



# Manchester Young Lives

## Safeguarding & Child Protection Policy

Policy Reviewed	February 2022
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## 1. INTRODUCTION

This policy has been developed to ensure that all adults at Manchester Young Lives (MYL) are working together to safeguard and promote the welfare of children and young people.

This policy has been approved by the Board of Trustees on 25<sup>th</sup> April 2021 and will be reviewed in April 2022.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all children, young people and staff. It identifies actions that should be taken to address any concerns about child safety and welfare including protecting young people and staff from extremist views, vocal or active, which are opposed to democracy, respect & tolerance, the rule of law and individual liberty. All opinions or behaviours which are contrary to these fundamental values and ethos of MYL will be vigorously challenged

MYL staff will listen to and take seriously any disclosure or information that a child or young person may be at risk of harm. They will immediately report any concerns or disclosure to the Designated Safeguarding Lead and not express feelings or judgements regarding any person alleged to have harmed a child. All information will be kept confidential as far as possible but will usually be shared with a small group of people following a strict risk management process.

The Board of Trustee Designated Safeguarding Lead for Manchester Young Lives or, in their absence, the CEO, has the ultimate responsibility for safeguarding and promoting the welfare of children and young people.

### MYL Designated Safeguarding Lead

Name	Designated Area	Contact No
Rosemary Knox	Board of Trustees	07903 467466
Paul Fletcher	MYL Organisation Lead	07880 388859
Elaine Young	Play & Youth (Citywide)	07880 033609
Jackie Henderson	Independent School	07879 555054
Nozir Uddin	P&Y (Moss Side/Hulme)	07551 151487
Elaine Vickers	P&Y (Wythenshawe)	07879 555057
Samantha Maunder	Employability & Youth Engagement	07388 993265

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities and functions of Manchester Young Lives. This policy complements and supports other relevant school and MYL organisation policies.

‘Safeguarding and promoting the welfare of children and young people is **everyone’s** responsibility. **Everyone** who comes into contact with children, young people and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.(KCSIE 2021)

Manchester Young Lives has developed this policy in accordance with the statutory guidance which also informs our practice and procedures.

### **Safeguarding Children**

Children includes everyone under the age of 18, including unborn children with whom Manchester Young Lives has direct or indirect contact.

‘Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment.
- preventing impairment of children’s mental and physical health or development.
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

### **Safeguarding adults over 18 (Adults at Risk)**

Adults over 18 have the potential to be vulnerable (either temporarily or permanently) for a variety of different reasons and in different situations. An adult may be vulnerable if he/she

- a) has a learning or physical disability
- b) has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
- c) has a reduction in physical or mental capacity
- d) is in the receipt of any form of healthcare
- e) is detained in custody
- f) is receiving community services because of age, health or disability
- g) is living in sheltered accommodation or a residential care home
- h) is unable for any other reason, to protect himself/herself against significant harm or exploitation
- i) is experiencing, or is at risk of abuse or neglect and
- j) as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

Manchester Young Lives will work in partnership with other organisations where appropriate to identify any concerns about the welfare of children, young people and adults at risk and take action to address these concerns.

Under the Education Act 2002 and Independent School Standards 2015 schools/settings have a duty to safeguard and promote the welfare of their pupils and, in accordance with guidance set out in 'Working Together to Safeguard Children (July 2018)' and 'Keeping Children Safe in Education' (September 2021).

This policy incorporates all children, under 18, including unborn children. Please see Safeguarding Vulnerable Adults Policy for over 18s

## **2. ETHOS**

Manchester Young Lives aims to create and maintain a safe environment where all children, young people and adults feel safe, secure and valued, and know they will be listened to and taken seriously. Our organisation is committed to the principles outlined in 'Working Together to Safeguard Children 2018' and implements policies, practices and procedures which promote safeguarding and the emotional and physical well-being of all children, young people, adults at risk and staff.

MYL is committed to supporting the delivery of effective early help using The Multi-Agency Levels of Need and Response Framework which is embedded into everyday practice and procedures when responding to children's need. Children and young people have access to appropriate curriculum opportunities, including emotional health and well-being, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life.

Access to a diverse range of activities will provide opportunities to develop self-esteem and self-motivation and to help children and young people respect the rights of others, particularly those groups who may be considered a minority.

MYL will exercise diligence and prevent any organisation or speaker from using MYL facilities to disseminate extremist views or radicalise children, young people or adults.

## **3. SAFE PRACTICE**

MYL will comply with current Safe Practice guidance from the DfE:

- Working Together to Safeguard Children (July 2018)
- Keeping Children Safe in Education (September 2021)
- Safer Working Practice for Adults who work with Children and Young People in Educational Settings (May 2019)

Safe working practice ensures that children, young people and other adults are safe and that all staff:

- 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
- work in an open and transparent way.
- involve other appropriate colleagues when dealing with situations that may be open to misinterpretation.
- discuss and or take advice from line managers over any incident which may give rise for concern.
- record any incidents or decisions made.
- apply the same professional standards to all children and young people.
- are aware of confidentiality guidance.
- are aware that breaches of the law and other professional guidelines could result in criminal action being taken against them.

#### **4. SAFEGUARDING INFORMATION**

MYL will inform young people whom they might talk to, both in and out of school and in other areas of activity across the organisation, of their right to be listened to and heard and what steps can be taken to protect them from harm.

MYL will sign post young people to information to raise awareness about safeguarding concerns and how to protect themselves through relevant web information or to specialist services.

#### **5. ADVICE AND GUIDANCE**

Advice and guidance is available from MCC Designated Officer (Formerly LADO), NSPCC, Children's Social Care (Early Help Hubs – Manchester).

Detailed guidance for schools about when to call the police is available from the National Police Chiefs Council (NPCC) for matters including

- Assault
- Criminal damage
- Cyber crime
- Drugs
- Harassment
- Sexual offences
- Theft
- Weapons

This advice aims to support schools and colleges to make defensible decisions when considering whether to involve the police. It does not cover safeguarding incidents.

In the absence of the Designated Safeguarding Lead, CEO, Deputy CEO or Designated Safeguarding Trustee any member of staff can make a referral to the Designated Officer (formerly LADO) and or Early Help Hub. (Please refer to Appendix C and D for full guidance)

## **6. CONTEXTUAL SAFEGUARDING**

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

Contextual Safeguarding extends the capacity to safeguard from the home to the neighbourhood, and other places where young people spend their time, including schools and colleges. Contextual Safeguarding considers the dynamic 'interplay' between the child, family, peers, school, and neighbourhood; and the 'weight of influence' presented by the attitude of their peers.

