



Vibe Community Ltd
part of The Brogdale CIC Group

Safeguarding and Child Protection Policy

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Updated: 20/06/2025

Agreed and ratified: 20/06/2025 Tanya Mitchell/ Mark Permain

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures

To be reviewed: June 2026

Key Contacts

Role	Name	Contact
Designated Safeguarding Lead DSL	Rebecca O'Neill	01795 844849 / 07812416344 rebecca@brogdalecic.co.uk
Safeguarding Co-ordinator DSL -	Mark Pearmain	07479542875 mark@brogdalecic.co.uk
DSL Vibe Youth -	Tanya Mitchell	07904 378257 tanya@brogdalecic.co.uk
DSL Social Business	Gary Keep	07572 180123 gary@brogdalecic.co.uk
Deputy DSL Craftworks College	Victoria Turner	07494 020166 victoria@brogdalecic.co.uk
Chair of overarching Brogdale CIC Board -	Lady Anne Marie Nelson	01795 844849
Vibe Board directors	Lady Ann Marie Nelson, Rebecca O'Neill, John Lewis, Charles Bicker	01795 844849
Vibe deputy manager	James Hickford	07916285310 james@brogdalecic.co.uk

Use TED to help you:

Tell – tell us what the safeguarding concern is, log a MyConcern or and ring DSL. Add safeguarding raised to student Chronology

Explain – what you think and feel is a concern, link to the levels where possible, use the exact wording from the document

Describe - tell us what you have seen, heard, experienced or been told. Use the voice of the child/vulnerable adult where possible

Our role in situations where there are child protection concerns is NOT to investigate but to recognise and refer.



What to do if you have a welfare concern in Vibe

Why are you concerned?

For example:

- Something a young person has said, for example, an allegation of harm
- Young Person's appearance; may include unexplained marks/bruises as well as dress
- Behaviour change(s)
- Witnessed concerning behaviour

Act immediately and record your concerns: If urgent, speak to a DSL first

Follow the Vibe's procedure

- Reassure the Young Person
- Clarify any concerns using open questions, if necessary (**TED**: Tell, Explain, Describe)
- Record **facts and not opinions** and use child's own words. Sign and date your record
- Seek support for yourself as required from DSL

Inform Vibe's Designated Safeguarding Lead Rebecca O'Neill 01795 844849 / 07812416344

- If a child is at risk of immediate harm and/or is unsafe to go home, make an urgent [Request for Support to the Front Door Service via the portal](#) or call the Police on 999.
- If no immediate risk of harm, provide internal support and/or refer to other agencies in line with [Kent Safeguarding Support Level Guidance and KSCMP procedures](#), as appropriate. For example, signposting to community services and/or early help open access, a non-urgent call to the Police via 101, reporting allegations against staff to the County LADO Service, or make a Request for Support via the [Front Door Service Portal](#).
- Where the [school/college](#) is unsure, advice can be sought from a Local Authority Social Worker at the Front Door Service via **03000 411 111**
- Where support is required out of working hours, contact the Out of Hours Service via **03000 41 91 91**.

If you are unhappy with the response:

DSLs/Staff:

- Follow [Vibe's](#) whistleblowing procedures
- Follow Kent [safeguarding partnership escalation](#) procedures.

Young Person or Parents:

- Follow [school/college](#) complaints procedures

Record decision making and action taken in the Young Person's safeguarding file

Monitor

Be clear about:

- What you are monitoring, for example, behaviour trends, appearance.
- How long you will monitor
- Where, how and to whom you will feedback, and how you will record

Review and request further support if necessary.

At all stages, the Young Person's circumstances will be kept under review
The DSL/staff will request further support if required to ensure the **Young Person's safety is paramount**



1. Introduction and Ethos

Vibe Community, part of The Brogdale CIC Group, recognises that we have an essential role to play in making the communities we work within safe and secure. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and vulnerable young adults.

We recognise the importance of providing an ethos and environment that will help children and young adults to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and vulnerable adults receive effective support, protection and justice. All Staff (including temporary staff and volunteers), trustees, parents/carers, families and students have an essential role to play in making Vibe Community a safe and secure learning environment.

Our core safeguarding principles are:

- It is a whole organisation responsibility to safeguard and promote the welfare of children, young people and vulnerable adults as our paramount concern.
- All children and young people (defined as those up to the age of 18) and vulnerable adults regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All children and vulnerable adults have a right to be heard and to have their wishes and feelings considered.
- All participants are protected from risk of abuse or risk of radicalisation and extremism.
- All staff understand safe professional practice and adhere to all relevant policies and act immediately should an incident occur that causes concern.
- All staff will maintain an attitude of 'it could happen here' in Vibe Community.
- All young people are respected and encouraged to talk openly.

There are six main elements to our safeguarding policy in line with Working Together to Safeguard Children 2023

What is safeguarding?

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 are growing up in circumstances consistent with the provision of safe and effective care

Promoting the upbringing of children with their birth parents, or family network whenever possible

Taking action to enable all children to have the best outcomes

Working Together to Safeguard Children 2023



(*for the purposes of this policy we interpret all definitions, expectations and actions to include our vulnerable young adults).

We follow the safeguarding protocols of:

1. Empowerment support (for all children, vulnerable adults, parents/carers and staff, and where appropriate specific intervention for those who may be at risk of harm).
2. Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns).
3. Prevention (e.g. positive, supportive, safe culture, safer recruitment procedures).
4. Partnership (Working with parents/carers and other agencies to ensure appropriate communications and actions are undertaken so that children and vulnerable adults grow up in safe and effective care).
5. Proportionality act with responsibility, considering reasonable measures when taking next steps to ensure where possible the child or vulnerable adult remains in their family network.
6. Accountability we take action to safeguard all (we are all responsible for our actions and for taking a lead on safeguarding, we have a companywide structure, processes in place to demonstrate this).

Empowerment

Empowering means encouraging and inspiring the vulnerable to speak for themselves and take decisions on their own. It is therefore important that we must take their consent and give them a choice to make their decisions. We will educate our children and vulnerable adults so that they are encouraged and supported to take action to keep themselves and others safe with informed consent.

Protection

We will work to protect children and vulnerable adults from harm, abuse and neglect. The welfare of every individual is of paramount importance to Vibe Community staff, board of trustees and our sister companies and all those we work with.

We have systems in place to provide safe recruitment, training to ensure there is good awareness of safeguarding risks to staff and young people, and processes to report concerns, sensitively follow up on actions, recording, reviewing and putting further training in place.

Prevention

We will proactively safeguard the young people who attend Vibe Community. We will do this by raising awareness of safeguarding and the current local trends and national concerns. We will identify the risk, provide safe recruitment and train all staff to be aware of the signs of harm to the students and the wider community, giving pastoral support for staff and students and a clear curriculum underpinning learning.

Vibe Community is a safe space for students, has a positive culture underpinned by “We create a safe space for children and young people, where they are and feel valued, make social connections, learn and thrive”.

Partnership

Vibe Community will work in collaboration with multi agencies and the local community. We recognise that it is only through excellent communication and joint working that we are able to support the children and vulnerable adults we work with. We are an important part of the wider safeguarding system for children and vulnerable adults. We will take into account the assessment of



harm outside the home through contextual safeguarding, attending local DCSM meetings, sharing information, identifying and understanding risk of harm and making sure they receive timely support.

Proportionality

We will consider the actions that we need to take to be least intrusive in accordance with the risk that is posed. We will work with parents/carers and the family network to signpost to support and guidance, encouraging children and young people through restorative practices to find solutions to stay, where safe and appropriate, in the family.

Accountability

Everyone, no matter what position they are in at Vibe Community, has a responsibility to recognise and identify abuse and keep children, young people and vulnerable adults safe from harm. Whenever maltreatment or abuse is witnessed, it must be reported to the safeguarding team. The procedures contained in this policy apply to all staff and Board members and are consistent with those of Kent Safeguarding Children Board (KSCMP).

