

SCOTTY'S LITTLE SOLDIERS
Safeguarding Children Policy

1. Scope:

The purpose of Scotty's Little Soldiers ('the charity') Safeguarding Policy is to ensure that every child within our organisation is safe and protected from harm.

We are committed to safeguarding and promoting the positive wellbeing of all children.

This means we will always work to:

- Protect children from maltreatment and promote their welfare.
- Prevent impairment of children's health and/or development.
- Ensure that children are growing up in circumstances consistent with the provision of safe and effective care.
- Take action to enable all children to have the best possible outcomes.

This policy aims to give clear direction to trustees, team members (staff), volunteers, visitors, and parents/carers about expected behaviours and our legal responsibility to safeguard and promote the welfare of all children at Scotty's Little Soldiers.

2. Name & Contact Details of Designated Safeguarding Person and Deputies.

Designated Safeguarding Person (DSP):

Rachel Scott 01553 423115 rachel@scottyslittlesoldiers.co.uk

Deputy Designated Safeguarding Persons (DDSP):

Charlie Houlder-Moat 07824 719521 charlie@scottyslittlesoldiers.co.uk
Emma Peppercorn 01553 423122 DD emma@scottyslittlesoldiers.co.uk

Details of their role and responsibilities can be found in paragraph 5 on page 3.

Making contact:

We encourage all safeguarding concerns to be disclosed in person or via telephone to the DSP or a DDSP (the charity's designated safeguarding team) in the first instance.

If you are unable to reach them, then you may email instead but please note this may delay any action being taken (especially out of normal office hours 0900-1700) and this method should not be used in the event of an urgent safeguarding concern.

Guidance can be obtained via the child's local authority safeguarding services (Social Services or Children's Services). Scotty's Little Soldiers' headquarters is based in Norfolk and their local safeguarding Children's Advice and Duty Service (CADS) contact details are as follows:

- A team member, trustee or volunteer can call Norfolk CADS (0344 800 8021)
- A member of the public or parent/carer can call Norfolk CADS (0344 800 8020).

3. Introduction:

Scotty's Little Soldiers' mission is to provide relief from the effects of bereavement to children and young people who have experienced the death of a parent who has served with the Armed Forces of the Crown. We fully recognise the contribution we

can make in protecting children from harm and supporting and promoting the welfare of all children.

Our policy is focused on prevention, protection and support.

Our policy applies to all children, parent/carers, visitors, trustees, team members and volunteers.

A 'child' is defined as someone under the age of 18 years. We have a Safeguarding Adults Policy to cover safeguarding for adults aged 18 years and upwards. Both policies are closely intertwined to safeguard the families we work with.

Whilst Scotty's Little Soldiers is based in Norfolk, we support beneficiaries all around the UK and, in a few instances, abroad. We understand the need to adhere to safeguarding procedures relating to the area where a child resides and are committed to ensuring that we work in partnership with external agencies.

We are clear that the appropriate Local Authority and Police must lead any investigation into any allegation of safeguarding and child protection.

4. Our Culture:

Scotty's Little Soldiers 'Culture Code' underpins and promotes the charity's commitment to safeguarding. It enhances our message to all team members that they have a duty to protect and promote the welfare of all our beneficiaries.

The charity seeks to maintain a culture where our beneficiaries feel secure, are encouraged to talk, are listened to and are safe. Children are encouraged to talk freely to any team member or volunteer if they are worried or concerned about something. At Scotty's one of our core values is *'Families Come First'* and we constantly promote this in our everyday work.

We will support anyone who, **in good faith**, reports a concern that a child is being abused or neglected or is at risk of abuse or neglect even if those concerns prove to be unfounded.

All team members, trustees, and volunteers in contact with children will, through induction and training, know how to recognise a disclosure from a child and will know how to manage this. We will not make any promises to any child, and we will not keep secrets. Every child will be clear about what the adult they have spoken to will do with whatever information they have been told.

We will provide activities and opportunities that will equip our beneficiaries with the skills and knowledge they need to stay safe.

