

# Welfare Health & Safety Policy

## Rationale

Health and safety must be seen in the context of the wider legislative and government guidelines. In this context Health and Safety Legislation, Health and Safety at Work Act, The Children (Scotland) Act 1995, The U.N. Convention, and the Scottish Office Guidance – a shared Responsibility, Getting it right for every child (Girfec) approach, the Early Years Framework all set out legal responsibilities and principles of good practice which applies when working with children and young people.

This policy aims to ensure that SOGA promotes health & safety

## Principles

- To provide adequate control of the health and safety risks arising from all SOGA activities
- To consult with relevant persons on matters affecting their health and safety;
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To prevent accidents, so far as reasonably possible;
- Carry out regular risk assessments (including fire safety assessments) for SOGA 's properties.
- Individuals using SOGA'S Properties take appropriate steps to protect their own health and safety and all potential risks or concerns should be reported to SOGA as soon as possible.
- A first aid box is kept in the office.
- All accidents and cases of work-related ill health will be recorded in an Accident Book. The book is kept by Mrs Pam Keracher.
- Mrs Kerracher is responsible for reporting accidents to the Local Authority where there is an obligation to do so.as per the Safeguarding policy.

- Fire risk assessments are undertaken and implemented, and appropriate fire safety measures and evacuation procedures are in place.
- A minimum of one smoke alarm to be installed on every storey of accommodation being used by SOGA members.
- A carbon monoxide alarm to be installed in any room containing a gas, liquid or solid fuel burning appliance
- An annual landlord gas safety check to be undertaken by a Gas Safe registered engineer and a copy of the certificate provided to the guardianship organisation.
- The homestay must ensure that the electrical system is safe, e.g. sockets and light fittings are secure and not overloaded and any appliances used by the student are safe.
- The homestay must discuss the possible evacuation routes from the property with students on a regular basis. If doors or windows are locked students must know where to find the key in the event of a fire
- Home fire extinguishers or fire blankets are requested by SOGA to be in use at the homes of Hosts. If fire extinguishers and fire blankets are provided they must be suitably serviced.
- Where open fires are used, a suitable fire guard should be in place when the fire is lit.
- Any matches / lighters should be appropriately stored.
- A basic first aid kit should be available to include, plasters, sterile eyepad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves, leaflet giving guidance on first aid.
- Any prescription medication and drugs should be kept safely especially when hosting young students
- Alcohol should be appropriately stored.
- The host should have an awareness of basic food hygiene when preparing meals for students
- SOGA will conduct at least an annual visit in person to each homestay held on their records.
- During this visit, support should be offered to the homestay and suitable checks for safety and suitability should be undertaken to ensure any changes since the last visit are properly recorded and felt to be acceptable.

- The smoke alarms must be wired into the mains electric and carbon monoxide alarms should also be tested. Comprehensive notes of this visit must be recorded within the Homestay

Links worth adding to training.

- <http://www.hse.gov.uk/pubns/books/accident-book.htm> 23
- <https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords/the-smoke-and-carbon-monoxide-alarm-england-regulations-2015-qa-booklet-for-the-private-rented-sector-landlords-and-tenants> 24
- <http://www.hse.gov.uk/gas/landlords/safetycheckswho.htm> 25
- <http://www.hse.gov.uk/firstaid/faqs.htm#first-aid-box> 27
- <https://www.food.gov.uk/business-industry/food-hygiene/training#toc->

## Student Welfare Management Policy

### Rationale

This policy has been written in accordance with the following legislation and requirements Children (Scotland) Act 1995 , The National Guidance for Child Protection in Scotland (2014) and the Children and Young People (Scotland) Act 2014. Scottish Government's Getting it Right for Every Child (GIRFEC).

### Aim of Policy

To provide a safe, comfortable and homely environment where children are included in routines of the family can grow and develop their life skills, confidence, self -discipline and learn mutual respect through daily routine and play with no fear of being hurt or humiliated.

### Strategies

'Positive Behaviour Management Strategies' To Promote Positive Behaviour:

- **Being a positive role model** for the children/young people in regards to friendliness, care and courtesy.
- **Praising and reinforcing desirable behaviour** such as kindness and willingness to share.
- **Giving individual attention** to ensure each child/young person feels valued
- **Listening to and respecting** what each child/young person has to say
- **Involving children/young people in decision -making**, setting ground rules, etc.
- **Maintaining a positive discipline policy**, this focuses on prevention, redirection, caring, consistency and firmness.
- **Avoiding rewarding undesirable behaviour** being aware of situations where children only receive their attention because of undesirable behaviour.
- **Rewarding good behaviour** (choosing next activity, stickers etc.)

### **'Positive Behaviour Management Strategies' When Dealing with Unwanted Behaviour**

- **Recognizing** the different reasons why children/young people display unwanted behaviour
- **Keep to routines** so that your child/young person feels safe and is not over tired or hungry.

### **Positive Intervention Strategies**

- Ignore unwanted behaviour e.g. Low -level attention seeking.
- Distraction - give them an alternative activity. Be aware of any 'trigger points', taking steps to anticipate and avoid unwanted behaviour.
- Discussion- If the child/young person can understand and discuss their behaviour and try to encourage them to appreciate the consequences of their actions on others.

- Explain to the child/young person that it is their behaviour that is not acceptable and not them. Ensure the children are aware of the consequences that will result from their behaviour.
- Time Out - Removing the child from the activity and sitting them quietly for a few minutes in another area but within sight and hearing.
- Ensure the children/young people are aware of the consequences that will result from their behaviour

**Positive Discipline Techniques with Regards to Unwanted Behaviour** children and young people are guided to cooperate and have a mutual respect for one another. Any disciplinary action would be immediate, to discipline a child hours after an incident achieves nothing but confusion and upset.

- State Expectations
- Set Positive Rules
- Set Appropriate Limits According to Age and Abilities
- Anticipate Behaviour Problems
- Identify the Behaviour and Intervene Immediately
- Redirect Behaviour
- Be clear on punishment strategies - loss of privileges
- Ensure the children are aware of the consequences that will result from their behaviour
- If punishment strategies are used, then the child's behaviour will be recorded in writing in the incident book and parents will be informed (Either on collection or they will be advised on collection that we will telephone later for a talk) some children can become upset if the incident is retold in front of them.

