

Safeguarding Policy (incorporating child protection)			
Approval Date	01/09/2023	Review Date:	01/09/2024
DSL	Sarah Potter & Jim Rymer	Signed (DSL)	<i>Sarah Potter</i> <i>Jim Rymer</i>

Updates:	<ul style="list-style-type: none"> ● FGM information added 22.1.22 ● Updated safeguarding recording 04.02.2022 page 11 ● Updated DSL 19.4.22 ● KCSIE update 6.9.22 ● updated DSL 14.8.23 ● KCSIE update 14.8.23
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1. Purpose and Aims

The purpose of Verbatim's safeguarding policy is to ensure every child who is registered with us is safe and protected from harm. This means we will always work to:

- Protect children and young people in our setting from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our setting grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at Verbatim to have the best outcomes.

This policy will give clear direction to the team, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children Verbatim.

Verbatim fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered at Verbatim. The elements of our policy are prevention, protection and support.

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from arranged sessions. Therapists and teachers will regularly liaise with the Designated Safeguarding Lead to discuss all session absences to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

This policy applies to all clients, team members, volunteers and visitors.

2. Ethos

The child's welfare is of paramount importance. Verbatim will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at Verbatim will be able to talk freely to any member of the team if they are worried or concerned about something.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that the team at Verbatim play a particularly important role as they are delivering therapy to children who have suffered trauma and in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All team members are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, team members must always act in the **best interests** of the child.

The team and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

Throughout our therapy and therapeutic education we will provide opportunities for children to develop the skills they need to identify risks and stay safe.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2018 - updated 2022)) and the Norfolk Multi Agency Safeguarding Partnership arrangements.

As part of our responsibilities for safeguarding and promoting the welfare of children, we will provide a coordinated offer of early help when additional needs of children are identified. These may include if a child:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to antisocial or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

3. Roles and Responsibilities

Role	Name	Contact
Alternative Provision Coordinator (DSL)	Sarah Potter (AP Coordinator)	07530739059
Alternative Provision Coordinator (DSL)	Jim Rymer (Director)	07585563977

It is the responsibility of every member of the team, volunteer and regular visitor to our setting to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils in our setting. This includes the responsibility to provide a safe environment in which children can learn.

The Directors

At Verbatim the directors are responsible for:

- Being the designated safeguarding leads (DSL);
- Identifying alternate team members to act as the Designated Safeguarding Lead (DSL) in their absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures are followed by all team members, particularly concerning referrals of cases of suspected abuse and neglect;
- Ensuring that all practitioners and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of the team or volunteer.
- Provide advice and support to other practitioners on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.
- Making themselves available for practitioners to discuss safeguarding concerns.
- Represent Verbatim at child protection conferences and core group meetings. Through appropriate training, knowledge and experience the DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.
- Maintain written records and child protection files ensuring that they are kept confidential and stored securely.
- Responsible for ensuring that all team members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all practitioners, volunteers and regular visitors have received appropriate child protection information during induction and have received appropriate training.
- The safeguarding policy is in place and is reviewed annually, is available publicly via our website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Partnership policies and procedures;
- Verbatim contributes to inter-agency working in line with Working Together to Safeguard Children (2018);
- Taking the lead responsibility for safeguarding and child protection and that there is at least one deputy DSL(s) who is an appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role.
- All practitioners receive a safeguarding induction and are provided with a copy of this policy and code of conduct.
- All practitioners undertake appropriate child protection training that is updated annually;
- Procedures are in place for dealing with allegations against members of the team and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the Norfolk Safeguarding Children Partnership guidance.

4. Training and Induction

When new practitioners join Verbatim they will be informed of the safeguarding arrangements in place. They will be given a copy of our safeguarding policy along with the code of conduct, Pt 1 of *'Keeping Children Safe in Education'* (2023) and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. All practitioners are expected to read these key documents and will sign digitally to say they have done so. They will also be shown how to access, use and complete our electronic safeguarding recording form and told that once it is submitted the DSL will be alerted immediately.

