

Safeguarding Children and Vulnerable Adults (At Risk) Policy – September 2024



Policy statement

Endeavour recognises that all children, young people and vulnerable adults have the right to freedom from abuse and to be in an environment where safety, security, praise, recognition and opportunity for taking responsibility are available.

We have an unwavering commitment to ensuring the safety and well-being of all young people in our care. We prioritise creating a secure environment where students feel protected and supported. Our approach to safeguarding includes comprehensive strategies for prevention, education, and response, employing rigorous background checks, continuous staff training, and promoting an open dialogue about safety and well-being. We respond promptly and effectively to safeguarding and child protection concerns, following established procedures to address and resolve issues. Our dedicated safeguarding team works closely with local authorities and other organisations to ensure that all young people receive the support and protection they need. Where we have shared concerns with another organisation, we don't let go or close an issue until we are confident someone has accepted the task and will see it through. We then note that on our records.

Through the implementation of this and associated policies we will ensure that the welfare and safety of the child / young person or vulnerable adult (herein referred to as 'young people or person') is paramount and that we will constantly strive to provide an environment free from abuse.

This policy is influenced by the following legislation and legal requirements:

- The Children's Act 1989 and 2004
- The Children and Social Work Act 2017
- The Safeguarding and Vulnerable Groups Act 2006
- Keeping Children Safe in Education 2024
- Working Together to Safeguard Children DfE 2023
- The Care Act 2014
- Female Genital Mutilation Act 2003 as amended by the Serious Crime Act 2015
- Anti-Social Behaviour, Crime and Policing Act 2014 (Sexual Harm Prevention Orders, Sexual Risk Orders and forced Marriage)
- Sexual Offences Act 2003
- The Counter Terrorism and Security Act 2015
 - Prevent Duty Guidance 2023
 - Prevent duty guidance: Guidance for specified authorities in England and Wales

This policy also takes account of the procedures and practice of Sheffield Local Authority and the published safeguarding arrangements set out by the Sheffield Children's Safeguarding Partnership (SCSP).

Responsibilities

This policy is for use by all staff, volunteers, work placements and Trustees (herein referred to as 'staff'). Safeguarding and promoting the welfare of children is **everyones** responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests of the child**.

Staff working directly with young people must communicate the main principles of this policy to young people, and explain how to raise any concerns they may have.

Incorporating young people's voices into our safeguarding approach is fundamental to our ethos. We actively engage students in conversations about their safety, ensuring they feel heard and valued. Through regular meetings and feedback surveys (i.e. asking young people if and how we made them feel safe during activities) we gather input on our safeguarding practices and areas for improvement. Our Endeavour Ambassadors contribute ideas to our safeguarding committee. This inclusive approach ensures that our safeguarding strategies are responsive, effective, and reflective of the needs and concerns of the young people we serve.

Engaging with our setting's community in our safeguarding approach ensures transparency and collaboration. Parents and carers are informed about our safeguarding policies and procedures through during initial placement meetings, in our consent forms and on our website. Our safeguarding team, which consists of a designated safeguarding leads (DSLs) and two deputies (see Appendix 4), are clearly identified in our communications, with their contact details readily available to ensure ease of access for concerns or advice.

The safeguarding policy is reviewed annually, incorporating feedback from all stakeholders, including parents, students, and staff. This review process is inclusive, inviting contributions from our wider community to ensure our policy remains current, comprehensive, and reflective of the needs of all those involved in our setting.

All staff should raise any concerns they may have with their line manager and Designated Safeguarding Lead (herein referred to as 'DSL').

The DSL is responsible for ensuring all staff training is up to date.

The DSL is responsible for all case management of safeguarding incidences and for advising and coordinating safeguarding issues.

The DSL is responsible for understanding the filtering and monitoring systems for online activity that Endeavour has in place. Monitoring and filtering software is managed and maintained by our IT provider. This is reviewed annually (in November) and any required updates, changes or training are shared with staff immediately, via email, and face-to-face at the subsequent All Staff meeting/supervisions.

In the event of any allegation against a member of staff, the Chief Executive will liaise with the Local Authority Designated Officer (LADO), in conjunction with the Board Trustee with responsibility for Safeguarding. In the event of an allegation against the Chief Executive, the Trustee with responsibility for Safeguarding will liaise with the LADO.

