



## **The Inclusion Network CIC**

**Company Registration Number  
8354596**

**The Inclusion Network**

**Safeguarding and Child Protection Standards  
December 2022**

# The Inclusion Network Safeguarding Standards

## INTRODUCTION

The Inclusion Network (TIN)

We have a clear statutory duty under Section 11 of the Children Act 2004 introduces a clear statutory duty to children to safeguard and promote the welfare of children. “Working Together to Safeguard Children” has provided clear guidance and direction to all agencies:

- senior management commitment to the importance of safeguarding and promoting children’s welfare;
- a clear statement of our responsibilities towards infants, children and young people available for all staff;
- a clear line of accountability within TIN for work on safeguarding and promoting the welfare of infants, children and young people;
- At TIN everything we do takes account of the need to safeguard and promote welfare of infants, children and young people and is informed, where appropriate, by the views of children and families;
- staff training on safeguarding and promoting the welfare of infants, children and young people for all staff working with or in contact with children and families;
- safer recruitment procedures in place;
- effective inter-agency working to safeguard and promote the welfare of infants, children and young people;
- effective information sharing

## OUTLINE GUIDANCE

The Inclusion Network has clear policies, strategies and procedures (that are reviewed on an annual basis) to ensure the safeguarding and welfare of infants, children and young people, including those relating to behaviour, bullying, health and safety, harassment and discrimination, safer professional conduct, whistle blowing and complaints procedures.

- The Inclusion Network has established clear management responsibilities in relation to child protection including relevant designated staff.
- TIN has a named Designated Safeguarding/CP Lead and deputy Designated Safeguarding/CP Lead/Coordinator on site.

- All members of our Senior Leadership team are members of our Safeguarding Team.
- We ensure that TIN is represented and contributes to relevant Child Protection/multi agency meetings involving children and young people
- TIN has clear procedures in place for managing allegations of abuse against our staff and volunteers ( adults who work with infants, children and young people)
- TIN monitors and evaluates the effectiveness of its policies and procedures.
- All adults in our organisation working with infants, children and their families are appropriately recruited and vetted, in accordance with safer recruitment procedures/ expectations.
- All TIN staff receive up to date, appropriate training, guidance, support and supervision that adhere to legislation and guidance policy and procedures on an annual basis.
- TIN enables our infants, children, young people and their families to report any concerns or complaints including concerns about poor or abusive practices.
- We put infants, children and young people first in everything we do to ensure that our children and young people are safe on the site, for example by monitoring visitors or volunteers or those using the premises.
- At our TIN we strive to ensure concerns about possible abuse or neglect are identified and we refer such concerns promptly to the relevant agencies.
- At TIN we record information relevant to safeguarding concerns clearly and accurately and share it appropriately, both internally and with other agencies.

Our mantra is if it isn't recorded it didn't happen. We don't do things in isolation, we share our concerns appropriately as per our safeguarding policies and procedures.

- At TIN we help our infants, children and young people to keep themselves safe, including encouraging children to adopt safe and responsible practices.
- At our organisation we have procedures in place to provide feedback and evaluation of the service provided to infants, children and young people and their families

## **RESPONSIBILITIES**

At TIN we take seriously our commitment to safeguard and promote infants, children and young people's welfare and we have clear priorities for safeguarding and promoting the welfare of children stated in strategic policy documents.

1. We take all reasonable measures to ensure the risks of harm to our infants, children and young people's welfare are minimised;
2. Where there are concerns about infants, children and young people's welfare, we take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.
3. We demonstrate a culture of listening to and engaging in dialogue with infants, children and young people – seeking their views in ways appropriate

to their age and understanding and taking account of those in both in individual decisions and the establishment or development of services.

4. We ensure our staffing ratios are in accordance with NSPCC guidelines i.e. For children aged 9-12 one adult to 8 children & children aged 13-18 one adult to 10 children and we have at least 2 staff present even for smaller groups

5. We work in partnership with all other statutory agencies/ organisations.

## **AND**

6. We have a clear commitment by our managers to the importance of safeguarding and promoting infants, children and young people's welfare. The strategic lead person in our organisation has the responsibility to ensure the following is in place:

- The Policy and procedure complies with our statutory duties and all national and local guidance and includes reference to:
  - "What to do if you are worried a child is being abused". This should be the first point of reference for partner agencies working with children protecting them from harm.
  - The most recent version of "Working Together to Safeguard Children" (WTSC 2018).

a .TIN complies with Section 17 and Section 47 of the Children Act 1989, to provide support and services for children in need and to protect children from harm.

b. TIN keeps appropriate records which are audited at least annually.

c. TIN complies with the following standards:

## **STANDARDS:**

### **STANDARD 1 – Staff Responsibilities and Competencies**

1. All staff and volunteers with direct and unsupervised contact with infants, children and young people have statements within staff Job Descriptions and Person Specifications that recognise responsibilities around safeguarding and child protection and improvements in outcomes for children.

## **Regulated Activity**

2. TIN has and implements clear written recruitment and selection procedures for all staff who work directly with infants, children and young people that can

clearly identify and define the key core responsibilities and required competencies to:

- a. be able to identify and report child abuse
- b. be able to identify and refer on children in need or at risk

## **STANDARD 2 – Safer Recruitment and Selection**

TIN ensures that all staff with direct and unsupervised access to infants, children and young people are effectively selected and vetted to ensure inappropriate employees do not gain access to children and young people.

