



SAFEGUARDING  
POLICY



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# Section 1

## Details Of The Organisation

Name of Organisation: The Lighthouse Attleborough

Address: The Lighthouse, 131 Hargham Road, Attleborough, Norfolk, NR17 2JP

Tel No: 01953 452865

General Email address: admin@thelighthouseattleborough.co.uk

Director: Benny Marrett

Director Contact Telephone / Email: As general above

Designated Safeguarding Lead: Deborah Page

Designated Safeguarding Lead Contact Email: Deborah@thelighthouseattleborough.co.uk

Charity Number: 1119983

Company Number: 6255300

The following is a brief description of The Lighthouse and the type of work and activities we undertake with children and adults who have care and support needs:

### Our Commitment

As Trustees, we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As Trustees, we have therefore adopted the procedures set out in this safeguarding policy following statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone: eight.

The Trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide ongoing safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take to protect children and adults with care and support needs.
- The trustees agree not to allow the document to be copied by other organisations.

## Section 2

### Roles and Responsibilities

<b>Role</b>	<b>Name</b>	<b>Contact Details</b>
Designated Safeguarding Lead	Deborah Page	<a href="mailto:Deborah@thelighthouseattleborough.co.uk">Deborah@thelighthouseattleborough.co.uk</a> <a href="mailto:Safeguarding@thelighthouseattleborough.co.uk">Safeguarding@thelighthouseattleborough.co.uk</a>
Deputy Safeguarding Officer with responsibility for Training and Safer Recruitment Support	Emily Severn	<a href="mailto:Safeguarding@thelighthouseattleborough.co.uk">Safeguarding@thelighthouseattleborough.co.uk</a>
Safer Recruitment Lead	Andy Severn	<a href="mailto:Andy@thelighthouseattleborough.co.uk">Andy@thelighthouseattleborough.co.uk</a>
Safer Recruitment Support	Deborah Carter	<a href="mailto:Debs.Carter@thelighthouseattleborough.co.uk">Debs.Carter@thelighthouseattleborough.co.uk</a>
Trustee with Responsibility for Safeguarding	Rob Tervet	<a href="mailto:Rob@thelighthouseattleborough.onmicrosoft.com">Rob@thelighthouseattleborough.onmicrosoft.com</a>

## Section 3

### Prevention

#### Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

To safeguard those in The Lighthouse we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programs to provide the necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

#### Safer recruitment

The Trustees will ensure all workers will be appointed, trained, supported and supervised following government guidance on safe recruitment. This includes ensuring that:

- There is a written job description/person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those shortlisted have been interviewed
- Safeguarding has been discussed at the interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified

- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of The Lighthouse's safeguarding policy and knows how to report concerns.

## Safeguarding training

The Trustees are committed to ongoing safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training regularly.

The Trustees will also ensure that children and adults with care and support needs are provided with information on where to get help and advice concerning abuse, discrimination, bullying or any other matter where they have a concern.

## Management of Workers – Codes of Conduct

As Trustees, we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

# Section 4

## Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusations.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices.

## Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone: eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## Section 5

### Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures below:

- Documenting a concern. The worker or volunteer should make a report of the concern in the following way:
  - Record the concern immediately in as much detail and as accurately as possible. Be sure to sign and date the record in ink.
  - The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Name:** Deborah Page

**Tel:** 01953 452865

**Email:** [deborah@thelighthouseattleborough.co.uk](mailto:deborah@thelighthouseattleborough.co.uk)

The above is nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

**Name:** Emily Severn

**Tel:** 01953 452865

**Email:** [safeguarding@thelighthouseattleborough.co.uk](mailto:safeguarding@thelighthouseattleborough.co.uk)

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

**thirtyone: eight** PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone: eight helplines for advice. They should then contact social services in the area where the child or adult lives.

**Name of local authority:** Norfolk County Council

**Children's Social Services – Children's Advice and Duty Service**

**Tel:** 0344 8008021 (Organisations)

**Adult Social Services**

**Tel:** 03400 800 8020

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern

- Chair or trustee responsible for safeguarding (Rob Tervet) who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made following these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone: eight.
- The Trustees will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone: eight, although the Trustees hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

## Detailed procedures where there is a concern about a child:

### Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone: eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.



- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow the advice given by thirtyone: eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### Allegations of sexual abuse including female genital mutilation

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or the Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone: eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone: eight will confirm its advice in writing for future reference.

### Allegations of Child Sexual Exploitation and Child Criminal Exploitation including County Lines

At The Lighthouse we recognise that Child Sexual Exploitation and Child Criminal Exploitation are forms of abuse. In the event of an allegation of child sexual exploitation or child criminal exploitation, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or the Police Child Protection Team directly.
- Seek and follow the advice given by thirtyone: eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone: eight will confirm its advice in writing for future reference.

### Detailed procedures where there is a concern that an adult needs protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, and domestic abuse.

If there is concern about any of the above, the Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone: eight can be contacted for advice.

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact Thirtyone: eight and in discussion with them will consider appropriate action concerning the scale of the concern.

## Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, following Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

## Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services regarding the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not The Lighthouse.

SEE APPENDIX 1 AND 2 FOR DEFINITIONS AND SIGNS OF ABUSE.

## Section 6

### Adoption of the policy

This policy was agreed by the Safeguarding Team and Trustee with Safeguarding responsibility and will be reviewed annually by the Safeguarding Co-ordinator and Trustee with Safeguarding responsibility.

Last updated: 07/02/2024

## Appendix 1: Definitions and signs of abuse

Abuse is a single or repeated act, or lack of action, that happens within any relationship where there is an expectation of trust, which causes harm or distress to another person or violates their human or civil rights.

It is the misuse of power and control and can be perpetrated by a wide range of people, including those who are close to the person or those who have no previous connection to them.

### Physical Abuse

Physical abuse is the deliberate use of physical force by one person against another to cause harm.

It may result in physical harm or injury to the other person or it may not, and may be a one-off act or ongoing.

#### **Physical abuse can include:**

- Hitting, slapping, biting or pinching.
- Rough handling, shaking, pushing, or throwing.
- Burning or scalding.
- Drowning, or suffocating
- Poisoning, misuse of medication or the denial of treatment.
- Intentional exposure to extreme heat or cold, or force-feeding.
- Misuse or illegal restraint, inappropriate physical punishment, or depriving someone of their liberty.

Physical harm may also be caused when a child's Parent/Carer fakes the symptoms of or deliberately causes illness or ill health in a child.

Injuries caused by accidents such as trips and falls are not uncommon, especially in children, but these usually occur on bony or prominent areas such as knees, shins and elbows.

Abusive injuries tend to involve softer areas that are harder to damage accidentally e.g. upper arms, forearms, chest, back, abdomen and thighs.

#### **Possible signs and indicators:**

- Visible injuries and bruising.

- Unexplained cuts, marks or scars.
- Injuries that don't match the explanation given.
- Getting injured often.
- Unexplained falls.
- Subdues or changed behaviour.
- Changes in weight, being excessively under or overweight or malnourished.
- Failing to get medical treatment or changing Doctors often.

## Emotional Abuse

Emotional abuse (or Psychological abuse) involves harming a person emotionally and includes any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on a person's emotional development.

Some level of emotional abuse is present in all types of abuse and ill-treatment of one person by another, but it can also occur on its own.

### **Emotional abuse can include:**

- Consistently telling someone that they are worthless, unloved or inadequate.
- Using intimidation, coercion, and harassment.
- Having inappropriate expectations for a person's age or development.
- Seeing or hearing another person being mistreated, such as in domestic abuse.
- Not allowing someone to express their views or to take part in normal social interaction.
- Bullying, including online bullying.
- Causing someone to frequently feel frightened or in danger.

### **Possible signs and indicators:**

- Low self-esteem, attachment issues, depression, self-harm and eating disorders.
- Signs of distress, tearfulness or anger.
- Reluctance to be alone with a particular person.

## Neglect

Neglect (or acts of omission) is the failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.

It happens when a person deliberately withholds or fails to provide an appropriate level of care and support which is needed by another person.

It can involve a Parent/Carer and can also happen during pregnancy e.g. as a result of maternal substance abuse.

Neglect may happen because of a lack of knowledge or awareness or through a failure to take reasonable action whether deliberate or not.

