



YOUNG LEARNER PROTECTION & SAFEGUARDING GUIDELINES

THE POLICIES IN THIS HANDBOOK
ARE TO BE IMPLEMENTED BY ALL
MEMBERS OF STAFF, AS WELL
AS VOLUNTEERS, WHO WORK OR
LIAISE DIRECTLY WITH YOUNG
LEARNERS AT THE FAITH CAVE

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TABLE OF CONTENTS

SAFEGUARDING STATEMENT	05
INTRODUCTION	06
IDENTIFYING ABUSE & NEGLECT	08
YOUNG LEARNERS PROTECTION POLICY	16
YOUNG LEARNERS AT RISK POLICY	22
STAFF/VOLUNTEER ALLEGATIONS POLICY	26
YOUNG LEARNERS ALLEGATIONS POLICY	34
STAFF/VOLUNTEER BEHAVIOUR POLICY	44
YOUNGER LEARNER CODE OF CONDUCT	54
VISITORS CODE OF CONDUCT	58
VISITORS POLICY	62
COMPLAINTS POLICY	66
DATA PROTECTION & GDPR POLICY	70

E-SAFETY POLICY	74
ANTI-BULLYING POLICY	76
ANTI-DRUGS POLICY	84
MENTAL HEALTH AND WELLBEING POLICY	86

APPENDIX

REPORTING FORM	90
MARF FORM	92
SAFEGUARDING FLOW CHART	101

USEFUL CONTACT DETAILS

DESIGNATED SAFEGUARDING LEAD/OFFICER
ASIM HUSSAIN - 07506 960 603

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KABIR HAMEED - 07717 496 938

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LOCAL AUTHORITY CHILDREN'S SOCIAL CARE
DEPARTMENT: 01274 435600 (OUT OF HOURS 01274
431010).



SAFEGUARDING STATEMENT

THE FAITH CAVE ACKNOWLEDGES THE DUTY OF CARE TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN AND IS COMMITTED TO ENSURING OUR SAFEGUARDING PRACTICE REFLECTS STATUTORY RESPONSIBILITIES AS WELL AS GOVERNMENT GUIDANCE, WHILST COMPLYING WITH BEST PRACTICE.

Our policies recognise that the welfare and interests of children are paramount in all circumstances. We aim to ensure that regardless of age, ability or disability, race, religion or belief, all children:

- » Have a positive and enjoyable experience of learning at The Faith Cave in a safe and child centred environment.
- » Are protected from abuse whilst participating in the services provided by The Faith Cave.

We acknowledge that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy, The Faith Cave will:

- » Promote and prioritise the safety and wellbeing of children and young people
- » Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people. Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or

disclose the concern.

- » Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- » Prevent the employment/deployment of unsuitable individuals
- » Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in The Faith Cave. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the institute.

The policy will be reviewed annually, or in the following circumstances:

- » Changes in legislation and/ or government guidance.
- » As required by the Local Safeguarding Children Board.
- » As a result of any other significant change or event.

The Faith Cave believes that safeguarding is everybody's responsibility, and we will take all the required steps to ensure that our children are protected.

INTRODUCTION

Safeguarding is at the heart of all our work with children at The Faith Cave.

THESE POLICIES APPLY TO ANY CHILD OR YOUNG PERSON WITH WHOM WE SUPPORT OR LIAISE WITH DURING THE DELIVERY OF OUR SIGNATURE INITIATIVES AND PROJECTS. WHERE THE POLICY OR PROCEDURE REFERS TO A 'CHILD', 'YOUNG PERSON', OR 'YOUNG LEARNER', WE MEAN ANYONE WHO HAS NOT YET REACHED THE AGE OF 18 YEARS.

These policies and procedures set out how The Faith Cave implements safeguarding for children with whom we come into contact in the course of our work.

The Faith Cave is committed to devising and implementing policies so that everyone within the institute accepts their responsibilities for safeguarding children from abuse and neglect. This means following procedures to protect them and reporting any concerns about their welfare to the appropriate authorities.

The policies and procedure help us to achieve this by:

- » Supporting us to safeguard children in practice, by defining abuse and informing us what to do.
- » Ensuring we all work to the same policy and procedure.
- » Making sure we are accountable for what we do.
- » Being clear what roles and responsibilities, we all have in safeguarding.
- » Saying what staff can expect from the institute to help them work effectively.

The policies are informed by and supports our Institutional purpose, and is how we comply with legislation and local safeguarding children's board guidance



GUIDING PRINCIPLES

0 1 . At The Faith Cave you will encounter children during your normal working activities. You are in a unique position to be able to observe signs of abuse or neglect, or changes in behaviour which may indicate a child may be being abused or neglected.

0 2 . You should make sure that you are alert to the signs of abuse and neglect, that you question the behaviour of children and parents/carers and don't necessarily take what you are told at face value.

0 3 . You should make sure you know where to turn to if you need to ask for help within your institute, and that you are also aware that you can refer to children's social care or to the police, if you suspect that a child is at risk of harm or is immediate danger.

0 4 . You should make sure that you understand and work within the local multi-agency safeguarding arrangements that are in place in your area. In doing so, you should be guided by the following key principles: Children have a right to be safe and should be protected from all forms of abuse and neglect; Safeguarding children is everyone's responsibility; It is better to help children as early as possible, before issues escalate and become more damaging; Children and families are best supported and protected when there is a co-ordinated response from all relevant agencies.

0 5 . When working at The Faith Cave Institute you should not let other considerations like the fear of damaging relationships with adults, get in the way of protecting children from abuse and neglect. It is important that we remember that if you think that referral to children's social care is necessary, you should view it as the beginning of a process of inquiry, not as an accusation.

IDENTIFYING ABUSE & NEGLECT

Abuse and neglect are forms of maltreatment – a person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.

Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, including, via the internet. Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development, and well-being.

THE WARNING SIGNS AND SYMPTOMS OF CHILD ABUSE AND NEGLECT CAN VARY FROM CHILD TO CHILD.

Disabled children may be especially vulnerable to abuse, including because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so you should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health. By understanding the warning signs, you can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

There are several warning indicators which might suggest that a child may be being abused or neglected. Some of the following signs might be indicators of abuse or neglect:

» Children whose behaviour changes - they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;

- » Children with clothes which are ill-fitting and/or dirty;
- » Children with consistently poor hygiene;
- » Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- » Children who don't want to change clothes in front of others or participate in physical activities;
- » Children who are having problems at The Faith Cave, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- » Children who talk about being left home alone, with inappropriate carers or with strangers;
- » Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- » Children who are regularly missing from The Faith Cave or education;
- » Children who are reluctant to go home after The Faith Cave;
- » Children with poor The Faith Cave attendance and punctuality, or who are consistently late being picked up;
- » Parents who are dismissive and non-responsive to staff and volunteers' concerns;
- » Parents who collect their children from The Faith Cave when drunk, or under the influence of drugs;
- » Children who drink alcohol regularly from an early age;
- » Children who are concerned for younger siblings without explaining why;
- » Children who talk about running away; and
- » Children who shy away from being touched or flinch at sudden movements.

There are four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse, and neglect. Each has its own specific warning indicators, which you should be alert to. Working Together to Safeguard Children (2018) statutory guidance sets out full descriptions.

PHYSICAL ABUSE

Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning, or scalding, drowning, or suffocating a child.

Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol, and mental health or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering physical abuse.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.

Some of the following signs may be indicators of physical abuse:

- » Children with frequent injuries;
- » Children with unexplained or unusual fractures or broken bones; and
- » Children with unexplained: bruises or cuts; burns or scalds; or bite marks.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be able to observe it, for example, in the way that a parent interacts with their child. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

Emotional abuse may involve serious bullying – including online bullying through social networks, online games, or mobile phones – by a child's peers.

Some of the following signs may be indicators of emotional abuse:

- » Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- » Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- » Parents or carers blaming their problems on their child; and
- » Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

SEXUAL ABUSE AND EXPLOITATION

Sexual abuse is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such.

A child may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health.

Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Some of the following signs may be indicators of sexual abuse:

- » Children who display knowledge or interest in sexual acts inappropriate to their age;
- » Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- » Children who ask others to behave sexually or play sexual games; and
- » Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infection.

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online.

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:

- » Children who appear with unexplained gifts or new possessions;
- » Children who associate with other young people involved in exploitation;
- » Children who have older boyfriends or girlfriends;
- » Children who suffer from sexually transmitted infections or become pregnant;
- » Children who suffer from changes in emotional well-being;
- » Children who misuse drugs and alcohol;
- » Children who go missing for periods of time or regularly come home late; and
- » Children who regularly miss The Faith Cave or education or don't take part in education

NEGLECT

Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision, or shelter. It is likely to result in the serious impairment of a child's health or development.

Children who are neglected often also suffer from other types of abuse. It is important that staff and volunteers remain alert and do not miss opportunities to take timely action. However, while you may be concerned about a child, neglect is not always straightforward to identify.

Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing, or warmth for the child. Neglect may occur during pregnancy because of maternal drug or alcohol abuse.

Some of the following signs may be indicators of neglect:

- » Children who are living in a home that is indisputably dirty or unsafe;
- » Children who are left hungry or dirty;
- » Children who are left without adequate clothing, e.g. not having a winter coat;
- » Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;

- » Children who are often angry, aggressive or self-harm;
- » Children who fail to receive basic health care; and
- » Parents who fail to seek medical treatment when their children are ill or are injured.

FURTHER DEFINITIONS

As well as the definitions above, there are circumstances which can be indicative of abuse, or constitute abuse and are in any case, damaging to children. You should be aware of the need to act on concerns about the following.

DOMESTIC (FAMILY) VIOLENCE

Domestic or Family Violence adversely affects children, whether it is significant enough to warrant action under Child Protection Procedures. When a member of staff becomes aware that a child may be living in a household where there is emotional, physical, or sexual violence, they should attempt to find out whether the family are receiving help and should consider contacting the referral agencies.

BULLYING

Staff should be aware of and act in accordance with the Anti-Bullying Policy. Bullying is not acceptable behaviour. Staff members witnessing a child being bullied or receiving complaints over bullying have a duty to do whatever is within their power to stop the situation, while avoiding putting themselves or the child in danger.

Staff should always discuss instances of bullying with the Designated Safeguarding Lead. This should occur immediately if the situation is beyond their ability to deal with. It is important to be aware of the possible use of weapons to threaten covertly, or overtly. All actual or threatened use of weapons or threat of physical force must be reported to the Police.

FORCED & UNDER-AGE MARRIAGES

The Islamic faith doesn't support the idea of forcing someone to marry without his or her consent. This should not be confused with arranged marriages between consenting adults. In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more.

FEMALE GENITAL MUTILATION (FGM)

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in the UK.

The Faith Cave takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.

Since 31 October 2015 it is a legal requirement to report known cases of FGM (visually identified or verbally disclosed) to the police under the FGM Mandatory Reporting Duty. Any such disclosures will be referred to the police by contacting them on the 101 number. This duty does not apply in relation to “at risk” or suspected cases. In these cases, the Designated Safeguarding Lead will make appropriate and timely referrals to MARF if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to MARF even if it is against the child’s wishes.

FAITH BASED ABUSE

Some faiths believe that spirits and demons can possess people (including children). What should never be condoned is the use of any physical violence to get rid of the possessing spirit. This is physical abuse and people can be prosecuted even if it was their intention to help the child.

Safeguarding Children and Young People Vulnerable to Violent Extremism (PREVENT DUTY)
Protecting children from the risk of radicalisation is seen as part of The Faith Cave’s wider safeguarding duties. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. As with managing other safeguarding risks, staff should be alert to changes in children’s behaviour that could indicate that they need protection.

Staff and volunteers should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. This may include making a referral to the Channel programme.



YOUNG LEARNERS PROTECTION POLICY

The Faith Cave recognises that:

- » The welfare of the child is paramount;
- » All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse;
- » This policy applies to all children and young people;
- » Working in partnership with children, young people, their parents and carers and other agencies is essential in promoting young people's welfare.

PURPOSE OF POLICY

- » To provide protection for the children and young people who receive The Faith Cave services, including the children of adult users who visit the centre;
- » To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing or be at risk of harm. This policy applies to all staff, including staff, volunteers and sessional workers, agency staff, students or anyone acting on behalf of The Faith Cave.

This policy follows the statutory government guidance Working Together to Safeguard Children 2018; Local Safeguarding Procedures and What to do if you're worried a child is being abused: 2015. The Faith Cave will review the child protection policy and protocol annually to ensure they are still relevant and effective.

