

## NILE SAFEGUARDING POLICY

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

### Contents

1. Policy aim & ethos .....	1
2. Main contacts .....	2
2.1a NILE Safeguarding Team.....	2
2.1b NILE Safeguarding roles and responsibilities.....	3
2.2 Local services .....	4
3. General Procedures .....	4
3.1 Safer recruitment.....	4
3.2 Safeguarding training.....	5
3.3 Admissions & registration .....	5
3.4 Accommodation.....	5
3.5 Activities & excursions .....	6
3.6 Online Safety & Bullying.....	6
3.7 Behavioural agreement for children & parents.....	6
4. Procedures for handling disclosures .....	6
4.1 How to handle disclosure of safeguarding or welfare issue .....	6
4.2 Confidentiality.....	8
4.3 Records .....	8
4.4 Whistleblowing .....	8
4.5 Complaints .....	8
5. Other relevant policies.....	8
5.1 NILE policies .....	8
5.2 Policy review.....	9
5.3 Guidance and legislation .....	9
Appendix A: Definitions .....	10
Appendix B: Additional Safeguarding Concerns.....	11
PREVENT radicalisation .....	14
Safeguarding Report Form.....	14
Incident Report Form.....	15

## 1. Policy aim & ethos

### Policy aim

The purpose of Norwich Institute for Language Education (NILE)'s safeguarding policy is to ensure every child at our

organisation is safe and protected from harm. *Child* refers to anyone under the age of 18 years old. This policy will give clear direction to staff (including permanent and zero-hour contracted staff and freelance trainers), visitors (including contractors), host families and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our organisation.

- This means we will always work to:**
- protect children from maltreatment
  - prevent impairment of children’s health or development
  - ensure that children are homed in circumstances consistent with the provision of safe and effective care
  - take action to enable all children to have the best outcomes

Our organisation fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support. Our policy applies to all children, visitors, staff and homestay hosts.

**Our Ethos** - Our organisation will establish and maintain an ethos where our children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff, volunteer or regular visitor to our organisation if they are worried or concerned about something. All staff, regular visitors and homestays hosts will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep disclosures secret. Every child will know what the adult will do with whatever they have been told. 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.

## 2. Main contacts

### 2.1a NILE Safeguarding Team

**If there is an immediate threat to life, contact the emergency services: 999**

The Designated Person (DSP) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

Name / Role	Email	Contact number during office hours: Weekdays 9am-5pm unless otherwise specified	Where can they be found at NILE, 78-80 Upper ST Giles St, Norwich, NR2 1LT?
<b>DSP &amp; Shared Emergency Phone holder</b> - Miriam Anderson	miriam@nile-elt.com	Office Tel: 01603 674234  Ext: 1113	Student Services Office (ground floor)
<b>Designated Safeguarding Lead (DSL) &amp; Deputy Director</b> Mike Riley	mike@nile-elt.com	Office Tel: 01603 664473  Ext: 1120	Academic office (top floor)

<b>Support DSP &amp; Registrar</b> Lucy Higginbotham	lucy@nile-elt.com	Office Tel: 01603 664473 Ext: 1114	Student Services Office
<b>Support DSP &amp; Accommodation &amp; Facilities Manager</b> Alice Warby	alice@nile-elt.com	Office Tel: 01603 664473 Ext: 1112	Student Services Office
<b>Support DSP, Shared Emergency Phone Holder &amp; Student Support Officer</b> Niamh Oram	niamh@nile-elt.com	Office Tel: 01603 664473 Ext: 1128	Student Services Office
<b>Support DSP &amp; Accommodation &amp; Facilities Officer</b> Eleanor Bateman	eleanor@nile-elt.com	Office Tel: 01603 664473 Ext: 1147	Student Services Office
<b>Support DSP &amp; Director</b> Thom Kiddle	thom@nile-elt.com	Office Tel: 01603 664473 Ext: 1111	Academic Office

Out-of-office hours contact the **NILE Emergency phone number: 07889649768**

## 2.1b NILE Safeguarding roles and responsibilities

At NILE everyone is responsible for safeguarding and share a duty to protect the safety and wellbeing of those we work with.

