



# Safeguarding Policy

## Opening Statement

The Child Behaviour Network is fully committed to safeguarding and protecting the welfare of all children and young people. We recognise our responsibilities to take all reasonable steps to promote safe practice and to protect children and young people from harm, abuse and neglect. The Child Behaviour Network acknowledges its duty to act appropriately with regards to any allegations towards a staff member, or towards any disclosures or suspicions of abuse.

The Child Behaviour Network recognises its duty of care to safeguard children as detailed under the Children Acts 1989 and 2004 and the government's guidance "Working Together to Safeguard Children 2023".

The Child Behaviour Network believes that:

- The welfare of all children and young people is paramount.
- All children, whatever their age, culture, ability, gender, language, ethnicity, religious or spiritual beliefs and/or sexual orientation or identity, have the right to protection from abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other needs.
- Working in partnership with children, young people, their parents or carers and other agencies is essential in promoting young people's welfare.
- All allegations, reports or suspicions of abuse should be taken seriously and responded to in a swift and appropriate manner.

## The Child Behaviour Network Safeguarding Policy

Opening Statement .....	1
1. Introduction .....	3
2. Safeguarding Lead .....	3
3. What to do if you are concerned about a child.....	4
4. Retrospective Disclosures by Adults .....	6
5. Allegations against staff .....	6
6. Protective measures .....	7
7. Online Safety .....	7
8. Abuse and Neglect of Adults .....	8
9. Policy review .....	9

## 1. Introduction

*The Child Behaviour Network (The Child Behaviour Network) is committed to safeguarding the well-being of all the children and young people with whom our staff come into contact. We are committed to promoting the rights of the child to be protected, be listened to and have their own views taken into consideration.*

This policy applies to all staff members who have contact with children and young people through their work on behalf The Child Behaviour Network.

This policy draws upon law and guidance which seeks to protect children and young people, namely:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disabilities (SEND) code of practice 2014
- Information Sharing Advice for practitioners providing Safeguarding services to children, young people, parents and carers; HM government 2015
- Working together to safeguard children 2023: A guide to multi-agency working to help, protect and promote the welfare of children.

It is of high importance to ensure all staff members have an ability to recognise abuse as it can be defined in many ways. Please see appendix 1 for Definitions of Abuse.

## 2. Safeguarding Lead

All organisations working with children and young people should have a Safeguarding Lead in place. The Safeguarding Lead will provide a direct point of contact for any person who has a child protection concern, record any concerns in a clear (and secure) manner, and ensure that the appropriate action is taken. The Safeguarding Lead should also ensure that the Safeguarding Policy is being fully adhered to.

**The Safeguarding Lead for The Child Behaviour Network is Nicola Rayner.**

Nicola Rayner – [Nicola.Rayner@tcbn.co.uk](mailto:Nicola.Rayner@tcbn.co.uk) 07733 412609

If the Safeguarding Lead is not available, advice should be immediately sought from:  
The First Response Team on 0845 4600001  
(outside of office hours call: 0800 999 7677)

email: [secure-cypfirstresponse@buckscc.gcsx.gov.uk](mailto:secure-cypfirstresponse@buckscc.gcsx.gov.uk)

NB. This email address is only secure if emailing from another secure account.

### 3. What to do if you are concerned about a child

#### 3.1 Observations of concern:

When working with children and young people it is possible that you may have observations that lead you to feel concerned about a child or young person's welfare or well-being. To spot the signs of child abuse or neglect, look for changes in:

- Appearance – such as frequent unexplained injuries, consistently poor hygiene, matted hair, unexplained gifts, or a parent regularly collecting children from school when drunk
- Behaviour – such as demanding or aggressive behaviour, frequent lateness or absence from school, avoiding their own family, misusing drugs or alcohol, or being constantly tired
- Communication – such as sexual or aggressive language, self-harming, becoming secretive and reluctant to share information or being overly obedient

If you observe something on or about a child or young person that leads you to be concerned about their well-being or welfare you should:

Write down on a piece of paper all the details of the concern that you have. This should be the facts as you have seen them and not your interpretation. You should sign and date this record of information.

#### 3.2 Disclosure of abuse:

If a child or young person discloses to you that abuse or inappropriate behaviour has / is taking place, you should:

- Listen to the child. Allow them to tell you what has happen in their own way, and at their own pace. Do not interrupt a child who is freely recalling significant events.

- Remain calm. Be reassuring and supportive but try not to respond emotionally.
- Do not ask leading questions. Only ask questions if you are seeking clarification about something they have said. Use TED: Tell, Explain, Describe.
- When you are able to, make an accurate record of what you have been told, taking care to note any times, dates or locations mentioned. You should sign and date this record of information. Use the child's own words where possible. Do not substitute anatomically correct names for body part names used by the child.
- Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.
- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.
- At your earliest opportunity, speak to the Safeguarding Lead regarding the disclosure. If the Safeguarding Lead is not available, ring First Response for advice.

**If there is immediate risk of harm to a child DO NOT DELAY, ring 999**

### **3.3 Next Steps:**

Where a safeguarding concern or disclosure occurs whilst working in a school or organisation, The Child Behaviour Network staff should refer directly to the school or organisation's safeguarding policy and procedure. This usually means reporting via the school or organisation's safeguarding concern system.

The staff member who has received a disclosure of child abuse or who has concerns about a child should bring them to the attention of the Safeguarding Lead immediately following the session. These should be recorded in the Safeguarding folder of The Child Behaviour Network One Drive.

The Safeguarding Lead will help to determine the correct course of action based on the level of need, and where appropriate can assist with making a referral to Children's Social Care or Early Help.

The Safeguarding Lead should take action in line with the Buckinghamshire Safeguarding Children Board (BSCB) procedure for What to do if you are concerned about a child in Buckinghamshire. The Safeguarding Lead should refer to the BSCB Thresholds Document to inform decision making.

If the Safeguarding Lead is unclear whether or not to make a referral to Children's Social Care, they can call First Response for advice (0845 4600001).

The Safeguarding Lead will ensure that the parents/ carers are informed that a report/ referral has been made to statutory services unless to do so would likely endanger the child.

If the concern does not warrant reporting to the statutory agencies, it should still be recorded within the The Child Behaviour Network file on One Drive. Files should be referred to with any subsequent concerns raised.

Records of concern should include the name and DOB of the child involved, the names of who was present when the concern was raised, the name of the individual recording the concern. An account of what happened, exactly what was said where possible, a body map of any bruises or harm noted where relevant and the actions taken with regards to the concern. This must be signed and dated.

Under the Data Protection Act every person has a right to establish the existence of personal data, to have access to any such data relating to him and to have inaccurate data rectified or erased. The Child Behaviour Network ensures that data that is collected fairly, is accurate and up to- date, is kept for lawful purposes and is not used or disclosed in any manner incompatible with those purposes. All data in relation to child protection records collected must be stored in a safe and confidential manner in the electronic file system.

### 4. Retrospective Disclosures by Adults

Sometimes adults may disclose an abuse from their childhood. This must be recorded.

In these cases, it is essential that consideration is given to the current risk to any child who may be in contact with an alleged abuser. If any risk is deemed to exist to any child who may be in contact with the alleged abuser, a report of the allegation should be made to statutory services in collaboration with consultant and Safeguarding Lead without delay.

Investigation of disclosures by adult victims of past abuse frequently uncover current incidents of abuse and are therefore an effective means of stopping the cycle of abuse.

### 5. Allegations against staff

The Child Behaviour Network will always consider a safeguarding allegation made against a member of staff as a child protection matter in the first instance. In **all** cases the Safeguarding Lead must be informed of the allegation at the earliest opportunity, as they hold both a duty of care towards all children and parents/carers, and the member of staff. Where necessary a referral will be made to the Safeguarding Children Team of Children's Services or Local Authority Designated Officer, and the Safeguarding Lead Officer will co-operate fully in the investigation process, as appropriate.

If the allegation relates to the Safeguarding Lead, then you should contact Buckinghamshire Safeguarding Adults Board and report a concern via their website:

<https://www.buckssafeguarding.org.uk/adultsboard/>

Where a formal complaint is lodged the staff member should be notified of the allegation and the nature of it. The staff member has a right to respond to this and this response should be documented and retained. Furthermore, The Child Behaviour Network will ensure the principle of 'natural justice' will apply whereby a person is considered innocent until proven otherwise.

If deemed appropriate, the staff member will be suspended with pay. Where the staff member is not suspended the level of supervision of the staff member will be increased.

## 6. Protective measures

The Child Behaviour Network will seek to keep children and young people safe by:

- Treating all children and young people equally and with respect and dignity.
- Ensuring the welfare of each child will always be the highest priority.
- Appointing a Safeguarding Lead
- Ensuring that bullying (in any form) is neither accepted nor condoned.
- Taking action to stop any inappropriate verbal or physical behaviour.
- Outlining a clear line of accountability with regards to safeguarding concerns.
- Keeping staff updated with regards to changes in legislation and policies for the protection of children and young people.
- Providing mandatory, relevant and appropriate development and training in relation to safeguarding children.
- Creating a culture of shared responsibility, where all staff within the organisation are fully aware of their responsibilities in relation to safeguarding and their duty to the children and young people in their care, and that they fully understand the correct process for reporting concerns.
- Recruiting staff safely and ensuring all necessary checks are made (e.g. DBS checks and two references). The Child Behaviour Network will not employ, contract or involve any person to work with children or young adults who has a criminal conviction for violent crime, sexual crime, drugs related offences, or any other offences deemed inappropriate in relation to work with children.

## 7. Online Safety

The following protective measure will be taken to ensure the safety of children and young people when working online. These measures are expected across all virtual platforms used by The Child Behaviour Network (e.g. zoom, audio calling, teams).

- Location – All staff should have a plain background behind them as much as possible.
- Dress – Everyone attending meetings, assessments and sessions virtually should be dressed appropriately and able to engage in the activities requested.
- Zoom or Teams – Waiting rooms or individual password protected links should be used to help prevent meetings being hacked. Screen sharing should be set to 'host only' with the host only enabling participants to share when required. Meeting links should never be posted in a public arena (e.g. on social media). Public events should always have a sign up option where a zoom link is then sent.
- Adult supervision – Parent/ adult supervision is encouraged for all virtual sessions. Where private sessions are carried out in a 1:1 environment a parent should be present at the end of the session to check in with the staff member.
- Recording – In order to protect children and young people sessions can only be recorded or photographed with the permission of all individuals involved. Parents/carers can record parts of sessions to remember them if they would like to. Staff members should always verbally confirm this is okay with parents/carers at the time of taking a photograph.

## 8. Abuse and Neglect of Adults

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make those choices, to live as independently as possible and treated with respect and dignity.

### Who Abuses Adults?

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support. The list can include:

- Relatives of the vulnerable person including husband, wife, partner, son or daughter. It will sometimes include a relative who is a main carer.
- Neighbours.
- Paid carers.
- Workers in places of worship.
- People who are themselves vulnerable and/or are users of a care service.
- Confidence tricksters who prey on people in their own homes or elsewhere.



## The Child Behaviour Network Safeguarding Policy

The Child Behaviour Network recognises it has a duty of care towards the adults that we work with. Any concerns should be reported to the Designated Safeguarding Lead who will report them to the relevant authorities/organisations.

**If there is immediate risk of harm to an adult DO NOT DELAY, ring 999**

### 9. Policy review

This Privacy Policy was last updated in January 2025.

This policy will be reviewed on an annual basis and must be read alongside other The Child Behaviour Network policies.

Version: 2

### **Safeguarding Lead**

Nicola Rayner – [Nicola.Rayner@tcbn.co.uk](mailto:Nicola.Rayner@tcbn.co.uk) 07733 412609

## Appendix 1

# Definition of Child Abuse

Child abuse is complicated and can take different forms, but usually consists of one or more of the following signs and symptoms:

**Neglect** can be defined in terms of an omission where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and or medical care.

- The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.
- Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

**Emotional abuse** is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning e.g. 'anxious' attachment, non-organic failure to thrive, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour.

Examples may include:

- the imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;
- conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- emotional unavailability of the child's parent/carer;
- unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;
- unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;
- under- or over-protection of the child;

- failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development;
- use of unreasonable or over-harsh disciplinary measures;
- exposure to domestic violence;
- exposure to inappropriate or abusive material through new technology.
- Linked with emotional abuse, **spiritual abuse** could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting an individual's right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will/belief on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval. The issue of the exploitation of vulnerable young people and adults by people in positions of power or authority within the church is covered in some detail in the report "Time for Action", produced by Churches Together in Britain and Ireland (CTBI).

**Physical abuse** of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of the parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

Physical abuse can involve:

- severe physical punishment;
- beating, slapping, hitting or kicking;
- pushing, shaking or throwing;
- pinching, biting, choking or hair pulling
- terrorising with threats;
- observing violence;
- use of excessive force in handling;
- deliberate poisoning;
- suffocation;
- fabricated/induced illness;
- allowing or creating a substantial risk of significant harm to a child.

**Sexual abuse** of a child occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. Examples of child sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;

- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of the sexual arousal or gratification;
- Masturbation in the presence of the child in an act of masturbation;
- Sexual intercourse with the child, whether oral, vaginal or anal,
- Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts.
- Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;
- Consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse. It should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 16 years for both boys and girls.