
Child Protection and Safeguarding Policy

(Covering Children, Young People
and Adults 'at risk')



June 2018
Version 1.1

For Review in June 2019

Key Purpose and Objectives

Confetti has a statutory and moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of young people receiving education and training at Confetti.

This Policy outlines Confetti's procedures for dealing with the protection of children, young people and adults 'at risk'.

It clarifies roles and responsibilities within the organisation and the processes which should be followed to safeguard all learners.

Nottingham City and Nottinghamshire have produced Child Protection Interagency Procedures and Practice Guidelines which Confetti will adopt and will be accessed for advice and guidance <http://www.nottinghamshire.gov.uk/caring/protecting-and-safeguarding/nscb/informationprofessionals/procedures-practice-guidance/>

Key Responsibilities

The Chief Executive Officer (CEO) is ultimately responsible for safeguarding issues and compliance, alongside the Director of Education.

The designated senior member of staff with lead responsibility for safeguarding is the Student Services Manager.

The Head of HR is responsible for the safe recruitment of staff and the completion and recording of training.

Other staff with specific responsibility are detailed in the first section.

Policy and Legislative Connections

- The Children Act 1989 places a duty on Local Authorities to take steps to protect children and gives certain powers to the Police so that they may take action to protect children.
- 2004 Children's Act- Every Child Matters placed a duty on schools/services to safeguard and promote the well-being of pupils and introduced Children Services and a Local Safeguarding Children's Board (LSCB) which replaced the Area Child Protection Committee (ACPC).
- Working Together to Safeguard Children September 2016
- Nottingham and Nottinghamshire Safeguarding Children Board Inter-agency Child Protection Procedures and Practice Guidelines.
- Keeping Children Safe in Education September 2016
- Information Sharing March 2015
- The Care Act 2014

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1 Overview

1.1 Scope

The Children Act 1989 defines a **child** as “a person under the age of 18”. This could therefore include:

- Any student up to the age of 18;
- Any other person under the age of 18 who becomes known to Confetti;

Where reference is made within this policy, to children and young people, this term is used to mean those under the age of 18. Any concerns raised to Local Authority will be raised to Children’s Social Care.

The term “adult at risk” is used within this policy in replacement of the term “vulnerable adult”.

An adult at risk is a person of 18 years of age or older who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is, or may be, unable to take care of him or herself, or be unable to protect him or herself against significant harm or exploitation.

An adult at risk may therefore be a student who, for example:

- Is an older person who is frail due to ill health, physical disability or cognitive impairment;
- Has a learning disability;
- Has a physical disability and/or a sensory impairment;
- Has mental health needs including dementia or a personality disorder;
- Has a long-term illness/condition;
- Misuses substances or alcohol;
- Is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse;
- Lacks the mental capacity to make particular decisions and is in need of care and support.

1.2 Key Principles

Children, young people and adults at risk have a fundamental right to be protected from harm. The protection of children and adults at risk is a shared community responsibility. The abuse of children and adults at risk is a clear infringement of human rights and in many cases may be a criminal offence.

Confetti is committed to ensuring that it:

- Actively safeguards and promotes the welfare of students;
- Provides a safe environment in which all students can learn;
- Identifies children, young people and adults ‘at risk’ who are suffering, or likely to suffer, significant harm;
- Takes appropriate action to see that such children, young people and adults ‘at risk’ are kept safe, both at home and at Confetti.

All staff will receive training adequate to familiarise them with safeguarding issues and responsibilities and Confetti procedures and policies, with further updates every year. There will be a senior member of the Confetti Executive Management Team overseeing strategic responsibilities and a member of the Senior Management Team with lead responsibility for safeguarding. There will also be identified deputies. These persons will undertake specific high level safeguarding training every 2 years as recommended by the Nottingham City Safeguarding Children’s Board (NCSCB). The Safeguarding Leads will be nominated to liaise with the Local

Authority and Director of Education on issues of safeguarding and the CEO or Head of HR in the event of allegations of abuse made against the Director of Education or one of the Safeguarding Leads.

A Safeguarding Working Group (Safe & Equal) will oversee the safeguarding agenda and safeguarding will feed into a number of other meetings and working groups.

2 Responsibility for Actions within the Policy

2.1 Senior Staff Members with Lead Responsibility and Designated Safeguarding Officers

The designated senior member of staff with lead responsibility for safeguarding is the Student Services Manager. They have a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of children, young people and adults 'at risk', and the promotion of a safe environment for all students learning at Confetti and is the Looked After Children (LAC) designate.

Confetti has four further Designated Staff: the Pastoral Support Co-ordinator, one of the Student Support Officers, the Evening Supervisor/Tutor and the Additional Learning Support Leader, who specialises in cases of students with additional needs.

All designated staff will undertake DSL training every two years along with training in safeguarding issues and inter-agency working, as required by the Local Safeguarding Boards (NCSCB). All staff dealing with allegations will receive Peer Support, with the DSL receiving supervision from an external party.

Responsibilities of these staff includes:

- Overseeing the referral of cases of suspected abuse or allegations to Social Care Services.
- Providing advice and support to other staff on issues relating to child and adult safeguarding.
- Maintaining a record of any child and adult protection referrals, complaints or concerns (even where that concern does not lead to a referral).
- Ensuring that parents/carers of children and young people within the Confetti have access to the Safeguarding Policy.
- Deciding when it is necessary to initiate a CAF (Common Assessment Framework) and/or work with Priority Families.
- Liaising with the Local Authorities and NCSCB and other appropriate agencies
- Acting as a contact point for young people who are 'looked after' or who are 'leaving care'.
- Liaising with the manager(s) responsible for secondary schools which send pupils to the Confetti to ensure that appropriate arrangements are made for their pupils.
- Support HR to ensure that all staff receive basic training in safeguarding issues and are aware of Confetti's safeguarding procedures.
- Undertaking an annual audit of safeguarding procedures.
- Ensuring that a DSL is onsite during all times the setting is open to under 18's.
- Reporting deficiencies in procedure or policy identified by the NCSCB (or others) to the Director of Education and/or CEO at the earliest opportunity.
- Convene a monthly review group meeting for all DSO's to discuss current cases and to review any applications that pose a safeguarding risk.
- Undertake and review Safeguarding Risk Assessments where required.
- Where needed, they may also decline offers for students who pose a safeguarding risk.

2.2 Other Staff Members

All staff, regardless of role, have a responsibility to safeguard our students. There are some key roles/teams however that have a remit to pick up and deal with wider safeguarding issues presented by students/staff.

These are:

- Student Support Officers
- Student Achievement Coach

These staff will:

- Pass on any concerns to the DSL or DSO's;
- Know how to make an appropriate referral;
- Be available to provide advice and support to other staff on issues relating to child and adult safeguarding;
- Have a responsibility to be available to listen to students who have concerns;
- Deal with individual cases, including attending case conferences and review meetings as appropriate;
- Receive training in wider safeguarding issues and inter-agency working.

For students with Additional Needs who may need advocacy/ support, a member of the Additional Learning Support team will be assigned.

2.3 The Director of Education

The Director of Education is responsible for liaising with the Executive Management Team and the senior staff members with lead responsibility over matters regarding child protection, including:

- Ensuring that Confetti has adopted the Interagency Procedures produced by Nottingham City Safeguarding Children's board and the Safeguarding Adult's Board;
- Ensuring that the senior staff consider and approves the Confetti Child Protection and Safeguarding Policy each year;
- Ensuring that each year the senior staff are informed of how Confetti and its staff have complied with the policy, including a report on the training that staff have undertaken;
- Ensuring there are procedures for reporting and dealing with allegations of abuse against members of staff;
- The safe recruitment of staff;
- Overseeing the liaison between Social Care Services and HR in connection with allegations against the Senior Staff Member(s) with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries. For allegations against the Director of Education, the CEO will assume this responsibility.

