

NEWHAM LIBRARIES

CHILD PROTECTION AND SAFEGUARDING POLICY AND REPORTING PROCEDURE

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Accompanying Policies and Procedures

Staff Guidance for Working with Children & Unsupervised Children Policy

INTRODUCTION

Safeguarding children and young people is rooted within Newham Library Service and Youth Safety Board's core commitment: people are at the heart of everything we do. We understand the term Safeguarding to mean a universal obligation to all children: protecting from, preventing harm and the promotion of health and development. We will take all reasonable measures to ensure that the risk of harm to children is minimised and that welfare of all and every child and young person is paramount. We aim to be one of the steppingstones in enabling all our residents particularly children and young people, to reach their potential and thrive through the access of good library services. To this end we will be open and accessible, genuinely involve, engage, and listen to all parts of our community, specifically children and young people and families.

To achieve a **Healthy, Happy and Well Newham** we understand and are committed to ensuring as best as we can that all children and young people are safe: protected from and preventing harm. Our culture is one in which children's health, development and wellbeing is promoted whilst also nurturing children's sense of belonging, resilience, responsibilities, and rights. We understand that our work in safeguarding and protecting children must always have regard for legislation; national guidance issued by the Secretary of State and should be in line with local protocols.

SAFE, healthy, happy, and well Newham requires us to act effectively whenever we think a child has been or is likely to be harmed. We are equally committed to helping child/young person and their family find the right help when they are facing difficulties and need some extra support.

Newham library services is dedicated in its contribution to **building a better and brighter future** for children, young people and indeed all who live in our Borough.

What is this Policy:

This policy outlines the Children's Safeguarding procedures and responsibilities of all staff in Community Neighbourhoods. A range of other policies are relevant to our Children's Safeguarding Policy, and this document should therefore be read in conjunction with Policies such as:

- Guidance for Working with Children and Young People
- Unsupervised Children Policy
- Online Events Safeguarding Procedure
- Health & Safety
- Safer Recruitment
- Code of conduct
- Whistleblowing Policy and Procedure

Who does the policy apply to:

This policy and its procedures apply to all children under the age of 18, or up to 25 for young people with SEN, who visit, volunteer or undertake work placements in libraries in Newham.

UNIVERSAL CHILD SAFETY - STAFF GUIDELINES

We must all ensure that Libraries are places where children can feel safe. Library staff should follow this code of good practice when dealing with children:

- Always listen to children and value and respect them as individuals
- Always ensure another member of staff listens and/or observes, when in a difficult or sensitive situation involving a child.
- Avoid being alone with a child – a meeting with a child or young person should take place as openly as possible – always remain in public view.
- Comfort a child who is obviously distressed, but always remain in public view.
- Never initiate physical contact with a child
- Never lead a child by the hand, out of the library in search of a parent or carer - the child should be kept safe in the library until the parent/carer returns.
- Do not make contact with children for non-library business.
- Never do things of a personal nature for a child that the child could do for themselves.
- Never accompany a child into a toilet or assist a child in using the toilet or in adjusting his/her clothes.
- Ensure that young people who are volunteering in the library are supervised by staff at all times, and that there is a clear line of sight for staff if the young person is supporting a member of the public with an enquiry or on the public PCs.

Our Responsibilities:

Managers will ensure that:

- There is a clear recording and communication policy in place.
- The safeguarding flowchart is displayed in a prominent place
- Discuss safeguarding as a standing agenda item at staff meetings
- All relevant staff, volunteers or students are appropriately trained
- Follow the code of behaviour when working with children and young people
- Address any instances of staff or volunteers not following the Guidelines for Working with Children and Young People
- All contractors, community groups, clubs, organisations, and self-employed people using services and facilities, and that have direct contact with children, young people, and vulnerable adults, have in place appropriate safeguarding arrangements and show proof of an Enhanced DBS Check. In the case of one off public events or performances it is possible for entertainers (authors, performers etc.) to not have an Enhanced DBS Check but they must be supervised by a member of staff at all times.