Every new member of the team or volunteer will have an induction period of 3 months that will include essential safeguarding information. This programme will include safeguarding training through either the Safer Programme or High Speed training, relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind our team and volunteers of their responsibility to safeguard all children and the remit of the role of the Designated Safeguarding Lead. The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children. Practitioners will also receive on-line safety training as this is part of the overarching safeguarding approach of our setting.

In addition to safeguarding induction, we will ensure that mechanisms are in place to assist practitioners to understand and discharge their role and responsibilities as set out in Pt 1 of *'Keeping Children Safe in Education'* (2023). In order to achieve this we will ensure that:

- all members of the team will undertake appropriate safeguarding training on an annual basis and we will evaluate the impact of this training;
- all team members receive regular safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;

All regular visitors, temporary team member and volunteers to our setting will be given a set of our safeguarding procedures; they will be informed of who our Designated Safeguarding Leads are and what the recording and reporting system is through a Verbatim safeguarding leaflet.

The DSLs and any other senior member of the team who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Partnership at least once every three years. The DSL and alternate will attend Designated Safeguarding Lead (DSL) training every two years. In addition to formal training, DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role.

We actively encourage all of our team to keep up to date with the most recent local and national safeguarding advice and guidance, Annex B of *'Keeping Children Safe in Education'* (2023) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Child Criminal Exploitation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Partnership (www.norfolklscp.org.uk)

5. PROCEDURES FOR HANDLING DISCLOSURES

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

It is important that team members remember to: stay calm, listen and be supportive, not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions, not stop or interrupt a child who is recalling significant events, never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe, avoid criticising the alleged perpetrator, tell the child what must be done next (the safeguarding process must be followed), Record what was said immediately as close to what was said as possible. record what was happening immediately before the child disclosed, be sure to sign and date the digital record, contact the designated person immediately, seek support

6. PROCEDURES FOR MANAGING CONCERNS

Verbatim adheres to child protection procedures that have been agreed locally through the Norfolk Safeguarding Children Partnership. Where we identify children and families in need of support, we will carry out our responsibilities in accordance with [Norfolk Local Assessment Protocol](#) and the [Norfolk Threshold Guidance](#).

Due to the nature of the work we carry out at Verbatim it is often the case that children come to us with existing safeguarding concerns or have an assigned social worker. A registration form is completed before children start receiving treatment to ensure we are fully informed of any existing concerns.

Every member of the team that works with children at Verbatim is advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, team members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

All team members are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that practitioner record and pass on concerns in accordance with this policy immediately to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

It is *not* the responsibility of the Verbatim team to investigate welfare concerns or determine the truth of any disclosure or allegation. All team members, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern. Any team member or visitor to Verbatim who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to either of the DSLs. In the absence of either of the above, the matter should be brought to the attention of the most senior member of the team.

All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1).

Following receipt of any safeguarding concern, the DSL will make contact with the team member who logged the concern and from this will then contact the commissioner (School, AES/Section 19 team or Virtual Schools for children in care or Social Worker) to inform them of the disclosure and any action that may need to be taken. All conversations will be recorded on the appropriate form, dated and any actions recorded and then updated. The DSL, in consultation with the commissioner, will consider what action to take and seek advice from the Norfolk Children's Advice & Duty Service (CADS) on 0344 800 8021 as required. All information and actions taken, including the reasons for any decisions made, will be fully documented on the concerns form an

CADs 0344 800 8021 - we will be put through to a Social Worker who will take all of the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this. The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police. We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared and the action agreed. We do not need to send a written referral. Full details on this process can be found at www.norfolkscb.org under 'How to Raise a Concern'. We understand if we are unhappy about a decision made by CADS or MASH we can use the Resolving Professional Disagreements policy on www.norfolkscb.org and contact the Safer Programme for more advice on this process.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Norfolk CADS immediately. Anybody can make a referral in these circumstances. If the child's situation does not appear to be improving the team member with concerns should press for reconsideration by raising concerns again with the DSL. Concerns should always lead to help for the child at some point.

