



Safeguarding Policy

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Links to other Policies:	Adult safeguarding/Prevent/IT/Volunteer/Data protection
Linked Documents:	Incident reports/Internal Safeguarding form

Safeguarding Policy

Policy

This policy applies to all staff including Trustees, and unpaid staff such as volunteers, students or anyone working on behalf of Motiv8. Safeguarding is everyone's responsibility.

The purpose of this policy is to:

- Protect children and young people who receive Motiv8 services from harm. This includes the children of adults who use our services;
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

Motiv8 believes that the safety and wellbeing of children and young people is of paramount importance, and that all children without exception have the right to protection and to be treated with respect and dignity. We all have a responsibility to promote the welfare of all children and young people and keep them safe. Motiv8 are committed to practice in a way that protects them.

Legislation

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children's Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection and Freedoms Act 2012
- Children and Families Act 2014
- Special Educational needs and disability (SEND) code of practice: 0 to 25 years. Statutory guidance for organisations, which work with, and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children; a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018 updated 2023.

Motiv8 recognises that:

- The welfare of the child is paramount, as enshrined in the Children Act 2004
- Safeguarding is everyone's responsibility and should be child centred in its approach; as set out in Working Together to Safeguard Children; a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2023
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm and abuse
- Some children and groups are additionally vulnerable because of the impact of previous experiences, their level of dependency, disability, communication and language needs e.g. English as a second language and other vulnerabilities e.g. Missing, Exploited and Trafficked (MET).

- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.
- As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. Motiv8 recognises the importance of Contextual Safeguarding. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation

Procedure

Motiv8 will seek to keep children and young people safe by:

- Valuing, listening and respecting them
- Appointing a Lead Safeguarding Trustee
- Having a Designated Safeguarding Lead (DSL) who has received appropriate training and support for this role to safeguard children, young people and vulnerable groups; this is the CEO.
- Having Deputy Designated Safeguarding Leads (DDSL) who have received appropriate training and support for this role to safeguard children, young people and vulnerable groups.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- Having an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, trauma informed supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made in accordance with Safer Recruitment.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Ensuring all legislative requirements concerning the delivery of services to safeguard and promote the welfare of children and young people, as specified in Section 11 of The Children Act 2004 are followed.
- Ensuring that Motiv8 follow the agreed Interagency Information Sharing Framework for reporting safeguarding concerns, as defined by the Local Safeguarding Children Board or Partnership.
- Ensuring we share relevant information and concerns with other agencies who need to know in the interests of protecting children from risk and harm (considering service user confidentiality as outlined in the safeguarding policy), involving where possible children, young people, parents, families and carers appropriately.

Supporting Documents

In addition to this policy, Safeguarding has implications on all aspects of Motiv8’s business. The following policies, procedures, guidance and other related documents should be read and understood by all staff and volunteers:

Title	Description
Data Protection – Service User Information	Clarifies where and how confidential information will be kept and for how long

Service User Confidentiality and Information Sharing	Explains how to agree confidentiality and information sharing with a service user; and the need for Information Sharing in relation to Safeguarding
Child Protection	Includes the step-by-step procedure to be followed
Safeguarding Adults	Overview and step by step procedure to be followed
Definitions of Abuse & Neglect	Definitions taken from Working Together to safeguard Children 2014
Prevent: Radicalisation & Extremism	Overview of Prevent Policy and procedure to be followed
Complaints	Describes how young people and other stakeholders can raise concerns about the work of Motiv8 or its staff
Recruitment, selection and DBS disclosures (also see Volunteer Policy)	Includes procedures to safeguard young people through the selection of all staff and volunteers
Whistle blowing	Describes how a Motiv8 worker or volunteer can raise concerns about the work of Motiv8 or staff
HR – Code of Conduct	Outlines behaviour always expected from Motiv8 staff
Training and Supervision	Outlines how the development of all Motiv8 staff supports the safety and well-being of service users
Health and Safety	Identifies measures taken by Motiv8 to safeguard the health and safety of staff and service users
Personal and Group Safety (Operations)	Describes the risk assessment and approval process for all activities organised for young people by Motiv8 including lone working, hazardous and non-hazardous group activities and community-based activities
Online Safety Policy	The guidance is aimed at enabling all staff and volunteers to recognise the risks and potential dangers children and young people can encounter in the online world. It will also help them to monitor their own practices to minimise potential risk to children and young people
Safeguarding Partnership Agreement	Outlines expectations for third party providers and/or partners who are working with Motiv8 service users. It outlines due diligence checks that will be undertaken by Motiv8 to ensure the safety and welfare of our service users
Visitors Code of Conduct	Outlines expectations for external visitors including safeguarding and protecting service user's safety and welfare.

