

LNK: SAFEGUARDING POLICY & PROCEDURE CONCERNING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK

**LIVES
NOT
KNIVES**

ABOUT: LIVES NOT KNIVES

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1. INTRODUCTION

Safeguarding isn't just a policy for us—it's our promise. Every single day, we weave protection and care into the core of our work. It's not about ticking boxes or following rules; it's about genuinely looking out for people, making sure they're safe, respected, and supported in everything we do. Safeguarding is everyone's responsibility - it's a fundamental principle that applies across all areas LNK works in. This includes LNK's Office, all schools where LNK provides service, and any other organisations that collaborate with LNK.

Every child, young person, or adult at risk deserves to be safe and secure in their activities. Their parents or carers need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep the adult at risk, child or young person safe from harm. Unfortunately, sometimes people who work or volunteer may pose a risk to children, young people or adults at risk (formerly “vulnerable adults”) and may wish to harm them.

LNK has safeguarding procedures put into place to protect children, young people and adults at risk. LNK has also put in place procedures to avoid putting their workers in positions where abuse might be alleged, and to ensure that all workers know exactly what to do should abuse be suspected. LNK is dedicated to more than just prevention. We're committed to actively championing the welfare of children, young people, and adults at risk. Our approach goes beyond protection—we strive to create environments where every individual can thrive, feel valued, and stay safe.

The Care Act 2014 identifies an adult at risk as an individual who “is experiencing, or is at risk of abuse of neglect and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it” (Legislation.go.uk, 2015)

2. LNK VALUES FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE

- The needs of the child or young person are paramount and should underpin all child protection work, working to the London Child Protection Procedures.
- Responsibility for safeguarding children and young people must be shared, as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another. The Education Act 2011 places new duties on public bodies to share information to safeguard the welfare of children and young people.
- All children and young people have the right to grow up in a caring and safe environment.
- Children and young people have the right to be protected from abuse of all types, and to expect that adults in positions of responsibility will do everything possible to foster those rights. This is seen as part of the general responsibility of LNK. LNK has a responsibility to promote non-abusive relationships and create anti-abusive environments.
- The primary duty of staff, whatever their nominated role is to protect children and young people from significant harm.

LNK has a responsibility to inform parents, children and young people of its duty to follow up any safeguarding concerns and report suspected cases of abuse when disclosed or observed

3. LNK VALUES FOR SAFEGUARDING ADULTS AT RISK

- **Privacy:** The right of individuals to be left alone or undisturbed and free from intrusion or public attention into their affairs.
- **Dignity:** Recognition of the intrinsic value of people regardless of circumstances by respecting their uniqueness and their personal needs; treating with respect.
- **Independence:** Opportunities to act and think without reference to another person, including a willingness to incur a degree of calculated risk.
- **Choice:** Opportunity to select independently from a range of options.
- **Rights:** The maintenance of all entitlements associated with citizenship.
- **Fulfilment:** The realisation of personal aspirations and abilities in all aspects of daily life.
- **Valuing Diversity:** Respect for different cultures, ethnic backgrounds, disabilities, special learning needs, religions / faiths, ages, genders, and sexual preferences.

LNK has a responsibility to inform adults at risk and carers, of its duty to follow up any safeguarding concerns and report suspected cases of abuse to the appropriate body, when disclosed or observe.

4. LNK CONTACT WITH CHILDREN, YOUNG PEOPLE & ADULTS AT RISK

LNK works with children and young people and adults at risk directly and indirectly through project work and other networks and projects.

5. PREVENTING OPPORTUNITIES FOR ABUSE

LNK's aims to:

- Ensure LNK practices safe recruitment in checking the suitability of staff and volunteers to work with children, young people and adults at risk.
- Raise awareness of safeguarding issues, equipping children, young people and adults at risk with the skills needed to keep them safe through training and raising awareness.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Make our Safeguarding Policy available to all staff, volunteers and service users.
- Statutory guidance and legislation require that all social care agencies designate specific, appropriately trained and informed individual/s to be the person/s with whom child protection/safeguarding concerns are discussed initially.