To assist in these duties, the Director of Education shall receive appropriate training as directed by NCSCB.

2.4 The Head of HR

The Head of HR has responsibility for

- Ensuring that appropriate training has taken place for all staff and is made available for volunteers, including the logging that all staff have read Part one of Keeping Children Safe in Education (See gobo/policies and procedures/safeguarding)
- Ensuring that there are safe recruitment policies and practices, including enhanced Disclosure and Barring Service (DBS) checks on staff who have regular, unsupervised access to children up to age 18 and Vulnerable Adults and where appropriate, for governors and volunteers.
- Ensuring that there is record of all DBS checks undertaken on staff and where, appropriate, governors and volunteers
- Ensuring that there is a robust procedure for responding to concerns, allegations of abuse regarding employees who work with children and young people.

3 Types of Abuse

3.1 Children and Young People under 18

Confetti recognises the following as definitions of abuse and neglect as defined within ***Keeping Children Safe in Education***:

Abuse: 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. They may be abused by an adult or adults or another child or children, this could include their peers within Confetti.

Keeping Children Safe in Education outlines four areas of abuse as follows:

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 ill treatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far 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 the child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interactions. 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, although 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 (including via the internet). 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); ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, Keeping Children Safe in Education identifies that there are wider safeguarding issues that we need to consider and act upon. The statutory guidance list 20 specific safeguarding issues and provides links to further information regarding all of these areas. The 20 specific safeguarding issues are listed as:

Child Sexual Exploitation (see 3.6)
Domestic Violence
Fabricated or Induced Illness
Female Genital Mutilation (FGM) (see 3.2)
Gangs and Youth Violence
Private Fostering
Mental Health
Sexting
Children Missing Education
Trafficking
Missing Children and Adults

Bullying including Cyberbullying
Drugs
Faith Abuse
Forced Marriage
Gender-based Violence/Violence Against Women and Girls (VAWG)
Preventing Radicalisation (see 3.3)
Relationship Abuse
Children Missing from Home or Care
Hate

3.2 Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

Confetti recognises that it now has a statutory duty, to report to the police any discovery that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Any suspected cases of FGM should be reported to one of Confetti's Designated Safeguarding Officers who will involve Social Care as appropriate.

3.3 Preventing Radicalisation

Protecting individuals from the risk of radicalisation should be seen as part of Confetti's wider safeguarding duties, and is similar in nature to protecting individuals from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. As with managing other safeguarding risks, staff should be alert to changes in individual's behaviour which could indicate that they may be in need of help or protection. Staff

should use their professional judgement in identifying individuals who might be at risk of radicalisation and refer any concerns to one of Confetti's Designated Safeguarding Staff.

Confetti recognises that it now has a statutory duty to have 'due regard to the need to prevent people from being drawn into terrorism. In complying with the duty, Confetti commits to demonstrating an awareness and understanding of the risk of radicalisation and extremism in their institution. Confetti has produced an action plan that considers levels of risk in the key areas as outlined by the Department of Education.

Prevent at Confetti, falls under the banner of safeguarding and will be led by the Student Services Manager who is also the Lead Safeguarding Designate. If any staff have any concerns relating to students and radicalisation, they should refer them to one of Confetti's Designated Safeguarding Staff. Confetti's Designated Safeguarding Staff will then work with external agencies such as Channel or the regions local Prevent Co-ordinator if appropriate.

Confetti has a monitoring system to flag concerns, 'Impero' is used to monitor IT use across Confetti.

Confetti also has a process for vetting external speakers and charities to protect young people from exposure to radicalisation.

3.4 Children Missing from Education

A child or young person going missing from education is a potential indicator of abuse or neglect. While a college is able to adopt a more fluid approach to attendance, this can make identifying concerning absence patterns more difficult than in a structured compulsory school environment. However, Confetti staff should be alert to poor attendance and sudden absences and act accordingly to follow up issues with students promptly. This can be aided by the MIS team, who send texts daily to chase absence, tutors, who chase absence and report concerns. Sudden, unexplained absences or absences from students who are vulnerable, should be followed up promptly.

It should also be considered if there are any links to radicalisation (see section 3.3).

3.5 Self Harm

Self-harm is any behaviour where the intent is to deliberately cause harm to one's own body for example:

- Cutting, scratching, scraping or picking skin
- Swallowing inedible objects
- Taking an overdose of prescription or non-prescription drugs

For further information, see the Confetti policy on Recognising and supporting students who self harm.

3.6 Child Sexual Exploitation

Any student may be vulnerable to Sexual Exploitation. It can be difficult to recognise the warning signs child sexual exploitation, it can be defined in the following terms:

- A person under 18 is sexually exploited when they are coerced into sexual activities by one or more person(s) who have deliberately targeted their youth and inexperience in order to exercise power over them.
- The process often involves a stage of 'grooming', in which the child might receive something (such as a mobile phone, clothes, drugs or alcohol, attention or affection) prior

to, or as a result of, performing sexual activities, or having sexual activities performed on them.

- Child sexual exploitation may occur through the use of technology without the child's consent or immediate recognition; for example through being persuaded to post sexual images over the internet or via mobile phone, sexting, online targeting via forums, social media etc.
- Child sexual exploitation is often conducted with actual violence or the threat of violence. This may be threats towards the child, or her or his family and may prevent the child from disclosing the abuse, or exiting the cycle of exploitation. Indeed, the child may be so confused by the process, that they do not perceive any abuse at all.

3.7 Adults at risk aged 18+

Chapter 14 within the Care Act 2014 replaces the 'No Secrets' guidance

The safeguarding duties within the Care Act apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Nottingham City Adult Safeguarding Board now refers to adults to whom the duty applies as 'adults at risk'.

Confetti recognises the following as definitions of abuse and neglect as defined within **Chapter 14 - 'The Care Act'**

Physical abuse: this includes assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence: this includes psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse: this includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse: this includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse: this includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery: this encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse: this includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse: this includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission: this includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect: this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

4 Information Sharing and Confidentiality

4.1 Sharing Information

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults at risk.

Where there are concerns about the safety of a child, young person or an adult at risk, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child, young person or adult at risk being placed at risk of harm.

Staff should use their judgement when making decisions on what information to share and when. A flowchart on when and how to share information is available in Appendix 4. If any member of staff is in doubt, they should contact one of the Designated Safeguarding Staff.

4.2 The principles of sharing information.

Confetti adopts the 'seven golden rules to sharing information' as outlined in the HM Government document '***Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers***'.

Necessary and proportionate – when taking decisions about what information to share, you should consider how much information you need to release. The Data Protection Act requires you to consider the impact of disclosing information on the information subject and any third parties. Any information must be proportionate to the need and level of risk.

Relevant – only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make sound decisions.

Adequate – information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

Accurate – information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

Timely – information should be shared in a timely fashion to reduce the risk of harm. Timeliness is a key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore harm a child, young person or adult at risk.

Secure – wherever possible, information should be shared in an appropriate, secure way.

Record – information sharing decisions should be recorded whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester of the information.

5 Dealing with Disclosures of Abuse and Reporting Concerns

5.1 Disclosures

If a member of staff suspects or receives information, or an individual discloses that they are at risk of harm or abuse may be occurring, they have a responsibility to refer to one of the Designated Safeguarding Staff. The safety and welfare of the individual is the primary objective and a member of staff should not delay in seeking medical help in an emergency situation or in contacting other staff to assist if immediate protection is needed.