The DSL will annually review and update this policy, for approval by Trustees.

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September 2024

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September 2024

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Definitions

Safeguarding and promoting the welfare of young people is defined for the purposes of this policy as;

- Protecting young people from maltreatment
- Preventing impairment of Children's health or development
- Ensuring young people are growing up in circumstances consistent with the provision of safe and effective care, and
- Undertaking that role so as to enable those children to have optimal life chances and to enter adulthood successfully

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific young people who are suffering, or are at risk of suffering, significant harm.

In the UK, the terms child or children refers to all young people under the age of 18. At the age of 16 a Young Person is allowed to leave home, consent to lawful sexual intercourse, get married however, child protection extends to the age of 18years. In the case of care leavers, child protection can extend to the age of 21yrs.

This policy also extends to Adults at Risk. An Adult at Risk (a person aged 18 or over) is someone who is or may need community care services by reason of disability, age or illness; and is or may be unable to take care or unable to protect him or herself against significant harm or exploitation. An Adult at Risk may need or be receiving one of more of the following services:

- Has needs for care and support, and
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of their care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

Child Protection

Child protection means protecting a child from child abuse or neglect. Where there are concerns about harm, abuse or neglect, these must be shared with the relevant agencies. The agencies will work together to identify and decide together whether the harm is, or is likely to be, significant and the appropriate course of action.

If a member of staff or a volunteer has concerns that abuse or neglect could be taking place or a disclosure is made, there is a clear reporting process within Endeavour to ensure appropriate decisions are made and the relevant agencies are informed.

See Appendix 1 - Endeavour Safeguarding Process - Flow Chart

Children and young people who may be particularly vulnerable.

Endeavour work with some of the young people considered at *increased* risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect, due to cultural norms.

Special consideration and attention should be given to children who are:

- disabled or have special educational needs
- child looked after (i.e. those in care)
- living in a known domestic abuse situation or chaotic or dysfunctional household
- affected by known parental substance misuse or parental criminality
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying
- living in temporary accommodation
- living transient lifestyles
- living in neglectful and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- involved directly or indirectly in prostitution or child trafficking
- do not have English as a first language.

Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

When considering and reporting safeguarding staff should always give thought to the wider parameters, reflect over other known issues and consider connections. Staff at Endeavour should seek to recognise the interplay between contexts; and those that require attention and/or intervention.

Staff working at Endeavour frequently work in the community and/or with various partners. They are asked to consider:

- Their 'collective capacity to safeguard' young people – in addition to a parent's capacity to safeguard those in their care;
- That safeguarding being 'everybody's business' or 'everyone's responsibility' means that a wide range of agencies, communities and individuals play an active role in creating safe

spaces – in addition to the role that agencies may play in identifying harm and reporting/sharing information about that harm;

- Young people’s significant relationships, which are considered as part of a welfare response, include young people’s friendship and associations with peers – in addition to the relationships they have with family members.

Staff should ensure that the DSL is informed and has clear oversight of any liaison with partners regarding the safeguarding of any young person working with Endeavour. This facilitates thorough and effective case management.

(Extracted and adapted from: Contextual Safeguarding A 2020 update on the operational, strategic and conceptual framework Carlene Firmin and Jenny Lloyd - May 2020)

1. Abuse and Neglect

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect by inflicting, or by failing to act to prevent, significant harm to the individual. Children and vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Within this context 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 by another child or children. Abuse can take the form of physical, sexual, psychological, financial or material abuse, neglect or acts of omission, institutional abuse and discriminatory abuse.

The following definitions show some of the ways in which abuse may be experienced by a child or vulnerable adult but should not be considered exhaustive;

1.1. Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

Possible physical and behavioural indicators can include

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises - in clusters, often on the upper arm or outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks
- multiple burns with a clearly demarcated edge
- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather

- depression
- withdrawn behaviour
- running away from home

This list is not exhaustive, equally it does not automatically mean a young person is being abused.

1.2 Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and 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 from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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, although it may occur alone.

Possible indicators of emotional abuse can include:

- over-protection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- seeing or hearing the ill-treatment of another
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

1.3 Sexual Abuse

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.

Possible indicators of sexual abuse can include:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy
- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults, young people or children

It's important that consideration is given to the age and level of maturity of the young person, when reflecting on these examples.