At all times we will work in partnership and try to establish effective working relationships with parents, carers and colleagues from other agencies and organisations.

5. Roles & Responsibilities of DSP and DDSP:

Scotty's Little Soldiers Designated Safeguarding Person (DSP) should be the first point of contact for all concerns and queries regarding any safeguarding concern in the charity. If the DSP is uncontactable then concerns should be referred to a DDSP.

The DSP or DDSP (or another team member, if deemed appropriate) will liaise with the relevant Children's Advice and Duty Service or LADO, and other agencies when required. They will also ensure:

- Any concern for a child's safety or welfare will be recorded and given to the DSP, who will be responsible for ensuring that all team members and volunteers are aware of the procedure they need to follow.
- All team members, trustees and volunteers have received appropriate safeguarding and child protection information during onboarding and have accessed relevant initial and ongoing training.
- Ensure that the charity's safeguarding policies are in place and are reviewed annually and follow national guidance.
- At all times that safer recruitment practices are followed.
- Complete appropriate DSP training regularly, and at least every 3 years.

6. Safer Working Practices - General Procedures:

Policy Changes & Reviews: All trustees, team members and volunteers will be asked to read this policy at least annually and especially after it has been reviewed and updated, as necessary. Our safeguarding message and its importance is actively promoted every day via the charity's safeguarding information wallet card, our own guide to safeguarding and pledge to professional conduct.

Scotty's Little Soldiers undertakes to remedy without delay any weaknesses to our safeguarding arrangements that are brought to our attention.

Visitors: All regular visitors and volunteers to the charity will be told where our policy is held and they will be shown our safeguarding wallet card providing information on our safeguarding procedures.

Parents & Carers: All parents/carers will sign a permissions form at the start of their child's membership of Scotty's Little Soldiers, which includes any vital health or other notable information. It requests permission for photographs to be taken for promotional purposes only. We ensure that parents are aware of our Safeguarding Policy and our legal duty to share information with external agencies if we feel a beneficiary is at risk of significant harm.

Parents/carers will be asked to sign a service consent form confirming they have received and read our Confidentiality, Information Sharing and Safeguarding Statement when we provide individual support to beneficiaries and families. This information is also widely available on our Families Zone (our private website for our beneficiaries) which is fully accessible. Parents and carers are informed of our legal duty to assist our colleagues in other agencies with safeguarding and child protection enquiries and what happens should we have cause to make a referral to Children's Services. We will gain consent from the parent/carer to contact safeguarding agencies (e.g. CADS in Norfolk) unless to do so would place the child at further risk or harm or undermine a criminal investigation.

7. Safer Recruitment:

All adults who come into contact with our beneficiaries have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with, or on our behalf, with our children are competent,

confident and safe to do so. We ensure that we adhere to the principles of safer recruitment as follows:

- Carefully consider job descriptions, person specifications and selection criteria.
- Circulate all vacancies widely.
- Prepare a New Team Member Onboarding Pack containing the above information, our culture code, core values, safeguarding procedures and general information on the charity.
- Require a completed application form for shortlisted candidates, including a written declaration with regards to criminal convictions, spent or otherwise.
- Ask for identification.
- Ask for originals of any relevant qualifications.
- Conduct interviews with at least two people present.
- Ask for at least two references, including the last employer.
- Gain enhanced DBS checks.
- Organise a comprehensive onboarding period which includes familiarisation with safeguarding policies, procedures and safeguarding training requirements.

DBS Disclosures: We will always gain the correct level of DBS disclosure appropriate to the role. If we are unsure as to what level of DBS check is required for the role, we will consult the [DBS Webpages](#) or contact the DBS Regional Outreach Service and speak to an Adviser.

Unless an individual is on the update service any information revealed on a DBS certificate will be accurate at the time the certificate was issued. There is no official expiry date for a DBS certificate. However, the charity will request a new DBS check every three years as part of our ongoing safer working practices.