The team should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Norfolk CADS, or the police if:

- the situation is an emergency and the designated senior person, their alternate and the directors are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.

Any member of the team who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Director. If any member of the team who does not feel the situation has been addressed appropriately at this point should contact Norfolk CADS directly with their concerns.

Within therapy sessions

Therapy clients understand that if, in the therapist's professional opinion, they feel that the client or another person is at imminent risk, they are professionally bound to report any concerns to an appropriate authority. In the first instance, the therapist will discuss their concern with the Designated Safeguarding Lead and their Clinical Supervisor at Verbatim, who will then make the decision as to whether the case merits further intervention from another agency. Should this situation arise, they will always endeavour to make the client aware of their intention before doing so. Due to the nature of therapy, it is likely that the team is made aware of potential safeguarding risks at the time of referral. If the therapist (with consultation from their clinical supervisor and DSL), feel that an ongoing safeguarding issue is not increasing in risk nor escalating, they may decide to hold this within the therapeutic

relationship to monitor. Likewise, if the therapist feels that the risk of harming the therapeutic relationship outweighs the safeguarding risk, they may decide (with consultation from their clinical supervisor and DSL), to hold within the therapeutic relationship and monitor. The therapist will still document the safeguarding concern internally using the safeguarding reporting and take further action if the risk increases, if the situation escalates or if the therapist no longer feels it's appropriate to hold.

7. Specific Safeguarding Issues

Contextual safeguarding

At Verbatim we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of the setting's environment and/or can occur between children outside of the setting. This is known as contextual safeguarding. It is key that the Verbatim team are aware of the definition of contextual safeguarding and when reporting concerns, they include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

We recognise that children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in team training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

At Verbatim we recognise that a previously looked after child potentially remains vulnerable and all practitioners should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together, and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

Child Sexual Exploitation (CSE)

At Verbatim we recognise that Child Sexual Exploitation is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person 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. Child sexual exploitation does not always include physical contact, it can also occur through the use of technology.

Child Criminal Exploitation (CCE): County Lines

At Verbatim we understand that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

So-called 'honour-based violence (including Female Genital Mutilation and Forced Marriage

At Verbatim we recognise that our team are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training.

If practitioners have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. See folder with guidance on FGM. At Verbatim we recognise that 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 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. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email fm@fco.gov.uk

Preventing radicalisation and extremism

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At Verbatim, we will ensure that:

- Through training, the team have an understanding of what radicalisation and extremism is, why we need to be vigilant at Verbatim and how to respond when concerns arise.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet at Verbatim by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact within our setting for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with [Norfolk Channel procedures](#) and will represent our setting at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

Child on Child abuse

We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all practitioners and volunteers remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same [safeguarding children procedures](#) will apply in respect of any child who is suffering or likely to suffer significant harm. The team must never tolerate or dismiss concerns relating to child on child abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.

The Verbatim team are trained so that they are aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- upskirting
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

The team will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about child on child abuse. The DSL will respond to any concerns related to child on child abuse in line with guidance outlined in Part five of 'Keeping Children Safe in Education' and '[Sexual violence and sexual harassment between children in schools and colleges](#)' (May 2018). We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

We will work with other agencies as required to respond to concerns about sexual violence and harassment. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren). Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children attending Verbatim whilst safeguarding other children and the victim, delivery of early intervention in respect of HSB and/or referral to [The Harbour Centre Sexual Assault Referral Centre](#) (SARC) where a pupil discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or practitioners need to speak to a Crisis Worker for help & advice. Referral forms can be found on The Harbour Centre website.