1.4 Neglect

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

Possible indicators of neglect can include:

- constant hunger, sometimes stealing food from others
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate clothing for the conditions.
- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised.
- persistent stealing of items such as food

1.5 Financial Abuse

Financial abuse is when a child or vulnerable adult is exploited for financial gain. It includes theft, fraud, exploitation, misuse of property or finance. Financial abuse is a criminal act and as such must be reported to the Police. As with all types of suspected abuse, staff should follow the process outlined in the Responding to Safeguarding Concerns procedure and discuss concerns with their line manager or a member of the Safeguarding Team.

1.6 Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship, they might be invited to parties and given drugs and alcohol or they could also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation but sexual exploitation can also happen to young people in gangs.

- Sexual exploitation is used in gangs to:
 - Exert power and control over members
 - Initiate young people into the gang
 - Exchange sexual activity for status or protection
 - Entrap rival gang members by exploiting girls and women
 - Inflict sexual assault as a weapon in conflict

Sexual exploitation of children and young people involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money etc as a result of them performing, and/or another or others performing on them sexual activities. CSE can occur through the use of technology with a child or young person being persuaded to post sexual images on the internet or mobile phone without immediate payment or gain. In all cases, those exploiting the child / young person have power over them by virtue of their age, gender, intellect, emotional state, physical strength and / or economic or other resources. Violence, coercion and intimidation are common in exploitative relationships and the child / young person has very little choice as a result of their social / economic and / or emotional vulnerability.

The above list outlining the factors that can increase the risk of a person being abused can also contribute to a young person becoming the victim of sexual exploitation. Additional influences or contributory factors can include:

- Attending school or being friends with young people who are sexually exploited
- Being unsure about their sexual orientation or not being able to disclose sexual orientation to their families
- Lacking friends from the same age group
- History of abuse, risk of forced marriage, risk of honour-based violence or history of physical and emotional abuse and neglect
- Being homeless, living in residential care, or a hostel, B&B accommodation or supported accommodation
- Low self-esteem or self confidence
- Living in a gang neighbourhood

The following signs and behaviours are generally seen in young people who are being exploited and they may:

- Be involved in abusive relationships, intimidated and fearful of certain people or situations
- Hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- Associate with other young people involved in sexual exploitation
- Get involved in gangs, gang fights, gang membership
- Have older boyfriends or girlfriends
- Spend time at places of concern, such as hotels or known brothels
- Not know where they are, because they have been moved around the country
- Go missing from home, care or education.
- Have physical injuries
- Be involved in drug or alcohol misuse
- Have repeat sexually transmitted infections, pregnancy and terminations
- Have received gifts from unknown sources
- Have poor mental health, self-harm or have thoughts of or attempts at suicide

Any child displaying several vulnerabilities from the above lists *should be considered at high risk of sexual exploitation*. Any young person considered at risk must be referred to the relevant agency who will investigate to determine the risk of CSE along with preventative and protective actions as required.

It is imperative that if there are further concerns about the young person's behaviour or the chance of further involvement with CSE, that this is fed back to the referring agency or one of the bodies involved in a multi-agency approach without delay.

Similarly, the referring agency should provide suitable and sufficient information on the young person's referral documentation to ensure a thorough risk assessment can be completed for the young person. When the risk assessment is completed, additional factors should be considered such as having contractors on site e.g. working around any young people known to use sexualised behaviour to obtain items such as cigarettes or the mix of young people on programme or residential.

Further information on child sexual exploitation can be found at The Department for Education website at www.education.gov.uk/tackling-child-sexual-exploitation

1.7 Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Grooming can take place either online or in the real world by either a stranger or someone the child / young person knows. Groomers can be either male or female. Many children and young people don't realise they have been groomed or that what has happened is abuse. Grooming can involve having someone pretend to be someone they are not such as saying they are the same age online, buying gifts, giving attention, taking the young person on trips, outings or holidays

Once groomers have established trust, they will exploit the relationship by trying to isolate the child or young person from friends and family making them dependent on them. This will progress by using any means of power or control to make the young person feel they have no choice but to do what the person wants. Groomers will use blackmail, guilt, shame or any other means to stop the child or young person telling anyone about the abuse.

Groomers no longer need to directly meet children or young people in real life to abuse them, increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity. They are often opportunists who don't necessarily target one person, they may send something out to hundreds and wait to see who replies. However, they will often target those who may post public comments that suggest the young person has low self-esteem or is vulnerable which a lot of our young people may do. The groomer will then use information from the young person's profile to befriend them and then build up a relationship.