All LNK managers will have training on safeguarding children, young people and adults at risk and will be the first point of contact for concerns of abuse etc. The lead Child Protection Officer is Eliza Rebeiro, LNK Unit, Upper Mall, Centrale Shopping Centre CR0 1TY 02086818244.

5.1. SAFER RECRUITMENT AND SUPERVISION OF STAFF/VOLUNTEERS

- All LNK staff/volunteers will complete a Disclosure and Barring Service Disclosure if they are working with children, young people or adults at risk. No member of LNK staff are able to work with Children and Young people without a valid DBS. If the individual is likely to be unsupervised at any time they should apply for an Enhanced Disclosure. A Standard Disclosure is only appropriate if the individual is guaranteed not to have unsupervised access to children or adults at risk. LNK will also seek at least 2 references for every paid or unpaid position. In addition all LNK workers are subject to regular one to one supervision and an annual appraisal of their work and personal development.
- The Disclosure and Barring Service (DBS) was formed in 2012 by merging the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). Further information can be found at the DBS website. www.gov.uk/dbs.

5.2. TRAINING & DEVELOPMENT

- All LNK staff working with children, young people and adults at risk shall maintain up to date knowledge of safeguarding for children, young people and adults at risk and children and young people through training
- All LNK staff/volunteers will have access to ongoing training opportunities shall promote their safeguarding knowledge. This will include basic training on the LNK Policy and procedures with access to specific training where necessary
- Safeguarding training must be renewed every two years for all staff members to ensure compliance with current legislation and safeguarding requirements. LNK's Designated Safeguarding Lead (DSL) will provide ongoing updates and briefings whenever there are changes to safeguarding policies, procedures, or legislation, regardless of how minor these changes may be.

5.3. SAFER PRACTICE IN DIRECT WORK

- No LNK member of staff or volunteer will be alone with a child, young person, or adult at risk without transparency and proactive risk management. We will always communicate the purpose of our interaction and take deliberate steps to ensure a safe, supervised environment.
- At least 2 DBS checked workers/volunteers shall be present during all direct work.
- All allegations of abuse against a worker, however minor, are reported to the worker/volunteers line manager
- Parent, carer or next of kin consent and contact details shall be recorded for all children, young people or adults at risk accessing LNK services
- LNK will fully comply with and implement the specific safeguarding policies of each school we work within, ensuring alignment with their established protocols and procedures.
- If any allegation is made against a member of LNK staff concerning alleged abuse of a child the procedure to be followed will be in line with the London Child Protection Procedures 5th (or latest) Edition see <https://www.londoncp.co.uk/index.html>

5.4 SAFER PRACTICE FOR STAFF WHO MAY COME INTO CONTACT WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK BUT DO NOT DIRECTLY WORK WITH THEM

- All LNK staff to have a minimum of a Enhanced DBS check
- All LNK volunteers and trustees are to have a minimum of a Standard DBS check,
- Safeguarding considerations should be included on the Access & Security Policy for all LNK activities

6. DEFINITIONS OF TYPES OF ABUSE

1.1 Physical Abuse of Children, Young People or Adults at risk

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or adult at risk.

Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child, young person or adult at risk.

Physical Abuse - Indicators	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> • Unexplained injuries – bruises / abrasions / lacerations • The account of the accident may be vague or may vary from one telling another • Unexplained burns • Regular occurrence of unexplained injuries • Most accidental injuries occur on parts of the body where the skin passes over a bony protrusion 	<ul style="list-style-type: none"> • Withdrawn or aggressive behavioural extremes • Uncomfortable with physical contact. • Seems afraid to go home • Complains of soreness or moves uncomfortably • Wears clothing inappropriate for the weather, in order to cover body. • The interaction between the child, young person adult at risk and their carer

These indicators included, but are not limited to, the examples listed.

6. DEFINITIONS OF TYPES OF ABUSE

1.2 Neglect

Neglect is the persistent failure to meet a child's young person's or adult at risk's basic physical and /or psychological needs, likely to result in the serious impairment of the child's, young person's or adults at risk's health or development.