Safeguarding responses to children who go missing

At Verbatim the team should be aware of the safeguarding responsibilities for children who do not attend sessions, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

At Verbatim we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who missing:

- Record is kept of every session a child misses;
- Every effort is made to contact parents/ carers or responsible adults to follow up on missed sessions;
- We hold at least two emergency contact numbers for each child who is receiving therapy at Verbatim.
- The team member will alert DSLs to any concerns raised regarding children who miss sessions;
- The DSLs will meet regularly with the team to ensure that each response is thorough and takes into account all the relevant information about individual children;
- When a child completes their therapy, or block within the Alternative Provision, with Verbatim we will pass on all safeguarding files to the setting/commissioner who made the initial referral.

8. RECORDS AND INFORMATION SHARING

If the team are concerned about the welfare or safety of any child at Verbatim they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

Any information recorded will be kept in a separate folder electronically, only accessible by the management team. These files will be the responsibility of the DSL. Child protection information will only be shared within Verbatim on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

Child protection information will only be kept in a folder electronically and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

When a child leaves Verbatim, the DSL will make contact with the DSL at the setting, or with the commissioner, which made the referral and will ensure that the child protection file is forwarded in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred;

this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

9. WORKING WITH PARENTS & CARERS

Verbatim is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

When a new child attends Verbatim, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the Verbatim website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Norfolk CADS.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

We will seek to share with parents any concerns we may have about their child *unless* doing so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns that Verbatim has about a child will not prevent the DSL making a referral to Norfolk CADS in those circumstances where it is appropriate to do so.

In order to keep children safe and provide appropriate care for them, Verbatim requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from Verbatim (if different from the above).

Verbatim will retain this information on the pupil file and will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and Verbatim has been supplied with the adult's full details in writing.

10. CHILD PROTECTION CONFERENCES

Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

Team members may be asked to attend a child protection conference or core group meetings on behalf of Verbatim in respect of individual children. Usually the person representing Verbatim at these meetings will be a DSL (including Directors). In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of the team may be required to contribute to this process.

All reports for child protection conferences will be prepared in advance using the guidance and template report provided by the Norfolk Safeguarding Children Partnership. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at

Verbatim. In order to complete such reports, all relevant information will be sought from the team working with the child at Verbatim.

Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

11. SAFER RECRUITMENT

We will ensure that the Directors have completed appropriate safer recruitment training. At all times the Directors will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2023). At least one person involved in conducting an interview will have received safer recruitment training.

At Verbatim we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to the interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

We will maintain a Single Central Register (SCR) of all safer recruitment checks carried out in line with statutory requirements. The Director or business manager will check the SCR regularly to ensure that it meets statutory requirements.

12. SAFER WORKING PRACTICE

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

There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of team members that have accessed Norfolk Steps training will be kept by the business manager.

The nature of the work we do at Verbatim means that adults regularly work by themselves with children in rooms with closed doors. However, who is working with whom and where is known by the managers of AP or Therapy.

13. MANAGING ALLEGATIONS AGAINST PRACTITIONERS & VOLUNTEERS

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

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in Verbatim are safe to work with children. We will always ensure that the procedures outlined in the local protocol [Allegations Against Persons who Work with Children](#) and Part 4 of *'Keeping Children Safe in Education'*,

DfE (2023) are adhered to and will seek appropriate advice. We will seek appropriate advice from the Local Authority Designated Officer (LADO) within 24 hours of a concern or allegation being made. The LADO can be contacted via the referral/consultation forms under 'how to raise a concern' at www.norfolkscb.org or a message left on **01603 223473** for ongoing cases.

If an allegation is made or information is received about any adult who works in our setting which indicates that they may be unsuitable to work with children, the member of the team receiving the information should inform the Directors immediately. This includes concerns relating to work placements and volunteers. Should an allegation be made against the Directors, this will be reported to the Therapy Coordinator or Alternative Provision Coordinator.

The Directors/Therapy Coordinator/Alternative Provision Coordinator will seek advice from the LADO within one working day. No member of the team will undertake further investigations before receiving advice from the LADO.