For example, while parents, carers, and teachers and youth workers may emphasise the harm from smoking cannabis, the peer group may endemically play down the dangers and illegality and may even imply that members of the group should smoke the drug to be accepted. The influence of the group is greater than that of parents.

Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse beyond their front doors.

MYL works proactively with stakeholders at a local level including schools, colleges, other youth and housing providers as well as community police to ensure that relevant information on risky behaviours is shared so, where possible there is a whole community approach to addressing any heightened risks. We aim to develop positive and supportive relationships with parents and carers to ensure concerns about young people can be discussed and addressed.

## **7. WORKING WITH PARENTS**

MYL has a responsibility to safeguard and promote the welfare of all children and young people in our care and shares with parents a purpose to educate and keep children and young people safe from harm and to have their welfare promoted. MYL will keep parents informed with information via our website and by direct contact through telephone calls and letters as necessary to safeguard children and young people.

In most cases parents/carers will be informed when concerns are raised about the safety and welfare of their child and given the opportunity to address any concerns raised. We will aim to engage with parents/carers through the LA Early Help processes, including carrying out an Early Help Assessment (EHA).

We will inform, and gain consent, from parents/carers if possible, if a referral is to be made to the Children's Social Care Service or any other agency **unless it is believed that doing so would put the child or young person at risk**, e.g in cases of suspected sexual abuse. We will record the reasons if consent is not gained.

If MYL staff have any reason to believe that adults, who claim to be a parent or guardian, are not genuine, they will not allow these individuals access to MYL sites or allow a child or young person to leave site with them.

## 8. THE CURRICULUM

Children and young people have access to an appropriate curriculum, differentiated to meet their needs, this includes face to face teaching, blended learning and online teaching as needed in response to any crisis that may arise. Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental values of

- tolerance,
- respect
- empathy for others.

There is access to information and materials from a diversity of sources which promote social, spiritual and moral well-being and physical and mental health. Children are taught about safeguarding, including online safety in a personalised or contextualised approach which is age appropriate and reflects individual learning needs and other vulnerabilities.

Personal Health and Social Education and Citizenship lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, relationships, forced marriage, family patterns, religious beliefs and practices and human rights issues.

MYL take account of the latest advice and guidance provided to help address specific vulnerabilities, risks and forms of exploitation including obesity, poor mental health, CSE and CCE, Radicalisation and Extremism, Modern Slavery, County Lines, Honour based Violence, Female Genital Mutilation and Forced Marriage.

All children and young people will know that there are adults within MYL whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

## 9. SAFETY ON & OFF SITE

### A) Buildings & Centres

It is the duty of all staff to:

- sign in and out of MYL buildings at all times
- wear or carry MYL identification at all times
- be vigilant in ensuring the security of MYL buildings

**Visitors** – all visitors will be issued with an approved visitor pass and asked to sign in and out using the Centre's visitor book.

**Visiting Professionals requiring access to Children or Young People** - all visits should be pre-arranged, from a recognised agency working in partnership with MYL or MCC. Visiting professionals will be asked to produce their identification with photograph on entry to MYL buildings.

Staff will challenge any person who is unknown to them who does not have an approved visitor pass or is not accompanied by another member of staff.

A sign will be on display at the main reception that explains these standards to all visitors.

### B) Work Placements

We have a Work Placement Policy and procedures in place to ensure all young people have appropriate safeguards in place during a work placement arranged as part of their education or training with Manchester Young Lives.

### C) Off Site Activities

All off site activities are fully risk assessed in line with MYL Health & Safety Policy and no child will be taken on any off-site activity without parental consent

## 10. ATTENDANCE AND EXCLUSIONS – Independent School

In accordance with the Manchester Young Lives Attendance Policy, absences are rigorously pursued and recorded. The setting, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care.

The Attendance Policy identifies how individual cases are managed and how we work proactively with parents to ensure that they understand why attendance is important. In certain cases this may form part of an Early Help Hub Assessment (EHA) or a Parenting Contract.

The designated person will be informed when exclusion is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently excluded we will work with other agencies to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

## **11. CHILDREN MISSING EDUCATION**

A child going missing from education, which includes within the school day, is a potential indicator of abuse and neglect, including sexual exploitation.

Unauthorised absences will be monitored and followed up in line with procedures, particularly where children go missing on repeated occasions. All staff will be aware of the signs of risk and individual triggers including travelling to conflict zones, FGM and forced marriage.

All students will be placed on admission and attendance registers as required by law. MYL will inform the referring school and/or local authority of any child removed from our admission register. We will inform the home school and/or local authority of any child who fails to attend for a continuous period of 10 days or more in line with local MCC/MSPRU procedures.

## **12. ROLES & RESPONSIBILITIES**

The CEO of Manchester Young Lives will ensure that:

- The policies and procedures adopted by the Board of Trustees to safeguard and promote the welfare of children/young people are fully implemented and followed by all staff including volunteers.
- Safe recruitment and selection of staff and volunteers is practiced.
- A Designated Senior Member of staff for safeguarding and child protection is identified and receives appropriate on-going training, support and supervision.
- Sufficient time and resources are made available to enable the Designated Member of staff to discharge their responsibilities, including attending inter-agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate.
- All staff and volunteers receive appropriate training which is regularly updated.
- All temporary staff and volunteers are made aware of Manchester Young Lives' safeguarding policy and arrangements.
- All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.

- Ensure that the Safeguarding and Child Protection Policy is available on the MYL website
- Parents/carers are aware of and have an understanding of the organisation's responsibilities to promote the safety and welfare of its students by making its obligations clear in the setting guidelines/information.
- Provide support and training for staff and volunteers and make sure that the Designated Person receives MCSB approved refresher training every two years.
- Ensure that MYL cooperates with the appropriate agencies and risk based approaches to ensure children and young people are safeguarded against any potential grooming activities which may draw them into harmful activities e.g. CSE , CCE, and radicalisation and extremism.