WHAT TO DO IF YOU ARE CONCERNED THAT A CHILD IS BEING ABUSED

Responding To Patterns of Concern

If you recognise signs of abuse keep a written record of any physical or behavioural signs or symptoms and then report them to your Designated Safeguarding Lead.

The Role of The Faith Cave Prior To Referral

Typically, the Designated Safeguarding Lead will ask the parents for their explanation of the identified concerns and inform them that they are going to make a referral to Children's Social Care. However The Faith Cave Institute will not talk to the parents about concerns where it would jeopardise the child's safety, for example:

- » There are concerns about Sexual Abuse
- » The child appears very frightened of their parents and fears reprisals

Early Help Pathways

Working Together to Safeguard Children (2018) sets out a clear expectation that local agencies will work together and collaborate to identify those children with additional needs and provide support as soon as a problem emerges. Providing early help is far more effective in promoting the welfare of children – and keeping them safe – than reacting later, when any problems, for example neglect, may have become more entrenched. The importance of using a child centred approach in following the child's journey is also emphasised. All services which are provided must be based on a clear understanding of the needs and the views of the individual child in their family and community context.

Local Safeguarding Children Board (LSCB also known as MARF)

MARF is the Local Authority's 'front door' to manage all safeguarding referrals and to consider the most appropriate support available for families in need of help. The MARF team is made up of: Children's Social Care, Police Public Protection Desk, Health, Education, Youth Offending Service, Early Help and Youth Services, Probation and Housing.

MARF operates a safeguarding consultation line to provide safeguarding advice and consultation to professionals who would like to discuss the concerns they may have about a child/family. This is for safeguarding advice only.

The contact number for the safeguarding consultation line is 01274 435600 (out of hours 01274 431010).

Recording

When staff become aware of possible abuse, they must make full written record as soon as possible and contact Children's Social Care immediately. This may be recorded directly onto a MARF Referral form, or if there is a lot of detail, be recorded in a separate appended document.

When you record:

- » Distinguish between fact and opinion.
- » Try to describe what happened fully but succinctly.
- » Make the recording legible.
- » Sign and date the recording and ensure your name and designation are clearly typed or printed.

You should record only what you can see without removing additional clothing. All records of child protection issues will be kept in a central, lockable, non-portable cabinet.

Referral Time Scales

Referrals following specific incidents should be made immediately. Where concern has built over a period, referral may be delayed. However, you must avoid long delays, since you cannot obtain a Designated Safeguarding Lead's agreement within the time scales above. If such a delay is likely, you must make the referral yourself.

Emergencies

If you believe a child is in immediate physical danger you should call the Police on 999. If a child is injured or showing signs of illness, you should seek medical assistance and try to contact the child's carers,

who will normally be able to consent to treatment. Depending on your degree of concern you may want to contact the Ambulance Service immediately.

It is your responsibility to access help and try to access the child's parent or carer, not to determine consent issues.

Disagreements About The Need For Referral

If staff members and the Designated Safeguarding Lead disagree about the need for a referral, they should seek advice. If the matter cannot be resolved, members of staff can make a referral in their capacity as a citizen.

Dissatisfaction With The Response To Referral

If you are dissatisfied with the outcome of your referral and particularly if you are concerned that a child may be left at risk, you must ask to talk to one of the managers in the service. If you continue to be concerned you may ultimately need to speak with the Manager.

HOW TO RESPOND TO A CHILD TELLING YOU ABOUT ABUSE

Sometimes you will be concerned about abuse because of what a child says to you. If this happens you should:

- » Stay calm and reassuring. Respond with tact and sensitivity and do not make judgements.
- » Find a quiet place to talk and allow the child to speak in their own time (this should still be in the open but away from the crowd and you should tell someone else where you are going and with whom).
- » Believe in what you are being told; take allegations or suspicion of abuse seriously.
- » Listen, possibly confirm details but do not press for information or ask leading questions as this may void any disclosure you receive in a court case or investigation.
- » Make brief notes using the person's own words. Do not interpret what has been said or make assumptions.
- » Say that you are glad that the child told you.

- » Acknowledge that the child may have angry, sad, or even guilty feelings about what happened, but stress that the abuse was not the child's fault.
- » If necessary, seek medical help and contact the police or the MARF.
- » Ensure the safety of the child and that they are away from the alleged abuser.
- » Follow procedures for reporting allegations and suspicions to the Designated Safeguarding Lead.

Do not:

- » Promise confidentiality but do discuss with the child who you need to tell.
- » Investigate the allegation yourself and do not contact the parents/carers until advised to do so by the MARF officer in charge of the allegation.
- » If it will help the child to cope say that the abuser has a problem.
- » Say that you will do your best to protect and support the child.

CONFIDENTIALITY AND INFORMATION SHARING

Information may be shared to protect a child or vulnerable person, or to prevent a crime. Early sharing of information is the key to providing effective early help where there are emerging problems. The GDPR is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

When working with children, guarantees of absolute confidentiality must not be given.

Those members working with children should tell them that information will be shared if it is necessary to keep a child or vulnerable adult safe.

Staff members should be open and honest with the child (and their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so. Staff should seek advice they are in any doubt. Staff should follow the normal rules for safe data storage and transfer.

Recording should include the decision and the reasons for it – whether it is to share information or not. It should include what was shared, with whom and for what purpose.

This policy was last reviewed on: 1st June 2021



Y O U N G L E A R N E R S A T R I S K P O L I C Y

This procedure applies to any paid member of staff or volunteer who may be concerned about the safety and protection of a child.

PURPOSE AND AIM OF THIS PROCEDURE

We aim to ensure those children who attend The Faith Cave receive the protection and support they need if they are at risk of abuse. This procedure provides clear direction to staff and volunteers at The Faith Cave if they have concerns that a child is in need of protection.

DIFFERENT TYPES OF ABUSE

Please see page 8.

WAYS THAT ABUSE MIGHT BE BROUGHT TO YOUR ATTENTION

- » A child might make a direct disclosure about him or herself.
- » A child might make a direct disclosure about another child.
- » A child might offer information that is worrying but not a direct disclosure.
- » A member of staff might be concerned about a child's appearance or behaviour or about the behaviour of a parent or carer towards a child.
- » A parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering
- » A parent might offer information about a child that is worrying but not a direct disclosure

TALKING TO A CHILD WHO HAS TOLD YOU THAT HE/SHE OR ANOTHER CHILD IS BEING ABUSED

- » Reassure the child that telling someone about it was the right thing to do.

- » Tell him/her that you now must do what you can to keep him/ her (or the child who is the subject of the allegation) safe.
- » Let the child know what you are going to do next and who else needs to know about it.
- » Let the child tell his or her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- » Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.
- » Inform the Designated Safeguarding Lead immediately.

HELPING A CHILD IN IMMEDIATE DANGER OR IN NEED OF EMERGENCY MEDICAL ATTENTION

- » If the child is in immediate danger and is with you, remain with him/ her and call the police.
- » If the child is elsewhere, contact the police and explain the situation to them.
- » If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- » If the first aider is not available, use any first aid knowledge that you may have yourself to help the child.
- » You will also need to contact the Designated Safeguarding Lead to let them know what is happening.
- » A decision will need to be made about who should inform the child's family and the MARF team and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child in your decision making as the highest priority.

Issues that will need to be considered are:

- » The child's wishes and feelings.
- » The parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- » The impact of telling or not telling the parent.
- » The current assessment of the risk to the child and the source of that risk.
- » Any risk management plans that currently exist.

KEEPING A RECORD OF YOUR CONCERNS

Use the MARF referral form to record your concerns. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the MARF team if a referral to them is needed.

The form should be signed and dated by all those involved in its completion and kept confidentially on the child's file. The name of the person making the notes should be written alongside each entry.

REPORTING CHILD PROTECTION CONCERNS

If a child needs emergency medical attention or in immediate danger, follow the procedure set out in on the section on helping a child in immediate danger or in need of emergency medical attention.

This policy was last reviewed on: 1st June 2021.



STAFF / VOLUNTEER ALLEGATIONS POLICY

This policy outlines what we will do if a child protection allegation is made against an adult working for or involved in The Faith Cave.

Any adult working for or involved with the Faith Cave will be fully enhanced DBS checked and will have followed the safe recruitment process.

The policy will provide a clear direction to staff and the management who are called upon to deal with such allegations and to manage investigations that may result from them.

The aims of this policy are:

- » To ensure that children who attend The Faith Cave and any other children who may come to our attention, are protected, and supported following an allegation that they may have been abused by an adult from within The Faith Cave.
- » To ensure that there is a fair, consistent, and robust response to any allegations made, so that the risk posed to other children by an abusive individual is managed effectively.
- » To facilitate an appropriate level of investigation into allegations, whether they are said to have taken place recently, at any time the person in question has been employed by/volunteered with The Faith Cave, or prior to the person's involvement with The Faith Cave.
- » To ensure that The Faith Cave, continues to fulfil its responsibilities towards members of staff, volunteers or management committee who may be subject to such investigations.
- » To ensure that individuals can continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin.

This policy applies to:

- » Any member of staff, volunteer, or designated Safeguarding Lead or Safeguarding Lead-Deputy to whom an allegation of abuse has been made, that involves another member of staff, volunteer, or management committee.

» Anyone in a managerial position (including the Designated Safeguarding Lead for children and management) who may be required to deal with such allegations and manage investigations that result from them.

DIFFERENT TYPES OF ABUSE

Please see page 8.

WHAT TO DO IF AN ALLEGATION IS MADE OR INFORMATION IS RECEIVED

There are potentially two issues that need to be dealt with as a matter of urgency:

1. Is a child in immediate danger or does she/he need emergency medical attention?

- » If a child is in immediate danger and is with you, remain with him/ her and call the police.
- » If the child is elsewhere, contact the police and explain the situation to them.
- » If the child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- » If the first aider is not available, use any first aid knowledge that you may have yourself to help the child. You also need to contact your Designated Safeguarding Lead for child protection to let them know what is happening.

The member of staff or Designated Safeguarding Lead will also inform the child's family if the child needs emergency medical attention and arrange to meet them at the hospital or medical centre. The parents/carers will be informed that an incident has occurred, that the child has been injured and that immediate steps have been taken to get help.

2. Is the person at the centre of the allegation working with children now?

If this is the case, the concern needs to be discussed immediately with the designated Safeguarding Lead or Safeguarding Lead-Deputy of The Faith Cave and the Designated Safeguarding Lead for children. One of these will then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with children.

It will then be explained to the person, in private, that there has been a complaint made against

him/her, although the details of the complaint will not be given at this stage. The person will be informed that further information will be provided as soon as possible but that, until consultation has taken place with the relevant agencies and within the institute, they will not be working with children. It may be best, under the circumstances, for the person to be supervised in a safe space away from the children whilst the situation/ complaint is being ascertained.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority children's social care department or the police.

If the person is a member of a professional organisation, he/she will be advised to contact that body. Arrangements will also be made for the member of staff or volunteer to receive ongoing support in line with the responsibilities the institute has towards his or her welfare.

CONDUCTING AN INVESTIGATION

Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations.

There are up to three possible lines of enquiry when an allegation is made:

- » A police investigation of a possible criminal offence.
- » Enquiries and an assessment by the local authority children's social care department about whether a child needs protection.
- » Investigation by an employer and possible disciplinary action being taken against the person in question. This includes implementing a plan to manage any risk posed by the individual to children and young people in the workplace until the outcome of the other investigations and enquiries are known. If the individual is a volunteer, then they are unlikely to be subject to the disciplinary procedure, but nonetheless the institute will need to consider whether the person can continue in their role and, if so, what steps should be taken to manage any risk that they may pose.

WHAT TO DO IF AN ALLEGATION IS MADE OR INFORMATION IS RECEIVED

If the allegation is made by a child or family member to a member of staff, or if a member of staff observes concerning behaviour by a colleague at first hand, this should be reported immediately to the designated Safeguarding Lead or Safeguarding Lead-Deputy for children; The Faith Cave's lead on handling the allegation.

If a staff member has received an allegation or observed something of concern about their designated Safeguarding Lead or Safeguarding Lead-Deputy, the staff member should report the allegation or concern to the Pastoral Director.

If the person who is the subject of the concern is a Designated Safeguarding Lead for children, the matter should be reported to the designated Safeguarding Lead or Safeguarding Lead-Deputy.

Issues that will need to be considered are:

- » The child's wishes and feelings.
- » The parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation).
- » The impact of telling or not telling the parent.
- » The current assessment of the risk to the child and the source of that risk.
- » Any risk management plans that currently exist.