If a young person discloses or you suspect that a child or young person is being groomed, you must report this to your line manager and DSL straight away and the reporting process followed. It is probable that disclosures of grooming will be reported externally and may also lead to police involvement.

1.8 E-Safety

Young people may expose themselves to danger, whether knowingly or unknowingly when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc including 'cyber-bullying'. Young people who send naked or inappropriate photos of themselves or 'sexting' to other people are actually sending child images and therefore committing a criminal offence. Although a lot of young people may see sexting as harmless, taking, sharing or receiving images can have a long term lasting effect including blackmail, bullying, unwanted attention and emotional distress.

We have a duty to educate young people in the appropriate behaviours to enable them to remain both safe and legal when using the internet and related technologies.

The attention of staff is drawn to the following web resource as it supports delivery and intervention in this area.

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools/teaching-online-safety-in-schools>

1.9 Child on child abuse

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals.

In addition to the types of abuse talked about in this policy, it should be noted that Forced Marriage and Female Genital Mutilation are also considered abuse in the United Kingdom, and any concerns noted should be discussed with the DSL.

1.10 Forced Marriage and Honour Based Violence

Forced marriage 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. Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse (e.g. taking someone's wages and not giving any money back) can also be a factor.

It is important that staff are sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic and cultural groups. At the same time they must be clear that child abuse cannot be condoned for religious or cultural reasons, therefore forced marriage must be responded to as a protection and safeguarding issue. In cases of forced marriage, discussion with the family or any involvement of the family or local community members will often place the child or young person at greater risk of harm. Families should not be approached if forced marriage is suspected.

There is no specific offence of 'forcing someone to marry'; criminal offences may nevertheless be committed. Perpetrators, usually parents or family members, could be prosecuted for offences including threatening behaviour, assault, kidnap, abduction, threats to kill, imprisonment and murder. Sexual intercourse without consent is rape, regardless of whether this occurs within a marriage or not.

Forced marriage is automatically handled as a safeguarding issue and staff should share information quickly when young person is at risk. Staff should follow the process outlined in the Responding to Safeguarding Concerns procedure and cases will be referred to the Home new Office based Forced Marriage Unit. In the event of needing to get assistance for someone dealing

with possible forced marriage and there is no time to go through the normal escalation channels, contact the Police or the Forced Marriage Unit on:

Telephone: +44 (0) 20 7008 0151 Email: fm@fco.gov.uk

1.10 Serious violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs. Absence from education can be a warning sign of a range of safeguarding concerns including sexual abuse, sexual exploitation or child criminal exploitation

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's **Preventing youth violence and gang involvement** and its **Criminal exploitation of children and vulnerable adults: county lines guidance**.

1.11 Female Genital Mutilation (FGM)

FGM includes procedures that intentionally alter or injure female genital organs for nonmedical reasons. FGM is internationally recognised as a violation of the human rights of girls and women and is illegal in the UK and Europe. It is estimated that 130 million girls and women alive today have been cut in the 29 countries in Africa and the Middle East where FGM is concentrated.

UK communities that are most at risk of FGM include but are not exclusive to Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.

FGM is carried out on children between the ages of 0-15, depending on the community in which they live. It is extremely harmful and has short and long term effects on physical and psychological health. The procedure is often carried out in non-sterile environments without anaesthetic where the girl is pinned down and the procedure is carried out.

Suspicious may arise in a number of ways that a child or young girl is being prepared for FGM to take place abroad. These include knowing that the family belongs to a community in which FGM is practised, there is knowledge that an older sibling or the mother has undergone FGM, the family are preparing for the child to take a holiday, arranging vaccinations or planning absence from school/college or programme. The child may also talk about a 'special procedure/ceremony' that is going to take place or talks about being prepared for marriage.

Indicators that FGM may already have occurred include prolonged absence from school or programme, noticeable behaviour change on return and long periods away from classes or other normal activities, finding it difficult to sit still and appears to be experiencing discomfort or pain and possibly have bladder or menstrual problems and talk about pain between their legs.

