



## **Safeguarding Children and Young People Policy**

## Safeguarding Children and Young People

### 1. Introduction

Leeds GATE is fully committed to safeguarding and promoting the welfare of all children and young people. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children and young people, from harm, abuse and exploitation. Leeds GATE acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Abuse in any of its forms will not be tolerated by Leeds GATE.

Leeds GATE run a number of services and activities which are either aimed at children and young people or where we come into contact with children and young people. These include youth work, community groups, advocacy appointments, mental health support, an IDVA service and outreach.

Safeguarding is really important to Leeds GATE and is reflected in our value of Leeds GATE believes that people should be safe. All of our staff and volunteers will treat safeguarding as an essential part of their role and this is reflected in supervision, training, reflective supervision and learning offered to staff around their safeguarding practice.

Reflecting our value of Leeds GATE believes everyone is equal and can be included we aim to create an environment which respects and upholds the rights and voices of children and young people in the way our organisation is planned and run.

We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We recognise that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.

### 2. Purpose

- To ensure everyone involved in Leeds GATE is aware of our responsibilities under legislation and policy to safeguard children
- For staff, board and volunteers to understand their roles in safeguarding children
- To ensure everyone involved in Leeds GATE knows who to speak to in relation to concerns about the wellbeing of children

### 3. Definitions

**A child** – is defined as a person who is aged under 18, and includes an unborn child.

**A child at risk** – is a child who:

- Is experiencing or is at risk of abuse, neglect or other kinds of harm.
- Has needs for care and support (whether or not the authority is meeting any of those needs).

It is important to note that the use of the term ‘at risk’ means that actual abuse or neglect does not need to occur, rather that early interventions to protect a child at risk should be considered to prevent actual harm, abuse and neglect.

**Special Educational Needs** – children and young people aged 0-25 who have special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them

### 4. Implementation

- Ensure that the named persons understand their responsibilities described in their role description
- We will make sure all staff and volunteers are aware of this policy through induction, training, supervision, reflective supervision and ongoing support
- We will make sure staff and volunteers know who to contact if they have a concern relation to a child or young person through induction, training, supervision, reflective supervision and ongoing support
- We will make sure all staff and volunteers are aware of local safeguarding arrangements through training and support
- We will ensure our named persons understand their responsibilities to refer children and young people in need of safeguarding and that concerns are taken seriously and responded to promptly
- We recognise that some children are additionally vulnerable because of the impact of previous experiences, communication needs, dependency or other issues
- We will keep confidential, detailed and accurate records of safeguarding concerns and store them securely
- We will co-operate with all relevant agencies in safeguarding individuals
- We will provide opportunities for all workers to develop their skills and knowledge,
- We will ensure that children and young people at Leeds GATE are enabled to express their ideas and views on a wide range of issues

- We will ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- We will endeavour to keep up-to-date with national developments relating to safeguarding children and young people
- We will follow our Safer Recruitment Policy
- We will review this policy at least every two years and sooner if there are changes or incidents we need to consider
- We will adhere to a quarterly reporting framework for Safeguarding between the Exec Board Safeguarding lead and the named persons
- We will share information about anyone found to be at risk to children and young people with the appropriate bodies.

## 5. Underpinning Principles

[Working Together to Safeguard Children, 2023](#), sets out how organisations and individuals should work together to protect children. It has a strong focus on:

- i. Strong partnerships and multi-agency working
- ii. Child centred approaches
- iii. Working with the needs of the whole family
- iv. Early Help

There are six principles of safeguarding as defined by the [Care Act 2014](#):

- **Prevention** – The act of organisations working to stop abuse before it happens, raising awareness, training staff and making information easily accessible are all ways that they can demonstrate prevention measures and encourage individuals to ask for help.
- **Empowerment** – Ensuring people are supported and confident in making their own decisions and giving informed consent.
- **Protection** – Organisations put measures in place to help stop abuse from occurring and offer help and support to those at risk.
- **Proportionality** – Ensures that services take each person into account when dealing with abuse, respecting each individual and assessing any risks presented, taking a proportionate and least intrusive response to the issue presented.
- **Partnership** – Forming partnerships with local communities and other appropriate organisations provides the opportunity to work together, to create solutions, so as they can assist in preventing and detecting risk and abuse.
- **Accountability** – Safeguarding is everyone’s responsibility and accountability and having complete transparency in delivering safeguarding practice makes sure that everyone plays their part when it comes to [safeguarding children](#).