Any member of the team or volunteer who does not feel confident to raise their concerns with the Directors/Therapy Coordinator/Alternative Provision Coordinator should contact the LADO by contacting via the referral/consultation forms under 'how to raise a concern' at www.norfolkscb.org. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for practitioners who do not feel able to raise concerns regarding child protection failures internally. They can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

Verbatim has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of the team has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a practitioner Fat Verbatim, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

14. RELEVANT GUIDANCE AND LEGISLATION

Working Together 2018

What to do if You're Worried a Child is Being Abused 2015

Children Act 2004

Children Act 1989

Framework for the Assessment of Children in Need and their Families

Norfolk Threshold Guide www.norfolkscb.org

15. OTHER RELEVANT POLICIES

Safer Recruitment

Bullying

Safer Working Practice

Code of Conduct - team/volunteers and children

Confidentiality

Health and Safety

Whistle Blowing

Complaints

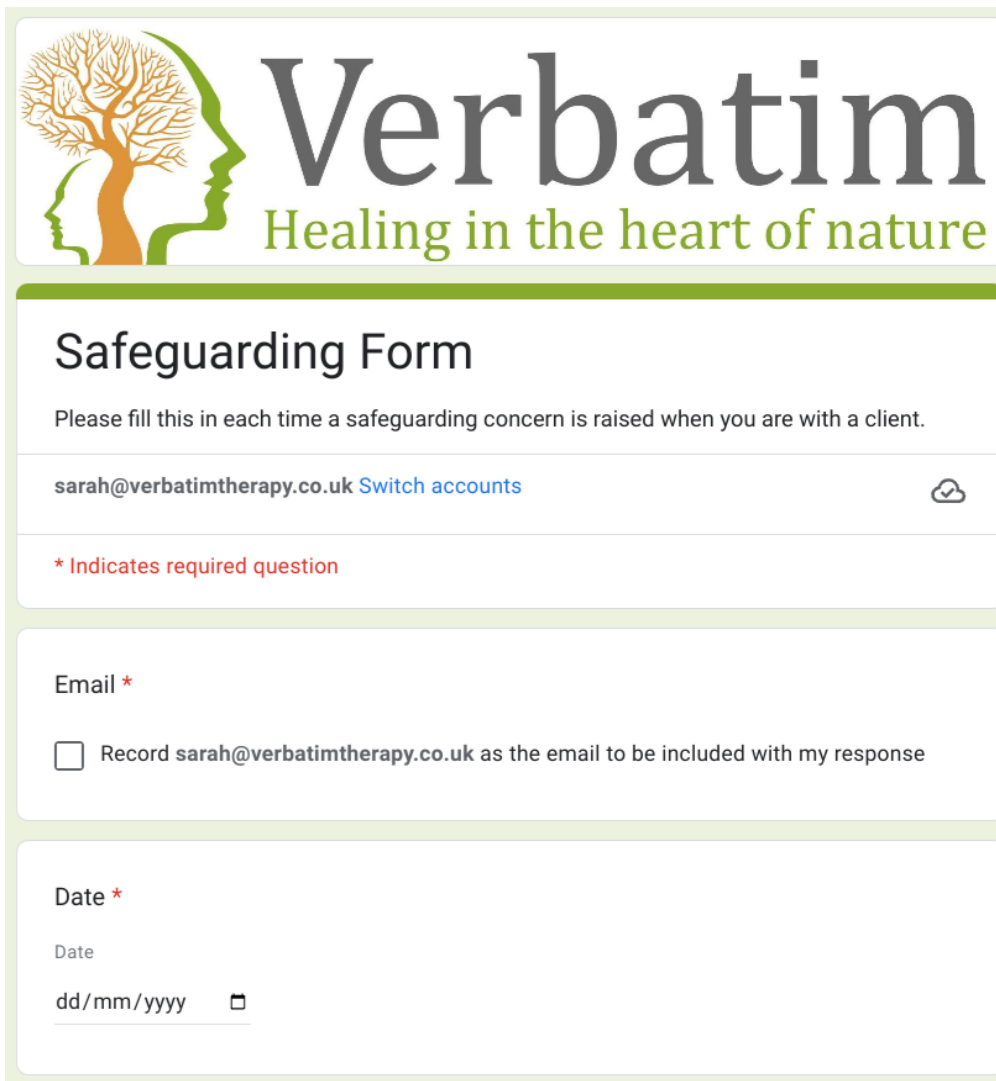
First aid


Recording Form for Safeguarding Concerns

Team members, volunteers and regular visitors are required to complete this [form](#). The DSL will automatically be informed. Please also discuss with the DSL if you have a safeguarding concern about a child or adult.

https://docs.google.com/forms/d/e/1FAIpQLScbFd7GZmptl7Apai0tGp8Ux-Jzw9VV9YV3nccFrWYWSXjVxA/viewform?usp=sf_link


Form for reference:



 **Verbatim**
Healing in the heart of nature

Safeguarding Form