The Manchester Young Lives Board of Trustees will ensure that:

- A member of the Board is identified as the designated board member (DBM) for Safeguarding and receives appropriate training. The DBM will provide the Trustees with appropriate information about safeguarding and will liaise with the Designated Member of staff.
- There is a senior member of MYL's leadership team who is designated to take lead responsibility for safeguarding within the organisation.
- MYL's Safeguarding policies are reviewed and updated annually and the organisation complies with local safeguarding procedures.
- MYL operates safe recruitment and selection practices including appropriate use of references and checks on new staff and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with Local Authority procedures.
- All staff and volunteers who have regular contact with children and young people receive appropriate training which is up-dated by regular refresher training
- MYL cooperates with the appropriate agencies and risk based approaches to ensure children and young people are safeguarded against any potential grooming activities which may draw them into harmful activities e.g. CSE, CCE and radicalisation and extremism.

The Designated Senior Member of Staff for Child Protection has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people registered with Manchester Young Lives.

The Designated Person will:

- Act as the first point of contact with regard to all safeguarding matters.
- Attend Designated Person training, as a minimum, every two years
- Ensure knowledge and skills are updated at regular intervals, and at least annually, to keep up with any developments relevant to the role.

- Provide relevant information to the LA on how Manchester Young Lives carries out its safeguarding duties.
- Ensure that MYL's actions are in line with the Manchester Multi -Agency Safeguarding Procedures. (Guidance on these procedures may be found on Manchester Safeguarding Partnership website)
- Support staff to make effective referrals to MCC Children's Services and any other agencies where there are concerns about the welfare of a child or young person
- Keep copies of all referrals to Children's Services and any other agencies related to safeguarding children and young people.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role.
- Manage and keep secure MYL's safeguarding records.
- Ensure that all staff and volunteers understand and are aware of reporting and recording procedures and are clear about what to do if they have a concern about a child or young person
- Ensure that relevant information is shared, about safeguarding and child protection issues, that children and young people including children/young people with a social worker, are experiencing, or have experienced. This is to ensure that a culture of high aspirations is promoted across the organisation and appropriate adjustments are put in place to support positive outcomes for children and young people.
- Liaise with the Chief Executive about any safeguarding issues.
- Ensure that the Safeguarding Policy is regularly reviewed and updated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.

### **13. SAFE RECRUITMENT – SELECTION OF STAFF/VOLUNTEERS**

Manchester Young Lives' recruitment and selection policies and processes adhere to the DfE guidance set out in "Keeping Children Safe in Education Recruitment in Education' (November 2019). For full details see MYL Safer Recruitment Policy

### **14. WORKING WITH OTHER AGENCIES**

Manchester Young Lives has developed effective links with other relevant agencies and co-operates as required with any enquiries regarding child protection issues.

The Designated person will notify Children's Services if:

- A child subject to a child protection plan is about to be permanently excluded.

- There is an unexplained absence of a young person who is subject to a child protection plan of more than two days from MYL school provision
- It has been agreed as part of any child protection plan or core group plan.

The Designated person will refer concerns to the Contact Centre about young people over 18 who are at risk e.g. those at risk of exploitation or in unhealthy relationships

## **15. CONFIDENTIALITY, RECORDING AND INFORMATION SHARING**

Manchester Young Lives will keep and maintain up to date information on children and young people, including where and with whom the child/young person is living, attainment, attendance, referrals to and support from other agencies and any other significant event in a child or young person's life.

Staff ensure that confidentiality protocols are followed, and information is shared appropriately. The Chief Executive or Designated Member of Staff discloses any information about a child or young person to other members of staff on a need to know basis only.

All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children and young people. All staff and volunteers must be clear with children and young people that they cannot promise to keep secrets.

All MYL staff are expected to follow HM Government Guidance on Information Sharing (July 2018) and have due regard to the 7 principles which consider whether the information to be shared is:

- 1) Necessary and proportionate
- 2) Relevant
- 3) Adequate
- 4) Accurate
- 5) Timely
- 6) Secure
- 7) Recorded

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to the CEO.

MYL complies with GDPR (2018) and ensures that all information is processed fairly, lawfully and is kept safe and secure

## 16. TRAINING – STAFF & VOLUNTEERS

MYL takes a whole organisation approach to safeguarding, which ensures high standards for keeping children safe and is integral to all aspects of delivery across the organisation, this includes safeguarding awareness of a protective culture additional to standard safeguarding training. We believe this ensures an open and inclusive approach to keeping children & young people safe, in and out of school, within the local and digital community and any other networks.

Training is provided for all staff and volunteers. Induction training includes basic safeguarding information about Manchester Young Lives' policies and procedures, signs and symptoms of abuse (emotional and physical), indicators of vulnerability to radicalisation, how to manage a disclosure from a child or young person as well as when and how to record a concern about the welfare of a child or young person.

All staff and volunteers who are in regular contact with children and young people will receive basic Level 1 training which is updated by regular refresher training. The Designated Person for Safeguarding will receive refresher training every two years as well as further training at Level 3 and above.

All staff will receive training or briefings on particular safeguarding issues, for example, Serious Youth Violence, Guns and Gangs, Honour Based Violence, Forced Marriage, Female Genital Mutilation (FGM), Online Abuse, Domestic Abuse, Preventing Violent Extremism, Radicalisation and Child Sexual and Criminal Exploitation

In addition, all staff receive regular safeguarding and child protection updates as required but at least annually, to provide them with the relevant skills to safeguard children effectively.

## 17. RECORDING AND REPORTING CONCERNS

**All** staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child or young person and all such concerns must be taken seriously. If a concern arises all staff, volunteers and visitors must:

- Speak to the Designated Person or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using MYL's safeguarding recording system

## **18. INFORMING PARENTS/CARERS**

Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

Parents and carers will be informed if a referral is to be made to the Children's Social Care Service or any other agency.

Parents/carers will not be informed if it is believed that by doing so would put the child or young person at risk. In such cases the Designated Person or CEO will seek advice from the Children's Services or Social Care

## **19. DOMESTIC ABUSE**

MYL is aware that children and young people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue.

Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.

Information about Domestic Abuse and its effect upon children and young people will be incorporated into staff Safeguarding and Child Protection training and briefings. Manchester Young Lives' Safeguarding and Child Protection Policies and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse.

Any child or young person thought to be at immediate risk will be reported without delay to the Manchester Children's Social Care and or the police service. The Manchester Early Help Hub will also be contacted as soon as possible.