**Working in Partnership with Parents and Staff at Schools** to ensure a consistent approach and to ensure that everyone is fully aware of factors that may affect child's behaviour. Working in partnership ensures

- Child/young person is not given mixed messages and becomes confused about what is expected in terms of their behaviour
- Everyone involved is fully aware of factors such as illness or worries which may affect child's/young person's behaviour

**Under no circumstances must physical punishment ever be used .**

## Copy Found in Student Handbook

*Dear Student,*

*We would like you to enjoy your time in the UK and achieve great success at school. While you are here it may help to be aware of the following: Respect and Manners: Be polite and respect everybody you meet. Use please and thank you at all times. When you are staying with a host family remember it is not a hotel. Keep your room tidy, help to clear up after meals and be a part of the family. Do not touch items that do not belong to you such as the host's computer, No consumption of Alcohol, drugs or smoking. Behaviour: Please behave appropriately at all times and remember:*

- **Alcohol** ○ *It is forbidden to all persons under the age of 18 years to consume alcohol.*
- **Drugs** ○ *The use of non-prescribed drugs is strictly forbidden and the law regarding this is enforced very strictly.*
- **Smoking** ○ *It is a criminal offence to buy tobacco products under the age of 18. Smoking is forbidden in schools and in most public places.*

*Breaking any UK laws or school rules could result in suspension or expulsion. Bullying It is not acceptable to take part in any behaviour towards another person that negatively affects them either physically, mentally or emotionally. Warning Letters If your behaviour causes disruption either at school or in a host family SOGA will issue a warning letter to your parents. Expulsion If you are expelled from school or from any SOGA programme you will be sent home immediately. If you feel you are being bullied , please Tell. Housemaster, Mrs Keracher, Host family.*

*Loss of Visa: If you are expelled from school you will lose your visa and have to return home immediately. .*

# Missing Student Policy and Procedure

This policy is designed to be implemented in cases where students are believed to be absent or missing during the time they are in our care. The purpose of the policy is to locate the student by the safest and fastest means possible

## Policy Statement

Scottish Overseas Guardianship is committed to safeguarding and promoting the welfare of children and young people.

This policy is required to ensure that missing or absent students are found and returned to an approved location at the earliest convenience.

The benefits of this policy are that all reports of missing/absent people will be recorded. The policy provides a model and framework for response and dealing with incidents dependent on the risk posed. This policy is applicable to all persons who may become involved in the initial stages of a report of a missing child or young person.

Any report will be assessed so that those who are vulnerable or represent a high risk will be immediately identified. This process shall be on-going and supervised in each case with a focus on locating the person safely and mitigating any risk posed to others. Where criminality is associated with either the initial disappearance or subsequent harbouring of those who wish to remain absent, this will be reported to the police.

Scottish Overseas Guardianship Association 24hr contact number is 0044 7762791805 or 0044 7834717879.

## Definitions:

### Missing or Absent?

Definitions to determine whether someone is missing or absent is in accordance with the National Police Chiefs Council definitions (issued by ACPO in 2013).

The following definitions are included within the Local Safeguarding Children Board protocols:

**Absent** – a child or young person is not at a place where they are expected or required to be and there is no apparent risk

**Missing** – a child or young person whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests the person may be subject of crime or at risk of harm to themselves or another.

## Supporting Reference Documents:

NPCC publications

WTTSC 2018

Safeguarding Children and Young People from CSE 2009

Scoping Report on Missing and Abducted Children – CEOP

Local Safeguarding Children Board Protocols – Reporting children who go missing from care

Statutory Guidance on children who run away or go missing from home or care – Department of Education 2014

## Procedure:

This workflow applies when a young person is absent (they are not where they are supposed to be but there is no apparent risk) or when they are missing (unexpected and uncharacteristic absence which causes concern for their safety). It applies when they are under the care of Scottish Overseas Guardianship.

The DSL (Mrs Pamela Keracher) or Deputy DSL (Mr Peter Keracher), shall manage any cases of absent or missing children or young people, and as such all reports must be brought to the attention of the DSL or Deputy DSL.

Scottish Overseas Guardianship Association 24hr contact number is 0044 7762791805 or 0044 7834717879.

The person receiving the report is then responsible for ensuring the completion of the initial reasonable enquiries where a student is absent/missing during an event (for example half term, exeat or during a suspension/expulsion) which will include:

- if appropriate, reviewing the flight and transfer details (with communication to the airline and transfer company to confirm transport arrangements for the student)
- texting, emailing and phoning the student (leaving a message if no answer) asking them to make contact by returning their call or message. This should be repeated every 30 minutes.

Also, emailing and phoning the house parent to collate any relevant information about the whereabouts of the student – this is only possible if the houseparent is at school.

- texting, emailing and phoning the parent/agent to collate any relevant information about the whereabouts of the student
- texting, emailing and phoning the host family to collate any relevant information about the whereabouts of the student
- review the information held on the students file, looking for friends or associates to contact ,to ask if they have seen or heard from the student .

Any person may report a child or young person as absent or missing to the police where they have genuine concerns for their safety.

Following a risk assessment, the receiving police force will record a report of absent or missing where there are grounds to do so..



The incident lead is responsible for ensuring the school is informed of any report made to the police of an absent or missing child or young person, as the school retains the overall duty of care.

The school should be updated with any developments as they should always know the whereabouts of the student, especially those on Visas.

The incident lead is responsible for ensuring that the parents/agent are informed of any report made to the police of an absent or missing child or young person. The parents/agent should be regularly updated (recommended a minimum of every 3 hours) with any development. This is to ensure they are fully informed as to the situation involving their son or daughter.

All missing person reports are to be reviewed by a member of Scottish Overseas Guardianship as soon as practicable with subsequent on-going daily review until the incident is resolved.

### **Process and Response – Report of a missing child**

1. A child or young person who falls into the ‘Missing’ Category must be reported to the police as soon as possible by telephoning 101 for a non-emergency report or 999 for an emergency response i.e. information received that a child or young person is in immediate danger of harm..

2. The DSL or Deputy DSL will ensure that the following information is available for the initial report to the police:

- Name, date of birth and nationality of the child or young person
- The specific concern for the child or young person
- Are they likely to be subjected to crime, victim of abuse or at risk of sexual exploitation
- Is the child or young person likely to attempt suicide?
- Is the child or young person likely to pose a danger to other people?
- Actions completed so far to locate the child or young person
- A description of the child or young person, including their build, hair, clothing and glasses;
- Details of when the child or young person was last seen and with whom;
- Personal details of the child or young person (including any medical conditions or ailments);
- Any previous history of absconding/absenteeism and circumstances of where found;
- The circumstances under which the child or young person is absent;
- Any factors which increase the risk to the child or young person;
- Host Family address;

Information that may be needed later to extend investigations if the young person is not located:

- A recent photograph (if available);
- Family addresses and contact telephone numbers;
- Known associates, telephone numbers and addresses frequented;
- The names and addresses of the child or young person’s GP and dentist;
- The circumstances under which the child or young person is absent;
- Any factors which increase the risk to the child or young person;

- School and House Parent addresses and contact details
- Details of any Travel and Accommodation plans authorised by the overseas parents
- Details of any social media accounts that may be open to the public.

3. The incident must be recorded as on the Guardianship Student Record as an 'Incident' with regular updates being added until the matter has been resolved, and if a police report has been made, the police incident reference number must be recorded. All emails sent regarding the incident should be saved.

4. Following the report to the police, the parents, the agent, school, and host family must be informed (if not already aware) and requested to contact Head Office without delay if the child or young person makes contact.

### **Process and Response – Report of an absent child**

1. If a child or young person is considered to fall within the definition of absent, the decision to record the child as such, together with the evidence supporting that decision must be recorded. The absence of a child or young person must be recorded in the Guardianship Student File as an 'incident'.