Please fill this in each time a safeguarding concern is raised when you are with a client.

sarah@verbatimtherapy.co.uk [Switch accounts](#) 


* Indicates required question

Email *

Record sarah@verbatimtherapy.co.uk as the email to be included with my response

Date *

Date

dd/mm/yyyy 

Time *

Time

__ : __

Practitioner Name *

Your answer

Client Name *

Your answer

Is the client a child or adult? *

- Child
- Adult (18+)

Is the Safeguarding concern... *

If of a physical/sexual nature always record as a new disclosure.

- Pre-existing
- New disclosure
- Welfare concern

Nature of concern/disclosure? *

Select all that apply

- Physical abuse
- Sexual abuse
- Neglect
- Emotional abuse
- Coercive control
- Child criminal exploitation (CCE)
- Child sexual exploitation (CSE)
- Domestic abuse
- Grooming
- Child on child abuse
- Bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- Radicalisation
- Female Genital Mutilation (FGM)
- Mental health
- Serious violence

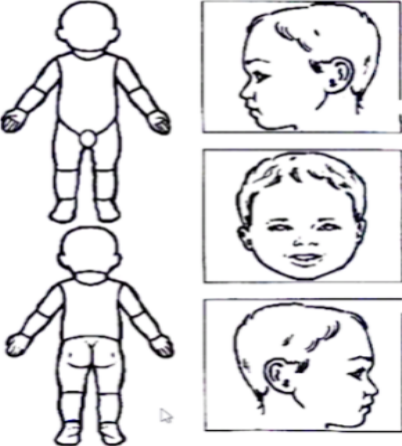
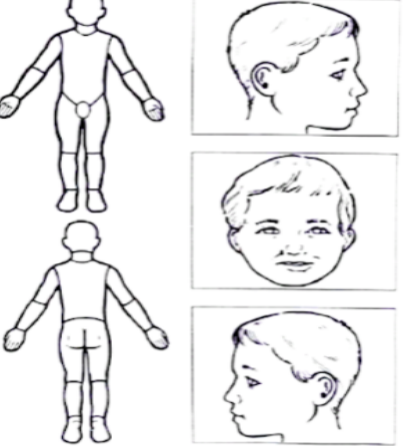
Additional Information *

Describe the nature of the disclosure, including details of injury, where it is and if you saw it.

Your answer _____

Body Map *

Body Map

Young Child	Older Child
	

Completed and sent to DSL

N/A

Was anyone else with you? *

Yes

No

If yes, who?

Your answer _____

Was another client/ service user involved? *

Yes - Complete separate safeguarding form for them

No

Has this happened before? *

Yes

No

Did you report the previous incident?

- Yes
- No

Who are you passing the information onto?

This form automatically notifies the DSL. Unless an emergency and 999 is needed, speak to DSL first.

