indicate a need for immediate intervention and action.

Age 5 - 9 years	
GREEN behaviours	<ul style="list-style-type: none"> • Feeling and touching own genitals • Curiosity of other children's genitals • Curiosity about sex and relationships eg. differences between boys and girls, how sex happens, where babies come from, same-sex relationships • Sense of privacy about bodies • Telling stories or asking questions using swear or slang words for parts of the body
AMBER behaviours	<ul style="list-style-type: none"> • Questions about sexual activity which persist or are repeated frequently, despite an answer having been given • Sexual bullying face to face or through texts of online messaging • Engaging in mutual masturbation • Persistent sexual images and ideas in talk, play and art • Use of adult slang language to discuss sex
RED behaviours	<ul style="list-style-type: none"> • Frequent masturbation in front of others • Sexual behaviour engaging significantly younger or less able children • Forcing other children to take part in sexual activities, simulation of oral or penetrative sex, • Sourcing pornographic material

Age 9 - 13 years	
GREEN behaviours	<ul style="list-style-type: none"> • Solitary masturbation • Use of sexual language including swear and slang words • Having girl/boyfriends who are of the same, opposite or any gender • Interest in popular culture eg. fashion, music, media, online games, chatting online • Need for privacy • Consensual kissing, hugging, holding hands with peers
AMBER behaviours	<ul style="list-style-type: none"> • Uncharacteristic and risk-related behaviour eg. sudden and/or provocative changes in dress, withdrawal from friends, mixing with new or older people, having more or less money than usual, going missing • Verbal, physical or cyber/virtual sexual bullying involving sexual aggression • LGBT (lesbian, gay, bisexual, transgender) targeted bullying • Exhibitionism eg. flashing or mooning • Giving out contact details online • Viewing pornographic material • Worrying about being pregnant or having STIs
RED behaviours	<ul style="list-style-type: none"> • Exposing genitals or masturbating in public • Distributing naked or sexually provocative images of self or others • Sexually explicit talk with younger children

	<ul style="list-style-type: none"> • Sexual harassment • Arranging to meet with an online acquaintance in secret • Genital injury to self or others • Forcing other children of same age, younger or less able to take part in sexual activities • Sexual activity eg. oral sex or intercourse • Presence of sexually transmitted infection or evidence of pregnancy
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Age 13 - 17 years	
GREEN behaviours	<ul style="list-style-type: none"> • Solitary masturbation • Sexually explicit conversations with peers • Obscenities and jokes within the current cultural norm • Interest in erotica or pornography • Use of internet/e-media to chat online • Having sexual or non-sexual relationships • Sexual activity including kissing, hugging, holding hand • Consenting oral and/or penetrative sex with others of the same age or opposite gender who are of similar age and developmental ability • Choosing not to be sexually active
AMBER behaviours	<ul style="list-style-type: none"> • Accessing exploitative or violent pornography • Uncharacteristic and risk-related behaviour eg. sudden and/or provocative changes in dress • Withdrawal from friends, mixing with new or older people, having more or less money than usual, goes missing • Concern about body image • Taking and sending naked or sexually provocative images of self or others • Single occurrence of peeping, mooning or obscene gestures • Giving out contact details online • Joining adult only social networking sites and giving false personal information • Arranging a face-to-face meeting with an online contact alone
RED behaviours	<ul style="list-style-type: none"> • Exposing genitals or masturbating in public • Preoccupation with sex, which interferes with daily function • Sexual degradation or humiliation of self or others • Attempting to force or forcing others to expose genitals • Sexually aggressive/exploitative behaviour • Sexually explicit talk with younger children • Sexual harassment • Non-consensual sexual activity • Use of/acceptance of power and control in sexual relationships • Genital injury to self or others • Sexual contact with others where there is a big difference in age or ability • Sexual activity with someone in authority and in a position of trust • Sexual activity with family members • Involvement in sexual exploitation and/or trafficking • Sexual contact with animals • Receipt of gifts or money in exchange for sex

Appendix 11 - Indicators of vulnerability to Radicalisation and Terrorism.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Extremism is defined by the Government in the Prevent Strategy as the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Extremism is defined by the Crown Prosecution Service as:

- The demonstration of unacceptable behaviour by using any means or medium to express views which:
- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
- Foster hatred which might lead to inter-community violence in the UK.

There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Children and vulnerable adults may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities.

Indicators of vulnerability include:

- Identity Crisis – the child or vulnerable adult is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the child or vulnerable adult may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting their country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – they may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- Special Educational Need – they may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations; and
- Significant changes to appearance and / or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

Appendix 12:

Contacts and services:

Mane Chance Sanctuary onsite office.....	01483 351526
Surrey Safeguarding Children Unit – C-SPA.....	0300 470 9100
Surrey Out of Hours (Adult and Children).....	01483 517898
Guildford Police Station.....	01483 571212
Surrey Safeguarding Adult Board.....	0300 200 1005
Childline.....	0800 1111
Surrey Domestic Abuse Helpline.....	01483 776822
National Domestic Abuse Helpline (24 hours).....	0808 2000 247

Further advice on child protection is available from:

NSPCC: <http://www.nspcc.org.uk/>

Childline: <http://www.childline.org.uk/pages/home.aspx>

CEOPSThinkuknow: <https://www.thinkuknow.co.uk/>

Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk/>

Beat Bullying: <http://www.beatbullying.org/>

Childnet International –making the internet a great and safe place for children. Includes resources for professionals and parents
<http://www.childnet.com/>

Thinkuknow (includes resources for professionals and parents) <https://www.thinkuknow.co.uk/>

Safer Internet Centre <http://www.saferinternet.org.uk/>

Child Protection and Safeguarding Policy

Review Cycle: Annual

Next Review Date: March 2025