Vibe Community Ltd has appointed Rebecca O'Neill as the Designated Safeguarding Lead (DSL), who has several decades of experience as a trained DSL and safeguarding trainer, for youth and education organisations. Rebecca O'Neill has an excellent understanding and experience of specific safeguarding issues, child protection, recognising abuse and making referrals to Kent's front door service. Together with Mark Permain, the safeguarding officer, Rebecca is responsible for ensuring that written records are dated, signed and kept confidentially. She also is responsible for liaising with Kent Safeguarding children Multiagency partnership in any Safeguarding/ child protection matter.

Vibe Community recognises the 'best practice' of using the information of the DSLs duties in Keeping children safe in education 2025 (KCSIE).

2. Context and legislation

In line with Keeping Children Safe in Education (KCSIE 2024) safeguarding and promoting the welfare of children are defined for the purposes of this policy as:

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

KCSIE 2024 requires individual settings to have an effective safeguarding policy in place. It has been developed in accordance with the principles established by the Children/Vulnerable young people Acts 1989 and 2004. This includes but is not limited to:

- Keeping Children Safe in Education 2024 (KCSIE)
- Working Together to Safeguard Vulnerable young people update Dec 2023 (WTSC)
- After school clubs, community activities, and tuition Safeguarding guidance for provider 2023
- Holiday activities and Food programme 2025
- Ofsted: Education Inspection Framework (2023)



- Framework for the Assessment of Vulnerable young people in Need and their Families (2000)
- Kent and Medway Safeguarding Vulnerable young people Procedures (Online)
- Early Years and Foundation Stage Framework 2021 (EYFS)
- The Education Act 2002
- Education and Inspections Act 2006
- Guidance for safer working practice for those working with children and young people in education 20022
- The Non-Maintained Special Schools (England) Regulations 2015
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are students at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.
- Kent Safeguarding children multi-agency partnership children procedures

3. Related safeguarding policies

We are aware that safeguarding is fundamental to the welfare of all children and vulnerable adults in our care. This policy is therefore one of a series and should be read in conjunction with all Vibe Community part of The Brogdale CIC Group policies as listed below:

- Behaviour Policy
- Online Safety Policy
- Anti-Bullying Policy
- Complaints policy
- Data Protection and Information Sharing
- Health and Safety Policy
- Attendance Policy
- Staff Handbook
- Whistleblowing
- Risk assessments
- Safer recruitment
- Staff behaviour policy/code of conduct, including Acceptable Use of Technology Policies (AUP)

Vibe Community is committed to reviewing its safeguarding policy and procedures regularly (annually). The policy will be shared on the Vibe website.



4. Recognising Child Abuse

Vibe Community acknowledges that child abuse manifests itself in a variety of different ways, some overt and other much less so. All staff working for Vibe have undertaken safeguarding training and are vigilant to signs of physical, sexual, emotional abuse or neglect, using the definitions found in Annex B within Keeping Children Safe in Education 2024.

All staff should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

- o Physical abuse
- o Sexual abuse
- o Emotional abuse
- o Neglect

Vibe Community is aware of a range of specific safeguarding issues and situations that can put young people at greater risk of harm. In addition to Part One, DSLs, College leaders and staff who work directly with students will read annex B of KCSIE 2024 which contains important additional information about specific forms of abuse and safeguarding issues. Members of staff are made aware that that child and vulnerable adult welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. Children and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or by a stranger. They may be abused by an adult or adults, or another child or children. Children and vulnerable adults may be abused via the internet by their peers, family members or by unknown and in some cases unidentifiable individuals. In the case of honour-based violence, including forced marriage and female genital mutilation, children or vulnerable adults may be taken out of the country to be abused. An abused child or vulnerable adult will often experience more than one type of abuse, as well as other difficulties in their lives.

- Abuse and neglect can happen over a period of time but can also be a one-off event. Child and vulnerable adult abuse and neglect can have major long-term impacts on all aspects of their health, development and well-being.
- The warning signs and symptoms of child and vulnerable adult abuse and neglect can vary from person to person. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child or vulnerable adult abuse or neglect, so staff should also be alert to parent-child/vulnerable adult interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child or vulnerable adult and their family. It is important to recognise that a warning sign doesn't automatically mean a child or vulnerable adult is being abused.

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. Children may be abused by other children or adults, in a family or in an institutional or community setting by those known to them or, more rarely, by others.



Physical Abuse: a form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Sexual Abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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. Females can also be abusers as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse) in education. All staff are aware of it and Vibe's policy and procedures for dealing with it.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All Vibe staff have an awareness of wider safeguarding issues that can put children at risk of harm, such as:

- Bullying, including cyberbullying
- Child-on-child abuse
- Children with family members in prison
- Children who are absent or missing from education
- Child missing from home or care
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Contextual safeguarding (risks outside the family home)
- County lines and gangs
- Domestic abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Gender based abuse and violence against women and girls
- Hate



- Homelessness
- Human trafficking and modern slavery
- Mental health
- Nude or semi-nude image sharing, also known as youth produced/involved sexual imagery or “Sexting”
- Online safety
- Radicalisation and extremism
- Private fostering
- Relationship abuse
- Serious violence
- Sexual violence and sexual harassment
- So-called ‘honour-based’ abuse, including Female Genital Mutilation (FGM) and forced marriage
- ‘Upskirting’
- Unexplained absence from education

Staff (including volunteers and agency and temporary staff) are directed to further information about specific forms of abuse and safeguarding issues found in Part Five and Annex B of [Keeping children safe in education 2024](#).

Child-on-child abuse

All Staff (including volunteers and agency and temporary staff) at Name of setting are aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of the provision and online. They understand that such abuse is a safeguarding issue and will follow the provision’s procedures as set out later in this policy. Such abuse can include:

- abuse in intimate personal relationships between children
- bullying (including cyberbullying)
- physical abuse such as:
 - hitting
 - kicking
 - shaking
 - biting
 - hair pulling
 - otherwise causing physical harm
- harmful sexual behaviour, which can include:
 - inappropriate sexual language
 - the sharing of nude or semi-nude images or videos
 - accessing age-inappropriate sexual material online
 - sexual activity without consent
 - sexual violence, such as rape or sexual assault upskirting
 - initiation or hazing type violence and rituals

As with other forms of abuse, all Vibe staff maintain an attitude of **‘it could happen here’** when considering child-on-child abuse. All reports of are taken seriously and all Vibe staff understand



that even if there are no reports in the provision, it does not mean it is not happening and if they are concerned, they will speak to the designated safeguarding lead.

Every member of staff recognises that children experiencing specific safeguarding issues identified above are no different to safeguarding against any other vulnerability or concern and will be approached and responded to in the same way as protecting children from any other risks

5. **Key responsibilities**

Governance and Leadership

- Everyone who comes into contact with children and their families has a role to play in safeguarding children. Our services form part of the wider safeguarding system for children. The lead DSL ensures that the organisation has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children and vulnerable adults are reviewed at least annually.
- The Board of Trustees and Vibe Community Management Team have a strategic responsibility for our safeguarding arrangements and will comply with their duties under legislation.
- There is a named Designated Safeguarding Lead (DSL) on duty each day, who is a manager and who has undertaken approved KSCMP training for designated persons, in addition to basic child protection training.
- The Board of Trustees and Vibe Community Management Team have regard to the guidance and will ensure our policies, procedures and training is current, effective and complies with the law at all times.
- The Board of Trustees will support the lead DSL and DSL team to have oversight in ensuring that Vibe Community has an effective policy which along with other policies, procedures and protocols are known, agreed, followed, reviewed annually by all staff including volunteers and temporary staff and available to parents on request and can be found on the website www.Brogdalecic.co.uk
- The Board of Trustees, CEO and Vibe Community Management Team will ensure that the DSL is properly supported in their role.
- Procedures are in place for dealing with allegations of abuse made against members of staff including allegations made against DSL and Board members.
- Safer recruitment procedures, which include the requirement for appropriate checks in line with national guidance are in place.
- There is an up-to-date and appropriate training strategy which ensures all members of staff, including the managers, teaching and non-teaching staff, receive safeguarding training.
- Appropriate filters and appropriate monitoring systems for internet enabled devices are in place whilst being mindful to ensure that “over blocking” does not lead to unreasonable restrictions as to what children can learn online.
- The Board nominates a company officer to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against a DSL.