2. Details of children or young people who are absent should still be notified to the police (using the non-emergency telephone number 101 or the emergency telephone number 999) in order that a record of the child or young person's absence can be made, an agreement can be reached on what needs to be done, review times and on-going actions. Although there is an expectation that should continue to make reasonable enquiries to locate the child or young person, the police may also initiate some enquiries as appropriate.

3. The Incident Leader will notify the school and parents/agent of the incident, and regularly provide updates to both parties (minimum every 3 hours) with news of any developments, or confirmation that there have been no developments since the last update. This also affords an opportunity for the school or parents/agent to update the Incident Leader with any contact they may have had from the student or other information received. All updates provided to the school and parents/agent must be recorded in the incident record in the student's file.

4. The incident leader will constantly review the circumstances in the light of any enquiries made or information received and inform the police of any developments by telephoning 101, quoting the reference number and providing the new information received. If the period of absence continues for six hours, consideration should be given as to whether the child should still be regarded as absent, or whether they should now be considered as missing. Six hours should be regarded as the maximum period before reconsideration, and in many cases a shorter period would be more appropriate.

5. Any case of an absent child or young person which causes significant concern, or gives rise to the suspicion of harm, should be brought to the attention of the Designated or Deputy Safeguarding Leads without delay and should be reviewed with a view to the possibility that this is a missing child or young person.

### **Informing the media**

The Police are responsible for advising the media regarding children or young people who are reported as missing. The decision to publicise these matters will always be made in consultation with the parents who have to give their signed consent before the media are able to circulate the details. As such, no member of Scottish Overseas Guardianship should release any details to the media and must refer any contact from them directly to the relevant force's Media Relations Office.

### **The Return**

1. The police are responsible for ensuring that the child or young person reported missing has returned safe and well, and has an opportunity to disclose any relevant issues in the return interview.
2. Where a child or young person has been reported as absent to the police they will not be given a return interview. In such cases, a Scottish Overseas Guardianship Member will conduct the return interview to allow the child or young person an opportunity to talk to someone about their absence. This is likely to be the Director Mrs Pamela Keracher or member of Head Office staff as they are independent of the school or host family.
3. Where an allegation of any form of child abuse is made or becomes evident, child protection procedures must be implemented, and immediate contact must be made with the police child protection team and the Local Authority Child Protection Service where the child is living.
4. If there is any suggestion that the child has been a victim or perpetrator of crime, consideration must be given to securing evidence by police including by forensic examination. This should also include securing clothing and delaying washing/bathing in relevant cases. Staff must remember that all necessary permissions must be obtained from the child or young person's parents and/or those with parental responsibility. The priority is to recognise that the welfare of the child or young person is paramount and careful consideration must be given to the potential effects of such procedures of the child or young person.
5. Any person informed of the child or young person's absence should be advised of the child or young person's return without delay including the school and parent/agent.
6. For a child or young person who has been reported as absent or missing on two or more occasions, Scottish Overseas Guardianship will decide in consultation with parents, whether a formal review of the guardianship is required.

# Safeguarding and Child Protection Policy

## Policy Statement

[SOGA] recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We acknowledge that “it could happen here”. We make every effort to ensure that students and adults feel safe, secure, valued, and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

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

This policy is based on guidance from the most recent versions of KCSIE and Working Together to Safeguard Children. It also makes use of guidance from the NSPCC website. GIRFEC <https://www.gov.scot/publications/girfec-national-practice-model/>

## Key Safeguarding Contact Details

Role	Name	Telephone Number
Designated Safeguarding Lead (DSL)	Pam Keracher	07762791805
Deputy Designated Safeguarding Lead (DDSL)	Mrs Peter Keracher	07834717879

<i>[Name of guardianship organisation]</i> 24-Hour emergency contact	Pam Keracher  Scottish Overseas Guardianship Association Known as SOGA	0776279180 5
LSP	Lead Safeguarding Person Scottish Local Authority	

LADO

Perth

Edinbur

gh

Stirling

Child protection and duty team - (24 hours)

email: [ChildProtection@pkc.gov.uk](mailto:ChildProtection@pkc.gov.uk)

01738 476768

Ross  
Drummond

AnnMarie  
Shearer

Hannah  
Morrow

Rebecca  
Allan

No Single  
person



01738476768

Social Work with concerns on 01786 471177. Out of Hours (after 5pm and weekends) you can contact the team on **01786 470500**.<sup>25 Feb 2021</sup>

If you think a child is being or is at risk of being abused or neglected, speak to: the Children's Services duty team by calling **0131 271 3413 (Mon - Thu 9am-5pm and Fri 9am-4pm)** the Emergency Social Care Service by calling 0800 731 6969 (freephone) at any time outside normal office hours.

POLICE

01312713413 08007316969

If you are worried about a child, you can contact us to report concerns. During the day you can contact Stirling Council 01786233909

Contact Police  
Scotland Police (Non  
Emergency  
Number)  
101

Child In Danger

**In an emergency call 999 999 NHS 24**

**111**

Childline 0800 1111

Crimestoppers Scotland 0800 555 111

**Phone number**

ChildProtection@pkc.g  
ov.uk

Child protection and  
duty team - (24 hours) 01738 476768  
email:

	Police (Non Emergency Number) <b>In an emergency</b>  <b>call 999</b>	101  <b>999</b>	
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### Child Protection Principles

The following principles underpin our provisions and practices in relation to safeguarding and child protection:

- SOGA will provide a safe and secure environment for all students;
- Homestays and transfer companies provide a safe and secure environment for all students;
- All students feel safe, secure and protected from harm;
- All students know who to turn to for help, advice or support, can access services confidentially, quickly and easily and have access to 24-hour support;
- The *Director/Mrs Pamela Keracher* of the company has overall responsibility and accountability for the safeguarding and welfare of the students;
- All staff, homestays and volunteers share in the responsibility to protect students from harm, remain vigilant in identifying safeguarding and child protection issues and to follow policies and procedures relating to safeguarding and child protection;
- Students and staff have effective means by which they can raise child protection concerns or report issues;
- Staff have at least one reliable means to contact all students quickly and directly;
- Staff are aware of the medical or learning needs of individual students via the Student Record and these are shared with the homestay on a need to know basis;
- In cases where the whereabouts of a student under SOGA is not known or the student is believed to be at risk of harm, procedures to locate the student by the safest and quickest means possible, or secure the safety of the student will be invoked immediately by following the Missing Student policy;
- The company has procedures in place that enable child protection concerns and incidents to be dealt with promptly and effectively and in line with relevant legislation.

SOGA is committed to the protection of all children in its care. We are committed to safeguarding

student welfare and undertake rigorous checks on all who work with us and we expect all staff, volunteers and homestays to share this commitment.

Safeguarding students is the responsibility of us all, including full-time, part-time, contracted, agency and volunteer staff including those who do not have cause to come into direct or regular contact with students in order to carry out their daily duties. It also applies to those who provide homestay accommodation for our students.

Where there is a safeguarding concern SOGA will ensure the child's wishes and feelings are considered when determining what action to take and what services to provide. We provide clear information for students in the student handbook At the beginning of each holiday by confirmation WhatsApp We check that students understand the information and are comfortable about how they can raise a concern. We explain how concerns will be treated seriously, and that students can safely express their views and give feedback.