## **20. HONOUR BASED VIOLENCE & ABUSE**

Honour Based Violence and Abuse is an international term used by many cultures to justify abuse and violence. It is a crime or incident committed in order to protect or defend the family or community 'honour' (izzat).

Honour based violence and abuse may often be linked to forced marriages, although this is not always the case. Honour crimes and forced marriages are already covered by the law and can involve a range of criminal offences. Honour based violence and abuse is a collection of practices used to control behaviour within families in order to protect perceived cultural and religious beliefs and/or honour. Violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Women are predominantly (but not exclusively) the victims, which can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from family and/or community members. Males can also be victims, sometimes as a consequence of their involvement in what is deemed to be an inappropriate relationship, if they are gay, or if they are believed to be supporting the victim.

Honour based violence and abuse cuts across all cultures, nationalities, faith groups and communities, usually where a culture is heavily male dominated. Relatives, including females, may conspire, aid, abet or participate in honour-based abuse, for what might seem a trivial transgression.

It should be remembered cultural acceptance in some nationalities, does not mean accepting unacceptable practices and traditions.

## **21. FEMALE GENITAL MUTILATION**

Female Genital Mutilation (FGM) a form of child abuse. It is illegal in the United Kingdom and is a violation of human rights of girls and women. Information on FGM will be incorporated into staff Safeguarding and Child Protection training and briefings and Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of Female Genital Mutilation.

The Serious Crime Act 2015 strengthened further the legislation on FGM and now includes a new statutory duty placed on professionals (including teachers) to notify the police when they discover that FGM appears to have been carried out on a girl under 18.

Further statutory guidance has been issued under Section 5c (1) of the Female Genital Mutilation Act 2003 “Multi Agency Statutory Guidance on Female Genital Mutilation – (April 2016)

## **22. FORCED MARRIAGE**

Manchester Young Lives is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Forced marriage is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by MYL. Child abuse cannot be condoned for religious or cultural reasons.

Information about forced marriage will be incorporated into staff Safeguarding and Child Protection training and briefings and MYL’s Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of forced marriage.

Forced Marriage became a criminal offence in June 2014. It is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by MYL.

If a case of forced marriage is suspected, parents and carers will not be approached or involved about a referral to any other agencies.

## **23. PREVENTING EXTREMISM AND RADICALISATION**

Manchester Young Lives are aware of the rise in cases of Extremism and Radicalisation. The organisation is committed to providing opportunities for cultural awareness and exploring diversity, through both targeted group work sessions and visits to external institutions. Protecting children and young people from the risk of radicalisation is seen as part of MYL's wider safeguarding duties, it is acknowledged that it is similar in nature to protecting children and young people from other forms of harm and abuse and the importance of early intervention by our organisation. We follow the guidance set out in Keeping Children Safe in Education 2021

MYL will complete a risk assessment which includes vulnerability factors associated with extremism and radicalisation, external speakers, attendance at external events and access to social media.

The organisation will appoint a senior manager as named lead for the Prevent Duty, introduced by the Counter Terrorism and Securities Act, July 2015. Concerns about extremism and or radicalisation should be raised with the Prevent Lead who will consider whether a referral is made to the Channel programme. The organisation recognises and will conform with the duty to report required under the Act.

MYL will promote British Values as a positive alternative to extremist views. We also support our children and young people to be resilient against radicalisation.

School actively builds student's resilience to radicalisation through the curriculum and a whole school ethos which promotes British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

### **Designated Prevent Lead**

<b>Name</b>	<b>Designated Area</b>	<b>Contact No</b>
Rosemary Knox	Board of Trustee Lead	07903 467466
Paul Fletcher	MYL Organisation Lead	07880 388859

We have clear procedures in place for protecting children and young people at risk of radicalisation. These procedures are set out in this safeguarding document and other existing policies where relevant.

We work in partnership with other agencies including the Local Authority and Manchester Safeguarding Partnership to share concerns and improve practice in this area. We regularly review our IT policies to ensure that IT use across the organisation is safe. Children and young people are supported to know how to stay safe online and when accessing social media both in and out of school.

The organisation will provide awareness raising training to all staff as part of a wider safeguarding agenda. Staff are aware that Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Staff know that there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology, but they are alert to the signs and changes of behaviour which may be indicators. Staff are confident to challenge and support young people who may be vulnerable. Staff also know what to do if they have concerns that a young person is being radicalised.

MYL seeks to have effective engagement with parents and families in order to work in partnership to protect our children and young people.

## **24. CHILD PROTECTION CONFERENCES & CORE GROUP MEETINGS**

Members of staff are likely to be asked to attend a child protection conference or other relevant core group meetings about an individual child or young person and will need to have as much relevant updated information about the child as possible. A child protection conference will be held if it is considered that the child/children are suffering or at risk of significant harm.

All reports for a child protection conference should be prepared in advance of the meeting and will include information about the child's physical, emotional, intellectual development and well-being as well as relevant family related issues. This information will be shared with the parents/carers.

All relevant staff will be confident in using the tools which are part of the Signs of Safety approach.

## **25. MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF/VOLUNTEERS OR OTHER ADULTS**

When an allegation is made against a member of staff or volunteer, set procedures must be followed. It is important to have a culture of openness and transparency and a consultation with the Designated Officer will happen if staff or volunteers have:

- Behaved in a way which has harmed, or may have harmed a child or young person;
- Possibly committed a criminal offence against or related to a child or young person or
- Behaved towards a child/children or young person/people in a way that indicates they would pose a risk of harm to children and/or young people.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children and young people.

An uncomfortable fact is that some professionals or adult volunteers do pose a serious risk to children and young people and MYL must act on every allegation. However staff, volunteers or contractors working on site who are the subject of an allegation have the right to have their case dealt with quickly and fairly and in a way that provides effective protection for the child/young person while at the same time providing support for the person against whom the allegation is made. Suspension is not the default option and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children and young people are protected. Staff will be advised to contact their trade union and will also be given access to a named representative.

Allegations against staff should be reported to the CEO – See Appendix D for full details

MYL follows the procedures recommended by the Manchester Safeguarding Partnership when dealing with allegations made against staff and volunteers.