In its extreme form, neglect can be a significant risk as it can lead to serious long-term effects and even be life-threatening.

Neglect is the most common form of child abuse in the UK.

**Neglect can include:**

- Not providing adequate food, clothing, or assistance with personal hygiene.
- Not providing adequate shelter and heating.
- Failing to protect someone from harm or danger.
- Not ensuring appropriate supervision (including the use of inadequate caregivers)
- Failing to give prescribed medication or provide access to appropriate health care or treatment.
- Failing to provide access to educational services.
- Ignoring a person's basic emotional needs.
- Failing to take action when a person is taking unnecessary risks (especially when the person lacks the capacity to properly assess risk).

**Possible signs and indicators:**

- Poor appearance or hygiene e.g. being smelly or dirty.
- Living in an unsuitable home environment e.g. having no heating.
- Inappropriate or inadequate clothing.
- Signs of malnutrition or not being given enough food.
- Having frequent and untreated medical issues or an accumulation of untaken medication.
- Body issues such as sores, skin complaints, poor muscle tone or prominent joints.
- Poor language or social skills.
- Being left alone for a long time.
- Being withdrawn, depressed or anxious.
- Tiredness or finding it hard to concentrate or take part in activities.
- Self-soothing behaviours such as drug or alcohol misuse and self-harm.
- Poor school attendance or performance.

## Sexual abuse

Sexual abuse (or Sexual violence) is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.

The abuse may involve physical contact and touching or non-contact activities.

Sexual abuse is found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation. It can be perpetrated by family or non-family members, women, men and other children.

### *Children and young people*

The sexual abuse of children or young people - also called **Child Sexual Abuse (CSA)** - involves a child or young person in an activity for the sexual gratification or gain of another person, whether or not it is claimed they have consented or agreed.

#### **Sexual abuse of a child can include:**

- Forcing or enticing a child or young person to take part in sexual activities, including penetrative or non-penetrative acts, whether they are aware of what is happening or not.
- Including children looking at adult sexual content or activities, or having their photo taken or being filmed for the production of indecent images.
- Using sexual language towards a child or encouraging them to behave in sexually inappropriate ways.
- Grooming a child in preparation for abuse, either in person or online.

Child sexual exploitation is a form of child sexual abuse where a child is sexually exploited for money, power or status.

Sexual abuse may awaken premature sexual feelings in a child that they find hard to deal with and feel guilty about and they may need reassurance that they are not to blame for the abuse.

Penetrative sex with a child under 13 years by an adult or another child is classed as rape.

One of the ongoing effects of childhood sexual abuse may be that adult survivors experience difficulties forming meaningful relationships with other adults.

### *Sexual Abuse of Adults*

The sexual abuse of adults involves sexual acts to which the person has not consented or has been pressured into consenting.

#### **Sexual abuse of adults can include:**

- Penetrative or non-penetrative sexual acts, whether they were aware of what is happening or not eg. sexual assault, oral sex, rape, attempted rape, and date rape.
- Indecent exposure, sexual harassment, inappropriate looking or touching, groping, sexual teasing or innuendo,
- Being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities.
- Stalking and grooming.

#### **Possible signs and indicators:**

- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck.
- Bleeding, pain or itching in the genital area or when walking or sitting.
- Sexually transmitted diseases or infections.
- Pregnancy in a woman who is unable to consent to sex.

- Uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude.
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension of, or withdrawal from, relationships or being alone with a particular person.

## Appendix 2: Further definitions of abuse

Additionally, there are more specific areas of abuse that it is important to be aware of.

### Domestic Abuse

Domestic abuse (or Domestic Violence) is any incident of threatening behaviour, violence, or abuse by one person against another where they are or have been intimate partners or family members.

It can include violence by a son, daughter, mother, father, husband, wife, life partner, or by an extended family member, and happens across all sections of society, regardless of gender, age, ability, religion, race, ethnicity, financial background or sexual orientation.

Both men and women can be victims, although a greater number of women experience all forms of domestic violence. Children and Young People can suffer this form of abuse directly or be impacted by the effects of witnessing or living in a household where domestic abuse is happening.

Domestic abuse is a pattern of coercive and controlling behaviour by one person over another that is usually frequent and persistent. It can happen inside and outside the home and can continue even after a relationship has ended.

