

Hull Women's Aid
Policy and Procedures
Safeguarding Children and Young People

Author	CEO
Name of responsible individual/group	The Trustees
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Target Audience	Trustees/staff/Volunteers/Service users

1.0. About this Policy

This policy sets out the approach of Hull Women's Aid (HWA) to dealing with the protection and safeguarding of children and young people.

2.0. Related Policies

- Anti - Bullying and Harassment
- Behaviour Management
- Children's Rights
- Code of Conduct
- Complaints & Comments
- Confidentiality Policy
- Data Protection
- Equality and Diversity
- Fair Access Fair Exit- Children's Services
- Health and Safety
- Initial Assessment, Safety and Support Planning
- Managing Risk
- Partnership Working
- Protection from Abuse
- Recruitment and Selection
- Safeguarding Adults
- Training and Induction
- Whistleblowing

3.0. Policy Statement

HWA is committed to and adheres to the principles outlined in [Working Together to Safeguard Children 2018](#)

We believe:

- a) That every child has the right to a life that is free from abuse, harm and neglect.
- b) The responsibility for child abuse lies solely with the abuser. The child is never to blame for any abuse that s/he may suffer.
- c) We all have a moral and legal duty to protect children and concerns about the safety and wellbeing of a child will not be ignored.

4.0 Roles, Responsibilities and Duties

4.1 The Board

The Board of Trustees has a legal responsibility and moral duty to ensure that children and young people are safeguarded from all forms of abuse whilst in receipt of HWA services and support.

They will ensure that:

- a) There is a designated Safeguarding Champion on the Board.
- b) Safeguarding incidents or failures are regularly reported to the Board.
- c) Safeguarding arrangements within HWA are regularly monitored, reviewed and reported to the Board.
- d) Risk is identified and managed and changes are reported to the Board.
- e) All trustees and all those involved in the delivery of services are subject to vetting through the Disclosure and Barring Service (DBS) or police checks appropriate to their role as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- f) All trustees, staff and volunteers are provided with appropriate, effective and regular training enabling them to recognise, respond to and report safeguarding concerns.
- g) Ensure that records and reports are stored securely and in accordance with relevant legislation.
- h) Will report to the Charity Commission if:
 - A beneficiary has been, or is alleged to have been, abused or mistreated by someone employed by or closely connected with HWA.
 - There has been an incident where someone was abused or mistreated, and this was related to the activities of HWA.
 - There has been a breach of procedures which put a beneficiary at risk, including the failure to carry out criminal record checks which would

have identified an individual who was prohibited from working with children or vulnerable adults.

4.2 Chief Executive Officer

The CEO of HWA is responsible for the operational implementation of HWA Children's Safeguarding Policy and Procedure. The CEO may delegate duties and responsibilities to Line Managers and Supervisors to ensure full implementation of the policy within their respective areas.

The CEO will ensure that:

- a) Safeguarding systems are established and maintained to report safeguarding concerns.
- b) Effective training is identified, programmed and carried out regularly.
- c) Persons designated with specific responsibilities for safeguarding are trained and competent and are provided with the resources to ensure the implementation of this policy.
- d) They are personally aware of their safeguarding duties and responsibilities not only as the CEO, but as a manager and employee and that these obligations are fulfilled.
- e) They alert the trustees and/or commissioners to any safeguarding allegations relating to employees, volunteers, patrons or anyone closely connected with the activities of HWA.
- f) They alert trustees if there is a breach of procedures which puts beneficiaries at risk, including a failure to carry out criminal record checks which would have identified an individual that was prohibited from working with children or vulnerable adults.

4.3 Line Managers

Line Managers are responsible for ensuring that safeguarding concerns are reported appropriately within their designated projects and will ensure that the safeguarding of children and young people is recognised as everyone's business.

Line Managers will ensure:

- a) That all employees and volunteers are provided with necessary and appropriate information, instruction, training and supervision to ensure that they are able to effectively safeguard the children and young people that they support.
- b) That all employees follow children's safeguarding arrangements and procedures.
- c) Effective reporting and appropriate level of investigation into any safeguarding incidents and allegations, ensuring appropriate action and follow up.
- d) They are aware of their safeguarding responsibilities and duties as individuals and employees.
- e) That any breach of procedure or allegation against a staff member is reported to the CEO.