Neglect may involve a parent/carer failing to:

- Provide adequate food, clothing and shelter
- Protect a child, young person or adult at risk from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's, young person's or adult at risk's basic emotional needs

Neglect - Indicators	
Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none"> • Unattended medical needs • Underweight or obesity • Recurrent infection • Unkept appearance • Poor Hygiene • Inadequate / unwashed clothes • Consistent lack of supervision • Consistent hunger • Inappropriately dressed 	<ul style="list-style-type: none"> • Poor social relationships • Indiscriminate friendliness • Poor concentration • Low self-esteem • Regularly displays fatigue or lethargic • Frequently falls asleep • Frequent unexplained absences

These indicators included, but are not limited to, the examples listed.

6. DEFINITIONS OF TYPES OF ABUSE

1.3 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent effects on the child's, young person's or adult at risk's emotional development, and may involve:

- Conveying to children, young people or adult at risk that they are worthless or unloved, inadequate, or valued only so far as they meet the needs of another person; Imposing age or developmentally inappropriate expectations on children.
- These may include interactions that are beyond the child's, young person's or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child, young person or adult at risk participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying, causing children, young people or adults at risk frequently to feel frightened or in danger, or the exploitation or corruption of children or adults at risk

Emotional Abuse - Indicators	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> • Poor attachment relationship • Unresponsive/neglectful behaviour towards the child's, young person's or adults at risk emotional needs • Persistent negative comments about the child, young person or adult at risk • Inappropriate or inconsistent expectations • Self-harm 	<ul style="list-style-type: none"> • Low self-esteem • Unhappiness, anxiety • Withdrawn, insecure • Attention seeking • Passive or aggressive behavioural extremes

These indicators included, but are not limited to, the examples listed.

6. DEFINITIONS OF TYPES OF ABUSE

1.4 Sexual Abuse

Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, including prostitution, whether or not the child or adult at risk is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

Sexual abuse includes non-contact activities, such as involving children, young people or adults at risk in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children, young people or adults at risk to behave in sexually inappropriate ways

Sexual Abuse - Indicators	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> • Signs of blood / discharge on the child's, young person's or adult at risk's underclothing. Awkwardness in walking / sitting • Pain or itching – genital area • Bruising, scratching, bites on the inner thighs / external genitalia. • Self-harm • Eating disorders • Enuresis / encopresis • Sudden weight loss or gain 	<ul style="list-style-type: none"> • Sexually proactive behaviour or knowledge that is incompatible with a child's age & understanding. • Drawings & or written work that is sexually explicit • Self-harm / Suicide attempts • Running away • Substance abuse • Significant devaluing of self • Loss of concentration

These indicators included, but are not limited to, the examples listed.

6. DEFINITIONS OF TYPES OF ABUSE

1.5 Discriminatory Forms Of Abuse

This form of abuse involves direct/ indirect discrimination of children, young people or adults at risk because of their race, gender, sexuality, disability, religion, mental health status or age.

Discriminatory Abuse – Examples:

- Lack of culturally or gender sensitivity in care practices
- Access to services denied due to lack of disability awareness and access needs of member
- No attempt to address language barriers
- No provision of culturally sensitive food
- No awareness of importance of faith festivals etc
- Bullying and threatening behaviours

ALL THE ABOVE EXAMPLES INCLUDE ONLINE OR E-SAFETY.

These indicators included, but are not limited to, the examples listed.

PREVENT STRATEGY

All LNK staff are required to complete prevent training when on-boarding.

The Prevent Strategy is part of the UK government's counter-terrorism approach. It aims to stop people from becoming terrorists or supporting terrorism through early intervention.

Three main objectives:

1. Tackle causes of radicalisation
2. Protect vulnerable individuals
3. Work with sectors and institutions where risks exist

Key Features:

- Addresses all forms of extremism
- Uses Channel program for voluntary support
- Works through partnerships (education, health, police, local authorities)
- Requires staff training on spotting signs
- Focuses on safeguarding and early intervention
- Promotes fundamental British values
- Includes online safety and digital concerns

The strategy emphasises that preventing radicalisation is a shared responsibility, requiring awareness and action from organisations such as LNK, communities, and individuals.

