

EAGLE'S NEST
awakening potential, inspiring dreams

Safeguarding & Child Protection Policy

Approved on: 15th September 2023

To be reviewed by: September 2024

Signed:

Trustee

15.9.23

Signed:

Trustee

15.9.23

Safeguarding & Child Protection Policy – Introduction

Eagle's Nest Project is committed to ensuring good practices are in place and followed to safeguard children, young people and vulnerable adults with whom we come into contact.

The purpose of our Safeguarding & Child Protection Policy is to ensure that we:

- Are committed to developing a robust safeguarding culture of vigilance and challenge.
- Build resilience by raising awareness of safeguarding and child protection issues, and equipping children with the language and skills to keep themselves safe.
- Establish a safe environment in which children can learn and develop within an ethos of openness and where children are taught to treat each other with respect, to feel safe, to have a voice and know that they will be listened to.
- Support vulnerable pupils who have been abused, have witnessed violence towards others or may be vulnerable to abuse.
- Prevent unsuitable people from working with children by ensuring we practice safe recruitment in checking the suitability of all staff, and volunteers to work with our children and maintain an active, ongoing vigilance in line with the safeguarding culture.

Follow the procedures set out in Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2023

We are a registered charity, (No. 1156196), and as such must comply with requirements outlined by the Charity Commission, *Strategy for dealing with safeguarding issues in charities*, Updated 6 December 2017.

This document states that it is an essential duty for trustees to take reasonable steps to safeguard beneficiaries and to protect them from abuse. It also states that trustees should, where appropriate, promote the well-being and welfare of the charity beneficiaries as well as taking reasonable steps to protect from harm staff, volunteers and those who come into contact with the charity through its work. Trustees aim to set an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance these will be handled sensitively and properly.

In addition, we have chosen to subscribe to Thirtyone:Eight, who operate as our umbrella organisation for DBS checks, as well as being available to advice and support us with any safeguarding matters, be they in policy or practice.

We are insured for the work we do through ACCESS insurance brokers, specialists in charity work. This includes Public Liability and Professional Indemnity insurance.

The contact details for the charity are:

Registered office: 1 Greenvale Close, Burton-on-Trent, Staffordshire, DE15 9HJ

Telephone number: 07474 576569

Email: info@eaglesnestproject.org.uk or via the website: www.eaglesnestproject.org.uk

We take seriously the statutory guidance issued by the DfE in the document *Keeping Children Safe in Education*, updated in September 2023, and have ensured our procedures meet these standards. This includes ensuring the following safeguarding systems are explained to all staff during induction:

- Safeguarding and Child Protection Policy and KCSIE 2023
- Behaviour policy
- Staff Code of Conduct
- Safeguarding response to children who go missing from education
- Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)

In line with statutory guidance in *Keeping Children Safe in Education* (DfE, 2023), Trustees will ensure that Part 1 of the document is sent electronically, to enable ease of access to the hyperlinks, to all staff to read.

We are fully supportive of the work of the Local Safeguarding Children Boards in areas where our young people reside and, where required, have passed a copy of this policy to them and other organisations, including funding bodies. We are aware of the changes in legislation following *The Children and Social Work Act 2017* and how the three safeguarding partners (Local Authority, Integrated Care Boards and Chief of Police work together with other public boards such as Health and Wellbeing Boards, Adult Safeguarding Boards, Channel Panels, Improvement Boards, Community Safety Partnerships, the Local Family Justice Board and MAPPAs). In our main area of operation, our Local Safeguarding Children Board (LSCB) is Staffordshire Safeguarding Children Board (SSCB).

We worked with an increasing number of young people from other local authorities. Contact details for referrals are given in Appendix C, the final page of this document for ease of access.

What We Do

Eagle's Nest Project is a charity set up to provide alternative education solutions for young people on the margins of mainstream. We currently offer small group and 1:1 work aimed at equipping young people to manage their emotions effectively, boosting self-confidence and self-esteem and developing life skills alongside improving functional skills.

There are two ways in which 1:1 work may take place. Our XL-Mentoring project is staffed by volunteers and is a formal mentoring that takes place either in the home of the young person, their school, or a local public space. All young people who we work with will be vulnerable, and it is likely many will be involved in risk-taking behaviours. We are conscious that in working in the home environment, workers may also come into contact with vulnerable adults in their work. All homes will be visited by the project coordinator prior to sessions taking place as part of a risk assessment process (Appendix A). Clear working practices are in place for this 1:1 work, (Appendix B), and our volunteers are prepared through initial training, then ongoing support and supervision.