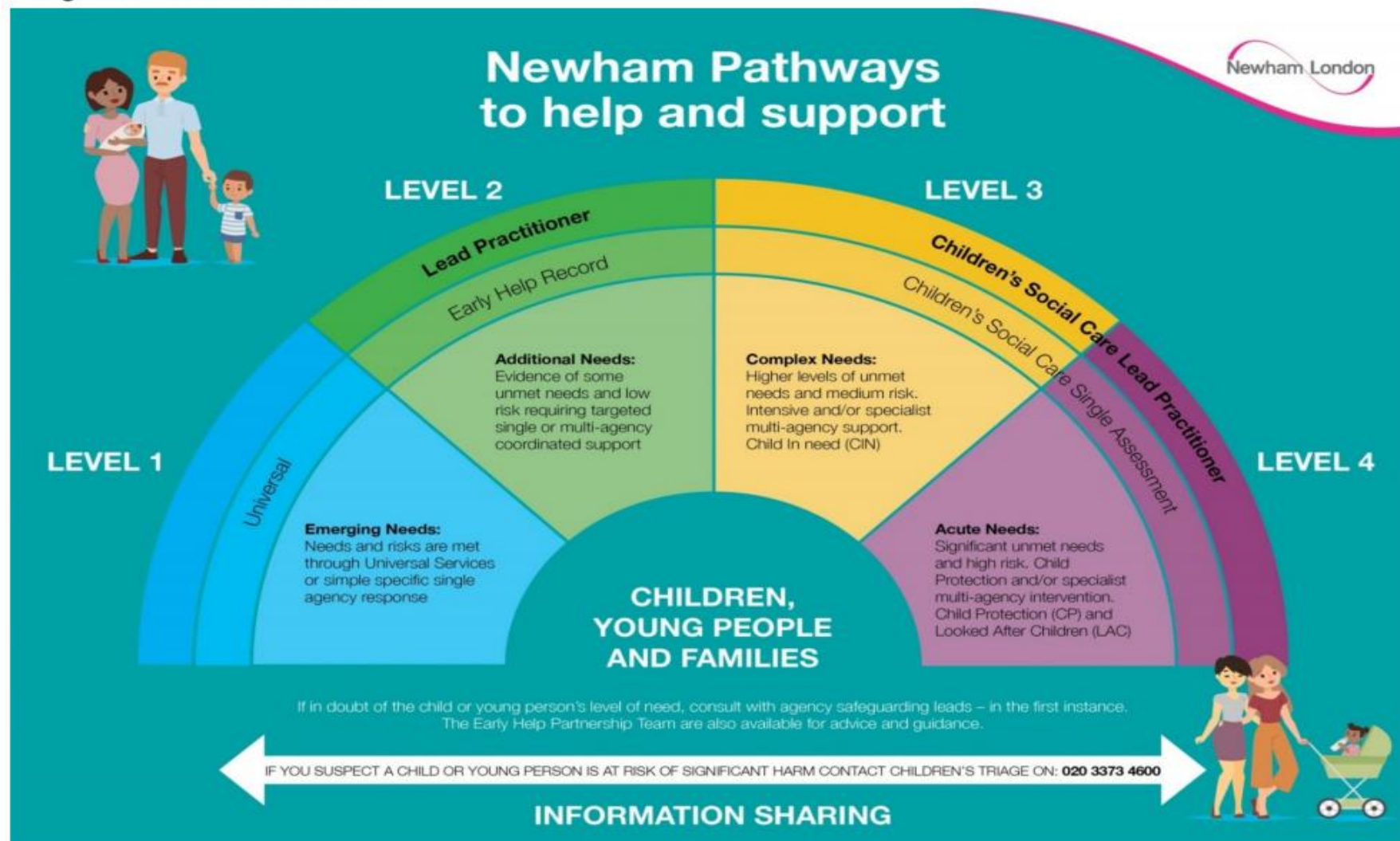
All staff, volunteers or activity facilitators who have direct contact with children, young people and vulnerable adults will:

- Treat all children and young people with dignity and respect
- Consider the wellbeing and safety of participants before the development of activity
- Work in an open and transparent way
- Be a positive role model for children, young people at all times, by displaying consistent high standards of behaviour and adhering to the Newham Code of Conduct for staff and Guidelines for Working with Children and Young People.
- If a child is not collected by their parent/guardian – consult the Unsupervised Children Policy
- Report safeguarding incidents of any kind to the designated safeguarding lead.