The member of staff should contact the Safeguarding team by calling 07752729566, emailing safeguarding@confetti.ac.uk or speaking directly to one of the team directly.

Members of staff should be aware that their duty to refer such suspicions or allegations overrides the concept of confidentiality and this should be explained to the student in a manner best suited to the individual student. Help to communicate with Students with Learning Difficulties / Disabilities should be sought from the Additional Learning Support Manager.

5.2 Procedure for referral

Any allegation, disclosure or suspicion of abuse needs to be taken seriously and handled in a sensitive manner. Individual members of staff should never deal with disclosures in isolation, and **should always refer to a Designated Person**, who will undertake the interview. Information should be strictly limited to those who need to know.

However, as outlined in Part One of Keeping Children Safe in Education '***if, at any point, there is a risk of immediate serious harm to a child a referral should be made to Social Care immediately. Anybody can make a referral***'.

Staff should **ALWAYS** make it clear to a young person that they cannot make guarantees of confidentiality. If possible, they should warn the individual about this **before** they are given an opportunity to disclose.

If the young person does not wish to continue:

- Encourage them to access support services within Confetti;
- Offer access to a privately located telephone, for helpline support (see Appendix 8)
- State that you may have to pass on any disclosure

If the young person wishes to continue:

- Listen carefully to what is being said;

- Keep questions to a minimum, just to clarify what is being said;
- Avoid leading questions, prompting or making comments;
- Suspend your own judgement and remember that you are not investigating the matter;
- Staff should support the student and give reassurances whilst explaining which other people will need to know about the allegations;
- Inform the young person of the actions that will follow your conversation and assure them that they will be kept informed of all developments;
- Staff should make notes of the conversations which may be needed by the investigating agency (e.g. Social Services)
- Where possible, staff should include the following:
 - Names of those present during the disclosure/allegation
 - Address and contact of young person
 - Date of birth
 - Ethnic origin
 - Other agencies already involved
 - Date and time of the conversation
 - Place where the alleged abuse happened
 - Brief description of the allegation
 - Any visible injuries
 - Any alleged injuries
 - Young person's preferred action
 - Means of contacting the young person
 - Next steps and follow up agreed

Staff should contact one of the Designated Safeguarding Staff immediately after the initial disclosure and pass all information to them. The Designated Safeguarding person who receives the information will make a decision with the SSM about who to contact, usually Social Care and / or the Police.

Appendix 2 provides a flowchart that details how to deal with concerns, suspicions or disclosures of harm or abuse. Appendix 3 is the referral form that staff could note any concerns on and send through to one of the Designated Safeguarding Staff when dealing with a disclosure.

5.3 Designated Person's Duties

If the student wants to take the allegation forward him / herself, the Designated Person should support the student in contacting Social Care Services, and ensure that is made within 24 hours of initial disclosure/allegation. (The police may be contacted if the student is in immediate danger of harm to self or others).

If the Designated Person decides that they must report the allegation, the Designated Person should contact Social Services by telephone and send the '**Referral**' form within 24 hours of the initial disclosure/allegation, if requested. If a Designated Person is unsure whether to make a referral, they should contact the NCSCB Safeguarding Consultation Line for advice – 07711 189544.

The student and referring staff member should be informed of the action being taken and the reasons for this decision. This should happen before Social Care Services are informed, unless doing so would place the person at greater risk. In this case, both staff and student should be contacted as soon as safety considerations of the person permit.

The parents/carer for a child, young person or adult at risk should also be informed of the action being taken, unless doing so would place the person at greater risk. The Designated Person should contact Social Care Services by telephone, in the first instance. The date and time of the contact and the duty officer's name should be recorded.

Where any proceedings follow the initial referral, the Designated Person should provide relevant feedback to student as recommended by Social Services.

The Designated Person should ensure that all written records relating to the incident are kept indefinitely, in a secure location. The Designated Person is responsible for ensure that cases are fully recorded and updated. All cases should remain on review until concluded. If a suitable intervention is not received from Social Care, the DSL should support the DSO to escalate the concerns with social care – team manager, service manager, head of service, director of safeguarding, Safeguarding Children’s board chair.

Designated staff should, at all times, keep the DSL up to date on proceedings.

5.4 Procedure for post-18’s

It is **not** a legal requirement to inform statutory agencies of abuse cases involving students over 18 years old who aren’t deemed to be adults at risk. However, if someone at Confetti is over 18 and disclose information regarding anyone under 18 who they may be associated with, e.g. their own children, siblings, other family members, then you must report this to one of the Designated Safeguarding Staff.

6 Reporting and Dealing with Allegations of Abuse against Members of Staff

6.1 Introduction

In rare instances, staff of education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Confetti recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

Confetti recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within Confetti will do so with sensitivity and will act in a careful, measured way.

6.3 Receiving an Allegation from a Child, Young Person 16-18 or Vulnerable Adult

A member of staff who receives an allegation about another member of staff from a child/young person should follow the guidelines in Section 3 for dealing with disclosure.

The **Procedure for dealing with allegations of abuse against members of staff** (see Appendix 7) should be followed.

Appendix 1 – Safeguarding Working Group (Safe & Equal)

Confetti is committed to the safeguarding of all staff and students and recognises it has a duty of care to protect children and adults 'at risk' from maltreatment; prevent impairment of their health and development; ensure that they live in circumstances consistent with the provision of safe and effective care; and take action to enable all children and adults 'at risk' have the best outcomes.

It is within the duty of care to act if there is a cause for concern and to notify the appropriate agencies so that the matter can be investigated and further action be taken if necessary. Confetti has a responsibility to provide information to other appropriate agencies in response to safeguarding matters.

As part of Confetti's responsibilities, it convenes a Safeguarding Working Group (Safe & Equal) to oversee all aspects of Safeguarding. The group will have the following responsibilities:

- Ensure the Confetti fulfils its role in relation to safeguarding children and adults 'at risk' and has the required procedures in place
- Review and advise on the implementation of all related safeguarding legislation
- Establish and maintain policies and procedures relating to safeguarding including practices around 'Safer Recruitment'
- Ensure staff are appropriately trained in accordance with the Nottingham Safeguarding Children's Board (NCSCB) requirements
- Agree and support procedures that enable risk assessments to be carried out on potential students who may pose a threat to others and / or themselves
- Contribute towards providing an environment that is healthy, safe and secure including making recommendations on site security.
- Work in conjunction with EDI and Health & Safety, to triangulate common themes and concerns
- Share information relating to safeguarding and compliance issues
- Feed issues into other teams / departments internally or externally, as part of development and improvement plans

• MEMBERSHIP

The Safeguarding Working Group will be chaired and convened by the Student Services Leader who is also the operational lead for Safeguarding. Membership of the group will include:

Title	Name
Student Services Manager	Emma Talbot (Chair)
Additional Learning Support Manager	Rebecca Machin
Pastoral Support Co-ordinator	Natalie Brewster
Head of HR	Lorraine Duckett
HR Manager	Frankie Bean
IT Manager	Luke Fowler
Core Skills and Progression Leader	Ed Whiteley
Head of Curriculum	Rob Hoare
Head of Quality	Nat Goddard
Director of Education	Darren Bourne
Director of MIS	Dick Hetherington
Disability Co-ordinator	Stephanie Bent
Health and Safety Manager	Richard Draper
Teaching & Practice Leader	Rosie Francis

