



# CuedIn

## Child Safeguarding Policy

### *Introduction*

CuedIn Consulting Limited (“CuedIn”) provides consults and independent social work services with families, professionals and organisations and is committed to a practice which safeguards and promotes the welfare of children. Staff in this organisation accept, recognise and take seriously our responsibilities to develop awareness of issues that cause children and young people harm and adhere to our statutory requirements and best practice guidelines.

CuedIn recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, children are kept safe from harm. CuedIn understands that some children and young people are more vulnerable to being abused and are minded to ensuring all children are protected.

CuedIn will safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for all staff;
- Sharing information about child protection and good practice with clients and staff;
- Sharing information about concerns with agencies who need to know and involving parents, carers and children appropriately;
- Following carefully the procedures for safer recruitment in the selection of any staff;
- Providing effective management oversight for staff through supervision, support and training;

### *Monitoring*

The policy will be reviewed a year after development and then annually, or in the following circumstances:

- changes in legislation and/or government guidance;
- as required by the Local Safeguarding Children Board (ISCP);
- as a result of any other significant change or event.

This policy applies to all staff, directors and clients, including children and young people involved with CuedIn.



### ***Policy Statement***

It is the policy of CuedIn to safeguard the welfare of all children and young people in our care by identifying and protecting them from all forms of abuse including physical, emotional and sexual harm and to recognise when early help may be beneficial.

This organisation is committed to creating a safe environment in which children and young people can feel comfortable and secure while engaged in any interaction or session with CuedIn.

### ***Named person for child protection***

The following members of staff is the designated safeguarding officer ("DSO"):

Emma Beaven (Director)

[emma@cuedin.co.uk](mailto:emma@cuedin.co.uk)

07781425524

They should be contacted for support and advice on implementing this policy and procedures. These procedures are kept on CuedIn's website and on a secure cloud system; copies can be requested by email.

### ***Definitions***

‘Child and ‘young person’: In England, Northern Ireland, Wales and Guernsey, a child is anyone who has not yet reached their 18th birthday. Throughout this Policy, the terms ‘child’, ‘children’, ‘young people’, ‘young person’ are used to refer to all those under the age of 18 (Except for Part V of the criminal law, dealing with remand, where the age is under 17). This includes young people aged 16 and 17 who are living independently; their status and entitlement to services and protection under The Children (Guernsey and Alderney) Law, 2008 is not altered by the fact that they are living independently.

‘Adult’: defined as a person aged 18 years or over.

‘Staff’: refers to all those working for or on behalf of CuedIn, full time or part time, either in a paid or voluntary capacity.

‘Parent’ and ‘caregiver’: refers to birth parents and other adults who are in a parenting role, for example step-parents, extended family/kinship carers, foster carers and adoptive parents.

‘Clients’: refers to anyone utilising CuedIn’s services.



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

‘Contextual Safeguarding’: Contextual Safeguarding is an approach to understanding, and responding to, young people’s experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. (Contextual Safeguarding Network 2019)

### *Types of Abuse*

The following definitions of abuse have been extracted from Working Together to Safeguard Children 2018, guidance from the Department for Education as well as additional research and statutory guidance:

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 another child or children.” (Department for Education, 2018)

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)
- ensure access to appropriate medical care or treatment
- provide or respond to a child’s basic emotional needs.” (Department for Education, 2018)

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” (Department for Education, 2018).



‘Sexual abuse: “Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.” (Department for Education, 2018).

Furthermore, there is no single agreed definition of Child Sexual Abuse (CSA) within the family environment (also known as Intra-familial Child Sexual Abuse), but in addition to abuse by a relative (such as a parent, sibling or uncle), it may also include abuse by someone close to the child in other ways (such as a step-parent, a close family friend or a babysitter) (BANES LSCB Procedures Manual, 2019).