MYL also has a duty to make a referral to the Disclosure and Barring Service (DBS) if there are concerns that a member of staff or volunteer has

- harmed or poses a risk of harm to a child or young person
- received a caution or conviction for a relevant offence and;
- the DBS may consider it appropriate for the person to be added to a barred list

## **26. ALLEGATIONS AGAINST SUPPLY OR AGENCY STAFF**

Allegations or concerns about supply or agency staff must be reported to the CEO who will follow the procedure for dealing with allegations against staff and other adults, The CEO will liaise with the supplying agency or employer under the guidance of MCC Designated Officer (formerly LADO)

## **27. ALLEGATIONS AGAINST THE HEADTEACHER**

If the allegation made to a member of staff concerns the CEO or Head teacher, the person receiving the allegation will immediately inform the Trustee Safeguarding Lead, who will inform the Chair of Trustees who will consult the Designated Officer (Formerly LADO) and HR , without notifying the Head teacher/CEO first.

**MCC Designated Officer contact details - Tel 0161 234 1214**

## **28. COMPLAINTS OR CONCERNS BY STAFF/VOLUNTEERS**

Any concern or expression of disquiet made by a child or young person will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

Staff who are concerned about the conduct of a colleague or safeguarding practice at MYL are undoubtedly placed in a very difficult situation.

All staff must remember that the welfare of the child or young person is paramount, and staff should feel able to report all concerns about a colleague or the safeguarding practice. MYL's Whistleblowing Policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

We will make sure that the child, young person or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint. We will endeavour to keep the child, young person or adult informed about the progress of the complaint/expression of concern.

## 29. GROOMING AND CHILD SEXUAL EXPLOITATION

Manchester Young Lives is aware of and will be vigilant to detect activities which may be linked to grooming. This will include, undue attention and potential favouritism, offers of gifts and presents, unusual or suspicious contact, especially where this is linked to out of centre activities. Where there is any cause for concern related to grooming, Manchester Young Lives staff will report this to the Designated Safeguarding Lead and / or Manchester Safeguarding Partnership.

MYL is also aware of the rise in cases of Child Sexual Exploitation in and around Manchester. We will ensure that our staff have the knowledge to detect the signs of and know what, when and who to report to. If we have information relating to or suspicion of the Sexual Exploitation of any child or young person.

## 30. CRIMINAL EXPLOITATION (CCE) & SERIOUS YOUTH VIOLENCE

Child Criminal Exploitation (CCE) is defined as: -

***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 into any criminal activity***

***(a) in exchange for something the victim needs or wants,***

***and/or***

***(b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or threat of violence.***

The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact, it can occur through the use of technology'.

Indicators that a child/young person may be criminally exploited include:

- Increase in Missing episodes – particular key as children/young people can be missing for days forced to drug run in other Counties (County lines)
- Having unexplained amounts of money, new high cost items and multiple mobile phones
- Increased social media and phone/text use, almost always secretly

Serious violence is becoming a factor for those who are involved in criminal exploitation. It can also be an indication of gang involvement and criminal activity.

All staff will be made aware of indicators, which may signal that young people or members of their families, are at risk from or involved with serious violent crime.

At MYL we have a duty to not only prevent the individual from engaging in criminal activity, but also to safeguard others who may be harmed by their actions. We will report concerns of serious violence to police and children's services

If there is information or intelligence about potential serious violence, we will report this to the relevant partner agencies.

## **31. E SAFETY & ONLINE ABUSE**

Manchester Young Lives operates a forensic monitoring system to ensure that all online activity is routinely monitored and suspicious or actual incidents are identified and acted upon. This includes reporting occurrences to appropriate agencies. Manchester Young Lives is guided by the recommendations and safeguards for reporting online abuse by CEOP.

MYL has an E-safety Policy which recognises that E-safety is a safeguarding issue not an ICT issue. The purpose of internet use for young people attending MYL provision is to help raise educational standards, promote achievement, and support the professional work of staff as well as enhance the MYL's management information and business administration.

The internet is an essential element in 21st century life for education, business and social interaction and MYL has a duty to provide children and young people with quality access as part of their learning experience.

It is the duty of MYL to ensure that every child and young person in its care is safe and this applies equally to the 'virtual' or digital world.

MYL will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

MYL has an acceptable use policy and E Safety Agreements for both staff and young people.

MYL follows the Manchester Safeguarding Partnership guidelines 'Safeguarding online guidelines for minimum standards'

## **32. PEER ON PEER ABUSE**

Staff at MYL recognise that children are capable of abusing their peers.

Abuse will never be tolerated or passed off as "banter" or "part of growing up". Most cases of children hurting other children will be dealt with under our behaviour policy, but this safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put other children or young people at risk
- Is violent
- Involves children and young people being forced to use drugs or alcohol
- Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting)

If a child or young person makes an allegation of abuse against another child or young person:

- You must tell the DSL and record the allegation, but do not investigate it
- The DSL will contact the local authority Children's Services team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children/young people involved – both the victim(s) and the child(ren)/young person against whom the allegation has been made – with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

We will minimise the risk of peer-on-peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour
- Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards females, and initiation or hazing type violence with respect to boys
- Ensuring our curriculum helps to educate students about appropriate behaviour and consent
- Ensuring children and young people know they can talk to staff confidentially by speaking to their designated Key Worker or Centre Manager
- Ensuring staff are trained to understand that a child harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy

### **33. SEXTING**

Sexting involves the sending and or receiving of images, videos or messages of a sexualised nature. Sexting among children and young people can be a common occurrence, where they often describe these incidents as 'mundane'. Any concerns about sexting should be reported to the Designated Safeguarding Lead who will record all incidents of sexting. This should include how the concern has been dealt with including any actions taken, together with justifications.

In applying judgement to the sexting incident consider the following:

- Significant age difference between the sender/receiver involved
- If there is any external coercion involved or encouragement beyond the sender/receiver.
- If the child/young person appears as more vulnerable than is usual.
- If the image is of a severe or extreme nature.
- If the situation is not isolated and the image has been more widely distributed.
- If this is not the first-time children/young people have been involved in a sexting act
- If other knowledge of either the sender or recipient may add cause for concern.

Situations will be managed individually and include recording details of the incident, action, resolution or further referral as appropriate.

### **34. UPSKIRTING**

In 2019 the Voyeurism Offences Act came into force and made the practice of upskirting illegal. Upskirting typically involves, taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm'.