All staff should ensure that they have read the full **Staff Guidance for Working with Children and Young People**.

Safeguarding – Recognition and Response to Abuse or Vulnerability

Diagram C – Continuum of Need



All adults working in Newham libraries are particularly well placed to notice any physical, emotional, or behavioural signs that a child may be suffering significant harm or have early or complex levels of vulnerability. We understand that significant harm means the ill-treatment (***physical abuse, sexual abuse, neglect, and emotional abuse***) or adverse impairment of a child's health and/or development, including that caused because of witnessing the ill-treatment of another person and we understand that not all children will choose to talk, but may communicate through different ways. **(See Appendix 1 for more detail on the categories and types of abuse).** We will always be aware of and alert to any possible indicators that a child is suffering harm or vulnerability.

Staff will also be alert to concerns regarding:

Child Sexual Exploitation	Child Exploitation	Children Missing from Education	Bullying/ Cyberbullying	Domestic Abuse	Use or abuse of alcohol /drugs
Fabricated or induced illness	Faith abuse	Female Genital Mutilation	Forced Marriage	Honour based abuse	Mental Health
Private Fostering	Radicalisation/ extremism	Peer on Peer Abuse	Spirit possession and witchcraft beliefs	Teenage relationship abuse	Trafficking

All staff will report any safeguarding including child protection concerns to the Library's Designated (or deputy) Safeguarding Lead. All staff should be aware of and alert to harm, which could occur within families, community (contextual safeguarding, and or organisations.) Harm could be inflicted by an adult, a number of adults, peers, and/or self harm.

Responding and Reporting Responsibilities

All disclosures and allegations made by children and young people should be taken seriously. It is our responsibility and not the responsibility of the child to report incidents to Multi Agency Safeguarding Hub (or police where appropriate). This includes incidents of crime experienced by children and young people visiting or volunteering in our libraries. Following on from notifying manager/DSL (Designated Safeguarding Lead) of the respective concern, staff should be guided by the manager/DSL (Designated Safeguarding Lead) to support young people including reporting a crime or reporting crime on their behalf and make contact with parents/carers or schools where applicable.

For more details see:

<https://families.newham.gov.uk/kb5/newham/directory/family.page?familychannel=7>

Responding to concerns about a child/young person

All staff must:

- Listen to what the child is saying without interruption and without asking leading questions.
- Will ask clarifying questions, when appropriate, in order to understand what it is that a child is saying (not just walk away without understanding what a child is trying to tell)
- Why you are worried, is it based on:
 - What you have seen
 - What you have heard from others
 - What has been said to you directly
 - The nature of the concerns
 - How and why they have arisen
 - What appear to be the needs
- Try to be as clear as you can about why you are worried and what you need to do next:
 - This is what I have done
 - What more do I need to do
 - Are there any other children / vulnerable adults to consider
- Respect the child's right to privacy but not promise confidentiality.
- Reassure the child that he/she has done the right thing in telling.
- Explain to the child that in order to keep him/her safe from harm the information that has been shared must be passed on.
- Report what has been disclosed or seen to the Designated Safeguarding Person.
- Record, as soon as is practicable, what was said using the child's actual words.
- Distinguish facts from opinion.
- Record the context of the child sharing his/her narrative.
- Sign and date the record
- Send the report immediately to DSL (Designated Safeguarding Lead).
- The designated safeguarding person will respond, and this will be followed by a conversation to explain what action has been taken or give the rationale for not taking action (e.g., the concern does not meet threshold of significant harm or the description of concern is not identifying a vulnerability). The referring staff member will have access to the written response/actions taken.
- If in disagreement with the decision made, any member of staff can seek advice by calling **MASH Consultation/Golden number: 020 3 373 4600** but where possible should inform their manager of the action taken.
- If a child is in **immediate danger or injured, call 999**.
- If a DSL (Designated Safeguarding Lead) cannot be reached you can call for advice: **MASH Consultation: 0203 373 4600**.
- If it is out of office hours you should contact **Emergency Duty Team: 020 8430 2000**