- The Board nominates a Trustee (normally the Chair) to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the CEO.
- Children and young adults learn to keep themselves and others safe, at an age appropriate level as part of the Vibe Community

All safeguarding policies will be reviewed on an annual basis by the Board which has responsibility for oversight of our safeguarding and child protection systems. The Safeguarding Lead (CEO) will ensure regular reporting on safeguarding to the Board. The Board will not receive details of individual children's situations or identifying features of families as part of their oversight responsibility.

5.1 The Designated Safeguarding Team

Vibe Community and The Brogdale CIC Group view safeguarding as their primary responsibility to keep all students, participants, staff, visitors and volunteers safe from harm and abuse. All staff including volunteers and temporary staff are trained to know that if they have a concern they can speak to a DSL Designated Safeguarding Lead this includes if they are unsure if it is a concern.

Vibe Community and The Brogdale CIC Group safeguarding staff are as follows:-

Lead Designated Safeguarding Lead – Rebecca O'Neill CEO/Principal

Deputy Designated Safeguarding Lead - Victoria Turner

Designated Safeguarding Lead Brogdale CIC – Gary Keep

Designated Safeguarding Lead Vibe Community Ltd – Tanya Mitchell

Designated Safeguarding Lead and Safeguarding Coordinator – Mark Pearmain

Each day there is a DSL on duty and one to deputise. All week 9.30 – 3.30 the Safeguarding Coordinator is also available.

- The lead DSL has the overall responsibility of day-to-day safeguarding, reporting, monitoring and training.
- They report to the board of trustees on safeguarding concerns and refer to Lady Anne Marie Nelson as overarching chair of the BCIC group for assistance and support with complex cases.
- They ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE 2024 and Prevent duties placed on educational settings.
- Sufficient time and resources are allocated to enable the DSL (and any appropriately trained deputies) to carry out their roles effectively, including the assessment of children and vulnerable adults and attendance at strategy discussions and other necessary meetings
- Safeguarding is an agenda item in all meetings and supervisions to ensure that all staff can raise concerns at any opportunity.
- All members of staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with our **Whistleblowing Policy**.



DSL/DDSs are on duty via a rota as either lead for the day or deputy. On their rota'd safeguarding day they need to be available to answer direct calls from staff who may have a concern they wish to report or seek advice on. They provide the advice and guidance with any immediate actions that need to be taken.

There is a weekly meeting of DSL/DDSs to discuss cases and actions taken, to review Myconcern and trends for college and individuals.

It is the role of the DSL to:

- In situations where there are child or vulnerable adult protection concerns is NOT to investigate but to recognise and refer.
- Act as a central point of access to receive and collate information regarding individual children or vulnerable adults, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents / carers in most cases). This includes the need to make referrals to partner agencies and services.
- Help with this decision s/he may choose to consult with the Safeguarding Team through the Front Door
- Seek advice from the Early Help Triage Team.
- Be aware that issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these.
- Be aware of radicalisation concerns
- Make all members of staff aware of the early help process, and understand their role within it. This includes identifying emerging problems, liaising with their Designated Safeguarding Lead, sharing information with other professionals to support early identification and assessment and in some cases, acting as the lead professional in undertaking an early help assessment.
- If early help is assessed to be appropriate then the DSL will support staff members involved with the family in gaining permission if under 18 (unless an immediate safeguarding risk of serious harm) liaising with other agencies and submitting a Front Door referral form. The DSL will keep all early help cases under constant review and will give consideration to making a referral to Specialist Children's Services (SCS) if the situation doesn't appear to be improving for the child.
- New referrals to services will be made using the agreed Kent process i.e. Front Door referral. These will be made with reference to the Kent Threshold Criteria for Children in Need (KSCMP). In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent to the County Duty Team. Concerns for children who are already known to services will be passed to the allocated worker / team.
- All members of staff are aware of the process for making referrals to SCS for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments.
- In all but the most exceptional circumstances, parents /carers will be made aware of the concerns felt for a child or young person at the earliest possible stage. In the event of a



referral to SCS being necessary, parents/carers will be informed unless there is a valid reason not to do so.

- In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from the Safeguarding Team (Tel: 03000 41 57 92). If anyone other than the DSL makes a referral to external services, then they will inform the DSL as soon as possible.
- On occasion, staff may pass information about a child or vulnerable adult to the DSL, but remain anxious about action subsequently taken. Staff should feel able to clarify with the DSL further progress, so that they can reassure themselves the child or vulnerable adult is safe and their welfare is being considered.
- If following this process, the staff member remains concerned that appropriate action is not being taken then the member of staff should seek further direct consultation from a member of the Safeguarding Team who will be able to discuss the concern and provide further advice on appropriate action to be taken.
- If after a referral a child's or vulnerable adult's situation does not appear to be improving then the DSL (or the person that made the referral) will press for reconsideration to ensure that the concerns have been addressed and most importantly, that the child's or vulnerable adult's situation improves. Professional disagreements (escalation) will be responded to in line with the KSCMP procedures and DSLs may request support via the Safeguarding Team.
- Maintain the Myconcern confidential recording system for safeguarding answering daily concerns logged, taking actions in conjunction with the DSL on duty, responding to staff who logged the concern and following up actions until the case can be filed as dealt with satisfactorily.
- Co-ordinate safeguarding actions for individual students
- Liaise with other agencies and professionals in line with KCSIE 2024 and WTSC 2023 attending multi agency meetings such as Channel Panels when necessary
- Liaise with the wellbeing team to delegate next steps and hear back re actions taken.
- Circulate KSCMP bulletins, KCC Safeguarding Newsletter, additional relevant training where available)

5.2 All Members of staff

The welfare and safety of children and vulnerable adults is the responsibility of all staff and ANY concern for a child's or vulnerable adult's welfare MUST always be reported to the Designated Safeguarding Lead.

All members of staff have a responsibility to:

- Ensure the ethos of Vibe Community is followed, providing a safe environment and culture in which young people can be and feel safe, learn and thrive
- Be aware of the indicators of abuse, neglect and exploitation so that they can identify vulnerable children and adults who may need help or protection
- Understand the Vibe Community's safeguarding policies and systems and how to raise a concern.
- Undertake appropriate training in child, adult and prevent which is regularly updated.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned and to always act in the best interests of the child and vulnerable adults



- Know what to do if a young person tells them that they are being at risk of harm, abuse, neglect, exploitation, and understand the impact that this can have on a child
- Be able to recognise and respond appropriately to signs that students are at risk of poor wellbeing/mental health
- Know how to maintain an appropriate level of confidentiality.
- Respond with compassion and care to any student who reports a concern taking seriously all issues raised
- Ensure all children and vulnerable adults are able to develop appropriate strategies to recognise and respond to risk and build resilience
- Take appropriate action to prevent safeguarding concerns escalating and work with other services as needed
- Maintain site safety measures, checking all visitors have a valid reason, signing visitors in and out, give appropriate lanyards and pass information between staff handing visitors directly to the appropriate person
- Respond to and refer any concerns about any member of the community in accordance with this policy
- Contribute towards, read and adhere to our policies

All members of staff know they must never promise a child or vulnerable adult that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of them.

Dealing with disclosures of abuse or harm from children

If a young person at Vibe discloses that they have been abused or that they feel at risk of harm we will:

- Listen carefully to the child so they know that their disclosure is being taken seriously
- Ask open questions that encourage the child to speak in their own words ([TED](#))
- Make a record of what the child says as soon as possible after the disclosure on My Concern
- Reassure them they have done the right thing in telling you
- Ensure the child is safe, comfortable and not left alone
- Explain what will happen next (if age appropriate) and make no promises that cannot be kept, such as promising not to tell anybody what they are being told.
- Report to the DSL (or deputy) as soon as possible.

If a child is at risk of immediate harm, we will call the police on 999

Vibe Community is committed to ensuring that it meets its responsibilities in respect of child protection by treating any disclosure seriously and sensitively. Vibe Community will not carry out any investigation itself into a suspected child abuse incident and the DSL will refer the case to [Kent's Front Door service](#) within 24 hours.