4.4 Staff and Volunteers

All staff, including relief, casual and temporary employees and volunteers have an obligation to help safeguard children and young people.

Employees should:

- a) Ensure they are familiar with all safeguarding procedures.
- b) Follow all safeguarding processes and instructions.
- c) Report all incidents and concerns in accordance with this policy.
- d) Advise their line manager of any incidents and concerns in accordance with this policy.
- e) Attend and participate in any training courses and updates arranged for them.

4.5 General

Everyone involved in the delivery of services at HWA, including trustees, staff and volunteers has a duty to disclose to the CEO / Chair any safeguarding alerts that have been raised about them. This includes cases where criminal investigations are taking place.

5.0 Training and Support

- a) All staff, volunteers and Board members will receive training that is appropriate for their role and will be expected to act in accordance with these procedures. Online and face to face training is available through <https://www.hull.gov.uk/children-and-families/safeguarding-and-welfare/hull-safeguarding-children-board>
- b) All staff and volunteers are required to complete Safeguarding Children training. Training regarding specific safeguarding issues such as child sexual or criminal exploitation, Neglect and Prevent (Radicalisation and extremism) is also available through). Staff will be informed when this is available and may be requested to attend if appropriate to their role.
- c) Safeguarding Children refresher training should be undertaken every two to three years in accordance with the recommendations of the LSCB.
- d) To ensure the most appropriate response to safeguarding issues, staff and volunteers should discuss all safeguarding concerns with their line manager or in their absence, another manager or member of the Line Management team.

6.0 Definitions

- a) Living in a household where domestic abuse takes place can cause serious harm to a child in different ways. Harm can be caused to children who see the abuse, who are caught in the “cross fire” trying to protect a parent; who hear what’s going on from another room or see the parent’s injuries or distress. Failing to protect children from harm caused by witnessing domestic abuse is a safeguarding concern.
- b) Research has consistently shown that a high proportion of children living in households where domestic abuse takes place are themselves being abused

- c) by the same perpetrator. According to Women's Aid, the estimates of children affected vary between 30 and 60% depending on the study consulted, with three quarters of children known to social care agencies, living in households where domestic abuse is occurring.

- c) The following sections provide information about different types of abuse and highlight circumstances or situations where there are safeguarding concerns or where child abuse can take place. These definitions are not exhaustive or mutually exclusive.

6.1 Physical Abuse

- a) Physical abuse occurs when somebody inflicts injuries on a child or knowingly does not prevent them.
- b) Examples of physical abuse include: hitting, shaking, kicking, throwing, smacking, hair pulling, burning, biting, choking, poisoning, mutilating, suffocating or drowning.
- c) Abuse can also be a result from excessive physical punishment or discipline.

6.2 Sexual Abuse

- a) Sexual abuse involves forcing or encouraging someone under the age of 18 to take part in sexual activities. Sexual abuse typically involves a misuse of power that may be based on differences in age, intellect, physical strength or understanding and may involve bribes and threats.
- b) Sexual abuse may include inappropriate touching as well as penetrative acts such as rape, anal rape or digital penetration. It can also include forcing or enticing a child to witness sexual acts, involving a child in pornography or encouraging a child to behave in sexually inappropriate ways.
- c) Forms of abuse that appear to be less severe (e.g. inappropriate touching while playing games) may be used to groom a child for future sexual exploitation or may indicate that other forms of sexual abuse are already occurring.
- d) Sexual abuse can occur between children and young people. There is a distinction between what is deemed developmentally appropriate behaviour and abusive or harmful sexual behaviour (HSB). In the case of HSB, power and control are the major factors. Children who display harmful sexual behaviour have often been abused themselves.

6.3 Child Sexual Exploitation

- a) 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

- b) activity either in exchange for something the victim needs or wants, and/or 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.
- c) Child sexual exploitation does not always involve physical contact; it can occur through the use of technology. This may include a child being persuaded to have pictures taken or post sexual or sexualised images of themselves on the internet. In all cases those exploiting children have power over them by virtue of their age, gender, intellect, physical strength or economic resources.