7. HOW TO REPORT SUSPECTED ABUSE

Where a worker or volunteer suspects a child, young person or adult at risk has or is being physical abused, neglected, emotionally or sexual abused the worker will follow the process below:

1. Practitioner has concerns about a child, young person or adult at risk's welfare
2. Practitioner discusses with his/her line manager/and/or other LNK Senior Manager as appropriate as soon as possible. Please refer to **page 13 and 14** for guidance on how to respond to a disclosure.
3. Practitioner believes the child or is in immediate danger - call the police on 999. If not go to 4.
4. Practitioner contacts designated LNK manager either in person, via email, or telephone. Designated Person: Kelvin Beckles, LNK Unit, Upper Mall, Centrale Shopping Centre CR0 1TY.
02086818244 / kelvin@livesnotknives.org
5. If the Designated Person is not present - please find the closest youth worker. If for any reason a youth worker is not immediately available, please see below procedure.
 - You should report a safeguarding concern to your local authority safeguarding team or the police, especially if the situation is urgent or poses a serious risk to the individual involved.
 - Croydon Council - you can report your concern to Croydon Council using there portal form <https://www.croydon.gov.uk/children-young-people-and-families/child-protection-and-safeguarding/report-concern-about-child>. You can also phone 020 8726 6500 between the hours of 08:30 - 17:00.
6. LNK Manager records concerns using as much information as possible such as what was said, what was observed, when, where and who else was there, date, time and place of disclosure/concerns.
7. LNK Manager calls the:
Children, Young People & Learners Safeguarding Referral Team:
Single Point of Contact (SPOC) on 020 8726 6400 (24 Hours)
or the; Adult Abuse Reporting Line 020 8760 5697/off duty number: 0208 726 6500
or the; Practitioner/Manager wishing to consult on a case of safeguarding adults at risk can contact the Safeguarding Adult at Risk Coordinator on 020 8686 4433 ext 63149 or email at vincent.docherty@croydon.gov.uk
8. Followed up in writing within 48 hours with copy kept in LNK Incidents file.
9. LNK to review safeguarding practice at a special meeting.

8. HOW TO RESPOND TO A DISCLOSURE

1.1 Guidance For Staff & Volunteers Working With A Child / Young Person That Has Made A Disclosure

1. Stay calm and approachable. Try not to be perceived as a person who is shocked.
2. Listen very carefully to what is being said without interrupting.
3. Explain that the information being given by the child or young person may need to be shared and passed on to others. Seek their permission. Do not in any circumstances agree to keep it a secret.
4. Make it clear that you are taking them seriously and acknowledge how difficult this must be.
5. Allow the child or young people to speak at their own pace.
6. Reassure the child or young person that they are doing the right thing in telling you.
7. If you need to ask questions, then only ask questions for clarification (open-ended questions). Avoid asking questions that suggest particular answers or are probing questions (closed questions) – you do not need to know all the details that are a job for the experts. The safest method is to use the TED method - TED is an acronym for **"Tell, Explain, Describe"**. It's a technique used in safeguarding conversations.
 - Encourage the child to share: Ask open-ended questions like "Tell me what happened" or "Explain to me what they did".
 - Avoid closed questions: Don't ask questions that can be answered with "yes" or "no".
 - Avoid "why" questions: Don't ask "why" questions.
 - Avoid leading questions: Don't ask questions that suggest a particular answer.
 - Provide reassurance: Let the child know that they did the right thing by sharing their concerns.
 - Acknowledge their courage: Tell the child that it takes a lot of courage to share what happened.
8. Let the child or young person know what will happen next, who you will report the Information to, what will happen once it has been recorded.
9. Ask the young person what they want to happen as a result of sharing this information with you?
10. Record all the details of what was said using the exact wording of the child or young person on the Do not try to interpret any of the information yourself. Record details such as names mentioned, dates, times, who the information went to, what action was taken next on the incident/disclosure form. Don't forget to sign it and if appropriate, ask the young person to read it, record any amendments/ disagreements and sign it.

If they can not finish what they are telling you, make them aware that they can always come back and talk to you, or if not, refer them to Child Line – 0800 1111.