Vibe Community will assist children's social care and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence



Where possible, Vibe Community will always respect the wishes of children and young people who do not consent to share confidential information. However, the lack of consent will be overridden if the facts of the case are in the public interest.

Vibe Community will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is concern that the child is suffering or at risk of suffering significant harm, the child's safety and welfare must be the overriding factor.

5.3 Children and Vulnerable Adults

Students have a right to:

- Feel and be safe, be listened to, and have their wishes and feelings taken into account.
- Confidently report abuse (at a level that is appropriate to their individual age, ability and vulnerabilities), knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- Contribute to the development of Vibe Community safeguarding policies.
- Receive help from a trusted adult.
- Learn how to keep themselves safe, including online.

5.4 Parents and Carers

Parents/carers have a responsibility to:

- Understand and adhere to the relevant policies and procedures.
- Talk to their young people about safeguarding and support Vibe Community in their safeguarding and behaviour policies
- Identify behaviours that their young person is displaying that may indicate that they are vulnerable to harm, including online
- Seek help and support from the Vibe Community or other agencies if they identify concerns.
- Parents can obtain a copy of the Vibe Safeguarding Policy and other related policies on request and can view them via the Vibe Community website

6. Staff induction, awareness and training

All DSL/DDSs are trained and have refresher training every 2 years provided by The Education People. KSCMP provide the annual safeguarding training that all staff undertake with online child and adult safeguarding. Staff also undertake annual national Prevent training.

Each department of The Brogdale CIC Group conducts their own specific training for their teams to ensure current and relevant training specific to social care, youth and college is known and agreed. Training looks at both child and adult protection within college as our students are aged from 16 – 25 with an EHCp (Education and Health Care plan).



All training is certificated and these are logged with our HR administrator who tracks safeguard training attendance and calendarises updates for staff.

The DSL ensures that all new staff and volunteers are appropriately inducted into our safeguarding procedures, Myconcern and communication lines.

- All staff members will receive appropriate safeguarding child and vulnerable adult protection training delivered online by [KSCMP TRAINING](#) which will enable them to:
 - **Recognise** potential safeguarding and child and vulnerable adult protection concerns involving children and adults (colleagues, other professionals and parents/carers)
 - **Respond** appropriately to safeguarding issues and take action in line with this policy
 - **Record** concerns in line with our policies on Myconcern
 - **Refer** concerns to the DSL and be able to seek external support if required
- Staff will receive appropriate training to ensure they are aware of a range of safeguarding issues (see definition of safeguarding) and are aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and child on child abuse such as bullying and sexting can put children in danger. Staff training will also include our child and vulnerable adult protection procedures, online safety, safe working practice and external reporting mechanisms.
- All staff will receive training on how to record any safeguarding on Myconcern app.
- All staff members will receive regular safeguarding and child and adult protection updates (e.g. through team meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children and vulnerable adults effectively. .
- We recognise the expertise which members of staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunity is therefore provided for all staff to contribute to and shape safeguarding arrangements through team meetings and supervision.

7. Safe working practice

- All members of staff are required to follow this policy and related policies and procedures which is found in the Vibe policy folder on the GDrive.
- Children and vulnerable adults may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child and vulnerable adult protection or potential allegations. For example, it is always advisable for work with individual children/vulnerable adults or parents to be conducted in view of other adults. Where possible no staff member is to be alone with a young person.
- Physical intervention should only be used when the child or vulnerable adult is endangering themselves or others and such events should be recorded by the staff member and any witness. Staff should be aware of our Behaviour Policy.
- Full advice and guidance can be found in **Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings** (Feb 2022)



- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in our **Online Safety Policy**.

8. **Staff supervision and support**

- Any member of staff affected by issues arising from concerns for children's or vulnerable adult welfare or safety can seek support from their DSL.
- All new staff will receive induction training and have a line manager with whom they can discuss concerns including safeguarding concerns. The induction process will include familiarisation with child and vulnerable adult protection responsibilities and procedures to be followed if members of staff have any concerns about student's safety or welfare.
- The line manager will provide appropriate supervision and support to ensure
- That they are competent in their role, understand their responsibilities, review their own practice to seek to continually improve and take up training to upskill.
- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if staff have any concerns about a child's safety or welfare.

We will provide appropriate supervision and support for staff to ensure that:

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
- We create an environment where members of staff feel able to raise concerns and feel supported in their safeguarding role
- All staff have regular reviews of their own practice to ensure they improve over time.
- DSL will also put staff in touch with outside agencies for professional support if they so wish.

9. **Safer recruitment**

In accordance to our Safe Recruitment Policy Vibe Community is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our students and staff.

- The Board of Trustees and College Management Team are responsible for ensuring that Vibe Community follows safer recruitment processes.
- Vibe Community is responsible for ensuring that the College maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- The Board of Trustees will ensure that there is at least one member of any interview panel who has completed Safer Recruitment training.
- Applications for job roles will only be processed when a full Vibe Community application form has been submitted.

Curriculum vitae (CVs) will only be accepted alongside the full completed application form.

- Online searches of shortlisted applicants will take place during the recruitment process which may help identify any incidents or issues that have happened and are publicly available online.
- Enhanced DBS checks will be carried out on all staff and volunteers who work for Vibe.

We are also committed to the requirements set out under the Childcare (Disqualification) Regulations 2009 made under section 75 of the Childcare Act 2006. All candidates applying through



our application form are required to declare: *“(If applying for a post working with children or vulnerable adults or a post concerned with the management of such provision) I confirm that I am not disqualified from working with children under the Childcare (Disqualification) Regulations 2009 or living in the same household where another person who is disqualified lives or is employed (disqualification ‘by association’);”*

- We advise all staff to disclose any reason that may affect their suitability to work with vulnerable young people including convictions, cautions, court orders, reprimands and warnings. Each situation will be taken into consideration and measures taken accordingly after consultation with DSL.
- Vibe Community will maintain records of all staff who have attended Safer Recruitment training.
- All work experience placements whether internal or external, we will follow the advice and guidance as identified in part three of KCSIE 2024.

10. Allegations against members of staff and volunteers

Vibe Community recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children or vulnerable adults such as

- 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

Any concerns or allegations about staff will be reported to the DSL immediately, recorded and dealt with appropriately in line with Part four of KCSIE and the [local Kent allegations arrangements, including discussions as necessary with the Local Authority Designated Officer \(LADO\)](#). In depth information can be found within our staff behaviour policy/code of conduct policy. This can be found in the office and within the staff accessible files on My Concern.

Any concerns or allegations about staff will be recorded and dealt with in line with Part four of KCSIE and local [Kent allegations arrangements](#). Ensuring concerns are dealt with effectively will protect those working in or on behalf of the Vibe from potential false allegations or misunderstandings. Where the CEO is unsure how to respond, for example if they are unsure if a concern meets the harm ‘thresholds’, advice will be sought via the [LADO Education Safeguarding Advisory Service](#) enquiry form.

In all cases where allegations are made against staff or low-level concerns are reported, once proceedings have been concluded, the principal (and if they have been involved, [the LADO](#)) will consider the facts and determine whether any lessons can be learned and if any improvements can be made.

In the situation that the setting receives an allegation relating to an incident that happened when an individual or organisation was using our premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities), we will follow our safeguarding policies and procedures, including informing the LADO.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the College Management Team.



All members of staff are made aware of our **Whistleblowing Policy** and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child or vulnerable adult at risk.

Vibe Community has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a student, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the people. If these circumstances arise in relation to a member of staff at our Vibe Community, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO.

Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: help@nspcc.org.uk

When in doubt – consult

11. Health and Safety

At Vibe Community, we have a duty of care to try and ensure the environment is safe for people to visit or attend. We will take reasonable steps to ensure that people will be safe using the venue for the purposes for which they attend.

We have in place the required health and safety policies and procedures. All associated risk assessments and plans as set out in the guidance produced by the Health and Safety Officer. All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.

The department head for Brogdale CIC is responsible for the Health and Safety and security of all Brogdale CIC sites that are used by Vibe Community for youth activities.