6.4 Child Criminal Exploitation: County Lines

- a) County lines is a major cross cutting issue involving drugs, gangs, violence criminal and sexual exploitation, modern slavery and missing persons.
- b) Count Lines is the term used to describe gangs and organised criminal networks involved in exporting illegal drugs from one location to another.
- c) The gangs and criminal networks exploit children and vulnerable adults to move and store the drugs and money using coercion, intimidation, violence.

6.5 Emotional Abuse

Emotional abuse is the repeated emotional ill treatment of a child. Examples include:

- a) Causing a child to frequently feel frightened or in danger (e.g. threatening physical injury or abandonment);
- b) Exclusion;
- c) Verbal abuse;
- d) Racial abuse;
- e) Humiliation (such as repeatedly telling the child that s/he is useless or inadequate);
- f) Forcing a child to witness or hear violence, shouting, swearing, threatening or imposing expectations that are inappropriate for the child's age or development.

All other forms of abuse usually involve an element of emotional abuse.

6.6 Neglect

- a) Neglect is the severe or persistent failure to meet the essential needs of a child or to protect the child from danger.
- b) The persistent failure to attend to the physical and developmental needs of the child may include failing to provide warmth, clothing, food or consistent care or failing to meet their educational or medical needs.
- c) A lack of supervision may also expose a child to danger (such as a fall or traffic accident).
- d) Severe neglect can result in the significant impairment of the child's health or development, including failure to thrive.

6.7 Peer on Peer Abuse/Teenage Relationship Abuse

- a) Children and young people can engage in bullying and abusive behaviours in their friendship groups and in their intimate relationships. Bullying behaviour includes physical assault, teasing, threats and the misuse of technology to undermine or belittle someone. Bullying tends to be repeated, targeted and often aimed at certain groups.
- b) Although the definition of domestic abuse refers to those who are over the age of 16, abuse in teenage intimate relationships is common and takes

similar forms to abuse in adult relationships including physical, emotional, financial, psychological or sexual violence or abuse.

6.8 Adolescent to Parent Violence and Abuse (APVA)

- a) Child/Adolescent to Parent Abuse is often referred to as Adolescent to Parent Violence and Abuse (APVA). There is currently no legal definition of APVA, however, it is increasingly recognised as a form of domestic abuse.
- b) Children or young people may display physical violence towards their parent or carer and several other types of abusive behaviour, including damage to property, emotional abuse, and economic/ financial abuse.
- c) If the young person is above the age of 16 it would come under the Government's definition of domestic abuse.
- d) APVA is both a child and adult safeguarding concern. Not only is the parent at risk of harm caused by violence and abuse, their capacity to "parent" may be compromised leaving the child or young person at risk of other forms of harm.
- e) Children and young people who abuse parents or carers may also present a risk to other children in the household either psychologically, emotionally or physically.

6.9 Honour Based Violence/Forced Marriage (HBV/FM)

- a) HBV is a crime or incident, which is committed or instigated by family or community members who claim that the behaviour or actions of the victim has caused 'dishonour'. It is sometimes referred to in the context of "Izzat" which means dignity, honour and respect.
- b) Violence or abuse is motivated by the perceived need to restore status in a community which is presumed to have been lost by the actions or behaviour of the victim. HBV has the potential to be both a domestic abuse incident and a child abuse and is a safeguarding concern.
- c) A forced marriage, which is a form of HBV, is where one, or both people do not, or in cases of people with learning disabilities, cannot, consent to the marriage, and pressure or abuse is used to force the union.
- d) Forced marriage is recognised in the UK as a form of abuse and a serious abuse of human rights.

- e) A forced marriage should not be confused with an arranged marriage. An arranged marriage is one where the prospective spouses may choose whether they wish to accept the union or not and no pressure is applied to persuade either party.

6.9 Female Genital Mutilation

- a) The World Health Organisation defines Female Genital Mutilation (FGM) as “all procedures (not operations) which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons. FGM often occurs to girls under the age of 10.
- b) FGM is a form of child abuse and violence against women and girls, a serious public health risk and a human rights issue. It is illegal in the UK to subject a girl or woman to FGM or take a child abroad to undergo FGM.

