



# **SAFEGUARDING CHILDREN POLICY 2025-28**

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## INTRODUCTION

Broxtowe Borough Council (the Council) has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children. This includes safe recruitment practices for individuals whom the Council permits to work regularly with children, and, when required, obtaining criminal record checks.

Safeguarding and promoting the welfare of children is defined in Government Guidance 'Working Together to Safeguard Children 2018' as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

As such, the Council is responsible for ensuring that Members and staff, including those contracted, are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children and young people. This includes ensuring staff are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment. The Council is therefore committed to ensuring the availability of adequate resources and support for employee training and development.

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18th birthday (including unborn babies). Therefore, for the purpose of this Safeguarding Children Policy, any reference to children and young people means those under the age of 18.

This Policy is intended to clarify individual roles and responsibilities, raise awareness and reassure staff that there are clear processes in place should they have any concerns or in the rare event that an allegation is made against an individual employee. The procedures complement those of the Nottinghamshire Safeguarding Children Partnership. These may be referred to for further guidance as necessary and can be found at: [Policy and guidance](#)

Even though many members, staff and contractors have limited contact with children as part of their duties and responsibilities for the Council, everyone should be aware of the potential indicators of abuse and be clear about what to do if they have concerns.

There are four types of abuse that can affect children and young people: Physical, Emotional, Sexual, and Neglect. Types of abuse is covered in more detail in Appendix K.

It is not the responsibility of any Councillor, employee or contractor to determine whether abuse is taking place. Concerns, incidents or allegations must be reported. The role of the Councillor, employee or contractor is to refer the case to the appropriate person, not to investigate or make a judgement. Reporting and other procedures are listed in Section 7 and detailed in the subsequent appendices.

## **1.0 AIM**

To safeguard and promote the welfare of children in all aspects of the provision of Broxtowe Borough Council's services.

## **2.0 OBJECTIVES**

To achieve its aim, Broxtowe Borough Council has set the following objectives:

- To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of children.
- To provide staff members and volunteers (working on behalf of the Council) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect
- To ensure that all Members and staff working with children can identify the signs and symptoms of the four main types of abuse (physical abuse, sexual abuse, emotional abuse, and neglect).
- To ensure that all Members and staff understand and follow the relevant procedures when they have concerns about child abuse or neglect.
- To ensure that the necessary enhanced Disclosure and Barring Service (DBS) or Police vetting checks are completed, as determined by the Council's Recruitment and Selection Policy, for staff that work with or have significant access to children.
- To ensure that the necessary child protection training, information and guidance is made available to all appropriate individuals, clubs, groups, societies and organisations that organise activities for children on behalf of, or within buildings, facilities or on land provided by the Council.
- To provide guidance to all Members and staff on appropriate and safe working practices when working with children.

## **3.0 SCOPE**

This Policy is applicable to all of the Council's functions and services, as well as the operations of partners, contractors and voluntary organisations that deliver services for the Council, through grant or contract arrangements. Such organisations must maintain or develop their own safeguarding policy statement and procedures to reflect this Policy.

## **4.0 ROLES AND RESPONSIBILITIES**

**All individuals, contractors and agencies have a duty to ensure they are familiar with and can access the Council's reporting safeguarding procedures, or are familiar with and can access those of their own company/agency.**

### **Nottinghamshire Safeguarding Children Partnership**

Nottinghamshire Safeguarding Children Partnership provides the safeguarding arrangements required under the Children and Social Work Act 2017 and the statutory guidance 'Working Together to Safeguard Children 2018'. The purpose of safeguarding arrangements is to support and enable local organisations and agencies to work together to safeguard and promote the welfare of children. The partnership was formed on 1 January 2019 and intends to build on the strengths of the previous arrangements under the Local Safeguarding Children Board (LSCB). Through the introduction of new arrangements, in compliance with the legislation, the partnership is particularly seeking to achieve the following:

- Clear accountability – the safeguarding partners (Police, National Health Service and local authority) have a joint and equal responsibility for setting up the arrangements and making sure they work.
- Faster response to serious child safeguarding cases including undertaking 'Rapid Reviews' to identify if any immediate action is needed to ensure children's safety, identify any learning or improvements needed, and consider whether a more in-depth Child Safeguarding Practice Review is needed.
- Engage with a wider range of organisations and connect better with lead safeguarding practitioners.
- Provide a streamlined structure, reducing duplication and lessening the demand on safeguarding leads to attend meetings.

The vision for the partnership is 'That children and young people in Nottinghamshire grow up in a safe and stable environment and are supported to lead healthy, happy and fulfilling lives

The safeguarding partners responsible for the safeguarding arrangements under the Nottinghamshire Safeguarding Children Partnership are Nottinghamshire County Council, Nottinghamshire Police, and the National Health Service.