- All Brogdale CIC sites have a maglock entry system where visitors ring to gain access. All of these gates during college hours are closed with no other means of access to the sites other than approval through the maglock system. Appropriate checks will be undertaken in respect of visitors and volunteers coming into Brogdale CIC sites. Visitors will be expected to sign in and out via visitors log and to display a visitors badge colour coded to denote risk whilst on site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- All other sites that hired for Vibe Community youth activity use are risk assessed individually and procedures are put in place to ensure safety of young people and staff. Any visitor at any youth activity must be verified by the activity leader and their purpose communicated with the team. Under no circumstances is any visitor to be unaccompanied by a Vibe staff member. Best practice at all venues is to limit any engagement with members of the public.
- Vibe Community will not accept the behaviour of any individual (parent or other) that threatens venue security or leads young people and staff to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to Vibe Community venues and may result in the police being called.



12. Working with other agencies

- Vibe Community recognises and is committed to its responsibility to work with other professionals and agencies both to ensure children's needs are met and to protect them from harm. We will endeavour to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.
- We are not the investigating agency when there are child or vulnerable adult protection concerns and we will therefore pass all relevant cases to statutory agencies. We will however contribute to the investigation and assessment processes as required and recognise that a crucial part of this may be in supporting the child or vulnerable adult while these take place.
- Vibe Community recognises the importance of multi-agency working and will ensure that staff are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Strategy Meetings, Channel Panels, Contextual Safeguard area meetings, Child in Need meetings and Early Help Teams around the Child / Family.
- The leadership and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

13. Confidentiality and information sharing

- Vibe Community recognises that all matters relating to child protection are confidential and follows **Data Protection** and **Confidentiality & Information Sharing** policies. The DSL will only disclose information about a child or vulnerable adult to other members of staff on a 'need to know' basis.
- All members of staff must be aware that whilst they have duties to keep any information about children, vulnerable adults, families and colleagues which have access to as a result of their role confidential, they also have a professional responsibility to share information with other agencies in order to safeguard children and vulnerable adults. All staff must be aware that they cannot promise a child or vulnerable adult to keep secrets which might compromise the child's or vulnerable adults safety or wellbeing.
- DfE Guidance on Information Sharing provides further detail .
- If we are made aware of any safeguarding concerns which we feel need to be shared more widely, then advice will be sought from the Front Door Safeguarding Team to ensure that the integrity of any subsequent investigations are maintained and that all those involved are safeguarded.

14. Complaints

- Vibe Community part of The Brogdale CIC Group has a **Complaints Policy** available to parents, children, vulnerable adults and members of staff who wish to report concerns. This can be found on the g drive or in the admin office and will be made available to anyone on request.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process.



Complaints Procedure

Vibe Community as part of The Brogdale CIC Group is committed to providing a high-quality, safe environment for all our students.

However, should any problems or issues occur, young people or their parents/carers on their behalf, have the right to raise this with Vibe Community Staff in order to seek resolution.

Vibe Community will take all complaints seriously and will ensure that we respond to complaints with care and concern. We aim to resolve matters as quickly and effectively as possible.

Stage 1: Making a Complaint

In the first instance, any concerns should be discussed with a member of the Vibe staff, ideally the Activity lead..

If you wish the complaint to be logged, a record of the complaint will be made, either through a face-to-face meeting or over the phone. Strategies for resolving your concern should be suggested through this meeting by the member of staff you are speaking to.

Stage 2

If you remain unsatisfied with the action taken at Stage 1, and you don't feel your matter has been resolved and/or you feel that it is not appropriate to discuss it with a member of teaching staff or the students' tutor, then a complaint should be made to the Head of Department. Strategies to improve the situation or mediation between yourself and the person causing you to make a complaint should be suggested. If you are unsatisfied, then the complaint should be taken to the CEO.

The process of mediation will involve a meeting between yourself, the member of staff that you wish to log a complaint against and the Head of Department or CEO. You will be invited to bring along another person, such as a parent/carer, to support you should you wish to do so.

The meeting will be documented and a letter containing the outcome of the meeting will be posted to you within 5 working days of the meeting. The letter will outline the formal agreement and/or suggested strategies agreed at the meeting.

Stage 3

Should you feel that your complaint remains unresolved, please make a formal written complaint to the Head of Trustees. Complaints can be addressed to Lady Ann Marie Nelson the chair of Vibe Community Board through sending to the Brogdale CIC HR email address hr@brogdalecic.co.uk. A fair and confidential investigation will be carried out and a full, impartial and reasoned reply will be provided to you within 10 working days.

Vibe Community is committed to ensuring that no unfair treatment is given as a result of making a complaint.

Stage 4

If Vibe Community's complaints procedure has been fully utilised and you remain dissatisfied, please contact Kent County Council for advice.

15. Specific Safeguarding Issues

Vibe Community recognises that there are a range of specific safeguarding issues and situations that can put Students at

greater risk of harm. In addition to Part One, DSLs, the Vibe Community Management Team and staff who work directly with students will read annex B of KCSIE 2024 which contains important additional information about specific forms of abuse and safeguarding issues.



Where staff are unsure how to respond to specific safeguarding issues, they should speak with the DSL or a deputy.

Child on child Abuse and Sexual Harassment.

All members of staff at Vibe Community recognise that students are capable of abusing their peers, and that it can happen both inside and outside of Vibe activities and online. We recognise sexual violence and sexual harassment can occur between two students of any age and sex. It can occur through a group of students sexually assaulting or sexually harassing a single student or group of students and can occur online and face to face (both physically and verbally). Sexual violence and sexual harassment are never acceptable.

When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis which explores how best to support and protect the victim and the alleged perpetrator (and any other students involved/impacted).

The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other adult students and staff and any actions that are required to protect them. Reports where necessary will be referred to Social Services and/or the Police.

The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim, the nature of the alleged incident (including whether a crime may have been committed), the ages and developmental stages of the students involved, any power imbalance, if the alleged incident is a one-off or a sustained pattern of abuse, if there are any ongoing risks to the victim, other young people or staff, and any other related issues or wider context.

If at any stage the DSL is unsure how to proceed, advice will be sought from the Early Help Safeguarding Service.

Alleged victims, perpetrators and any other child or vulnerable adult affected by child on child abuse will be supported by:

- taking reports seriously
- listening carefully
- avoiding victim blaming
- providing appropriate pastoral support
- working with parents/carers
- reviewing educational approaches
- following procedures as identified in other policies e.g. the college anti-bullying, behaviour and child protection policy, and where necessary and appropriate, informing the police.

Vibe staff recognise that child on child abuse can take many forms, including but not limited to:

- Bullying, including cyberbullying, prejudice-based and discriminatory bullying
- abuse in intimate personal relationships between peers
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party



- upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- initiation/hazing type violence and rituals

Vibe Community believes that abuse must never be tolerated or dismissed as “banter”, “just having a laugh”, “part of growing up” or “boys being boys” as this can lead to a culture of unacceptable behaviours and an unsafe environment for students.

Vibe Community recognise that even if there are no reported cases of child on child abuse, such abuse is still likely to be taking place.

All staff have a role to play in challenging inappropriate behaviours between peers. Staff recognise that some child on child abuse issues may be affected by gender, age, ability and culture of those involved, i.e. for gender based abuse, girls are more likely to be victims and boys more likely to be perpetrators.

Concerns about a young person's behaviour, including child on child abuse taking place offsite will be responded to as part of a partnership approach with the young person and parents/carers.

Offsite behaviour concerns will be recorded and responded to in line with existing appropriate policies, for example anti-bullying, acceptable use of IT, behaviour and child protection policies.

In order to minimise the risk of child on child abuse, Vibe Community will:

- implement a robust anti-bullying policy
- support Personal Development learning
- provide an environment where students feel and experience their voice being heard and do not hesitate to raise any concerns

All allegations of child on child abuse will be reported to the DSL and will be recorded, investigated, and dealt with in line with associated college policies, including child protection, anti-bullying and behaviour. Students who experience abuse will be offered appropriate support, regardless of where the abuse takes place.

Sexual Violence or Harassment

When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis which explores how best to support and protect the victim and the alleged perpetrator (and any other young people involved/impacted).

The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other, young people and staff and any actions that are required to protect them.

Reports will initially be managed internally by the DSL team and where necessary will be referred to Social Services and/or the Police.