In addition, Harmful Sexualised Behaviour can be defined as 'sexual behaviours expressed by children and young people under the age of 18 years old that are developmentally inappropriate, may be harmful towards self or others, or be abusive towards another child, young person or adult'. (Hackett 2014: Children and Young People with Harmful Sexual Behaviours). Staff should also be aware of Technology Assisted Harmful Sexualised Behaviours.

Child Sexual Exploitation: “Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.” (Department for Education, 2018)



Emotional abuse: “The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.” (Department for Education, 2018).

CuedIn also recognises spiritual/faith abuse, child victim’s of trafficking or modern slavery, extremism, child criminal exploitation, county Lines, radicalisation, female genital mutilation (FGM), forced marriage (FM) and honour based violence, bullying, self-harm and cyber-bullying.

As with all the definitions of abuse, it is possible that signs and symptoms of one type of abuse might (but not always) indicate that another type of abuse is also occurring. Therefore, it is crucial that all staff at the CuedIn have an awareness that abuse is complex and can take many forms and therefore reporting the signs of abuse is crucial.



### **Guidelines**

Staff must at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of CuedIn. When we come across children and young people in any capacity, staff are committed to:

- Treating children and young people with respect and dignity
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person
- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate
- language used by a young person or child or an adult working with young people
- Respect a young person's right to privacy

Whilst our work is predominantly with parents or caregivers, our staff will come across children and young people in our day to day work, and undertake direct work with children or young people on a 1:1 basis. In any and all occasions where we interact with children and young people, we will endeavour to ensure the following:

- that the doors are seldom closed
- blinds are kept up
- their parents/caregivers' have provided consent.

When meeting, every effort is made to keep this as open as possible with parents and caregivers.

When it comes to physical contact, staff should never engage in sexually provocative or rough physical games, including horseplay, allow, or engage in, inappropriate touching of any kind or do things of a personal nature for a child or a young person that they can do for themselves. In the unlikely situation if this were to arise, for example, where a child or young person has limited mobility, CuedIn staff should where ever possible seek a child or young person's parent or caregiver when dealing with such an incident.



In general, staff should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse or child protection issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.

### ***Conflict of Interests***

Staff discuss any conflict of interest they might have with the Director and/or their clinical supervisor and how they can minimise their effects.

### ***Sharing information***

Good communication is essential in any organisation. At CuedIn every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the management to ensure that information is available to, and exchanged between, all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis. For more information about Information Sharing, refer to the ISCP: 'Information Sharing. Advice for practitioners providing safeguarding services to children, young people, parents and carers. <http://iscp.gg/>

Staff should be aware of and adhere to CuedIn's Privacy Policy.

### ***Children & Young People***

Children and young people have a right to information, especially any information that could make life better and safer for them. CuedIn will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, CuedIn staff will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.



### ***Parents and caregivers***

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that they are involved with a credible organisation. We achieve this by

- Publicising relevant information on our marketing materials, social media and our website – [www.cuedin.co.uk](http://www.cuedin.co.uk).

Providing the name of the designated child protection officer on request;

- Publishing a full copy of the Child Safeguarding Policy on our website.

### ***Staff***

As an organisation, which offers support and guidance to families, it is imperative that any person who is employed or contracted to work for CuedIn is aware of their responsibilities under The Children (Guernsey and Alderney) Law 2008 and has a working knowledge of CuedIn's procedures. Any person working for CuedIn will receive updated training in Child Protection every three years.

### ***Other Bodies***

A copy of our Child Protection Policy will be made available to any other appropriate body upon their request.





### ***Responding to a disclosure – procedures for staff***

Staff are always to be mindful that it can take a lot of courage for a child or young person to disclose that they have experienced harm or are being abused or neglected. They may have been told or believe that the abuse was their fault, they may have little trust in adults or those in positions of authority, or they may have been threatened as to what might happen if they were to tell someone of what happened / is happening to them.