All three safeguarding partners have equal and joint responsibility for local safeguarding arrangements. In situations that require a clear, single point of leadership, the safeguarding partners will decide who should take the lead on that issue.

The safeguarding partners are obliged to set out within their arrangements which organisations and agencies are required to work as part of those arrangements to safeguard and promote the welfare of local children. These organisations and

agencies are referred to as relevant agencies and when nominated by the safeguarding partners as a relevant agency, organisations should act in accordance with the arrangements.

Acting in accordance with the safeguarding arrangements requires safeguarding partners and relevant agencies to work together and:

- Fully engage with the Nottinghamshire Safeguarding Children Partnership functions.
- Provide information which enables and assists the safeguarding partners to perform their functions to safeguard and promote the welfare of children in their area, including as related to local and national child safeguarding practice reviews.
- Ensure that their organisation works in accordance with the interagency safeguarding procedures approved by the partnership.
- Have appropriate robust safeguarding policies and procedures in place specifically relevant to their organisation.
- Provide evidence of the above to the Assurance Learning and Improvement Group.

Broxtowe Borough Council, as a relevant agency, will be committed to providing an effective working relationship as part of the new structures with the Nottinghamshire Safeguarding Partners to help achieve mutual aims in respect of child safeguarding.

### **Elected Members**

Elected Members are responsible for the monitoring and review of this Policy, as well as adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation to the Head of Communities and Community Safety. Guidance for Members on reporting concerns in relation to safeguarding children is given at Appendix E.

### **General Management Team and Heads of Service/Assistant Directors**

The General Management Team, led by the Chief Executive, will lead the authority with regard to safeguarding children responsibilities. The General Management Team in conjunction with Heads of Service/Assistant Directors will ensure that this Policy and the associated procedures are properly implemented to ensure the Council's duties and responsibilities with respect to safeguarding children are properly discharged. Heads of Service/Assistant Directors are responsible for ensuring the necessary supervision and training of appropriate employees, so that any concerns of safeguarding children are reported promptly and appropriately.

### **Designated Lead Officer**

The Council has a Designated Lead Officer to ensure all reports of abuse or allegations against staff are dealt with promptly in accordance with this Policy and the Joint Nottinghamshire and Nottingham City Safeguarding Children Procedures.

The Designated Lead Officer is the Head of Communities and Community Safety. That Officer is responsible for:

- Writing, reviewing, and implementing the Council's Safeguarding Children Policy.
- Reporting to General Management Team and Members on the number of referrals made to the Multi Agency Safeguarding Hub (MASH) and any changes to policy or guidance.
- Working to assess and reduce risks in relation to safeguarding children.
- Raising awareness of safeguarding issues amongst staff.
- Establishing and maintaining effective multi-agency working with Nottinghamshire's Safeguarding Partners, other district councils, and other relevant statutory and non-statutory agencies.
- Identifying and providing for staff training needs.

### **Human Resources Manager**

The Human Resources Manager is responsible for ensuring safe recruitment and employment practices are in place in accordance with the Children's Act 2004 and the Safeguarding Children agenda and for ensuring that appropriate checks are carried out on all staff who have regular contact with children. The Human Resources Manager is also responsible for receiving and acting on all concerns of abuse allegedly being perpetrated by staff or Members.

### **Departmental Safeguarding Leads**

Some divisions within the Council (for example, Housing) will have Safeguarding Lead Officers. Their role is to liaise with the Designated Lead Officer as well as officers within their own division, on specific cases and general issues.

### **All Staff**

All staff have a responsibility to report any concerns about the welfare of children to the Designated Lead Officer or to their line manager. Staff of the Council are not, however, responsible for deciding on subsequent action after making a report.

All staff are responsible for participating in relevant training and in particular, will complete the e-learning package made available through the Nottinghamshire Safeguarding Children Partnership via the Broxtowe Learning Zone. For new members of staff this will be a compulsory part of their induction and for other officers, there will be a requirement to undertake refresher training on a three yearly basis.

### **Contractors and other agencies**

The Council will take reasonable care that contractors and other agencies undertaking work on its behalf are monitored appropriately. Any contractor, sub-contractor, or other agency engaged by the Council in areas where workers are likely to come into regular contact with children, should have its own equivalent child protection policy, or failing that, must comply with the terms of this Policy. This requirement will be written into the contract. Where contact with children is a necessary part of the contracted service, it is the responsibility of the manager who is using the services of the contractor or agency to ensure that satisfactory Disclosure and Barring Service (DBS) checks have been completed where appropriate, and all other requirements of this Policy are complied with.