Risk of harm *

- Client is at serious risk of harm - All practitioners to alert the following: DSL, GP, Police, CADS, Adult SGB, Social Worker, Parent/Carer as appropriate.
- Escalating but not at serious risk of harm - All practitioners to alert: DSL, GP, Social Worker, Parent/Carer, GP as appropriate.
- Maintaining/ no escalation - AP practitioners to alert: DSL.
- Maintaining/ no escalation - Therapist to hold within therapeutic relationship.

Is there any risk in sharing information? (Eg. sharing with parent/ carer might escalate risk?) *

Your answer

Who was alerted/ informed? *

- DSL
- Adult SGB
- CADS
- GP
- NHS Service
- Parents/Carers/ Emergency Contact
- Police
- Social Worker
- Therapist holding in therapeutic relationship
- Other: _____

Actions taken

*

Please name social worker, head teacher or GP and their role.

Your answer

Updated Appendix on Child Protection

USE OF IMAGES OF CHILDREN AND YOUNG PEOPLE

KEY CONCERNS

The key concerns regarding the use of images of children relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children.

RECORDING IMAGES OF CHILDREN

There have been concerns about the risks posed directly and indirectly to children through the use of photographs on websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

GUIDELINES FOR RECORDING IMAGES

- All children featured in recordings must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs.
- The photograph should ideally focus on the activity. Where possible images of children should be recorded in small groups (the group may comprise any combination of adults and children).
- Ensure that images of those under a court order are not recorded or published.
- Any instances of use of inappropriate images should be reported to the NSPCC Helpline or the Internet Watch Foundation (IWF).
- There is no intention to prevent artists and project managers using video equipment or photographs as part of a creative arts activity. However, performers and their parents/carers should be made aware that this is part of the artistic programme and parental consent should be secured in writing. A template consent form is provided below.

GUIDELINES FOR PUBLISHING IMAGES

- If the child is named, avoid using the photograph.
- If a photograph is used, avoid naming the child or use their first name only. Personal details of children such as an email address, home address or telephone number should never be revealed on digital media or in print.

- Make children aware that pictures will be taken and how they will be used through a short discussion.
- Ask for parental/carer permission to use an image of a child. This ensures that parents/carers are aware of the way the image of their child is representing Create. A Child Permission Form is the best way of achieving this and can be done at the beginning of the project/event.
- Think about the level of consideration that you give to the use of images in all publications. Apply an increased level of consideration for the images of children used in digital media.
- Try to take photographs that represent the broad range of children participating in the creative arts activity.

GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT AT EVENTS

There is evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of children. While this might be rare, you still have a duty of care to ensure that this risk is as small as possible. By taking some simple steps you will reduce that risk.

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure that they are clear about Verbatim's expectations of them in relation to child protection.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Inform participants and parents/carers that a photographer will be in attendance at an event and ensure that they consent in writing both to the taking and publication of films or photographs.
- Do not allow unsupervised access to children or one-to-one photography at events.
- Do not approve/allow photography sessions outside the event or at a child's home.

Parents/carer and other attendees might also wish to take photographs or record their children participating at the activity/event:

- If parents/carers or other attendees are intending to photograph or video at an event they should also be made aware of Verbatim's expectations.
- Parents/carers should be required to register/book for an event if they wish to use photographic equipment.

In addition:

- Parents/carers should be informed that if they have concerns about inappropriate or intrusive photography these should be reported to Verbatim's Safeguarding Officer

and recorded in the same manner as any other child and young person safeguarding concern.

- The Safeguarding Officer should approach and challenge any person taking photographs who has not registered. The Safeguarding Officer might need to refer to the local police force if this person continues to record images.

TEMPLATE CONSENT FORM FOR THE USE OF PHOTOGRAPHS OR VIDEO

(Parents/carers and children)

I understand that this event is being filmed/recorded and photographed, and I hereby grant permission for Verbatim to include my likeness, in any and all forms, in these records and recordings. I further grant permission for Verbatim to reproduce these records and recordings, if Verbatim chooses to, and for Verbatim to distribute (not for monetary gain) these records and recordings, in complete or partial form, in all promotional materials, including websites, print and all digital and electronic media now or hereafter known. I understand that my likeness or that of my child, in any and all forms, will be not identified or any full names used.