## 6. Safeguarding Leads

Leeds GATE has appointed a Designated Safeguarding Officer and a Deputy / Operational Safeguarding Officer. The named persons take responsibility for providing advice and support to other staff about Safeguarding and for ensuring safeguarding children remains a priority in our work.

**Safeguarding is everyone's responsibility** and all staff and volunteers contribute to Safeguarding at Leeds GATE and should be equipped with knowledge and skills to respond to concerns.

**Named Safeguarding Lead:**

**Ellie Rogers**

**Work telephone number: 01132402444**

**Mobile telephone number:07855801743**

**Named Deputy / Operational Safeguarding Lead:**

**Mary Cunningham**

**Work telephone number: 01132402444**

**Mobile telephone number: 07936953790**

We also have a named Safeguarding Lead on the Exec Board, Sinead Cregan. They provide independent advice and supervision of these roles on a quarterly basis.

The role and responsibilities of the lead and deputy are fully described in this document and also summarised below:

[Organisation Safeguarding roles.docx](#)

- They are responsible for promoting a safe environment for children and young people
- To ensure policies and procedures are up to date and communicated
- To provide advice and support to staff and volunteers who are concerned about a child
- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child or young person maybe subject to abuse or neglect
- Ensure that any concerns about a child or young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- To liaise with our Exec Board on our safeguarding practice (via a nominated lead role)
- They know the contact details of relevant statutory agencies eg Children's Social Work Services (CSWS), Police, Local Safeguarding Children Board, and the Local Authority Designated Officer (LADO) for allegations against staff
- Ensure appropriate recording framework and awareness of such

- To lead on training, learning and induction needs

**7. Recognising the Signs and Symptoms of Abuse**

All staff must attend training which covers the signs and symptoms of abuse every three years. These are also summarised at Appendix 1.

**8. Becoming Aware of a Safeguarding Issue**

There are many ways in which Leeds GATE staff and volunteers may become aware of a Safeguarding Issue, these include:

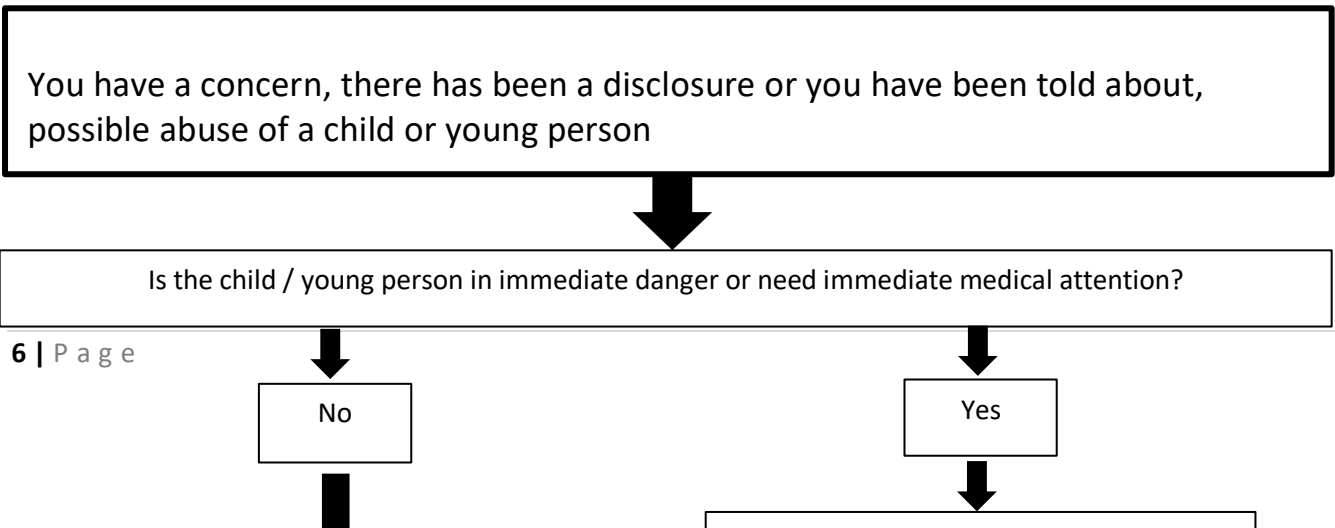
- A third party or anonymous allegation is received
- A child or young person’s appearance, behaviour, play, drawing or statements cause suspicion of abuse or neglect. Where we are working long term with families this maybe observing a decline or change in a child over time
- A child or young person discloses to a worker or volunteers
- A written report is made regarding serious misconduct of a worker towards a child or young person