### **Lead Agencies**

Nottinghamshire County Council, the Police and the National Health Service will take the lead as Safeguarding Partners in assessing whether abuse has taken place, or whether a child is at risk of abuse.

## **5.0 OTHER RELEVANT ISSUES**

### **Licensing**

The Council is responsible for carrying out certain licensing functions. Protection of children from harm is a licensing objective that the Council is legally obliged to consider as part of those functions, particularly licensing premises under the Licensing Act 2003, the Gambling Act 2005, and taxi licensing. Safeguarding children training is compulsory for anyone applying to be licensed as a taxi driver by the Council.

### **Health and Safety at Work**

Where the Council inspects premises to discharge its legal responsibilities in this area, employers may be obliged to carry out risk assessments, including for the employment of young people. As part of the inspection process, officers may examine such risk assessments to determine their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', the Council will report this to Nottinghamshire County Council.

### **Homelessness**

The Council owes a legal duty to provide temporary accommodation to individuals whose status and circumstances meet certain criteria as defined by statute. Officers may need to refer families or individuals to Nottinghamshire County Council Social Care.

<b>Persons affected</b>	<b>Reason for contacting Notts Social Care</b>
Homeless 16-17 year olds	A 16 or 17 year old may be referred to Children's Social Care for assessment to determine if they are a child in need with a duty owed to them by Nottinghamshire County Council.
Homeless Care Leavers 16-25 year olds	The Council has a duty to house care leavers who are 16-25 years of age. Where they are found to be intentionally homeless Senior Officers from the Council will meet to resolve the case. In exceptional circumstances where this is not achievable a Senior Officer and Social Care must meet within a few days to resolve the situation. There is a care leavers team in place to assist care leavers using the care leavers pathway



Persons affected	Reason for contacting Notts Social Care
Intentionally homeless household with children	If a household with children is found to be intentionally homeless, Children's Social Care should be advised in writing the same day where possible so that they can ascertain whether a duty is owed under the Children Act 1989. Even where their duty is discharged Housing ensure the family are housed whilst this process is undertaken.

The Council only places children or vulnerable adults into 'Bed and Breakfast' or temporary accommodation in an emergency and as a last resort. Officers complete a detailed Housing Options assessment with applicants. This helps to identify needs and vulnerabilities and assists in the process of safeguarding children.

### Photography

It is an unfortunate fact that some people have used children's events as opportunities to take inappropriate photographs or footage of children and young people. Members, staff and contractors should be vigilant at all times. At events where photographs will be taken, photography signs should be clearly displayed. Anyone using cameras or film recorders for, or on behalf of, the Council must have either completed media consent forms from the parents of children being photographed or filmed, or have checked with the parent or guardian before the activity commences. When commissioning professional photographers or inviting the press to cover the organisation's services, events and activities, the Council will ensure that expectations are made clear in relation to child protection. Council staff should contact the Communications Team on Ext 3825 for advice, forms and posters.

### Human trafficking

Trafficking involves the transportation of persons in the UK in order to exploit them by the use of force, violence, deception, intimidation, coercion or abuse of their vulnerability. The Council recognises that local authorities have specific responsibilities under the Council of Europe's 2006 'Declaration on the Fight Against Trafficking of Human Beings' to which the UK is a signatory. While trafficking mainly involves adults, children can be involved. Staff should discuss concerns they may have with the Designated Lead Officer. Also, the United Kingdom Human Trafficking Centre (UKHTC) [now part of the National Crime Agency] is a national organisation that can provide advice.

<http://www.nationalcrimeagency.gov.uk/>

### Child Sexual and Criminal Exploitation

Child Sexual or Criminal Exploitation (CSE or CCE) is a form of child abuse where children and young people are forced or manipulated into sexual or criminal activity. The sexual or criminal exploitation of children and young people has been identified throughout the UK in both rural and urban areas. Essentially, it is a form of abuse and as such, the procedures for reporting concerns are the same as for other

categories. Staff should report any concerns to their line manager, or directly with the Designated Lead Officer, who will complete the relevant form (Appendix G) and refer the matter to Nottinghamshire Police.

### **Temporary, External, and Agency Staff**

The Council employs a number of staff on a temporary, external, and agency basis (for example, sports coaches). Measures will need to be put in place by the relevant Head of Service/Assistant Director where such staff are employed to ensure that they have received suitable training in Safeguarding Children, and that Disclosure and Barring Service checks, where appropriate, have been undertaken.