1.2 When a Young Person Does not Give Permission to Share Disclosure

If the disclosure is made to a Lives Not Knives staff member, and the child or young person does not give permission to share information then Lives Not Knives staff must discuss this with the Designated Safeguarding Leads before breaking confidentiality. If necessary, the Designated Safeguarding Lead will liaise with the Local Safeguarding Children's Board and other agencies to discuss the concerns and to consider possible risks to the child, whilst preserving anonymity at this stage. If, after consultation, it is decided that the child or young person is not at immediate risk (see Risk Factors to consider below in section 1.3), then confidentiality will be maintained and on-going support will be provided from LNK until the young person feels empowered to take action themselves or gives Lives Not Knives permission to disclose.

9. HOW TO RESPOND TO A DISCLOSURE

1.3 Risk Factors to Consider When Deciding if Child or Young Person is at Immediate Risk

- The severity of the neglect/abuse
- Category of concern: Physical; Sexual; Emotional; Neglect
- The duration & frequency of neglect/abuse
- The age/vulnerability of the child
- The family context and previous history
- The family context and previous history
- Siblings – Are there any other children in the family that may be at risk
- Child's development within the context of family, wider social and cultural environment.
- The adequacy of parental care
- The child's views, wishes, feelings and reactions
- Any special needs such as medical condition, communication difficulty or disability that may affect the child's development and care within the family
- The nature of the harm, in terms of ill-treatment or failure to provide adequate care
- The impact upon the child's health and development
- Associated physical, sexual and emotional abuse
- Reliability of concerns
- Other risk factors: mental health; substance misuse; social isolation.

8. CONFIDENTIALITY

1.1 Confidentiality When Working With Children And Young People In Schools

When working in sessions with Children and Young People in Schools, Lives Not Knives staff will work within the Schools Safeguarding Policy. Lives Not Knives staff will also be required to complete the Safeguarding Disclosure Form, pass the information onto the Safeguarding Lead at the School, and keep a copy within our online database. This will be saved and stored on one of the following sites; Upshot, Sharepoint & Microsoft 365.

1.2 Confidentiality When Working With Children And Young People In The Community

When working with Children and Young People in the Community, Lives Not Knives staff will let the child or young person know that the disclosure will be kept confidential, meaning that the only other people that need to be told is the safeguarding team.

However, they might need to pass on the disclosure if they are deemed at serious risk of immediate harm. LNK staff must explain why and let the child or young person know what will happen next. LNK staff are not to confront the alleged abuser(s). LNK staff must complete a Safeguarding Disclosure form. The Safeguarding Disclosure Form will precisely document the child or young person's exact words during the disclosure conversation, and immediately forward the verbatim account to the Designated Safeguarding Lead for prompt review and action.

Key Confidentiality Principles followed by LNK:

Information Protection

- Safeguard sensitive personal information about vulnerable individuals
- Restrict access to confidential records to authorised personnel only
- Implement secure storage and transmission of confidential data

Legal and Ethical Obligations

- Comply with data protection regulations (e.g, GDPR)
- Maintain individual privacy rights
- Protect information from unauthorised disclosure

Core Confidentiality Strategies:

- Clear written confidentiality policies
- Staff training on information handling
- Secure document management systems
- Controlled access protocols
- Encrypted digital communication
- Signed confidentiality agreements

Specific Safeguarding Confidentiality Measures:

Personal Information Protection

- LNK anonymises data where possible
- We limit information sharing to essential personnel
- Our team obtain consent for information disclosure
- We rigorously implement strict need-to-know principles

Digital Security

- LNK uses password-protected systems
- We mandate multi-factor authentication
- Our team conducts regular security audits
- We implement secure file transfer protocols
- LNK maintains strict user access levels

Physical Document Security

While LNK prioritises digital storage, when physical documents are necessary, LNK will:

- LNK secures documents in locked filing cabinets
- We follow rigorous document disposal procedures
- Our team restricts physical access to sensitive areas
- We monitor and log all document access

Reporting and Breach Management:

- LNK provides clear mechanisms for reporting confidentiality breaches
- We launch immediate investigation protocols
- Our team ensures transparent communication
- We develop remediation and prevention strategies

10. LEGISLATION

Every Child Matters and The Education Act 2011

In September 2003 the Government set out in the Green Paper 'Every Child Matters' its proposals for a radical reorganisation of children's services – from hospitals and schools, to police and voluntary groups. Subsequently 'Every Child Matters: Change for Children' was issued. Every local authority will lead on integrated delivery of services for children and young people through multi-agency children's trusts. Local authorities have a statutory Local Safeguarding Children Boards which have replaced the non-statutory Area Child Protection Committees. The London Child Protection Procedures 2007 and the 'Working Together Guidance' 2006 are very useful resources when concerned about child abuse and have a section called 'What to do if?'