It is imperative that all staff are fully conversant with Motiv8's safeguarding policy, in particular, Safeguarding Children and Child Protection, and that they are confident in how to apply it without hesitation. In addition to the above table of Policies and Procedures, to avoid any doubt the following steps shall be followed to ensure that all staff have a thorough understanding:

1. All new staff (including volunteers, trustees and students) will receive information about Motiv8 Safeguarding Policy and undertake mandatory safeguarding training which is compliant with statutory guidance (working together) as part of their induction and probation period. Training will be renewed every 3 years.
2. All staff are made aware of the **Designated Safeguarding Lead** with overall responsibility for Safeguarding and Child Protection. This is the CEO.
3. Basic Child Protection awareness training (typically delivered by the NSPCC, Hampshire or Portsmouth Safeguarding Children Partnership) will form part of all staff core competency training.

4. All those with specific safeguarding responsibilities, including the CEO (DSL) and DDSL's, will undergo the more comprehensive (minimum 2 day) safeguarding training offered by the Safeguarding Children Partnership.
5. The 'Summary of Motiv8 Safeguarding Policy' shall be readily accessible in each Motiv8 venue.
6. The Health and Safety Group will review all safeguarding concerns a minimum of quarterly, report findings to the Board of Trustees via the Service Delivery Sub-Group and identify further actions.
7. All those working with children, young people and families including paid and unpaid staff will be provided with effective management through supervision, support, training and quality assurance measures, to ensure effective safeguarding practice.

Safeguarding from visitors and when using third parties

People may visit Motiv8 for a range of reasons. Professionals, counsellors, contractors, community members, funders, businesses and parents/carers are just some of the people who can play an important role in Motiv8 as a community place-based charity enhancing opportunities for children and young people.

Motiv8 has a duty to consider extra safeguarding measures that should be in place for any adult visitors who are not employed directly by Motiv8 (whether paid or unpaid).

Procedure

All visitors to Motiv8 sites or programmes where children or young people are present should be signed in and out of the visitor's book and be identified as a visitor via a name badge. They should also read and agree to Motiv8's visitor's code of conduct which includes safeguarding arrangements. At no point should a visitor be left on their own with children or young people.

Using third party providers

To increase opportunities for children and young people, there may be times when Motiv8 works with other organisations on a more regular basis either through collaboration or direct delivery of services for its beneficiaries. In this instance, Motiv8 will undertake due diligence on all partner agencies, organisations or individuals prior to working with our beneficiaries. Appropriate checks should be carried out on the suitability of the partner agency, organisation or individual and specific paperwork should be requested, to ensure the safeguarding and protection of our beneficiaries.

Motiv8 aims to use agencies that support the company's values and ethos. Motiv8 will aim to ensure that messages communicated to service users support our values, does not marginalise any communities, groups or individuals, and does not seek to radicalise service users through narrowed views on ideologies.

Procedure

Where possible Motiv8 will ensure appropriate checks will be carried out on the suitability of the agency, organisation or individual, which may include internet searches or contacting others that have used the services of these individuals/groups for an informal reference.

All partner agencies working with Motiv8 service users must provide evidence of the following, to ensure the safety and safeguarding of our service users:

- Confirmation that the partner organisation's staff are suitable to work with young people and have appropriate DBS checks in place. Evidence of this should be

provided where necessary. NOTE: If the partner organisation does not have this in place, then they agree to work to Motiv8 policy and procedures and undergo a disclosure barring service (DBS) check before commencing any activity.

- Confirmation that the partner organisation has a current and up to date safeguarding policy and that staff are regularly trained in safeguarding. Evidence of this should be provided where necessary.
- Confirmation of adequate public liability insurance and insurance cover (where appropriate). Evidence of this should be provided.
- Confirmation of risk assessments for any venue or activity which is not on a Motiv8 site. These should be provided before any activity can start.
- Current Health and Safety policies for the partner organisation. Evidence of this should be provided where necessary.

Partners will be asked to sign the 'third party safeguarding agreement' and produce evidence of the above prior to commencement of the work/services.