1. TIN has recruitment and selection procedures for all staff and volunteers with direct and unsupervised access to infants, children and young people, that include methods for exploring a candidate's attitude to children and their perception of boundaries of acceptable behaviour towards children.
2. All staff responsible for recruitment and selection will receive the appropriate training in order to identify recruits with the core skills required. 3. All staff including regular visitors and volunteers with access to children undergo the appropriate level checks with the Disclosure and Barring Service.
4. Two references are received and good practice should dictate that these are verbally checked for each member of staff or volunteer.
5. Employees provide a full employment history, including periods of unemployment and proof of qualifications.
6. Employees undertake a specified induction period
7. Training needs around Safeguarding and child protection and improving outcomes for children are identified.

## **STANDARD 3 – Staff and volunteer Induction, Training and Appraisal**

1. TIN ensures that there is an adequate number of sufficiently trained, experienced staff and volunteers in our organisation to work safely and effectively to protect infants, children and young people and improve outcomes.
2. All staff and volunteers with direct and unsupervised access to infants, children and young people as part of their induction into their role, read and understand the reporting processes and our safeguarding and children procedures.

3. All staff will understand the balance between data protection in accordance with information sharing where there is a concern about child abuse i.e. the welfare of the child is paramount (Kids First!)
4. All staff and volunteers receive safeguarding training on child protection on an annual basis.
5. Our Designated Safeguarding Lead and our Safeguarding Advisor ensure we meet the training needs of our staff and volunteers. Staff receive regular safeguarding and child protection updates at least annually.
6. Our staff and volunteers and are able to demonstrate planned activities to reduce the gap and evaluate the outcomes.
7. TIN will ensure that its annual appraisal processes include a review of each worker's skills, competencies and knowledge around child protection issues and processes. Each appraisal will lead to a training plan to fill any gaps identified.
8. TIN has a code of conduct for those staff not registered with professional regulatory bodies. At TIN All our staff and volunteers adhere to the Safer Recruitment Consortium guidance: Safer Working Practice for those working with children and young people. This includes the prohibited use of personal electronic devices and social media whilst working in the nursery.

#### **STANDARD 4 – Accountability**

1. TIN has a clear accountability structure to ensure that all staff and volunteers understand their place in our organisation when working with infants, children and young people when safeguarding and promoting their welfare and how they receive support and guidance in this work.
2. All our staff and volunteers understand their individual responsibilities for the safety of infants, children and young people as well as their personal accountability through their line management and statutory duties and guidance.
3. All our staff and volunteers who have direct and unsupervised contact with infants, children and young people access regular safeguarding supervision on an individual basis and can access further support when required, in accordance with good practice.
4. TIN has systems in place to enable and support staff and volunteers to report concerns about a child's welfare to managers and supervisors.
5. TIN has a whistle blowing Policy and processes and procedures in place to enable 'whistleblowing' on both individuals and organisations where there are concerns that infants, children or young people may be at risk from harm.

6. TIN ensures that all staff have a regular appraisal or performance reviews that includes their competency in work, which allows access to infants, children and young people.
7. TIN Allegations against staff and volunteers: we adhere to Working Together to Safeguard Children 2018 and in accordance with Liverpool and Sefton Safeguarding Partnership procedures.

## **STANDARD 5 – Diversity**

1. TIN has a Diversity and Disability Policy and our staff and volunteers understand the implications of the policy in contributing to improved outcomes for ALL children and young people.
2. TIN ensures that all staff and volunteers are aware of diversity, equal opportunities issues in policy and in practice and have the necessary skills and strategies to provide an anti-discriminatory service.
3. TIN keeps records of ethnicity and gender so that it can demonstrate that its practices are non discriminatory. Exceptions to this may be appropriate for separate boys or girls activities or for religious or other groups where exclusivity can be demonstrated to be necessary.

## **STANDARD 6 – Safer Working Practices**

TIN has processes and procedures in place to ensure that staff and volunteers have knowledge, understanding and training in order to establish and maintain safe working relationships with children and young people.

1. At TIN our staff and volunteers adhere to the Safer Recruitment Consortium guidance safer working practices for those who work children and are expected to have read and understood it. We provide guidance to all our staff on our expectations on their professional conduct when they are working with infants, children and young people and in their behaviour in their private lives. This guidance includes statements on professional boundaries, appropriate physical contact, home visiting, outdoor education etc.
2. TIN provides a safe physical environment that offers staff and volunteers space appropriate to children and young people's age and development; that promotes personal safety and security for their and respects their dignity.
3. TIN has processes and procedures in place to both assess and manage risk with regard to children. This includes risk to infants, children and young people 's

from access to physical environments, equipment when swimming and particular activities.

## **STANDARD 7 – Allegations against staff**

Allegations Against Adults Who Work with infants, children and young people procedures:

- behaved in a way that 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 s/he may be a risk to children.

- 1.TIN has in place written procedures for handling complaints and allegations of abuse against staff and volunteers.
- 2.TIN has a designated Lead: they are trained to handle complaints and allegations against staff with specific regard to complaints or allegations made by or about children.
- 3.TIN has clear written procedures allegations that are reviewed on an annual basis (Autumn 2022).
- 4.Appropriate investigative procedures will in all cases lead to appropriate action and referral to the Local Authority Designated Officer and Liverpool or Sefton Safeguarding Partnership procedures.
- 5.All staff will be made aware of their duties and responsibilities within the safeguarding children procedures.