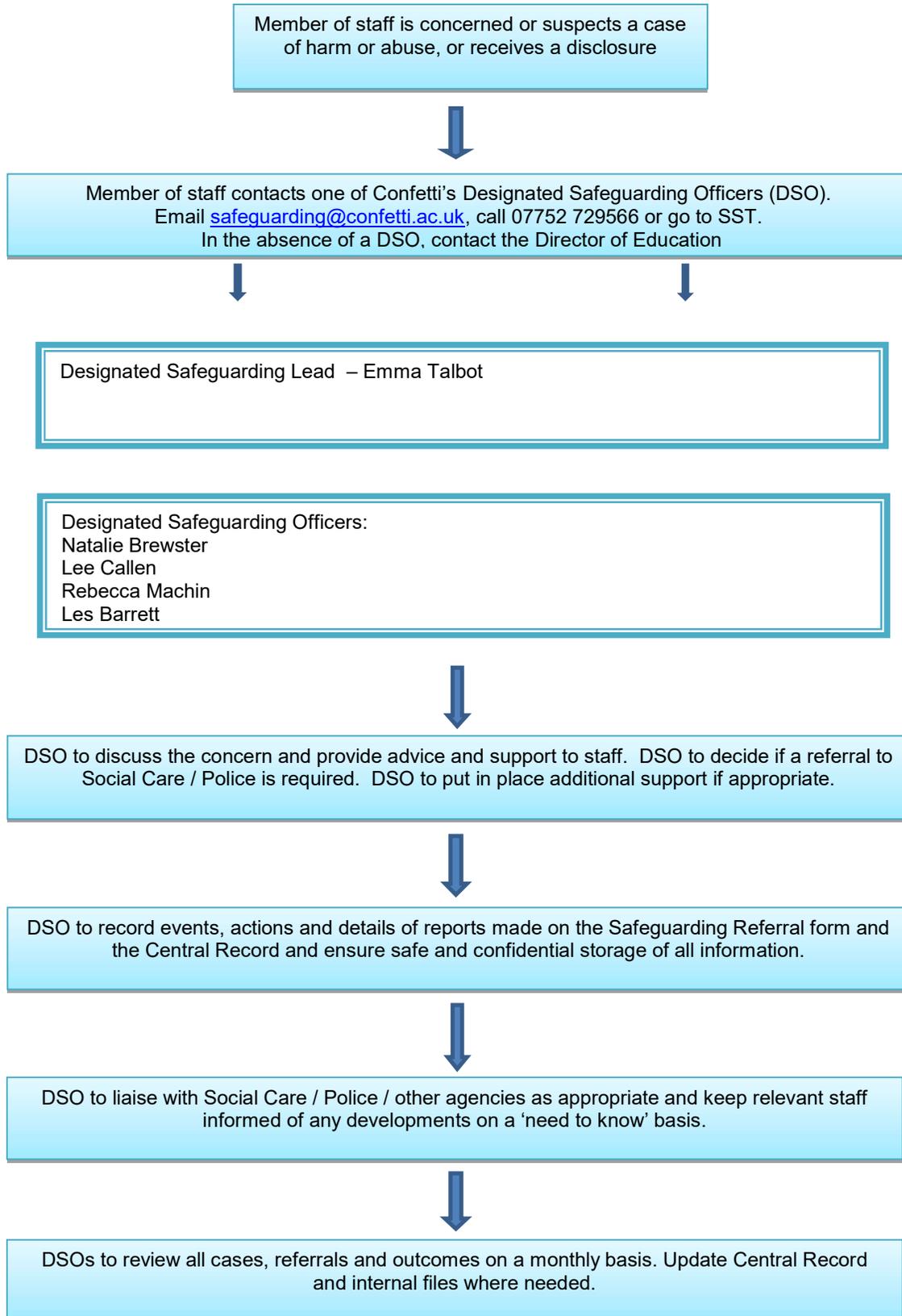
PPD Course Leader	Will Jennison
Estates Manager	John Allcoat
Music & Events Curriculum Leader	John Meredith
Media Curriculum Leader	Jamie Cash
Games Curriculum Leader	Geoff Moore
Head of Communications	Emily Dennison

- FORMAT**

The meetings will be held termly, with agenda items being tabled on a meeting by meeting basis.