It is the responsibility of all staff to ensure these procedures are followed. Prior to using a provider, the appropriate DDSL or DSL should be informed with the necessary paperwork and partnership agreements shared. It is the responsibility of the local DDSL to sign off this agreement prior to commencement.

The Designated Safeguarding Lead (DSL) has overall responsibility for ensuring policies and procedures are followed and maintained and for monitoring and reviewing all third-party providers.

Roles and Responsibilities

Trustees

Trustees are required to comply with the legal duties of charity trustees in the administration of MOTIV8's purpose and activities. Trustees have a general duty to take reasonable steps to govern and assess **Safeguarding Policy** risks to MOTIV8 activities, beneficiaries, property, work or reputation. It is the role of the **Lead Safeguarding Trustee** to oversee, champion, and challenge this work in relation to safeguarding.

CEO

The CEO works closely with the Trustees and carries out the day-to-day running of the organisation. The CEO is the risk owner for strategic safeguarding via the risk register.

Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is the CEO and has overarching responsibilities regarding safeguarding across MOTIV8. They have responsibilities to implement, develop and maintain safeguarding procedures and policies, as well as managing, responding and reviewing safeguarding issues on a day-to-day basis. The DSL works closely with the DDSL's and is responsible for overseeing the quarterly review meeting of all safeguarding and child protection incidents.

Deputy Designated Safeguarding Lead

The Deputy Designated Safeguarding Leads (DDSL) are the named Operational Service Managers and act as the ongoing point of contact to manage and review safeguarding concerns. They are responsible for working with the DSL ensuring that appropriate safeguarding arrangements are implemented and maintained. They are also part of the quarterly review meeting for safeguarding and child protection incidents. Staffed on a rota basis by DDSLs, Duty Deputy Designated Safeguarding Leads acts as the first point of contact

for reporting safeguarding concerns. The Duty DDSO provides advice and support around any immediate actions to be taken.

Staff, Volunteers and Students

Safeguarding is everyone's responsibility and as such all staff, volunteers and students have safeguarding responsibilities to ensure children are kept safe and that safeguarding concerns are responded to in line with Motiv8's policies and procedures.

Child Protection

There may be times when a child, young person or family member disclose personal or sensitive information to a worker or volunteer that suggests a child or young person may be at risk of significant harm through neglect or emotional, physical or sexual abuse (see definitions of abuse and neglect within this policy) or might be putting others at risk.

Motiv8 shall take all disclosures seriously, properly investigate and forward information, without prejudice.

Procedure

Child Protection concerns and allegations must be taken seriously and be properly investigated. All Motiv8 staff must be alert to the signs of abuse and neglect. It is the professional responsibility of Motiv8 staff, volunteers and trustees, to report any signs of abuse, injury or comments made by a young person that may arouse suspicions.

Motiv8 has designated members of staff as the organisation's Deputy Designated Safeguarding Leads (DDSL). The DDSL's are responsible for advising on the handling of safeguarding and child protection concerns and are responsible for co-ordinating action and liaising with Children's Services and other agencies when required. DDSL's operate on a rota system and act as the first point of contact for staff raising a Safeguarding or Child Protection concern.

In a situation where a member of staff suspects that a child may be at risk or have been subject to abuse, they must immediately call the Safeguarding Duty Line and notify the DDSL. If for any reason a DDSL is not reachable via the Safeguarding Line, the Designated Safeguarding Lead or another DDSL should be contacted:

Contacts

Safeguarding Duty Line: 023 9275 3253

Designated Safeguarding Lead (DSL) for the Organisation:

Motiv8 CEO: Kirsty Robertson – 07534 563434

Deputy Designated Safeguarding Lead (DDSL):

Gosport and Fareham Service Manager: Victoria Lewellyn - 07803 246979

Portsmouth Service Manager: Sophie King - 07711 593 481

Havant Service Manager: Sarah Goodwin- 07534 563445

Operational Support Manager: Sam Cofie – 07980903511

Trustee with responsibility for Safeguarding: Richard John – e mail at info@motiv8south.org.uk

Any concerns or worries about a young person's welfare should be discussed initially with the DDSL who in turn may wish to discuss the matter further with the Designated Safeguarding

Lead for Motiv8 (CEO) or direct with others such as Children's Services if directed to do so.

A member of staff in receipt of a Child Protection disclosure must **report concerns in person or by telephone (Safeguarding Duty Line) to the Deputy Designated Safeguarding Lead or Designated Safeguarding Lead within two hours.** The DDSL will support and advise on the immediate or initial steps and actions to be taken, such as: Requesting that an inter-agency referral is completed, contact with the relevant Multi-Agency Safeguarding Hub, Parents, School, Children's Services or Police.