## **STANDARD 8 – Confidentiality and Information Sharing**

The Inclusion Network:

We adhere to the statutory Working Together to Safeguard Children information sharing guidance 2018

In line with the Data Protection Act 1998 we will keep confidential any information on a child or young person and his or her family that is of a personal and sensitive nature (Working Together, 7.32). However, where there is concern about a child's welfare, there will be a clear understanding of what information can be shared.

1. We have arrangements in place to work effectively with other organisations to safeguard and promote the welfare of infants, children and young people including arrangements for sharing information.



2. At TIN we ensure that staff and volunteers understand their duty to share information even without user consent where there are Child Protection concerns.

3. At TIN we have written guidance readily available to staff and volunteers on the keeping of accurate and up to date client records together with a statement about confidentiality.

4. At TIN we have a statement on the security of personal records.

### **The seven golden rules of sharing information in our organisation**

1. The General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to information sharing, but provide a framework to ensure that personal information about individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or our Designated Safeguarding Lead if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared:

- Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk.
- You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so.
- Where you do not have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Is it:

- Necessary: the information you share is necessary for the purpose for which you are sharing it
- proportionate: shared only with those individuals who need to have it
- relevant:
- adequate:
- accurate: accurate and up- to-date
- timely: shared in a timely fashion
- secure: shared securely

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

**STANDARD 9 – Monitoring Compliance TIN will work closely and effectively with statutory bodies through agreed mechanisms to monitor performance against the standards contained within this document.**

At TIN we monitor our compliance:

through self-audit under S11 of the Children Act 2004.

Through regular review.

Through robust adherence to statutory guidance, to adherence to our safeguarding policies and procedures, through to our safeguarding standards.

Through the relentless pursuit of excellence and best practice.

At The Inclusion Network safeguarding and promoting the welfare of our children and young people is the responsibility of everyone.

## **The Inclusion Network Safeguarding and Child Protection Policy**

**December 2022**

At The Inclusion Network we are committed to safeguarding and promoting the welfare of infants, children and young people and expects all staff, volunteers and members of the Inclusion Network community to share this commitment.

Reviewed and updated December 2022

Safeguarding Commitment:

The Inclusion Network has a duty to safeguard and promote the welfare of children.

‘The welfare of the child is paramount’ (Children Act 1989)

In preparing this Policy, we have consulted with, referred to, and we are working within, Liverpool Safeguarding Partnership Safeguarding and Child Protection procedures and we adhere to Liverpool and Sefton and Procedures. For more details about this Policy, please refer to Liverpool and Sefton Safeguarding Children Partnerships Procedures on line Manual.

This Safeguarding Policy has been written in accordance with government guidance specifically:-

- Keeping Children Safe in Education Statutory Guidance for schools and colleges 2020.
- Working Together to Safeguard Children: A Guide to Inter–Agency Working to Safeguard and Promote the Welfare of Children (2018)

When working together to meet the needs of children, and their families at TIN all staff and volunteers (whether working with children or adults within the family) have a duty to refer to our Designated Safeguarding Lead when they have concerns about a child's welfare (and in particular when they suspect that a child is, or may be at risk, of suffering significant harm).

A referral and any subsequent action to safeguard and promote a child's welfare should be undertaken in accordance with local procedures. These procedures are consistent with the statutory guidance Working Together to Safeguard Children (2018).

In our organisation we ensure all staff, volunteers are trained in the use of these safeguarding procedures.

We ensure that referrals are made to children's services on each occasion when there are concerns about a child's welfare including that the child may, or is likely to, be suffering significant harm.

### **Designated Safeguarding Lead**

Our Designated Safeguarding Lead is Colin Murray (07816 222807)  
Our Deputy Designated Safeguarding Lead on site is Jade Bennett (07502 395442)

Our Safeguarding Advisor is Paul Fillis

The Inclusion Network Safeguarding/Child Protection Policy is reviewed on an annual basis.

Safeguarding: Kids First!

- **Safeguarding** is: A duty to protect children from maltreatment

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.

### **Child Protection :**

refers to the activity that is undertaken to protect children who are suffering or at risk of **SIGNIFICANT HARM**

### **Our Staff and volunteers know the indicators of abuse and neglect ...**

Abuse is a form of maltreatment of a child and can take the form of:

**Physical abuse** - involving hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

This can also be caused by a parent or carer fabricating the symptoms of, or deliberately inducing illness in a child

- **Emotional abuse** - persistent emotional maltreatment which causes severe and adverse effects on the child's emotional development
- 
- **Sexual abuse** - forcing or enticing a child to take part in sexual activities, not necessarily involving high levels of violence, whether or not the child is aware of what is happening
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development.
- 

### **Mental health**

- Mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Experiences of abuse, neglect and other traumatic adverse childhood experiences can have a lasting impact.
- These experiences can affect a child's emotional wellbeing mental health, behaviour and education
- Our staff and volunteers know know that only trained professionals should attempt to make a diagnosis of a mental health problem

Where we are engaging with an infant, child or young person and their family, staff and volunteers must ensure that their functions are discharged having regard to the need to safeguard and promote the welfare of the child. The focus on the child's safety and welfare should not be lost in the wider work with the family.

This process of accountability should ensure the implementation of effective practice with regard to safeguarding and promoting the welfare of children.