The intent of upskirting is to gain sexual gratification or to cause the victim humiliation, distress or alarm. If this is between pupils, we will follow the peer on peer abuse procedure.

If staff are made aware that upskirting has occurred, then this will be treated as a sexual offence and reported accordingly.

There are behaviours that would be considered as sexual harassment which may be precursors to upskirting. The use of reflective surfaces or mirrors to view underwear or genitals which will not be tolerated and MYL will respond to these with appropriate disciplinary action and education.

## **35. PHOTOGRAPHY**

Manchester Young Lives has issued strict guidance that prohibits the taking of photographs by staff, volunteers, and members of the public of any child or young person accessing Manchester Young Lives activities. The only exception to this is where explicit permission has been given by parents / carers for photography for promotional purposes. Any photographs for internal purposes will normally be taken using MYL equipment, staff are not permitted to use their personal ICT to record images of others unless permission to do so has been granted; such images to be immediately transferred to appropriate MYL ICT and then deleted from personal equipment

Under no circumstances must staff, volunteers or other adults take photographs of any injuries or bruises on a child or young person for whom they are recording a safeguarding concern.

## **36. SERIOUS CASE REVIEWS**

The Manchester Safeguarding Partnership will always undertake a serious case review when a child or young person dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the serious case review is to:

- Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people.
- Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
- Improve inter-agency working to better safeguard and promote the welfare of children and young people.
- If required Manchester Young Lives will provide an individual management report for a serious case review and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

## **APPENDIX A**

**The following definitions are from Working Together to Safeguard Children**

### **Significant Harm:**

The threshold that justifies compulsory intervention in family life and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering or likely to suffer significant harm.

### **Physical Abuse:**

Physical abuse 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 an illness in a child.

### **Emotional Abuse:**

Emotional abuse is 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 insofar as they meet the needs of another person. 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, 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:**

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

The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. The activities may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

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

Neglect may occur during pregnancy as a result of maternal substance abuse for example.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, 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 caretakers).
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **APPENDIX B**

### **Additional information on specific safeguarding issues**

#### **Child sexual exploitation**

Child sexual exploitation (CSE) is a form of sexual abuse where children are sexually exploited for money, power or status.

This can involve violent, humiliating and degrading sexual assaults, but does not always involve physical contact and can happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam.

Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Indicators of sexual exploitation can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infections or becoming pregnant
- Displaying inappropriate sexualised behaviour
- Suffering from changes in emotional wellbeing
- Misusing drugs and/or alcohol
- Going missing for periods of time, or regularly coming home late
- Regularly missing school or education, or not taking part in education

#### **Serious Youth Violence, Gangs & Criminal Exploitation (CCE)**

The risk or potential risk of harm to the child or young person may be as a victim, a perpetrator or both - in relation to their peers or to a gang-involved adult in their household.

Teenagers can be particularly vulnerable to recruitment into gangs and involvement in gang violence. This vulnerability may be exacerbated by risk factors in an individual's background, including violence in the family, involvement of siblings in gangs, poor educational attainment, or mental health problems.

A child or young person who is affected by gang activity or serious youth violence can be at risk of significant harm through physical, sexual and emotional abuse. Girls may be particularly at risk of sexual exploitation.

Violence is a way for gang members to gain recognition and respect by asserting their power and authority in the street, with a large proportion of street crime perpetrated against members of other gangs or the relatives of gang members.

The specific risks for males and females may be quite different. There is a higher risk of sexual abuse for females and they are more likely to have been coerced into involvement with a gang through peer pressure than their male counterparts.

Gang members often groom girls at school using drugs and alcohol, which act as disinhibitors and also create dependency, and encourage / coerce them to recruit other girls through school / social networks.

Indicators that a child/young person may be at risk of gang involvement or serious crime

- Becoming withdrawn from family.
- Sudden loss of interest in school. Decline in attendance or academic achievement (although it should be noted that some gang members will maintain a good attendance record to avoid coming to notice).
- Being emotionally 'switched off', but also containing frustration / rage.
- Starting to use new or unknown slang words.
- Holding unexplained money or possessions.
- Staying out unusually late without reason or breaking parental rules consistently.
- Sudden change in appearance – dressing in a particular style or 'uniform' similar to that of other young people they hang around with, including a particular colour.
- Dropping out of positive activities.
- New nickname.
- Unexplained physical injuries, and/or refusal to seek / receive medical treatment for injuries.
- Graffiti style 'tags' on possessions, schoolbooks, walls.
- Constantly talking about another young person who seems to have a lot of influence over them.
- Breaking off with old friends and hanging around with one group of people.
- Associating with known or suspected gang members, closeness to siblings or adults in the family who are gang members.
- Starting to adopt certain codes of group behaviour e.g. ways of talking and hand signs.
- Expressing aggressive or intimidating views towards other groups of young people, some of whom may have been friends in the past.
- Being scared when entering certain areas; and concerned by the presence of unknown youths in their neighbourhoods.

If a member of staff suspects a child or young person may be at risk of serious violence or exploitation, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

## FGM

The DSL will make sure that staff have access to appropriate training to equip them to be alert to children or young people affected by FGM or at risk of FGM.

Section 19 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a child or young person is at risk of FGM.

Indicators that FGM has already occurred include:

- A child/young person confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/child already being known to social services in relation to other safeguarding issues

A girl:

- Having difficulty walking, sitting or standing, or looking uncomfortable
- Finding it hard to sit still for long periods of time (where this was not a problem previously)
- Spending longer than normal in the bathroom or toilet due to difficulties urinating
- Having frequent urinary, menstrual or stomach problems
- Avoiding physical exercise or missing PE
- Being repeatedly absent from school, or absent for a prolonged period
- Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
- Being reluctant to undergo any medical examinations
- Asking for help, but not being explicit about the problem
- Talking about pain or discomfort between her legs

Potential signs that a pupil may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider)
- FGM being known to be practised in the girl's community or country of origin
- A parent or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues

A girl:

- Having a mother, older sibling or cousin who has undergone FGM
- Having limited level of integration within UK society
- Confiding to a professional that she is to have a "special procedure" or to attend a special occasion to "become a woman"
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents stating that they or a relative will take the girl out of the country for a prolonged period
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM

- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
- Being unexpectedly absent from school
- Having sections missing from her 'red book' (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication

The above indicators and risk factors are not intended to be exhaustive.