### **Information Sharing**

It is important to remember that confidentiality is critically important at all stages of the reporting procedure. This is necessary to safeguard all parties including the potential perpetrator. Employee responsibilities are to inform only those people identified within the policy and not to discuss the case casually with their colleagues. The important statutory duties in relation to safeguarding children cannot be met without effective and appropriate sharing of relevant information, some of which may normally be regarded as confidential between an employee and customer or client. Confidentiality should not be confused with secrecy. Information may be shared in order to comply with a statutory obligation, or if it is in the public interest.

In making decisions about sharing information, the safety and needs of the child must be the primary consideration. Information can be disclosed without consent where an employee has well-founded concerns that disclosure is necessary to:

- safeguard a particular child - including disclosure of information about an adult who may pose a risk of significant harm to a child or children
- prevent a criminal act taking place or where seeking consent would interfere in criminal enquiries
- prevent harm to staff
- prevent a child being at increased risk of harm.

Information sharing between Broxtowe Borough Council and agencies such as the Police, Probation, Victim Care etc in Nottinghamshire is done through the secure information sharing system Empowering Communities with Integrated Network Systems (ECINS).

## **6.0 DEALING WITH INCIDENTS AND CONCERNS**

**The procedures for dealing with safeguarding children incidents and concerns are listed in Section 7.0 of this Policy.**

Allegations made by others, even where anonymous, must always be taken seriously and must not be assumed to be malicious in the first instance. Officers informed of a concern by a member of the public, employee, or colleague, must act in accordance with this Policy.

It is not the responsibility of employees to decide whether or not child abuse has taken place. They have a duty to report concerns and must not assume someone

else has done so. It is an employee's responsibility to act on any disclosures, suspicions, or allegations as follows:

- All staff are responsible for discussing any disclosure, suspicions or allegations immediately with their line manager or directly with the Designated Lead Officer.
- The line manager will then make the referral to the appropriate authority with regards to the thresholds in the Pathway to Provision (Version 8).
- The line manager will then send the report to, and discuss the situation with, the Designated Lead Officer.
- The Designated Lead Officer is responsible for logging all referrals.
- A brief guide for staff (Safeguarding Children – Staff Guide) is available on the intranet under Document Index / Corporate documents / Safeguarding <https://intranet.broxtowe.gov.uk/media/4175/guidance-leaflet-for-safeguarding-children.pdf>

## 7.0 PROCEDURES AND INFORMATION

Specific procedures and information are contained in the following appendices:

### APPENDIX A

#### Reporting a Safeguarding Children Concern

1. Officers should try to make notes at the time or as soon as possible after they become concerned. Consider possible witnesses, times, clothing, age, location and any contact information, as well as noting what actions have been taken.
2. Officers must always try to make parents or carers aware of their concerns UNLESS it puts the child at further risk, it puts the officer at further risk, it could affect a criminal investigation, or it is impractical to do so.
3. Report the matter to line manager or where unavailable directly to the Designated Lead Officer.
4. The line manager alongside the officer completes the online referral form to the Nottinghamshire Multi Agency Safeguarding Hub (MASH) [Report a new concern about a child | Nottinghamshire County Council](#) as soon as possible. Where they are unavailable the officer should complete the online referral form with the Designated Lead Officer or an alternative manager.
5. Line manager MUST the same or the next working day e-mail a copy of the referral form or all the relevant information to [spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk) the Designated Lead Officer will enter the details onto the safeguarding database.
6. MASH should report back to the person reporting the incident within three days on the course of action to be taken.
7. If MASH is of the opinion that the threshold is not met for a Children's Social Care Assessment, they will signpost the person making the referral to the appropriate service.
8. The person making the referral will update the Designated Lead Officer by e-mail to [spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk) of the outcome of the referral and of the details of any recommendation to refer to another agency and the Designated Lead Officer will be responsible for updating the database.

9. Any officer submitting a referral, whether directly themselves, through their line manager MUST inform their Head of Service.

For further advice or information, contact: Head of Communities and Community Safety (Designated Lead Officer) 0115 917 3492

**Multi Agency Safeguarding Hub (MASH) Tel: 0300 500 80 90**

Office hours Monday to Thursday 8.30am to 5.00pm

Friday 8.30am to 4.30pm

mash.safeguarding@nottsc.gov.uk

Piazza,

Little Oak Drive,

Sherwood Business Park,

Annesley,

Nottinghamshire

NG15 0DR

**Emergency Duty Team**

In an emergency outside MASH office hours, contact the Emergency Duty Team (EDT) on 0300 456 4546

**APPENDIX B**

**Reporting an Immediate Safeguarding Children Concern**

If an incident is identified, which requires immediate intervention, staff will be required to respond accordingly. Each case will be different and specific guidelines for every incident are not feasible.