The safety and welfare of children, or Child Protection, means protecting children from physical, emotional, or sexual abuse or neglect where there is an identified risk. Safeguarding is the minimisation of the risk to children from all forms of child abuse including for example:

- Child sexual exploitation
- Peer on Peer abuse
- Radicalisation and extremism
- Female genital mutilation
- Physical, emotional, sexual abuse or neglect
- Domestic abuse
- Online abuse
- Bullying and cyber bullying

We aim to always ensure that the students in our care experience a caring and secure environment in which they feel safe, respected and valued.

In pursuit of this aim, SOGA undertakes the following:

1. We ensure that we lead from the top by ensuring that our director Mrs Pamela Keracher has the appropriate safeguarding knowledge and involvement in the procedures we have in place. This includes having oversight of arrangements.
2. Training is provided for all staff and homestays to a level appropriate for their role (see training section below);
3. We promote an environment of trust, openness and clear communication between students, school and SOGA staff and our Homestays, so that student welfare, safety and pastoral care is recognised as the top priority.
4. We respond to any reported allegation or suspicion of child abuse in accordance with the SOGA procedures as outlined below.

5. We ensure that all guardianship personnel, homestays, and personnel offering outsourced services who come into direct contact with students in our care, are recruited using safer recruitment practices and are formally screened through the completion of an enhanced DBS check/PVG Checks.
6. We maintain links with the appropriate agencies who have a statutory responsibility to deal with child welfare and child protection concerns.

**If you have any reason to believe that a child in your care is suffering from any form of abuse or neglect then please report it immediately in confidence to the DSL Mrs Pamela Keracher 07762791805L or DDSL Mr Peter Keracher 07834717879 or using the contact details listed in this policy.**

## Supporting procedures and documents

This policy is to be read in conjunction with the following policies and documents:

- Anti-bullying and (including cyber-bullying) policy
- Anti-Radicalisation Policy
- Online safety policy
- Emergency procedure (This includes information on the guardianship organisation's approach to foreseeable emergencies, such as a pandemic.)
- Low Level Concerns Policy
- Missing student Policy
- Safer Recruitment Policy
- Staff and Homestay Code of Conduct
- Whistleblowing Policy

## Government guidance

- [Keeping children safe in education 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/544207/keeping-children-safe-in-education-2021-part-one-only.pdf)
- [Working together to safeguard children](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/544207/keeping-children-safe-in-education-2021-part-one-only.pdf)
- [Sexual violence and sexual harassment between children in schools and colleges](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/544207/keeping-children-safe-in-education-2021-part-one-only.pdf)

## Keeping Children Safe in Education

Part one of *Keeping Children Safe in Education* provides an overview for staff, homestays and volunteers who are working with children. This is written with schools and colleges in mind, but much of the information is relevant to guardianship organisations and homestays. SOGA] advises all staff, homestays and volunteers who come into contact with children to have read this document.

This can be found here [Keeping children safe in education 2021 \(part one only\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/544207/keeping-children-safe-in-education-2021-part-one-only.pdf) GIRFEC<https://www.gov.scot/publications/girfec-national-practice>

[model/](#)

## Definitions

Term	What this means
Safeguarding and promoting the welfare of children	is defined as: <ul style="list-style-type: none"><li>• protecting children from maltreatment.</li><li>• preventing impairment of children's mental and physical health or development;</li><li>• ensuring that children grow up in circumstances consistent with the provision of safe and effective care;</li><li>• taking action to enable all children to have the best outcomes.</li></ul>
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.

Designated Safeguarding Lead (DSL)	This is the person identified as taking the lead in safeguarding matters in an organisation. This person (and any deputy) will be trained to a higher level.
Prevent	Prevent is the name given to part of the government's strategy to prevent terrorism by reducing the possibility of radicalisation.
Local Safeguarding Partnership (LSP) Child Protection Team Leader. Local Authority  LSP and LADO are both under	Formerly Local Safeguarding Children Board (LSCB) and consisting of the local authority, the clinical commissioning group within the local authority and the chief office of police within the local authority.
Child Protection Local Authority Social Work Care	The role of the Local Authority Designated Officer (LADO) is to coordinate all allegations and concerns made against a person who works with children.
Children	'Children' includes everyone under the age of 18.

### What is abuse and neglect?

- Knowing what to look for is vital to the early identification of abuse and neglect. All staff and homestays should be aware of indicators of abuse and neglect so that they are able to identify cases of children who may need help or protection. If staff or homestays are unsure, they should always speak to the DSL Mrs Pamela Keracher (or DDSL). Mr Peter Keracher
- All staff and homestays should be aware that abuse, neglect, and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases,

multiple issues will overlap with one another.

- **Contextual Safeguarding:** All staff, volunteers and homestays should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the guardianship organisation, school, or college and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputy) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

### Types of abuse and neglect

(Taken from *Keeping Children Safe in Education 2021*)

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others.

Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

Children may be abused by an adult or adults or by another child or children. **Physical**

**abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the

exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as peer-on-peer abuse) in education and all staff and homestays should be aware of it and of their guardianship organisation's policy and procedures for dealing with it.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(For specific types of abuse, please see the additional information at the end of this policy).

## Signs of Abuse and Neglect

The following information has been taken from the NSPCC website <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>. (This website page also includes further details on other specific signs of abuse including bullying and cyberbullying, child sexual exploitation, child trafficking, criminal exploitation and gangs, domestic abuse, FGM, grooming, non-recent abuse, and online abuse.)



## Common signs

The NSPCC list the following as common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but we can help you to assess the situation.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

## Indicators of Physical Abuse

Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. And there isn't just one sign or symptom to look out for. But it's important to be aware of the signs.

If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't

match the injuries, then this should be reported.

Physical abuse symptoms include:

- bruises
- broken or fractured bones
- burns or scalds
- bite marks

It can also include other injuries and health problems, such as:

- scarring
- the effects of poisoning, such as vomiting, drowsiness or seizures
- breathing problems from drowning, suffocation or poisoning

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these.

Visible signs include:

- swelling
- bruising
- fractures
- being extremely sleepy or unconscious
- breathing problems
- seizures
- vomiting
- unusual behaviour, such as being irritable or not feeding properly
- 

### **Indicators of Emotional Abuse**

There might not be any obvious physical signs of emotional abuse or neglect. And a child might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how a child is acting.

As children grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused. But children who are being emotionally abused might:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age

The signs of emotional abuse can also be different for children at different ages. Children might:

- use language you wouldn't expect them to know for their age
- act in a way or know about things you wouldn't expect them to know for their age
- struggle to control their emotions
- have extreme outbursts
- seem isolated from their parents
- lack social skills
- have few or no friends.