The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim, the nature of the alleged incident (including whether a crime may have been committed), the ages and developmental stages of the students involved, any power imbalance, if the alleged incident is a one-off or a sustained pattern of abuse, if there are any ongoing risks to the victim, other young people, or Vibe staff, and any other related issues or wider context.

If at any stage the DSL is unsure how to proceed, advice will be sought from the Early Help Safeguarding Service.

Nude and/or Semi-Nude Image Sharing



The term 'sharing nudes and semi-nudes' is used to mean the sending or posting of nude or semi-nude images, videos or live streams of/by young people under the age of 18. Young people at Vibe Community who are over 18 (SEND) may still be vulnerable and so the sharing of nudes/semi nudes will be taken very seriously and appropriate action will be taken, including contacting the police if necessary.

Vibe Community recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or "sexting") can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).

When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by participants, staff are advised to:

- Report any concerns to the DSL immediately.
- Never view, copy, print, share, store or save the imagery, or ask a child or vulnerable adult to share or download it– this may be illegal. If staff have already viewed the imagery by accident, this will be immediately reported to the DSL.
- Not delete the imagery or ask the child or vulnerable adult to delete it.
- Not say or do anything to blame or shame any young person involved.
- Explain to the young person involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.
- Not ask the young person/people involved in the incident to disclose information regarding the imagery and
- Not share information about the incident with other members of staff, the young person/people involved or their, or other, parents and/or carers. This is the responsibility of the DSL.

The DSL will hold an initial review meeting to explore the context and ensure appropriate and proportionate safeguarding action is taken in the best interests of the student involved. This may mean speaking with relevant staff and the student involved as appropriate.

Parents/carers will be informed at an early stage and be involved in the process to best support the young person/people, unless there is good reason to believe that involving them would put a them or a young person at risk of harm.

All decisions and action taken will be recorded in line with our safeguarding procedures.

A referral will be made to ICS and/or the police immediately if:

- the incident involves an adult (over 18).
- there is reason to believe that a learner has been coerced, blackmailed, or groomed.
- the image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child's developmental stage, or are violent.
- the young person or another young person is at immediate risk of harm owing to the sharing of nudes and semi-nudes.

The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.

If DSLs are unsure how to proceed, advice will be sought from Early Help and or Social Services.

Gangs and County Lines.

Vibe Community recognises the impact of gangs, county lines, violent crime and exploitation. It is recognised that the initial response to children and vulnerable adult victims is important and that staff will take any allegation seriously and work in ways that support children and vulnerable adults and keep them safe.



All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:

- Unexplained gifts/new possessions – these can indicate students have been approached by/involved with individuals associated with criminal networks/gangs.
- Increased absence from a Vibe activity..
- Change in friendships/relationships with others/groups.
- Significant decline in performance.
- Signs of self-harm/significant change in wellbeing.
- Signs of assault/unexplained injuries.

Exploitation

Vibe Community recognise that exploitation occurs when an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a young person into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. Males and females can be exposed to exploitation and can include young people who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Young people who are being exploited do not realise they are being exploited and may believe they are in a genuine romantic relationship.

If staff are concerned that a young person may be at risk of exploitation, immediate action should be taken by speaking to the DSL or a deputy.

Serious Violence

All staff are made aware of the indicators which may signal a young person is at risk from or is involved with serious violent crime. These may include unexplained gifts or new possessions, increased absence from a Vibe activity, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

Any concerns regarding serious violence will be reported and responded to in line with other safeguarding concerns.

The initial response to victims is important and staff will take any allegations seriously and work in ways that support students and keep them safe.

So-called honour based abuse

- So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.
- All forms of HBA are abuse (regardless of the motivation) and concerns should be reported to the DSL or a deputy.

Preventing Radicalisation

Vibe Community is aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), to have “due regard to the need to prevent people from being drawn into terrorism”, also known as the Prevent duty and the specific obligations placed upon us as an education provider regarding risk assessments, working in partnership, staff training, and IT policies.



We recognise that young people with special educational needs are vulnerable to extremist ideology and radicalisation and in line with KCSIE all staff have received appropriate training to enable them to be alert to changes in young peoples' behaviour which could indicate that they may be in need of help or protection.

Staff will report any concerns to the DSL (or a deputy), who is aware, and has experience of the local procedures to make a Prevent referral.

Cybercrime

Vibe Community recognises that young people with particular skills and interests in computing and technology may inadvertently or deliberately stray into 'cyber-enabled' (crimes that can happen offline but are enabled at scale and at speed online) or 'cyber dependent' (crimes that can be committed only by using a computer/internet enabled device) cybercrime.

If staff are concerned that a young person may be at risk of becoming involved in cyber-dependent cybercrime, the DSL will be informed, and consideration will be given to accessing local support and/or referring into the Cyber Choices programme, which aims to intervene when young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Where there are concerns about 'cyber-enabled' crime such as fraud, purchasing of illegal drugs online, sexual abuse and exploitation, or other areas of concern such as online bullying or general online safety, they will be responded to in line with this and other appropriate policies.

Absence

Although absence in itself is not generally a safeguarding concern, Vibe Community recognises that unexpected persistent absence, as well as missing from a Vibe activity where attendance was expected, could be a sign of a range of safeguarding concerns such as sexual abuse, sexual exploitation and/or criminal exploitation.

All absences from the Good to be Me provision are followed up with the school or referrer/parent/carer.

Child Sexual Exploitation (CSE)

Vibe Community identifies that CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

Vibe Community is aware that sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation may involve varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexting, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse or recognise this as abusive.

Every member of staff recognises that children and vulnerable adults at risk of CSE need to be identified and issues relating to CSE should be approached in the same way as protecting children and vulnerable adults from other risks.



Forced Marriage

The Forced Marriage Unit has published [Multi-agency guidelines](#). Staff should report concerns regarding forced marriage to the DSL or can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: fmf@fco.gov.uk

Female Genital Mutilation (FGM)

Staff should report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the staff member has a good reason not to, they should also still consider and discuss any such case with the DSL and involve children's social care as appropriate.

Domestic abuse

Vibe recognises that:

- domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents.
- domestic abuse can include, but is not limited to, psychological (including coercive control), physical, sexual, economic, or emotional abuse.
- children can be victims of domestic abuse if they see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse).
- anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background, and domestic abuse can take place inside or outside of the home.
- domestic abuse can take place within different types of relationships, including ex-partners and family members.
- there is always a potential for domestic abuse to take place when parents/families separate, or for existing domestic abuse to persist or escalate post separation.
- domestic abuse can have a detrimental and long-term impact on children's health, well-being, development, and ability to learn.
- domestic abuse concerns will not be looked at in isolation and our response will be considered as part of a holistic approach which takes into account children's lived experiences.
- it is important not to use victim blaming language and to adopt a trauma informed approach when responding to concerns relating to domestic abuse.

If staff are concerned that a child may be at risk of seeing, hearing, or experiencing the effects of any form of domestic abuse, or in their own intimate relationships, immediate action should be taken by speaking to the DSL or a deputy.

Mental health

- All staff recognise that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Staff are aware that children's experiences, for example where children have suffered abuse and neglect, or other potentially traumatic Adverse Childhood Experiences (ACEs), can impact on their mental health, behaviour, and education.
- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.



- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

16. Supporting Children Potentially at Greater Risk of Harm

Whilst all children should be protected, Vibe acknowledge that some groups of children are potentially at greater risk of harm. This can include the following groups.