Appendix 2

Flowchart for dealing with concerns, suspicions or disclosures of harm or abuse



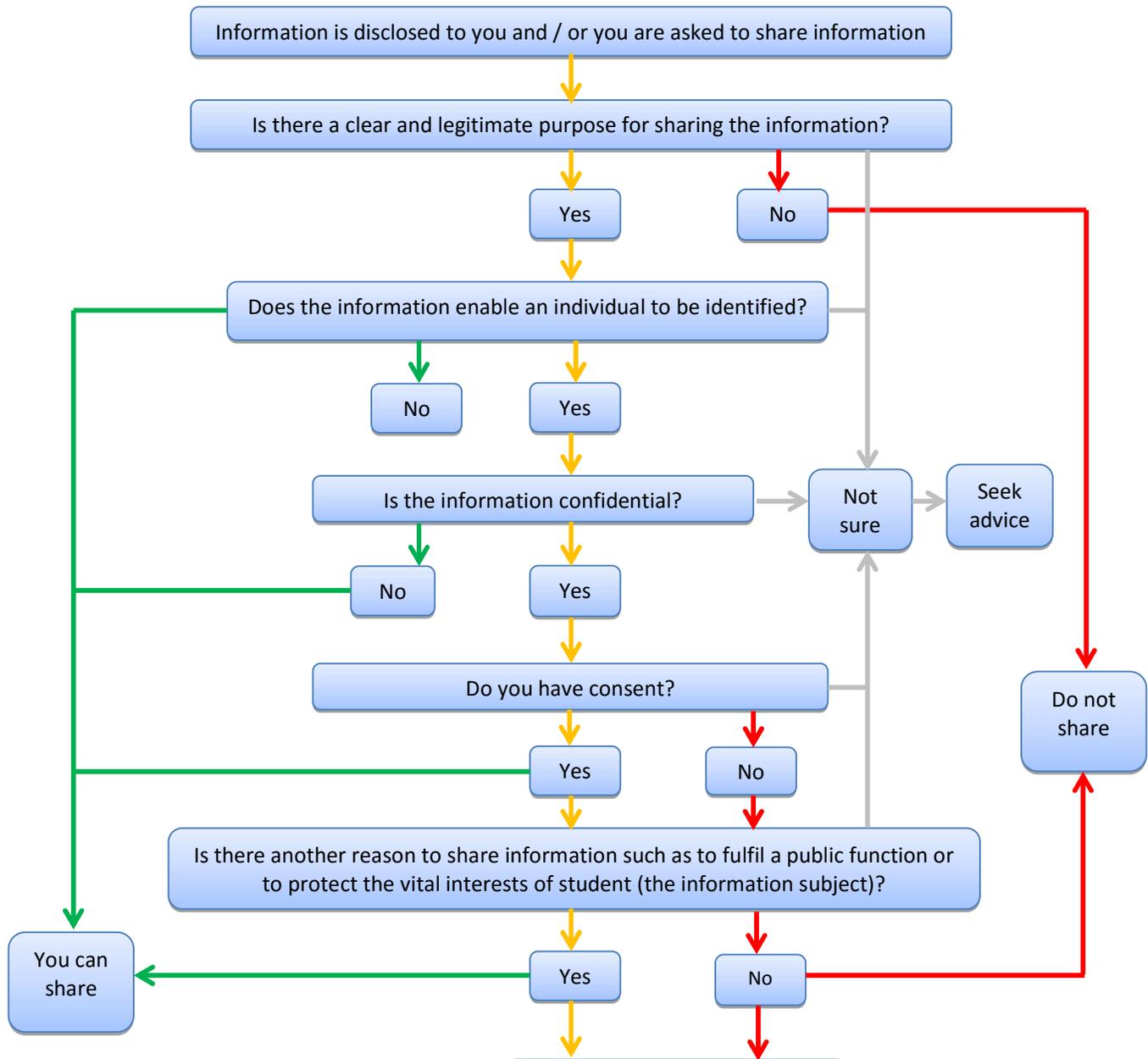
Appendix 3

Child Protection / Adult 'at risk' - REFERRAL FORM

Surname				First name(s):		
D o B		Gender	M	F	Learner No	
Course					Site	
Address (including Postcode)					Telephone Number(s)	
Ethnicity			Home Language if not English			
Disability and/or Learning Difficulty?			Is support needed? If so, please identify support needs			
Who else lives with the person being referred?						
Are there any other agencies already involved, e.g. social worker?						
DETAILS OF CONCERN OR DISCLOSURE, including details of any alleged or visible injuries						
Are the parents/carer aware of the concerns/disclosure?						
Is the person aware you are passing concerns/disclosure to the Designated Safeguarding Person?						
If yes to above, what is their preferred course of action?						
Name of staff member referring					Date of referral	
For use by Designated Safeguarding Officer only:						
If referred to Social Care, name of Duty Officer referred to					Referral date and time	

Appendix 4

Flowchart of when and how to share information



When sharing information:

- Identify how much to share
- Distinguish fact from opinion
- Ensure you are giving the right individual to the right information
- Ensure where possible, you are sharing the information securely
- Inform the individual that the information has been shared if they were not aware as long as this would not create or increase risk of harm.

If there are concerns that a child, young person or adult at risk is suffering or likely to suffer harm, then follow Confetti's relevant safeguarding procedures. If you are unsure about what to do at any point, please seek advice from one of Confetti

Appendix 5

NB This is only for use of Designated person

Contact should be made with the Social Services which covers the learner's address

NOTTINGHAM CITY

Children's Social Care	Adult Social Care
<p>Within office Hours: (Mon - Thurs 8.30a.m. - 5.00 p.m. Fri 8.30am – 4.30pm) - 0115 876 4800</p>	<p>Office hours: Monday – Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm Access Duty Team for Adults – 0300 300 33 33</p>
<p>Outside Office Hours (including weekends & bank holidays): Emergency Duty Team: 0115 876 5600</p>	<p>Outside Office Hours (including weekends & bank holidays): 0115 876 1000</p>
<p>Website: http://www.nottinghamcity.gov.uk/article/23728/Information-for-children-young-people-and-families</p>	<p>Website: http://www.mynottingham.gov.uk/article/24070/Contact-the-Adult-and-Health-and-Social-Care-Teams</p>

NOTTINGHAMSHIRE

Children's Social Care	Adult Social Care
<p>Office hours: Monday – Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm</p>	<p>Office hours: Monday – Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm</p>
<p>Multi-agency Safeguarding Hub (MASH) – 0300 500 80 90</p>	<p>Customer Service Centre – 0300 500 80 80</p>
<p>Out of office hours - Emergency Duty Team: 0300 456 4546</p>	<p>Out of office hours: Emergency duty team: 0300 456 4546</p>
<p>Website http://www.nottinghamshire.gov.uk/caring/childrenstrust/pathway-to-provision/mash/</p>	<p>Website: http://www.nottinghamshire.gov.uk/caring/adultsocialcare/backgroundsupport/safeguardingadults/reporting-a-concern/</p>

DERBY CITY

Children's Social Care	Adult Social Care
<p>Office hours: Monday – Friday 9.00am to 5.00pm</p>	<p>Office hours: Monday – Friday 9.00am to 5.00pm</p>
<p>Social Care Services – 01332 641172</p>	<p>Social Care Services – 01332 640777</p>
<p>Outside Office Hours (including weekends & bank holidays): Careline: 01332 786968</p>	<p>Outside Office Hours (including weekends & bank holidays): Careline: 01332 786968</p>
<p>Website http://www.derby.gov.uk/health-and-social-care/safeguarding-children/worried-about-a-child/</p>	<p>Website http://www.derby.gov.uk/health-and-social-care/help-for-adults/safeguarding-vulnerable-adults/</p>

DERBYSHIRE

Children's Social Care	Adult Social Care
Line available 24 hours 01629 533190 Website: http://www.derbyshire.gov.uk/social_health/children_and_families/child_protection/default.asp	Line available 24 hours 01629 533190 Website: http://www.derbyshire.gov.uk/social_health/adult_care_and_wellbeing/keeping_safe/adults_at_risk/default.ap

POLICE

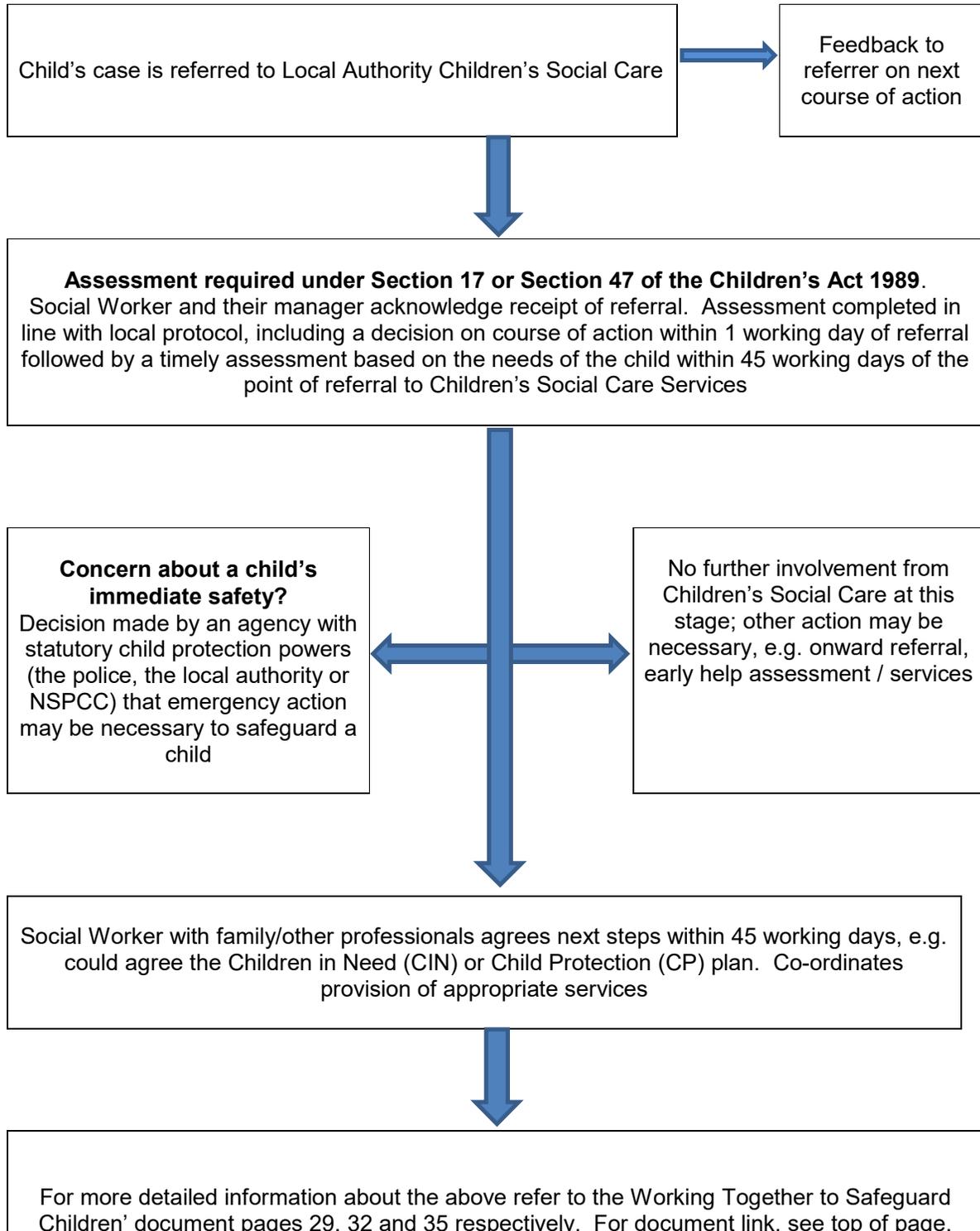
Nottingham City / Nottinghamshire Police	Derby/Derbyshire Police
Nottingham City and Nottingham County Police If someone's life is in danger or a crime is in progress dial 999 For other non-emergency calls, use 101 (24 hours a day)	Derby City and Derbyshire County Council If someone's life is in danger or a crime is in progress dial 999 For other non-emergency calls, use 101 (24 hours a day)