## **Forced marriage**

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats, or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the 'one chance' rule, i.e. we may only have one chance to speak to the potential victim and only one chance to save them.

If a member of staff suspects that a child or young person is being forced into marriage, they will speak to the child about their concerns in a secure and private place. They will then report this to the DSL.

The DSL will:

- Speak to the child about the concerns in a secure and private place
- Activate the local safeguarding procedures and refer the case to the local authority's designated officer
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or [fm@fco.gov.uk](mailto:fm@fco.gov.uk)
- Refer the child to a Key Worker or Senior Manager as appropriate

## **Preventing radicalisation**

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Schools have a duty to prevent children from being drawn into terrorism. The DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children and young people at risk.

We will assess the risk of children and young people at MYL being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding partnership and local police force.

We will ensure that suitable internet filtering is in place and equip children and young people to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in children/young people's behaviour.

The government website Educate Against Hate and charity NSPCC say that signs that a pupil is being radicalised can include:

Refusal to engage with, or becoming abusive to, peers who are different from themselves

- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance
- Rejecting activities, they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Children and young people who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

Staff should always take action if they are worried including discussing their concerns with the DSL.

## Manchester Young Lives Procedure for reporting safeguarding concerns about children and young people including 'adults at risk'

Any member of staff or volunteer with concerns about a child or young person's welfare or safety, has a **duty** to report the concern to the Designated Safeguarding Lead (DSL)



You must record the information on a safeguarding concern form. Where a child or young person has made a disclosure to you, you must write down **exactly** what has been said by the child/young person. The form must only contain factual information. You must **not** interpret what has been said in your own words or include any opinions on the form. You must also complete a body map if the concern relates to injuries. You **must not** take photographs of any injuries or bruises on a child or young person for whom you are recording a safeguarding concern.



The information is then passed to the Designated Safeguarding lead (DSL) for the setting the child/young person is registered to. It is important that you maintain confidentiality at all times and discuss the matter, or share information, only with the DSL or relevant professionals **if requested**.

You may want to discuss the concern with the DSL before completing the concern form if you are unsure about anything, it is appropriate to do this if you need some guidance on the process.

### Who is the DSL for each setting at Manchester Young Lives?

Independent School	Jackie Henderson	07879 555054
Play & Youth (P&Y) Citywide	Elaine Young	07880 033609
P&Y (Wythenshawe)	Elaine Vickers	07879 555057
P&Y (Moss Side/Hulme)	Nozir Uddin	07551 151487
Youth Engagement	Elaine Young	07880 033609
Employability	Samantha Maunder	07388 993265

If you are unable to contact the DSL for the setting the child/young person is registered to you should contact either

Paul Fletcher - MYL CEO - 07880 388859  
Or  
Suzanne Cere – Deputy CEO – 07879 555055

DSL will assess concern in line with the **MSP Levels of Need** assessment (see attached) and make referral as appropriate



What happens next?



Once a member of staff has completed a safeguarding concern and passed this to the DSL they have **fulfilled their duty** under MYL's Safeguarding Policy. The DSL will give you feedback on whether a referral has been made to Early Help or Children/Adults Services or if the situation should be monitored within the setting.

**You must maintain confidentiality around any safeguarding concerns at all time**

#### Referral Contact Details

North	0161 234 1973	E-mail - <a href="mailto:earlyhelpnorth@manchester.gov.uk">earlyhelpnorth@manchester.gov.uk</a>
Central	0161 234 1975	E-mail - <a href="mailto:earlyhelpcentral@manchester.gov.uk">earlyhelpcentral@manchester.gov.uk</a>
South	0161 234 1977	E-mail - <a href="mailto:earlyhelpsouth@manchester.gov.uk">earlyhelpsouth@manchester.gov.uk</a>

**MASH consultation line**                      **0161 219 2895**

**Manchester Contact Centre**              **0161 234 5001**

## Multi-Agency Decisions Framework: 'Levels on a page'

LEVEL			RESPONSE	
Universal	Level 1	Children, young person or families who are sufficiently supported by universal services.	Visit the Early Help Zone of Help and Support Manchester for further information and advice regardless of the level. Signpost families to Help and Support Manchester / SEND local offer	<b>Universal Services</b> <ul style="list-style-type: none"> <li>At this level needs are met by parents, carers, communities and universal services.</li> </ul>
Early Help	Level 2	Child, Young Person or family, who can be sufficiently supported by a single agency Early Help Assessment & response (or by signposting to an additional agency).		<b>Complete an Early Help Assessment (EHA)</b> <ul style="list-style-type: none"> <li>Undertake a strengths based early help conversation and record a summary within the Early Help Assessment record.</li> <li>Work with the family and plan a response, either single or multi-agency.</li> <li>The plan should be developed WITH the individual and family; the EHA should clearly articulate the child, young person and/or families' voice.</li> </ul>
Early Help	Level 3	Child, Young Person or family who would benefit from a coordinated programme of support from more than one agency using the Early Help Assessment and a Team around the Child/Family meeting. Your Early Help Hub will be able to help in identifying and coordinating support.		<b>Complete an Early Help Assessment (EHA)</b> <ul style="list-style-type: none"> <li>At level 3, build on the strengths based conversation by holding a person centred meeting - this should involve the family; a Team around the Family meeting.</li> <li>Agencies involved should work around the family in establishing what is important to them, putting the family firmly in the centre of the supporting plan and the subsequent coordination of activity.</li> <li>Connect the family to local support within their existing networks and community</li> <li>Use the parents, carers and/or young person's guide to the EHA to help to reassure families who are concerned about working together.</li> <li>If the family refuse consent you should contact an Early Help coordinator.</li> <li>If you have any safeguarding concerns ring Contact Manchester.</li> </ul>
Early Help	Level 4*	Child, Young Person or family who requires intensive & coordinated support for complex issues via Targeted Services / Early Help Hubs, & where support at Level 3 has not improved outcomes		An Early Help Assessment should have already been completed. <b>Contact Early Help Hub</b> who will advise if a Specialist Assessment is required. <ul style="list-style-type: none"> <li>An EHA may have previously been completed, but the outcomes have not been met by the multiagency action plan.</li> <li>The Child, Young Person and/or their family may require longer term intervention from statutory and specialist Services.</li> <li>Please contact your local Early Help Hub who will advise if a Statutory / Specialist Assessment is required, and will support in coordinating more specialist and targeted interventions if appropriate.</li> </ul>
Specialist	Level 5	Child or Young Person at risk of, or suffering Significant Harm, due to compromised parenting, or whose needs requires acute services or care away from their home		<b>Statutory / Specialist Assessment</b> <ul style="list-style-type: none"> <li>If a child is in immediate danger then an urgent referral should be made to the police.</li> <li>Otherwise, urgently refer to the MASH <b>0161-219-2843</b> where practitioners can access specialist advice on safeguarding concerns.</li> <li>You must follow up the referral in writing in 48 hours</li> <li>Visit / Signpost to the FSD / SEND local offer</li> </ul>