### **Indicators of Sexual Abuse**

Knowing the signs of sexual abuse can help give a voice to children. Sometimes children won't understand that what's happening to them is wrong or they might be scared to speak out. Some of the signs you might notice include:

#### **Emotional and Behavioural signs**

- Avoiding being alone with or frightened of people or a person they know

Language or sexual behaviour you wouldn't expect them to know

- Having nightmares or bed-wetting
- Alcohol or drug misuse
- Self-harm
- Changes in eating habits or developing an eating problem

#### **Physical Signs**

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

If a child is being or has been sexually abused online, they might:

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

### Indicators of Neglect

Neglect can be difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. Children and young people who are neglected might have:

#### Poor appearance and hygiene

- being smelly or dirty
- being hungry or not given money for food
- having unwashed clothes
- having the wrong clothing, such as no warm clothes in winter

#### Health and development problems

- anaemia
- body issues, such as poor muscle tone or prominent joints
- medical or dental issues
- missed medical appointments, such as for vaccinations
- not given the correct medicines
- poor language or social skills
- regular illness or infections

- repeated accidental injuries, often caused by lack of supervision
- skin issues, such as sores, rashes, flea bites, scabies, or ringworm
- thin or swollen tummy
- tiredness
- untreated injuries
- weight or growth issues

#### **Housing and family issues**

- living in an unsuitable home environment, such as having no heating
- being left alone for a long time
- taking on the role of carer for other family members

#### **Change in behaviour**

- becoming clingy
- becoming aggressive
- being withdrawn, depressed or anxious
- changes in eating habits
- displaying obsessive behaviour
- finding it hard to concentrate or take part in activities
- missing school
- showing signs of self-harm
- using drugs or alcohol

## Procedures

When new staff, volunteers or homestays join our organisation, they are informed of the safeguarding arrangements in place, the name of the DSL Mrs Pam Keracher (and DDSL) Mr Peter Keracher and how to share concerns with them. Please note that the usual reporting channel is via the DSL, however anyone can make a referral direct to the Local Authority Child Protection Officers, LSP or LADO. The contact details are included in this document.

### **Actions to be followed if there are concerns about a child or young person** • All staff

members and homestays have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff, volunteer or homestays who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred must report it immediately to the DSL Mrs Pam Keracher (or, in their absence, the DDSL). Mr Peter Keracher

- Where there is risk of immediate harm, concerns will be referred immediately by telephone to the LSP Email [childprotection@UK.GOVPKC](mailto:childprotection@UK.GOVPKC)
- 
- Telephone [01738 476881](tel:01738476881) Or the Police
- 
- Less urgent concerns or requests for support, including for Early Help, will be sent by the DSL Mrs Pam Keracher to the Child Protection Officer in the Local Authority as per Tel in Contacts.
- The DSL Mrs Pam Keracher may also seek advice from Social Care or another appropriate agency about a concern if we are unsure how to respond to it.
- The DSL Mrs Pam Keracher will refer any safeguarding concerns that relate to an incident in Mrs Pam Keracher will keep the concern on file and will monitor the situation. Should the concern escalate, a referral will be made to the LSP, Local Authority Child Protection Officer.
- Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to consult with the LSP and/or Police for advice on when to share information with parents / carers.
- If a member of staff or homestay continues to have concerns about a child and feels the situation is not being addressed or does not appear to be improving, the staff member or homestay concerned should press for re-consideration of the case with the designated

safeguarding lead.

- If, for any reason, the DSL Mrs Pam Keracher (or DDSL) Mr peter Keracher is not available, or you do not feel that your concern is being taken seriously, this should not delay appropriate action being taken. Any individual may refer to the Local Authority Child Protection or Police where there is suspected or actual risk of harm to a child. The contact details are included at the beginning of this policy.
- Full records of reports and action taken will be maintained by the DSL Mrs Pamela Keracher, and securely stored in a specific safeguarding file.

### How SOGA will respond to Peer-on-Peer Abuse

**All** staff and homestays should be aware that children can abuse other children (often referred to as peer-on-peer abuse) and that it **can** happen both inside and outside of school or college and online. That may mean it happens whilst students are in the care of homestays. It is important that all staff and homestays recognise the indicators and signs of peer-on-peer abuse and know how to identify it and respond to reports.

All staff and homestays should understand, that even if there are no reports in their organisation it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have **any** concerns regarding peer-on-peer abuse, they should speak to their designated safeguarding lead (or deputy).

SOGA adopts a zero- tolerance to abuse. It is essential that **all** staff and homestays understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. It is recognised that it is more likely that girls will be victims and boys’ perpetrators, but all peer-on-peer abuse is unacceptable and will be taken seriously.

Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers.
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may

be standalone or part of a broader pattern of abuse.

- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- consensual and non-consensual sharing of nudes and semi nudes' images and or videos (also known as sexting or youth produced sexual imagery);
- Up- skirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

SOGA has the following procedures that help to minimise the risk of peer-on-peer abuse:

- Regular training for staff and homestays
- Educating students through our handbooks and through discussion
- Providing students with clear guidelines within the student handbook on how to raise a concern.
- Fostering effective channels of communication so that students feel comfortable approaching their homestay carer or guardian with any concerns.
- Effective communication between the DSL Mrs Pam Keracher (and DDSL) Mr Peter Keracher with the DSL in schools where students are placed.

In the event of a report of peer-on-peer abuse, staff and homestays should inform the DSL or DDSL as soon as possible.

#### How students can raise a concern

- It is important that students understand that any concern they raise will be treated seriously.
- Students will be encouraged to talk to any trusted adult, including school staff, their parents, homestay carer, their guardian or the guardianship organisation DSL Mrs Pam Keracher/ DDSL Mr Peter Keracher . This will be explained to them verbally, with a written reminder included in the student handbook.

#### How allegations will be recorded, investigated and dealt with

- All reports of peer-on-peer abuse will be made on a case-by-case basis with the DSL Mrs Pam Keracher or the DDSL Mr Peter Keracher taking a leading role using their professional judgement and supported by other agencies such as social care or the police as required.
- SOGA] asks staff and homestay to follow the procedures outlined within this policy for [receiving a disclosure from a child or young person](#) and for person. A template is



- forwarded to all Hosts/Homestays during the August updates.
- Where a report includes an online element SOGA will follow advice on searching, screening, and confiscation. Staff or homestays must not view or forward images unless unavoidable and only if another member of staff (preferably the DSL) is present. (The publication [\*Sharing nudes and semi-nudes: advice for education settings working with children and young people\*](#) section 2.10 explains the procedure to follow if it is felt that there is a clear reason to view such imagery.)
  - The DSL Mrs Pam Keracher will notify the DSL of the school that the student attends as soon as possible.

### Risk Assessment

When there has been a report of sexual violence, the DSL Mrs Pam Keracher (or DDSL) Mr Peter Keracher will make an immediate risk and needs' assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case by-case basis. The risk and needs' assessment should consider: Copy in the office, on file, under SOGA Templates and Documents.

- The victim, especially their protection and support.
- The alleged perpetrator; and
- All the other children (and, if appropriate, homestay family members) residing at a homestay, especially any actions that are appropriate to protect them.

Risk assessments will be recorded risk and needs' assessment and be kept under review.

The DSL Mrs Pam Keracher (or a DDSL) Mr Peter Keracher will ensure they are engaging with their LSP/Local Child Prevention Officer.