Appendix 6:

Flow Chart to show what happens when a referral is made to Social Care Services

Taken from Working Together to Safeguard Children March 2013 -

<http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf>



Appendix 7

Procedure title: Procedure for dealing with allegations of abuse against members of staff and volunteers.

Purpose: To ensure action is taken before appointment to safeguard children and adults at risk.

To manage allegations that might indicate a person would pose a risk of harm if they continue to be in regular or close contact with children and adults at risk in their present position, or any capacity.

To manage allegations received post-employment.

Note: A child is everyone under the age of 18. The definition of an adult at risk is outlined in the Safeguarding Policy.

1. Action to be taken pre-employment

Where a candidate has applied to volunteer or for work and appears on the Disclosure and Barring Service (DBS) barred list, or there are serious concerns about an applicant's suitability to work with Children and Adults at Risk, Confetti has a duty to notify the DBS.

Referral information is found at point 4.

2. Action to be taken in employment

2.1 Responding to an allegation of abuse against a staff member

Where allegations indicate that an employee may be unsuitable to continue to work with Children or an Adult at Risk in either their present position or any capacity as they may have:

- Behaved in way that has harmed a child or an adult at risk or may have harmed a child or an adult at risk.
- Possibly committed a criminal offence against or related to a child or an adult at risk.
- Behaved toward a child, children or an adult(s) at risk in a way that indicates that they may pose a risk of harm to them.

Note:

1. The concept of 'harm' may have occurred in either a personal or professional capacity.
2. A list of offences which can be used to identify those who present risk, or potential risk is found at appendix A.

The following action must be taken:

The allegation must be raised with the Head of HR and the Student Services Manager, or where they are the subject of the allegation, the Director of Education should be contacted.

The Head of HR and Student Services Manager will then, with support from suitably experienced and senior Confetti personnel, immediately discuss the allegation with the Local Authority Designated Officer(s).

The purpose of this discussion is to consider the nature, content and context of the allegation and agree a course of action. This could include a decision that no further action is to be taken. In these cases this decision and a justification for it will be recorded and the Confetti, together with the Local Authority Designated Officer, will agree what information should be put in writing to the individual concerned and by whom.

The Local Authority Designated Officer is always contacted before any action is taken in respect of a staff member unless there is an immediate risk to others or evidence of a criminal offence when the police may be contacted.

Confetti will act on the advice of the Local Authority Designated Officer.

In Nottingham City, the Designated Officer role is undertaken by the following people:

Name	Role	Contact Details
Eve Hailwood	LADO	0115 8764148 Evelyn.hailwood@nottinghamcity.gov.uk
Karen Shead	Safeguarding Co-ordinator (Designated Officer responsibilities for Early Years and Voluntary Sector)	0115 8764725 karen.shead@nottinghamcity.gov.uk
Gillian Quincey	Schools & Education Safeguarding Coordinator (Designated Officer responsibilities for schools & educational settings)	0115 8765698 gillian.quincey@nottinghamcity.gov.uk

In Nottinghamshire, the Designated Officer role is undertaken by the following people:

Name	Role	Contact Details
Eva Callaghan	Education LADO Referrals Officer	0115 8041272 eva.callaghan@notts.gov.uk
Helen McKibbin	Service Manager (Strategic) & LADO	0115 9773921 Helen.Mckibbin@notts.gov.uk

Having obtained advice from the Student Services Manager, Confetti will usually inform the employee about the allegations. Where the employee is a union member, they will be advised to seek the support of that body from the outset.

The employee will be provided with as much information as possible, however where a strategy discussion is required, or other services need to be involved, Confetti may not be able to disclose information until all agencies have agreed what can be disclosed.

Where allegations indicate that another person is or has been at risk of harm, or the allegation warrants investigation by the police / social services, or where the alleged act may constitute serious or gross misconduct, the employee should be suspended on full pay for good and urgent cause. Other reasonable alternatives will be considered prior to suspension.

Details on suspension arrangements are found within the Staff disciplinary policy. The member of staff is suspended to enable an investigation to be carried out and it does not infer that any conclusions have been reached about the validity of the allegation.

If immediate suspension is considered necessary, the rationale and course of action should be agreed with the Student Services Manager. This should also include what alternatives to suspension were considered and why they were rejected.

An investigation will then be carried out following the process outlined in the Disciplinary policy. It does not automatically follow that the outcome is a Disciplinary penalty, but this policy provides the framework for the process to be followed.

The Student Services Manager will assume responsibility under the direction of the Director of Education and CEO, for the investigation into the allegations and for ensuring that the employee is kept informed of progress, adhering to the guidelines contained in the document 'Keeping Children Safe in Education July 2016'.

The Student Services Manager will assume responsibility under the direction of the Director of Education and CEO for ensuring that parents and carers of those 'at risk' involved in the allegation are kept informed upon the advice of the Director of Education / Local Authority Designated Officer.

If an employee tenders their resignation in response to an allegation, a full investigation will still be undertaken. Every effort should be made to fully investigate the allegation and come to a conclusion, even if the employee refuses to co-operate with the process. Where this is the case it should be noted.

Settlement agreements will never be used in situations where an allegation of this nature has been received.

The investigation report, all statements taken (signed) and all associated documents will be provided to the Student Services Manager who will liaise with Director of Education, CEO and Head of HR to determine the next steps.

The following definitions will be used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

3. Action to be taken to report misconduct post employment

Where Confetti has ceased to employ someone engaged in Regulated Activity because they were considered unsuitable to work with children or adults at risk (Safeguarding reasons) a referral will be made to the Disclosure and Barring Service promptly and within 1 month of the employment ending. This includes situations where the employee would have been dismissed had they not resigned.

Details of the information required for a referral is found on the forms below.

Historical allegations against a member of staff who is no longer employed will be referred to the Police.

4. Referral information

Referrals should be made to:

Disclosure and Barring Service
PO Box 181
Darlington
DL1 9FA

Children and Adult list referral form can be downloaded from

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

Telephone contact: 01325 953795

5. General Principles

Confetti recognises that it has a duty of care to employees and as such will provide support for anyone facing an allegation. Should suspension be required they will be provided with a named contact within Confetti.