The verbal report must be followed up with a **written report using Motiv8 electronic Safeguarding Reporting Form (VIEWS) no later than within 24 hours.**

On completing a Safeguarding Report, staff must, via email, immediately notify the Deputy Designated Safeguarding Lead (on duty) and Designated Safeguarding Lead that a form has been submitted.

The DDSL will provide ongoing support, advice and supervision to the staff member in relation to the Safeguarding/Child Protection Concern, such as: requesting that an inter-agency referral is completed, contact is made with the relevant Multi-Agency Safeguarding Hub and/or forwarding Safeguarding Reports by telephone and in writing to either Children's Services or the Police. It is the responsibility of the DDSL to ensure that the relevant authorities have been informed. The DDSL will be responsible for ensuring that the Motiv8 Safeguarding Reporting Form is updated as necessary and to sign it off as **closed** when the concern has been satisfactorily resolved and no further action is required.

In the event of a child, young person or family member making a disclosure Motiv8 staff must do the following:

- Listen to what is being said, without displaying shock or disbelief. Allegations must be taken seriously.
- Re-assure the child or young person that they have done the right thing in telling you.
- Listen carefully to the child and let them tell their whole story. Do not try to investigate or quiz the child, but make sure you understand what they are saying.
- Use non-judgemental language
- Tell them that you now must do what you can to keep them, and the other children involved safe.
- Never promise to keep what a child tells you a secret. Explain that you will need to speak to other people who can help
- If the incident is part of a more complex situation, which may have implications for the organisation, relationships with other agencies, or media interest – the CEO must be informed.
- The CEO must be informed **immediately**, or within 2 hours at the latest if there is an allegation against a member of staff. The CEO will subsequently inform the appropriate LADO.

If there is a disclosure/complaint against a Motiv8 employee, trustee or volunteer the CEO must be informed immediately

Summary of Motiv8 Child Protection Procedure

Motiv8 staff member has child protection/welfare concerns about a young person
Report concern in person or via telephone within 2 hours to the Deputy Designated Safeguarding Lead to ascertain appropriate next steps:

Safeguarding Duty Line: 023 9275 3253



If the DDSL is unavailable via the Safeguarding Duty Line the **Designated Lead for Safeguarding/Child Protection** (DSL) Kirsty Robertson (CEO) should be contacted - 07534 563434, and in their absence the alternative Deputy Designated Safeguarding Leads (DDSL) should be contacted

Deputy Designated Safeguarding Leads (DDSL):

Gosport and Fareham Service Manager: Victoria Lewellyn - 07803 246979

Portsmouth Service Manager: Sophie King - 07711 593 481

Havant Manager: Sarah Goodwin- 07534 563445

Operational Support Manager: Sam Cofie – 07980 903511



In the unlikely event outside where none of the above are available, and it being outside of Motiv8's core hours, the staff member must contact the relevant out of hours Children's Services or Police.



- **Portsmouth MASH:** 023 9268 8793 Daytime (8am-5pm), **out of hours** (5pm - 8am weekdays, weekends and Bank Holidays): 03005 551373
- **Hampshire MASH: Daytime** (08.30-17.30) 0300 5551384, **out of hours** 03005 551373
 - **Hampshire Constabulary (Police):** 08450 454545 or 101

Or, if a young person is in immediate danger Police **Emergencies:** 999



Motiv8 Safeguarding Reporting Form to be completed immediately (depending on severity of case) or no later than within 24 hours and confirmation email sent to the DDSL and DSL



The Deputy Designated Safeguarding Lead (DDSL) will confirm receipt and ensure that the Safeguarding Reporting Form is updated as necessary.



Where the situation is deemed high risk e.g. immediate risk of harm and/or numerous incidents/disclosures the DDSL will flag these with a telephone call and a follow up email to the **Designated Lead for Safeguarding/Child Protection-Kirsty Robertson (CEO)**



Where the disclosure/allegation **is made against a staff member and/or people working with children/young people these must be directed immediately to the CEO**



Where appropriate ensure that verbal information provided to Children's Services, or the Police is followed up in writing within 48 hours (The relevant DDSL who is dealing with the ongoing Safeguarding/Child Protection Concern is responsible for ensuring this has occurred)



Relevant DDSL reviews the concern within 3 working days and will ensure it is reviewed regularly until there has been a suitable resolution with updates recorded on the Motiv8 Safeguarding Reporting Form (VIEWS).