### How victims, perpetrators and any other children affected by peer-on-peer abuse will be supported

- SOGA will support students who have been involved in peer-on-peer abuse. This could include:
  - Maintaining regular contact with the student/s to check on their welfare and provide an opportunity to talk.(weekly check—in with DSL Mrs Pam Keracher by best method for student May 2022 we use WhatsApp.
  - Providing homestays and staff information on a need-to-know basis so that they can offer support where appropriate.
  - Working with the student's school to provide consistent support
  - Making available the details of charities and helplines who can help students who have been affected by peer-on-peer abuse.

### Management of the report

The DSL Mrs Pam Keracher will decide how any cases of peer-on-peer abuse should be managed, in line with LSP Local Child Protection Office . Depending on the severity, a report may be handled in the following ways:

Manage internally (including liaising with the students' school DSL where appropriate)

Report to the LSP Local Child Protection Officer: Where a child has been harmed, is at risk of harm, or is in immediate danger, then directly to Police.

Report to the police. Where a report of rape, assault by penetration or sexual assault is made, SOGA will consult with the police regarding how this case should be managed.

SOGA expects all staff and homestays to be clear on the policy and procedures with regards to peer on peer abuse outlined in this policy and the important role they must play in preventing it and responding where they believe a child may be at risk from it.

SOGA acknowledges that addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

## Allegations of abuse against a member of staff or homestay

### Allegations that meet the threshold

- This guidance should be followed where it is alleged that anyone working, volunteering, or hosting students for SOGA has:
  - behaved in a way that has harmed a child or may have harmed a child and/or.
  - possibly committed a criminal offence against or related to a child and/or.
  - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
  - behaved or may have behaved in a way that indicates they may not be suitable to work with children (known as transferable risk)
- If there is an allegation against a member of staff, volunteer or homestay, SOGA] will follow the guidance in the most recent version of *Keeping Children Safe in Education Part 4*.
- Allegations against a member of guardianship organisation staff, volunteers or homestays should be directed to Mrs Pam Keracher Director of SOGA 07762791805 who will act as “case manager”. Mrs Pam Keracher must contact the Child Protection Officer immediately and follow their advice. They **must not** investigate themselves. If the allegation is about the Mrs Pam Keracher, please contact the Child Protection Officer directly.

- SOGA will report promptly to the DBS any person whose services are no longer used for regulated activity because they have caused harm or posed a risk of harm to a child.
- Any historical allegations should be referred to the police.

### Allegations that do not meet the threshold

Low level concerns: SOGA has a Low-Level Concerns policy that outlines the processes we will follow to deal with concerns (including allegations) which do not meet the harm threshold set out above. We also have a staff code of conduct that explains professional boundaries. Staff, homestays and volunteers are expected to act within these boundaries, and in accordance with the ethos and values of SOGA. It is imperative that staff understand the importance of reporting any concerns that they may have.

Concerns may arise in several ways and from several sources. For example: suspicion; complaint; or disclosure made by a student, parent, or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold set out above. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Child Protection Officer.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
  - having favourites;
  - taking photographs of children on their mobile phone;
  - engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- or, • using inappropriate sexualised, intimidating, or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

The safety and wellbeing of students in our care is dependent on the vigilance of all our staff, volunteers and homestays and their prompt communication to the DSL Mrs Pam Keracher or DDSL Mr Peter Keracher of any concerns, no matter how small, about any conduct by an adult which causes you to doubt that adult's suitability to work with or have access to children. SOGA is conscious of its duty of care to students and will always act, including if alerted to the possibility of abuse arising from situations or persons outside our care. The notification and prompt handling of all concerns about adults is fundamental to safeguarding students. It helps to identify and prevent abuse and to protect adults against misunderstandings or misinterpretations. It also encourages openness, trust and transparency and it clarifies expected behaviours. Our separate Low Level Concern Policy outlines how we will manage and record any low-level concerns and take appropriate action to safeguard children.

### **How to receive a disclosure from a child or young person**

- Victims should be taken seriously, kept safe and never be made to feel like they are creating a problem for reporting abuse, sexual violence or sexual harassment
- Reassure the child and listen carefully – it is important that they know you believe them
- Do not say you will not say anything to anyone – in fact you have a duty to disclose this to another person so do not promise confidentiality
- Make sure you take detailed notes, write everything down. If you are unable to take notes at the time, you should do so as soon as you are able.
- Ask open questions if appropriate, do not lead the conversation to find out what has happened. Use words such as tell me, explain or describe, and allow the student to speak
- Avoid words such as what, why, how when – these will be asked by the relevant agency if appropriate.
- Ensure that you notify the police by calling 999 if you believe that the young person is at immediate or serious risk of harm
- Contact the DSL Mrs Pam Keracher or DDSL Mr Peter Keracher as soon as practicable and in any case within 24 hours
- If the disclosure is made out of hours, please use the emergency phone number 07762791805 .

### **Sharing Safeguarding Information**

There will be occasions when safeguarding information will need to be shared with other parties in order to safeguard the individual/s concerned. Information will be shared with guardianship

organisation staff, homestays/hosts and the school's DSL (of the school that the student attends) who 'need to know' and with children's social care, the safeguarding partners, other organisations, agencies, and practitioners as required. Staff and homestays must ensure that any confidential information shared with them remains confidential and is handled in line with our data protection policy.

SOGA will be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to the local authority children's social care.

All staff and homestays must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm. There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection.

All staff and homestays must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. However, staff and homestays are aware that matters relating to child protection and safeguarding are personal to children and families, in this respect they are confidential and the DSL and DDSL will only disclose information about a child to other members of guardianship organisation staff, homestays or the DSL of the school that the student attends on a need-to-know basis.

The DSL rs Pam Keracher will always undertake to gain parent/carers consent to refer a child to Social Care unless to do so could put the child at greater risk of harm or impede a criminal investigation.

### **Role of DSL and DDSL**

The DSL Mrs Pam Keracher will take lead responsibility for safeguarding and child protection (including online safety). This is explicit in the role holder's job description. This person has the appropriate status and authority within the guardianship organisation to carry out the duties of the post.

The DDSL is trained to the same standard as the DSL Mr Peter Keracher and the role is explicit in their job description.

### **The designated safeguarding lead is expected to:**

- refer cases of suspected abuse to the local authority children's social care as required.
- support staff and homestays who make referrals to local authority children's social care.
- refer cases to the Channel programme where there is a radicalisation concern as required

- support staff and homestays who make referrals to the Channel programme • refer cases

where a crime may have been committed to the Police as required. • act as a point of

contact with the three safeguarding partners.

- liaise with staff and homestays on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; DDSLMrs Peter Keracher to liase with DSL.Mrs Pam Keracher

- act as a source of support, advice and expertise for all staff and homestays.

- understand the importance of information sharing, both within the guardianship organisation, and with the safeguarding partners, the DSL for the school the student attends, other agencies, organisations, and practitioners

- encourage a culture of listening to students and taking account of their wishes and feelings, among all staff, Hosts, and volunteers and in any measures the guardianship organisation may put in place to protect them; and,

- understand the difficulties that students may have in approaching staff and homestays about their circumstances and consider how to build trusted relationships which facilitate communication.

- ensure the guardianship organisation’s child protection policies are known, understood, and used appropriately.