All efforts will be made to deal with allegations of abuse as quickly, fairly and consistently as possible and in a way that complies with procedural requirements, the effective protection of the child or adult at risk and at the same time supports the employee who is the subject of the allegation.

6. Record keeping

Details of allegations which have been found to be malicious will be removed from the employee's record.

For all other allegations Keeping Children Safe in Education (September 2016) requires that a clear and comprehensive summary of the allegation, the details of how the allegation was followed up and resolved, a note of action taken and decisions reached shall be kept on the employee's confidential file with a copy provided to the person concerned.

These records will be retained until either the person has reached the age of 65 or a period of 10 years from the date of the allegation (whichever is longer). This is necessary should any further allegations arise in the future.

7. Employment references

Cases in which an allegation was proven to be false, malicious or unsubstantiated will not be included in an employment reference, regardless of the allegation being a one-off or there being a history of such allegations.

Appendix 8

List of offences which may identify those who present a risk or a potential risk

Offence	Section	Act
Murder	Common Law	
Manslaughter	Common Law	
Infanticide	Common Law	
Kidnapping	Common Law	
False Imprisonment	Common Law	
Assault or battery	Common Law	
Indecent Exposure	Section 4	Vagrancy Act 1824
Indecent Exposure	Section 28	Town Police Clauses Act 1847
Conspiring or soliciting to commit murder	Section 4	Offences Against the Person Act 1861
Administering poison, or wounding, with intent to murder	Section 11	Offences Against the Person Act 1861
Threats to kill	Section 16	Offences Against the Person Act 1861
Wounding and causing grievous bodily harm; Wounding with intent	Section 18	Offences Against the Person Act 1861
Wounding and causing grievous bodily harm; Inflicting bodily injury	Section 20	Offences Against the Person Act 1861
Maliciously administering poison	Section 23	Offences Against the Person Act 1861
Abandonment of children under two	Section 27	Offences Against the Person Act 1861
Assault occasioning actual bodily harm	Section 47	Offences Against the Person Act 1861
Child stealing	Section 56	Offences Against the Person Act 1861
Drunk in charge of a child under 7 years	Section 2	Licensing Act 1902
Cruelty to children	Section 1	Children and Young Persons Act 1933
Allowing persons under 16 to be in brothels	Section 3	Children and Young Persons Act 1933
Causing or allowing persons under 16 to be used for begging	Section 4	Children and Young Persons Act 1933
Give / cause to be given intoxicating liquor to a child under 5 years	Section 5	Children and Young Persons Act 1933
Exposing children under seven to risk of burning	Section 11	Children and Young Persons Act 1933
Prohibition against persons under 16 taking part in performances endangering life and limb	Section 23	Children and Young Persons Act 1933
Infanticide	Section 1	Infanticide Act 1938
Rape	Section 1	Sexual Offences Act 1956
Procurement of a woman by threats	Section 2	Sexual Offences Act 1956
Procurement of a woman by false pretences	Section 3	Sexual Offences Act 1956
Administering drugs to obtain or facilitate intercourse	Section 4	Sexual Offences Act 1956
Intercourse with a girl under 13	Section 5	Sexual Offences Act 1956

Intercourse with a girl under 16	Section 6	Sexual Offences Act 1956
Intercourse with defective	Section 7	Sexual Offences Act 1956
Procurement of defective	Section 9	Sexual Offences Act 1956
Incest by a man	Section 10	Sexual Offences Act 1956
Incest by a woman	Section 11	Sexual Offences Act 1956
Buggery where the victim is under 16	Section 12	Sexual Offences Act 1956
Indecency between men (gross indecency)	Section 13	Sexual Offences Act 1956
Indecent assault on a woman	Section 14	Sexual Offences Act 1956
Indecent assault on a man	Section 15	Sexual Offences Act 1956
Assault with intent to commit buggery	Section 16	Sexual Offences Act 1956
Abduction of a woman by force or for the sake of her property	Section 17	Sexual Offences Act 1956
Abduction of unmarried girl under 18 from parent or guardian	Section 19	Sexual Offences Act 1956
Abduction of unmarried girl under 18 from parent or guardian	Section 20	Sexual Offences Act 1956
Abduction of defective from parent or guardian	Section 21	Sexual Offences Act 1956
Causing prostitution of women	Section 22	Sexual Offences Act 1956
Procuration of girl under 21	Section 23	Sexual Offences Act 1956
Detention of a woman in a brothel or other premises	Section 24	Sexual Offences Act 1956
Permitting a girl under 13 to use premises for intercourse	Section 25	Sexual Offences Act 1956
Permitting a girl between 13 and 16 to use premises for intercourse	Section 26	Sexual Offences Act 1956
Permitting defective to use premises for intercourse	Section 27	Sexual Offences Act 1956
Causing or encouraging prostitution of, or intercourse with, or indecent assault on, girl under 16	Section 28	Sexual Offences Act 1956
Causing or encouraging prostitution of defective	Section 29	Sexual Offences Act 1956
Man living on earnings of prostitution	Section 30	Sexual Offences Act 1956
Woman exercising control over prostitute	Section 31	Sexual Offences Act 1956
Sexual intercourse with patients	Section 128	Mental Health Act 1959
Indecent conduct towards young child	Section 1	Indecency with Children Act 1980
Aiding, abetting, counseling or procuring the suicide of a child or young person	Section 2	Suicide Act 1961
Procuring others to commit homosexual acts (by procuring a child to commit an act of buggery with any person, or procuring any person to commit an act of buggery with a child)	Section 4	Sexual Offences Act 1967
Living on earnings of male prostitution	Section 5	Sexual Offences Act 1967
Burglary (by entering a building or part of a building with intent to rape a child)	Section 9	Theft Act 1968
Supplying or offering to supply class A drug to a child, being concerned in the supplying of such a drug to a child, or being concerned in the making to a child of an offer to supply	Section 4	Misuse of Drugs Act 1971

such a drug.		
Inciting girl under 16 to have incestuous sexual intercourse	Section 54	Criminal Law Act 1977
Indecent photographs of children	Section 1	Protection of Children Act 1978
Offence of abduction of a child by parent	Section 1	Child Abduction Act 1984
Offence of abduction of child by other persons	Section 2	Child Abduction Act 1984
Possession of indecent photographs of children	Section 160	Criminal Justice Act 1988
Abduction of child in care/police protection .. take away/induce away/assist to run away/keep away	Section 49	Children Act 1989
Recovery of missing or unlawfully held children	Section 50	Children Act 1989
Abuse of trust	Section 3	Sexual Offences (Amendment) Act 2000
Traffic in prostitution	Section 145	Nationality, Immigration and Asylum Act 2002
Rape	Section 1	Sexual Offences Act 2003
Assault by penetration	Section 2	Sexual Offences Act 2003
Sexual assault	Section 3	Sexual Offences Act 2003
Causing a person to engage in sexual activity without consent	Section 4	Sexual Offences Act 2003
Rape of a child under 13	Section 5	Sexual Offences Act 2003
Assault of a child under 13 by penetration	Section 6	Sexual Offences Act 2003
Sexual assault of a child under 13	Section 7	Sexual Offences Act 2003
Causing or inciting a child under 13 to engage in sexual activity	Section 8	Sexual Offences Act 2003
Sexual activity with a child	Section 9	Sexual Offences Act 2003
Causing or inciting a child to engage in sexual activity	Section 10	Sexual Offences Act 2003
Engaging in sexual activity in the presence of a child	Section 11	Sexual Offences Act 2003
Causing a child to watch a sexual act	Section 12	Sexual Offences Act 2003
Child sex offences committed by a child or young person	Section 13	Sexual Offences Act 2003
Arranging or facilitating commission of a child sex offence	Section 14	Sexual Offences Act 2003
Meeting a child following sexual grooming etc	Section 15	Sexual Offences Act 2003
Abuse of position of trust: sexual activity with a child	Section 16	Sexual Offences Act 2003
Abuse of position of trust: causing or inciting a child to engage in sexual activity	Section 17	Sexual Offences Act 2003
Abuse of position of trust: sexual activity in the presence of a child	Section 18	Sexual Offences Act 2003
Abuse of position of trust: causing a child to watch a sexual act	Section 19	Sexual Offences Act 2003
Sexual activity with a child family member	Section 25	Sexual Offences Act 2003
Inciting a child family member to engage in sexual activity	Section 26	Sexual Offences Act 2003