NILE's Designated Safeguarding Person (DSP), currently Miriam Anderson, is responsible for managing safe working practices for the protection of students and staff. However, the overall responsibility for safeguarding at NILE lies with the Designated Safeguarding Lead (DSL) Deputy Director Mike Riley and Director Thom Kiddle.

As outlined in the Contact Details section above, the DSP & DSL are supported by other members of the Safeguarding Team A – the Registrar and the Accommodation & Facilities Manager, currently Lucy Higginbotham and Alice Warby respectively, and Team B – for if their counterparts aren't available: the shared emergency phone holder and Student Support Officer, Niamh Oram, the Accommodation and Facilities Officer Eleanor Bateman, and NILE Director Thom Kiddle.

### The main responsibilities of NILE's Safeguarding team are:

- to ensure that DBS checks are in place for staff undertaking regulated activity with students under the age of 18. DBS records are checked yearly or before each iteration of work with under 18s.
- to ensure that all staff working with those under 18 have received appropriate safeguarding information during induction and get Level 1 training every 2-3 years in order to be able to recognise and identify signs of abuse and to make a referral following NILE's procedures
- to ensure staff are aware of and follow the staff code of conduct
- to refer suspected cases of abuse to the appropriate authorities without delay

- to respond to all Safeguarding concerns swiftly and appropriately
- to raise awareness of child safety issues with staff, students, group leaders and parents
- to maintain secure storage of all referrals, complaints or concerns separately from student files
- to ensure NILE's Safer Recruitment practices are followed

Any concern for a child's safety or welfare will be recorded in writing and given to the DSP who will be responsible for ensuring that all staff members are aware of our policy and the procedure they need to follow.

## 2.2 Local services

- If no members of the Safeguarding Team are available or if anyone wishes to circumvent the NILE Safeguarding team, anyone with a general safeguarding concern can contact the local council's Children's Advice and Duty Service (CADS). NILE staff members can call CADS on 0344 800 8021. Anyone else should call 0344 800 8020.
- The Local Authority Designated Officers (LADO) handles allegations against professions working with children LADO@norfolk.gov.uk
- Norfolk Safeguarding Children Partnership can offer advice on topics such as online safety, neglect, abuse, and family support, 01603 222209 safer@norfolk.gov.uk
- The Safer Programme offers advice on policies and procedures: 01603 228966 / cs.safer@norfolk.gov.uk
- Norfolk Police can help with child abuse & exploitation (including online/sexting), extremism and radicalisation: 101
- **If there is an immediate threat to life, contact the emergency services: 999**

Please note local services can offer advice but may be restricted in what support they can offer NILE course participants due to their being from outside the UK and the short time they are in the UK.

## 3. General Procedures

### 3.1 Safer recruitment

Ensuring that the adults coming into contact with children at NILE are safe to do so starts with NILE's recruitment process.

NILE follows English UK guidelines regarding Safeguarding and Child Protection in the appointment of all staff and homestay hosts, and guidance from Norfolk Safeguarding Children Partnership.

#### **We ensure that we:**

- Carefully consider the job description and person specification
- Circulate all vacancies widely
- Prepare an information pack
- Ask for a written application form with previous employment history. Gaps in CVs must be explained satisfactorily
- Define our selection criteria
- Ask for a written declaration with regards to criminal convictions, spent or otherwise. Declarations will be risk assessed by the hiring manager
- Check ID at interview

- Ask for originals of any qualifications
- Conduct interviews with at least two people present with at least one person trained in safer recruitment
- Ask for at least two references, including the last employer. Reference requests ask specifically whether there is any reason the applicant should not be employed in situations where they have responsibility for, or sustained access to, persons under the age of 18. Employment will not begin until suitable references are received.
- Gain enhanced DBS checks and checking the Barred Children's List prior to commencement of work where current Government guidance requires us to. Where a DBS disclosure is delayed or discloses any criminal conviction, NILE will risk assess and implement additional supervision where appropriate.
- Organise a comprehensive induction period which includes familiarisation with our safeguarding policies, staff code of conduct, procedures and safeguarding training.