If you have concerns that a girl or young women may be taken overseas for FGM or even being prepared for the procedure to happen in the UK despite it being against the law, you must escalate this immediately following the report a concern procedure. If time is critical and the young person is leaving programme with no indication of returning, you must raise this with the relevant authority i.e. Police or Children's Social Care as a priority. Where possible try to speak

to the DSL, DSD or a member of the L&M team beforehand and fill in the Safeguarding – Raising a Concern Form as soon as possible.

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Section 5B of the 2003 Act introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police. The duty came into force on 31 October 2015.

Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers to report. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

In this case the term teacher includes qualified teachers or persons who are employed or engaged to carry out teaching work in schools and other institutions

1.12 Prevention of Radicalisation

Endeavour has a statutory duty under The Counter-Terrorism and Security Act 2015 and the statutory Prevent Guidance 2023 to have due regard to the need to prevent people from being drawn into terrorism.

Radicalisation is a process by which an individual or group adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine contemporary ideas and expressions of freedom of choice. Radicalism can be both violent and nonviolent but more focus is on radicalisation turning into violent extremism.

Radicalisation can originate from opposing progressive changes in society or being against the British Values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Actively promoting British Values means challenging opinions or behaviours which are contrary to those fundamental values.

The more common focuses of radicalisation and extremism are towards ISIL, Al Qa'ida, the far right, neo-Nazis, white supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist animal rights (which is not an exhaustive list).

There are many pathways to radicalisation, which can be independent but are usually mutually reinforcing. The use of social media and the internet as tools to radicalise young people cannot be underestimated. Often those who are already vulnerable in some way are targeted by others seeking to recruit people to follow extremist ideology and that exposure to extreme views can make young people vulnerable to further manipulation and exploitation.

The list on page 4 which covers existing issues which makes young people more vulnerable to abuse or exploitation is often present in young people found to have been drawn into radicalisation or extremism.

Indicators for possible radicalisation can include:

- Spending increasing time in the company of other suspected extremists

- Changing their style of dress and appearance in accordance with the group or culture
- Their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause
- Possession of material or symbols associated with the extremist cause (e.g. the swastika for far-right groups)
- Attempts to recruit others to the group/cause/ideology
- Communications with others that suggest identification with a group/cause/ideology
- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills
- Using insulting or derogatory names or labels for another group
- Speaking about the imminence of harm from the other group and the importance of action now
- Expressing attitudes that justify offending on behalf of the group, cause or ideology
- Condoning or supporting violence or harm towards others
- Plotting or conspiring with others.

The Prevent strategy under Counter Terrorism law is designed to help stop people moving from extremist groups or from extremism into terrorist activity and has 3 specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat faced from those who promote it
- Prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with sectors and institutions where there is a risk of radicalisation that needs to be addressed

Under The Channel Duty, every local authority in England and Wales has a Channel Panel. These work in a similar way as a Safeguarding Board but deal specifically with radicalisation and extremism. Members of a Channel Panel will be made up of Police, Social Workers, Probation, YOTs, NHS, LA Safeguarding Managers, Border Force, Housing, Home Office Immigration and Children's Services.

Channel Panels will deal with people vulnerable to radicalisation and identify and implement support processes such as providing or dealing with:

- Constructive activities
- Cognitive behaviour / therapy
- Drug and alcohol abuse
- Family support

- Housing support

A member of staff who has a concern about a young person being radicalised should report this immediately to their line manager, and directly to the DSL who will advise how to escalate and who to report to. If there is concern of immediate danger, contact should be made with the Police or the Local Authority Channel Panel and then the Record of Concern process followed immediately.

2. Process

2.1 Early Help

Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

Any child may benefit from early help but all staff should be particularly alert to the potential need for early help for a child who:

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

In the first instance, staff who consider that a student may benefit from early help should discuss this with the School's DSL or DDSL. The DSL will communicate this support to the parents/carers. Early help support is voluntary and in co-operation with the family at all times. If early help is appropriate, the DSL will generally lead on liaising with relevant agencies and setting up appropriate meetings and inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead professional. The DSL will support staff in liaising with external agencies and professionals in an interagency assessment, as appropriate. If early help is appropriate, the matter will be kept under constant review and consideration given to a referral to children's social care if the student's situation does not appear to be improving or is getting worse.

2.2 How to respond to signs or suspicions of abuse

If you suspect someone is being abused, you should discuss your concerns with Endeavour's Designated Safeguarding Lead. They will listen to your concerns and discuss next steps.