Safeguarding children with Special Educational Needs or Disabilities (SEND)

- Vibe acknowledges that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and barriers for recognising abuse, neglect or exploitation.
- Vibe recognises that children with SEND may face additional communication barriers and experience difficulties in managing or reporting abuse or challenges. Children with SEND will be supported to communicate and ensure that their voice is heard and acted upon.
- All members of staff are encouraged to appropriately explore potential indicators of abuse, neglect and exploitation, such as behaviour, mood changes or injuries and not to assume that they are related to the child's disability. Staff will be mindful that children with SEND, or certain medical conditions may be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Members of staff are encouraged to be aware that children with SEND can be disproportionately impacted by safeguarding concerns, such as exploitation, peer group isolation or bullying including prejudice-based bullying.
- To address these additional challenges, our setting will always consider implementing extra pastoral support and attention for children with SEND.
- Vibe has robust **Intimate and personal care policy** which ensure that the health, safety, independence, and welfare of children is promoted, and their dignity and privacy are respected.
- Arrangements for intimate and personal care are open and transparent and accompanied by robust recording systems

Children requiring mental health support

- Vibe has an important role to play in supporting the mental health and wellbeing of young people. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Where there are concerns regarding possible mental health problems for young people, staff should follow Vibe's policies and procedures for record concerns using My Concern and where they feel there is an immediate or urgent need, talk directly to a DSL.

Looked after children, previously looked after children and care leavers

- Vibe recognises the common reason for children becoming looked after is as a result of abuse, neglect and/or exploitation, and a previously looked after child also potentially remains vulnerable.



Children who are Lesbian, Gay, Bisexual, or Gender Questioning/Trans (LGBT)

Additional support for education settings regarding equality, diversity and inclusion is available via the [Education People EDIT team](#)

- The fact that a child or a young person may be LGBT is not in itself an inherent risk factor for harm, however, Vibe recognises that children who are LGBT or are perceived by other children to be LGBT (whether they are or not) can be targeted by other children or others within the wider community.
- When supporting a trans or gender questioning child, the school/colleges will consider the broad range of their individual needs, in partnership with the child's parents (other than in the exceptionally rare circumstances where involving parents would constitute a significant risk of **harm** to the child), including any clinical advice that is available and how to address wider vulnerabilities such as the risk of bullying.

17. Online Safety

- The DSL has overall responsibility for online safety within Brogdale CIC but will liaise with other members of staff, for example IT technicians and curriculum leads as necessary.
- The DSL will respond to online safety concerns in line with our child protection and other associated policies, including our Anti-bullying policy, Social Media policy and behaviour policies.
 - Internal sanctions and/or support will be implemented as appropriate.
 - Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.
- Vibe and Craftworks College uses a wide range of technology. This includes: computers, laptops, tablets and other digital devices, the internet, our learning platform, intranet and email systems.
- All Vibe Community owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- Vibe Community recognises that generative artificial intelligence (AI) tools may have many uses which could benefit our college community. However, it is important to recognise that AI tools can also pose risks; this is including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material, and additionally its use can pose moral, ethical and legal concerns.
 - Staff and young people will be made aware of the benefits and risks of using AI tools; through our personal development curriculum
 - Staff are required to carry out a risk assessment and seek written approval from the senior leadership team prior to any use of AI in college.
 - Vibe Community will respond to any misuse of AI in line with relevant policies, including but not limited to, anti-bullying, behaviour and child protection.
 - Where the believe that AI tools may have facilitated the creation of child sexual abuse material, including the sharing of nude/semi-nude images by children, Brogdale CIC will respond in line with the UKCIS guidance '[Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)' and the local [KSCMP](#) guidance.



- [Generative artificial intelligence \(AI\) in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/generative-artificial-intelligence-ai-in-education)
- [Data protection in schools - Artificial intelligence \(AI\) and data protection in schools - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/data-protection-in-schools-artificial-intelligence-ai)
- [Artificial Intelligence and Online Safety | SWGfL](#)
- [Using artificial intelligence \(AI\) safely | Internet Matters](#)
- Vibe Community recognises the specific risks that can be posed by mobile and smart technology, including mobile/smart phones, cameras, wearable technology and any other electronic devices with imaging and/or sharing capabilities. In accordance with KCSIE
 - Vibe and Craftworks College has appropriate mobile and smart technology and image use policies in place, which are shared and understood by all members of the community. These policies can be found in the office and on the Gdrive.

Appropriate filtering and monitoring on school/college devices and networks

- Vibe Community will do all we reasonably can to limit children's exposure to online harms through provided devices and networks and in line with the requirements of the Prevent Duty and KCSIE, we will ensure that appropriate filtering and monitoring systems are in place.
- When implementing appropriate filtering and monitoring Vibe Community will ensure that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.
- Whilst filtering and monitoring is an important part of our online safety responsibilities, it is only one part of our approach to online safety and we recognise that we cannot rely on filtering and monitoring alone to safeguard our young people; effective safeguarding practice, robust policies, appropriate classroom/behaviour management and regular education/training about safe and responsible use is essential and expected.
 - Young people will use appropriate search tools, apps and online resources as identified by staff, following an informed risk assessment.
 - Internet use will be supervised by staff as appropriate to the young person's age, ability and potential risk of harm:

Responsibilities

- The Vibe Community Board has overall strategic responsibility for our filtering and monitoring approaches, including ensuring that our filtering and monitoring systems are regularly reviewed, and that the leadership team and relevant staff have an awareness and understanding of the appropriate filtering and monitoring provisions in place, manage them effectively and know how to escalate concerns when identified.
- Rebecca O'Neill a member of the senior leadership team and John Lewis Chair of College Board are responsible for ensuring that our college sites have met the DfE [Filtering and monitoring standards](#) for schools and colleges.
- Our senior leadership team are responsible for
 - procuring filtering and monitoring systems.
 - documenting decisions on what is blocked or allowed and why.
 - reviewing the effectiveness of our provision.
 - overseeing reports.



- o ensuring that all staff understand their role, are appropriately trained, follow policies, processes and procedures and act on reports and concerns.
 - o ensuring the DSL and IT service providers have sufficient time and support to manage their filtering and monitoring responsibilities.
- The DSL has lead responsibility for overseeing and acting on:
 - o any filtering and monitoring reports.
 - o any child protection or safeguarding concerns identified.
 - o checks to filtering and monitoring system.
- The IT service providers have technical responsibility for:
 - o maintaining filtering and monitoring systems.
 - o providing filtering and monitoring reports.
 - o completing technical actions identified following any concerns or checks to systems.
 - o working with the senior leadership team and DSL to procure systems, identify risks, carry out reviews and carry out checks.
- All members of staff are provided with an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring as part of our induction process, and in our child protection staff training.
- All staff, young people and parents/carers have a responsibility to follow this policy to report and record any filtering or monitoring concerns.

Decision making and reviewing our filtering and monitoring provision

- When procuring and/or making decisions about our filtering and monitoring provision, our senior leadership team works closely with the DSL and the IT service providers. Decisions have been recorded and informed by an approach which ensures our systems meet our college specific needs and circumstances, including but not limited to our young people risk profile and specific technology use.
- Any changes to the filtering and monitoring approaches will be assessed by staff with safeguarding, educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and recorded.
- Brogdale CIC undertakes an at least annual review of our filtering and monitoring systems to ensure we understand the changing needs and potential risks posed to our community.
- In addition, our college undertakes regular checks on our filtering and monitoring systems, which are logged and recorded, to ensure our approaches are effective and can provide assurance to the Board that we are meeting our safeguarding obligations.

Appropriate filtering

- Vibe and Craftworks College's education broadband connectivity is provided through Three and BT and Vibe and Craftworks College uses Kapersky Web protection filtering.
 - Three and BT are members of [Internet Watch Foundation](#) (IWF).
 - o [Kapersky has signed up to Counter-Terrorism Internet Referral Unit list (CTIRU)
 - o [Kapersky is blocking access to illegal content including child sexual abuse material (CSAM).
 - o [Kapersky blocks access to sites which could promote or include harmful and/or inappropriate behaviour or material. This includes content which promotes



discrimination or extremism, drugs/substance misuse, malware/hacking, gambling, piracy and copyright theft, pro-self-harm, eating disorder and/or suicide content, pornographic content and violent material. Please note this list is not exhaustive