**9. Stages to Follow if you are concerned about a Child or Young Person**

Leeds GATE recognises our duty to treat any concerns or allegations extremely seriously. We should never think someone else is dealing with it.

If we receive any information that a child is at risk or we are worried about a child we must:

**Stage 1: Responding to a concern or disclosure**





## 10. Responding to a Concern or a Direct Disclosure

If a child indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the child to continue at their own pace
- Act at all times towards the child as if you believe what they are saying.
- Be sensitive.
- Do not ask leading questions, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the child or young person that they have done the right thing in revealing the information.
- Explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm
- Ask them what they would like to happen next.
- Explain what you will do next
- Make an arrangement as to how you/the Safeguarding Lead can contact them safely.
- Act swiftly to report and carry out any relevant actions.
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma on CiviCRM database using their unique ID and log in (this acts as a digital signature). Please see the Case Note Guidance found at: Policies and Procedures / Safeguarding / Policies & Procedures / Safeguarding Case Note Guidance

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone

Please note organisational responses to non-recent / historical abuse must be of as high a standard as a response to current abuse. It is also imperative to ascertain if the alleged perpetrator has current

access to children or vulnerable persons.

## **Stage 2**

We may need to take immediate action to secure increased safety for a child or young person such as contacting the duty and advice team. This work must always be prioritised.

The Named person(s) should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person should contact the relevant Duty and Advice Team. If a referral is made direct to the Duty and Advice team this should be followed up in writing within 24 hrs.

The manager or safeguarding lead must first ensure they have enough information to make a decision and if not seek that information. The Safeguarding lead may decide we need to seek further information from families or other professionals involved with a family.

If there is not an immediate safeguarding concern but we think a child, young person or family may need some extra help then we will aim to work with them either from within our team or with other organisations too.

We may decide to make an early help plan with a family to address any support needs the family has that Leeds GATE can lead on.

We may seek to organise a professionals meeting to gather a team around the child or young person and deliver a multi-agency early help approach.

Parents / carers will need to be informed about any referral to Children & Young People's Social Care unless to do so would place the child at an increased risk of harm.

The named person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC National Child Protection (safeguarding) Helpline on 0808 800 5000.

All decision making and actions must be recorded using the safeguarding log on CiviCRM.

## **11. Allegations Against Staff**

Leeds GATE will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- The Lead for Safeguarding should be informed immediately. In the case of an allegation

involving the lead, the deputy or the Exec Board lead role (Sinead Cregan) should be contacted.