#### **Coercive control**

Coercive control is an act or a pattern of acts of assault, threats, humiliation, intimidation or other abuse used to harm, punish, or frighten another person. It is designed to make a person dependent by isolating them from support, exploiting them, depriving them of independence and regulating their everyday behaviour.

#### **Domestic abuse can include:**

- Emotional abuse
- Physical abuse
- Sexual abuse
- Financial abuse
- Forced marriage, Female Genital Mutilation, and 'honour crimes'

## Financial Abuse

Financial abuse (or Material abuse) is the attempted or actual misappropriation or misuse of a person's money, property, benefits, or other assets, through intimidation, coercion, deception, or other ways in which the person does not or cannot consent.

Financial abuse includes having money or other property stolen, being defrauded or put under pressure concerning money or other property, and having money or other property misused.

### **Financial abuse can include:**

- Theft, burglary, or fraud (including internet scamming).
- Exploitation and embezzlement.
- Coercion or being put under pressure concerning a person's finances (including wills, property, inheritance or financial transactions).
- Misuse or misappropriation of property, possessions or benefits.
- Withholding pension or other benefits.

## Self-neglect

Self-neglect is when an adult lives in a way that puts their own health, safety or well-being at risk.

It is an extreme lack of self-care that is often related to deteriorating health and ability in older age, poor mental health, or other issues such as addictions, however, not everyone who self-neglects needs to be safeguarded.

Incidents of abuse may be one-off or multiple, and affect one person or more. People who self-neglect will often decline help from others.

There are limitations to what help can be offered if the adult has the mental capacity to make their own decisions about how they live, even if they may suffer significant harm or death as a result of their own action or inaction.

Any action taken should seek to minimise any risks while respecting the person's choices and trying to engage with the person to offer as much support as possible without causing distress.

All efforts to engage with and support the person must be clearly recorded.

### **Self-neglect can include:**

- Neglecting to care for personal hygiene, health or surroundings to the extent that it threatens personal health and safety.
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs
- Behaviours such as hoarding.



## Discriminatory Abuse

Discriminatory abuse is when a person is treated unfairly, bullied, or abused because of a particular characteristic.

It is against the law to discriminate against someone because of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

These are called protected characteristics.

Discriminatory abuse links to other forms of abuse and may have similar effects e.g. Physical abuse motivated by racism would be classified as Discriminatory abuse.

### **Discriminatory abuse can include:**

- Unequal treatment
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Physical abuse and emotional abuse
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

### **Hate crime**

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

## Spiritual Abuse

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 their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will 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.

## Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE): County Lines

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. Victims can be exploited even when the activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Child Sexual Exploitation is a form of child sexual abuse and this imbalance of power coerces, manipulates or deceives a child or young person 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. Child sexual exploitation does not always include physical contact, it can also occur through the use of technology.

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

## Female Genital Mutilation

Female Genital Mutilation (FGM), also sometimes known as 'female circumcision', is illegal in the UK, and includes all procedures involving the partial or total removal of the external female genitalia or any other injury to the female genital organs for non-medical reasons.

FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts and the procedures are mostly done outside of the UK. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life.

The practice is common to certain traditions and cultural beliefs, and where it is still practised incidents are more commonly found amongst faith communities.

FGM is illegal in the UK and it is also illegal to travel outside of the UK to have it performed. If an incident occurs involving a child, there is an obligation in the interest of the child, for individuals to report the matter to the police or Children's Social Services.

There is also a mandatory reporting duty for those in regulated health and social care professions and teachers to report known cases of FGM in children and young people under 18 years of age to the police.

## Preventing Radicalisation and Extremism

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At The Lighthouse, we will ensure that:

- Through training, staff, volunteers and trustees have an understanding of what radicalisation and extremism are, why we need to be vigilant in The Lighthouse and how to respond when concerns arise.
- There are systems in place for keeping children & young adults safe from extremist material when accessing the internet in our organisation by using effective filtering and usage policies.
- The Safeguarding Co-ordinator has received Prevent training and will act as the point of contact within our organisation for any concerns relating to radicalisation and extremism.