WHEN TO INVOLVE THE LOCAL AUTHORITY DESIGNATED OFFICER?

The Faith Cave's Designated Safeguarding Lead for children should report the allegation to the Principal within one working day if the alleged behaviour suggests that the person in question:

- » May have behaved in a way that has harmed or may have harmed a child.
- » Has possibly committed a criminal offence against or related to a child.
- » Has behaved towards a child in a way that suggests that he/she may be unsuitable to work with children.

This should also happen if the individual has volunteered the information him/herself. The Local Authority Designated Officer (LADO) may be told of the allegation from another source. If this is the case, then the first information received by The Faith Cave Institute may be when the local authority makes contact in order to explain the situation.

Whoever initiates the contact, there will be discussion between the Local Authority Designated Officer and The Faith Cave Institute's Designated Safeguarding Lead for children to share information about the nature and circumstances of the allegation, and to consider whether there is any evidence to suggest that it may be false or unfounded.

If there is any reason to suspect that a child has suffered, or be likely to suffer, significant harm and there are no obvious indications that the allegation is false, the Local Authority Designated Officer, in cooperation with The Faith Cave, will initiate a strategy discussion within the local authority children's social care department.

The Local Authority Designated Officer and the The Faith Cave's Designated Safeguarding Lead for children will take part in the strategy discussion. The Designated Safeguarding Lead and any other representative from The Faith Cave will co-operate fully with this and any subsequent discussion with the children's social care department.

It will be asked from the outset that the children's social care department shares any information obtained during their enquiries with The Faith Cave if it has any relevance to the person's employment.

DEALING WITH A CRIMINAL OFFENCE

If there is reason to suspect that a criminal offence may have been committed (whether the threshold of 'significant harm' is reached), the Local Authority Designated Officer will contact the police and involve them in a similar strategy discussion, which will include The Faith Cave's Designated Safeguarding Lead.

The Designated Safeguarding Lead for children and any other representative from The Faith Cave will co-operate fully with any discussion involving the police and will ask for similar co-operation from the police in terms of the sharing of information relevant to the person's employment. Discussions with the police will also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place, or whether disciplinary action must wait until the criminal process is completed.

TALKING TO PARENTS ABOUT THE ALLEGATION OR CONCERN

If the child's parents/carers do not already know about the allegation, the Designated Safeguarding Officer for children and the Local Authority Designated Officer need to discuss how they will be informed and by whom.

TALKING TO THE PERSON WHO IS THE SUBJECT OF THE ALLEGATION

The person at the centre of the allegation will be informed as soon as possible after the initial consultation with the Local Authority Designated Safeguarding Officer. However, if a strategy discussion within the local authority children's social care team or the police is needed, this might have to take place before the person concerned can be spoken to in full. The police and children's social care department may have views on what information can be disclosed to the person.

Only limited information will be given to the person in question, unless the investigating authorities have indicated that they are happy for all information to be disclosed or unless there is no need for involvement from these statutory agencies.

The Designated Safeguarding Officer for children will need to keep in close communication with the Local Authority Designated Officer and the other agencies involved to manage the disclosure of information appropriately.

TAKING DISCIPLINARY ACTION

If the initial allegation does not involve a possible criminal offence, the Designated Safeguarding Officer for children and manager of the person at the centre of the allegation will still consider whether formal disciplinary action is needed.

If the local authority children's social care department has undertaken any enquiries to determine whether a child or children need protection, the designated Safeguarding Lead or Safeguarding Lead-Deputy for children will take account of any relevant information from these enquiries when considering whether disciplinary action will be brought against the person at the centre of the allegations.

The following timings will be kept to wherever possible, depending on the nature of the investigation:

- » If formal disciplinary action is not needed, other appropriate action will be taken within three working days.
- » If disciplinary action is required, and can be progressed without further investigation, this will take place within 15 days.
- » If The Faith Cave decides that further investigation is needed in order to make a decision about formal disciplinary action, the Designated Safeguarding Lead for children will discuss with the Local Authority Designated Officer the possibility of this investigation being done by an independent person to ensure that the process is objective. Whether or not the investigation is handled internally or independently, the report will be presented to the Designated Safeguarding Lead for children within 10 working days.
- » Having received the report of the disciplinary investigation, the Designated Safeguarding Lead for children will decide within two working days whether a disciplinary hearing is needed.
- » If a hearing is needed, it will be held within 15 working days.
- » The Designated Safeguarding Lead for children will continue to liaise with the Local Authority Designated Officer during any investigation or disciplinary proceedings and will continue to use the Local Authority Designated Officer as a source of advice and support.

If a criminal investigation is required, it may not have been possible to make decisions about initiating disciplinary proceedings or about the person's future work arrangements until this is concluded. The police are required to complete their work as soon as reasonably possible and to set review dates, so the Designated Safeguarding Lead for children will either liaise with the police directly or via the Local Authority Designated Officer to check on the progress of the investigation and criminal process.

The police are also required to inform the employer straight away if the person is either convicted of an offence or acquitted or, alternatively, if a decision is made not to charge him/her with an offence or to administer a caution. In any eventuality, once the outcome is known, the Designated Safeguarding Lead for children will contact the Local Authority Designated Lead to discuss the issue of disciplinary proceedings.

If the allegation is substantiated and if, once the case is concluded, The Faith Cave dismisses the person or ceases to use their services, or the person ceases to provide his/her services, the Designated Safeguarding Lead for children will consult with the Local Authority Designated Officer

about the referral of the incident to the Disclosure and Barring Service (DBS). This will take place within a month.

KEEPING A RECORD OF THE INVESTIGATION

All those involved in dealing with the allegation will keep clear notes of the allegations made, how they were followed up, and any actions and decisions taken, together with the reasons for these.

These notes will be compiled gradually as the situation unfolds, with each entry being made as soon as possible after the event it describes. The notes will be signed and dated by the person making them, and the person's name will be printed alongside.

The notes will be kept confidentially on the file of the person who is the subject of the allegation. Discussion will take place with the Local Authority Designated Officer to determine whether any aspects of the notes may not be shared with the person concerned. If there are no reasons not to do so, a copy of the records will be given to the individual.

The notes will be held on file for a 10-year period, whether the person remains with The Faith Cave for this period.

This policy was last reviewed on: 1st June 2021.

YOUNG LEARNERS ALLEGATIONS POLICY

This procedure explains what to do if child protection allegations are made against another child involved with The Faith Cave.

AIMS AND PURPOSE OF PROCEDURE

The aims of this procedure are:

- » To ensure that children who attend The Faith Cave, and any other children who may come to the attention of The Faith Cave are protected and supported following an allegation that they may have been abused by another child or young person involved with The Faith Cave.
- » To ensure that there is a fair, consistent, and robust response to any allegations of this nature so that the risk posed to other children by the child/young person in question is managed effectively.
- » To facilitate an appropriate level of investigation into allegations, whether they relate to recent alleged activity, said to have taken place during the time that the child/young person in question has been involved with The Faith Cave, or whether they relate to abuse which allegedly took place prior to the child's/young person's involvement with The Faith Cave.
- » To ensure that The Faith Cave Institute, continues to fulfil its responsibilities towards children and young people who may be subject to such investigations and need support .
- » To ensure that there is an appropriate response in situations where allegations are unfounded or deemed to be malicious in origin.

The purpose of the procedure is to provide a clear direction to staff that are called upon to deal with such allegations and to manage investigations and care plans which may result from them.

This procedure applies to:

- » Any member of staff or volunteer to whom an allegation of abuse has been made which suggests that another child or young person is responsible
- » Anyone in a senior leadership position, including designated Safeguarding Lead or Safeguarding Lead-Deputy who may be required to deal with such allegations and manage investigations and care plans that result from them.

WAYS THAT ALLEGATIONS MIGHT BE MADE AGAINST ANOTHER CHILD/YOUNG PERSON INVOLVED WITH THE FAITH CAVE

- » A child or parent/carer might make a direct allegation against another child or young person.
- » A child or parent/carer might express discomfort with the behaviour of another child or young person that falls short of a specific allegation.
- » Another child, member of staff or volunteer may directly observe behaviour from one child/young person towards another that gives cause for concern.
- » The The Faith Cave may be informed by a parent or by the police or another statutory authority that a child or young person is the subject of an investigation.
- » A child or young person may volunteer information to the The Faith Cave that he/she has harmed another child or is at risk of doing so or has committed an offence against or related to a child. im

CHILD PROTECTION OR BULLYING

When faced with a situation of one child or young person behaving inappropriately towards another, a decision needs to be made about whether the problem behaviour constitutes bullying or a child protection concern. This is a decision that needs to be reached by the Designated Safeguarding Officer for children, in consultation with the staff member responsible for the child, the designated Safeguarding Lead or Safeguarding Lead-Deputy and, if necessary, the local authority children's social care department.

If the conclusion is that the behaviour is an example of bullying, and if both children attend the The Faith Cave, it needs to be dealt with under the anti-bullying policy and procedure.

If it is behaviour that could be described as child abuse and has led to the victim possibly suffering significant harm, then it must be dealt with under child protection procedures. This should include all incidents of sexual assault and all but the most minor incidents of physical assault.

This checklist can be used to help inform the decision:

Bullying

- » The difference of power between the bully and the person being bullied is relatively small.
- » The bullying behaviour may be from several children/young people acting in a group rather than from one child acting alone.
- » It may also, but not necessarily, be directed towards a group of other children rather than an individual child.
- » The behaviour involves teasing or making fun of someone, excluding a child from games and conversations, pressurising other children not to be friends with someone, spreading hurtful rumours or circulating inappropriate photographs/images/ drawings, cyberbullying, shouting at or verbally abusing someone, stealing someone's possessions, making threats, or harassment based on race, gender, sexuality or disability.
- » The behaviour has not previously been a concern and the bully or bullies may have been responding to group pressure.
- » The behaviour is perceived as bullying by the victim.

Please note physical or sexual assault, or forcing someone to do something embarrassing, harmful or dangerous is also included in the list of bullying behaviours, but are the most likely to constitute a child protection concern if the victim suffers significant harm as a result of the behaviour.

Child Protection Concerns

- » The difference of power between the child who is abusing, and the person being abused is significant e.g. there is an age difference of more than two years, there is a significant difference in terms of size or level of ability, the abuser holds a position of power (such as being a helper, volunteer or informal leader) or the victim is significantly more vulnerable than the other child or young person.
- » The behaviour involves sexual assault or physical assault (other than the most minor physical assault).
- » The child who is the victim of the behaviour may have suffered significant harm.
- » The behaviour may not necessarily be perceived by the victim as abusive, particularly if it is sexual in nature.

- » The behaviour is not a one-off incident and is part of a pattern of concerning behaviour on the part of the child or young person who is abusing.
- » The behaviour, if sexual, is not part of normal experimentation that takes place between children and young people.

SEXUAL ABUSE OR NORMAL EXPERIMENTATION

All children and young people develop an interest in their own sexuality from a young age and seek to learn about sex from their peers. It is important not to label normal, healthy behaviour as deviant or abusive. It is equally important not to allow sexually abusive behaviour perpetrated by one child or young person towards another to go unchecked, as this is harmful both for the victim and the perpetrator.

There are ways of assessing whether sexual behaviour between children and young people is abusive or not. Indicators of abusive behaviour include:

- » There is a significant difference in age, dominance or understanding between the children/young people;
- » The behaviour was accompanied using threats or bribes;
- » The behaviour was carried out in secret.

For the purposes of this procedure however, it is enough to say that if there is any question that the behaviour could be abusive, the matter should be discussed with the local authority children's social care department.

This can initially take place without the names of the children or young people being disclosed, although such information will have to be provided if the view of the children's social care department may constitute significant harm and that an investigation is needed.

WHAT TO DO IF YOU HAVE CHILD PROTECTION CONCERNS

Is the child who has been allegedly abused, or the child who has allegedly perpetrated the abuse, in immediate danger or does either of them need emergency medical attention?

- » If either child is in immediate danger and is with you, remain with him/her to remove the danger yourself.
- » If the child is elsewhere, contact the police and explain the situation to them.
- » If a child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- » If the first aider is not available, use any first aid knowledge that you may have yourself to help the child.
- » You also need to contact your manager or Designated Safeguarding Officer for children to let them know what is happening.

A decision will need to be made about when and who will inform the families of both the child who has been abused and the child who has allegedly perpetrated the abuse, as well as the local authority children's social care department.