\*Note: Level 4 is not Child in Need as defined by s17 the Children Act 1989 "as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health & development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. CIN may be assessed, in relation to SEND, as a carer, or because they have committed a crime. Where an assessment takes place, it will be carried out by a social worker". Social Workers within the EHH's will screen & escalate cases that meet the threshold for s17 assessment/intervention.

## Manchester Young Lives

### Procedure for managing allegations against staff, volunteers, contractors or other adults

Any member of staff or volunteer who has concerns, or receives a disclosure from a child or young person about another member of staff, adult volunteer, contractor, or other adult's conduct towards a child or young person has a **duty** to report this as a safeguarding concern



You must record the information on a safeguarding concern form. Where a child or young person has made a disclosure to you, you must write down **exactly** what has been said by the child/young person. The form must only contain factual information. You must **not** interpret what has been said in your own words or include any opinions on the form. If the concern relates to injuries to a child or young person, you must also complete a body map form and submit this with the concern form. You **must not** take photographs of any injuries or bruises on a child or young person for whom you are recording a safeguarding concern.



The information is then passed only to the Senior Designated Safeguarding lead (DSL) for MYL. You must not pass this to the DSL for the setting

**Paul Fletcher - CEO - 07880 388859**  
**p.fletcher@manchesteryounglives.org.uk**

If you are unable to contact the CEO you must pass the information to the Deputy CEO  
**Suzanne Cere – Deputy CEO – 07879 5550555 s.cere@manchesteryounglives.org.uk**

It is important that you maintain confidentiality at all times and discuss the matter, or share information, only with the CEO or Deputy CEO **if requested**.

You may want to discuss the concern with the CEO/Deputy CEO before completing the concern form if you are unsure about anything, it is appropriate to do this if you need some guidance on the process.

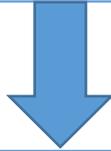
The Senior DSL will assess the information on the referral form and may request more information. The CEO will inform the Designated Safeguarding Trustee and a decision will then be made to determine the route for further action to be taken (e.g. is the matter poor practice and a conduct issue or possible abuse).

Part of this assessment will consider if the member or staff, volunteer or other adult has

- Behaved in a way which has harmed, 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 they would pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children and young people

If the outcome of the initial assessment finds that the concern **does not** meet the threshold above and relates to a conduct or poor practice issue, the matter will be addressed using MYL's internal Investigation and Disciplinary procedure (for staff).

In this case there is no requirement to refer this to MCC Designated Officer



The matter is removed from the Safeguarding process and dealt with using MYL's internal Investigation and Disciplinary procedure

If the outcome of the initial assessment finds that the concern **does or may** meet the threshold above. The Senior DSL will make contact and discuss with the Designated Officer (formerly LADO) for Manchester City Council. This must be actioned within 24 Hours of the concern being received



The Designated Officer (MCC) may ask the DSL (MYL) to provide additional information and context to establish whether a formal referral should be made or another course of action should be followed.



**The DSL (MYL) will discuss with The Designated Officer (MCC) to determine the next steps**

- Whether some initial investigation should be conducted by MYL under guidance from the Designated Officer (MCC) to provide further information within agreed timescales.
- Whether suspension is necessary and appropriate
- Whether the police should be informed
- Whether other statutory agencies should be informed

**The DSL (MYL) will ensure the MYL Safeguarding Trustee Lead is updated at all times**



The following definitions will be used when determining the outcome of allegation investigations

**Substantiated:** there is sufficient evidence to prove the allegation

**Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive

**False:** there is sufficient evidence to disprove the allegation

**Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence

**Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

Once a member of staff has completed a safeguarding concern and passed this to the Senior DSL they have **fulfilled their duty** under MYL's Safeguarding Policy. The DSL will give you feedback on whether the matter has been escalated in line with the policy.

**You must maintain confidentiality around any safeguarding concerns at all time**

**Please remember that under GDPR regulations and any possible legal proceedings that may be linked to the referral, you may only be given limited information once the referral has been escalated**

**What should I do if the concern relates to the CEO or Deputy CEO?**



You must follow the same procedure as above but you must report this to the **Designated Trustee Safeguarding Lead**

Rosemary Knox – [r.knox@manchesteryounglives.org.uk](mailto:r.knox@manchesteryounglives.org.uk)

If you are unable to contact the Trustee Safeguarding Lead you must report this to the **Chair of the Board of Trustees**

Chris Duncan - [chrisjohnduncan42@gmail.com](mailto:chrisjohnduncan42@gmail.com)

**If the member of staff or volunteer resigns or ceases to provide their services, following an allegation, or while under investigation, this should not prevent the allegation being followed up in line with the appropriate process.**

**Employers have a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who satisfies the harm test. If they have**

- **Behaved in a way which has harmed, or may have harmed a child or young person;**
- **Possibly committed a criminal offence against or related to a child/ young person or**
- **Behaved towards a child/young person or children/young people in a way that indicates they would pose a risk of harm to children or young people.**
- **Behaved or may have behaved in a way that indicates they may not be suitable to work with children and young people**

**Where that individual has been removed from or would have been removed had they not left. MYL will fulfil its duty in making a referral to the DBS**

**What should I do if I think the concern hasn't been followed up in line with MYL's Safeguarding Procedure?**



In the first instance you should contact one of the named Trustees above, alternatively you can contact any member of MYL Trustee Board. If for any reason you have exhausted all the internal reporting routes and cannot contact any member of the Trustee Board you may take the matter outside of MYL.

Please refer to the **MYL Whistleblowing Policy** for further information