We have safeguarding as a standing item at our team meetings and planning meetings to ensure that any concerns can be raised and that procedures are followed as required. At The Inclusion Network we don't do things in isolation. Working in partnership: we share information appropriately with staff and volunteers and other agencies to safeguard and promote the welfare of the child.

### **Making a referral**

In all cases where abuse is suspected (there is a concern), or there is a disclosure about the welfare/safety of a child:

- Staff member discusses the allegation or concern with our Designated Safeguarding Lead or Deputy Safeguarding Lead. (See appendix for role).

If it is considered a child may be at risk of significant harm, all cases of suspected abuse will be referred in accordance with Liverpool & Sefton procedures, and referred through Careline Sefton/Liverpool.

**In Sefton all referrals should be via Sefton 0151 928 5908 and in Liverpool via Careline 0151 233 3700**

Checklist of details that must be included in the referral:

1. Name of child (check all names are spelt correctly)
2. Age (check date of birth is accurate if possible)
3. Any siblings
4. Parent's name/s (check that surname of parent is accurate)
5. Home address (telephone number if available)
6. Special circumstances e.g. language barrier, context disclosure took place etc. What has prompted the concerns? Include dates, time etc
7. Any physical, behavioural signs
8. Is the person making the report expressing their own concerns or passing on those of somebody else? If so record details.
9. Has the child/ young person been spoken to? If so, what was said?
10. Have the parents been contacted? If so, what was said?
11. Has anybody been alleged to be the abuser? If so, record details.
12. Has anyone else been consulted? If so record the details.
13. **Referrals should be made in Sefton 0151 928 5908 and Liverpool via Careline 0151 233 3700**

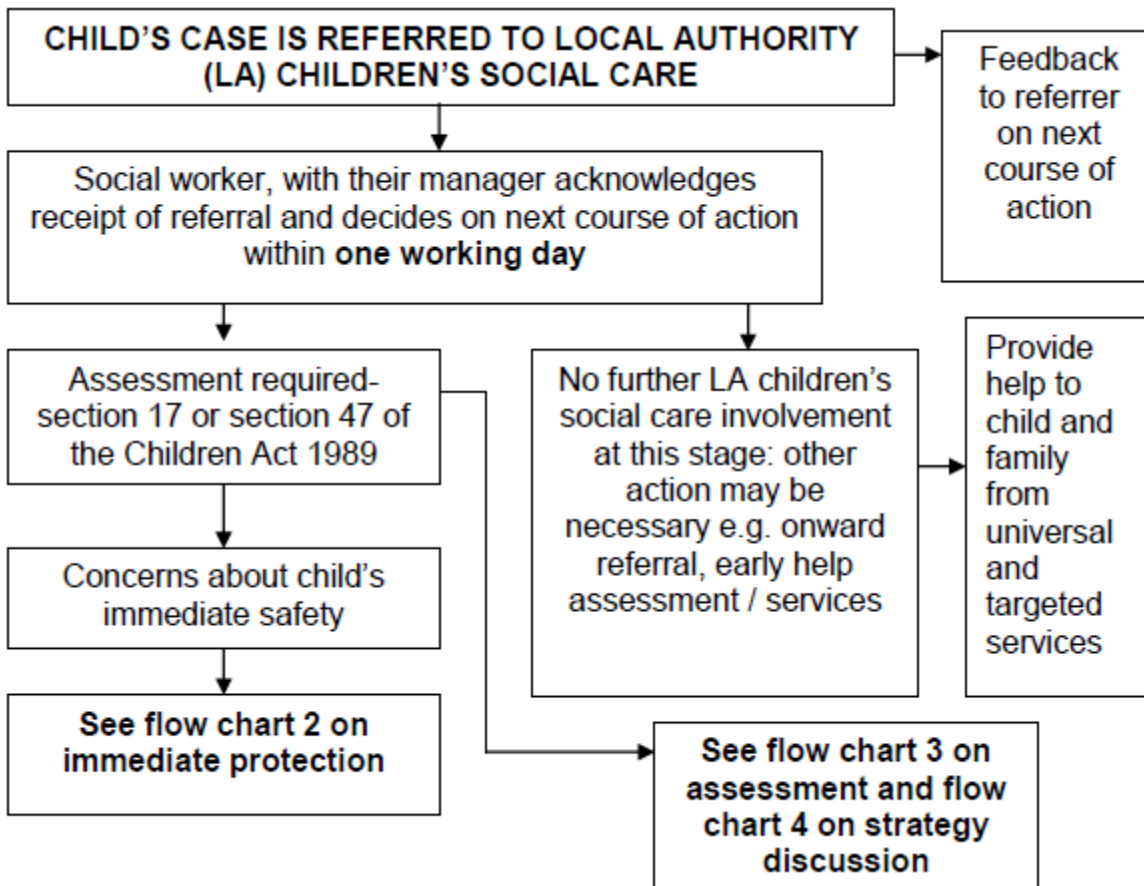
**ALL REFERRALS MUST BE CONFIRMED IN WRITING WITHIN 48 HOURS**

Other actions to be taken:

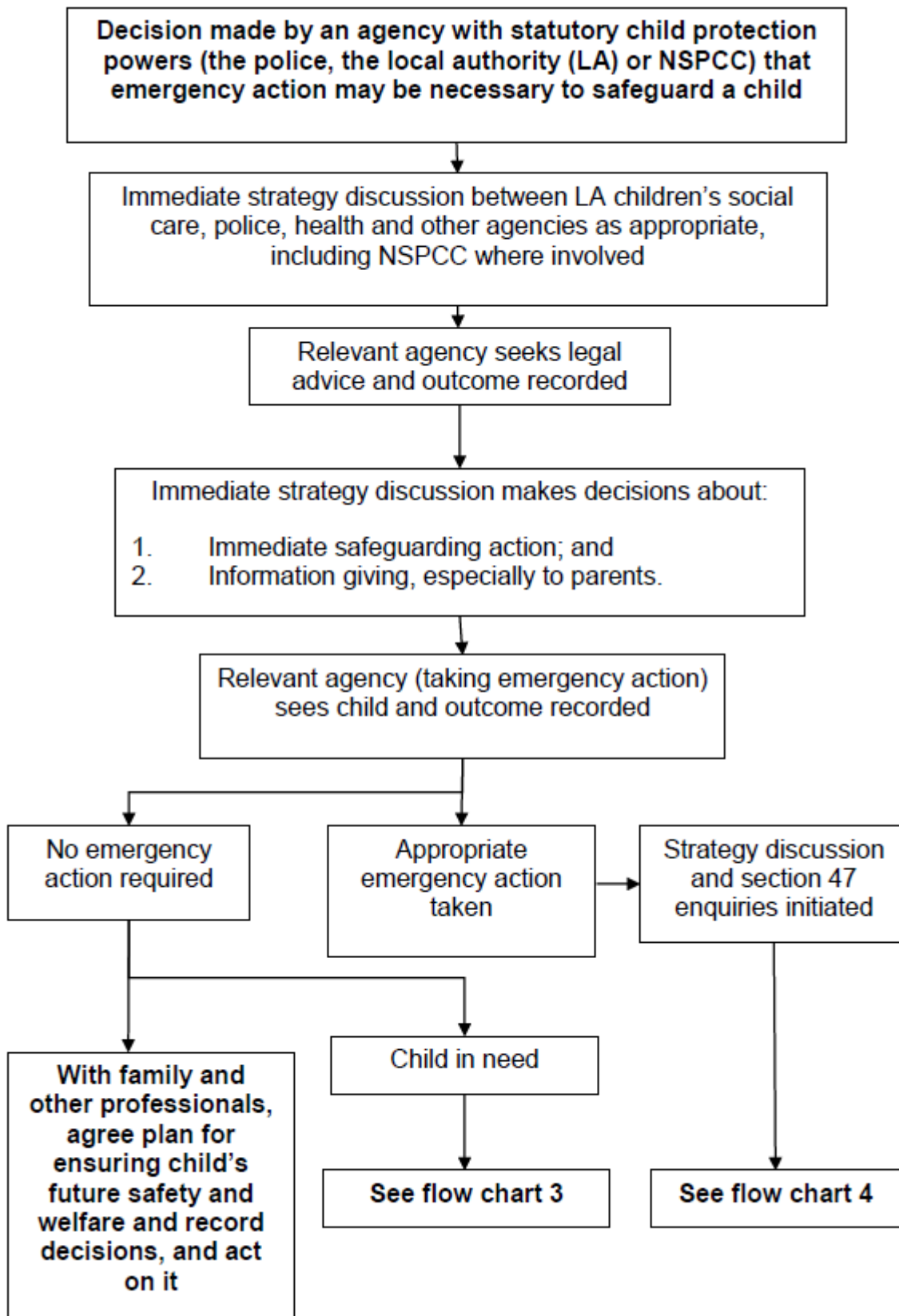
- A note of action and outcome needs to be recorded.
- We will request feedback regarding the outcome of the referral for records.

**When TIN has safeguarding concerns or has to make a referral, the following flowchart is a guide to what should happen/happens next:**

1. TIN staff member or team have a safeguarding concern
2. Discuss it with your colleagues (if it is a child) to get opinion on whether your concerns are valid.
3. Discuss it with your safeguarding lead/deputy lead if it is a staff related concern.
4. Once it is confirmed as a valid concern, speak/report it to your lead/deputy. **You must also fill out TIN's Safeguarding Incident Form and send it to the safeguarding lead. See form at end of this policy.**
5. If it is deemed that a referral to Children's Services is required, the following will happen:

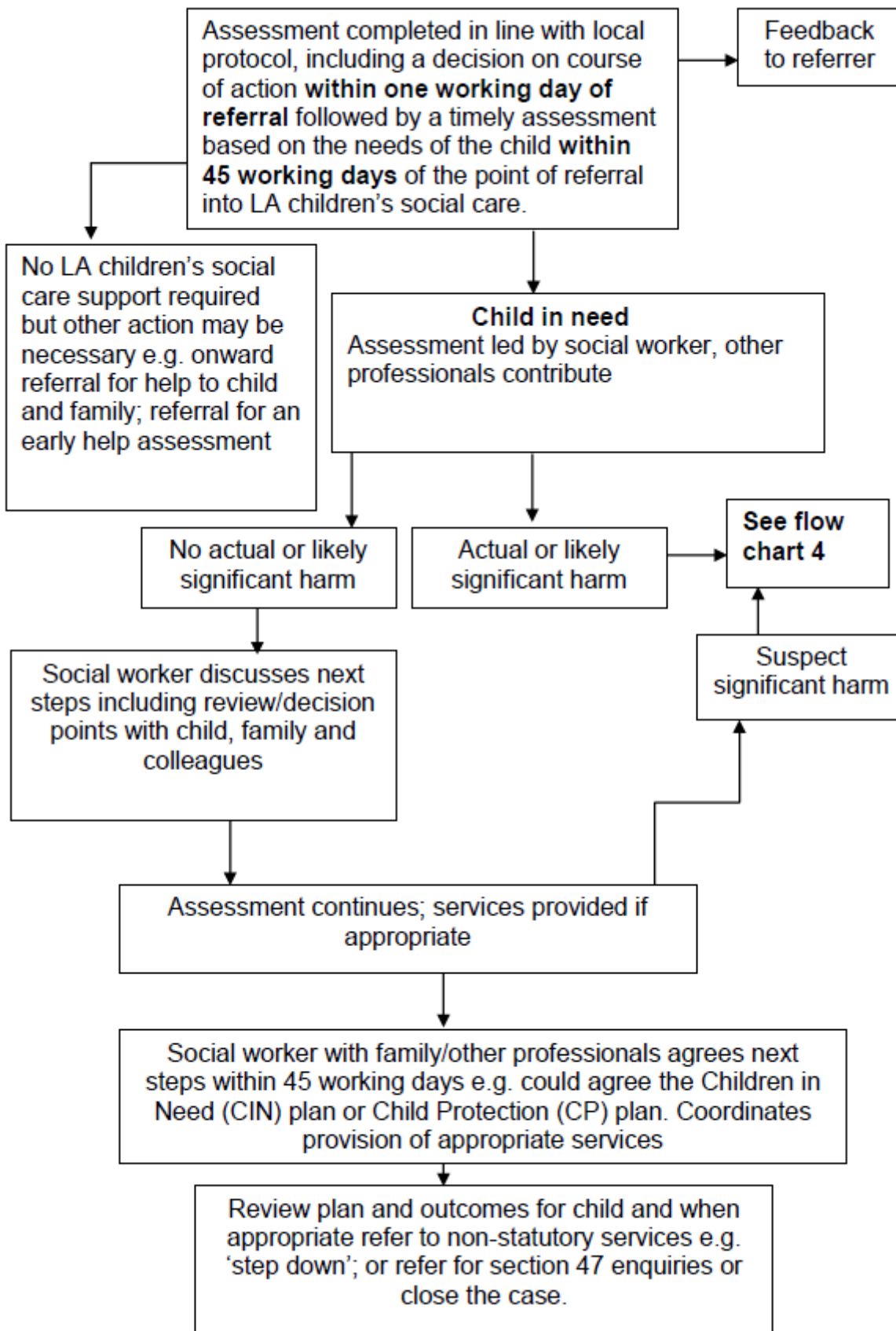


## Flowchart 2- Immediate Action

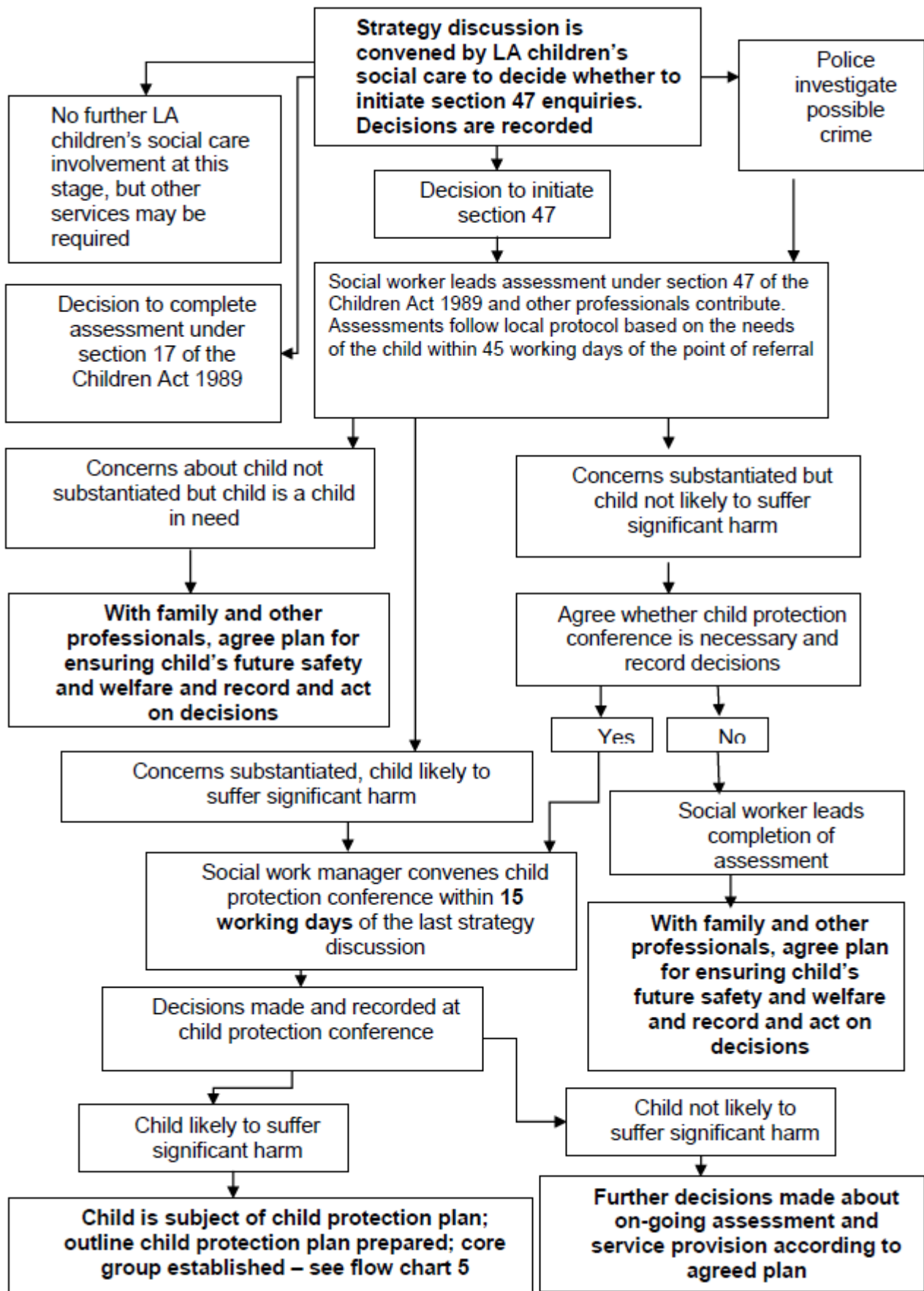


**Flowchart 3:**





**Flowchart 4:**



## GOOD PRACTICE

### DON'T:

- Make promises that you can't keep
- Interrogate the child with lots of questions
- Cast doubt on what the child tells you. Remember it has taken a great deal of courage for them to tell you
- Say anything which might make the child feel responsible for the abuse, e.g. why haven't you told anyone before?
- Communicate feelings of anger without saying that it's the abuser you feel angry towards: the child may think you are angry with them
- Panic! When confronted with the reality of abuse there is often a feeling of needing to act immediately. Action taken too hastily can be counterproductive DO:
- Take the child seriously and tell them so
- Tell the child you're glad they told you
- Reassure the child that what has happened is not their fault... the abuser is responsible
- Be honest about your own position, who you will have to tell and why
- Keep the child fully informed about what you are doing and why
- Give the child information about confidential sources of help (phone lines etc).
- 

## Allegations Against Staff

### Allegations and/or concerns about a member of staff

Allegations are made when an adult who works with children has:

- behaved in a way that 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 he or she would pose a risk of harm if they work regularly or closely with children.

Local Authority Designated Officer (LADO) handles referrals regarding concerns about staff members:

- Manages and oversees individual cases
- Provides advice and guidance
- Liaises with police and other agencies
- Monitors progress of cases

## **The role of our Designated Safeguarding Lead**

### **Managing Referrals**

- Refer all cases of suspected abuse or allegations to the relevant investigating agencies, as per CWAC Safeguarding Children Board procedures.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Liaise with other agencies, to inform of any issues and ongoing investigations and ensure there is always cover for the Designated Safeguarding Lead

### **Training**

- To recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of how LSCBs operate, the conduct of child protection case conference and be able to attend and contribute to these effectively and when required to do so.
- Ensure each member of staff and volunteer has access to and understands the organisation's child protection policy especially new or part time staff and volunteers.
- Ensure all staff and volunteers have induction training covering child protection and are able to recognise and report any concerns immediately as they arise.
- Be able to keep detailed accurate secure written records of referrals and or concerns.
- Obtain access to resources and attend any relevant or refresher training courses at least every

### **Raising Awareness**

- Ensure Safeguarding/Child Protection Policy is updated, reviewed and disseminated on an annual basis.
- Ensure that parents are aware of the Safeguarding/Child Protection policy which alerts them to the fact that referrals may be made and the role of The Inclusion Network to avoid conflict later .

## **The Inclusion Network**

### **A Child Centred Approach to Safeguarding Where it is Everyone's Responsibility**

At TIN it is everyone's responsibility to keep our infants, children and young people safe

This includes our parents, grandparents, carers, staff , volunteers and all visitors to our centre

Everyone has a role to play in identifying concerns, sharing information and taking prompt action

If you have any concerns for a child in our centre do not hesitate to share your concerns with other staff members, Jade or Colin.<sup>[P]<sub>SEP</sub></sup>

## **The Inclusion Network Safeguarding and Child Protection**

### **A Child Centred Approach to Safeguarding**

#### **Child Centred Approach**

At TIN we believe effective safeguarding policies, procedures and practice focus on the needs of the child. Too often failings in safeguarding are the result of losing sight of the needs and views of children or placing the needs of adults ahead of the needs of children.

At TIN:

- **The welfare of the child is paramount (KIDS FIRST!)**
- **It is the responsibility of everyone to keep them safe**

Children are heard and listened to; infants, children and young people have stable relationships with staff, built on trust and provision of support based on the child's or young persons needs.

#### **Anyone working with children and young people at TIN:**

- Should speak to the child or young person
- Should listen to what they say

- Should take what they say seriously
- And should work collaboratively when deciding how to support their needs
- Adults should be vigilant and notice when things are troubling them

### **Infants, children and young people at our centre need:**

- To be heard and understood
- Stability: to be able to develop an ongoing stable relationship of trust with staff working with them
- Respect: to be treated with the expectation they are able rather than not
- To be provided with support to assist them in in putting their views forward
- To be provided with honest and accurate information

At our centre we adhere to statutory guidance, Working Together 2018 and our local Safeguarding Partnership procedures.

We take a whole organisation approach to safeguarding children and young people in our centre.

All staff have undertaken safeguarding training and are updated on local concerns and changes in national policy, procedures and practice.

We are vigilant in suspected cases of child abuse.

We recognise the signs and symptoms of abuse.

We have clear policies and procedures that are owned by all at our organisation and we regularly review them.

At TIN we don't do things in isolation. We share our concerns!

We follow DFE guidance for specific safeguarding issues, including information on:

- CHILD CRIMINAL EXPLOITATION (CCE)
- CHILD SEXUAL EXPLOITATION (CSE)
- COUNTY LINES
- CONTEXTUAL SAFEGUARDING
- DOMESTIC ABUSE
- PREVENTING RADICALISATION
- UPSKIRTING
- HONOUR-BASED ABUSE
- ONLINE SAFETY
- SAFER RECRUITMENT DBS CHECKS AND REGULATED ACTIVITY



## **Safer Professional Conduct for staff and volunteers**

At The Inclusion Network we are committed to safeguarding and promoting the welfare of infants, children and young people and expects all staff, volunteers and members of our school community to share this commitment.

At TIN we take our infants, children and young people seriously.

We ask them for their views and we listen to their views.

We speak up for infants, children and young people especially those who need extra help and support.

Everyone at our centre works hard to make sure all the adults listen to the views of our infants, children and young people.

We will work with other adults and/or professionals to do what's best for them.

At our centre we don't do things in isolation, if we have concerns we will share them with our Safeguarding Lead and Paul Fillis our Safeguarding Advisor.  
We will share our concerns:

If it seems they are not being properly cared for.

If they are not properly clothed, fed or treated when they are ill or injured.

If their behaviour or language suggests that their awareness is way beyond what it should be for their age.

There are strangers hanging around outside our centre

Or if a child or a young person is harming themselves

We can keep our children and young people safe by:

Talking to their parents or carers and building a relationship with them

Being someone they can trust

Dealing with their concerns straight away

Looking behind their behaviour

Not getting too friendly to get infants, children and young people on your side

Working on a one to one basis with infants, children and young people.

Physical contact with infants, children and young people.

Do's and Don'ts when working with infants, children and young people.  
At The Inclusion Network that should be used in conjunction with this guidance include:

The Inclusion Network Safeguarding and Child Protection Policy

National guidance:

Keeping Children Safe in Education 2020

Working Together to Safeguard Children 2018





## TIN SAFEGUARDING INCIDENT REPORT FORM – SG1

This form is to be used to record basic information in the light of an allegation, suspicion or disclosure of a potential safeguarding concern. **Completing this record should not stand in the way of contacting Police or Social Services in the event of an emergency or urgent safeguarding incident.**

Name of the person completing this form (YOU)
Date and time of completing this form:
Your position or relationship to who your safeguarding concern is about
Your telephone number:
Your Address:
Name/names of person/s the safeguarding concern or incident is about:
Address (if known) of person the safeguarding concern is about:
Telephone number (if known) of the person the safeguarding concern is about:
Name and Address of Parent, carer or guardian of alleged victim:
Telephone Number:
Age and Date of Birth of alleged victim (if known):
Date and time of any incident:

What have you seen or heard?

Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details) – Continue on another sheet if required

Any other relevant information:

Action taken so far:

**ACT NOW - SEE "REPORTING CONCERNS" TEMPLATE IF YOU ARE UNSURE WHAT TO DO**

External agencies contacted – See Essential Contacts

<b>Police - 999</b> yes/no	Name and contact number: Details of advice received:
<b>Social services</b> yes/ no	If yes – which: Name and contact number: Details of advice received:
<b>Local Authority</b> yes/no	If yes – which: Name and contact number: Details of advice received:

<b>Other</b> (e.g. NSPCC, NGB, OFSTED?)	Which: Name and contact number: Details of advice received:
---	---

Signature:
------------

**A copy of this form should be sent to the relevant **Safeguarding Lead** or **DO AFTER** the telephone report that you have made. Remember to notify the **Safeguarding Lead** and other relevant staff within **TIN**.  
**Do not discuss this incident with anyone other than those who need to know.****

**THE INCLUSION NETWORK  
 PREVENT: Radicalisation and Extremism Statement**

At TIN we do not tolerate extremist activity or any behaviour which creates an environment for the radicalisation of individuals, regardless of which extremist ideology it is based upon.

At TIN we aim to protect vulnerable individuals from being radicalised or exposed to extremism, by identifying who they are and providing them with support.

At TIN it is the aim of our Prevent strategy to stop our children and young people from becoming being groomed and into or supporting terrorism.

**Radicalisation**

At TIN radicalisation is defined as “the process through which an individual changes from passiveness or activism to become more revolutionary, militant or extremist, especially where there is intent towards, or support for violence.”

**Extremism**

At TIN extremism is defined as “the holding of extreme political or religious views”.

At TIN safeguarding our children, young people and our community is the responsibility of everyone in our organisation.

If you have a concern inform Colin Murray our Designated Safeguarding Lead or any member of our management team.

You can report suspected terrorism online or contact the confidential Anti-Terrorism hotline on **0800 789 321**