If the child who is the alleged victim is not known to The Faith Cave, it is not our role to inform the child's family. Even if the child who is the alleged victim is known, the police and/or the social care services, will be part of the decision-making process if they have been contacted.

The paramount consideration will always be the welfare of the children and young people involved. Issues that will need to be considered are:

- » The children's wishes and feelings.
- » The parents' right to know (unless this would place the child who has allegedly perpetrated the abuse in danger, or would interfere with a criminal investigation).
- » The impact of telling or not telling the parents.
- » The current assessment of the risk to the child who has been abused and the source of that risk.
- » The current assessment of any risk to the child who has allegedly perpetrated the abuse and the source of that risk.
- » Any risk management plans that currently exist for either child.

Once any immediate danger or emergency medical need has been dealt with, the procedure set out below will be followed:

1. The member of staff who has been informed of the allegation or who has the concern, will make notes of what he/ she has been told or of his/her direct concerns using the reporting form, and will discuss these with the Designated Safeguarding Officer for children.

2. If both children/young people are known to The Faith Cave, and if their families do not already know about the allegation or concern, the designated Safeguarding Lead or Safeguarding Lead-Deputy will discuss it with them unless:

- » The view is that someone (for example the child who has allegedly perpetrated the abuse) may be put in dan-ger by the family being informed.
- » Informing the family might interfere with a criminal investigation.

If any of these circumstances apply, discussions with the families will only take place after this has been agreed with the local authority children's social care department.

3. If only the child who is alleged to have harmed another child is known to The Faith Cave, then, subject to the considerations set out in above, discussions with only this child's family will take place.

4. The child who is the subject of the allegation will also be informed of what has been said about him/her. However, if the view is that children's social care or the police should be involved, the child should only be informed after discussion and agreement with these agencies. These agencies may have views about what information will be disclosed to the child/young person at this stage.

5. If there is still uncertainty about whether the allegation or concern constitutes a child protection issue, the designated Safeguarding Lead or Safeguarding Lead-Deputy will discuss with children's social care department.

6. If, having discussed the situation fully and taken advice, if necessary, the designated Safeguarding Lead or Safeguarding Lead-Deputy conclude that the alleged behaviour does not constitute a child protection issue, then consideration will be given to whether the anti-bullying policy and procedure will be used (if both children are known to the The Faith Cave) and whether either or both children will be referred for other services.

7. If the view is that the behaviour does indeed amount to a child protection issue, the Designated Safeguarding Officer will refer both children to the local authority children's social care department immediately.

8. Pending the outcome of the referral to the children's social care department and the possible investigation or assessment that may follow from this, any risk that may be posed to other children by the child who has allegedly harmed another child will need to be carefully managed. This will be done on an inter-agency basis in accordance with procedures developed by the local safeguarding children board for children who display harm-ful behaviour towards others.

9. The Designated Safeguarding Officer will enquire of the children's social care department whether these pro-cedures are being used and, if so, will ask to be involved in or at least kept informed of inter-agency decisions made in accordance with these procedures.

10. If the procedures are not being used but The Faith Cave, remains concerned that the child/ young person could pose a risk to other children, then the Designated Safeguarding Officer and thedesignated Safeguarding Lead or Safeguarding Lead-Deputy will consider whether the child/ young person can continue to be involved with The Faith Cave, and, if so, on what basis. This is a situation that needs to be kept under regular review as the investigation and assessment conducted by the statutory agencies is carried out and reaches a conclusion. It may also need to be reviewed regularly following the conclusion of the assessment process, as the child or young person may be receiving support that will, with time, reduce the level of risk he/she presents.

11. If the allegation is found to be without substance or fabricated, The Faith Cave, will consider referring the child who was said to have been harmed to the children's social care department for them to assess whether he/she needs services (for example, the child may have been abused by someone else).

12. If it is felt that there has been malicious intent behind the allegation, The Faith Cave Institute, will discuss with the police whether there are grounds to pursue any action against the person responsible.

WHAT SHOULD I SAY TO A CHILD WHO SAYS THAT HE/SHE OR ANOTHER CHILD IS BEING ABUSED BY AN-OTHER CHILD/YOUNG PERSON?

- » Reassure the child that he/ she has done the right thing by telling someone about it.
- » Tell him/her that you now must do what you can to keep him/ her (or the child who is the subject of the allegation) safe.
- » Let the child know what you are going to do next and who else needs to know about it.
- » Let the child tell his/her whole story.

- » Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- » If possible, the Designated Safeguarding Officer will explain to the child's parent/carer what has happened. Ideally first without the child there, and then summarise it again in front of the child so that it is an open subject between parent/carer and child. This may enable them to talk about it together more easily.
- » Check out what the child would like to happen because of what he/ she has said, but don't make or infer promises you can't keep.
- » Make sure that the parent/ carer has support too.

WHAT SHOULD I SAY TO A CHILD/ YOUNG PERSON WHO SAYS THAT HE/ SHE HAS ABUSED ANOTHER CHILD?

- » Reassure the child that he/ she has done the right thing by telling someone about it.
- » Tell him/her that you now must do what you can to keep him/her and the child who has been abused safe.
- » Let the child know what you are going to do next and who else needs to know about it.
- » Let the child tell his/her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- » If there is no risk to the child from the child's parent/carer, then explain to the parent/carer what has happened. Do this firstly without the child there, and then summarise it again in front of the child so that it is an open subject between parent/carer and child. This may enable them to talk about it together more easily.
- » Check out what the child expects to happen because of what he/ she has said. Offer reassurance where appropriate but don't make or infer promises you can't keep.
- » Reassure the child that, with help, the problem can be sorted out and that what has happened does not make him/her an abuser for life.
- » Remember that the child who has behaved in this way is a child in need of support.
- » Make sure that the parent/ carer has support too.

RECORDING THE CONCERNS

Use the reporting form to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed.



STAFF / VOLUNTEER BEHAVIOUR POLICY

As staff and volunteers, we have a crucial role to play in the lives of children. This conduct policy has been produced to help The Faith Cave establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct.

All staff have a responsibility to be aware of systems within The Faith Cave which support safeguarding, and these will be explained as part of the staff/volunteer induction and during regular staff training sessions.

UNDERPINNING PRINCIPLES FOR THE FAITH CAVE STAFF AND VOLUNTEERS

- » The welfare of the child is paramount.
- » Staff and volunteers should understand their responsibilities to safeguard and promote the welfare of children.
- » Staff and volunteers are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- » Staff and volunteers should work, and be seen to work, in an open and transparent way.
- » Staff and volunteers should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- » Staff and volunteers should discuss and/or take advice promptly from their manager if they have acted in a way which may give rise to concern.
- » Staff and volunteers should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief, and sexual orientation.
- » Staff and volunteers should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.

- » Staff and volunteers should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.
- » Staff and the designated Safeguarding Lead or Safeguarding Lead-Deputy should continually monitor and review practice to ensure this guidance is followed.
- » Staff and volunteers should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and their Local Safeguarding Children Board procedures.

RESPONSIBILITIES

Staff and volunteers are accountable for the way in which they: exercise authority; manage risk; use re-sources; and safeguard children. All staff have a responsibility to keep children safe and to protect them from abuse (sexual, physical, and emotional), neglect and safeguarding concerns.

Students have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and well-being. Failure to do so may be regarded as professional misconduct.

This means that staff and volunteers should:

- » Understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
- » Always act, and be seen to act, in the child's best interests.
- » Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- » Take responsibility for their own actions and behaviour.

POWER AND POSITIONS OF TRUST AND AUTHORITY

As a result of their knowledge, position and/or the authority invested in their role, all those working with children in the The Faith Cave are in a position of trust in relation to all children on the roll.

The relationship between a person working with a child is one in which the adult has a position of

power or influence. It is vital for adults to understand this power; that the relationship cannot be one between equals and the responsibility they must exercise, therefore.

The potential for exploitation and harm of vulnerable children means that adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

This means that staff and volunteers should not:

- » Use their position to gain access to information for their own advantage and/or a child's or family's detriment.
- » Use their power to intimidate, threaten, coerce, or undermine children.
- » Use their status and standing to form or promote relationships with children which are of a sexual nature, or which may become so.

INDUCTION

All new staff and volunteers will be fully inducted so that they are able to contribute towards safeguarding and promoting the welfare of young people. This includes ensuring new staff are:

- » Aware of the The Faith Cave's policies and procedures for promoting the wellbeing of young people;
- » Provided with adequate training on safeguarding issues; and
- » Introduced to the Designated Safeguarding Officer who have responsibility for safeguarding.

CONFIDENTIALITY

All staff and volunteers are expected to:

- » •Ensure that information that is shared with them about children is treated in a discreet and confidential manner.
- » Seek advice from the designated Safeguarding Lead or Safeguarding Lead-Deputy if they are in any doubt about sharing information they hold, or which has been requested of them.
- » Be cautious about passing information to others about a child.
- » Know the procedures for handling allegations against staff and volunteers and to whom concerns, or allegations should be reported.

- » Identify members of staff with delegated safeguarding responsibilities in The Faith Cave and be familiar with local safeguarding arrangements

STANDARDS OF BEHAVIOUR

All staff and volunteers have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct to maintain confidence and respect of the public and those with whom they work.

All staff and volunteers are expected to refrain from:

- » Behaving in a manner which could lead any reasonable person to question their suitability to work with young people.
- » Making inappropriate remarks towards or about children.
- » Discussing personal relationships with or in the presence of children.
- » Discussing a child's personal relationships in inappropriate settings or contexts.
- » Making unprofessional personal comments which scapegoat, humiliate and demean a child or comments that might be interpreted as such.

DRESS AND APPEARANCE

Staff and volunteers should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff and volunteers should ensure they are dressed decently, safely, and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

All staff are expected to dress in a manner which:

- » Is sensitive to the religious and cultural sentiments of The Faith Cave and children attending the services provided.
- » Promotes a positive and professional image.
- » Is appropriate to their role.
- » Is not likely to be viewed as offensive, revealing or provocative.

- » Does not distract, cause embarrassment, or give rise to misunderstanding.
- » Is absent of any political or otherwise contentious slogans.
- » Is not considered to be discriminatory

REWARDS AND GIFTS

The Faith Cave staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

There are occasions when children or parents wish to pass small tokens of appreciation to staff e.g. at Eid or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Similarly, it is inadvisable to give such personal gifts to children or their families. This could be interpreted as a gesture either to bride or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Any reward given to a child should be in accordance with agreed practice, consistent with the The Faith Cave's be-haviour policy, recorded and not based on favouritism.

Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when children are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

This means that staff and volunteers should:

- » Be aware of and understand relevant policies, e.g. rewarding positive behaviour.
- » Ensure that gifts received or given in situations which may be misconstrued are declared and recorded.
- » Only give gifts to a child as part of an agreed reward system.
- » Where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally.
- » Ensure that all selection processes of children are fair, and these are undertaken and agreed by more than one member of staff.

- » Ensure that they do not behave in a manner which is either favourable or unfavourable to individual children.

INFATUATIONS

All staff and volunteers need to recognise that it is not uncommon for children to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

Any member of staff or volunteer who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the designated Safeguarding Lead or Safeguarding Lead-Deputy. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

All staff are expected to:

- » Report any indications (verbal, written or physical) that suggest a child may be infatuated with a member of staff or volunteer. This must be reported to the designated Safeguarding Lead or Safeguarding Lead-Deputy.

SOCIAL CONTACT

It is acknowledged that staff may have genuine friendships and social contact with parents of children, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, to 'groom' the adult and the child and/or create opportunities for sexual abuse.

It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation.

All staff and volunteers are expected to:

- » Always request approval of any planned social contact with children or parents/ carers from the designated Safeguarding Lead or Safeguarding Lead-Deputy.
- » Inform the designated Safeguarding Lead or Safeguarding Lead-Deputy of any (unplanned) social contact they have with a child which might cause concern .
- » Report and record all situations which they feel may compromise The Faith Cave or their own professional standing.
- » Refrain from sending personal communication to children e.g. letters and cards unless agreed with the designated Safeguarding Lead or Safeguarding Lead-Deputy.

COMMUNICATION USING TECHNOLOGY

To make best use of the many educational and social benefits of new and emerging technologies, children need opportunities to use and explore the digital world. E-safety risks are posed more by behaviours and values than the technology itself. Staff should ensure that they establish safe and responsible online be-haviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chatrooms, forums, blogs, websites, gaming sites, digital cameras, videos, webcams, and other handheld devices.