## Appendix 3: How to respond to a young person/child wanting to talk about abuse

It can be very hard for children and young people to reveal abuse. Often, they fear there may be consequences. Some delay telling someone about abuse for a long time, while others never tell anyone, even if they want to. Children and young people value being believed and, as the adult they have chosen to tell, it's vital that you act on what you've been told. If you're in a situation where a child discloses abuse to you, there are a number of steps you can take:

- **Listen carefully to the child.** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking.
- **Let them know they've done the right thing.** Reassurance can make a big impact on the child who may have been keeping the abuse secret.
- **Tell them it's not their fault.** Abuse is never the child's fault and they need to know this.
- **Say you will take them seriously.** A child could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
- **Don't talk to the alleged abuser.** Confronting the alleged abuser about what the child told you could make the situation a lot worse for the child.
- **Explain what you'll do next.** If age-appropriate, explain to the child you'll need to report the abuse to someone who will be able to help and let them know you cannot keep this information a secret.
- **Don't delay reporting the abuse.** The sooner the abuse is reported after the child discloses the better. Report as soon as possible so details are fresh in your mind and

action can be taken quickly. Take notes immediately (after the young person/child has left) to help you recall the key information.

For more information about how to react to a disclosure, visit the NSPCC - <https://www.nspcc.org.uk/what-you-can-do/report-abuse/what-to-do-child-speaks-out-aboutabuse/>

If a young person that you come into contact with within a professional capacity discloses abuse to you, you should follow The Lighthouse's safeguarding reporting procedures.

## Appendix 4: Online Safety Policy

**When responding to concerns of abuse please refer to our 'Online Safety Flowchart' located at the end of this policy.**

### **Thirtyone: eight Online Safety definition:**

*Online safety* is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between the church/organisation's workers and children (those under 18 years of age).

### **Policy Guidelines for Staff and Volunteers**

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal work contact details to children that are within the domain of The Lighthouse, including your work mobile telephone number.
- If children under the age of 16 want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of The Lighthouse and all electronic contact with individuals or groups, including messaging and texting, is not deleted to maintain a digital record of all communications.
- Where possible only use equipment provided by The Lighthouse to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure The Lighthouse domain name/logo appears with every Internet post made by an

organisation's computer user. Any user may thus be viewed as a representative of The Lighthouse while conducting business on the Internet.

- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. When working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Use of a web camera or any visual communication via the internet that cannot be recorded is generally not permitted.