All permissions granted by me and all releases by me herein shall be effective in perpetuity and throughout the universe. All permissions and releases herein extend and apply to Verbatim and its partners (funders, community partners, artists) to use my image, voice, and likeness for promotional material. Verbatim recognises the need to ensure the welfare and safety of all people taking part in its activities.

With regard to the use of photographs, Verbatim will follow guidance from the 'Use of Images of Children' section in our Safeguarding Policy.

Name of project/activity:

Name of child (*insert name*):

I (*parent/carer*) consent to Verbatim Therapy & Consultancy photographing or videoing the above-named child.

Signature: _____

Date: _____

Template of Safer Recruitment letter

To **INSERT**

DATE

RE: NAME

To Whom it may Concern,

I write in regards to **NAME**, who is not employed by ourselves, but is an associate therapist we commission through our Verbatim Therapy and Consultancy practice. The practice is governed by a Service-Level Agreement which follows our legal working policy. Practitioners are recruited to the practice following:

- **A completed application form or CV**
- **A formal interview.**
- **Written references.**
- **An enhanced DBS check (including as standard the Child and the Adult Barred Lists).**

The SLA – assessed at application and at interview – includes a requirement for all Verbatim therapists to have:

- **Up to date safeguarding training.**
- **Monthly supervision.**
- **Clinical supervision (monthly).**
- **A risk assessment.**
- **Public Liability and Professional Indemnity Insurance.**
- **Safeguarding, Data protection and equal opportunities policies.**

The SLA also requires therapists to agree to:

- **Pass a probationary period so we can see and assess their therapeutic practice.**
- **Annual checks via the DBS update service.**
- **Fill in our evaluation measures to assess progress.**
- **Share membership details of associated professional bodies.**

I hope that this information is sufficient, but, if it is not, please contact me and I will be happy to provide further details.

Yours sincerely

Ellen O'Malley

Director (Designated Safeguarding Lead)

Verbatim Therapy and Consultancy



Reporting a concern

The team at Verbatim are encouraged to create an environment where all feel able to talk to any team member if they are worried or upset about anything.

Children, specifically, are made aware that they can talk to any adult at Verbatim if they wish.

A poster of the team members is displayed in the lobby.



The team at Verbatim are trained in how to identify potential safeguarding issues and be able to address these concerns in the correct way and through the right channels. Referrals are made through Verbatim's own reporting system or directly to the DSL. In an emergency when a DSL is not available, a referral would be made directly to CADS (Children's Advice and Duty Service) by calling 03448008021.

SAFEGUARDING AT VERBATIM

Designated Safeguarding Leads

If you need to report a concern whilst at Verbatim, please ask any team member who will direct you to one of our Designated Safeguarding Leads. These staff are trained specifically in dealing with safeguarding concerns.

Sarah Potter - Alternative Provision Coordinator
Sophie Cairns - Alternative Provision Coordinator



Recruitment of Staff

We take the safety of our clients seriously and therefore made rigorous checks on all new appointments to Verbatim. Specific staff are trained to ensure our vetting procedures are robust and transparent to protect all at Verbatim.



Photographs and Images

Permission is requested from all Alternative Provision parents for their child's photo to be taken, but these will not be shared in any publications or on our website without verbal consent from the parents.

The Prevent Duty

At Verbatim, we support opportunities for all clients to reinforce the ownership of 'British Values'. The team at Verbatim are trained to recognise or identify signs of radicalisation and undertake training regularly.

At Verbatim Alternative Provision we encourage all children and team members to have a sense of belonging. We support all the children in exploring their own identity and being comfortable in their own skin - each child is special and unique.