All staff and volunteers are expected to refrain from:

- » Passing personal contact details to children including email, home, or mobile phone numbers unless the need to do so is agreed with the designated Safeguarding Lead or Safeguarding Lead-Deputy.
- » Any communication with children which may be construed as grooming.
- » Making any visual recordings of children (still or moving) without the prior consent of the designated Safeguarding Lead or Safeguarding Lead-Deputy.
- » Using any personal equipment when communicating with children.
- » For the purposes of exchanging coursework or homework only, it is permitted for staff to exchange their Faith Cave email address with children. However, any correspondence whilst using The Faith Cave email must be very cautious and perfunctory to avoid being misconstrued.

PHOTOGRAPHY, VIDEOS AND OTHER CREATIVE ARTS

Under no circumstances should staff and volunteers be expected or allowed to use their personal equipment to take images of children at or on behalf of the The Faith Cave.

All staff and volunteers are expected to:

- » Refrain from making any visual recordings of children (still or moving) without the prior consent of the designated Safeguarding Lead or Safeguarding Lead-Deputy, and where consent has been explicitly granted by parents/guardians for videos/photos/digital recordings of children and young people which may be used for fundraising, publicity or other purposes to help achieve the Faith Cave's aims.
- » Ensure that the storage and distribution of such images are approved by the designated Safeguarding Lead or Safeguarding Lead-Deputy and care is taken to avoid illicit use of the images.
- » Ensure that all images are available for scrutiny to screen for acceptability.
- » Be able to justify images of young people in their possession.
- » Avoid making images in one-to-one situations.
- » Avoid taking images of children using personal mobile phones.

ACCESS TO INAPPROPRIATE IMAGES

Staff and volunteers should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images. There are no circumstances that will justify adults: making, downloading, possessing, or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the settings or personal equipment, on or off the premises, or making, storing, or disseminating such material is illegal.

If indecent images of children are discovered at the establishment or on the The Faith Cave's equipment an immediate referral will be made to the Safeguarding Lead or Designated Safeguarding Officer, and the police are to be contacted immediately.

All staff and volunteers are expected to:

- » Take extreme care to ensure that children are not exposed to inappropriate or indecent images.
- » Ensure that they do not use The Faith Cave equipment to access any inappropriate or indecent images themselves.
- » In the event of indecent images being found on a computer, staff and volunteers must report the incident to the Safeguarding Lead immediately.

BEHAVIOUR MANAGEMENT

Corporal punishment and smacking are not allowed in The Faith Cave.

Staff members will not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.

Where children display difficult or challenging behaviour, adults will follow The Faith Cave's behaviour and discipline policy using strategies appropriate to the circumstance and situation.

This means that staff should:

- » Not use force as a form of punishment
- » Try to defuse situations before they escalate, e.g. by distraction.
- » Keep parents informed of any sanctions or behaviour management techniques used.
- » Be mindful of and sensitive to factors both inside and outside of the The Faith Cave or setting which may impact on a child's behaviour.
- » Follow the establishment's behaviour management policy.
- » Behave as a role model.
- » Avoid shouting at children other than as a warning in an emergency/safety situation.



YOUNGER LEARNER CODE OF CONDUCT

This code has been developed to provide children and young people with advice on the behaviour that is expected of them when attending and using the facilities of The Faith Cave.

PURPOSE

To ensure children and young people are treated fairly by all adults working with them at The Faith Cave and know what is expected of them.

BASIC PRINCIPLES

This code of behaviour for children and young people is intended to:

- » Identify acceptable behaviour for children and young people.
- » Promote self-respect and self-control.
- » Raise children's and young people's self-esteem and self confidence.
- » Encourage individual responsibility for behaviour and outline the consequences of poor behaviour.
- » Encourage children and young people to recognise and respect the rights of others.
- » Always encourage cooperation in all situations.
- » Promote the values of honesty, fairness, and respect.
- » Anticipate and resolve any conflict that may arise.
- » Ensure that children and young people are aware of the point that sanctions will be put into place.

Do's and don'ts

Children and young people are expected to:

- » Cooperate with each other
- » Be friendly
- » Listen to each other
- » Be helpful
- » Follow this code of behaviour and other rules
- » Have good manners
- » Join in
- » Respect each other's differences
- » Treat staff and volunteers with respect
- » Report anything that worries or concerns them to the designated Safeguarding Lead or Safeguarding Lead-Deputy for children or any other person who is responsible for hearing concerns from children and young people).

Children and young people shouldn't:

- » Pick on or make fun of each other
- » Bully each other
- » Stare at others
- » Yell or shout at others
- » Be abusive
- » Use equipment to be abusive (e.g. mobile phones to send nasty messages, photos without permission, nasty emails).

BREACH OF THIS CODE OF CONDUCT

It is the responsibility of The Faith Cave to ensure that all children and young people attending The Faith Cave are in-formed of this code of conduct and confirm with them that they have seen, understood, and agreed to fol-low it. Children and young people must also be made aware of the consequences if they breach the code.

Following the traffic light system:

1. If a child or young person breaches the code of conduct, the most appropriate sanction for a minor or first-time breach will be to remind him or her about the code of conduct and ask him or her to comply with it. Children and young people will be given the opportunity to reflect, enabling them to plan a positive re-sponse, with support from either staff or mentors.
2. If, having followed the above step the child or young person continues to exhibit inappropriate behaviour, she or he should be referred to the appropriate member of staff who will give her or him a formal, green light warning. Supportive interventions may need to be identified at this stage. The action should also be recorded in the discipline book and parents/carers informed.
3. Any further persistent inappropriate behaviour will result in a more serious sanction being imposed (e.g. restriction/ suspension from The Faith Cave). This is the yellow light warning. Again, supportive interventions will need to be identified at this stage. This action should also be recorded in the discipline book and parents/carers informed
4. If these interventions are still not effective in helping the child/young person to change his or her behaviour, a red-light warning may be needed, with further sanctions. It may be that at this point, The Faith Cave Institutes will discuss with the child or young person and his or her family a possible referral for further support from other services.

USE OF CHILD PROTECTION PROCEDURES

If staff at The Faith Cave become concerned that a child's behaviour suggests either that he/she may be at risk of significant harm or that he/she may present a risk of significant harm to other children, The Faith Cave child protection procedures will be followed, and a referral may be made to the local authority children's social care department.

THE ROLE OF PARENTS AND CARERS

The Faith Cave welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of your child becoming the subject of behaviour sanctions, parents and carers will be informed and involved. In the event of child protection procedures being necessary, discussions with the child and his or her family will take place at the earliest opportunity, except in situations where this would possibly endanger a child's safety or interfere with a police investigation.

This policy was last reviewed on: 1st June 2021.



VISITORS CODE OF CONDUCT

We understand that everyday frustrations can cause misunderstandings and have a negative impact on our relationships. We believe it is essential that we all remain committed to resolving difficulties in a constructive manner through open, positive dialogue.

Our sites/youth club already has a Code of Conduct for all our staff and volunteers. This Code for Parents/Carers is aimed at the wider sites/youth club community so that we all share a common expectation and understanding over behaviour. Whilst we appreciate that incidents are extremely rare, we feel it is important to make clear the types of behaviour that we will find unacceptable and what action we might take in response.

Behaviour that will not be tolerated:

- » Disruptive behaviour which interferes or threatens to interfere with any of the The Faith Cave's normal operation or activities anywhere on the The Faith Cave's premises.
- » Any inappropriate behaviour on the The Faith Cave's premises.
- » Using loud or offensive language.
- » Threatening a member of staff, visitor, fellow parent, or student.
- » Damaging or destroying site/youth club property.
- » Sending abusive or threatening emails, text/voicemail/phone messages or other written communications (including via social media) to anyone within the The Faith Cave community.
- » Defamatory, offensive, or derogatory comments regarding The Faith Cave's or any of the students/parents/staff/ governors on social media.
- » The use of physical, verbal, or written aggression towards another adult or child (This includes physical punishment of a parent's own child on our premises).

- » Any language or actions which breach our commitment to Equality and Diversity, for example, but not exclusively, sexist, racist or homophobic comments/ actions.
- » Smoking, vaping, taking illegal drugs or consuming alcohol on any of our sites.

Should any of the above occur on any of our premises, or in connection with our sites, The Faith Cave may take legal advice and consider banning the offending adult from entering any of our premises altogether.

WHAT HAPPENS IF SOMEONE IGNORES OR BREAKS THE CODE?

In the event of any parent or visitor breaking this Code, then proportionate actions will be taken as follows:

In cases where the unacceptable behaviour is a serious and potentially criminal matter, the concerns will be referred to the Police. This will include any harassment, threats of violence and actual violence to any child, staff, or volunteers at The Faith Cave. This could take the form of insulting social media postings or any form of social media cyber bullying. In more serious cases, a ban may be introduced without having to go through all the above steps.

Site bans will normally be of limited duration in the first instance. In cases where evidence suggests that behaviour would be tantamount to libel or slander, then The Faith Cave will refer the matter to its solicitor for further action.

In cases where the Code of Conduct has been broken but the breach was not libellous, slanderous or a criminal matter, then The Faith Cave will invite the parent to a meeting to try to resolve the issue. If the parent refuses to attend the meeting, then The Faith Cave will contact the parent and ask them to stop the behaviour, advising that failure to do so could result in a ban from our premises.

COMPLAINTS

This Code of Conduct does not prevent parents from raising a legitimate complaint. In most cases we hope that all complaints and concerns can be resolved through open dialogue with teachers or other members of staff as appropriate. Where parents are not satisfied with responses that they receive they may then follow the Complaints Procedure as laid out in The Faith Cave's Complaints Policy.

ISSUES OF CONDUCT WITH THE USE OF SOCIAL MEDIA

Think before you post.

We ask that social media, whether public or private, is not used to voice negative views about the The Faith Cave, The Faith Cave staff, parents, or students.

We take inappropriate use of social media by a parent to publicly humiliate or criticise another parent, student, or member of staff very seriously and will act when appropriate.

If parents have any concerns about their children in relation to the The Faith Cave they should:

1. Initially contact the designated Safeguarding Lead or Safeguarding Lead-Deputy

Online activity which we consider inappropriate:

- » Identifying or posting images/videos of students
- » Abusive or personal comments about staff, volunteers, students, or other parents
- » Bringing the The Faith Cave into disrepute
- » Posting defamatory or libellous comments
- » Emails circulated, or sent directly, with abusive or personal comments about staff, volunteers, or students
- » Using social media to publicly challenge The Faith Cave policies
- » Using social media to discuss issues about individual children
- » Threatening behaviour, such as verbally intimidating staff, volunteers, or using bad language
- » Breaching The Faith Cave security procedures

This policy was last reviewed on: 1st June 2021.



VISITORS POLICY

The Faith Cave assures all visitors a warm, friendly, and professional welcome to the The Faith Cave, whatever the purpose of their visit.

The Faith Cave has a legal duty of care for the health, safety, security and wellbeing of all children and staff. This duty of care incorporates the duty to “safeguard all children from subjection to any form of harm, abuse or nuisance. It is the responsibility of staff and volunteers to ensure that this duty is always uncompromised.

In performing this duty, the The Faith Cave recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The The Faith Cave therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in visitors being escorted departure from any one of our sites.

POLICY RESPONSIBILITY

The designated Safeguarding Lead or Safeguarding Lead-Deputy is the member of staff responsible for implementation, coordination, and review of this policy. All breaches of this procedure must be reported immediately.

AIM

To safeguard all children under this The Faith Cave responsibility both during The Faith Cave hours and out of The Faith Cave activities that are arranged by the The Faith Cave. The aim is to ensure that students at the The Faith Cave can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

OBJECTIVES

To have in place a clear protocol and procedure for the admittance of external visitors to the The Faith Cave which is understood by all staff, governors, visitors, and parents and conforms to child protection and safeguarding guidelines.