We also run bespoke educational packages as interventions. These may be delivered to small groups or 1:1. Each situation is risk assessed to determine practices that provide the best opportunities for the young people involved to develop. Safeguarding matters form a core part of this process.

There are plans to run residential trips for small groups to work on the same key areas discussed above, and our insurance company is kept fully aware of our planned activities as a charity.

Our Commitment

At Eagle's Nest Project we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge they can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a

right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As an organisation Eagle’s Nest have therefore adopted the procedures set out in this policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on advice from documentation published by Thirtyone:Eight and from Staffordshire Safeguarding Children Board www.staffsscb.org.uk

Eagle’s Nest Project is committed to:

- Endorsing and following all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Providing on-going safeguarding training for all its workers, including volunteers, and regularly reviewing our safeguarding procedure.
- Supporting the Designated Safeguarding Lead in their work and in any action they may need to take in order to protect children and vulnerable adults.

What is Abuse and Neglect?

The four definitions of abuse below operate in England based on the government guidance ‘*Working Together to Safeguard Children*’ (July 2018).

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. 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

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, 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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child 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

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily

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

Child Sexual Exploitation (CSE) 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 through the use of technology.

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 as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. protect a child from physical and emotional harm or danger
- c. ensure adequate supervision (including the use of inadequate caregivers)
- d. ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Contextual safeguarding is a significant consideration for all young people, but at Eagle's Nest we recognise that we work with young people who are more likely than most to have other factors that add significantly to the broader picture of risk in their life. Such contextual factors may include exploitation by criminal gangs and organised crime groups such as county lines and drugs; trafficking; online abuse; FGM and forced marriage; mental health; sexual exploitation and the influences of extremism leading to radicalisation. The definitions below are taken from the glossary of *Working together to Safeguard Children* (2018):

County Lines, as set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child criminal exploitation, as set out in the Serious Violence Strategy, published by the Home Office, 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 the 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 also occur through the use of technology.

Domestic Abuse Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can

include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Domestic abuse continues to be a prevalent risk factor identified through children social care assessments for children in need. Domestic abuse has a significant impact on children and young people. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent.

Extremism goes beyond terrorism and includes people who target the vulnerable, (including the young), by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Channel Panels are a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led in Staffordshire by the Staffordshire Police Counter-Terrorism Unit. It aims to support at an early stage, people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's participation in the programme is entirely voluntary at all stages.

Eagle's Nest works hard to develop positive relationships with all agencies involved to ensuring good practice and information sharing in order to safeguard the children in our care.

As an organisation, we understand the links between a child going missing, particularly repeatedly, and a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. In addition, we recognise the significance of persistent absence from school and the risk factors this can indicate. We work closely with all referring agencies and ensure they are informed on the day if a student does not attend a session so that the relevant checks on safety and well-being can be made.

We understand that there is a mandatory duty to refer to the relevant Children Services if we become aware of a private fostering arrangement in order for them to check that the arrangement is appropriate, (a private fostering arrangement is one where someone other than a direct relative has the care of a child under the age of 16, under 18 if disabled, for more than 28 days).

Our 9-point plan for Safeguarding

1. Safeguarding Awareness Training

The Trustees are committed to on-going safeguarding training and development opportunities for all workers, (including volunteers), developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training that includes details of our Safeguarding and Child Protection Policy and how to apply it, along with completing a recognised level 1 training course every three years. Where workers have completed an appropriate course for another organisation, evidence of certification will be accepted. For others an appropriate course will be completed. In addition to this training, there will be more regular updates via email and also in face-to-face training and supervision sessions on at least an annual basis and all staff in paid roles working face-to-face with young people will complete PREVENT and ACES training and have a regular safeguarding

slot in the weekly team meeting. The designated safeguarding lead will ensure all staff and volunteers are aware of the early help process and the part they play in it. All trustees complete Level 1 training at least every three years.

In addition, the safeguarding lead will complete Child Protection Lead Training (or equivalent update course) with the relevant LSCB bi-annually.