See: www.londonscb.gov.uk/files/procedures/london_cp_procedures_v.3_print_10.01.08.pdf the children's trusts are a direct response to Lord Laming's report of the inquiry into the death of Victoria Climbié, which highlighted the extent to which better working together and better communication was crucial. Further details from <http://www.everychildmatters.gov.uk/> The Education Act 2011 is based on the legislative proposals in the schools white paper, The Importance of Teaching and includes behavior and safety of pupils at school.

The 'No Secrets' Guidance, Department of Health 2000 and VBS Guidance 2010

Prior to the Children's Act 2004 the 'No Secrets' guidance from the government says that all agencies working with adults at risk living within the local authority boundary must work together to protect them from abuse. The purpose of the Croydon Multi-Agency Safeguarding Adults at risk Policy and Procedures is to ensure that all partner agencies in Croydon work together to safeguard adults at risk from abuse. It follows the guidance laid down in 'No Secrets' (DH 2000). Updates to this guidance were provided in the Vetting and Barring Scheme in 2009 and 2010 which covers employment, volunteers and barring.

Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012

In response to recommendation 19 of the Bichard Inquiry Report into child protection procedures following the Soham murders, new arrangements for people whose jobs and voluntary work bring them into contact with children and adults at risk (previously referred to as the vetting and barring scheme) is phased in from autumn 2008 under the Safeguarding Vulnerable Groups Act. Updates were made to the Safeguarding Vulnerable Groups Act in the Protection of Freedoms Act 2012. The Protection of Freedoms Act 2012 covers processing of biometric information relating to children, stop and search, safeguarding of vulnerable groups and the provision for the establishment of the Disclosure and Barring Service.

The Children Act 2004

The purpose of this act was to make provision for the establishment of a Children's Commissioner; to make provision about services provided to and for children and young people by local authorities and other persons; to make provision in relation to Wales about advisory and support services relating to family proceedings; to make provision about private fostering, child minding and day care, adoption review panels, the defence of reasonable punishment, the making of grants as respects children and families, child safety orders, the Children's Commissioner for Wales, the publication of material relating to children involved in certain legal proceedings and the disclosure by the Inland Revenue of information relating to children

Care Standards Act 2000

A DBS disclosure is required for most roles in organisations providing care or health services regulated under this act. This act also sets out the Protection of Adults at risk scheme. Updates to this act detail employment and engagement with staff and volunteers in regards to DBS checks. The act also references the Safeguarding Vulnerable Groups Act 2006 and the associated Regulations 2008.

11. FURTHER ADVICE & GUIDANCE

Children, Young People & Families:

Winnie Lacey, Learning and Development Manager Croydon Safeguarding Children Board: The Energy Centre, Mayday Hospital, London Rd, Croydon. Tel: 020 8401 3991 Email: winnie.lacey@croydon.gov.uk

Service for Children with Disabilities: 0208 726 6400 Special Educational Needs (SEN) 0208 760 5768

Croydon Education Welfare service: 0208 726 6180 / 0208 726 6172

Sexual Exploitation advice line: 0208 686 4433 ext: 61397

Parentline+: (local) 0208 689 2252 (national) 0808 800 2222

Croydon Children's Information Service (CIS): 0845 11 11 100

Children and Young People service directory: 0208 689 7908

NSPCC Child Protection Helpline: 0808 800 5000 / <http://www.nspcc.org.uk/>

NSPCC Asian Child Protection helpline: 0800 096 7716

Family Rights Group: 0800 801 0366 / www.frg.org.uk

Childline: 0800 1111 / <http://www.childline.org.uk/>

Save the Children: 0207 012 6400 / www.savethechildren.org

National Childrens Charity (NCH): 08457 626 579 / www.nch.org.uk

Croydon Local Authority Designated Officer - LADO: (Allegations against staff)

