

# RAINBOW HUB

## Safeguarding and Child Protection Policy and Procedural Guidance



### Introduction

#### Who we are and what we do

Rainbow Hub is a charitable company based in the rural village of Mawdesley, Lancashire.

We offer a range of rehabilitation and fun sessions to help children, young people and adults with neurological and physical disabilities and additional needs. There is a separate policy in place for 'Safeguarding and Protecting Vulnerable Adults'.

Our aim is to enable children, young people and adults with neurological and physical conditions to keep active, learn life skills and to reach their full potential to lead a more independent life. Rainbow Hub has a very motivational and fun environment which offers character-building experiences, whilst simultaneously providing brief respite to parents/carers.

Taking a 'whole family' approach Rainbow Hub provides Conductive Education, Physiotherapy, Rebound Therapy, Family Support, Fun Clubs and various other projects.

At Rainbow Hub we are committed to working alongside children and young people, parents, external agencies and the wider community to ensure the welfare and safety of children and young people up to the age of 18 years old (please see separate policy for over 18s). The general legislative context for safeguarding disabled children is the same as for all children. The same principles and the same duties apply, whether a child is disabled or not.

### Scope

The purpose of this safeguarding policy is to ensure every child and young person who uses services at Rainbow Hub is safe and protected from harm. This means we will always work to:

- Protect children and young people at Rainbow Hub from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at Rainbow Hub grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people have the best outcomes.
- To provide parents, staff and volunteers with the overarching principles that guide our approach to Child Protection

### We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them

### We recognise that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

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

- Valuing, listening to and respecting them
- Appointing a nominated Child Protection/Safeguarding Lead, a Deputy Child Protection Safeguarding Lead and a Lead Trustee for Safeguarding

- Developing child protection and safeguarding policies and procedures which reflect best practice
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Developing and implementing an effective online safety policy and related procedures
- Sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one to one discussions
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Implementing a code of conduct for staff and volunteers
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we have effective complaints and whistle blowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance
- Recording and storing information professionally and securely

This policy statement should be read alongside our organisational policies and procedures and will give clear direction to trustees, staff, volunteers, visitors and parents about expectations and our legal responsibility to safeguard and promote the welfare of all children and young people. Rainbow Hub fully recognises the contribution it can make to protect children and young people from harm and to support and promote their welfare.

Our staff are expected to share relevant information, liaise with and work alongside relevant external health, education or other professionals in order to provide the best possible service to our beneficiaries and adopt a child-centered and co-ordinated approach to safeguarding – understanding their responsibility to identify the symptoms and triggers of abuse and neglect.

#### Cross-county provisions and beneficiaries of Rainbow Hub

The majority of children, young people and vulnerable adults who benefit from our services are from within the Lancashire boundary. However some of our beneficiaries also reside in the Greater Manchester, Cumbria, Cheshire, Merseyside and Yorkshire areas.

As Rainbow Hub is located within Lancashire, this policy must be adhered to alongside Lancashire Local Authority Child Protection Policies and national legislation and guidance.

However, children and young people who attend Rainbow Hub may reside outside of the Lancashire boundary. As a result, Rainbow Hub will also adhere to the multi-agency safeguarding arrangements of the relevant Local Authority within which the child or young person resides.

Contact details for all relevant Local Authorities are on page 15 of this document.

This policy and all other relevant guidance's will be stored securely within the safeguarding children and young people: Child Protection File. And can be accessed at Rainbow Hub.

KEY AREA	
Statutory Guidance	<ul style="list-style-type: none"> <li>Working Together to Safeguard Children 2018 sets out organisational responsibilities for schools and colleges and this applies to maintained, independent, academies, free schools and alternative non provision academies</li> <li><a href="#">What to do if you are worried a child is being abused</a></li> <li><a href="#">Guidance for Safer Working Practice</a></li> <li><a href="#">The Children Act 1989</a></li> </ul> <p><a href="#">The Children Act 2004</a> Disabled children and young people should be seen as children first. Having a disability should not and must not mask or deter an appropriate enquiry where there are child protection concerns. This premise is relevant to all those involved with disabled children and is particularly relevant to health care workers given the key role they play and their close involvement with many disabled children and their families (source: safeguarding disabled children : practice guidance, 2009)</p> <p>“Abuse can happen to anyone, however children with a disability are over 3 times more likely to be abused or neglected than non-disabled children” (Jones et al, 2012) Source: NSPCC, 2016, Safeguarding Deaf and Disabled Children <a href="https://www.nspcc.org.uk/preventing-abuse/safeguarding/deaf-disabled-children">https://www.nspcc.org.uk/preventing-abuse/safeguarding/deaf-disabled-children</a>.</p> <ul style="list-style-type: none"> <li><a href="#">Protection of Children’s Act (1999)</a></li> <li><a href="#">Data Protection Act (2018)</a></li> <li><a href="#">The Children Act (Every Child Matters (2003)</a></li> <li><a href="#">Safeguarding Vulnerable Groups Act (2006)</a></li> </ul>
Ethos	<p>Rainbow Hub recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children and young people, especially those at risk of, or suffering abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> <li>ALL staff, volunteers and trustees contribute to an ethos where children feel secure and safe</li> <li>ALL children have opportunities to communicate and know that they are listened to</li> <li>ALL children's wishes, feelings and views will be taken into account when decisions are being made about how to keep them safe</li> <li>ALL children know that they can communicate with any adult at Rainbow Hub if they are worried or in difficulty</li> <li>ALL staff and volunteers will contribute to equipping children and young people with the skills they need to stay safe and be able to communicate when they do not feel safe</li> <li>ALL staff and volunteers will encourage children and young people to develop an attitude which will enable them to enter adulthood successfully and reach their full potential</li> <li>ALL staff, volunteers and trustees will establish effective, supportive and positive relationships with parents, carers, children and professionals</li> <li>Where a disabled child or young person has communication impairments or learning disabilities, we aim to provide a total communication approach which is needs led for the individual. Special attention will be made to ascertain the child’s perception of events, and his or her wishes and feelings.</li> </ul>
Roles & Responsibilities	<p>Rainbow Hub is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability when safeguarding children and young people. We therefore ensure that:</p> <p>All adults, including volunteers, working in or on behalf of Rainbow Hub will:</p> <ul style="list-style-type: none"> <li>Demonstrate an understanding that safeguarding is everyone's responsibility</li> <li>Maintain and demonstrate a mind set of "it could happen here"</li> <li>Do all they can within the capacity of their role, to keep ensure that children and young</li> </ul>

people are protected from harm

- Do all they can within the capacity of their role, to ensure that children and young people grow up in circumstances consistent with safe and effective care
- Do all they can within the capacity of their role, to ensure that children and young people have the best outcomes
- Report cases of suspected abuse to the DSL (Designated Safeguarding Lead). This will be done as soon as possible using the Rainbow Hub reporting and communication logging form
- Report lower level concerns to the DSL using the Rainbow Hub's reporting and communication logging form
- Monitor all children and young people, particularly those that are deemed vulnerable
- Report any concerns regarding adults conduct to the DSL
- If there are any concerns, these should be acted on immediately and the staff member/volunteer should always speak to the DSL or Deputy, as early information sharing is vital in keeping children and young people safe. In exceptional circumstances staff should consider speaking to a member of CSAP (Children's Safeguarding Assurance Partnership) or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available.
- All staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (child in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments

The Board of Trustees will:

- Ensure that the policies, procedures and training in Rainbow Hub are effective and comply with the law at all times
- Ensure that safeguarding policies and procedures are followed by all staff
- Appoint a DSL and back-ups and ensure that they are provided with appropriate support, funding, resources and time to carry out their role
- Ensure Rainbow Hub contributes to inter-agency working in line with statutory guidance [Working together to safeguard children](#)
- Ensure that safeguarding procedures take into account local guidance including [Risk Management Toolkit](#) and [Lancashire Continuum of Need and Thresholds Guidance](#)
- Ensure that staff members undergo safeguarding training at induction
- Ensure that DSLs and all staff, volunteers and trustees are trained and updated regarding safeguarding regularly in compliance with [Keeping Children Safe in Education](#)
- ensure that children and young people are safe online by ensuring that appropriate filters and monitoring systems are in place
- ensure that children and young people are taught about safeguarding
- prevent people who pose a risk of harm from working with children and young people
- ensure there are procedures in place to handle allegations against staff, senior managers, managers, volunteers and other staff
- ensure staff are aware of, and policies reflect, an understanding of specific issues such as peer on peer abuse and safeguarding children or young people with disabilities and special educational needs
- ensure that all practice and procedures operate with the best interests of the child or young person at their heart
- appoint a designated person to promote the education of CLA (Child Looked After)
- ensure that all staff are aware of safeguarding issues and vulnerabilities associated with CLA

	<p>The Designated Safeguarding Leads will:</p> <ul style="list-style-type: none"> <li>• take lead responsibility for safeguarding and child protection</li> <li>• manage referrals to Children's Social Care, Police and other agencies</li> <li>• work with others in order to improve outcomes for children or young people</li> <li>• attend DSL training every 2 years</li> <li>• undertake Prevent awareness training</li> <li>• update their skills and knowledge on a regular basis, but at least annually</li> <li>• raise awareness of safeguarding throughout Rainbow Hub</li> <li>• ensure that this policy is reviewed annually and is available publicly</li> <li>• maintain, update and amend Rainbow Hub's safeguarding portfolio regularly</li> <li>• ensure that parents are aware of Rainbow Hub's responsibilities regarding safeguarding and child protection</li> <li>• maintain accurate safeguarding records that are stored securely</li> <li>• be available during Rainbow Hub 'opening hours'</li> <li>• arrange cover of DSL role for any out of hours/out of term activities</li> <li>• represent Rainbow Hub in multi-agency meetings</li> <li>• be provided with appropriate support and supervision in order to carry out the role safely and effectively</li> <li>• DSLs must take a holistic view to ensure wider environmental factors are considered which may be a threat to safety and welfare of children and young people.</li> <li>• The DSL will consider when a child or young person is moving to another provision if it would be appropriate to share information in advance of the child leaving.</li> <li>• The DSL should have details and liaise with the Local Authority Personal Advisors</li> </ul>
<p>Induction, Training &amp; Updates</p>	<p>Rainbow Hub is committed to providing staff and volunteers with the skills and knowledge needed to safeguard children. We therefore ensure that:</p> <ul style="list-style-type: none"> <li>• ALL staff and volunteers will receive Level 1 &amp; 2 Safeguarding Training on induction using the <a href="#">LCC Safeguarding Induction Pack</a> which includes <a href="#">Guidance for Safer Working Practice</a>, <a href="#">Code of Conduct</a> and <a href="#">Whistleblowing Policy</a>.</li> <li>• Staff induction must include Child Protection Policy, Staff Behaviour Policy, Role of the DSL and Deputies, and other relevant staff</li> <li>• ALL staff and volunteers will receive Level 1 &amp; 2 Safeguarding Training annually</li> <li>• the DSL/s will provide ALL staff, volunteers and trustees with regular safeguarding updates</li> <li>• ALL staff, volunteers and trustees will read and show an understanding of any updates that are provided</li> <li>• DSLs will attend DSL training every 2 years</li> <li>• DSLs will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis</li> <li>• the main DSL will undertake Prevent awareness training</li> <li>• at least one member of the management team will attend Safer Recruitment Training. This will be renewed at least every 5 years</li> <li>• ALL staff, volunteers and trustees will undertake any additional training on matters such as Child Sexual Exploitation, Prevent, Peer on Peer abuse, Online Safety etc</li> <li>• any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s</li> </ul>
<p>Planning and Good Practice</p>	<p>Rainbow Hub is committed to having safe environment and encourages good practice. We ensure that:</p> <ul style="list-style-type: none"> <li>• We always work in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication.</li> <li>• The layout of the rooms allows for constant supervision. No child is left alone with staff, students or volunteers in a one to one situation without being visible to others.</li> <li>• Treating all children and young people equally with respect and dignity.</li> </ul>

	<ul style="list-style-type: none"> <li>• Always putting the welfare of each, child or young person first.</li> <li>• Maintaining a safe and appropriate distance with service users (e.g. by keeping the bond with each child professional and not becoming too “attached”)</li> <li>• Building balanced relationships based on mutual trust and empowering children and young people to share in decision making.</li> </ul>
Child Protection	<p>Rainbow Hub is committed to PREVENTING abuse, PROTECTING children and young people from abuse and SUPPORTING those involved in cases of abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> <li>• ALL staff and volunteers understand the importance of teaching children and young people how to keep themselves safe from all types of abuse</li> <li>• ALL staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe</li> <li>• ALL staff and volunteers make and maintain positive and supportive relationships with children and young people which enable children and young people to feel safe and valued</li> <li>• safeguarding has a high status throughout Rainbow Hub by being on the agenda at staff meetings/briefings, information being readily available on notice boards, regular updates</li> <li>• ALL staff feel confident in approaching DSLs to raise concerns</li> <li>• ALL staff and volunteers have an understanding of the four categories of abuse; NEGLECT, EMOTIONAL ABUSE, SEXUAL ABUSE, PHYSICAL ABUSE (Further information on signs and symptoms in Rainbow House’s Safeguarding Portfolio)</li> <li>• ALL staff and volunteers understand that there are other ways in which children can be abused such as; Online, Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence, Radicalisation, Trafficking, Slavery, Peer Abuse, Forced Marriage, Fabricated Illness and others</li> <li>• ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse</li> <li>• All staff, if they have concerns, these should be acted on immediately: early information sharing being vital in keeping children and young people safe. In exceptional circumstances staff should consider speaking to a member of LADO or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available.</li> <li>• DSLs keep up to date with emerging and specific safeguarding issues and update training and Rainbow Hub Safeguarding Portfolio accordingly</li> <li>• DSLs update staff and volunteers knowledge and understanding of such issues in order for them to be able to identify children or young people who are at risk of such specific safeguarding issues</li> <li>• ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here"</li> <li>• ALL staff and volunteers are child-centred in their practice and act in the best interests of the child and young people at all times</li> <li>• ALL staff recognise and understand that behaviour can be a child's or young person’s way of communicating distress and changes to behaviour may be an indicator of abuse</li> <li>• ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse</li> <li>• ALL staff and volunteers report cases of suspected abuse to the DSL. This will be done as soon as possible using Rainbow Hub reporting and logging form</li> <li>• where a child or young person is at risk of immediate harm, ALL staff understand that they must refer to the Police or Children's Social Care</li> <li>• ALL staff and visitors know how to refer to Children's Social Care</li> <li>• DSLs will make a Section 47 referral to Children's Social Care where a child or young person is in need of protection, has been significantly harmed or is at risk of significant</li> </ul>

	<p>harm, using <a href="#">Lancashire Continuum of Need and Thresholds Guidance</a> and <a href="#">Risk Management Toolkit</a> to determine whether this threshold has been met</p> <ul style="list-style-type: none"> <li>• this referral will be done by telephone and followed with a <a href="#">CSC Referral Form</a> as soon as possible</li> <li>• consent from parents/carers and child or young person (if age appropriate) will be sought prior to this referral, except where this will cause delay or place anyone at risk</li> <li>• where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk</li> <li>• DSLs adhere to policy, procedures and guidance from the CSAP (Children’s Safeguarding Assurance Partnership) with regard to sharing information</li> <li>• DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other CP meetings</li> <li>• DSLs or other authorised members of staff will attend CP meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes</li> <li>• DSLs meet regularly to ensure that decisions made about children who are subjects of CP Plans are agreed and a clear rationale for the decision is documented</li> <li>• A copy of the child's CP Plan is included in the child's individual safeguarding file</li> <li>• ALL staff and volunteers will support victims of abuse in a capacity that is relevant to their role. This will be determined by the DSL</li> <li>• DSLs will determine what information staff members need to know in order to safeguard and support children. This may be different information for different staff</li> <li>• staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases</li> <li>• communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child or young person</li> <li>• ALL staff understand that children or young people who perpetrate abuse or display harmful behaviour should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported</li> <li>• specific programmes of work and support are offered to children, young people and families who are vulnerable</li> <li>• Risk Assessments will be undertaken where a child's or young person’s behaviour poses a risk to others, themselves or the environment</li> </ul>
Child in Need	<p>Rainbow Hub is committed to ensuring the appropriate level of support is offered to a "Child in Need" and their family. We therefore ensure that:</p> <ul style="list-style-type: none"> <li>• DSLs will make a Section 17 referral to Children's Social Care where Early Help has not been successful in reducing risk and meeting unmet needs using <a href="#">Lancashire Continuum of Need and Thresholds Guidance</a> and <a href="#">CSC Referral Form</a></li> <li>• DSLs will make a Section 17 referral to Children's Social Care where there is evidence that the Level 3 threshold has been met on the Continuum of Need</li> <li>• this will be determined and assessed by the DSL using the <a href="#">Lancashire Continuum of Need and Thresholds Guidance</a> and the <a href="#">Risk Management Toolkit</a></li> <li>• DSLs will obtain parental consent for the referral and for information to be shared, prior to contacting Children's Social Care</li> <li>• when consent is not given, DSLs will continue to offer Early Help with consent, gather evidence of engagement or lack thereof, disguised compliance, impact on the child, increase in risk or level of unmet need, improvements or deteriorations</li> <li>• DSLs will review such cases regularly and assess whether there is evidence that meets Level 4 threshold on the Continuum of Need. In such cases Child Protection Procedures will be followed</li> <li>• DSLs, or other appropriate member of staff, will contribute to CiN (Child in Need) Meetings and Reviews</li> <li>• DSLs, or other appropriate member of staff, will attend CiN (Children In Need)</li> </ul>

	<p>meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes</p> <ul style="list-style-type: none"> <li>• DSLs will meet regularly to ensure that decisions made about children who are subjects of CiN Plans are agreed and a clear rationale for the decision is documented</li> <li>• a copy of the child's CiN Plan is included in the child's individual safeguarding file</li> </ul>
Early Help	<p>Rainbow Hub is committed to providing our families with the right help at the right time. Any child may benefit from early help, but all staff should be particularly alert to the potential need for early help for a child or young person who:</p> <ul style="list-style-type: none"> <li>• is disabled and has specific additional needs;</li> <li>• has special educational needs (whether or not they have a statutory education, health and care plan);</li> <li>• is a young carer;</li> <li>• is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;</li> <li>• is frequently missing/goes missing from care or from home;</li> <li>• is misusing drugs or alcohol themselves;</li> <li>• Is at risk of modern slavery, trafficking or exploitation;</li> <li>• is in a family circumstance presenting challenges for the child or young person, such as substance abuse, adult mental health problems or domestic abuse;</li> <li>• has returned home to their family from care;</li> <li>• is showing early signs of abuse and/or neglect;</li> <li>• is at risk of being radicalised or exploited;</li> <li>• is a privately fostered child or young person.</li> </ul> <ul style="list-style-type: none"> <li>• ALL staff and volunteers can identify the risk factors that indicate a family or a child may benefit from Early Help and will report appropriately without any drift or delay</li> <li>• ALL staff and volunteers will use the Rainbow Hub reporting and logging form for letting the DSL know about Early Help requirements</li> <li>• DSLs will undertake a CAF assessment (Common Assessment Framework), when appropriate, to identify what Early Help is required</li> <li>• DSLs will signpost and refer to appropriate support agencies in partnership with families</li> <li>• DSLs will lead on TAF (Team Around Family) meetings where is it appropriate for them to do so</li> <li>• DSLs will refer to Children's social care (CSC) where Early Help has not been successful in reducing risk and meeting unmet needs using <a href="#">Lancashire Continuum of Need and Thresholds Guidance</a> and <a href="#">CSC Referral Form</a></li> <li>• DSLs will utilise Children and Family Wellbeing services by using <a href="#">Request for Service form</a></li> <li>• DSLs and other identified staff will identify and work with any organisations that are relevant in meeting the needs of the child or young person and their family</li> <li>• DSLs and other identified staff will initiate and maintain positive and supportive relationships with parents and carers of children or young people who may benefit from Early Help.</li> <li>• DSLs will generally be the lead for Early Help cases</li> </ul>
Specific Safeguarding	<p>Rainbow Hub is committed to keeping children safe from specific forms of abuse. We therefore ensure that:</p> <p>ALL staff and volunteers understand that there are specific and emerging ways in which children or young people can be abused, such as:</p> <p><u>Radicalisation</u> refers to the process by which a person comes to support terrorism and forms of</p>



extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

- ALL staff and volunteers will have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'
- ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation
- ALL staff and volunteers will use professional judgement in identifying children or young people who might be at risk of radicalisation and act proportionately
- Rainbow Hub's [Online Safety Policy](#) will ensure the safety of children or young people by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people may receive something (e.g. food, accommodation, drugs, alcohol, gifts or simply affection) as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement, including unwanted pressures from peers to have sex, sexual bullying including on line bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

- Rainbow Hub's [Online Safety Policy](#) will ensure the safety of children or young people by ensuring they cannot access inappropriate material when using the internet and that suitable filtering software is in place

Honour Based Violence (HBV) 'A crime or incident, which has or may have been committed, to protect or defend the honour of the family and/or community'. (ACPO Working Definition 2008) ALL staff and volunteers will have a general understanding of how to identify a child or young person who may be at risk of Honour Based Violence.

Forced Marriage is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Education plays an important role in safeguarding children or young people from being forced to marry.

Female Genital Mutilation (FGM) is encompassed within the term Honour Based Violence

- ALL staff and volunteers are aware of the "one chance rule" and will report all cases of suspected Honour Based Violence to the DSL immediately
- FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences
- ALL staff need to be alert to the possibility of when a female child may be at risk of FGM or when it may have been conducted on them
- DSLs must report to the police cases where they discover that an act of FGM, Forced Marriage or other HBV appears to have taken place
- Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty. If a member of staff, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, they must report this to the police.

Breast Ironing is practiced in some African countries, notably Cameroon. Girls aged between

9 and 15 have hot pestles, stones or other implements rubbed on their developing breast to stop them growing further. In the vast majority of cases breast ironing is carried out by mothers or grandmothers who will say she is trying to protect the girl from sexual harassment and rape, to prevent early pregnancy that would tarnish the family name, or to allow the girl to pursue education rather than be forced into early marriage.

Modern Slavery The Modern Slavery Act 2015 places a new statutory duty on public authorities, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking'.

- Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery. The DSL should then contact the CSAP (Children's Safeguarding Assurance Partnership) for further advice.

Fabricated illness is a type of physical abuse. This is where a child or young person is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child or young person to appear disabled or ill to obtain unnecessary treatment or specialist support.

Peer on Peer Abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18.

This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
  - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
  - sexual violence and sexual harassment;
  - sexting (also known as youth produced sexual imagery); and
  - initiation/hazing type violence and rituals.
- ALL staff and volunteers understand that children or young people can abuse other children or young people
  - ALL staff and volunteers will inform the DSL of suspected peer abuse and record in line with Rainbow Hub's recording and logging form and we will work in partnership with children, young people and their families
  - Peer on peer abuse will be taken as seriously as any other form of abuse
  - All staff understand that abuse is abuse and should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up"
  - All staff will understand that children or young people with SEND are more prone to peer group isolation.
  - Physical abuse between peers will be managed under the Rainbow Hub's [Behaviour Policy](#)

- Emotional abuse between peers will be managed under the Rainbow Hub's [Anti-Bullying Policy](#)
- Harmful sexual behaviour will be identified and managed using the [Brook Traffic Light Tool](#) and with support and guidance from CSAP (Children's Safeguarding Assurance Partnership)
- Sexting will be managed on a case by case basis using national and local guidance and advice from CSAP (Children's Safeguarding Assurance Partnership)
- In cases of suspected or actual peer on peer abuse a risk assessment will be undertaken and appropriate and proportionate control measures put in place to manage and reduce risk. Seek advice from CSAP (Children's Safeguarding Assurance Partnership)
- Referrals to Children's Social Care, Police and/or other appropriate agencies will be made where thresholds are met
- DSLs understand that regarding peer on peer abuse, the victim and the perpetrator are likely to have unmet needs and require support and assessment to determine these.
- The DSL will assess on a case-by-case basis, supported by children's social care and the police if required to ensure the most appropriate response for the children / young people involved.
- The DSL will consider:
  - the wishes of the victim in terms of how they want to proceed
  - the nature of the alleged incident
  - the ages of the children or young people involved
  - the development stages of the children or young people involved
  - any power imbalance between the children or young people
  - is the incident a one-off or a sustained pattern of abuse
  - are there ongoing risks to the victim, other children, staff
  - contextual safeguarding issues
- Following a report of sexual violence, the designated safeguarding lead (or deputy) will make an immediate risk and needs assessment, considering:
  - the victim
  - the alleged perpetrator
  - all other children or young people
- Risk assessments will be recorded and kept under review as a minimum termly.

If Rainbow Hub suspects a child missing from education, as this can be a potential sign of abuse or neglect including sexual exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zones. Rainbow Hub will:

- Report it to Local Authority, Social Care and CSAP (Children's Safeguarding Assurance Partnership)
- The Rainbow Hub [Classroom Service Provision Policy which includes attendance](#) is up to date, reviewed regularly
- There is an admissions policy and an attendance register if DLS feels the need to share attendance register
- where reasonably possible Rainbow Hub will hold more than one emergency contact number for their children and young people.
- All staff will be aware that children or young people going missing from education can be a warning sign of safeguarding considerations and act on these in line with the policy

Other vulnerable categories

	<ul style="list-style-type: none"> <li>• All staff will have read Annex A of Keeping Children Safe in Education and be aware of specific forms of abuse and safeguarding issues and vulnerable groups of children including;</li> <li>• Children in the Court system;</li> <li>• Children with family members in prison</li> <li>• Child Criminal Exploitation (County Lines)</li> <li>• Homelessness</li> </ul> <p>For all specific safeguarding issues, DSLs will seek advice from CSAP (Children’s Safeguarding Assurance Partnership) and follow national and local guidance that can be accessed in the Rainbow Hub's Safeguarding Portfolio:</p> <ul style="list-style-type: none"> <li>• <a href="#">Multi Agency Statutory Guidance on FGM</a></li> <li>• <a href="http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html">http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html</a></li> <li>• <a href="#">Prevent Duty</a></li> <li>• <a href="http://panlancashirescb.proceduresonline.com/chapters/p_violent_extremism.html">http://panlancashirescb.proceduresonline.com/chapters/p_violent_extremism.html</a></li> <li>• <a href="http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html">http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html</a></li> <li>• <a href="#">What to do if you suspect a child is being sexually exploited</a></li> <li>• <a href="http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html">http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html</a></li> <li>• <a href="#">ACPO CPAI Lead’s Position on Young People Who Post Self-Taken Indecent Images</a></li> </ul>
Online Safety	<p>Rainbow Hub is committed to keeping children safe online. We therefore ensure that:</p> <ul style="list-style-type: none"> <li>• ALL staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticing children to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour</li> <li>• The Rainbow Hub’s <a href="#">Online Safety Policy</a> details how we keep pupils safe when using the internet and mobile technology</li> <li>• Online bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our <a href="#">Anti-bullying/Behaviour Policy</a></li> <li>• There is a clear and explicit procedure for dealing with mobile phones that are brought into our setting by children</li> <li>• DfE advice; <a href="#">Searching, Screening and Confiscation</a> is followed where there is a need to search a child for a mobile device</li> <li>• When Rainbow Hub become aware of an online safety issue that has occurred outside Rainbow Hub, it is managed in accordance with our <a href="#">Online Safety Policy</a></li> <li>• Rainbow Hub has appropriate filters and monitoring systems in place regarding use of internet - these are detailed in our Online Safety Policy.</li> </ul>
Record Keeping	<p>Rainbow Hub is committed to recording all matters relating to the welfare of children in a relevant format. We therefore ensure that:</p> <ul style="list-style-type: none"> <li>• DSLs will refer to <a href="#">LCC Record Keeping Guidance</a> to assist them in creating and maintaining accurate safeguarding records</li> <li>• there is a reporting and logging form where all matters relating to child or young person’s wellbeing, from an early help requirement or small concern, to a disclosure of abuse</li> <li>• ALL staff use the reporting and logging form for passing on concerns</li> <li>• concerns should be factual and evidence based</li> <li>• concerns should be written in ink, signed and dated</li> <li>• concerns should be passed directly to the DSL without drift or delay</li> <li>• ALL concern logs will be kept either in Rainbow Hub safeguarding files or in an individual child or young person safeguarding file and stored securely</li> <li>• a child or young person will have an individual safeguarding file when there has been a number of concerns, an offer of Early Help or the family is, or has been at Level 2 or above on the Continuum of Need</li> </ul>

	<ul style="list-style-type: none"> <li>• DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's or young person's records</li> <li>• DSLs will record evidence of a child's or the child or young person's wishes, professional challenge, offers of early help and multi-agency working</li> <li>• when individual children or young people are discussed during staff meetings, such as suitability and supervision meetings, staff updates or risk assessments etc. child or young person's information should be anonymised or stored in a secure manner</li> <li>• all safeguarding records will be stored securely in a locked room/cabinet on Rainbow Hub premises</li> <li>• only DSLs and other named staff will have access to safeguarding records</li> <li>• at the leaving age (18) Rainbow Hub will securely retain the safeguarding records until the individual's 25<sup>th</sup> birthday. Safeguarding records will then be destroyed securely</li> <li>• advice will be sought from legal services and/or CSAP (Children's Safeguarding Assurance Partnership) if any staff are unclear about any aspects of safeguarding record keeping</li> </ul>
Safer Recruitment	<p>Rainbow Hub is committed to keeping children safe by ensuring that adults who work or volunteer at our setting are safe to do so. We therefore ensure that:</p> <ul style="list-style-type: none"> <li>• <a href="#">LCC Human Resources guidance</a> is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff</li> <li>• at least one Senior Manager must have attended Safer Recruitment Training in the last 5 years</li> <li>• ALL staff will monitor the conduct of all adults who come into contact with children or young people at Rainbow Hub and report any concerns to the DSL or Chair of Trustees as appropriate</li> <li>• relevant, proportionate and lawful checks are undertaken on all adults who regularly work at, or visit Rainbow Hub</li> <li>• a Single Central Record (SCR which Rainbow Hub calls the 'DBS database') is kept of checks that are undertaken on all adults who regularly work at, or visit Rainbow Hub</li> <li>• the SCR is stored securely and only accessed by designated staff and trustees</li> <li>• DSLs, the Chair of Trustees should evidence regular oversight/scrutiny of the <a href="#">DBS database</a>.</li> <li>• evidence of staff members identity, required qualifications and the right to work in the UK will be kept in individual personnel files</li> <li>• covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work at Rainbow Hub</li> <li>• individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency/employer</li> <li>• adults who are involved in the management or provision of child care of children in Early Years, or fun club provision for children up to 8 years old, will make a declaration that they are not disqualified under the Child Care Act 2006.</li> <li>• this declaration will be renewed annually and evidenced using <a href="#">LCC Declaration Form</a>. This form will be retained and stored securely</li> <li>• when an issue is declared, advice will be sought from Ofsted about the need to apply for a waiver. If a waiver is necessary, a risk assessment will be carried out and proportionate measures put in place until a waiver has been issued or matters resolved otherwise <a href="mailto:disqualification@ofsted.gov.uk">disqualification@ofsted.gov.uk</a></li> <li>• advice will be sought from Human Resources, LADO if any staff are unclear about any aspects of Safer Recruitment</li> </ul>
Allegations of abuse	<p>Rainbow Hub understands that when an allegation is made against a member of staff, set procedures must be followed. We therefore ensure that:</p> <ul style="list-style-type: none"> <li>• all staff and volunteers are aware of the requirements and process of referring allegations against staff to the CEO</li> </ul>

	<ul style="list-style-type: none"> <li>• all staff and volunteers are aware of the requirement to, and process of referring allegations against the CEO to the nominated trustees</li> <li>• The CEO and/or Chair of Trustees will discuss the allegation with the Local Authority Designated Officer (LADO)</li> <li>• CSAP (Children’s Safeguarding Assurance Partnership) procedures for dealing with allegations against staff will be followed <a href="http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html">http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html</a></li> <li>• All staff and volunteers remember that the welfare of the child or young person is paramount and that they have a duty to inform the DSL if any adult's conduct gives cause for concern</li> <li>• All concerns of malpractice or possible child or young person abuse by colleagues should be reported to the CEO.</li> <li>• Complaints about the CEO should be reported to the Chair of Trustees</li> <li>• All staff and volunteers are aware of Rainbow Hub’s <a href="#">Whistle blowing Policy</a> which enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place</li> </ul>
Visitors	<p>Rainbow Hub is committed to keeping children safe by ensuring that visitors do not pose a risk to children at our setting. We therefore ensure that:</p> <ul style="list-style-type: none"> <li>• visitors are to sign in and wear identification badges to indicate they have done so</li> <li>• ALL staff, children and young people, where appropriate, will challenge visitors at Rainbow Hub who are not wearing correct identification</li> <li>• A staff member will ensure that visitors sign out and submit their identification badge on leaving Rainbow Hub premises</li> <li>• visitors are aware of who to speak to if they are worried about a child or young person during their visit</li> <li>• visitors are accompanied during their visit by an appropriate member of staff, when children are present, unless they have undergone relevant checks and these are accepted and verified by DSL</li> <li>• visitors will behave in a way that is compliant with Rainbow Hub’s <a href="#">Code of Conduct</a></li> <li>• visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the DSL.</li> <li>• visitors will not initiate contact or conversations with children or young people unless this is relevant and appropriate to the reason for their visit</li> <li>• when there are several visitors to Rainbow Hub at the same time (such fundraising community groups etc) there will be adequate staff supervision of children, young people and visitors. A risk assessment will be undertaken if deemed necessary or appropriate</li> <li>• when visitors are undertaking activities with children, content of the activity will be agreed with the DSL, prior to the visit and prior parental consent will be sought.</li> </ul>
Cameras, Mobile Phones and Devices	<p>Rainbow Hub is committed to keeping children and young people safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. Rainbow Hub will therefore ensure that:</p> <ul style="list-style-type: none"> <li>• written parental consent is obtained to take and use photographs and/or videos of children or young people</li> <li>• written parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing Rainbow Hub</li> <li>• separate written parental consent is obtained if any other agency requests to take photographs of any child or young person</li> <li>• parental consent will be valid for throughout a child’s or young person’s time at Rainbow Hub. (But may be sought more regularly at the discretion of the CEO)</li> <li>• images will be uploaded to, and stored in a secure place for a relevant amount of</li> </ul>

	<p>time, this may be for longer than the child or young person is at Rainbow Hub if appropriate</p> <ul style="list-style-type: none"> <li>• photographs and videos of children or young people are only taken to provide evidence of their achievements for developmental records or for other Rainbow Hub related purposes</li> <li>• staff, visitors, volunteers and students do not use their own mobile phones to take or record any images of children or young people. In line with the photograph usage policy, photographs may be taken on mobile phones for the use of the Rainbow Hub's Social Networking requirements. All photographs are immediately downloaded to Rainbow Hub network and/or deleted as soon as they have been used.</li> <li>• the Rainbow Hub's digital camera/s or memory cards must not leave our setting unless this is agreed by the CEO for official charity business</li> <li>• photos are printed/uploaded in the setting by staff and once done images are to be immediately removed from the cameras memory</li> <li>• parents are reminded frequently of the risks associated with posting images of children and young people to social media</li> <li>• parents are reminded frequently that they are not permitted to distribute or post images that contain children or young people other than their own</li> <li>• staff, volunteers and visitors will not use mobile phones in toilet or changing areas</li> <li>• ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the CEO and/or the Board of Trustees</li> <li>• DFE Advice; <a href="#">Searching, Screening and Confiscation</a> is followed where there is a need to search a child or young person for a mobile device</li> </ul>	
Review Dates	Policy adopted by the Board of Trustees on:	17 <sup>th</sup> June 2019
	Policy to be reviewed no later than:	17 <sup>th</sup> June 2021
Key Personnel and Training Details	Designated Safeguarding Lead (DSL)	Joanne Ashcroft
	Date DSL Training Attended	20 <sup>th</sup> September 2019
	Back-up/Deputy DSL(s)	
	Date DSL Training Attended	
	Prevent Lead	Joanne Ashcroft
	Date Prevent/WRAP training attended	June 2019
	Board Of Trustees & Safeguarding Trustee	Anne Dewhurst (Child Protection)
Useful Contacts	LSGB now known as CSAP (Children's Safeguarding Assurance Partnership)	0300 1236 701
	Local Authority Designated Officer (LADO)	Tim Booth / Shane Penn / Donna Green - 01772 536694 <a href="mailto:LADO.admin@lancashire.gov.uk">LADO.admin@lancashire.gov.uk</a>
	Education Early Support Co-ordinators	Jenny Ashton 01772 531643 <a href="mailto:jennifer.ashton@lancashire.gov.uk">jennifer.ashton@lancashire.gov.uk</a> Matt Chipchase 01254 220989

		<a href="mailto:matt.chipchase@lancashire.gov.uk">matt.chipchase@lancashire.gov.uk</a>
	Lancashire Children's Social Care	0300 1236720 <a href="mailto:cypreferrals@lancashire.gov.uk">cypreferrals@lancashire.gov.uk</a> Out of hours (8pm to 8am)
	Whistleblowing	Refer to Whistleblowing Policy
	Other County Safeguarding Board	Cumbria – 01228 226898 LADO- 01768812267 Cheshire-01925 443126 Greater Manchester-01204 337479 Merseyside -0151 934 4706 Yorkshire -01609 797167
	Other County Social Work Teams	Cumbria – 0300 123 6720 Cheshire-01244 9770210 Greater Manchester-0161 205 7321 Merseyside -0151 233 3700 Yorkshire -01609 780 780

Author: Hayley Scholes, June 2019