A NILE member of staff trained in Safer Recruitment will take part in all interviews for teaching and non-teaching positions which involve working with students under the age of 18. Please refer to NILE's full Recruitment Policy for details.

### 3.2 Safeguarding training

Every member of staff, including SPAs and freelance trainers working with under 18s, is Level 1 safeguarding trained at a minimum. The Safeguarding Support Team are trained to Level 2, and DSP & DSL to Level 3. Staff members refresh their training every two to three years. Training providers are typically English UK, British Council, High Speed Training, or others relevant to ELT or the education sector.

Training is supplemented every 2 years with a face-to-face refresher session run by the DSP for NILE Staff and SPAs where pertinent hypothetical safeguarding situations are discussed and important policy points are highlighted.

NILE is a member of the Norfolk Safer Programme which give NILE yearly advice on their policies. The DSP & DSL receive regular Safer Programme newsletters containing updates on local and national advice for policies.

### 3.3 Admissions & registration

Under 18s are not permitted on NILE's open enrolment face-to-face or online courses. For closed groups, provisions can be made. The registrar ensures 16–17-year-olds are identified early in the enquiry and registration process, appropriate staff members are informed (e.g. Directors, Accommodation team, Social Programme team, Safeguarding team, Trainers) and adjustments are made at the planning stages in terms of course content, activities and accommodation placements to ensure the correct measures and protections are in place. Students are advised on personal safety and safeguarding and welfare points of contact in their pre-course information and during their welcome talk.

### 3.4 Accommodation

NILE students are housed with carefully selected hosts. Where students are under the age of 18, every effort is made to place them in homes close to the NILE teaching venue. The NILE Accommodation Manager undertakes a general risk assessment when placing any groups containing members under the age of 18 in accommodation. All hosts are asked to sign a declaration of suitability for them and other house members and regular visitors. The main carers (normally the host and partner) are required to undergo an initial enhanced DBS check, provide two references, and join the updating service so that ongoing checks can be made before each time they host an under-18. If any declarations are made, suitability for hosting under 18s is then risk assessed by the Accommodation Manager. Hosts are provided with a copy of our safeguarding policy during the induction process and each time they host a student

under the age of 18. They are also encouraged to take a free Safeguarding Level 1 course. Hosts can contact a member of the Safeguarding Team with a concern at any time during their student's stay via the NILE emergency phone outside of office hours, and can contact the Accommodation Team face-to-face, by email or phone during office hours.

### 3.5 Activities & excursions

Activities involving young people are planned with a clear framework, setting out the purpose and scope of the activity and the responsibilities of all parties. Activities are general-risk-assessed for their suitability with an under-18s group. A specific risk assessment is also carried out prior to the arrival of each group, with response to individual needs of the group, weather, staffing, etc. and this information is passed on to accompanying staff. Under 18s are always accompanied by a DBS checked member of NILE staff, and when necessary, requests are made to a third-party supplier for DBS checks.

### 3.6 Online Safety & Bullying

NILE is committed to providing a safe online environment for course participants. We have a policy regarding NILE's responsibility in ensuring our course participants cannot access and are not inadvertently exposed to inappropriate or harmful content online whilst using the NILE Wi-Fi network (see Filtering and Monitoring policy). For under 18s, this involves trainers informing the DSP in advance of when the internet will be utilised for independent research during class time, and outlining the trainer's role in monitoring the students' internet usage and reporting to the DSP if inappropriate websites are accessed, who will contact the IT systems provider immediately. We have a policy about bullying, including cyber-bullying, and unwanted images of a sexual nature. Finally, we have the ICT Code of Conduct is aimed at course participants utilising the NILE wi-fi network and NILE laptops and printers.

### 3.7 Behavioural agreement for children & parents

All parents and carers are given access to the overarching safeguarding policy on the NILE website and informed of NILE's legal duty to assist our colleagues in other agencies with Safeguarding enquiries and what happens should we have cause to make a referral to Children's Services.