Eagle's Nest will also ensure that their workers have up to date information they can pass to children and vulnerable adults stating where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. Staff make particular efforts to ensure such information is provided to young people for whom we hold a concern prior to school breaks where there is the potential for a few weeks without natural contact with other agencies.

2. Prevention - Safer Recruitment

The Trustees will ensure all workers, including volunteers, are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- All recruitment materials include reference to the organisation's commitment to safeguarding and promoting the wellbeing of pupils.
- There is a written job description/person specification for the post.
- Those applying have completed an application form which is scrutinised carefully.
- Those short listed have been interviewed, with safeguarding discussed at interview.
- Written references have been obtained and followed up where appropriate.
- Candidates are made aware that the charity will be conducting of online searches as part of due diligence during the recruitment process.
- An enhanced disclosure and barring check has been completed, this process naturally includes a self-declaration and verifying identity, (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information), along with checks with Teaching Regulation Agency checks for all staff working directly with children, and a section 128 check for those in management positions.
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding & Child Protection policy and knows how to report concerns, (along with other documents as outlined by KCSIE).

All staffing appointments, including volunteers, undergo a safer recruitment process which includes enhanced DBS checks where required. All trustees also undergo DBS checks and complete level 1 training. The Director of the charity will hold a valid 'Safer Recruitment' course certificate as part of our commitment to ensuring we remain up to date in this area. As the organisation grows, additional staff will complete safer recruitment training so that no appointment is made without a suitably qualified person being involved in the decision making.

3. Management of Workers – Codes of Conduct

Eagle's Nest is committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a Code of Conduct for working with children and young people. This includes the '1:1 Mentoring Framework' which clearly outlines expectations for this work, (Appendix B). The Trustees undertake to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

4. Practice Guidelines – Working Safely

As an organisation working with children and young people we wish to operate and promote good working practice. This will enable Eagle's Nest Project to run activities safely, considering risks appropriately, whilst developing good relationships that minimise the risk of false accusation.

5. Communicating Effectively

We gain parental consent for all young people working with us, and it is usual for us to meet with parents/carers at the beginning of our engagement with a young person. All parents/carers are given contact details for the charity so that contact can be made easily should any concerns arise.

Eagle's Nest Project is committed to multi-agency working and understands that good communication is the core element of creating effective relationships that help to safeguard the young people and families with which we work. We are fully signed up to the national Operation Encompass programme and make parents aware of this at induction meetings.

Clear chronological records are kept of safeguarding concerns that have been raised in sessions, including clear details of how this information was acted upon.

6. Responding to Allegations of Abuse

We will take all possible steps to safeguard our children and to ensure that the adults in our organisation are safe to work with children. We will always ensure that the procedures outlined in Part 4 of 'Keeping Children Safe in Education', DfE (2023) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 0300 1118007. Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Jan Appleton**, (hereafter the "Designated Safeguarding Lead" or DSL), who is nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

Contact details for **Jan Appleton** including out of hours):

- a) Eagle's Nest Number 07474 – 576569

In the absence of the DSL or, if the suspicions in any way involve them, then the report should be made to **Martin Watson** (Trustee with Safeguarding oversight) Tel no: -07930-636330. If the suspicions implicate both the DSL and the Trustee named above, then the report should be made by contacting Social Services, (see contact details below), or the police on **101** or **0300 123 4455** (Staffordshire).

When the DSL receives a concern, they must respond accordingly. If the child does not already have an allocated social worker or family support worker then in Staffordshire, this will be a call to Staffordshire Childrens Advice and Support (SCAS) on 0300 111 8007 for a consultative conversation with the team to agree the next steps. (Monday-Thursday, 8.30am-5.00pm and Friday 8.30am-4.30pm) or 0345 604 2886 out of hours. This is part of the new model that moves away from agencies making written referrals to more of an emphasis on meaningful phone conversations with experienced staff in order to change the narrative from referral to conversation which fits with a restorative relationship-based approach. It is also still possible to call the MASH, (Multi-Agency Safeguarding Hub Police Department) by dialling 101 and asking for the MASH team, (details of contact numbers for other local authorities with whom we work are shown in Appendix C).