6.10 Extremism and Radicalisation

- a) Radicalisation is the process by which children or young people adopt extreme political, religious or societal views and is associated with hate crime and terrorism.
- b) Protecting children from the risk of radicalisation forms part of our wider safeguarding duty and is similar in nature to protecting children from other harms e.g. drugs, gangs, neglect, sexual exploitation.

6.11 Human Trafficking and Modern Day Slavery

- a) Human trafficking is the modern day form of slavery. It is the illegal movement and trade of people including children for sexual or criminal exploitation, domestic servitude.
- b) Although human trafficking often involves an international cross border element, it is becoming more common in the UK, with children and young people being transported from one location to another for the purpose of exploitation.

For information about risks and indicators of abuse please see **Section 9** for links to useful resources and websites.

7.0 Procedural and Practice Guidance

7.1 Safeguarding procedures

- a) This procedural and practice guidance provides details about the processes that HWA staff and volunteers are required to follow to record and report concerns or incidents. It also highlights situations where concerns regarding safeguarding children or incidents of abuse may occur.
- b) Through your work with children and families in refuge and community services, you will support children and young people who have witnessed or experienced domestic abuse. Research is clear that witnessing or being

present in a household where there is domestic abuse and violence can be emotionally abusive and increases the risk of physical violence to the child.

7.1.1 Dealing with a Concern about a child

- a) HWA recognises that different levels of concern require different courses of action. Therefore, arm yourself with information. Most Local Authorities now operate a Single Point of Contact (SPOC).

- b) Local Authorities have published guidance to explain safeguarding thresholds and their local response to levels of need. Guidance is available here for <https://www.hullscp.co.uk/report-a-concern>
- c) If you feel the family require extra support or you are unsure of the level of support needed, you can with the consent of the parent, contact the SPOC for informal advice. **Advice and guidance on how to deal with a concern and how and when to make a referral is detailed on the Local Safeguarding Children's Board Website.**
- d) The best way to address a concern about a child is through a conversation with the family. You must be as transparent as possible with the parent/carer about any safeguarding concerns regarding their child, providing this can be done safely and doesn't increase the risk to the child or yourself.
- e) For HWA, the parent/carer would normally be the non-abusive parent or carer with parental responsibility. This person may or may not be a client of HWA'. We will only share information with a second parent/carer where it is safe and appropriate to do so and where the safety of the client/victim or child or any impending court proceedings will not be compromised.
- f) Individual situations could require interventions at different levels, therefore through your conversation you may:
 - Consider providing extra support to the parent / carer of the child. This could include HWA providing direct support or accessing other support via a range of partner agencies. Further information about the support available through partner agencies is available from the [Children and families | Hull City Council](#)
 - Consider initiating a multi-agency response if this hasn't been done already. The information is available from [Early Help Family Support | Hull City Council](#)
 - It may be appropriate for HWA to take on the role of 'Lead Professional' until a suitable agency can take responsibility for the coordination of support. To establish this, you should, in consultation with your line manager, take advice from the local Early Help/Prevention Team who can be contacted via the links above.
- g) Where you have concerns about the safety of a child **you must:**

- Always keep the parent involved and updated on any action you take. We would only deviate from this if we had major safeguarding concerns about a child / young person.
- Share your concerns with HWA colleagues who are also supporting the family. They may have further information to offer.
- Alert your manager to your concerns. She/he will be able to help you decide on the next course of action.
- Remember: a referral should not be perceived as a betrayal of trust, but as a necessary and responsible way of protecting children.

7.1.2 Dealing with a disclosure

If you are working with a child and they disclose information which leads you to have a suspicion or concern about possible abuse you must:

- a) Reassure the child or young person that it is not their fault and provide reassurance that they were right to tell.
- b) Give them time and reassurance so they can say what has happened in their own words.
- c) Avoid contaminating any evidence - You must not ask questions, make judgmental comments or jump to conclusions. In instances where there are allegations of sexual abuse or severe physical abuse, in no circumstances should you question or discuss the alleged abuse with the child or suspected abuser. Any enquiries of serious physical abuse or sexual assault must be conducted by specially trained police officers and social workers to meet legal requirements and be acceptable should there be any court proceedings.
- d) Record all details of the disclosure on the Children's Safeguarding Report Form below. Personal interpretations or opinions should be avoided. However, if professional judgement is used, it should be recorded in such a way to make this clear.