For details see Section 7 below and / or Appendix 4.

2.3 How to respond to a disclosure of abuse

If a child or vulnerable adult discloses that they have been abused, either historically or currently, then the person listening to the disclosure should have a conversation which gathers as much evidence as possible, without investigating or leading! The types of questions which can be asked should be open, such as where, when, who, what. You should avoid leading questions such as 'Did it happen yesterday' or 'does it happen every week'. A more appropriate question might be 'when did it last happen' or 'how often does it happen'. Use the TED approach – Tell, Explain, Describe.

As soon as possible you should write down as much as the conversation as possible, what the person said, what you asked, and their response. You should use their language at all times.

- Do not interpret or infer meaning.
- Write exactly what was said and write down facts/apparent facts.
- Write a detailed, factual record of what you were told, including dates and times and the actions taken by you. Detail any involvement of others.
- Always include the date, time and place of the conversation (and a signature).
- Where a report includes online elements, staff are reminded not to view or forward any illegal images of a child but note what has been reported.
- Electronic devices should be withheld by the DSL

See Appendix 2 – Safeguarding – Disclosure Log Form

2.4 Confidentiality

Where safeguarding is concerned you CANNOT ever promise to 'keep a secret'. If you have any concerns about an individual's welfare you have a duty of care, as a professional, to address the concern. You should always share your concerns with the DSL, who will listen to your concerns, provide advice and support and make a referral to Children and Families Social Care, and Police if in immediate danger. Where appropriate, the parent or carer would also be advised. We should always respect the individual and family's right to privacy, whilst doing our utmost to keep children safe.

2.5 What to do next

In the first instance, referring to the Endeavour Safeguarding Process – Flow Chart, discuss your concerns with the DSL. It is completely normal to be concerned over whether you are 'right or wrong' and worry if you could inadvertently make a situation more difficult for a young person. Don't think 'what if I'm wrong', think 'what if I'm right'. There is no concern too small to raise with the DSL.

In conjunction with your DSL, you will agree the next steps including referral to an external agency and notification of referral to the young person and family or carer. As professionals we cannot refer anonymously.

All information sharing will be done in line with Endeavours Policy and with reference and understanding of

- GDPR and the Data Protection Act 2018.
- Information Sharing: Advice for Practitioners 2018

3. Recruitment & Training

3.1 Recruitment

Recruitment of staff should always be undertaken following Safer Recruitment practices. This ensures references are always followed up, Disclosure and Barring Service (DBS) checks are carried out as required, and proper vetting procedures are followed.

Potential candidates are informed that online searches will be done as part of due diligence checks ahead of the interview.

Please see our Safer Recruitment Policy Statement and Safer Recruitment Procedures.

3.2 Training

Following recruitment, all staff will receive an induction to Endeavour which will include information of Safeguarding. Those staff who will be working with Children and Adults' at risk are required to attend an internal safeguarding and child protection induction (which includes the expectations, applicable roles and responsibilities in relation to filtering and monitoring of children's online activity), as well as external approved training, in line with both the Local Safeguarding Children Board and Safeguarding Adults board process. This can be achieved via face to face training or E-Learning.

Links to Training can be found on Page 21

4. Whistleblowing

Staff and workers who make public disclosures, about wrongdoings in the workplace are commonly referred to as "whistleblowers". The term 'whistleblowing' usually applies when a person is acting as a witness to misconduct or malpractice that you have observed and which threatens other people. Staff should refer to Endeavour's Employee handbook for our Whistleblowing procedures.

Where a staff member feels unable to raise an issue with Endeavour, or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- general advice on whistleblowing can be found at <https://www.gov.uk/whistleblowing>
- the NSPCC Whistleblowing Advice Line <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/> is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally, or have concerns about the way a concern is being handled by their school or college. Staff can call 0800 028 0285 – and the line is available from 08:00 to 20:00 Monday to Friday , and 09:00 to 18:00 at weekends. The email address is help@nspcc.org.uk

5. Allegation against staff

5.1 What to do

Allegations against staff are rare but should always be taken seriously. If you suspect a member of staff is abusing or demonstrating inappropriate behaviour towards someone or if an allegation is made by one or more of our participants and/or partner organisations, you should report it immediately to the Designated Safeguarding Lead and Chief Executive

In all cases, the Local Safeguarding Children's Board processes will be reviewed and followed and the Local Authority Designated Officer (LADO) would be contacted. Depending on the nature of the disclosure, an investigation may take place following Endeavours Disciplinary Policy and Procedure. In all instances the member of staff will be removed from contact with the participant until the outcome of the investigation is decided.