Suspicions must not be discussed with anyone other than those nominated above. A record of the concerns should be made using the *Reporting a safeguarding concern* form (Appendix D) in accordance with these procedures. Whilst allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL should not

delay referral to Social Services and/or the Police. The Trustees will support the DSL in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis. The role of the DSL is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

We recognise that young people will choose when and to whom they disclose an allegation. As a charity, we want to create a culture that supports all young people to feel safe and able to talk about anything that is concerning them. We understand the importance of treating all young people equally, irrespective of background or belief. We recognise that for some groups, (KCSIE specifically highlights LGBTQ+), it can be more difficult to speak out for fear of judgement and we will proactively work to ensure that all young people can feel safe to raise concerns, knowing they will be taken seriously.

Where the concern is about a child at risk there are three main groups of perpetrators. These are another child (child-on-child abuse), an adult in the life of the child outside of the organisation or a member of staff from Eagle's Nest project or another organisation. All three of these categories are equally serious and must be responded to as such, though the procedures will be slightly different.

Child-on-child Abuse

Trustees recognise the very serious abuse that can take place between children. This is most likely to include, but not limited to: bullying (including cyber bullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, biting, hair pulling or otherwise causing physical harm; sexting; upskirting and initiating/ hazing type violence and rituals.

Staff must challenge any form of derogatory and sexualised language or behaviour. Staff should be vigilant to sexualised/aggressive touching/grabbing particularly towards girls. Behaviours by children should never be passed off as 'banter' or 'part of growing up'. The DFE states 'child-on-child' abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures. It is important that young people reporting an incident are reassured that the law is there to protect rather than criminalise them.

Eagle's Nest project takes any child-on-child abuse seriously and outlines specific strategies to deal with such behaviour in our anti-bullying policy. Should the child-on-child abuse involve a young person not working with us, we would share information with appropriate adults and agencies to ensure the matter is actioned appropriately. This is likely to involve contacting the police.

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that **all** victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBTQ+ children are at greater risk.

Staff should be aware of the importance of:

- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- Not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys"; and
- Challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts or 'upskirting' which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitalia or buttocks to obtain sexual

gratification, or cause the victim humiliation, distress or alarm. Dismissing or tolerating such behaviours risks normalising them.

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way.

In line with recommendations in KCSIE 2023, Eagle's Nest recognises that the most effective preventative methods will be through a holistic approach that prepares pupils for life in modern Britain. Eagle's Nest staff are committed to consistently challenging and responding to inappropriate incidents, demonstrating a clear set of values and standards throughout all aspects of our work. Staff create an environment that helps children to confidently report abuse, sexual violence and sexual harassment, knowing their concerns will be treated seriously, and that they can safely express their views and give feedback. Eagle's Nest are committed to finding the right specialist support for both victims and alleged perpetrators in order to help them move forward positively. This includes ensuring appropriate support is offered for siblings where intra-familial abuse has occurred.

Abuse, (or suspicion of abuse), by an adult in the life of the child

Allegations of Physical Injury, Neglect or Emotional Abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the DSL will:

- Contact Children Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children Services direct for advice.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the DSL will:

- Contact the Children Services or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

Allegations of Abuse against a member of staff from Eagle's Nest Project or another organisation

As an organisation, we have a statutory duty to safeguard and promote the welfare of children and to maintain a professional attitude of "***it could happen here***" where safeguarding is concerned. This is emphasised through staff training to promote a culture that reports any concerns regarding the behaviour of colleagues or students with whom we work, including staff from other organisations with whom we partner.

Trustees are clear that there is a difference between a complaint about a member of staff, a concern about the quality of care or practice being provided and an allegation. All such incidents will be taken very seriously, but it is important to note what makes an allegation different. An allegation may relate to a person who works with children who 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
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

If an allegation is made against a worker, (whether a volunteer or paid member of staff), there are additional procedures that must be followed, along with those outlined above. The DSL must report to the Centre Director

immediately. The Centre Director, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to liaise with the Local Authority Designated Officer (LADO). The Designated Officer will guide the Director through the process of investigation and help to make decisions about the potential suspension of the worker and whether a referral is also needed to any other agencies, including the Disclosure and Barring Service, supporting with timescales and ensuring these are managed in a fair and appropriate way. Staff for whom an allegation has been made will be offered an independent advocate to support them through the process. **To contact the Designated Officer dial 101, explain which county the incident is in and ask for MASH and then the Designated Officer. In Staffordshire it is possible to call 0300 111 8007 and ask for the LADO.**

Should the allegation be against staff from another organisation, Eagle's Nest DSL will contact the DSL at that organisation and pass on the concern and will inform them of the intention to contact the relevant LADO of this allegation. It may be appropriate to allow the other organisation to contact their LADO first, but a clear timescale should be set, and Eagle's Nest must also make this call to ensure appropriate follow-up has occurred.