The Faith Cave is deemed to have control and responsibility for its children anywhere on the The Faith Cave site, during normal The Faith Cave hours and extra activities organised by the The Faith Cave both on-site and off-site. The policy applies to:

- » All staff employed by the The Faith Cave
- » All external visitors entering the The Faith Cave
- » All parents and volunteers
- » All children
- » Other Education related personnel (Advisors, Inspectors)
- » Building & Maintenance and all other independent contractors visiting the The Faith Cave premises
- » Independent contractors who may transport students on minibuses or in taxis

PROTOCOL AND PROCEDURES FOR VISITORS

All visitors to the The Faith Cave may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- » At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- » Once on site, all visitors must report to reception first. No visitor is permitted to enter the The Faith Cave Institute via any other entrance under any circumstances.
- » At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- » All visitors will be asked to sign the Visitors Record Book which is always kept in reception making note of their name, organisation, who they are visiting, car registration and visitor badge number.
- » All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- » Visitors will then be escorted to their point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

APPROVED VISITOR LIST

The The Faith Cave will hold an approved visitor list for visitors who frequently visit the The Faith Cave site to undertake work within the The Faith Cave (including contractors and volunteers).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the The Faith Cave Institute's Central Record (a current DBS is defined as no more than 3 years old)
- b) They have the written authorisation of the designated Safeguarding Lead or Safeguarding Lead-Deputy to be on the The Faith Cave site unaccompanied.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the approved visitor list will be always kept behind reception.

VISITORS DEPARTURE FROM THE FAITH CAVE

On departing the The Faith Cave, visitors MUST leave via reception and:

- » Enter their departure time in the Visitors Record Book alongside their arrival entry
- » Return the identification badge to reception
- » A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the The Faith Cave site, potentially breaching security).

UNKNOWN/UNINVITED VISITORS TO THE FAITH CAVE

Any visitor to the The Faith Cave site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the The Faith Cave site.

They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures under "Visitors to the The Faith Cave" above will then apply.

If the visitor refuses to comply, they should be asked to leave the site immediately and the designated Safeguarding Lead or Safeguarding Lead-Deputy should be informed promptly.

The designated Safeguarding Lead or Safeguarding Lead-Deputy will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the The Faith Cave grounds, police assistance will be called for.

STAFF DEVELOPMENT

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to always ensure compliance with its procedures.

Specific guidance for members of staff organising visits from external agencies:

The following procedures should be followed by all The Faith Cave staff involved in organising visits from external agencies and speakers:

- » Prior to the visit, discuss with the visitor how their session will add value to the child's learning experience.
- » Ensure the visitor/external agency learning outcomes complement The Faith Cave's planned programmes or schemes of work and are in line with The Faith Cave policies.
- » Provide each visitor with a named contact.
- » Staff must ensure such visitors are aware of the The Faith Cave's safeguarding procedures.
- » All staff must inform the relevant The Faith Cave staff of the intended visit and remit of the visitor.
- » Ensure the relevant staff members, e.g., class teacher, is present during the session.

This policy was last reviewed on: 1st June 2021.

COMPLAINTS POLICY

The Faith Cave's policy aims to ensure that:

- » Parents / Guardians know that The Faith Cave takes complaints seriously and will respond in a courteous and efficient manner;
- » An effective procedure for making and adjudicating complaints (including appeals) from parents/ guardians is established.
- » Parents/ Guardians wishing to make a complaint know how to do so;
- » There is a separate procedure for dealing with parental concerns which fall short of a formal complaint;
- » All those involved in handling a complaint make every effort to resolve matters quickly and amicably;
- » Response to complaints will be made within a reasonable period, and where necessary appropriate action will be taken.

RAISING CONCERNS INFORMALLY

Parents/ guardians can raise a concern informally by contacting the relevant member of staff. This can be done by telephone, email, or letter.

MAKING A COMPLAINT

Parents/ guardians can raise a concern informally by contacting the relevant member of staff. This can be done by telephone, email, or letter.

In serious cases, however, a formal complaint should be made in writing and referred directly to the designated Safeguarding Lead or Safeguarding Lead-Deputy. This provision will typically apply where:

- » The parent/guardian does not believe that the matter is suitable for informal resolution
- » The class teacher or designated Safeguarding Lead or Safeguarding Lead-Deputy has failed to satisfy the person making the complaint.

Please note that any complaints made anonymously will not be pursued.

Parents/ guardians should note that, where the designated Safeguarding Lead or Safeguarding Lead-Deputy is the subject of the complaint, a separate procedure applies, details of which can be found in paragraphs below.

The Faith Cave will take every reasonable step to ensure that a complaint made is resolved within ten working days of the complaint being lodged.

INVESTIGATING COMPLAINTS

As soon as possible after the complaint has been lodged, this will be acknowledged by email or letter no later than 3 days from receiving the complaint. A senior member of staff appointed by the designated Safeguarding Lead or Safeguarding Lead-Deputy will contact the parents/ guardian concerned to explain how The Faith Cave intends to investigate the matter, how long the investigation is likely to take and when to expect a response. Where during an investigation it becomes clear that this date is likely to be exceeded, the parent/guardian will be informed of a new response date.

At the end of the investigation, the parent/ guardian will be informed in writing of the outcome. This will include the conclusion reached, the reasons for it and any action taken or proposed.

It is The Faith Cave policy that complaints made by parents/ guardians will not adversely affect their child's interests.

CONFIDENTIALITY

Subject to paragraph below, any complaint or concern, viewpoint, etc. raised by parents/guardians will be treated as confidential. Knowledge of the complaint will be restricted to those who need to know and are involved in the complaint. This will include the designated Safeguarding Lead or Safeguarding Lead-Deputy, the member(s) of staff investigating the complaint and any other member of staff otherwise involved. In addition, there are circumstances where the Pastoral Imam of The Faith Cave may be informed. On occasion, however, it may be necessary to inform third parties of the complaint. The most obvious example of this is where an investigation suggests that a criminal offence has taken place.

WRITTEN RECORDS

A written record will be kept of all complaints, including information as to whether they proceed to a formal hearing. The written record will also include all correspondence and statements gathered during an investigation. Written records will be treated as confidential and processed in accordance with The Faith Cave's GDPR policy.

DISCIPLINARY ACTION TAKEN AGAINST STAFF

It may be the case that, because of a complaint made by a parent/guardian, disciplinary action may be taken against a member of staff employed at The Faith Cave. Where this occurs, any such action will be taken in accordance with the official staff Discipline and Dismissal Policy and handled confidentially within The Faith Cave.

APPEAL

The Faith Cave hopes that a parent/ guardian making a complaint will be satisfied with the outcome. However, if parents/ guardian are dissatisfied either with the outcome of an investigation or the manner in which the complaint was handled, they may launch an appeal. A request for an appeal must be made in writing within 7 days of the end of the initial investigation stating reasons for the appeal. Upon receipt of a letter/email of appeal the designated Safeguarding Lead or Safeguarding Lead-Deputy will respond within 7 days with the next course of action.

COMPLAINTS AGAINST THE DESIGNATED SAFEGUARDING LEAD OR SAFEGUARDING LEAD-DEPUTY

Any complaints against the designated Safeguarding Lead or Safeguarding Lead-Deputy should be sent in writing to the Pastoral Director. The Pastoral Director will acknowledge receipt of the complaint within 3 days of receiving the written communication. Where possible and appropriate an outline of the next course of action will also be provided. Once the matter has been investigated the outcome of the initial investigation will be communicated to parents within 14 days. If no outcome has been reached parents will receive an update from the trustees. If the parents/ guardians are dissatisfied with this response, (s) they should write to the Pastoral Director to request that the matter be referred to an independent panel hearing.

This policy was last reviewed on: 1st June 2021.



DATA PROTECTION & GDPR POLICY

The Faith Cave is committed to processing data in accordance with its responsibilities under the GDPR.

DATA PROTECTION PRINCIPLES

Article 5 of the GDPR requires that personal data shall be:

- a. Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or

damage, using appropriate technical or organisational measures.”

GENERAL PROVISIONS

- a. This policy applies to all personal data processed by The Faith Cave.
- b. The Responsible Person shall take responsibility for The Faith Cave’s ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. The Faith Cave shall register with the Information Commissioner’s Office as an organisation that processes personal data.

LAWFUL, FAIR AND TRANSPARENT PROCESSING

- a. To ensure its processing of data is lawful, fair and transparent, the The Faith Cave shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their personal data and any such requests made to The Faith Cave shall be dealt with in a timely manner.

LAWFUL PURPOSES

- a. All data processed by The Faith Cave must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see ICO guidance for more information).
- b. The Faith Cave shall note the appropriate lawful basis in the Register of Systems.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the The Faith Cave’s systems.

DATA MINIMISATION

a. The Faith Cave shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

ACCURACY

- a. The Faith Cave shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

ARCHIVING / REMOVAL

- a. To ensure that personal data is kept for no longer than necessary, The Faith Cave shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

SECURITY

- a. The Faith Cave shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

BREACH

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, The Faith Cave shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

This policy was last reviewed on: 1st June 2021.



E - S A F E T Y P O L I C Y

This policy and the procedures that it underpins apply to all staff and anyone working on behalf of The Faith Cave.

PURPOSE OF POLICY

- » To protect children and young people who use The Faith Cave services and who make use of information technology as part of their education with us;
- » To provide staff and volunteers with the overarching principles that guide our approach to E-safety;
- » To ensure that, as an Institute, we operate in line with our values and within the law in terms of how we use information technology and behave online.

We recognise that:

- » The welfare of the children/young people who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies and online behaviour;
- » All children, regardless of age, disability, gender and racial heritage, have the right to equal protection from all types of harm or abuse;
- » Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to e-safety;
- » The use of information technology is an essential part of all our lives; it is involved in how we as an institute gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

We will seek to keep children and young people safe by:

- » Appointing an e-safety coordinator;
- » Developing a range of procedures that provide clear and specific directions to staff and volunteers on how to behave online and the appropriate use of ICT;
- » Supporting and encouraging the young people using our service to use the opportunities offered by and the internet in a way that keeps themselves safe and shows respect for others;
- » Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones/ devices and game consoles;
- » Incorporating statements about safe and appropriate ICT use and online behaviour into the codes of conduct both for staff and volunteers and for children and young people;
- » Use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use and online behaviour, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, downloading or creating indecent images of children, cyberbullying, or use of ICT to groom a child or to perpetrate abuse);
- » Informing parents and carers of incidents of concern as appropriate;
- » Reviewing and updating the security of our information systems regularly;
- » Providing adequate physical security for ICT equipment;
- » Ensuring that user names, logins and passwords are used effectively;
- » Using only official email accounts provided via the Institute, and monitoring these as necessary;
- » Ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website;
- » Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given;
- » Risk assessing in advance any social media tools used in the course of our work with children, young people and families; this assessment to be carried out by the member of staff wishing to use them.

This policy was last reviewed on: 1st June 2021.

ANTI-BULLYING POLICY

PRINCIPLES AND VALUES

At The Faith Cave we take bullying and its impact seriously. Children and parents should be assured that known incidents of bullying will be responded to. Bullying will not be tolerated. The The Faith Cave will seek ways to counter the effects of bullying that may occur within The Faith Cave or in the local community. The ethos of our The Faith Cave fosters high expectations of outstanding behaviour, and we will consistently challenge any behaviour that falls below this.

OBJECTIVES OF THIS POLICY

- » All staff and volunteers, children and parents should understand what bullying is.
- » All staff and volunteers should know what the The Faith Cave policy is on bullying, and follow it when bullying is reported.
- » All children and parents should know what the The Faith Cave policy is on bullying, and what they should do if bullying arises.

All of us have encountered bullying at some point in our lives, but we all deal with it differently. The aim of this policy is to work together to ensure that our The Faith Cave is a safe place for children and adults to be; whether the The Faith Cave community is directly or indirectly affected by bullying or not.

OBJECTIVES OF THIS POLICY

Bullying is unacceptable behaviour used by an individual or group, usually repeated over time, that intentional-ly hurts another individual or group either physically or emotionally.

In other words, bullying at The Faith Cave is considered to be, “unacceptable behaviour which occurs ‘lots of times, on purpose”

Bullying can be short term or continuous over long periods of time.

Bullying can be:

- » Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- » Physical: pushing, kicking, biting, hitting, punching or any use of violence
- » Racial: racial taunts, graffiti, gestures
- » Sexual: unwanted physical contact or sexually abusive comments
- » Verbal: name-calling, sarcasm, spreading rumours, teasing
- » Cyber bullying: All areas of internet, such as email and internet chat Twitter, Facebook misuse
- » Mobile threats by text messaging and calls
- » Misuse of associated technology, i.e. camera and video facilities, Ipad, games consoles,
- » Bullying may be related to:
 - » Race
 - » Gender
 - » Religion
 - » Culture
 - » SEN or disability
 - » Appearance or health condition
 - » Home circumstances, including young carers and poverty
 - » Sexual orientation, sexism, or sexual bullying, homophobia

Bullying can take place in the classroom, playground, toilets, on the journey to and from The Faith Cave, on residen-tial trips and cyberspace. It can take place in group activities and between families in the local community.