In all cases, Confidentiality will apply.

5.2 Avoiding allegations or harm

All staff should avoid putting themselves in a position where they are at risk of allegation or harm, for example considering if 1-2-1 working is absolutely necessary. Where it is necessary, you should discuss with your line manager or DSL and consider if a 1-2-1 risk assessment should be completed. The individuals we work with often have complex needs, and may develop feelings whereby they consider the employee to be more than a worker.

Staff must NEVER use their own personal media accounts to interact with participants, personal mobile phone numbers should not be given out, nor should personal addresses. You are advised not to befriend ex beneficiaries. In the event that a concern arises, speak to the DSL.

As staff, you should try to avoid;

- repeated and /or lengthy 1-2-1 situations where possible, educational intervention or mentor support interventions of this nature should be discussed your line manager or DSL and potentially risk assessed
- situations where accidental 1-2-1 contact may occur (e.g. toilets)
- physical contact
- overfamiliarity – do not discuss your personal life in any depth

Please note, this list is not exhaustive.

If you believe a participant is getting too close to you, or is becoming reliant on you individually, you should aim to distance yourself from the participant as well as discuss this with the DSL to agree strategies and actions.

5.3 Allegations against an outside organisation, agency or individual

In the case of an allegations against an outside organisation, agency or individual (e.g. an outdoor centre or workshop provider) we will follow your own safeguarding policies and procedures and inform the local authority designated officer (LADO).

6. Contracts

We will adhere to all individual, specific reporting requirements of individual funding or contracting bodies, whilst ensuring compliance with GDPR legislation

7. Key Contacts

7.1 Internal key Contacts		
Role	Name	Contact information
Chief Executive Officer	Edward Thatcher	ed.thatcher@endeavour.org.uk 07912 477 937
Designated Safeguarding Lead	Edward Thatcher	ed.thatcher@endeavour.org.uk 07912 477 937
Designated Safeguarding Deputy	Hannah Shaw	hannah.shaw@endeavour.org.uk 07813 937 253
Designated Safeguarding Deputy	Will Hopkins	Will.hopkins@endeavour.org.uk 07960 180 384
Board Trustee (Safeguarding)	Jane Haywood	janehaywood1@btinternet.com

7.2 External Contacts & Links	
The Sheffield Safeguarding Hub	Referring a safeguarding concern to Children's Social Care The Sheffield Safeguarding Hub - Tel: 0114 273 4855 Accessible 24 hours https://www.safeguardingsheffieldchildren.org/sscb/safeguarding-information-and-resources/referring-a-safeguarding-concern-to-childrens-social-care
Sheffield Safeguarding Adults partnership	To raise a concern about adult abuse or neglect Contact First Contact 0114 273 4908 - Open 24 hours, 7 days a week https://www.sheffieldasp.org.uk/sasp/sasp/for-professionals/professionals-report-an-adult-safeguarding-concern
Sheffield Local Authority Designated Officer (LADO)	Children To discuss a referral with Andrew Adedoyin, LADO, you can ring or email (remember to do this securely) on: 0114 2734855 then select option 1 Email LADO@sheffield.gov.uk Office hours are Monday - Thursday (8:45am - 5:15pm) Fri (8:45am - 4:45pm).
Police - Emergency	999

Sheffield Channel Panel	<p>Information regarding the Prevent counter-terrorism strategy can be accessed via https://www.sheffield.gov.uk/home/pollution-nuisance/prevent-counter-terrorism-strategy</p> <p>If you're worried about someone being drawn into terrorism, you can make contact with the South Yorkshire Police Prevent Team by ringing 101 or calling the Anti-Terrorist Hotline (can be anonymous) on 0800 789321.</p> <p>In an emergency where your own or others' safety is at risk call 999.</p>
Child Exploitation and Online Protections (CEOP)	<p>https://www.ceop.police.uk/ceop-reporting/</p> <p>CEOP is a law enforcement agency and is here to keep children and young people safe from sexual exploitation and abuse. The link below can be accessed to start your report to one of CEOP's Child Protection Advisors.</p> <p>https://www.ceop.police.uk/ceop-reporting/</p>
Forced Marriage Unit	<p>Contact the Forced Marriage Unit (FMU) if you're trying to stop a forced marriage or you need help leaving a marriage you've been forced into.</p> <p>Forced Marriage Unit fmu@fcdo.gov.uk Telephone: 020 7008 0151 From overseas: +44 (0)20 7008 0151 Monday to Friday, 9am to 5pm Out of hours: 020 7008 1500 (ask for the Global Response Centre)</p>
NSPCC	www.nspcc.org.uk
Amber Project / Amber Service	https://www.safeguardingsheffieldchildren.org/scsp/safeguarding-information-and-resources/sexual-exploitation