Wherever possible, an officer with immediate concerns should contact their line manager or the Designated Lead Officer.

If the line manager, Designated Lead Officer cannot be contacted, and the situation is deemed to be so serious as to warrant immediate action, the officer may be required to deal with the matter themselves and contact MASH on 0300 500 80 90 or complete the online referral form

<https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child>

The well-being of the child is paramount and the appropriate response which, dependent on the nature of the incident, may include:

- Immediate emergency call to Police (999).
- Immediate contact with Nottinghamshire Multi-Agency Safeguarding Hub (MASH) 0300 500 80 90 (Mon to Thurs 8.30am-5.00pm, Fri 8.30 to 4.30pm) or outside these hours, Nottinghamshire MASH Emergency Duty Team 0300 456 4546.
- Immediate verbal intervention with support from the most senior officer available on site without placing the child or an officer at further risk.

As soon as possible after the incident, the matter must be confirmed by e-mail to [spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk) and the Designated Lead Officer will enter the details onto the safeguarding database.

MASH should report back to the person reporting the incident within three days on the course of action to be taken, any updates must be forwarded to the Designated Lead Officer through [spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk)

The Designated Lead Officer shall be responsible for referring the case on to other agencies if advised to do so by the MASH.

For further advice or information, contact:

Head of Communities and Community Safety (Designated Lead Officer) 0115 917 3492

## **APPENDIX C**

### **Disclosure of Information from a Child**

Abused children are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

Actions to be taken by the person being disclosed to include the following:

- React calmly so as not to frighten the child.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is being said by a person who may have a speech impairment or differences in language.
- Avoid asking direct questions other than those seeking to clarify your understanding of what the person has said. The Police or Adult and Children's Services may subsequently formally interview them and they should not have to repeat their account on several occasions.
- Inappropriate and excessive questioning at an early stage may also impede the conduct of a subsequent criminal investigation.
- Reassure the child but do not make promises of confidentiality that will not be feasible in the light of subsequent developments.
- Explain to them that you will have to share your concerns with agencies who have the authority to act.
- Tell them they were not to blame and that they were right to tell.
- Record in writing immediately all the details that you are aware of and what was said using the child's own words.
- Report the matter to your line manager immediately, who will then contact the Designated Lead Officer for advice where required and make a referral.

## **Actions to Avoid**

The person receiving the disclosure should NOT:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Suggest any action/s or consequences that may be undertaken in response to the disclosure.

## **APPENDIX D**

### **Disclosure / Referral from a Member of The Public**

If a member of the public contacts you with concerns about a child's welfare, you should advise them to act as follows:

- Contact Nottinghamshire Children's Social Care 0300 500 80 80
- Outside of office hours, call Nottinghamshire County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- You should also take the relevant details from the member of the public and pass these on to the Designated Lead Officer. That officer will update the database and contact MASH to check the referral has been made.

## **APPENDIX E**

### **Members Guide to Reporting a Safeguarding Children Concern**

In cases where Members become personally aware of a safeguarding children issue; they should report in the way outlined below:

- Contact Nottinghamshire Children's Social Care 0300 500 80 80 or complete the online form  
<https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child>

- Outside of office hours, call Nottinghamshire County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- The Councillor should then notify the Designated Lead Officer that they have made a referral to Nottinghamshire County Council and email the details to [spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk)
- The Designated Lead Officer will update the database.

If the circumstances involve a relationship to services provided by Broxtowe Borough Council (for example Housing or Leisure), then the information should also be shared with the relevant Head of Service.

## APPENDIX F

### Concerns About an Employee or Member

If staff or Members have concerns about a fellow Officer or Councillor's conduct which they feel may be putting a child's safety or welfare at risk, they should implement the provisions of the Whistleblowing Policy. This can be accessed on the intranet (Document Index / HR Documents / Whistleblowing). If further guidance or information is required, this can be obtained from one of the Council's Human Resources Officers.

The Human Resources Manager will decide on the most appropriate course of action, which may include referral to Nottinghamshire County Council's Local Authority Designated Officer (LADO) for Safeguarding.

## APPENDIX G

### Supplementary Form to Report Concerns of Child Sexual Exploitation

Form available at: <https://www.nottinghamshire.gov.uk/nscp/resources/for-professionals-and-volunteers>

**Alternatively, can be accessed on Broxtowe Borough Council intranet under Document Index / Corporate Documents / Safeguarding**



## Child Sexual Exploitation (CSE) Concerns Network Information Operation STRIVER

Please complete and submit this information sheet if you have concerns regarding CSE. This form should be used by you to identify information concerning people, places, activities, or vehicles which you believe may be involved with, or connected to CSE.