Children's
Safeguarding Repo

- e) Record any information as the child tells it, in their own words – Assurance of this should be provided on the form. However, you can say certain things without contaminating evidence such as:
 - You take what they say seriously
 - It was not their fault
 - They were right to tell
 - The adult was wrong
 - It is right to say no to unwanted touching

- f) Let the child/ young person know what will happen next and keep them informed. Reassure them that you are there to support them and discuss options realistically, including supporting them to talk to the parent/carer with a staff member present (**if the parent/carer is not the abuser**).
- g) Where we have concerns that keeping the parent/ carer informed will lead to an increased risk to the child, we reserve the right to refer the case directly to the Referrals and Assessment Team and/or the police without the knowledge of the parent / carer.
- h) Responsibility as to whether to make a safeguarding referral lies with HWA, therefore **you must** discuss all your concerns with your line manager or another manager in their absence who will advise you of the next course of action.

- i) If the abuse is **recent or continuing** immediate advice should be sought from the line manager who will decide on the next course of action, seeking advice from children's social care.
- j) If the abuse was historical and the child is no longer in danger, support may be available through Prevention or Early Help Teams. However, the abuser may still be a danger to children, therefore any concerns should be reported to children's social care. This is to ensure there is a record of the alleged offence and steps can be taken to secure a prosecution.

7.1.3 Dealing with an incident

- a) If you witness an incident, you must record all details of the incident on the Children's Safeguarding Report Form.
- b) All sections of the form must be completed. **Details must be factual** as these may form the basis of any referral to children's social care.
- c) Personal interpretations or opinions should be avoided. However, if professional judgement is used, it should be recorded in such a way to make this clear.
- d) If the abuse is committed by a parent/carer you are working with you must inform the parent/ carer of your duty to safeguard children which means that you will have to report your concerns to your line manager.
- e) As with any safeguarding concern or disclosure you must be as transparent as possible with the parent or carer providing this does not put the child/ young person at further risk of harm.
- f) You must discuss your concerns with your line manager or another manager in their absence at the earliest opportunity.
- g) Based on the information provided, your line manager will advise you of the next course of action informed by your Local Safeguarding Children Procedures.

7.1.4 Children at risk of significant harm

- a) There aren't any conclusive criteria on what constitutes significant harm, but consideration should be given to:
- The severity of the ill treatment which may include the degree and extent of physical harm; including harm suffered from seeing or hearing the ill treatment of others.
 - The duration or frequency of the abuse or neglect.
 - The intent and degree of premeditation by the abuser.
 - Any additional vulnerabilities a child may have including physical or learning disabilities / special needs.
 - Failure by the parent/carer to prevent the child/ young person being harmed.
 - Broad categories include:
 - Neglect
 - Physical abuse
 - Sexual abuse and exploitation
 - Emotional Abuse.
- b) In some cases, the risk to the child may be high and an immediate response is required. It may not be appropriate to contact your line manager in the first instance depending on the nature and immediacy of the response needed. In some cases, it may be considered necessary to contact the police.
- c) If you are aware that a child is at risk of “significant harm”, you should contact the Referrals and Assessment Team/Customer Advice Centre in your local area for advice following in your local safeguarding children processes.
[Worried about a child | Hull City Council](#)
- d) If you make a referral by telephone you will normally be advised to confirm the referral in writing within **48 hours**.
- e) You must inform your line manager/member of the management team at the earliest opportunity and record your actions.
- f) The line manager will inform all members of staff who are working directly with the children or family. This will be on a “need to know” basis.