Sexual activity with a person with a mental disorder impeding choice	Section 30	Sexual Offences Act 2003
Causing or inciting a person, with a mental disorder impeding choice, to engage in sexual activity	Section 31	Sexual Offences Act 2003
Engaging in sexual activity in the presence of a person with a mental disorder impeding choice	Section 32	Sexual Offences Act 2003
Causing a person, with a mental disorder impeding choice, to watch a sexual act	Section 33	Sexual Offences Act 2003
Inducement, threat or deception to procure sexual activity with a person with a mental disorder	Section 34	Sexual Offences Act 2003
Causing a person with a mental disorder to engage in or agree to engage in sexual activity by inducement, threat or deception	Section 35	Sexual Offences Act 2003
Engaging in sexual activity in the presence, procured by inducement, threat or deception, of a person with a mental disorder	Section 36	Sexual Offences Act 2003
Causing a person with a mental disorder to watch a sexual act by inducement, threat or deception	Section 37	Sexual Offences Act 2003
Care workers: sexual activity with a person with a mental disorder	Section 38	Sexual Offences Act 2003
Care workers: causing or inciting sexual activity	Section 39	Sexual Offences Act 2003
Care workers: sexual activity in the presence of a person with a mental disorder	Section 40	Sexual Offences Act 2003
Care workers: causing a person with a mental disorder to watch a sexual act	Section 41	Sexual Offences Act 2003
Paying for the sexual services of a child	Section 47	Sexual Offences Act 2003
Causing or inciting child prostitution or pornography	Section 48	Sexual Offences Act 2003
Controlling a child prostitute or a child involved in pornography	Section 49	Sexual Offences Act 2003
Arranging or facilitating child prostitution or pornography	Section 50	Sexual Offences Act 2003
Causing or inciting prostitution for gain	Section 52	Sexual Offences Act 2003
Controlling prostitution for gain	Section 53	Sexual Offences Act 2003
Trafficking into the UK for sexual exploitation	Section 57	Sexual Offences Act 2003
Trafficking within the UK for sexual exploitation	Section 58	Sexual Offences Act 2003
Trafficking out of the UK for sexual exploitation	Section 59	Sexual Offences Act 2003
Administering a substance with intent	Section 61	Sexual Offences Act 2003
Committing an offence with intent to commit a sexual offence (in a case where the intended offence was an offence against a child)	Section 62	Sexual Offences Act 2003
Trespass with intent to commit a sexual offence (in a case where the intended offence was an offence against a child)	Section 63	Sexual Offences Act 2003
Exposure	Section 66	Sexual Offences Act 2003
Voyeurism	Section 67	Sexual Offences Act 2003

Trafficking people for exploitation	Section 4	Asylum and Immigration (treatment of claimants etc) 2004
Causing or allowing the death of a child or vulnerable adult	Section 5	Domestic Violence, Crime and Victims Act 2004
<p>A reference to an offence in this list includes: A reference to an attempt, conspiracy or incitement to commit that offence, and A reference to aiding, abetting, counseling or procuring the commission of that offence</p>		
<p>Unless stated otherwise, the victim of the offences listed above will be under 18</p>		
<p>Cautions for the offences listed above will apply</p>		

Appendix 9: Useful Numbers and External Contacts

1	Base 51	0115 9525040
2	Alcohol -Drinkline	0300 123 1110
3	Samaritans	08457 90 90 90 0115 941 1111
4	Anxiety disorders – Helpline offering Services in different Asian languages	08444 775774
5	Cruise Bereavement support Young Person’s (Bereavement) Freephone	0844 4779400 0808 808 1677
6	MIND – Mental health charity	0300 123 3393
7	Saneline – Mental Health (6-11pm)	0845 767 8000
8	Dyslexia local support group	0115 924 6888
9	beat - beating eating disorders For adults: For teens:	0345 634 1414 0345 634 7650
10	Worth talking about – information on contraception, sexual health and relationships	0300 123 2930
11	The Health Shop Health initiatives for Young People (appointments are required)	0115 9475414
12	Relationships - Relate in Nottingham	0115 958 4278
13	Rapecrisis: Mon –Tuesdays: 2 – 8pm Thur, Fri &Sat: 10am – 1pm	0115 941 0440
14	Domestic Violence – National Helpline	0808 200 0247
15	AWAAZ – Asian Mental Health Resources	0115 9245555 0115 9783488
16	Childline: 0-19	0800 1111 (free from a mobile)

Website Page Links

1	www.base51.org.uk	Holistic health care for Young People
2	www.nas.org.uk	Autism and Aspergers
3	http://www.nimh.nih.gov/health/publications/attention-deficit-hyperactivity-disorder/	Attention Deficit Hyperactivity Disorder
4	www.hopeagain.org.uk www.cruse.org.uk	Young people's cruse Bereavement and death
5	www.wru.co.uk http://www.childline.org.uk/Pages/Home.aspx	Childline, Support for Children and Young People 0-19yrs
6	www.talktofrank.com	Good information on drugs
7	www.thesite.org.uk	Facts and impartial advice for young people
8	www.rcpsych.ac.uk/mentalhealthinfo.aspx	Anxiety information from Royal School of Psychiatry
9	www.panic-attacks.co.uk/index.htm	Panic attack information and self-help techniques
10	www.bbc.co.uk	Useful links for all aspects of health.
11	www.netdoctor.co.uk	Sexual Health - details of STI and other health conditions
12	www.depressionalliance.org	Information on symptoms and treatment of depression
13	www.dyslexiaaction.org.uk	Useful support and local links for dyslexia
14	www.b-eat.co.uk	Useful info re. Eating disorders
15	www.nhs.uk/Livewell/Sexandyoungpeople	Information about sex and relationships
16	www.avert.org www.stonewall.org.uk	Information about Aids, being gay and coming out aimed at young people
17	www.relate.org.uk	Relationships
18	www.harmless.org.uk	Self-Harm Network
19	www.rapecrisis.org.uk	Sexual assault and rape support for women
20	www.samaritans.org.uk	Immediate help for suicidal thinking
21	www.metanoia.org/suicide	"If you are thinking about suicide, read this first"
22	www.thesurvivorstrust.org	Good support website offering advice and links to those who have experienced childhood sexual abuse
23	www.counselling.cam.ac.uk/selfhelp	Excellent self-help leaflets from Cambridge University counselling service – numerous

		subjects covered
24	www.selfhelp.org.uk	Lists local self-help groups and support in Nottinghamshire
25	www.carersfederation.co.uk	Local organisation for carers
26	www.frameworkha.org	Housing for homeless and vulnerable people
27	www.teenshealth.org	General health issues aimed at teens
28	www.ru-ok.org.uk	Self-help website aimed at teens