Please complete and submit this information sheet if you have concerns regarding a young person at risk of child sexual exploitation.

- This is not a referral form and should not replace your usual practice of referring to social care, SEIU or CAIU
- Anything of immediate risk should be reported via 999 or 101 to the police control room
- This is an intelligence sharing form for LOW level non-emergency information
- Please be aware this inbox is monitored 24/7

The information contained herein will be shared with Nottinghamshire Police to:

- Develop disruption strategies to be implemented by a multi-agency panel
- Collate intelligence concerned with children and young people exposed to or at risk of CSE
- Inform current/future investigations concerning the sexual exploitation of children and young people

**Summary of concern:** (Please give a brief account of the information), for example; Names of perpetrators (including nicknames), addresses of interest, areas, locations, Vehicles (registration, colour, make ect..), Patterns of behaviour (connecting either YP/Perpetrators), hotels, parks, shops takeaways ect....

Please be **SPECIFIC**

**Please provide details of any child/young person or adults involved (if known):**

NAME (including nick names/pseudonyms)	DOB	V/S (Victim/ Suspect)	M/ F	Address	Are other agencies involved if so who




<b>Your Details</b>	
<b>Name</b>	
<b>Agency</b>	
<b>Contact Telephone number</b>	
<b>Email address</b>	

**Have the police been notified about this matter: Y/N**

**If yes, please provide incident number/details/date:**

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**Please email completed information sheet to Lisa Hurst**

**[cnm@nottinghamshire.pnn.police.uk](mailto:cnm@nottinghamshire.pnn.police.uk)**

**If you believe the child or young person you have identified above is at risk of CSE, please identify which of the risk indicators you think apply: (If there are High level indicators, discuss with your manager and any safeguarding issues should be referred to social care).**

### **Low Level Risk Indicators**

- ☐ Frequently returning home late and or going missing
- ☐ Overt inappropriate and sexualised clothing
- ☐ Sexualised risk taking behaviour, including internet use
- ☐ Unaccounted for/unexplained monies or goods
- ☐ Associating with adults (unknown or identified as risky), or other sexually exploited children or YP
- ☐ Lack of or infrequent contact with family, friends or other support networks
- ☐ Sexually transmitted infections
- ☐ Experimenting with drugs and/or alcohol
- ☐ Low self-esteem, poor self- image, eating disorders and/or self-harm

### Medium Level Indicators

- ☐ Getting into cars with unknown adults
- ☐ Associating adults known to be/have been involved in CSE
- ☐ Being groomed on the internet
- ☐ "Clipping" i.e. offering sex for money or other payment, but running away before sex takes place
- ☐ Disclosing a physical assault without sufficient evidence to support a S47 enquiry and later refusing to make or withdrawing a complaint
- ☐ Involved in CSE e.g. being seen in known houses, recruiting grounds or other "hot spots"
- ☐ Having an older boyfriend/girlfriend
- ☐ Poor school attendance or excluded
- ☐ Staying out overnight without explanation and or details of whereabouts
- ☐ Breakdown of residential placements due to behaviour
- ☐ Unaccounted for/unexplained money or goods, e.g. including mobile phones, drugs and alcohol
- ☐ Multiple or frequent sexually transmitted infections
- ☐ Episodes of self-harming requiring medical treatment
- ☐ Repeat offending
- ☐ Gang member or association with gangs

### High Level Indicators

- ☐ Child under 13 engaging in sexual activity
- ☐ Episodes of street homelessness, or staying with adults believed to be sexually exploiting them/other YP
- ☐ Child under 16 meeting different adults and exchanging or selling sexual activity
- ☐ Found in and removed from known 'red light' district by professionals, due to suspected CSE
- ☐ Being taken to clubs and hotels by adults and engaging in sexual activity
- ☐ Disclosure of serious sexual assault and then withdrawal of statement
- ☐ Abduction and forced imprisonment
- ☐ Being moved around for sexual activity
- ☐ Disappearing from the 'system' with no contact or support
- ☐ Being bought/sold/trafficked
- ☐ Multiple miscarriages or terminations
- ☐ Indicators of CSE in conjunction with chronic alcohol and drug use
- ☐ Indicators of CSE alongside serious self-harming
- ☐ Receiving rewards of money or goods for recruiting peers into CSE.

## **APPENDIX H**

### **Example Policy Statement and Procedure Template For Voluntary Organisations**

Voluntary organisations are free to use all or any sections of the Safeguarding Children Policy. Below is the minimum acceptable for any organisation receiving funding from Broxtowe Borough Council. However, it is important that all organisations know and understand their duties and obligations, whether they use the template or not.