- The Lead Person should ensure they understand what has happened through understanding:
  - what is the child or young person saying?
  - what is happening right now and what is causing concern?
  - what are the challenges and vulnerabilities for the child and member of staff?
  - what has triggered this concern? (Is there a pattern)
  - what will happen if things don't change?
  - what are the positives and strengths for the child and member of staff?
- If the lead person concludes there is evidence or harm then the LADO must be informed within 24 hours. The LADO is also available for advice and discussion.
- The individual who first received/witnessed the concern should also make a full written record on a Leeds GATE incident reporting form of what was seen, heard and/or told soon as possible after observing the incident/receiving the report.
- It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or Children, young people's Social Care.
- Regardless of whether a police and/or Children, young people's Social Care investigation follows, Leeds GATE will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependent on the nature of the incident.
- The protection of a child/young person will be the prime consideration in the process of managing an allegation. The child/young person's involvement in the process including support and feedback will be given careful consideration with the LADO ensuring that the child's voice is heard.
- For the practitioner involved, the assessment and subsequent action will be stressful whatever the outcome and support for each individual must be considered and acted upon
- If Leeds GATE removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service.

## **12. Safe Recruitment**

Please see Safer Recruitment Policy which is found in Policies and Procedures / Recruitment / Polices & Procedures / Safer Recruitment Policy

## **13. Management and Supervision of Staff and Volunteers**

All staff and volunteers are managed and supervised according to Leeds GATE policies and procedures. Each individual job and role description outlines their responsibilities to follow the organisations safeguarding policies and procedures.

Our supervision forms include a section on Safeguarding which it is mandatory to cover. Supervisions happen 6 weekly for all staff and volunteers. The lead safeguarding role audits supervision forms to check Safeguarding is being appropriately discussed.

Informal supervision and line management occurs on a day to day basis and senior staff and safeguarding leads have an open door policy about any safeguarding concerns. We also operate a manager on call system.

We also have a Reflective Supervision offer with regard to Safeguarding, details of which can be found at: Policies and Procedures / Safeguarding / Policies & Procedures / Reflective Supervision Offer

We have a staff wellbeing offer which includes 6 free sessions of coaching, external supervision, counselling or other wellbeing support from an approved provider. All approved providers must attend our training and be fully onboarded to ensure compliance, safeguarding and cultural safety for staff accessing this offer.

Safeguarding training is mandatory and details of this are recorded via our Safeguarding Training Plan and this is signed off via the Exec Board.

## **14. Recording and managing confidential information**

As referred to above the system for recording safeguarding concerns is via our CiviCRM database, Safeguarding Form. Where the concern poses a risk, the risk assessment procedure will be followed. Where the concern represents an incident, our incident reporting system will be followed. The details of these are clearly described in the relevant policies.

Details of this system are supplied to all staff on induction. Staff are advised to fill in the form as soon as possible and within 24 hours.

Please see the Case Note Guidance found at: Policies and Procedures / Safeguarding / Resources / Safeguarding Case Note Guidance

Leeds GATE operates a privacy notice which states:

"We will not share your personal information with another organisation unless there are exceptional circumstances or you have given consent, for example you have agreed that we can refer you to another organisation to access their support.

Exceptional circumstances means situations where we have been asked to provide information that we are legally obliged to provide, such as a court of law, or where we consider that there is a high risk to the safety of a member, their family or household or the wider public. Wherever possible in these circumstances, we will let you know that we will be sharing this information and who we will be sharing it with."

All clients need to have their attention drawn to this policy as early in their relationship with GATE as possible, particularly where literacy is an issue.

We will always attempt to gain consent to share information where it is safe to do so.

The circumstances where we may need to share without consent include:

- Where to seek consent would put the individual or the staff member at risk
- If we think someone else, including children, is at risk
- We need to prevent or report serious crime
- The person causing harm has care and support needs

If we do share without consent we should explain this to them (where safe to do so) and any further actions should still fully include them.

We should record our decisions making around information sharing.

We should share information that is necessary, proportionate, relevant, adequate, accurate, timely and secure.