The Director must also inform the insurance company and the Trustee with Safeguarding Responsibility – Martin Watson (Tel no: 07930-636330)

In any of the scenarios above, if the DSL is not sure whether to make a referral, they must act on the side of caution by making a referral.

Eagle's Nest takes very seriously the safety of children in our care and embeds a reflective practice into all aspects of our work. Lessons learnt activities will be carried out for all allegations, irrespective of outcome and low-level concerns will be recorded in order to ensure patterns of behaviour previously unidentified are not missed.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:Eight, although the Trustees hope that employees will use this procedure. If, however, the individual with the concern feels that the DSL has not responded appropriately, or where they have a disagreement with the DSL(s) as to the appropriateness of a referral they are free to contact an outside agency direct or to make use of the NSPCC Whistleblowing Advice Line which is specifically set up for staff who do not feel able to raise concerns regarding child protection failures internally. The service is available by calling 0800 028 0285 or emailing help@nspcc.org.uk. We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

Procedures for Concern about the vulnerability of an Adult:

Whilst Eagle's Nest Project works with young people, it is recognised that the supporting work with families may lead to situations where concerns arise regarding vulnerable adults. Should a concern be raised about an adult, for example a parent or carer, this should be reported to the DSL who will make a decision about whether this is a concern because it puts the child at risk, or a concern solely for the vulnerability of the adult. This will determine how the concern is actioned. The Adult Safeguarding Partnership can be contacted in Staffordshire on 0345 604 2719 or 0345 604 2886 out of hours should this be the most appropriate action, (for other Local Authorities the relevant number will need to be sourced).

Eagle's Nest seek to work with families as part of a support package around them and wants to help families in accessing support, for example through an Early Help Assessment. We are committed to multi-agency working and recognise the importance of this in safeguarding the children we work with.

7. Care for Staff

Eagle's Nest Project recognises that dealing with issues of a child protection or vulnerable adult nature can be distressing for staff and is therefore committed to supporting staff through extended supervision and signposting to additional support should this be requested.

8. Managing Those Who Pose a Risk

Due to the nature of the work of Eagle's Nest Project it is right that we have robust safeguarding procedures, including for the recruitment of all staff, both paid and voluntary. As an organisation we also want to ensure that in implementing these important safeguards, we do not unfairly discriminate against those with a criminal record. The importance of policy in connection with the employment of people with a criminal record is being recognised as good practice in the area of equal opportunities and diversity in the work place. We have therefore developed a policy titled 'Employment of Staff with a Criminal Record' which explains how we aim to balance risk to our organisation and those we support with providing opportunities for those who have turned their lives around.

In addition, we recognise that we could come into contact with those who pose a risk to our students when carrying out activities in a public place or rented space. We will complete risk assessments to ensure we have considered interactions with those not known to us, for example, members of the public using the same toilets as our students when out and about.

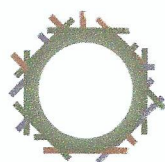
9. Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership.

This Safeguarding and Child Protection Policy is just one means of promoting safeguarding. Other policies, such as 'Health and Safety', 'Employment of Staff with a Criminal Record', 'Staff Code of Conduct' and 'Anti-Bullying Policy' form part of the broader picture, along with ensuring this policy is reviewed regularly in line with the latest government advice and guidance. This policy will be reviewed annually.