## **Policy Statement**

Children have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them.

*(Name of organisation)* is committed to safeguarding children and protecting them from abuse when they are engaged in services organised and provided by *(name of organisation)*. We will endeavour to keep children, young people and vulnerable adults safe from abuse. Any suspicion of abuse will be responded to promptly and appropriately. We will act in the best interest of the child at all times. We will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults.

*(Name of organisation)* will ensure that unsuitable people are prevented from working with children through using safe recruitment and selection processes.

*(Name of organisation)* will take any concern made by a service user, employee, volunteer or child/vulnerable adult seriously and sensitively. Concerns cannot be anonymous and should be made in the knowledge that, during the course of any enquiries, the agency that made that referral will be made clear.

*(Name of organisation)* will not tolerate harassment of any service user, employee, volunteer or child/vulnerable adult who raises concerns of abuse.

## **Procedure**

Any concerns will be brought to the attention of *(named senior person)* who will refer the matter to the Nottinghamshire Multi Agency Safeguarding Hub (MASH). Those raising the concern must be made aware that the concern will be shared with appropriate people but will be treated in confidence as far as possible. Officers, staff and volunteers must not discuss the concern except with the designated officer and any agent of the organisation responsible for investigating the concern.

## **APPENDIX I**

### **Guidelines For Conduct When Working/Having Contact with Children**

It is best practice for Members, staff and contractors who have contact with children, young people or vulnerable adults to follow these guidelines

- Always be publicly open to scrutiny when working with children.
- Avoid situations where a councillor, employee, volunteer or service provider and a child are alone, unobserved.
- Children have a right to privacy, respect and dignity. Respect the child and provide a safe and positive environment.
- All children should be treated equally in the context of any activity.
- members, staff and contractors must put the wellbeing and safety of the child before the development of performance.

- If a child is accidentally injured as the result of a councillor, employee or contracted service provider's actions; seems distressed in any way; appears to be sexually aroused by your actions; misunderstands or misinterprets something you have done; always report such incidents as soon as possible to your line manager and the Designated Lead Officer or the Designated Lead Officer and make a written report.
- If a child arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined above in the policy.
- When administering first aid, staff should ensure that another adult
- is present where possible, or is aware of the action being taken.
- Parents/carers should always be informed when first aid is administered.

NEVER take children to your home where they will be alone with you.

NEVER engage in rough physical games including horseplay.

NEVER engage in sexually provocative games.

NEVER allow, encourage or engage in inappropriate touching of any form.

NEVER allow children to use language inappropriate to the circumstances unchallenged, or use it yourself.

NEVER make sexually suggestive comments about, or to, a child - even in fun.

NEVER let an allegation a child makes be ignored or unrecorded.

NEVER do things of a personal nature for children that they can do for themselves, for example assist with changing. It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or are disabled. These tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should endeavour to have someone else present and inform the parents/carers as soon as is reasonably possible.

NEVER share a room with a child.

NEVER enter areas designated only for the opposite sex.

NEVER use the internet or any other electronic or telephone device to access inappropriate images of children.

## APPENDIX J

### CONTACTS

#### **Multi Agency Safeguarding Hub (MASH)**

Monday to Thursday 8.30am to 5.00pm

Friday 8.30am to 4.30pm

Tel: 0300 500 80 90

E mail: [mash.safeguarding@nottsccl.gov.uk](mailto:mash.safeguarding@nottsccl.gov.uk)

Postal address:

MASH,

Piazza,

Little Oak Drive,

Sherwood Business Park,

Annesley,

Nottinghamshire  
NG15 0DR

**Social Services Emergency Duty Team**

Tel: 0300 456 4546

**Police**

Tel: 999 (emergencies)  
101 (non-emergencies)

**Nottinghamshire County Council Children's Social Services**

Broxtowe Team Office  
Tel. 0115 917 5920

**Broxtowe Borough Council**

Safeguarding Children Designated Lead Officer  
Head of Communities and Community Safety  
Tel 0115 917 3492  
[spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk)

Human Resources Manager  
Tel 0115 917 3552

**APPENDIX K**

**Signs of Child Abuse**

Child abuse is grouped into four main categories:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Individual factors or indicators of abuse may not be particularly worrying in isolation, but in combination they can suggest that there is a serious cause for concern.

Identification of child abuse is difficult. The indicators below are not an exhaustive list but should prompt consideration of whether child abuse may be taking place.