## **15.** Disseminating/Reviewing Policies and Procedures

Leeds GATE will review the Child and Young People Safeguarding Policy every year. The policy will then be reviewed and signed off by the Exec Board Safeguarding Lead.

All staff and volunteers will be informed that the policy has been updated via email, share drive and a team meeting.

Safeguarding Policies are displayed on noticeboards, on our website and discussed with members where necessary and appropriate.

## **16. Responsibilities for Executive Board**

The Executive Board understand it is ultimately their responsibility to ensure that the organisation has and implements safeguarding policies and procedures. The Executive Board appoint a safeguarding lead who has relevant experience and qualifications and is DBS checked. This person oversees the organisational safeguarding lead and deputy to ensure:

- All staff understand their legal duties and responsibilities (through training, development, induction and support)
- There is a clear framework for positive behaviour management and that threats, humiliation and violence are unacceptable
- Ensure all workers recognise signs and symptoms of abuse
- Ensure all workers have enhanced DBS checks where appropriate
- Have correct policies covering activities e.g. – health and safety, lone working, etc
- Provide information about procedures to follow if an allegation is made
- Understand what is good safeguarding practice and take responsibility for ensuring this is undertaken by all staff within the organisation

## **17. West Yorkshire Safeguarding Contacts**

### **Leeds**

Children's Social Work Services and Children's Social Work Services (Emergency Duty Team)  
Duty and advice lines if you need advice or to make a referral;

Children's Social Work Services: **0113 376 0336** (Monday, Tuesday, Thursday, 9am to 5pm;  
Wednesday 10:30am to 5pm; Friday 9am to 4:30pm).

Children's Social Work Services Emergency Duty Team - (out of hours, weekends and bank holidays)  
: **0113 535 0600**

LADO: **0113 3789687**

### **Bradford**

Duty and advice lines if you need advice or to make a referral;

Children & YP:

During office hours call Children's Social Care Initial Contact Point – **01274 433999** – (8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday).

At all other times, Social Services Emergency Duty Team – **01274 431010**.

LADO: **01274 435600**

### **Wakefield**

Duty and advice lines if you need advice or to make a referral;

Adults and Children & YP: **0345 8503 503** to speak to the Integrated Front Door

LADO: **01977 727032**

### **Calderdale**

Duty and advice lines if you need advice or to make a referral;

Children & YP:

Multi-Agency Screening Team (MAST) Telephone: **01422 393336** (office hours only)

Out of hours: **01422 288000**.

LADO: **01422 394055**

### **Kirklees**

Duty and advice lines if you need advice or to make a referral;

Children & YP: For professionals – 24 hrs a day – **01484 414960**

LADO: **01484 221126**

## APPENDIX 1

### Definitions of Abuse and Neglect

Source: [Working together to safeguard children 2023 - statutory guidance.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)

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

Child criminal exploitation - As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

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.

Controlling or coercive behaviour - Also known as coercive control, controlling or coercive behaviour is a form of domestic abuse. In 2015, the offence of controlling or coercive behaviour was introduced under Section 76 of the Serious Crime Act as a criminal offence. Controlling or coercive behaviour is included in the definition of domestic abuse in section 1(3)(c) of the Domestic Abuse Act 2021. Controlling or coercive behaviour is a pattern of abuse (on two or more occasions) that involves multiple behaviours and tactics used by a perpetrator to (but not limited to) hurt, humiliate, intimidate, exploit, isolate, and dominate the victim. It is an intentional pattern of behaviour used to exert power, control, or coercion over another person. Controlling or coercive behaviour is often committed in conjunction with other forms of abuse and is often part of a wider pattern of abuse, including violent, sexual, or economic abuse. Children can be used to control or coerce the victim, for example, by frustrating child contact and/or child arrangements, telling the children to call the victim derogatory names or to hit the victim, or by threatening to abduct the children. This pattern of abuse causes fear, serious alarm and/or distress which can lead to a substantial adverse effect on a victim's day-to-day life. This can have a significant impact on children and young people.