7.1.5 Concerns about Child Sexual Exploitation

- a) If there are reasons to believe that a child is **at risk** of sexual abuse/exploitation. You should discuss your concerns with your line manager, recording all details of the conversation. Your line manager will advise you what to do next.
- b) You should **never** discuss the abuse with the alleged abuser.
- c) The line manager will inform all members of staff who are working directly with the children or family.
- d) You may, through conversations with children and young people, or by overhearing conversations, have concerns that a child or young person may be at risk. Each local authority has a risk identifier tool that may assist in your assessment of the situation.
- e) :

- f) Information about reporting concerns in Hull can be found in the following link

https://hullscb.proceduresonline.com/chapters/p_ch_sexual_exploit.html

7.1.6 Dealing with allegations against staff and volunteers

- a) To protect yourself from an unwarranted allegation, you must not put yourself in a position that could lead to misinterpretation. All allegations of abuse or maltreatment of children by a professional, staff member or volunteer will be taken seriously. If an incident is witnessed or an allegation is made against a member of staff or a volunteer, you must:
- Report the incident to your line manager who will advise you of the next course of action.
 - The line manager will inform a member of the Line Management Team / CEO who will deal with the allegation following HWA' and the Local Safeguarding Children partnership policies and procedures.
 - HWA will involve the police and Children's Social Care Local Designated Officer (LADO) and invoke the disciplinary procedure as appropriate.

7.1.7 Notifiable incidents

- a) A notifiable incident is an incident involving the care of a child where there have been cases of suspected abuse or neglect that meet the following criteria;
- A child has died
 - A child has been seriously harmed
 - A looked after child has died
 - A child in a regulated setting or service has died
- b) Seriously harmed in the context of the above includes, but is not limited to, cases where a child, through abuse or neglect, has sustained, any of the following:
- A potentially life- threatening injury
 - The serious and/ or likely long- term impairment of physical or mental health; physical; intellectual; emotional; social or behavioural development
- c) Even if the child recovers, this does not mean that serious harm cannot have occurred.
- d) In all circumstances, staff and volunteers should consult with the Safeguarding Lead, who will contact the Business Manager of the respective

Safeguarding Children Partnership to identify whether the criteria for a notification has been met.

- e) Where a child has died, the Safeguarding lead will notify the Child Death Overview Panel via local safeguarding children procedures.

7.1.7 Confidentiality and Record Keeping

- a) It is essential that our limits to confidentiality are explained to all clients including children and their parents/ carers where appropriate and that they understand the situations when confidentiality would need to be breached.
- b) They must also be made aware of the personal information we need to hold about them to provide them with a safe service and when we may need to share this.
- c) To share information, consent **must** be gained unless there is a child protection or safeguarding concern.

7.1.8 Storing information relating to safeguarding concerns

- a) All concerns must be recorded, this applies regardless of whether the concern is shared with the police or children's social care
- b) A flag should be raised on the child's record on the case management system indicating that there is a child protection concern. Brief details of the concern may be included here.
- c) All documentation should be forwarded to your manager who will upload it to the secure area on oasis.
- d) Access to the secure area is on a "need to know" basis and details of those accessing it, date and reason will be recorded.
- e) All child protection records must be kept for a minimum of 7 years after the last contact.
- f) Further guidance is available in the HWA "Confidentiality and Access to information Policy"

7.1.9 Dealing with Complaints

- a) Due to the sensitive nature of child protection concerns you may receive concerns or complaints from parents/ carers or children and young people themselves or partner agencies who may question our procedures and processes.
- b) All concerns and complaints should be reported to your line manager initially and from thereon will be dealt with through our " Complaints and Comments Policy"

7.2 Safeguarding in practice

7.2.1. Children and families supported through the Refuge

- a) Children entering refuges will often display behaviours which resemble behaviours displayed by abused and neglected children. This could be due to

worry about the change in environment, things that they have witnessed or anxieties about the future. To differentiate, you should expect a *reasonable* decrease of symptomatic behaviours after the child has settled in the refuge if the abuse and/or violence is no longer continuing.