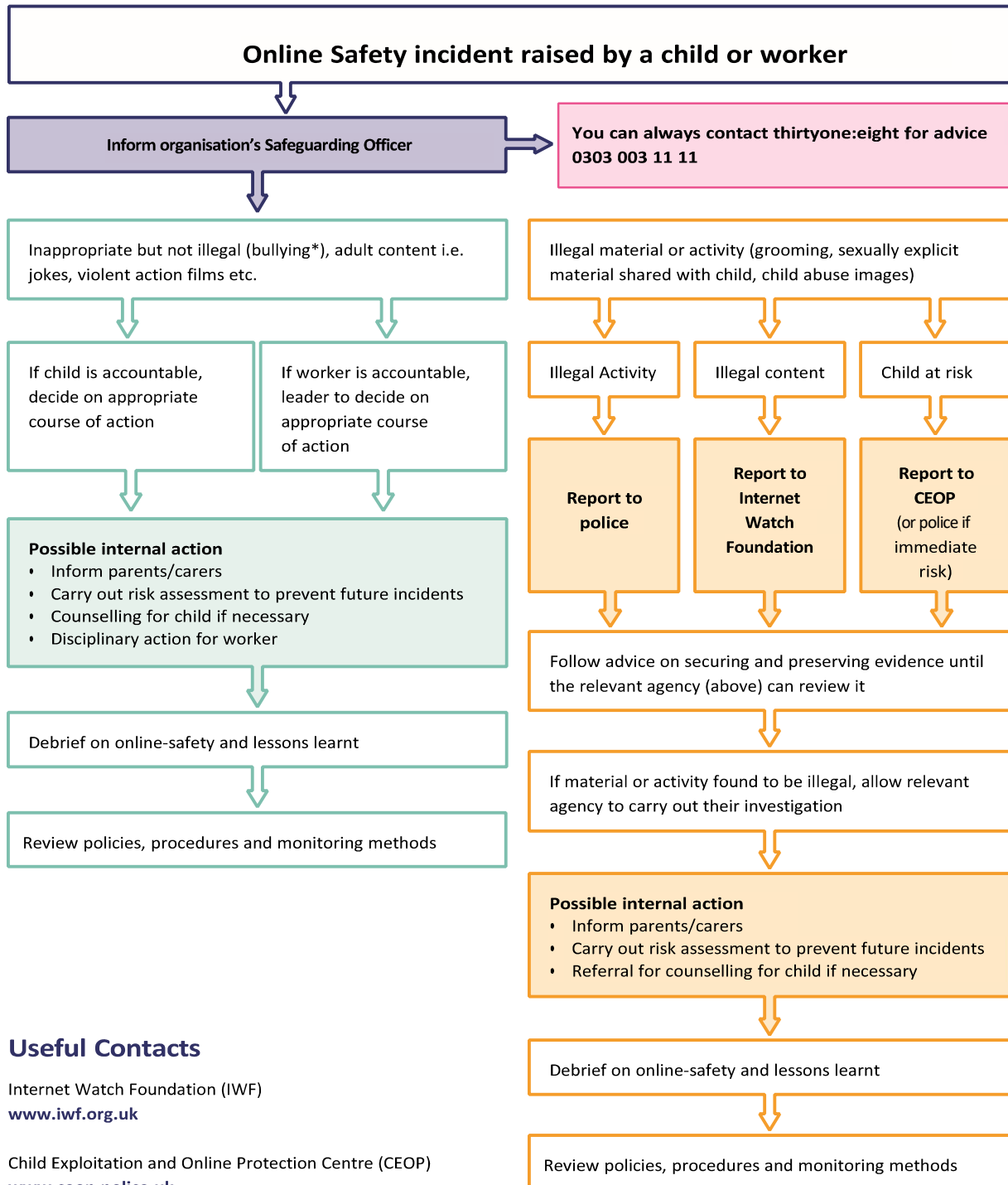
### **Social Media Policy**

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy
- For safeguarding purposes, all interactions on social media groups shall not be deleted to ensure a digital record is kept.
- For safeguarding purposes, any private messages shall not be deleted to ensure a digital record is kept.
- Any safeguarding concerns/allegations arising from social media shall be referred to the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook
- Workers should ensure their privacy settings are the highest levels of security to restrict children from being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

### **Consent for photographic images and videos online**

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- The use of images will reflect the diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

# Online Safety Flowchart



## Useful Contacts

Internet Watch Foundation (IWF)  
[www.iwf.org.uk](http://www.iwf.org.uk)

Child Exploitation and Online Protection Centre (CEOP)  
[www.ceop.police.uk](http://www.ceop.police.uk)

(\* ) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act.

For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

# Appendix 5: Acceptable Use Policy

This should be read and signed by:

1. All those who use the internet provided by The Lighthouse whether on a personal device or a device provided by The Lighthouse.
  2. All those who are communicating using social media or messaging as a representative of The Lighthouse.
- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
  - WiFi Access will be via a secure password that will be changed every 6 months.
  - Social media groups must be used in compliance with The Lighthouse policy on social media.

**Children and Workers should not:**

- Search for or download pornographic, racist or hate-motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person’s login details.
- Access, download, send or receive any data (including images), which The Lighthouse considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

**Sanctions for violating the acceptable use policy in the opinion of The Lighthouse may result in:**

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

I have read the Online Safety Acceptable Use Policy and understand I will be liable to the stated sanctions should I violate the policy in the opinion of The Lighthouse.

**Signed:** \_\_\_\_\_ **Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Carer Agreement**

As the parent/guardian of \_\_\_\_\_ I declare that I have read and understood the Online Safety Acceptable Use policy for The Lighthouse and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

**Child/YP Agreement**

I understand the importance of safety online and The Lighthouse guidelines on acceptable use. I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

<b>Child/YP Name</b> (Please print)	<b>Child/YP Signature</b>	<b>Date</b>
<b>Parent/Guardian</b> (Please print)	<b>Parent/Guardian Signature</b>	<b>Date</b>