If you're in a situation where a child discloses abuse to you, there are a number of steps you can take:

- Allow the child or young person to speak freely – allow the child to speak without interruption
- Listen carefully to the child: avoid expressing your own views on the matter.
- Remain calm and do not overreact – the child may stop if they feel that they are upsetting you
- Offer the child reassurance without making promises, and take what the child says seriously, for example saying “you are doing the right thing in talking to me”
- Never guarantee absolute confidentiality, as child protection will always have precedence over any other issues.
- Do not question them directly on the matter.
- Accept what is said – it is not your role to investigate or question – do not ask investigative questions such as “did your \_\_\_\_ do it? Or “what does the child’s parent think of this?”
- Only genuine non-directing, open questions can be asked. Staff may ask ‘who? what? where? when? and how?’ If clarification is needed they need to use “... tell me more ....; explain....., describe ....”
- Alleviate feelings of guilt and isolation, whilst passing no judgement
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell in an age appropriate way.

After the conversation, in any case where a disclosure is made, or someone in CuedIn has concerns, a record should be made by the staff member. Record the discussion or actions taken on CuedIn’s Safeguarding Reporting Form as soon as possible after the disclosure, within 24 hours. Contact the DSO for advice / guidance without delay.



The DSO may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral to a Local Authority Safeguarding Team. In the unlikely event the Designated Person is not available the member of staff with the concern should make a referral to relevant organisation (MASH) themselves and should inform the DSO as soon as possible.

When reporting the concerns, use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say. Details on the reporting form must include, as far as practicable:-

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record their name and role and the following details;
- What has prompted the concerns?
- Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed onto, in order that appropriate action is taken? E.g. school,
  - designated officer, children's social care
- Has anyone else been consulted?
- Are there any physical signs of abuse or harm? Please use the body map to record observations, even if they seem inconclusive.

There may be occasions when you suspect that a child may be at serious risk of harm, but you have no evidence or conclusive signs. You may have noticed this due to a variety of factors but in these circumstances, you should try to give the child the opportunity to talk. You can use the Safeguarding Reporting Form to record any early concerns.



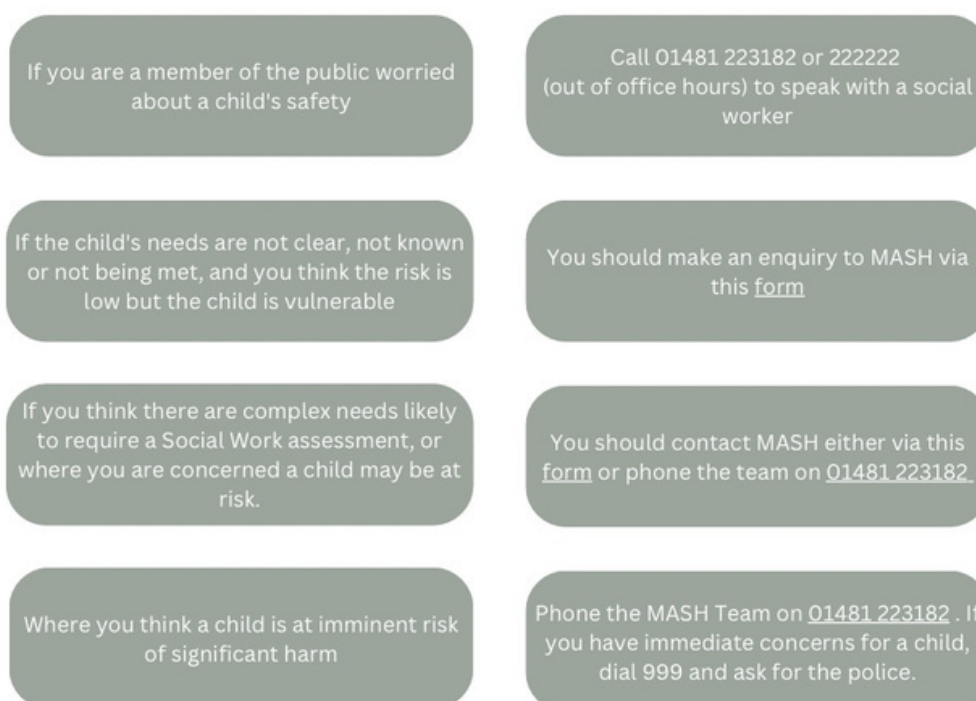
Upon receipt of a disclosure from a member of staff or visitor the DSO will decide whether to make a referral to MASH if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents / carers will be informed that a referral is being made, unless to do so would increase the risk to the child.