All Safeguarding Concerns will be reviewed monthly by the Designated Safeguarding Lead for Safeguarding/Child Protection - Kirsty Robertson (CEO) and the Leadership Team, alongside the Quarterly Health and Safety Meeting.

Concerns that a child is being abused or neglected, should be reported to the Multi-Agency Safeguarding Hub (MASH) following the process set out above. The MASH is a team including Police, Health, Education, Children's Social Care and Safeguarding, Probation, Adult Social Care, Mental Health and others. The benefit is that they can quickly share information and make decisions as to the required level of intervention.

The following contact numbers are for staff to use in an emergency whereby the Deputy Designated Safeguarding Lead or DSL are not available, or if a young person is at immediate risk of harm/danger:

- **Portsmouth MASH:** 023 9268 8793 Daytime (8am-5pm), out of hours (5pm -8am weekdays, weekends and Bank Holidays): 03005 551373
- **Hampshire MASH: Daytime** (08.30-17.30) 0300 5551384, **out of** hours 03005 551373
- **Hampshire Constabulary (Police):** 08450 454545 or 101

Or, if a young person is in immediate danger Police **Emergencies:** 999

Managing allegations against staff and volunteers

If a child, young person or family member suggests that a Motiv8 employee or volunteer has behaved abusively, the same procedures as outlined above must be followed. (Also, see **Complaints** and **Whistleblowing**).

In addition to these procedures, **the Local Authority Designated Officer (LADO)** must be informed where it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he/they will pose a risk of harm if they work regularly or closely with children

LADO deals with complaints/concerns about staff members where there is a suspicion of harm or abuse of a child, or where there is information that indicates they are not suitable to be working with children. They further provide advice and guidance to employers including voluntary organisations, liaise with the police and other agencies, and monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. The CEO or the Designated Safeguarding Lead in their absence is responsible for making initial contact with the LADO.

Contact details of the relevant Local Authority Designated Officer (LADO).

- **Portsmouth LADO – 023 9288 2500** or email LADO@portsmouthcc.gov.uk
- **Hampshire LADO – 01962 876364** or using the LADO notification form <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>

Definitions and signs of child abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse

can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse: This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

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

Sexual Abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers); or it may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.

Child Criminal Exploitation: Child criminal exploitation is increasingly used to describe this type of exploitation where children are involved, and is defined as: "Child criminal exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under

the age of 18. The victim may have been criminally exploited even if the activity appears consensual.

Child criminal exploitation does not always involve physical contact; it can also occur using technology.” Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.

Domestic Abuse: Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse. Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse, or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect

Bullying and cyberbullying: Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. Bullying includes; verbal abuse, such as name calling, non-verbal abuse, such as hand signs or glaring, emotional abuse, such as threatening, intimidating or humiliating someone, exclusion, such as ignoring or isolating someone, undermining, by constant criticism or spreading rumours, controlling or manipulating someone, racial, sexual or homophobic bullying, physical assaults, such as hitting and pushing, making silent, hoax or abusive calls. Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Cyberbullying includes, sending threatening or abusive text messages, creating and sharing embarrassing images or videos, 'trolling' - sending menacing or upsetting messages on social networks, chatrooms or online games, excluding children from online games, activities or friendship groups, setting up hate sites or groups about a particular child, encouraging young people to self-harm, voting for or against someone in an abusive poll, creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Child Trafficking: Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children may be trafficked for, child sexual exploitation, benefit fraud, forced marriage, domestic servitude such as cleaning, childcare and cooking, forced labour in factories or agriculture, criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft. Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect. Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011). Child trafficking can also be organised by individuals and the children's own families. Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community.

Female genital mutilation: Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is newborn, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016). FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence

The role of Local Safeguarding Children's Partnerships

The statutory guidance *Working Together to Safeguard Children (2023)* introduced a requirement for new multi-agency safeguarding arrangements to replace Local Safeguarding Children Boards. The responsibility for ensuring implementation of the new arrangements was given to the three named Safeguarding Partners; the local authority, the police and the Integrated Care Partnerships. These three partners have a shared and equal duty to decide to work together to safeguard and promote the welfare of all children in their respective local area.

The LSCP is a key statutory mechanism for agreeing how relevant organisations in each local area will co-operate to safeguard and promote the welfare of children; and ensure the effectiveness of what they do.