Appendix A – Risk Assessment for Home Visit



EAGLE'S NEST
awakening potential, inspiring dreams

Home Visiting Risk Assessment

Family Name	Address	Contact Details																				
Date completed:	By Whom:																					
		<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No																					
<input type="checkbox"/>	<input type="checkbox"/>																					
<input type="checkbox"/>	<input type="checkbox"/>																					
<input type="checkbox"/>	<input type="checkbox"/>																					
<input type="checkbox"/>	<input type="checkbox"/>																					
<input type="checkbox"/>	<input type="checkbox"/>																					
<input type="checkbox"/>	<input type="checkbox"/>																					
<input type="checkbox"/>	<input type="checkbox"/>																					
<input type="checkbox"/>	<input type="checkbox"/>																					
<input type="checkbox"/>	<input type="checkbox"/>																					
Have any risk been identified by school/ any other agency?																						
Are the entrances /exits to the property easily accessible?																						
Is there an appropriate downstairs room where the mentor could meet the mentee?																						
Do parents understand that there must be an adult home if their child is seen in the house?																						
Are there pets in the household, are they threatening?																						
Are you aware of any intimidating /threatening clients, relatives or friends living at or likely to visit the property?																						
Are there any other dangers/hazards associated with the property?																						
Are you confident all safety measures are in place?																						
Do you think mentoring sessions can go ahead in the house?																						
Areas of concern																						
Action (s) to eliminate/reduce risk?		By Whom?																				
Date of discussion with Mentor (Date)	Joint Decision: Meet at House / Don't meet at house																					
Mentor Signature	Coordinator Signature																					

Appendix B – The 1:1 Mentoring Framework - Seeking to Remain Above Reproach

This document aims to summarise the key principles to apply when working on the Eagle's Nest Mentoring Project. It is also very important to have read the much more detailed **Code of Conduct for staff** which is written following guidance in the document *Caring for Young People and the Vulnerable? Guidance for Preventing Abuse of Trust*, Home Office 1999. All mentors should read this full document before beginning their work, along with the Safeguarding and Child Protection Policy. As a mentor, you are entering into a position of trust with the mentee.

The following statements and explanations aim to give you a clear framework to operate within that will help to safeguard both you and your mentee as you work alongside each other in the coming year.

1. **Always wear your Eagle's Nest ID Badge, no matter how long you have been seeing the mentee.** This helps onlookers to see that you have an official role, including Police and Education Welfare who may well stop a young person seen in a public place during the school day.
2. **Always follow school safeguarding procedures regarding signing in etc when meeting your child at school.** We want to maintain a good reputation as people who understand, support and value good safeguarding measures because we believe the welfare of young people is important.
3. **When meeting with your mentee, ensure the meeting space is appropriate.** There are three possible options, and whichever option you choose should have been agreed with the coordinator and the child's parents prior to each session.
 - a) In School – ensure that you feel comfortable with the space being offered. If there is not a glass panel in the door, or if it is obscured, leave the door open. If possible, one of you should be seated so that they are visible from outside the door.
 - b) In the Mentees Home – Meet in a downstairs room, with the door open. There must be an adult present in the house throughout the session. (RA to be discussed and signed by Mentor prior to meeting in the home)
 - c) In a Public Place – Think sensibly about where you choose to sit/go and what it might look like to others.

Mentoring sessions must never take place in the Mentor's home.

4. **Mentors must not communicate with mentees via social media networks** such as facebook, snapchat, Instagram, tiktok or other similar methods of communication. Mentees will be used to adults telling them they cannot communicate in this way.
5. **For the first six sessions of a mentoring relationship, all communication must be either via the parents of the mentee or the Eagle's Nest phone.** This will help to support clear boundary setting, will develop the trust and relationship with the parents and will protect you whilst the relationship is established and whilst you decide how you would feel comfortable with communication continuing. At the end of the six sessions an agreement can be reached between the coordinator and parents about whether to continue communicating in this way, or to use your personal number to communicate with your mentee.
6. **If communicating via email, to either the parents or the mentee, (after the first six sessions), the coordinator should always be copied in (cc) so as to protect you from**

allegations. Think carefully about the language you use in written communication and **avoid the use of 'x' to represent kisses at the end of a message**, using instead a smiley face if you so wish.