Name: Tel/Email : Steve Hall | 02082552889 / 07825830328 | steve.hall@croydon.gov.uk / Name: Tel/Email: Jane Parr (Ast. LADO) | 0208 726 6000 (Ext.84343) / 07985 590505 | jane.parr@croydon.gov.uk Other: LADO@Croydon.gov.uk

Croydon Single Point of Contact for Early Help & Children's Social Care (made up of MASH): For urgent child protection matters needing immediate attention: Tel: 0208 255 2888

Adults at Risk:

Action on Elder Abuse:

0808 808 8141 / www.elderabuse.org.uk

The Anne Craft Trust: 0115 951 5400 A.C.T. - The Ann Craft Trust is concerned with facilitating the protection of all adults and children with learning disabilities who are vulnerable to abuse.

Website: <http://www.anncrafttrust.org> / Respond: 020 7383 0700 Provides services to people with learning disabilities who have experienced abuse, loss or trauma. www.respond.org.uk

Designated Safeguarding Lead:

Name: Tel/Email: Jack Price | 07377564322 | jack@livesnotknives.org

IF YOU BELIEVE A CHILD IS AT IMMEDIATE RISK OF HARM CALL 999 STRAIGHT AWAY Professionals can contact the Single Point of Contact's consultation line for advice, provided that the case is not allocated to another social worker and the child lives in the Croydon area.

12. PHOTOGRAPHY

Lives Not Knives relies heavily on photography (and videos) to use as promotion and used as ways of communicating to other children and young people, parents/carers and funders. Some photos and videos will be used with funders/grants to present the work Lives Not Knives has done.

We always ask for parent/guardian informed and written consent to take and use photographs/ video on our consent forms and letters for each new activity or event involving children and young people. Where a young person is over the age of 18, we will obtain their informed and written consent on our consent form. All consent forms are stored within our online database (upshot).

- Informed consent means that a child or other person is made aware of how their image or information (e.g. as part of a case study) could be used by Lives Not Knives, that they are not obliged to agree and that if they decline there will be no negative repercussions for them.
- Written consent means that there is written evidence of the consent. This can be on the basis of a verbal consent where the person is not literate, but there must still be written evidence that informed consent has been given.

13. STORAGE

1. Every effort is made to ensure that paper-based data are stored in organised and secure systems. When paper documents are no longer needed, they must be securely shredded using a cross-cut shredder. Any documents containing sensitive or personal information must be shredded immediately after being digitised.
2. Personal data is kept in paper-based systems and on a password-protected computer system.
3. Every effort is made to ensure that paper-based data are stored in organised and secure systems.
4. LNK is committed to GDPR compliance across our digital platforms. LNK utilises Microsoft 365, SharePoint, Upshot, Constant Contact, Brevo, Enthuse, Stripe and Just Giving. These are selected for their strong security measures, guaranteeing that all personal data is processed, stored, and transferred in compliance with GDPR regulations.

14. POLICY REVISIONS

This safeguarding policy will be reviewed annually by our Safeguarding Trustees to ensure it remains up-to-date and effectively addresses safeguarding risks. This policy may also be reviewed in the interim period as required following a serious incident, to cover any amendments to operating practices or policies, and/or changes in legislation, etc.

LNK are committed to reviewing and updating our safeguarding policy annually, which will be done by our Board of Trustees. Any recommended updates or revisions to the policy resulting from the annual review or post-incident review will be formally approved by our Board of Trustees before being implemented.

All staff, volunteers, and Board of Trustees will be notified of any changes to this safeguarding policy within two weeks of its occurrence and will receive updated training as necessary on the revised policy and procedures.

Version	Revision date	Summary of changes	Actioned by
1.0	May 2024	Para 10 added to explain how the policy is reviewed, updated and communicated to all stakeholders.	
2.0	November 2024	Contents page added, para 8 - confidentiality, para 9 - responding to a disclosure, Para 12 - photography	C. Clements
3.0	January 2025	Paragraph added on PREVENT strategy. Points added on Enhanced DBS for all staff, standard DBS for trustees. Added TED on how to respond to a disclosure. Opening paragraph on how safeguarding is the fundamental principle of LNK.	Charandeep Kaur Khaira, C. Clements, Eliza Rebeiro & Kate Newton