Parents and students under the age of 18 will be required to sign a behavioural agreement and complete a form at the start of their child's involvement with the organisation, where they inform NILE of any health, behavioural or learning needs, and where they agree to adhere to behaviours that promote safety and wellbeing during their stay, for example curfew times. The behavioural agreement also includes a statement making parents/carers aware by signing they consent to us sharing information with the relevant authorities if we have concerns about the welfare of their child/children, but that we do not have to seek consent if there are serious concerns about harm or likely harm to their child/children.

## 4. Procedures for handling disclosures

### 4.1 How to handle disclosure of safeguarding or welfare issue

A child may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that 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.

#### **What you should do if someone discloses a safeguarding or welfare concern to you:**

- Remember to protect yourself first – keep a door open, be in sight of others, avoid hugging or touching the student.
- Stay calm. **Listen** and be supportive.

- Don't give advice
- Don't ask leading questions
- Don't jump to conclusions or criticise the alleged perpetrator
- Don't interrupt when someone is recalling events
- Never promise confidentiality
- If you wish to take notes, ask for permission beforehand

### **Reporting the disclosure**

- Explain to the student what will happen next: that you will need to pass the information on to the Designated Safeguarding Person who will follow up with the student. If immediate assistance is needed, get support from any member of the Safeguarding Team or a Mental Health First Aider (currently Miriam Anderson)
- Make a written record immediately and within 24 hours as close to what was said/done as possible. Sign and date in ink (a typed signature is fine) and give to the DSP.

### **Which forms to fill in**

If you are concerned about a welfare or safety issue, fill in a Safeguarding Report form.

If something has happened that you would like to report, please fill in an Incident Report Form.

### **Where to find the forms**

An electronic copy of the Safeguarding Report Form and Incident Report Forms can be found at the end of the Safeguarding Policy, which is on the NILE website.

Paper copies can be found in the Safeguarding Policies folders at NILE Delta House building: at reception, in the staff room, in the Student Services Office, and in the desk drawers of every Safeguarding Team member.

### **Who to give the forms to:**

- Once filled in, please give the form to the Designated Safeguarding Person, Miriam Anderson, in the Student Services Office. In her absence, please give to the Designated Safeguarding Lead Mike Riley, in the Academic Office, or any member of the Safeguarding Team.
- Seek support for yourself from your course coordinator and/or line manager

Your job is done – thank you and well done.

After any disclosure is reported the DSP will:

- take any steps necessary to protect the student from risk of immediate harm
- consult with DSL Mike Riley and/or other relevant members of the safeguarding team, and follow advice with regard to contacting parents, other staff, police, doctor, etc.
- inform the student of what the next steps will be
- keep the Director Thom Kiddle informed
- ensure that any student being interviewed by the police has a supportive member of staff of his or her own choosing present
- make a written record as soon as possible after the incident and within 24 hours.
- Keep this written record in a secure place

## 4.2 Confidentiality

All safeguarding concerns will be handled sensitively and confidentially. Information will only be shared on a need-to-know basis and in line with legal and regulatory requirements, for example with relevant members of the safeguarding team, the INTO Safeguarding team (if the student is in residential accommodation), CADS, the police or medical officers. We will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

At a time when a safeguarding situation is being dealt with, NILE staff will be informed, and then updated when the issue has been resolved.

## 4.3 Records

If we are concerned about the welfare or safety of any child in our organisation, we will record our concerns immediately on the agreed report form and give this to the Designated Safeguarding Person.

Any information recorded will be kept in a password protected folder. These files will be the responsibility of the DSP & DSL, and information will only be shared within the organisation on a need-to-know basis for the protection of the child. Reports must be signed and dated by the reporter and either the DSP or DSL.

## 4.4 Whistleblowing

It is the duty of everyone in the organisation to pass on any allegations or concerns about a child's welfare without delay. In raising a concern or allegation about NILE's practices or the behaviour of colleagues which are likely to put students at risk of abuse or other serious harm, staff are protected in law from disciplinary action or discrimination for 'whistle-blowing', provided they can show that they have acted in good faith.