- We filter internet use on all Vibe Community owned, or provided, internet enabled devices and networks.
 - External pop up videos are blocked and can be released by admin staff in the office who can unblock or release videos if they are educational.
 - all laptops have individual ID linked to their filtering code so we know what time, location and device was used. It shows us if it was blocked due to video or words which we have blocked. Swear words, weapons, sexual words etc.
 - wifi codes are for staff only use - visitors should not be given wifi codes
 - staff have saved wifi codes for all staff/student laptops - this is not shared with students
 - students can access their google email /classroom off site using either their personal laptops or a loaned college laptop. Gmail filters harmful language and uploads, Kaspersky on loaned laptops has filtering
 - laptops are updated annually with anti virus and new filtering and monitoring software by our external independent IT consultant.
-
- Our filtering system is operational, up to date and is applied to all users, including guest accounts, all college/Vibe owned devices and networks, and all devices using the college broadband connection.
 - If there is failure in the software or abuse of the system, for example if Young People or staff accidentally or deliberately access, witness or suspect unsuitable material has been accessed, they are required to:
 - Tilt the laptop screen down so that it cannot be seen by other students, report the concern immediately to a member of staff who will report the URL of the site to technical services.
 - Filtering breaches will be reported to the DSL and technical staff and will be recorded and escalated as appropriate and in line with relevant policies, including our child protection, acceptable use, allegations against staff and behaviour policies.
 - Parents/carers will be informed of filtering breaches involving their child.
 - Any access to material believed to indicate a risk of significant harm, or that could be illegal, will be reported as soon as it is identified to the appropriate agencies, including but not limited to the [Internet Watch Foundation](#) (where there are concerns about child sexual abuse material), [Kent Police](#), [NCA-CEOP](#) or [Kent Integrated Children's Services via the Kent Integrated Children's Services Portal](#).
 - If staff are teaching topics which could create unusual activity on the filtering logs, or if staff perceive there to be unreasonable restrictions affecting teaching, learning or administration, they will report this to the DSL and/or leadership team.

Appropriate monitoring

- We will appropriately monitor internet use on all college provided devices and networks. This is achieved by:



- o physical monitoring (supervision), monitoring internet and web access (reviewing logfile information) and/or active/pro-active technology monitoring services.
- All users will be informed that use of our devices and networks can/will be monitored and that all monitoring is in line with data protection, human rights and privacy legislation.
- If a concern is identified via our monitoring approaches:
 - o Where the concern relates to young people, it will be reported to the DSL and will be recorded and responded to in line with relevant policies, such as child protection, acceptable use, and behaviour policies.
 - o Where the concern relates to staff, it will be reported to the headteacher (or chair of Board if the concern relates to the headteacher), in line with our staff behaviour/ allegations policy.
- Where our monitoring approaches detect any immediate risk of harm or illegal activity, this will be reported as soon as possible to the appropriate agencies; including but not limited to, the emergency services via 999, [Kent Police](#) via 101, [NCA-CEOP](#), LADO or [Kent Integrated Children's Services via the Kent Integrated Children's Services Portal](#).

Information security and access management

- Vibe and Craftworks College is responsible for ensuring an appropriate level of security protection procedures are in place, in order to safeguard our systems as well as staff and Young people. Further information can be found in list name of relevant policies, acceptable use policies and/or online safety policy
- Vibe and Craftworks College will review the effectiveness of our procedures periodically to keep up with evolving cyber-crime technologies.
- Rebecca O'Neill a member of the senior leadership team and Lady Anne Marie Nelson Chair of Board, are responsible for ensuring that our college has met the DfE [cyber security standards](#) for schools and colleges.

Online Safety Training for Staff

- Vibe and Craftworks College will ensure that all staff receive online safety training, which, amongst other things, will include providing them with an understanding of the expectations, applicable roles and their responsibilities in relation to filtering and monitoring, as part of induction.
- Ongoing online safety training and updates for all staff will be integrated, aligned and considered as part of our overarching safeguarding approach.

Appendix 1: Categories of Abuse

Abuse: a form of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult 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. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.



Sexual abuse: involves forcing or enticing a child or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or vulnerable adult 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 or vulnerable adults to behave in sexually inappropriate ways or grooming a child or vulnerable adults 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.

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

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 or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.



Emotional abuse: the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and adverse effects on the child's or vulnerable adults emotional development. It may involve conveying to a child or vulnerable adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child or vulnerable adult 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 or vulnerable adults. These may include interactions that are beyond a child's or vulnerable adults developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child or vulnerable adult participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adult, although it may occur alone.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

Neglect: the persistent failure to meet a child's or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of the child's or vulnerable adults health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs that MAY INDICATE neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking



- Running away
- Loss of weight or being constantly underweight
- Low self esteem



Appendix 2: Support Organisations

Additional links can also be found in Part two and Annex B KCSIE

Local support

Vulnerable young people Social Work Services

Front door: 03000 411111

Out of Hours: 03000 419191

Kent Police

101 (999 if there is an immediate risk of harm)

Kent Safeguarding Vulnerable young people Multi-agency Partnership (KSCMP)

kscmp@kent.gov.uk

Telephone: 03000 421126

Kent and Medway Safeguarding Adults Board

KMSAB@kent.gov.uk

National Organisations that provide support and guidance – please see appendix.

NSPCC ‘Report Abuse in Education’ Helpline

- [0800 136 663](tel:0800136663) or help@nspcc.org.uk

National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardo's: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children's Society: www.childrenssociety.org.uk
- Centre of Expertise on Child Sexual Abuse: www.csacentre.org.uk

Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline
- Harmful Sexual Behaviour Support Service:
<https://swgfl.org.uk/harmful-sexual-behaviour-support-service>

Support for pupils/students

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk



Support for Adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org
- Advice now: www.advicenow.org.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

Contextual Safeguarding Network

- <https://contextualsafeguarding.org.uk/>

Kent Resilience Hub

- <https://kentresiliencehub.org.uk/>

Children with Family Members in Prison

- National information Centre on Children of Offenders (NICCO): www.nicco.org.uk/

Substance Misuse

- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Talk to Frank: www.talktofrank.com

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadviceline.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phoneline: <https://respectphoneline.org.uk>

Criminal and Sexual Exploitation

- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- It's not okay: www.itsnotokay.co.uk
- NWG Network: www.nwgnetwork.org
- County Lines Toolkit for Professionals: www.childrenssociety.org.uk/information/professionals/resources/county-lines-toolkit



- Multi-agency practice principles for responding to child exploitation and extra-familial harm: <https://tce.researchinpractice.org.uk/>

Honour Based Abuse

- Karma Nirvana: <https://karmanirvana.org.uk>
- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information: www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information
- The right to choose - government guidance on forced marriage: www.gov.uk/government/publications/the-right-to-choose-government-guidance-on-forced-marriage

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Child-on-Child abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: www.brook.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now! www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Diana Award: www.antibullyingpro.com
- Kidscape: www.kidscape.org.uk
- Centre of expertise on Child Sexual Abuse: www.csacentre.org.uk

Online Safety

- NCA-CEOP: www.ceop.police.uk and www.thinkuknow.co.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/online-safety
- Get Safe Online: www.getsafeonline.org
- Parents Protect: www.parentsprotect.co.uk



- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you: www.wearewithyou.org.uk/services/kent-for-young-people/
- Anna Freud: www.annafreud.org/schools-and-colleges/



- **Appendix 3: Keeping yourself safe when responding to disclosures (the 6 R's – what to do if...)**

1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

2. Respond

- Reassure the child that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. "It will be alright now"
- **Do not promise confidentiality;** you have a duty to refer
- Reassure and alleviate guilt, if the child refers to it e.g. "you're not to blame"
- Reassure the child that information will only be shared with those who need to know

3. React

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- **Do not** ask leading questions; "Did he/she....?" Such questions can invalidate evidence.
- **Do** ask open "TED" questions; Tell, explain, describe
- Do not criticise the perpetrator; the child may have affection for him/her
- Do not ask the child to repeat it all for another member of staff
- Explain what you have to do next and who you have to talk to

4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child.
- Record statements and observable things rather than your interpretations or assumptions

5. Remember

- Contact the designated safeguarding lead (DSL)
- The DSL may be required to make appropriate records available to other agencies
- KSCMP: www.KSCMP.org.uk

6. Relax

- Get some support for yourself, dealing with disclosures can be traumatic for professionals

All Vibe staff (including temporary staff and volunteers) will have access to a copy of this policy. The policy will also be available to parents/carers via Vibe Community administrator and website. The policy will be reviewed annually by the CEO as Lead DSL.