7. **Do not let your mentee know your address.** It may be that this information comes out at some point in the year, for example they may see you entering your house and tell you, but this is not information that should be offered freely. In this way you help the young person to maintain clear boundaries and safeguard them (and you) from misinterpreting the relationship.
8. **Do not take pictures of your mentee on your personal phone or camera.** Arrange to borrow a charity camera if you wish to take pictures of an activity you are doing, or get the young person to use their own phone to do this.
9. **Mobile phones must remain switched on, not on silent, during a mentoring session.** This is so that parents of the mentee or the coordinator can easily contact you if needed. Mentors are encouraged to set boundaries in this regard with the mentee. (eg I will only respond to a phone call from your parent or from Jan, I will be ignoring other messages and calls, are you happy to do the same)
10. **Never give medication of any form to your mentee without parental consent.** This includes simple paracetamol even if they have a headache and you have seen the parents administer it previously when at the house.
11. **Mentees must not travel in your car unless written consent has been sought from the parent/guardian and the Coordinator is aware prior to the journey occurring,** (this can include a text message or email if convenient). The car must have business insurance and be roadworthy with current tax and MOT. It is not acceptable to offer lifts to your mentee outside of the mentoring session.
12. **Mentors must carefully consider any physical contact with their mentee.** There are likely to be times when this is appropriate, such as to comfort a mentee who is upset or to offer congratulations when a big milestone is achieved. Mentors should use their judgement to reassure or congratulate a mentee in an age-appropriate way whilst maintaining clear professional boundaries. Physical contact should be brief and young person led.
13. **Mentors must not meet with their mentee outside the agreed mentoring session** without the prior permission of both the parents and the coordinator.
14. **Mentors must understand the importance of not promising to keep secrets.** Building a trusted relationship is a key focus of this project but this must not be at the cost of protecting a young person from possible harm.

Should anything occur during a session which leads you to feel uncomfortable as you acted outside of, (or very nearly outside of), this framework, it is vital that this is reported to the project coordinator at the earliest opportunity. Parents/carers of the mentee should also be informed.

This framework is there to support you in your work and to safeguard you and your family, your mentee and Eagle's Nest as an organisation. There will always be situations that fall outside of these guidelines, and where these occur, Eagle's Nest want to protect you as a valuable volunteer from being over burdened with the responsibility to make such decisions. Therefore, in all cases, scenarios not covered by this framework should be referred to the project coordinator.

Appendix C – Contact Details for Raising Safeguarding Concerns with Local Authorities

Referrals are always made to the authority within which the young person resides. As the organisation grows, we are increasingly working with young people from a range of local authorities. The contact details below are for local authorities with whom we work. This is not an exhaustive list, and on occasion, it may be necessary to find details of other relevant teams.

Staffordshire

0300 111 8007 (Monday-Thursday, 8.30am-5.00pm and Friday 8.30am-4.30pm) or 0345 604 2886 out of hours

Stoke

01782 235100 (Monday-Friday 8.30am-6.00pm) or 01782 234234 out of hours

Derbyshire

01629 533190 (Monday-Friday 9.00am-5.00pm) or 01629 532600 out of hours

Leicestershire

0116 305 0005 (24-hour number)

Nottingham City Council

0115 876 4800 (Monday to Friday at 8:30 am to 5:00 pm) or 24hr in an emergency

Nottinghamshire

0300 500 80 90 (Monday to Friday 08:30-17:00) or 24hr in an emergency 0300 456 4546

Wolverhampton 01902 551199 (Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm) or 01902 552999 out of hours

Birmingham

0121 303 1888 (Office hours) or 0121 675 4806 in an emergency

Oxfordshire

0345 050 7666 (8.30am – 5pm, Monday to Thursday, 8.30am – 4pm, Friday) or 0800 833 408 out of hours

Worcestershire

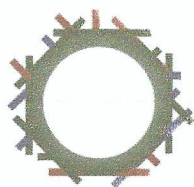
01905 822666(Office hours) or 01905 768020

Cheshire West and Chester

0300 123 7047 (8.30am – 5pm, Monday to Thursday, 8.30am – 4:30pm, Friday)

To contact the MASH team in any area, dial 101 and ask for the local authority you need. Once connected to the correct authority, ask for the MASH team.

Appendix D – Reporting a safeguarding concern form



EAGLE'S NEST

awakening potential, inspiring dreams

Reporting a safeguarding concern

Name of young person:	Date:
Name of person recording concern:	
Details of Concern:	
<p>This information needs to be passed on <u>today</u>, to the Designated Safeguarding Lead (DSL). You can do this by:</p> <ul style="list-style-type: none"><input type="checkbox"/> Handing this form to the DSL<input type="checkbox"/> Speaking by phone to the DSL explaining where this form is<input type="checkbox"/> Emailing the DSL a secure link to the file, provided you receive a reply (suggest texting to ensure you do) <p>Please tick the appropriate box above.</p> <p><i>If you are unable to tick any of the boxes, please follow the procedures outlined in your safeguarding checklist.</i></p>	

Action taken by DSL:

Signed:

Date: