

## **Active Norfolk Safeguarding Policy**

### **Key people**

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### **LSO (Lead Safeguarding Officer)**

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### **DSO (Designated Safeguarding Officer)**

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### **SWO (Sport Welfare Officer)**

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Safeguarding Board Champion:	James Heale

**If no one in the Safeguarding Team is available anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS).**

- A staff member or volunteer can call (0344 800 8021)**
- A member of the public or parent can call (0344 800 8020).**

Please note, this is a summary of the full policy. Our work is underpinned by the policies and procedures set out by the Norfolk Safeguarding Children Partnership, which can be found here: [Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolklscp.org.uk\)](https://www.norfolklscp.org.uk)



## Legal Framework and Guidance

- Working Together to Safeguard Children 2023
- What to do if You are Worried a Child is Being Abused 2015
- Children Act 2004
- Children Act 1989
- The Online Safety Act 2023
- Data Protection Act 2018
- The Prevent Duty Guidance 2023
- Norfolk Continuum of Needs Guidance 2023
- Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC  
([norfolklscp.org.uk](http://norfolklscp.org.uk))
- Norfolk Safeguarding Children Partnership Policies and Procedures
- Polices & Procedures | Norfolk Safeguarding Children Partnership  
([norfolklscp.org.uk](http://norfolklscp.org.uk))
- Framework for the Assessment of Children in Need and their Families
- The Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education 2023

## Introduction & Scope

- Active Norfolk is committed to providing and promoting safe activities and fully recognises the contribution it can make to protecting children and young people from harm.
- All Active Norfolk staff are required to commit to the policy and our related code of conduct.
- The Active Norfolk policy will be reviewed every year or following any significant changes in relevant legislation.
- The elements of our policy are prevention, protection and support.
- Our policy applies to, children, volunteers, visitors and staff.
- All Active Norfolk staff have the responsibility to report concerns or poor practice to the designated safeguarding officer(s) or report this internally through contacting CADS / LADO (Local Authority Designated Officers) / NSPCC (National Society for the Prevention of Cruelty to Children) depending on the nature of the concern. The Safeguarding reporting flowchart will be circulated to all staff and displayed in the offices.

The policy and procedures outlined in this document are designed to cover all aspects of Active Norfolk's work with children and young people and are applicable to all staff and volunteers aged 18 or over, who are employed or deployed by Active Norfolk for the programmes and activities over which it has supervision and control.

Active Norfolk also has a responsibility to ensure that partners with whom it works, have adequate safeguarding measures in place. Efforts will be made to encourage other local sport & physical activity organisations and agencies to use this and related documents as a model upon which to develop their own policies and procedures.

## **Policy Statement**

Our organisation acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Active Norfolk, Norfolk County Council, and Norfolk Safeguarding Children Partnership requirements.

The policy recognises that the welfare and interest of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability or gender assignment, race religion or belief, sex or sexual orientation, socio-economic background all children:

- Have a positive and enjoyable experience of sport and physical activity with Active Norfolk or our partner organisations.
- Are protected from abuse whilst participating in activities provided by Active Norfolk or our partners.

## **Principles**

- The welfare and safety of children and young people is of primary concern.
- All children have a right to be safe and to be treated with dignity and respect.
- It is the responsibility of Children's Services or the Police to determine whether abuse has taken place, but it is everyone's responsibility to put safeguarding measures in place, and to report any concerns.
- All incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with data protection legislation but should not be a barrier to promoting the welfare and protecting the safety of children.

## **Organisational Responsibilities**

When delivering events, programmes and activities, Active Norfolk will:

- Ensure the organisation discharges through its work all relevant legal or statutory safeguarding duties as well as those required by funding bodies or partners.
- Promote a consistent approach to safeguarding across the County for the benefit of partner organisations, staff / volunteers, parents / carers, and participants.
- Work collaboratively and take guidance from Child Protection in Sport Unit (CPSU), and Norfolk Safeguarding Children Partnership (NSCP).
- Signpost to training, advice and guidance on safeguarding to partner organisations.
- Act as an advocate for good safeguarding practice and promote the adoption of guidance within this document, or similar, across wider networks.
- Ensure that its partnership, funding or commissioning criteria reference the requirement to address safeguarding within the relevant organisation(s).
- Review the Policy every year, in response to any changes in the role of the Partnership, in relevant legislation or following a significant incident.



## **Partnership Responsibilities**

Active Norfolk also has a responsibility to ensure that safeguarding arrangements have been considered when working with partner organisations. We work closely with Norfolk Safeguarding Children Partnership and The Safer Programme to ensure that Active Norfolk fulfils its duties.

### **When working in partnership with other organisations we will:**

- Seek assurances that partner organisations have adequate and appropriate policies, procedures and training, and a commitment to best practice.
- Expect partners to respond to allegations appropriately and implement their own procedures.
- Ensure that adequate and appropriate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements.
- Encourage, support and assist organisations to develop and implement safeguarding policies, procedures and best practice.

### **Responsibilities at all Levels of the Organisation**

- All Active Norfolk staff and volunteers have a role to play in ensuring that the organisation's safeguarding responsibilities are upheld:
- Partnership Board (via Safeguarding Board Member)
- Senior Management
- Lead Safeguarding Officer
- Deputising Officers
- Staff & Volunteers


### **Reporting concerns – summary of process**

#### **Concerns come to your attention.**

- This could be by way of a disclosure by a child, suspicion, observation or allegation.
- Stay calm and ensure the safety of the child or young person.
- If a child needs immediate medical attention, call 999 and inform them of concerns.
- The Designated Safeguarding Lead (DSO) or Lead Safeguarding Officer (LSO) will notify the parents unless to do so would place the child at risk of harm or undermine a criminal investigation.

### **Procedure for a staff member Active Norfolk handling a disclosure from a child or young person:**

- Listen and be supportive.
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Do not stop or interrupt a child who is recalling significant events.
- Never promise the child confidentiality– it must be explained that information will need to be passed on to help keep them safe.

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- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
  - Name, sign and date the record in ink.
  - Contact the designated person immediately.

### **Identify the responsible organisation.**

This could be Active Norfolk, a partner or other organisation.

### **If the responsible organisation is a partner or third-party organisation**

- Support the complainant to report their concern to the relevant organisation.
- Consult with their safeguarding lead, follow up and record the outcome.
- Ensure they follow their processes and share information with their partners.

### **If Active Norfolk is the responsible organisation**

- Complete and send a Safeguarding Incident & Concern Record to the Designated Safeguarding Officers.
- The DSO and LSO will determine and oversee the appropriate course of action, which might include contacting The Children's Advice and Duty Service (CADS). The full CADS procedure and flowchart is Appendix 3. If it is felt that child is a risk of immediate harm, the Police will be called on 999.


### **If there has been a failure of Active Norfolk policy and procedures to protect children**

- Review policies and procedures, in consultation with relevant partners.
- Identify staff training needs and establish programme to enhance skills and knowledge.

### **If there has been poor practice by Active Norfolk staff or volunteer**

- Refer to Active Norfolk's Code of Conduct for adults working with children.
- Make immediate decision regarding suspension and initiate internal processes.
- Identify staff training needs and undertake programme to enhance skills and knowledge.

### **If there is suspected abuse by Active Norfolk staff or volunteer or an allegation has been made against them**

- Make immediate decision regarding suspension and initiate internal processes.
  - Make referral to the LADO and follow Norfolk Safeguarding Children Procedures. Refer to the full LADO procedure in Appendix 4.
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- Make a Barring Referral to the DBS (Disclosure and Barring Service) if certain conditions are met, refer to Appendix 5.

**If there is suspected abuse by someone else or an allegation has been made against them**

- Make referral to LADO and/or follow Norfolk Safeguarding Children Partnership, Safeguarding Children Procedures. Refer to the full LADO procedure in Appendix 4.
- Flowchart attached.

## **Record Keeping and Confidentiality**

All employees working at Active Norfolk are bound by a legal duty of confidence to protect personal information they may encounter during their work.

This is not just a requirement of their contractual responsibilities but also a requirement within the common law duty of confidence and data protection legislation – the European General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA2018) which implements the GDPR in the UK.

Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children's Advice and Duty Service. It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

## **Useful Contacts**

**Norfolk Children's Advice and Duty Service (CADS)** 0344 800 8021

**Norfolk Children's Services 24 hours** 0344 800 8020

**Norfolk Police** 101 / In an emergency 999

**Norfolk Local Authority Designated Officers (LADO) Team** [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk)

**Norfolk Safeguarding Children Partnership (NSCP)** [norfolklscp.org.uk](http://norfolklscp.org.uk)

**Safer Programme** 01603 228966 [safer@norfolk.gov.uk](mailto:safer@norfolk.gov.uk)

**The Disclosure and Barring Service Regional Outreach Service**

[The DBS Regional Outreach service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**Childline** is a free, 24-hour helpline that gives children and young people access to confidential support when they need it and ensures they have someone to turn to when they are in distress or danger. **08001111**

[Childline | Childline](#)

## **Other Relevant Policies and Guidance Documentation**

### **Roles and Responsibilities of LSO/DSO**

#### **Lead Safeguarding Officer (LSO) Childrens Lead**

##### **About the role**

The Lead Safeguarding Officer within Active Norfolk has primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the organisation, including supporting providers, where relevant.

The person within this role is also responsible for embedding a safeguarding culture throughout their organisation, using their influence to create safe and positive environments for children to participate in sport and physical activity.

##### **Duties and responsibilities:**

- working with others within the organisation to create a positive, child-centred environment within the sport.
- have a lead role in developing and establishing the organisation's approach to safeguarding children and young people and embedding best practice within all areas of the organisation.
- manage cases of poor practice and abuse reported to the organisation
- manage referrals to children's social-care services and the police.
- central point of contact for internal and external individuals and agencies
- represent the organisation at external meetings related to safeguarding.
- coordinate the dissemination of policy, procedures, and resources throughout the organisation.
- provide advice and support to Designated Safeguarding Officer (DSO)
- advise on the organisation's training needs and the development of its training strategy, providing training where appropriate.
- play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children and young people.
- ensure safeguarding standards are consistently met, maintained, and improved.
- keep own knowledge and skills up to date.
- promote inclusive and anti-discriminatory practice.

##### **Required knowledge:**

- completed DSO Training
- follow the Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership (NSCP)
- role and responsibilities of statutory agencies, including Local Safeguarding Children Boards
- planning processes for safeguarding and child-protection enquiries and investigations
- ability to recognise and define poor practice and abuse, including thresholds of abuse.

- own organisation's role and responsibilities to safeguard and promote the welfare of children and young people.
- organisation's policy and procedures related to safeguarding and protecting children.
- core values and principles that underpin good safeguarding practice.
- awareness of contextual safeguarding and current affairs that impact the welfare of children and young people, and ability to quickly recognise and respond to emerging issues.
- safer recruitment, and an understanding of its importance in preventing abuse within sport.
- legislation, government guidance and national framework for safeguarding children
- how to recognise and respond to allegations of abuse.

### **Designated Safeguarding Officer**

#### **About the role**

The person within an Active Norfolk with primary responsibility for managing and reporting concerns about children and young people.

#### **Duties and responsibilities:**

- work with others in the organisation to ensure a positive child-centred environment.
- assist the organisation in fulfilling its responsibilities to safeguard children at all levels.
- assist the organisation in implementing its safeguarding children plan.
- act as the first point of contact for staff, volunteers, parents/carers, children and young people where concerns about children's welfare, poor practice or abuse are identified.
- work closely with the Lead Safeguarding Officer to ensure best safeguarding practice.
- implement the organisation's reporting and recording procedures.
- maintain contact details for the local children's social care department, the police, Designated Officer (formerly LADO), and the Local Safeguarding Children Board
- promote the organisation's best-practice guidance and/or code of conduct within the organisation.
- ensure adherence to the organisation's safeguarding children training.
- ensure appropriate confidentiality is maintained.
- promote inclusive and anti-discriminatory practice.

#### **Required knowledge:**

- completed DSO Training
- follow the Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership (NSCP)
- how to recognise and respond to allegations of abuse
- own organisation's role and responsibilities to safeguard the welfare of children and young people.
- knowledge of the roles and responsibilities of statutory agencies such as children's social care, the police, Designated Officer (formerly LADO) and the NSPCC, and the Local Safeguarding Children Boards
- local arrangements for managing safeguarding children and reporting procedures.
- ability to recognise and define poor practice and abuse.