PERPETRATORS AND VICTIMS

Bullying takes place where there is an imbalance of power of one person or persons over another.

This can be achieved by:

- » The size of the individual
- » The strength of the individual
- » The numbers or group size involved
- » Anonymity – using cyber bullying or using email, social networking sites, texts etc

The Faith Cave staff and volunteers must remain vigilant about bullying behaviours and approach this in the same way as any other category of Child Abuse; that is, do not wait to be told before you raise concerns or deal directly with the matter. Children may not be aware that they are being bullied; because they may be too young or have a level of special educational needs which means that they may be unable to realise what others may be doing to them.

Staff must also be aware of those children who may be vulnerable children; those coming from troubled families, or those responding to emotional problems or mental health issues which may bring about a propensity to be unkind to others or may make them more likely to fall victim to the behaviour of others.

WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

Bullying hurts. No one deserves to be a victim of bullying. Bullying has the potential to damage the mental health of a victim. Everybody has the right to be treated with respect. Children who are bullying need to learn different ways of behaving.

SIGNS AND SYMPTOMS FOR STAFF, VOLUNTEERS AND PARENTS.

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- » Is frightened of walking to or from The Faith Cave
- » Begs to be driven to The Faith Cave
- » Changes their usual routine
- » Is unwilling to go to The Faith Cave
- » Begins to truant, or becomes withdrawn anxious, or lacking in confidence

- » Starts stammering
- » Attempts or threatens suicide or runs away
- » Cries themselves to sleep at night or has nightmares
- » Feels ill in the morning
- » Begins to do make less effort with The Faith Cave work than previously
- » Comes home with clothes torn or books damaged
- » Has possessions which are damaged or “ go missing”
- » Asks for money or starts stealing money
- » Has dinner or other monies continually “lost”
- » Has unexplained cuts or bruises
- » Comes home hungry (money / spending has been stolen)
- » Becomes aggressive, disruptive or unreasonable
- » Is bullying other children or siblings
- » Stops eating
- » Is frightened to say what’s wrong
- » Gives improbable excuses for any of the above
- » Is afraid to use the internet or mobile phone
- » Is nervous and jumpy when a cyber message is received
- » Lack of eye contact
- » Becoming short tempered
- » Change in attitude to people at home.

These signs and behaviours could indicate other social, emotional and/ or mental health problems, but bullying should be considered a possibility and should be investigated.

OUTCOMES

All known/reported incidences of bullying will be investigated by the Designated Safeguarding Officer or by the designated Safeguarding Lead or Safeguarding Lead-Deputy.

Parents of the perpetrator may also be questioned about the incident or about any concerns that they may be having.

The child displaying unacceptable behaviour, may be asked to genuinely apologise (as appropriate to the child's age and level of understanding) Other consequences may occur. E.g. a parent being informed about their child's behaviour and a request that the parents support the The Faith Cave with any sanctions that it takes (See Be-haviour Policy). Wherever possible, the children will be reconciled. In some cases, outside agencies may be requested to support the The Faith Cave or family in dealing with a child continually demonstrating unacceptable behaviour towards others. e.g. police, counsellors and educational psychologists.

In serious cases (this is defined as children displaying an on-going lack of response to sanctions, that is, no change in behaviour of the perpetrator and an unwillingness to alter their behaviour choices) fixed or permanent exclusion will be considered.

During and after the incident(s) have been investigated and dealt with, each case will be recorded in the Bully-ing Log and monitored to ensure repeated bullying does not take place.

The Designated Safeguarding Officer will be informed of any incidents recorded in the log along with incidents, sanctions and reconciliation.

PREVENTION

At The Faith Cave we use a variety of methods to support children in preventing and understanding the consequences of bullying through class assemblies, The Faith Cave's vision, and whole our signature assembly themes.

We will promote the pastoral support team and provide anti-bullying support programmes, raise awareness of the Anti-bullying week. Children will be encouraged by awarding them for good behaviour.

The ethos and working philosophy of The Faith Cave means that all staff actively encourage children to have respect for each other and for other people's property.

Good and kind/polite behaviour is regularly acknowledged and rewarded.

Staff and volunteers will regularly discuss bullying, this will inform children that we are serious about dealing with bullying and leads to open conversations and increased confidence in children to want to discuss bullying and report any incidents and concerns about other children's behaviour.

Staff and volunteers will reinforce expectations of behaviour as a regular theme in line with our vision. Staff and volunteers to follow the equality policy; supporting every child in our The Faith Cave. Staff and volunteers must be careful not to highlight differences of children or an individual child, even if this is done in jest. This gives other children advocacy to use this difference to begin calling names or teasing.

Staff and volunteers must be vigilant regarding groups of friends together. Friendship groups may bring about the imbalance of power and must be led towards welcoming others to join them and not excluding others from their group.

Staff and volunteers must reinforce a general message that children do not have to be friends with everyone else, but they must be respectful of everyone else's feelings and be kind to each other.

Children are involved in the prevention of bullying as and when appropriate, these may include:

- » Writing a set of class rules
- » Writing a personal pledge or promise against bullying
- » Writing stories or poems or drawing pictures about bullying
- » Reading stories about bullying or having them read to a class or assembly
- » Making up role-plays about what to do through scenarios of bullying
- » Having discussions about bullying and why it matters those children who use unacceptable behaviour towards others are dealt with quickly

If a child feels that they are being bullied, then there are several procedures that they are encouraged to follow: (not hierarchical)

- » Tell a friend
- » Tell the The Faith Cave or designated Safeguarding Lead or Safeguarding Lead-DeputyTell a teacher or adult whom you feel you can trust
- » Write your concern and post it in the 'worry box
- » Tell a parent or adult at home whom you feel you can trust

RECORDING OF BULLYING INCIDENTS

When an incident of bullying has taken place, staff must be prepared to record and report each incident.

In the case of racist bullying, this must be reported to the designated Safeguarding Lead or Safeguarding Lead-Deputy.

General incidences of bullying should be recorded in the Behaviour Log this would include incidents where staff and volunteers have had to become involved and speak with children, and/or where parents have raised concerns regarding bullying.

All incidents of bullying will be discussed with all relevant staff, volunteers and parents of the children in-volved, in order that everyone can be vigilant and that further incidents by the same child(ren) may be prevented from happening in the future.

Incidents of bullying will be discussed with the Senior Leadership team.

ADVICE TO PARENTS

As the parent of a child whom you suspect is being bullied:

1. Report bullying incidents to the class teacher, designated Safeguarding Lead or Safeguarding Lead-Deputy.
2. In cases of serious bullying, the incidents will be recorded by staff and the designated Safeguarding Lead or Safeguarding Lead-Deputy notified.
- 3 In serious cases parents will be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted .
5. The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly
6. An attempt will be made to help the child using unacceptable behaviour towards others, to change their behaviour.

Do Not:

1. Attempt to sort the problem out yourself by speaking to the child whom you think may be behaving inappropriately towards your child or by speaking to their parents.
2. Encourage your child to be 'a bully' back.

Both of these will only make the problem much harder to solve.

HELPFUL ORGANISATION

Bullying Online: www.bullying.co.uk

This policy was last reviewed on: 1st June 2021.

ANTI-DRUGS POLICY

INTRODUCTION

The policy acknowledges that drugs play a large part in our society; research has shown that children from the age of four are aware of drugs in their broadest sense. All medicines are drugs but not all drugs are medicines.

AIMS

The Faith Cave aim to be a health promoting The Faith Cave. We value everybody, staff, parents, children alike. At The Faith Cave we attach great importance to the quality of our environment and foster good staff/parent relationships and involvement.

OBJECTIVES

Knowledge about drugs, in the widest sense, will be appropriate to the age and experience of the children, giving them the knowledge and skills to make informed choices as they mature. When referring to drugs we are looking at legal and illegal drugs. Our aim is to:

- » To emphasise a healthy, safe lifestyle to our children
- » To enable children to explore their own attitudes and belief about drugs through class time
- » To support children to make informed decisions

ORGANISATION AND DELIVERY

- » This will be taught by all teaching staff through class discussions and The Faith Cave assemblies.
- » We will invite and welcome guest speakers to talk about drug related issues.

DISSEMINATION OF THE POLICY

The designated Safeguarding Lead or Safeguarding Lead-Deputy will have responsibility for monitoring and evaluation. Teaching strategies:

- » Discussion – individual, small group whole class and assemblies
- » Guest speakers e.g.: Drug and alcohol charities
- » Through existing cross-curricular opportunities.

INVOLVEMENT OF PARENTS AND WIDER COMMUNITY

We aim to seek parental support and involvement in our efforts towards a health promoting environment. Appropriate involvement will be sought from outside agencies such as the local police and health service.

KNOWLEDGE AND UNDERSTANDING

All children will have access to activities and will be encouraged to take part in group discussion, each person's input is valued, without judgement.

- » Islam and The Faith Cave rules relating to legal and illegal drugs.
- » Basic information about how the body works and ways of looking after the body
- » Understanding that all drugs can be harmful if not used properly
- » Simple safety rule about substances used in the home, including solvents

OUTLINE OF THE FAITH CAVE'S DRUGS EDUCATION PROGRAM

- » Speaking within a group or class about drugs
- » To make informed choices about drugs
- » To express feelings/doubts about drugs
- » Sorting/differentiating good from bad, healthy from unhealthy ideas about drugs etc.,
- » Question self/others opinion on drugs
- » Deal with peer pressure relating to drugs
- » Maintain personal choice around drugs
- » Where to find help regarding drug abuse

This policy was last reviewed on: 1st June 2021.

MENTAL HEALTH AND WELLBEING POLICY

The Faith Cave will aim to ensure that when students are unhappy, anxious, disturbed or depressed there are open channels for them to seek or be offered support, without stigma and with appropriate confidentiality. We actively seek to promote emotional health and well-being and helps students to understand their feelings.

Positive Mental Health and Emotional Well-being describes how we think, feel, and relate to ourselves and others and how we interpret the world around us. It affects our capacity to manage, communicate, and form and sustain relationships as well as our ability to cope with change and major life events.

At The Faith Cave we work towards positive Mental Health and Wellbeing in the whole of our community, for adults as well as children. We pursue this aim using both universal, approaches and specialised, targeted approaches aimed at vulnerable students.

In addition to promoting positive mental health, we aim to recognise and respond to mental ill health. In an average classroom, three children may be suffering from a diagnosable mental health issue. By developing and implementing practical, relevant, and effective mental health policies and procedures we can promote a safe and stable environment for students affected both directly, and indirectly by mental ill health.

Any member of staff who is concerned about the mental health or wellbeing of a student should speak to the Designated Safeguarding Officer in the first instance and record their concerns on the child's file. If there is a fear that the student is in danger of immediate harm then the normal child protection procedures should be followed with an immediate referral to the Designated Safeguarding Officer.

If the student presents a medical emergency, then the normal procedures for medical emergencies should be followed, including alerting the first aid staff and contacting the emergency services if necessary.

Where a referral to CAMHS is appropriate, this will be led and managed by the Designated Safeguarding Officer.

WARNING SIGNS TO LOOK OUT FOR IN A CHILD

The Faith Cave staff may become aware of warning signs which indicate a student is experiencing mental health or wellbeing issues. These warning signs should always be taken seriously and staff observing any of these warning signs should communicate their concerns to the Designated Safeguarding Officer.

Possible warning signs include: (this is not an exhaustive list)

- » Physical signs of harm that are repeated or appear non-accidental
- » Changes in eating / sleeping habits
- » Increased isolation from friends or family, becoming socially withdrawn
- » Changes in activity and mood
- » Lowering of academic achievement
- » Talking or joking about self-harm or suicide
- » Expressing feelings of failure, uselessness, or loss of hope
- » Changes in clothing – e.g. long sleeves in warm weather
- » Secretive behaviour

Noticeable changes in appearance/ behaviour/attitude:

- » Lateness to or absence from The Faith Cave
- » Repeated physical pain or nausea with no evident cause
- » An increase in lateness or absenteeism

CURRICULAR AND EXTRA-CURRICULAR SUPPORT

At The Faith Cave we support the mental health and wellbeing of all children through:

- » A strong The Faith Cave ethos which empowers tolerance and respect, including respect for difference and diversity
- » High profile anti-bullying procedures and policy through posters, assemblies, and events
- » Establishing clear rules, routines, and expectations about behaviour for learning and social cohesion.
- » Encouraging positive, caring, and constructive relationships
- » Having active listeners, including other than The Faith Cave staff to whom a child may turn to
- » Enhancing The Faith Cave and classroom layout, facilities, and resources,
- » Recognising the background of individual students and their physical, social, and emotional needs
- » A balanced curriculum with opportunities for intellectual, physical, and expressive development
- » Opportunities for student leadership through The Faith Cave council, play leaders, peer mediators and other roles
- » An emphasis on praise and reward
- » Opportunities for reflection and spiritual development through art, literature, and the religious curriculum
- » Having nurture groups for general wellbeing as well as specific mental health, such as interventions dealing with anxiety or emotions.