Induction: When new team members or volunteers join Scotty's Little Soldiers, they will be informed of the safeguarding arrangements in place as part of their initial stages of onboarding. They will be given a copy of our safeguarding information wallet card, which provides details of our policy, procedures and our team and volunteer's safeguarding pledge on appropriate conduct. They will also be told who our Designated Safeguarding Person is and any Deputy(s).

Every new member of the team or volunteer will then have an onboarding period that will include essential safeguarding information. This programme will include safeguarding training (appropriate to their role) relating to the signs and symptoms of abuse, how to manage a disclosure from a child, how to record this information and who to pass it on to and issues around confidentiality. The onboarding will also inform new team members and volunteers of their responsibility to safeguard all children and the remit of the Designated Safeguarding Person.

We will take all possible steps to safeguard our beneficiaries and to ensure that the adults in our organisation are safe to work with children, young people and young adults.

8. Training:

Every trustee, team member and volunteer will undertake appropriate safeguarding training for their role, every three years. For the majority of the team, they will be expected to undertake the NSPCC *'Introduction to Safeguarding'* online course. Trustees will be expected to undertake the NSPCC *'Charity Trustees: Your duties to safeguard and protect'* course. The charity's Families Team may also undertake the

Norfolk SAFER Programme's *'Introduction to Child Safeguarding'* course or equivalent as appropriate to their role. Our Designated Safeguarding Person and Deputy(s) will complete the specific Norfolk SAFER programme's *'Designated Safeguarding Person'* Training.

Additional ad hoc awareness training will be provided throughout the year by the charity's designated safeguarding team (DSP and DDSP) to highlight the ongoing need to be vigilant about safeguarding matters and to reinforce our professional conduct pledge.

We actively encourage all Team members to keep up to date with the most recent local and national safeguarding advice and guidance. For our purposes we signpost them to the Norfolk website www.norfolkscb.org in the first instance.

9. Records & Confidentiality:

If we are concerned about the welfare or safety of any child coming in to contact with Scotty's Little Soldiers, we will record our concerns immediately on the agreed report form and give this to the Designated Safeguarding Person. Reports of a concern given to the Designated Safeguarding Person must be in writing and signed and dated by the person with the concern.

Any information recorded will be kept securely on our electronic client management system with restricted access. These files will be the responsibility of the Designated Safeguarding Person (and where appropriate, DDSP) and the information will only be shared within the organisation on a 'need-to-know' basis for the protection of the child.

All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's Advice and Duty Service (CADS). It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

10. Managing Allegations against people working with Children:

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for our beneficiaries. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in *'Working Together to Safeguard Children'* (2018).

An allegation may relate to a person who works/volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child; *and/or*
- possibly committed a criminal offence against or related to a child; *and/or*
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; *and/or*

- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of the team (including temporary staff), a trustee or volunteer is involved in an incident outside of the organisation which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At Scotty's Little Soldiers we recognise our responsibility to report/refer allegations or behaviours of concern and/or harm to children by adults in positions of trust known to us, but also those adults who are not employed by our organisation, to the LADO service directly.

We will take all possible steps to safeguard our beneficiaries and to ensure that the adults in our organisation are safe to work with children. If an allegation is made or information is received about any adult who works or volunteers in our organisation which indicates that they may be unsuitable to work or volunteer with children, the team member receiving the information will inform the DSP immediately. This includes concerns relating to agency/specialist staff, consultants, students and volunteers.

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made or information is received about any adults who works/ volunteers in our organisation which indicates that they may be unsuitable to work or volunteer with children. We will seek appropriate advice from the relevant Local Authority Designated Officer (LADO) within 24 hours of an allegation being made.

In Norfolk the LADO can be contacted via the referral/consultation forms under 'How to raise a concern' at www.norfolkscsb.org or a message left on 01603 223473 for ongoing cases. In other Local Authorities across the UK, we will follow the relevant LADO guidance either by calling them directly or seeking guidance via their safeguarding websites.

Team members will not investigate these matters. We will seek and work with advice that is provided. Should any allegation be made against the Designated Safeguarding Person or any Deputy, this will be reported by the team member or volunteer raising the concern directly to Stuart Robinson, CEO of Scotty's Little Soldiers who will notify the LADO.

There are sensible steps every adult should take in their daily professional conduct with children. We have created guidance for adults within our safeguarding wallet card, which details our pledge towards families and our expectation of appropriate conduct when working with children.

If an individual [paid worker or unpaid volunteer] is dismissed or stopped from working in our organisation because the person poses a risk of harm to children or adults (even if they have left e.g. resigned), we must make a referral to the Disclosure and Barring Service. **It is a criminal offence to FAIL to make a referral without good reason.**

11. Procedures for Handling Disclosures:

A child may decide to disclose information that may indicate they or another child are suffering from abuse or neglect. A child chooses to speak to an adult because they feel they will listen and that they can trust them. The adult needs to listen to what the

child has to say and be very careful not to 'lead' the child or influence in any way what they say.

It is important that the adult remembers to:

- Stay calm.
- Listen and be supportive.
- Not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Not to stop or interrupt a child who is recalling significant events.
- Never to promise the child confidentiality – it must be explained that the information will be passed on to help keep them safe.
- Avoid criticising the alleged perpetrator.
- Tell the child what must be done next (the safeguarding process must be followed)
- Record what has been said immediately as close to what has been said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the record.
- Contact the designated person immediately.
- Seek support.

This information forms part of our safeguarding wallet card issued to all team and volunteers (*See Appendix 1*).

Child protection and safeguarding referrals will be made to the individual's local authority Children's Services, following their prescribed referral processes. If Scotty's Little Soldiers are unsure whether to make a referral or not, they will request a professional consultation via the appropriate Children's Advice and Duty Service. A flow chart detailing this procedure can be found in Appendix 2.

In Norfolk, if we have a concern about a child(ren) we will telephone the Children's Advice and Duty Service (CADS) on 0344 800 8021 immediately. We will be put through to a Social Worker who will take all of the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.

We will make careful records of all conversations including the dates and times of who we spoke to, the information shared, and the action agreed. We do not need to send a written referral.

Full details on this process can be found at www.norfolkscb.org under 'How to Raise a Concern'. Any referral, consultation or concern must take place immediately, it is important we do not delay.

12. Definitions of Abuse and Neglect from Working Together to Safeguard Children 2018:

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 health or development; ensuring that children are growing 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 is defined as: Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

What is abuse and neglect?

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

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

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

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

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

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

13. Additional Safeguarding Concerns:

- Child Sexual Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Abuse
- County Lines
- Child Criminal Exploitation
- Radicalisation
- The Prevent Duty
- Online Abuse

For more information on these please refer to Appendix 3.

14. The PREVENT DUTY:

PREVENT - Prevent is part of the UK's Counter-terrorism strategy CONTEST. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism.

The key terms to be aware of are as follows:

Extremism - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Radicalisation - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system.

Responding to a Concern: Notice – Check – Share

Notice

A team member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

Check

The next step is for the team member or volunteer to speak to the safeguarding lead to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share

Where the team member or volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to the Children's Advice and Duty Service (CADS).

If the DSP has concerns then a PREVENT referral form should be completed using the national form [referral form](#). Completed forms should be sent to the appropriate local authority according to where the child resides and further contact details and information can be found on their PREVENT guidance webpages. Additional [information and guidance on Prevent](#) is available on the Norfolk County Council website.

The government guidance can be found here <https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible>. There is separate guidance for Scotland.

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact the police on 101 or, in an emergency, 999.

15. Relevant Guidance & Legislation:

- Working Together 2018.
- Children's Act 2004 & Children Act 1989.
- Framework for the Assessment of Children in Need and their Families.
- Norfolk Safeguarding Policy and Procedures.
[Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolkscp.org.uk\)](#)
- The Online Safety Act 2023.

16. Other Relevant Policies and Documents:

To underpin our values and culture, and ensure our beneficiaries are appropriately protected, we have the following documents which include reference to our commitment to safeguarding:

- Culture Code. ^{Ellen Plumer}
- Safeguarding wallet card & posters (including professional conduct code).
- Safeguarding Adults Policy.
- Online safety procedures and information/guidance for families.
- Confidentiality, Information Sharing and Safeguarding Statement.
- Safer Recruitment and Onboarding.
- Data Protection and Confidentiality.
- Health & Safety Policy (including First Aid).
- Crisis Management and Serious Incident Plan
- Whistleblowing
- Complaints Policy and Procedure

17. Review:

This policy is to be reviewed annually but may be updated by the Board of Trustees as required. We will always make immediate changes to our procedures in line with national guidance on safeguarding.

Next review date: January 2025

18. Approved on behalf of the Trustees:

Sign Name:



Sign Name:



Print Name: Ellen Plumer

Print Name: Jon James

Date: 04/03/24

Date: 04/03/24

Appendix 1: Scotty's Little Soldiers – Safeguarding Wallet Card

SCOTTY'S LITTLE SOLDIERS SAFEGUARDING

Scotty's Little Soldiers are committed to safeguarding and promoting the welfare of all children, young people and young adults. Our Families Come First.

EVERYONE in our team has a duty to report any safeguarding concerns, complaints, disclosures, allegations or suspicions to help protect our beneficiaries from harm.

www.scottyslittlesoldiers.co.uk/safeguarding



What to do if a beneficiary tells you they are being harmed

Stay calm.

Listen and be supportive. Allow them to speak without interruption and accept what they say.

Do not ask any leading questions, interrogate them, put ideas in their head, or jump to conclusions. Do not investigate it yourself.

Never promise confidentiality – it must be explained that the information will be passed on to help keep them safe.

Avoid criticising the alleged perpetrator.

Tell them what must be done next (the Scotty's safeguarding process must be followed).

Record what has been said immediately, as close to what has been said as possible, using their language. Also record what was happening immediately before they disclosed. Be sure to sign and date the record in ink.

Contact Scotty's Designated Safeguarding Person immediately and seek guidance.

If a child, young person or young adult is at risk of immediate harm call **999** and request the help of the Police. Inform Scotty's Designated Safeguarding Person once you have done this.

It is our duty to report ALL safeguarding concerns as a matter of urgency and keep accurate records.

You must refer any concern or complaint (even if about yourself) to the Designated Safeguarding Person without delay.

Version 3: Jan 2024

Our Team & Volunteer's Safeguarding Pledge:

We agree to:

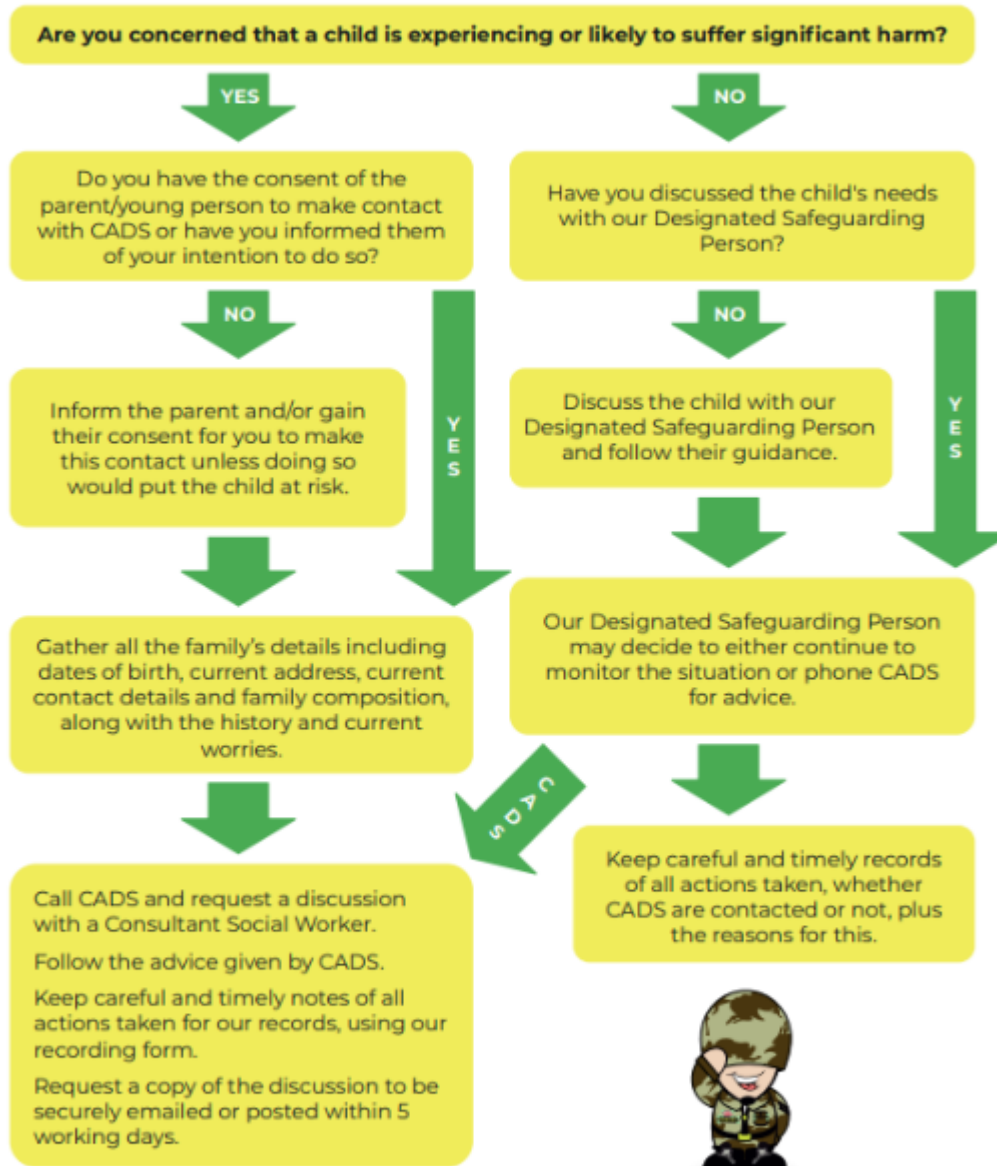
- Treat all our beneficiaries with respect and dignity.
- Ensure that their welfare and safety is paramount at all times.
- Liaise openly with parents and carers, unless inappropriate to do so.
- Create an environment where beneficiaries feel safe to voice their concerns.
- Listen to and act upon all safeguarding concerns, so beneficiaries feel safe in our care.
- Promote our commitment to safeguarding to all families.
- Set a good example for others to follow by being a positive role model.
- Act within appropriate professional boundaries, even in challenging circumstances.
- Be mindful of our behaviour, so our actions are not misinterpreted.
- Always act in a professional way and do not allow bullying or disruptive behaviours.
- Encourage an open culture, where people can challenge inappropriate attitudes and behaviours.
- Treat all beneficiaries equally and without favouritism.
- Remember we are in a position of trust and need to be aware of the limitations of our role.
- Avoid inappropriate language, suggestive or threatening language, whether verbal, written or online.
- Respect boundaries with beneficiaries and not engage in personal friendships or relationships with them.
- Respect adult to child ratios always and avoid being alone with a child or young person.
- Respect beneficiaries right to personal privacy.
- Make activities FUN and enjoyable for beneficiaries.
- Attend safeguarding training every 3 years.

We should not:

- Overstep professional boundaries.
- Trivialise abuse or let it go unreported.
- Drink alcohol when working with beneficiaries or allow children and young people to drink alcohol.
- Get involved in physical contact games with beneficiaries.

Appendix 2: Scotty's Little Soldiers – Safeguarding Flow Chart

SCOTTY'S LITTLE SOLDIERS SAFEGUARDING FLOW CHART



WHAT IS CADS?

CADS: Children's Advice and Duty Service (Norfolk) but signifies any Local Authority Children's Services Safeguarding Department.

Norfolk CADS Professionals only line: 0344 800 8021

Version 2: Jan 2024

Appendix 3: Additional Safeguarding Issues

Child Sexual Exploitation:

CSE is a form of child sexual abuse. It occurs when an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a children or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through use of technology.

FGM – Female Genital Mutilation:

(FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "*female circumcision*" or "cutting". FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extramarital sexual acts. **It is illegal to carry out FGM in the UK.** It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out. The maximum penalty for FGM is 14 years' imprisonment.

Forced Marriage:

People have the right to choose who they marry, when they marry or if they marry at all. Forced marriage is when some face physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (eg if they're made to feel like they're bringing shame on their family).

Forced marriage is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Honour Abuse:

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage

- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence however it can also affect men and boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:

- domestic abuse
- threats of violence
- sexual or psychological abuse
- forced marriage
- being held against your will or taken somewhere the victim doesn't want to go
- assault/killing

County Lines:

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

Child Criminal Exploitation:

A term to describe where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- (a) in exchange for something the victim needs or wants; and/or
- (b) for the financial or other advantage or the perpetrator or facilitator; and/or
- (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Radicalisation:

When we talk about radicalisation it means someone is being encouraged to develop extreme views or beliefs in support of terrorist groups and activities. radicalisation and the potential path towards terrorism and extremism can occur through face to face or online interactions. It is sadly the case that it is becoming easier than ever to be groomed by terrorist recruiters on the internet and to find extremist materials.

Encouraging susceptible individuals to commit acts of terrorism on their own initiative is a deliberate tactic seen in emerging ideologies and seen in their propaganda. This is exacerbated by online environments which bring together and facilitate individuals sharing and validating thoughts and ideas.

Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. The importance of noticing the hallmarks of concern within these online communities, in friends or wider social spaces as well as work and educational settings has probably never been as important as it is now. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

It's often the case that professional curiosity and belief in your own ability to determine if something just doesn't sit right is sometimes a good check point to flag up where something may be going wrong, especially in the early stages of radicalisation.

The PREVENT Duty-Prevent is part of the UK's Counter-terrorism strategy [CONTEST](#). The aim of Prevent is to stop people from becoming terrorists or supporting terrorism.

Prevent work also extends to supporting the rehabilitation and disengagement of those already involved in terrorism. The objectives of Prevent are:

- Tackling the ideological causes of terrorism
- Intervening early to support people susceptible to radicalisation
- Enabling people who have already engaged in terrorism to disengage and rehabilitate.

An explanation of PREVENT can found on pages 29 - 32 of [CONTEST](#).

Prevent Duty - Section 26 of the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a duty on specified authorities that they must, in the exercise of their functions, have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the 'Prevent Duty'.

Channel Panel - Channel is a national programme which focuses on providing support at an early stage to individuals identified as being vulnerable to being drawn into terrorism. Further information can be found within [Channel and Prevent Multi-Agency Panel \(PMAP\) guidance \(Home Office, 2021\)](#)

Key vocabulary definitions

- **Extremism** - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.
- **Radicalisation** - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- **Terrorism** - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system. Further information can be found within the [Terrorism Act 2000 \(legislation.gov.uk\)](https://legislation.gov.uk)

Online Abuse:

Any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. It can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

Children may experience several types of abuse online: Cyberbullying, Emotional abuse- which can include emotional blackmail, Sexting- pressure or coercion to create sexual images, Sexual abuse, Sexual exploitation and Grooming- perpetrators may use online platforms to build a trusting relationship with the child to abuse them.

A child experiencing abuse online might:

- Spend a lot more or a lot less time than usual online, texting, gaming or using social media.
- Seem distant, upset or angry after using the internet or texting.
- Be secretive about who they're talking to and what they're doing online or on their mobile phone.
- Have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Be mindful that some of the signs of online abuse are similar to other types of abuse.