- b) When a woman arrives into the refuge, she should be told about the house rules and should be informed that the refuge has policies on child protection and confidentiality and the limitations to confidentiality explained. It is important that parents/carers and children understand that there are limits to confidentiality when child protection issues are involved.
- c) Parents/carers should be informed that if there are clear indications that a child is at risk of serious abuse or harm.
- d) HWA will have a duty to refer the case to the Children's Social Care team for assessment or involve the police if a criminal offence has been committed.

7.2.2 Children and families participating in HWA community and outreach programmes

- a) Parents/carers should be given information about HWA' confidentiality policies, information sharing and our duty to safeguard children at the earliest opportunity. The first contact with the parent may be during a call to the HWA Office. This should be revisited once the assigned practitioner has established contact with the parent/carer.
- b) If you are working in schools, colleges or a partner organisation you may not encounter the parent or carer directly. You may be expected to follow the host organisations policies and procedures, therefore you must:
 - Be familiar with the partner organisations safeguarding policies and procedures before any work takes place and agree how you will report disclosures or concerns.
 - Make sure the children and young people you are working with or delivering a session to, are aware of and understand your duties regarding confidentiality and information sharing, including who you would have to share the information with.
 - Discuss with your line manager and record all information about safeguarding concerns, decisions and outcomes.

7.2.3 Children on Contact visits

- a) When relationships break down, many families are able to resolve child contact arrangements. However, where domestic abuse has taken place, safe contact can be difficult to arrange. Many children want to continue to see the parent who was abusive, but there is a need to consider the victims safety.
- b) Contact visits may lead to the further abuse of victims as they could be an opportunity for the abusive parent to;

- Harass or intimidate or blackmail the victim
 - deliberately try to turn the children against the other parent
 - abduct/take the children
 - Harm the children physically, emotionally or psychologically as a way to 'get at' the victim
- c) The abusive parent may also claim the resident parent is 'unfit' or trying to turn the children against them. If HWA has relevant evidence about the carer's ability to care for their children, we will offer to provide that evidence to Children's Social Care or to the courts.
- d) HWA recognises that the Children Act 1989 does not always provide adequate protection for victims of domestic abuse who are involved in contact proceedings. Case law has established a strong presumption of contact which often overrides considerations of safety. HWA will:
- Seek to ensure that the court is made aware of any factors indicating a risk of harm to either the child or the parent/carer.
 - Record any abuse or disclosure of abuse which has occurred in contact visits which may be relevant to court proceedings.
 - Also record information about the child's behaviour if they appear to be traumatised by contact arrangements, as this evidence may be needed to show that contact is not in the best interests of the child.

7.2.4 Concerns where a parent resumes an abusive relationship

It is a parent/carers responsibility to ensure their children are safe and free from harm. Allowing a child to live in an environment where domestic abuse is taking place is child abuse.

- a) If we receive a referral to HWA for a parent/carer, upon initial contact, we will explain that it is their responsibility to keep their children safe and failing to do so is a child safeguarding concern
- b) If a parent/carer chooses to stay with or return to the abuser, we will explain to the parent/carer that we have a duty to contact Children's Social Care for advice. This may result in a Child Protection referral being made.
- c) If we have reason to believe that a child has been abused by the partner of the parent /carer, or has been seriously affected by witnessing domestic abuse, HWA will discuss the situation with the non- abusive parent/carer and seek advice from Children's social care.

7.2.5 Peer on Peer Abuse/Teenage Relationship Abuse

- a) Peer to peer abuse also referred to as bullying is a form of abuse. Children's practitioners and outreach workers may come across incidents of peer to peer abuse/bullying in the refuges or through direct one to one or groupwork with young people or families.
- b) Young people may also experience abuse in their own personal relationships. Although the definition of domestic abuse refers to those who are over the

age of 16, abuse in relationships experienced by young people under this age should be taken as seriously as abuse in adult relationships.

- c) When there is 'reasonable' cause to suspect that a child or young person is suffering, or is likely to suffer, significant harm', a discussion should take place with the line manager and child protection procedures should be followed.
- d) It is also important to consider that the young person perpetrating the abuse may also be a victim of abuse themselves.
- e) Where the practitioner is working in a school or other education environment, a discussion should take place with the organisations safeguarding lead and the organisations anti- bullying or safeguarding policy should be followed thereafter.
- f) Details of this conversation and any actions should be recorded on the Case Management System.