STAFF SUPPORT

At The Faith Cave we support the mental health and wellbeing of all staff through:

- » Training events, including Staff wellbeing workshops
- » Access to appropriate external training
- » Consultation on training and support needs through regular review
- » Work life balance regularly reviewed and acted upon i.e. reduction of unnecessary paperwork, admin tasks
- » Encouragement of social and spiritual events

CURRICULAR AND EXTRA-CURRICULAR SUPPORT

- » The promotion of mental health and social wellbeing and raising the achievement of all students is the re-sponsibility of the whole The Faith Cave staff and volunteers.
- » The designated Safeguarding Lead or Safeguarding Lead-Deputy will demonstrate through personal leadership the importance of this aim, ensure all staff are aware of it and understand their role and responsibility in relation to it.
- » Staff will be required to fulfil responsibilities are in ensuring the scheme is implemented. They will be aware of the implications of it for their planning, teaching, and learning strategies, management of activities, as well as behavioural issues.
- » Students will be made aware of how this policy applies to them as part of The Faith Cave aims, values and in the curriculum.
- » Parents and carers will be encouraged to participate fully in implementing it in partnership with The Faith Cave.

TRAINING

As a minimum, all staff at The Faith Cave will receive regular training about recognising and responding to emotional and mental health issues as part of their regular child protection training to enable them to keep students safe.

Training opportunities for staff at The Faith Cave who require more in-depth knowledge will be considered as part of our performance management process and additional CPD will be supported throughout the year where it becomes appropriate due developing situations with one or more students.

This policy was last reviewed on: 1st June 2021.

Safeguarding reporting form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.

In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1 Your details – the person completing the form

Name	<input type="text"/>		
Position	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

2 Details of the person affected

Name	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

3 Details of the incident (please describe in detail using only the facts)

4 Other present or potential witnesses

Name			
Address			
Telephone number		Email	

5 Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name

Signature

Date



Multi Agency Referral Form (MARF)

**is for practitioners seeking to refer a child or young person. It enables us to
the right kind of support at the right time.**

for Prevention and Early Help support (Including Group Work and Family Key

send the MARF form from a secure email account to: Childrens.enquiries@bradford.gov.uk
have a Bradford Schools Online account please return your completed form(s) using the
box. Ensure you select the "TEH - Request for support" folder from the list of folders on
before clicking the Upload File button.

for a social work assessment

send the MARF form from a secure email account to: Childrens.enquiries@bradford.gov.uk

ng in this form, please note that:



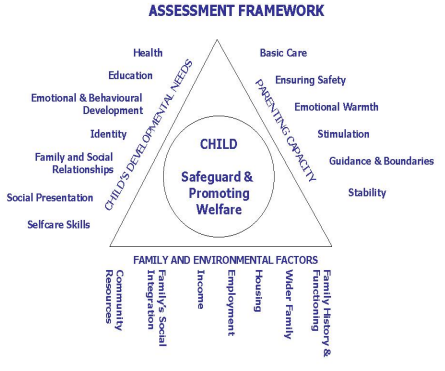
itions need to be fully completed. If information is not known please say 'not known'
than leave blank. NB the exception being 'information sharing/requested section'
possible please could you type, however, if written please can you print using black

s at imminent significant risk of harm/immediate danger, you should consider calling
s first instance (for Police or an Ambulance) and contacting children's social care by
g **Bradford's Children's Enquiries** on **01274 437500** (out of office hours 01274
You will also be expected to **complete a MARF within 24 hours from your telephone**

no immediate danger you should **complete a MARF as soon as possible**. You will not
d to telephone Children's Social Care to inform them of your referral.

the most appropriate service(s):

vention/Group Work activities/registration (for example, parenting grammes)	
mily Key Work/targeted support	
social work assessment. This should be about concerns for a child's mediate safety and well-being	
ormation sharing and/or information being requested	
ild Exploitation Concerns and/or Child Missing from home or care	

 	<h2 style="margin: 0;">Bradford Children's Services Integrated Front Door/MASH Service</h2> <h3 style="margin: 0;"><u>Multi-Agency Referral Form (MARF)</u></h3> <p style="margin: 10px 0 0 0;">CONFIDENTIAL</p>	
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*Notes for use: Please complete this form **electronically**; the text boxes will expand to fit your text. Please ensure this is sent from a secure email account to childrens.enquiries@bradford.gov.uk*

The completed form contains personal data to be protected and processed in line with the Data Protection Act 2018.

AGENCY COMPLETING:

CONSENT & CONFIDENTIALITY		
Is the parent / carer aware of the referral?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the parent / carer given consent to the referral being made?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If the answer to either of the above is No please provide an explanation. It is essential that professionals work in partnership with families and talk to them about their concerns, <u>unless to do so would place a child or family at immediate risk of harm</u>. Please see Consent Policy Guidance for further information. Consent and Information Policy</p>		
<p>Is any information contained in this referral to remain confidential from the subject child and family? If so, please outline specific information to remain confidential and reasons. NB details of referrer, if a professional person, cannot be held as confidential save in exceptional circumstances</p>		
Name of person completing referral		
Relationship to child being referred		
Date		Time

Contact No.		Agency	
Address			
Email			
Name & contact details of person to whom feedback should be provided (if different to above)			

Overview of Agency Involvement with child/family including information of attendance/engagement with your service:

--

Has an Early Help Assessment/Other Assessment Tools been completed

Yes		No	
-----	--	----	--

If yes, please attach to this referral form

(1) NAME OF CHILD / YOUNG PERSON BEING REFERRED			
Family Name		First Name(s)	
Date of Birth/ Estimated Due Date		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unborn <input type="checkbox"/> Unspecified
Age			
Ethnicity If 'Other', please specify	Please select by clicking here:	Religion If 'Other', please specify	Please select:
First Language		Interpreter required? Why/who for?	Y / N / Not Known <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

NHS Number		Any Disabilities (Please Specify)	
Address			
Home Telephone No.		Home Mobile No.	
GP Address/ Contact			
Education Setting: UPN Number Nursery/School or Children's Centre. Other e.g. Elective Home Education (EHE)/Not Statutory School Age/Child Missing Education (CME)/ Not in Education, Training or Employment (NEET- Post16) Please include the Address/ Contact details			
In order to identify the correct child / young person requiring the assessment, please include a description of the child's physical characteristics: e.g. Colour of Eyes, Hair, Skin, Approx. Height/Weight and any distinguishing marks			

<p>Child's Voice <i>(Please provide an explanation)</i></p>	<p>Is the child or young person aware of the referral? Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Have their wishes and feelings been included? Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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(2) FAMILY COMPOSITION AND HOUSEHOLD MEMBERS

LCS No: if known	Surname (include all people living at this address)	First Name	DOB/ Age	NHS No	Gender	Relationship	Name of School / Nursery Attending and UPN No	Ethnic Origin	Any Disability's (specify)

(3) SIGNIFICANT OTHERS - NOT IN THE HOUSEHOLD

Name	Gender	Date of Birth	Relation ship to subject child	Does this person hold parental responsibility?	Is this person known to be a Person Posing a Risk to Children (PPRC)?
	M / F / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Unspecified	/ /		Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	M / F / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Unspecified	/ /		Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	M / F / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Unspecified	/ /		Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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	M / F / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Unspecified	/ /		Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Y / N / NK <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Referral Details (think of Signs of Safety)

What are you currently worried about?

Please state the name of the child if you have any specific concerns about one particular child. Consider what you to believe are the risks to the child (ren)

Past Harm to children

Action/behaviour-who what where when; severity; incidence and impact e.g. Severe Dental Decay, Chronic Neglect, Domestic Abuse etc.

Future Danger for Children

What are you worried is going to happen to the child if the current situation does not change? - Related to past and future harm. **Consider the risks and how you believe these may impact on the child's (ren) well being.**

Complicating Factors e.g. risk to professionals

Factors, which make the situation more difficult to resolve

What is working well?

Existing Strengths

Existing Safety /Protection: The strengths sustained over time, directly related to the danger.

On a scale of 0 to 10 where 0 means immediate response required from Children's Social Care (0= no signs of safety) 10 means no further action required (10 = high levels of safety)

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

What needs to happen?

Future safety/protection/safety goals: When will things be safe enough, what do you want to see parents/carers doing to make the child safe). Consider what you believe needs to happen to reduce the risks you have identified

Child’s Lived Experience/ Views (where applicable)

Parent’s Views (where applicable)

Next Steps

What can you /your agency contribute to a plan to keep the child safe? What are the next steps to be taken to achieve the safety goals?

Signature of person completing referral

Have those with Parental Responsibility viewed/had verbal feedback of this referral?

If possible, please obtain signatures of those with legal Parental Responsibility who have viewed/had verbal feedback of the referral:

<input type="checkbox"/> No <input type="checkbox"/> Yes How?
.....
.....
Date:

It is the responsibility of all agencies that are making enquiries and/ or making referrals about child/ren to inform the parents/ carers or those with parental responsibility that they are making a referral to Children Social Care, where it is appropriate to do so. Please see below “use of personal Information). Please refer to Bradford Safeguarding Board’s information sharing/consent policy for further guidance ([Consent and Information Policy](#))

USE OF PERSONAL INFORMATION

If you would welcome support for your family, then we need your agreement for agencies to co-ordinate any support you may need through sharing information about your family with them. This could include the following agencies: Children's Specialist Services, Schools, Police, National Probation Service, Community Rehabilitation Company, Youth Offending Team, Department of Work and Pensions (including contracted work programme providers), In communities, Families First Commissioned Services, your GP, Health Visitors, School Nurses, Family Hub, Stronger Families and Bradford Teaching Hospitals NHS Foundation Trust's Innovation Hub who are undertaking important research about children's development for Better Start Bradford and Born in Bradford Projects. Access to information is carefully controlled and only approved members of the Innovation Hub Team will be able to identify you whilst keeping your information private and safe so that no information that could identify you or your child will be shared with anyone else.

We collect and process personal and sensitive information in accordance with the General Data Protection Regulation. This information may include details about you/your children's health including NHS Numbers, education and UPN Numbers, welfare and development, home or family circumstances. We use this information:

- To help us work with you to provide an effective service
- To help us improve services through research and planning

In some cases, information may be shared between agencies without consent; for example, where sharing information might prevent a crime or safeguard the welfare of a child or young person. Even in these circumstances, we will discuss this matter with you. Reasons for this are:

- If it is believed that a child's/adult's safety or welfare is at immediate risk
- Where it is required to do so by law because of a criminal activity /drug trafficking offences
- Should you or your child fall ill during contact with the service and relevant information needs to be given to a medical professional

CONSENT FOR INFORMATION STORAGE AND INFORMATION SHARING

The reasons for sharing information have been explained to me. I give my permission for Bradford Council to obtain personal and /or sensitive information about me and my family for the purposes set out above and agree to my information being shared with and for Prevention and Early Help/Families First/Social Work services.

My explicit consent is freely given, fully informed and I understand that it can be withdrawn at any time. I have been given the opportunity to ask any questions in relation to this referral and the information about me that will be shared and that I can request an update at any time. I have the right of access to personal information held about me and my children and can request this by making an application in writing.

This completed form will be retained by Bradford Council. Information will be stored on a secure electronic system and shared with other organisations as appropriate, and only communicated by secure means. It will be destroyed in accordance with data protection principles and Bradford Council retention policy. Read our full [Privacy Notice](#).

If you are the Parent/Carer you are also giving your permission to share personal information about young people (under 16) in your care.

Please ensure that consent is clearly documented below, whether it is a signature or a note to say that verbal consent has been gained and who from.

Parents/Carers Signature Date

Young Person's Signature Date

INTEGRATED FRONT DOOR - ADMINISTRATION ONLY:

Has feedback been given to the referrer within 1 working day
<input type="checkbox"/> No <input type="checkbox"/> Yes How?
.....
.....
If the answer to above is No please provide an explanation.
.....
.....
Date:

Safeguarding Procedure / Flowchart