- ensure the child protection policy is reviewed annually in August and the procedures and implementation are updated and reviewed regularly,

- ensure the child protection policy is available for all relevant parties

- link with the safeguarding partner arrangements to make sure staff and homestays are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

### Contact Details for the DSL and DDSL

Role	Name	Telephone Number	Email

DSL	Mrs Pam Keracher	07762791805	<a href="mailto:pamkerachersoga@hotmail.co.uk">pamkerachersoga@hotmail.co.uk</a>
DDSL	Mr Peter Keracher		<a href="mailto:Pkeracher@outlook.com">Pkeracher@outlook.com</a>
24-Hour emergency contact	Scottish Overseas Guardianship 07762791805 <a href="mailto:pamelakeracher@gmail.com">pamelakeracher@gmail.com</a>	07762791805	<a href="mailto:pamkerachersoga@hotmail.co.uk">pamkerachersoga@hotmail.co.uk</a>

## Prevent

SOGA has a separate policy that outlines our procedure for Anti-Radicalisation and Prevent. This can be found Online Under Policies [www.scottishoverseasguardianship.co.uk](http://www.scottishoverseasguardianship.co.uk)

## Prevent Lead Contact Details

Mra	Name	Telephone Number	Email
Prevent Lead	Mrs Pam Keracher	0776291805	<a href="mailto:pamkerachersoga@hotmail.co.uk">pamkerachersoga@hotmail.co.uk</a>

## Record keeping

SOGA will keep full records of any safeguarding concern reported to them. All concerns, discussions and decisions made, and the reasons for those decisions, will be recorded in writing. Safeguarding records will be stored securely and separately to the general student files. These will be stored confidentially by the DSL Mrs Pam Keracher in either a locked cabinet (hard copies) or a password

protected file. Only the DSL Mrs Pam Keracher and DDSL Mr Peter Keracher will have access to these files.

Records will be detailed and accurate (either handwritten or using appropriate secure online software). These will include all concerns about a student even if there is no need to make an immediate referral and record the rationale for decisions made and action taken.

In summary, records should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

Copies of any correspondence or notes from conversations with the LSP Local Authority Child Protection Officer, school DSL or other external agency will be included in the file.

Soga will ensure that the indication of the existence of the additional child protection file is marked on the student file record. Information will only be shared in a need-to-know basis to safeguard the student.

If in doubt about recording requirements, staff or homestays should discuss with the DSL Mrs Pam Keracher (or DDSL) Mr Peter Keracher.

## **Training and updates**

SOGA will ensure that all staff and homestays/Hosts receive training and regular updates that is suitable for their roles. A formal record of all safeguarding training will be kept.

## **DSL and DDSL**

The DSL and DDSL will attend suitable face-to-face training as approved or provided by the Local Safeguarding Partners Local Authority Child Protection (LSP), AEGIS or the NSPCC. This training will be renewed every two years.

## **Other staff and homestays**

All other members of staff, volunteers and Homestays will receive appropriate safeguarding training



to an appropriate basic awareness level (previously referred to as level 1), every three years. This will either be done online or in person. Members of staff, volunteers and Homestays/Hosts who have already completed suitable safeguarding training for another provider that is still in date will not be required to re-train. In this case the DSL will still need to ensure that the person fully understands SOGA` own procedures for safeguarding.

All staff and homestays will receive regular safeguarding updates, at least once per year – normally in August. These will be given by the DSL. Mrs Pam Keracher

## **Whistleblowing**

SOGA has a separate policy that outlines the whistleblowing procedures. These protect staff members who report colleagues they believe are doing something wrong or illegal, or who are neglecting their duties.

## **Local Safeguarding Partnerships (LSPs) Scotland, Local Child Protection Officers**

SOGA will liaise with their Local Safeguarding Partnership (LSP) and work in partnership with other agencies in line with *Working Together to Safeguard Children*.

Partner schools have their own safeguarding policies. These can be found on their website and will include the contact details for their LSP. SOGA recognises that if any safeguarding concerns occurred whilst a student was in a homestay that was out of the school's county then a different/additional LSP arrangement would be required as well. In this case, SOGA will contact the relevant LSP and follow their procedures. The website below provides a link to all of the LSPs in the country:

<https://education.gov.scot/education-scotland/who-we-are/policies-and-information/safeguarding/>

Details can be found on the Local Authority website and for the areas SOGA operates in the table below.

In the event of any contact information difficulties then SOGA will call the police as they are one of the partners.

The company is aware of how to access local agency contacts; this includes Local Safeguarding Partnerships across the country and how to access locally agreed inter-agency procedures and guidance. In addition, the company is aware of the non-emergency reporting procedures via the

Local Authority Children's Services <https://learning.nspcc.org.uk/child-protection-system/scotland>  
Or Scottish Children's Reporter Administration <https://www.scra.gov.uk/contact-us/>

or by telephoning the non-emergency Police number 101. For emergency situations, the company is aware of the need to contact the relevant police force for the area by dialling 999, .

### **Contact Details for LSPs and LADOs across the areas that SOGA Use can be found at the beginning of this Policy**

### **Liaison with parents/ agents and partner schools**

- The guardianship organisation may be required to share confidential safeguarding information with the DSL of the school or college that the student attends. When a student moves school or college, safeguarding information may be shared with the DSL of the new school. All schools and colleges have their own safeguarding and child protection policies that outline their procedures. These can be found on their websites.
- Whilst the guardianship organisation will work openly with parents as far as possible, it reserves the right to contact the LSP or the police, without notifying parents if this is believed to be in the child's best interests.
- SOGA will not usually share safeguarding information with agents unless it is necessary to safeguard the student. In this case information will be provided on a need-to-know basis and on the understanding that it should be kept strictly confidential.

### **Further Detail on specific types of abuse**

The following information is taken from *Keeping Children Safe in Education* (2021). It has been edited so that where appropriate, references to schools and colleges has been replaced with reference to guardianship organisations. This is to make it more relevant to the reader. Please refer to annex B of [Keeping children safe in education 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90222/keeping-children-safe-in-education-2021.pdf) for further details, including additional types of abuse.

### **Safeguarding issues**

All staff and homestays should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nudes and semi-nudes images and/or videos can be signs that children are at risk. Other safeguarding issues all staff should be aware of include:

**Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)** Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

### **Child Criminal Exploitation (CCE)**

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county 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.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence, or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Further information about CCE including definitions and indicators is included in Annex B of *Keeping Children Safe in Education*.

### **Child Sexual Exploitation (CSE)**

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media.

CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16

and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

Further information about CSE including definitions and indicators is included in Annex B.

## **Mental Health**

All staff and homestays should be aware that 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. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Guardianship staff and homestays, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff and homestays are aware of how these children's experiences, can impact on their mental health, behaviour, and education.

Guardianship organisations can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. More information can be found in the mental health and behaviour in schools guidance, guardianship organisations may also wish to follow this guidance as best practice. Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among children. This may be of use to guardianship organisations. See [Rise Above](#) for links to all materials and lesson plans.

If staff or homestays have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy, and speaking to the designated safeguarding lead or a deputy.

## **Sexual violence and sexual harassment between children in schools and colleges**

### **Context**

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, likely, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and face to face (both physically and verbally) and are never acceptable.

It is essential that **all** victims are reassured that they are being taken seriously and that they will be

supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Staff and Hosts should be aware that some groups are potentially more at risk. Evidence shows girls, children with special educational needs and disabilities (SEND) and LGBT children are at greater risk.

Staff and homestays should be aware of the importance of:

- challenging inappropriate behaviours;
- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

## What is sexual violence and sexual harassment?

### Sexual violence

It is important that guardianship organisation staff, homestays and any volunteers are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way and that it can happen both inside and outside of school/college. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003/135 as described below:

**Rape:** A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

**Assault by Penetration:** A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

**Sexual Assault:** A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. (Schools should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent, or touching someone’s bottom/breasts/genitalia without consent, can still constitute sexual assault.)

**Causing someone to engage in sexual activity without consent:** A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not

consent to engaging in the activity, and A does not reasonably believe that B consents. (This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.)

**What is consent?** Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice. Further information about consent and further information can be found here:

<https://www.rapecrisisscotland.org.uk> and <https://www.rapecrisisscotland.org.uk/prevention> a child under the age of 13 can never consent to any sexual activity;

- the age of consent is 16; 138
- sexual intercourse without consent is rape.

#### Sexual harassment

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school/college. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include , consensual and non-consensual sharing of nudes and semi nudes images and/or videos. As set out in [UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) (which provides detailed advice for schools and colleges) taking and sharing nude photographs of U18s is a criminal offence;

o sharing of unwanted explicit content;

- o upskirting (is a criminal offence);
- o sexualised online bullying;
- o unwanted sexual comments and messages, including, on social media;
- o sexual exploitation; coercion and threats.

### Upskirting

The Voyeurism (Offences) Act 2019, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any sex, can be a victim.

**The response to a report of sexual violence or sexual harassment** The initial response to a report from a child is incredibly important. How a school, college or guardianship organisation responds to a report can encourage or undermine the confidence of future victims of sexual violence and sexual harassment to report or come forward. Schools, colleges and guardianship organisations not recognising, acknowledging or understanding the scale of harassment and abuse and/or downplaying of some behaviours can actually lead to a culture of unacceptable behaviour. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

If staff or homestays have a concern about a child or a child makes a report to them, they should follow the referral process as set out from paragraph 55 in Part one of *Keeping Children Safe in Education*. As is always the case, if staff or homestays are in any doubt as to what to do they should speak to the designated safeguarding lead (or a deputy).

### Serious violence

All staff and homestays should be aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation (see above).

All staff and homestays should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently

excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery. Advice for schools and colleges is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance. This is also useful advice for guardianship organisations.

### Children missing from education

All staff and homestays should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should contact the students' school or college should they suspect a student is missing from education. The school or college will have a procedure for reporting this absence.

### County lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of "deal line". This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), further and higher educational institutions, pupil referral units, children's homes and care homes.

Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

Several the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- go missing and are subsequently found in areas away from their home.
- have been the victim or perpetrator of serious violence (e.g. knife crime);
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs.
- are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection.
- are found in accommodation that they have no connection with, often called a 'trap house or



cuckooing' or hotel room where there is drug activity.

- owe a 'debt bond' to their exploiters.
- have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the [Home Office](#).

### Modern Slavery and the National Referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Modern Slavery Statutory Guidance. Modern slavery: how to identify and support victims - GOV.UK ([www.gov.uk](http://www.gov.uk))

### Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer).

Cyber-dependent crimes include.

- unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;
- denial of Service (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources; and,
- making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If there are concerns about a child in this area, the designated safeguarding lead Mrs Pam Keracher (or a deputy) Mr Peter Keracher, should consider referring into the **Cyber Choices** programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Note that **Cyber Choices** does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on line bullying or general on-line safety.

Additional advice can be found at: [Cyber Choices](#), ['NPCC- When to call the Police'](#) and [National Cyber](#)

## **So-Called 'honour'-based abuse (including Female Genital Mutilation and Forced Marriage)**

So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

### **Actions**

If staff or homestays have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or deputy). As appropriate, the designated safeguarding lead (or deputy) will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers that requires a different approach (see annex B of *Keeping Children Safe in Education* for further details).

### **FGM**

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequences.

Whilst all staff or homestays should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers (and also regulated health and social care professionals in England and Wales). If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police. See Annex B of *Keeping Children Safe in Education* for further details.

### **Forced marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some

perpetrators use perceived cultural practices as a way to coerce a person into marriage. Schools, colleges and guardianship organisations can play an important role in safeguarding children from forced marriage.

The Forced Marriage Unit has published [statutory guidance](#) and [Multi-agency guidelines](#), pages 32-36 of which focus on the role of schools and colleges. Staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email [fmu@fcdo.gov.uk](mailto:fmu@fcdo.gov.uk).

## Domestic Abuse

Domestic abuse The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected” (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government will issue statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of peer on peer abuse is sometimes referred to as ‘teenage relationship abuse’. Depending on the age of the young people, this may not be recognised in law under the statutory definition of ‘domestic abuse’ (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. The Act’s provisions, including the new definition, will be commenced over the coming months.

Guardianship organisation should be aware that students could potentially experience domestic abuse both in their own homes or whilst staying with homestays.

## Online safety

It is essential that children are safeguarded from potentially harmful and inappropriate online material.

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- **content:** being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If [Name of GO] feels our students or staff are at risk, we will report it to the Anti-Phishing Working Group (<https://apwg.org/>).

SOGA recognises the risks posed to students online. Further information can be found in the online safety and bullying (including cyber-bullying) policies.

SOGA can provide training for staff, Hosts, and volunteers on online safety.

## Review

We are committed to reviewing our policy and good practice

annually. This policy was last reviewed on: ...31<sup>st</sup> August 22...(date)

Signed: ...*Pam Keracher*...

Date: ...15<sup>th</sup> April

CHILD PROTECTION REPORT FORM (Next Page

**Appendix 1: Incident Form Template of Child Protection Report Form.**

<b>CHILD PROTECTION RECORD – Report of a Concern</b>
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Date of record:	
Date of incident:	

Name of referrer:		Role of referrer:	
Student name:			
Details of concern:	<ul style="list-style-type: none"> <li>• <i>use initials for other children / young people involved, unless there is a specific need to name them in full</i></li> <li>• <i>contemporaneous notes, if taken, may be attached to this form</i></li> </ul>		
Reported to:		Role of person reported to:	
Signed:			

**For DSL/ DDSL use:**

Action taken:		Advice sought: <i>(from whom and what was advice given)</i>	
Concern / referral discussed with parent / carer?		<i>If not, state reasons why – if yes, note discussion with parent</i>	
Referral made:		<i>If not, state reasons why – if yes, record to whom and any action agreed</i>	
Feedback to referring member of staff or homestay:			<i>By whom</i>
Response to / action taken with student:			<i>By whom</i>
Name and contact number of key workers:			
Name and contact details of GP:			

<p>Other notes / information / concerns:</p>          <p>Any other action required:</p>	
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