County lines - As set out in the Serious Violence Strategy published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons. This activity can happen locally as well as across the UK; no specified distance of travel is required.

Domestic abuse - The Domestic Abuse Act introduced the first ever statutory definition of domestic abuse (section 1 of the Act). The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse. Under the statutory definition, 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 Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members. All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse. Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child 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.

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

Extra-familial harm - Children may be at risk of or experiencing physical, sexual, or emotional abuse and exploitation in contexts outside their families (see glossary definition of extra-familial contexts). While there is no legal definition for the term extra-familial harm, it is widely used to describe different forms of harm that occur outside the home. Children can be vulnerable to multiple forms of extra-familial harm from both adults and/or other children. Examples of extra-familial harm may include (but are not limited to): criminal exploitation (such as county lines and financial exploitation), serious violence, modern slavery and trafficking, online harm, sexual exploitation, child-on-child (non familial) sexual abuse and other forms of harmful sexual behaviour displayed by children towards their peers, abuse, and/or coercive control, children may experience in their own intimate relationships (sometimes called teenage relationship abuse), and the influences of extremism which could lead to radicalisation. Extra-familial contexts include a range of environments outside the family home in which harm can occur. These can include peer groups, school, and community/public spaces, including known places in the community where there are concerns about risks to children (for example, parks, housing estates, shopping centres, takeaway restaurants, or transport hubs), as well as online, including social media or gaming platforms.

Financial exploitation - Financial exploitation can take many forms. In this context, we use the term to describe exploitation which takes place for the purpose of money laundering. This is when criminals target children and adults and take advantage of an imbalance of power to coerce, control, manipulate or deceive them into facilitating the movement of illicit funds. This can include physical cash and/or payments through financial products, such as bank and cryptocurrency accounts.

Maltreatment - All forms of physical and/or emotional ill-treatment, sexual abuse, neglect, or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

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

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.

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.

FGM (Female Genital Manipulation). Female Genital Manipulation (FGM) is a procedure where the female genitals are deliberately cut, injured, or changed but where there's no medical reason for this to be done.

Child Trafficking. Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for: -sexual exploitation - benefit fraud - forced marriage - domestic slavery like cleaning, cooking and childcare - forced labour in factories or agriculture - committing crimes, like begging, theft, working on cannabis farms or moving drugs. Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Grooming. Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

Non-Recent Abuse Non-recent abuse (also known as historic abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone. This can be either: - someone who is an adult (18 years or over) and the allegation relates to an incident that took place when the alleged victim was under 18 years old, or - someone who is still a child (under 18 years) and the allegation relates to an incident that took place when the alleged victim was a younger child. Organisational responses must be of as high a standard as a response to current abuse. It is also imperative to ascertain if the alleged perpetrator has current access to children or vulnerable persons.

Bullying/Cyberbullying and Online Abuse Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.



# Leeds GATE

## Controlled Document

**Document Name:** **Safeguarding Children and Young People Policy**

**Document Reference Number** **SG2**

Document Version Number 5

Review Schedule Every year

Next review due 18/04/2026

Minor Amends made 19/11/24 to include definitions of non-recent abuse/grooming/ bullying/cyber bullying/online abuse/child trafficking/fgm, Clarified wording around Children's Social Services numbers and explicitly state abuse is not tolerated.

Reviews and amends made 10/04/2025:

- Safeguarding lead roles to include team leaders
- Definition of children
- Definition of SEN

Reviews and amends 02/072025:

- Removed named team leader roles from safeguarding roles document
- Change language to Executive Board
- Added in staff wellbeing offer

Owner (Responsibility) Safeguarding Lead

## Document Description

This document sets out the organisations policy and procedures for safeguarding children and young people

**Implementation and Quality Assurance**

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years by the policy owner and Board of Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

All aspects of this Policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy please speak to the policy owner