If a child discloses physical or sexual abuse, or where the alleged perpetrator is either a family member or someone resident within the household, the DSO must consult with a Duty Social Worker before informing the parents/carers, unless the child or young person is subject to a Child Protection Plan, in which case the DSO must contact the allocated Social Worker. The Social Worker should advise who should be contacted in relation to the concern, who should make that contact and when the contact should be made.

### ***Reporting allegations or suspicion of abuse***

All action is taken in line with the [Islands Safeguarding Children Partnership](http://www.icpc.gg/) (ISCP) <http://www.icpc.gg/>.

The following procedure should be followed in the event of a child making a disclosure of significant harm, or if the DSO believes that a child is suffering or at risk of suffering significant harm:





Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

If CuedIn works with families outside of the Bailiwick of Guernsey it is important to note that the Designated Safeguarding Officer (DSO) should refer to local safeguarding procedures relevant to the area in which the child or adult lives. The DSO should familiarise themselves with these procedures and contact the client's local Safeguarding Team for advice or to make a referral.

### ***Alleged abuse by staff***

When an allegation is made against a member of staff, then the allegation must be passed to your DSO or, if the allegation concerns them both, direct to the MASH team on 01481 223182 or the Emergency Duty Team on 01481 222222.

CuedIn's DSO and Directors will make an immediate decision about whether any individual accused of abuse should be temporarily suspended from operation pending further inquiries. Irrespective of the findings of the social services or police inquiries CuedIn's nominated DSO will assess all individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled. The welfare of the child will remain of paramount importance throughout.

### ***Recruitment and Training***

CuedIn recognises that anyone may have the potential to abuse children in some way and that reasonable steps should be taken to ensure unsuitable people are prevented from working with children. Any members of staff being employed by CuedIn at any point are required to have the following checks made:

- An enhanced disclosure and barring (DBS) check, including child and adult barring lists;
- Written professional references from up to 2 individuals or organisations.
- Their qualifications and experience should be substantiated.
- CuedIn's requirements and their responsibilities should be clarified.
- They should agree to work within CuedIn's policies and procedures, including this Safeguarding Children Policy in which procedures are explained.



All members of staff will be accountable for their practice through regular reflective supervision with their line manager and/or clinical supervisor as appropriate. CuedIn also requires that any staff it employs to:

- recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

The DSO must receive regular training in Child Protection which is available from the [Island Safeguarding Children Partnership \(ISCP\)](#).

All staff shall have access to appropriate training on a regular basis, at least every 3 years.

### ***Record Keeping***

All records, information and confidential notes will be kept on a secure client management system with each staff member having appropriate access to cases. Please see CuedIn's privacy Policy for more details on record keeping.

### ***Further information***

For further information about what to do if you are worried a child is being abused, see the [Island Safeguarding Children Partnership \(ISCP\)](#) website ([www.iscp.gg](http://www.iscp.gg)).

If you are concerned about an adult, please see our Adult Safeguarding Policy on the website.

*This Policy is intended to be easily understood and to offer a clear statement of our intentions and actions. It is important that all those who come into contact with or are employed by CuedIn can implement this policy. Please contact Emma Beaven, [emma@cuedin.co.uk](mailto:emma@cuedin.co.uk), if you would like more information, clearer guidelines, or to suggest appropriate changes to the policy and its wording.*