- own organisation's policy and procedures relating to safeguarding children and young people.
- core values and principles that underpin the club's practice.
- awareness of contextual safeguarding and current affairs that impact the welfare of children and young people.
- basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people

## Online Safety

Staff training includes a staff induction and yearly refresher courses:

Online and Information Security  
Information Governance (Data Protection)  
Digital Skills

Revision date	Reviewed by	Board approval	Date of Board approval
9th August 2024	A Roberts/ CIG	Actioned	13th Sept 2024
24 <sup>th</sup> November	A Roberts/CIG	Actioned	10 <sup>th</sup> December 2025



## **Safer Working Practices**

Staff board members and volunteers will have access to the safeguarding policy through Active Norfolk's SharePoint. Staff will also participate in yearly refresher training on safeguarding. Following the training, Active Norfolk will maintain a digital record. All staff will complete an introduction to safeguarding via MyOracle from Norfolk County Council; if this is not available, an alternative will be provided. Comprehensive safeguarding training will be conducted every three years, training will be provided by Child Protection in Sport Unit and the Ann Craft Trust.

Staff are expected to adhere to this policy and the code of conduct as part of our safer working practices.

[Recruitment policies and guidance - Intranet - Norfolk County Council](#)

Our safeguarding policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella:

### **Recognition of Significant Harm**

[Recognition of Significant Harm Policy | NSCP \(norfolkscp.org.uk\)](#)

### **Bullying Policy**

[Equality, diversity and inclusion policy - Norfolk County Council](#)

### **Code of Conduct**

[Code of conduct and behaviour P319 - Intranet - Norfolk County Council](#)

### **Complaints procedure**

[Corporate complaints policy - Norfolk County Council](#)

### **Equality, diversity, and inclusion policy**

[Equality, diversity and inclusion policy - Norfolk County Council](#)

### **Children in Specific Circumstances**

[Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolkscp.org.uk\)](#)

### **Individuals who pose a risk to a child**

[Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolkscp.org.uk\)](#)

### **Social Media Policy**

## **Working with Parents and Carers**

Our safeguarding policy and procedures are readily available on our website, along with a dedicated email address for reporting concerns, ensuring that parents and carers can contact us directly with any issues. We encourage open communication and collaboration with parents and carers to maintain a safe environment for all children in our care.

## **Types of Abuse and Additional Safeguarding Concerns**

### **Appendix 1-Types of Abuse**

#### **Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023**

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:


- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

#### ***What is abuse and neglect?***

**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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

**Physical abuse** - A form of abuse which may involve hitting, shaking, throwing, poisoning,



burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** – The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only as 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

**Neglect** - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because 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 caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Appendix 2-Additional Safeguarding Concerns**

**Additional safeguarding concerns to be aware of are:**

- Child Sexual Exploitation

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

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

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

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extramarital sexual acts.

**It is illegal to carry out FGM in the UK.** It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out. The maximum penalty for FGM is 14 years' imprisonment.

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


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

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

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

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

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture



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

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

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

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

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

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


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

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

A child experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming, or using social media
- seem distant, upset, or angry after using the internet or texting
- be secretive about who they are talking to and what they are doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop, or tablet

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



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

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

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

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

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

### **The Prevent Duty in Norfolk**

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

The key terms to be aware of are as follows:


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


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

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

### **Responding to a Concern-Notice – Check – Share**

**Notice** - A staff member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest





they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

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

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

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

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

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

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

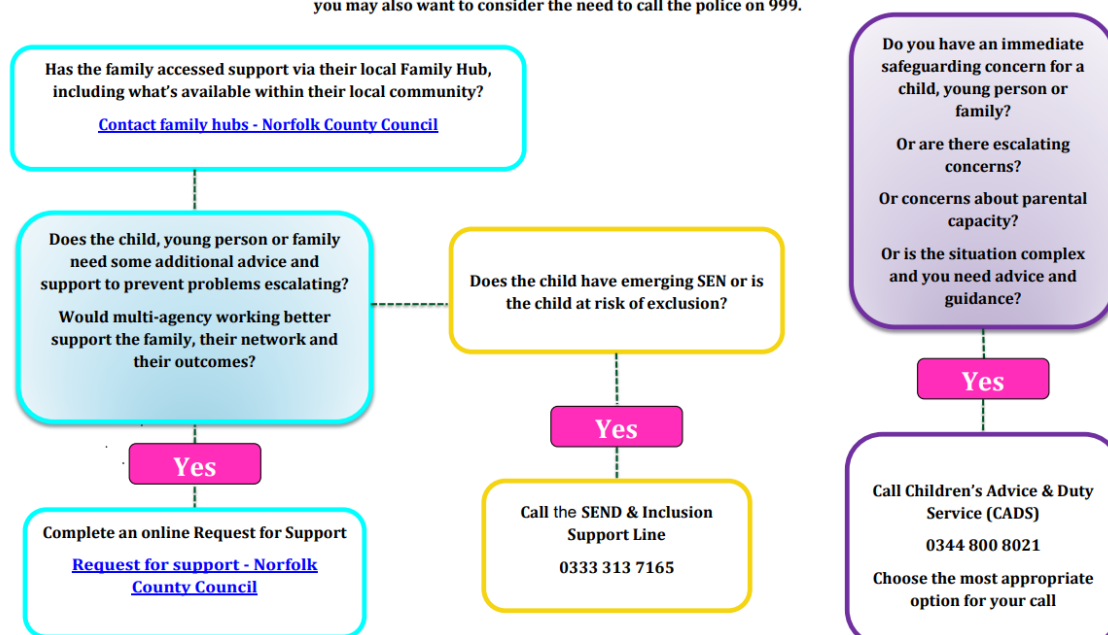


Additional [information and guidance on Prevent](#) is available on the Norfolk County Council website.

### **Appendix 3-The Children's Advice and Duty Service Flowchart and Procedure**

## **Flowchart for Professionals**

If you have immediate concerns for the welfare and safety of a child you need to call CADS on 0344 800 8021; you may also want to consider the need to call the police on 999.



### ***Contacting the Children's Advice and Duty Service (CADS)***

- If we are concerned that a child or children is experiencing or likely to suffer significant harm, we will telephone (CADS) immediately on 0344 800 8021
- When considering whether to contact CADS we will consult the CADS Flowchart and the [Norfolk Continuum of Needs Guidance](#) 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
- We will gain consent from the parent to contact CADS, unless doing so would place the child at further risk of harm or undermine a criminal investigation.
- CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need. Depending on the level, the referral will be processed into either a Family Support Team or Social Work Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
- We will not investigate and will be led by the Local Authority and/or the Police.
- We will keep written dated records of all conversations with CADS.

- We understand if we are unhappy about a decision made by CADS, we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
- Members of the public or parents can contact CADS on 0344 800 8020

#### **Appendix 4-Managing Allegations against people working with children**

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

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in *'Working Together to Safeguard Children'* (2023).

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

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4<sup>th</sup> bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/workplace which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk)

We will take all possible steps to safeguard our children and to ensure that the adults at - [Active Norfolk](#) are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice.

If an allegation is made or information is received about *any* adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform [Aaron Roberts](#) immediately. This includes concerns relating to agency, supply and specialist staff, students, and volunteers.

Should an allegation be made against the Eve Dewsnap, CEO, this will be reported to Steve Miller. In the event that [Steve Miller](#) is not contactable on that day, the information must be

passed to and dealt with by James Heale. *\*\*This section to be completed with the details of the organisation's management and governance structure.*

The Designated Safeguarding lead, should within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

The LADO referral form can be downloaded here under the LADO tab, along with more information: <https://norfolklscp.org.uk/people-working-with-children/how-to-raise-a-concern>

For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#)



## **Appendix 5-Making a Barring Referral to the Disclosure and Barring Service**

If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:

### **Condition 1**

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

### **Condition 2**

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found [online](#). If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support. A Barring Referral can be completed online via the DBS [website](#)

Aaron Roberts will be responsible for making a barring referral. If the referral is about Aaron Roberts the referral will be made by Eve Dewsnap, Director.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable

groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.