**Physical Abuse**

*Bruises:*

- in children who are not independently mobile
- in babies should always be referred to Children's Social Care
- that are seen away from bony prominences
- to the face, back, abdomen, arms, buttocks, ears and hands
- multiple in clusters
- multiple or uniform shape

- that carry an imprint – of an implement or cord
- with petechiae (dots of blood under the skin) around them.

#### *Bites:*

- Differentiating between adult/child bite on size requires a specialist dentist. If an adult is suspected of biting a child a referral should always be made.

#### *Burns or scalds:*

- with clear outlines which may match an implement
- that are multiple in nature
- on the body away from the hand eg back, shoulders or buttocks
- small round which may be from cigarettes

#### *Scars:*

- multiple, unusual shapes or that suggest a child did not receive appropriate medical treatment.

#### *Fractures:*

- in children under 18 months
- in children that are inconsistent with developmental stage
- alleged unnoticed fractures – fractures cause pain and it would be difficult for a carer to be unaware.

#### *Other injuries:*

- Poisoning, injections, ingestion or other applications of damaging substances (including drugs and alcohol).
- Signs of shaking: may present with unexplained pain, fitting, paralysis, extreme irritability or with less obvious signs, such as increased head circumference, poor feeding, excessive crying, vomiting or associated injury. Excessive crying in babies can be difficult to manage and may make them more vulnerable to inflicted brain injury.
- Female genital mutilation, including female circumcision is abuse and should be reported. If a woman has been circumcised any female children in the family are at increased risk and should be assessed appropriately.

### **Emotional Abuse**

- Persistently telling a child they are worthless or unloved
- Bullying a child or frequently making them frightened
- Persistently ridiculing, making fun of or criticising a child
- Persistently shouting, screaming or swearing
- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders eg. faecal smearing, excessive drinking, eating unusual substances, and self-harm
- Severely delayed social development, poor language and speech development not otherwise explained
- Excessively nervous behaviour such as rocking or hair twisting
- Low self-esteem

## Sexual Abuse

- Recurrent genital or anal symptom (for example, bleeding or discharge) without a medical explanation
- Genital, anal or perianal injury without a suitable explanation
- Anal fissure, without medical explanation
- Unusual sexualised behaviours in a pre-pubertal child
- Pregnancy or sexually transmitted infection, including anogenital warts, in a child younger than 13 years if there is no clear evidence of vertical transmission or blood
- contamination. In 13-15yr if no disclosure of consenting sexual behaviour with a peer. In 16-17yr consider if power imbalance in relationship, sexual exploitation.

## Neglect

- Ignoring the child's need to interact
- Failing to express positive feelings to the child, constant shouting and swearing at the child, showing no emotion in interactions with the child
- Denying the child opportunities for interacting and communication with peers or adults
- Inadequate provision of food
- Exposure to inadequate, dirty and/or cold environments
- Abandoned or left in circumstances without appropriate adult supervision which are likely to endanger them
- Prevented by their carers from receiving appropriate medical advice or treatment
- Living environment unsafe for child's developmental stage
- Poor standard of hygiene affecting child's health.

Type of abuse	Physical Indicators	Behavioural Indicator
Physical	Frequent or unexplained bruising, marks or injury Bruises which reflect hand marks or shapes of articles e.g. belts Cigarette burns Bite marks Unexplained broken or fractured bones Scalds	Fear of parent being contacted Behavioural extremes – aggressive/angry outbursts/withdrawn or violent behaviour Fear of going home Flinching when approached or touched Depression Keeping arms/legs covered Reluctance to change clothes Panics in response to pain Reports injury caused by parents
Emotional	Delays in physical development or progress Sudden speech disorders Failure to thrive	Neurotic behaviour Sleeping disorders, unable to play Fear of making mistakes Sucking, biting or rocking Inappropriately adult or infant Impairment of intellectual, emotional, social or behavioural development

Sexual	Pain/itching in the genital area Bruising/bleeding near genital area Sexually transmitted disease Vaginal discharge/infection Frequent unexplained abdominal pains Discomfort when walking/sitting Bed wetting Excessive crying	Inappropriate sexual behaviour or knowledge for the child's age Promiscuity Sudden changes in behaviour Running away from home Emotional withdrawal through lack of trust in adults Unexplained sources of money or 'gifts' Inappropriate sexually explicit drawings or stories Bedwetting or soiling Overeating or anorexia Sleep disturbances Secrets which cannot be told Substance/drug misuse
Neglect	Constant hunger Poor hygiene Weight loss/underweight Inappropriate dress Consistent lack of supervision/abandonment Unattended physical problems or medical needs	Begging/stealing food Truancy/late for school Constantly tired/listless Regularly alone/unsupervised Poor relationship with care giver