If you have concerns about NILE or a member of staff and are unsure what to do you can contact the NSPCC Whistleblowing advice line on 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## 4.5 Complaints

When children, young people, parents and staff are unhappy, it is vital they are able to complain. This procedure also links in with the 'whistleblowing' and handling of disclosures procedures, especially when the welfare of children/young people is implicated.

We will ensure any complaints will be taken seriously and referred where applicable to the group leader and Safeguarding Lead

- If the complaint is about a group leader or NILE's Designated Safeguarding Person, it will be passed onto NILE's Director (Thom Kiddle) and an appropriate member of the safeguarding team.
- The person making the complaint will receive acknowledgement of their complaint within five working days including details of how it is being dealt with.
- Within 30 working days the person making the complaint will receive resolution or details of what has happened so far.
- If there are delays to resolving the issues the person making the complaint should be kept as fully informed as possible.
- There may be a need to identify a third party or higher authority to approach if the person making the complaint is unhappy with the outcome.
- At all times the welfare of the child/young person is of the utmost importance.

## 5. Other relevant policies

### 5.1 NILE policies

To underpin the values and ethos of our organisation and our intent to ensure our children/young people are appropriately safeguarded the following policies are included under our safeguarding umbrella;

- Safeguarding Adults Policy
- Major Incident Policy and Emergency Contact Procedure
- Safer Recruitment Policy
- Staff Code of Conduct
- Off-site visits procedures policy
- Bullying Policy
- Sexual harassment policy
- Equality and Diversity Policy
- Online safety
- Student substance Misuse
- ICT Code of Conduct for students

These documents can be found in the safeguarding folders located in all NILE offices, on Reception and in the Staffroom. If you would like a copy, please contact DSP Miriam Anderson 01603 664473 or [miriam@nile-elt.com](mailto:miriam@nile-elt.com).

The overarching safeguarding policy can also be found on our website:

[www.nile-elt.com/catalog?pagename=Policies](http://www.nile-elt.com/catalog?pagename=Policies)

## 5.2 Policy review

We will always make any changes immediately to our procedures in line with Norfolk Safeguarding Children Partnership guidance on [norfolkscp.org.uk](http://norfolkscp.org.uk). This policy will be reviewed again in 1 year.

Policies cannot cater to every eventuality and response is down to the specific situation. However, whenever a gap in NILE's policies is highlighted, we endeavour to rectify this as soon as possible.

## 5.3 Guidance and legislation

- Working Together to Safeguard Children (July 2018 – last updated 2023) - [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/working-together-to-safeguard-children)
- What to do if You're Worried a Child is Being Abused 2015 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)
- Children Act 2004 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/441643/Children Act Guidance 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441643/Children_Act_Guidance_2015.pdf)
- Children Act 1989 <https://www.legislation.gov.uk/ukpga/1989/41>
- Keeping Children Safe in Education (September 2023) - [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/keeping-children-safe-in-education)
- Every Child Matters 2004 <https://www.gov.uk/government/publications/every-child-matters-statutory-guidance>
- NSPCC Guidance <https://www.nspcc.org.uk/>
- Abuse of Position of Trust Legislation under Sex Offenders Act 2003 <https://www.legislation.gov.uk/ukpga/2003/42/part/1/crossheading/abuse-of-position-of-trust>
- Framework for the Assessment of Children in Need and their Families <https://webarchive.nationalarchives.gov.uk/20130404002518/https://www.education.gov.uk/publications/eOrderingDownload/Framework%20for%20the%20assessment%20of%20children%20in%20need%20and%20their%20families.pdf>
- Information Sharing (July 2018 – last updated July 2023) - [Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/information-sharing-advice-for-safeguarding-practitioners)

- Norfolk Continuum of Needs Guidance 2023: [Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolkscp.org.uk\) When to Call the Police NPCC \(National Police Chief's Council\) \(last updated 2020\)](#)
- Sharing nudes and semi-nudes: how to respond to an incident (UK Council for Internet Safety) Dec 2020 <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>
- The Online Safety Act 2023
- Data Protection Act 2018
- Norfolk Safeguarding Children Partnership Policies and Procedures [Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolkscp.org.uk\)](#)

## Appendix A: Definitions

from Working Together to Safeguard Children 2023

### Safeguarding and Child Protection

*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.