The core functions of the LSCP are:

- Developing thresholds, policies and procedures;
- Communicating and raising awareness;
- Monitoring and evaluation;
- Participating in planning and commissioning;
- Analysing information about child deaths and ensuring that there is a co-ordinated response to an unexpected death;
- Undertaking Serious Case Reviews

Child Safeguarding Practice Review

Sometimes a child suffers a serious injury or death because of child abuse or neglect. Understanding not only what happened but also why things happened as they did, can help to improve our response in the future.

When a Local Authority becomes aware of a serious incident involving a child the Local Safeguarding Children Partnership is required to consider carrying out a Child Safeguarding Practice Review (CSPR) into the involvement of organisations and professionals in the lives of the child and their family.

A Serious Incident is one where:

- abuse or neglect of a child is known or suspected; and
- the child has died or been seriously harmed

Serious harm includes (but is not limited to): serious and/or long-term impairment of a child's physical health, mental health or intellectual, emotional, social or behavioural development. (This is not an exhaustive list).

The purpose of a CSPR is to:

- establish whether there are lessons to be learnt from the case about the way local professionals and organisations work together to safeguard and promote the welfare of children
- Identify what those lessons are, how they will be acted on, and what is expected to change as a result, and therefore, improve inter-agency working and better safeguard and promote the welfare of children.

[Working Together 2023](#) sets out in full the statutory responsibilities and process for LCSPRs.

A CSPR is **not** a criminal enquiry and is separate from an investigation undertaken by the police. This process is **not** about blame or any potential disciplinary action, but about an open and transparent learning from practice to improve inter-agency working.

If a staff member is requested to be involved in a CSPR, and/or provide information for a CSPR, they must notify the CEO or their deputy in their absence. No information should be shared without prior approval, please refer to **Subject Access Requests**. (Subject access request and data protection policy)

Service User confidentiality and information sharing

Policy

Motiv8 seeks to ensure that all information about children, young people and families is confidential to the staff team of this agency, unless it comes under the category of 'information sharing' or 'child protection'.

Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet.

Poor or non-existent information sharing is a factor repeatedly identified as an issue in Child Safeguarding Practice Reviews (CSPRs) carried out following the death of or serious injury to, a child. In some situations, sharing information can be the difference between life and death. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. Every practitioner must take responsibility for sharing the information they hold, and cannot assume that someone else will pass on information, which may be critical to keeping a child safe

Procedure

The following procedures have been written with reference to the HM Government May 2024 publication 'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers'

- When making initial contact with young people, staff must explain the confidentiality and information sharing policy of Motiv8 and confirm consent for information sharing within the context of the Policy. This written consent shall be obtained through parental consent forms. (Note: all people aged 16 and over are presumed, in law, to have the capacity to give or withhold their consent to sharing of confidential information, unless there is evidence to the contrary).
- Where it is not possible to gain consent, then an assessment needs to be taken as to whether Motiv8 can offer services, this assessment is made by the Services Manager or CEO.
- In the context of this policy, an authorised person is typically a practitioner working within the Children's Trust arrangements within a specific locality. This could include staff within an education setting, children's services, YOT worker, police, community warden, health practitioner. Examples of people who would be considered an unauthorised person include members of the public, peers of the young person, professionals working in a different

geographical area, and anyone not directly involved in the delivery of essential services to children and young people.

- Staff must not pass on information about young people to any unauthorised person, whether obtained directly, indirectly or by inference. This information includes names, addresses, biographical details and other descriptions of the service user's life and circumstances that might result in identification of the service user.
- All written information about service users must be kept in a secure place where unauthorised people cannot gain access to them. (See section on service user information)
- Confidential matters, or any information concerning service users, must not be discussed in places where people outside the team or authorised agencies may overhear them.
- Any information or disclosure suggesting a young person may be at risk of significant harm or that others may be at risk must be subject to Motiv8's child protection procedures without exception (see section on child protection). In most instances, the child or young person will be kept informed of the decisions made under these procedures, unless to do so is likely to increase the risk of significant harm.
- If a staff member is uncertain as to how they should apply this procedure, they should raise this with their Service Manager in the first instance and then if appropriate with the CEO.

Principles of Information Sharing

The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child. The decision to share information should be based upon the '**Seven golden rules for information sharing**' (taken directly from HM Government May 2024 publication 'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers'):

- Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and/or 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
- Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
- Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely (see principles).

- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.