7.2.6 Adolescent to Parent Violence and Abuse (APVA)

- a) Some families experience episodes of explosive or violent behaviour that result in a call to the HWA helpline from the parent. It is important to gain an understanding of the history behind the episode, as single incidents of APVA are more likely to involve a pattern of abusive behaviour, including intimidation and threats, damage to property or coercive control.
- b) Incidents or patterns of abusive behaviour by a child may also come to light through the support you provide a victim of domestic abuse through refuge or outreach. APVA is a safeguarding issue for both the child and adult as it can seriously impact parenting capacity leaving the child vulnerable and at risk of harm, abuse or exploitation in other arenas. It also puts the parent and other family members at serious risk of harm. Therefore, practitioners must:
 - Check all involved are safe and whether the situation remains volatile.
 - Advise parent to call the police should a violent incident occur.
 - Work with the parent/carer to develop a Safety Plan.
 - In discussion with the parent and adhering to confidentiality and information sharing policies, follow local processes for reporting a concern about a child.
 - Discuss with your line manager who will advise on the next course of action.

7.2.7 Honour Based Violence (HBV)/Forced Marriage

- a) Individuals, families and communities may take drastic steps to preserve, protect or avenge their honour. This can lead to a substantial breach in human rights and can include all forms of abuse including disfigurement, burning and in some cases death.
- b) If you have concerns that a child or young person may be a victim of HBV, you must:
 - Take what they say seriously and
 - Follow the safeguarding procedures outlined earlier in this document
 - If you feel they are at immediate risk of significant harm call the police

- c) Forced marriage is recognised in the UK as a form of personal, domestic and child abuse. Forcing someone to marry against their will is a crime and a serious child safeguarding concern, therefore you must follow HWA and local safeguarding procedures. See useful contacts for more information on Honour Based violence and Forced Marriage

7.2.8 Female Genital Mutilation

- a) Practitioners have a responsibility to ensure that the families they work with know that FGM is illegal. FGM is a serious child protection issue. If a child discloses FGM (cutting), or if you suspect a child is at risk or has undergone a procedure;
- A referral must be made to children's social care.
 - The police should also be notified by calling 101 or
 - in the case of an emergency, call 999.

7.2.9 Photography and Filming

- a) Although taking photographs and filming is a great way of recording children's achievements, it is important to be aware of potential child protection and safeguarding issues that may arise through the photographing and recording of events. Some potential risks associated with photographing events or achievements include:
- Vulnerable children or children in refuge being identifiable.
 - Inappropriate use or adaptation of images.
 - Children being put at increased risk of abuse and/or exploitation. For example: The name of a child being associated with the logo of a school on a school uniform.
- b) To minimise child protection and safeguarding issues:
- You must not use names or include other personal information in photograph captions or associated articles.
 - For children and young people under the age of 18, you must gain consent from the person with parental responsibility for their child to be photographed or filmed.
 - Obtain both the parents and child's permission to use their image in any publication. Children should be made aware of why the photo has been taken and how it will be used
 - Only use images of children in suitable clothing to reduce the risk of inappropriate use
 - Do not allow those photographing or filming unsupervised access to children.
 - All images should be stored securely. Electronic images should not be stored on unencrypted laptops, memory sticks or mobile phones. This includes taking or storing images on personal mobile phones.

- If you are aware that a child or young person's safety has been compromised, you must inform your line manager or a member of the SMT immediately.

7.2.10 E- Safety

- a) Technology is an area that evolves rapidly and can be used as a platform to facilitate harm to children and young people through grooming for sexual exploitation, criminal activity and radicalisation.
- b) Through your work in the community or in refuges you will come across children and young people who may be using the internet or other forms of technology in an unsafe way. Many children have unrestricted access to the internet via their mobile phones, this can also put children and young people at risk of being "tracked" putting families at risk in our refuge accommodation.
- c) If you are concerned about a child or young person's unsafe use of the internet you must discuss this with your line manager who will advise on the next course of action.
- d) For information about the use of email, social media and the internet within HWA, please see the Information Social Media Policy