8. Links to documents and guidance

Keeping children Safe in Education – updated 2024

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Working Together to Safeguard children – updated 2023

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

GDPR

<https://www.gov.uk/data-protection>

Other relevant Endeavour policies and / or procedures

- Safer Recruitment
- Lone Working
- GDPR

Training Links

The following Safeguarding and Prevent mandatory modules are accessible via <https://scsp.vc-enable.co.uk/Login?returnUrl=%2F> with self-registration

- Safeguarding in Education
- Radicalisation and Extremism

alongside these are additional training modules as required / necessary according to the role, including:

- Working with Children with Learning Difficulties and Disabilities
- Understanding the Impacts of the Trio of Vulnerabilities
- Supporting Teenagers and Young People
- Safer Recruitment
- Modern Slavery and Trafficking
- Understanding the Importance of the Mental Capacity Act and Liberty Protection Safeguards
- LGBTQ+ Awareness
- Female Genital Mutilation: Recognising and Preventing FGM
- Child Exploitation and Extra-familial Harm
- Attachment Theory

There will also be mandatory face-to-face training

- Basic Safeguarding Children in Education Training

and for Designated Safeguarding Leads / Deputies

- Advanced Initial Safeguarding Children in Education
- Advanced Refresher Safeguarding Children in Education

Additional Prevent Training can be accessed via

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

Additional Channel Training can be accessed via

https://www.elearning.prevent.homeoffice.gov.uk/channel_awareness/01-welcome.html

ACE's training can be accessed via

<https://xeleratelearning.com/e-learning-aces/>

If you are concerned that a child or vulnerable adult is at serious and immediate danger, you should contact the police on 999

Other sources of information

www.nspcc.org.uk

8. Where to Find for Procedures

This section provides advice on where to find our procedures for the following things:

Responding to concerns about a child's welfare	<i>This document, Appendix 1 (below), Safeguarding Induction (speak to Line manager)</i>
Storage of child protection records	<i>Endeavour Data Retention Policy Review Sept 2025</i>
Safe Recruitment of staff and volunteers	<i>Endeavour Safer Recruitment Policy Review Sept 2025</i>
Adult code of conduct to have a section on safeguarding	<i>Employee Handbook</i>
Managing allegations against adults who work with children	<i>This document, Appendix 1 (below), Safeguarding Induction (speak to Line manager)</i>
Recording low-level concerns about adults	<i>This document, Appendix 1 (below), Safeguarding Induction (speak to Line manager)</i>
Risk assessment (incl. Adult: child ratios)	<i>Endeavour activity, AP and Youth Club risk assessments (select relevant document based on programme)</i>
Child-on-child abuse and managing concerns/allegations made against a young person	<i>This document, Appendix 1 (below), Safeguarding Induction (speak to Line manager)</i>
Use of personal devices, including wearable technology, and the taking, storing and sharing of images of children	<i>Endeavour Data Protection Policy Review Sept 2025 & Endeavour Employee Handbook</i>
Keeping children safe online	<i>This document, Appendix 1 (below), Endeavour E-Safety Policy Review Sept 2025, Safeguarding Induction (speak to Line manager)</i>
Whistleblowing and complaints	<i>Endeavour Whistle Blowing Procedure Review Sept 2025</i>
Recording safeguarding information	<i>Endeavour Data Protection Policy Review Sept 2025</i>

9. Appendices

Appendix 1	Endeavour Safeguarding Process - Flow Chart
Appendix 2	Safeguarding - Disclosure Log Form
Appendix 3	Safeguarding - Raising a Concern Form
Appendix 4	Endeavour Safeguarding Team - image