### 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 (e.g. via the internet). They 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 or young person 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:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

## **Appendix B: Additional Safeguarding Concerns**

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

See more information about these concerns below.

**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.

**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 someone faces 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.

**Online Abuse** is 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.

## PREVENT radicalisation

**PREVENT** - The Prevent duty is a legal requirement under the Counter-Terrorism and Security Act 2015 for specified authorities in the UK to have "due regard to the need to prevent people from being drawn into terrorism". It is a key part of the CONTEST counter-terrorism strategy and acts as a safeguarding measure to identify and support vulnerable individuals at risk of radicalisation.

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 radicalisation concern: Notice – Check - Share

**Notice** - A staff member 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 staff member to speak to the manager or 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 staff member 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).

Following this the Prevent referral form should be completed, which can be downloaded from here [referral form](#) and sent to: [preventreferrals-NC@Norfolk.police.uk](mailto:preventreferrals-NC@Norfolk.police.uk)

An initial assessment of the referral will be carried out prior to any further information gathering on the individual. **For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999.**

Additional [information and guidance on Prevent](#) is available on the Norfolk County Council website.

## Safeguarding Report Form

This form is to be filled in by anyone who has a concern, or has been reported to about a concern, about the safety and/or welfare of someone at NILE.

Please complete this form and give it to the Designated Safeguarding Person (DSP), Miriam Anderson. In her absence, please pass the form to Designated Safeguarding Lead (DSL), Mike Riley.

Student Name		Under 18?	
Student Gender		Student Nationality	
Your Name		Your job role	
Date of reporting		Time of reporting	
Describe the safeguarding concern as factually as possible. Include who you are concerned about and why, including any behavioural or physical signs. If you are reporting something that has been reported to you, please include who you spoke to and the circumstance of how it was reported to you. Please also describe any action you have taken. Continue on plain piece of paper if needed and attach to report.			
Your Signature:			

Please now check to make sure your report is clear - and will also be clear to a stranger reading it next year.

<i>To be completed by DSP/DSL</i>							
Name		Date & time report received		Safeguarding Report number:		Incident report number:	
Please circle:		Referral made to DSL / Safeguarding team (specify)/ NILE Director / police / First aid administered / visit to medical facilities / referral made to other agency (specify) / Other					
<b>Action to be taken by DSP / DSL</b>							

## Incident Report Form

This form is to be completed by anyone who has experienced, witnessed or been reported to about an incident regarding someone at NILE.

Please complete and return to the Designated Safeguarding Person (DSP), Miriam Anderson.

In her absence, please give to the Designated Safeguarding Lead (DSL), Mike Riley.

Name of person(s) involved		Under 18?	
Nationality(/ies)		Gender(s)	
Your Name		Your job role	
Date of incident		Time of incident	
Date of filling in report		Time of filling in report	
Type of incident Please circle:	Attendance / Behaviour & discipline / Bullying / Child Protection concern / Health concern / Racial / Welfare / Other		
Describe the incident as factually as possible. Include who was involved, where it happened, what was said or done and by whom. Include what was the situation leading up to it. If you are reporting something that has been reported to you, please include who you spoke to and the circumstance of how it was reported to you. Please also describe any action you have taken. Continue on plain piece of paper if needed and attach to report.			
Your Signature:			

Please now check to make sure your report is clear - and will also be clear to a stranger reading it next year.

<i>To be completed by DSP/DSL</i>							
Name		Date & time report received		Safeguarding Report number:		Incident report number:	
Please circle:		Referral made to DSL / Safeguarding team (specify)/ NILE Director / police / First aid administered / visit to medical facilities / referral made to other agency (specify) / Other					
<b>Action to be taken by DSP / DSL</b>							