Remember you are not alone in dealing with safeguarding concerns. Designated Safeguarding Leads (DSL (Designated Safeguarding Lead)s) and line managers are there to support you. If you are ever unsure or worried about anything related to safeguarding please speak with your line manager and/or DSL (Designated Safeguarding Lead) who will be able to support you.

The Designated Safeguarding Leads (DSL (Designated Safeguarding Lead)s) (DSL (Designated Safeguarding Lead))

Each library will have a trained designated and deputy designated safeguarding lead (DSL (Designated Safeguarding Lead)). In circumstances that a DSL (Designated Safeguarding Lead) is unavailable staff will be able to access advice from a DSL (Designated Safeguarding Lead) based in another library. (See Appendix 5: Names of Designated Safeguarding leads for each library)

- Assess any urgent medical needs of the child.
- Advise and support the staff member on the next steps in best supporting the young person.
- Receive written concern reports from staff members.
- Consider whether the child has suffered or is likely to suffer significant harm.
- Consider whether the child young person has support needs.
- Confirm whether any previous concerns have been raised by staff.
- Seek advice from MASH or Emergency Duty social worker (if after 5pm or weekend) if unsure that a child protection referral should be made. **'MASH Golden Number' - 020 3373 4600**. Or refer families in need of help and protection (non-urgent) via the MASH portal/desk. https://azcareportal-live.newham.gov.uk/aztriageportal/jsp_mash/admin/login.jsp
- If a referral is not considered appropriate at that stage, the DSL (Designated Safeguarding Lead) will make full written records of the information that they have received detailing the reasons for their judgement that the matter was not referred.
- Ensure any records which relate to safeguarding specific children are stored securely and only accessible to key members of staff.
- Work with a manager regarding allegations against staff seek advice and refer to the Libraries Service Child Protection and Safeguarding Advisor.
- If appropriate will attend strategy discussion/meetings, contribute to any assessments, attend child protection case conferences or any multiagency professional meeting (**See Appendix 4:** flowchart: what happens once a referral has met threshold for statutory intervention).

The DSL (Designated Safeguarding Lead) will decide whether to make a referral to Newham's MASH Service or if an Early Help (support) notification needs to be given to the child's school. (See Appendix 2)

Bullying

We understand that bullying is harmful to children. We are committed to ensuring no child becomes a victim of bullying and the work that we carry out fosters an environment where bullying behaviour is known to be unacceptable. We will always take seriously any reports of bullying and respond appropriately. We understand that bullying may take different forms and may include racist or homophobic behaviour. Any such reported or observed incident will be addressed.

Online Safety

We recognise that all members of staff and volunteers must always be mindful of the need to follow our policy of acceptable use of our IT equipment.

See **Appendix 7: Online Events Safeguarding Procedure** for online event safeguarding.

The Library Service does not have control of the information on the Internet. As with other information sources, such as television, telephones and videos, some material will be unsuitable for children and young people. We require young people aged 0 -16 to have the written permission of their parent or carer to use the Internet. Parents and carers are responsible for the kind of material they allow the children in their care to use.

In order to mitigate the risk of accessing harmful content our Public PCs and Wi-Fi, internet connectivity is filtered by our internet service supplier: The London Grid for Learning (LGfL). The filtering is very strict and is the same filtering used by the schools network.

All library users who use our Public PCs and Wi-fi must agree to our Terms and Conditions which states that library users must not:

- take part in illegal activities, view or distribute illegal materials.
- view material that may cause offence to other library users
- use foul or abusive language.
- wilfully damage the computer or the computer network or interfere with the settings of the computer.

Failure to comply with the above will result in appropriate action being taken. This may include, covert or overt monitoring, blocking, removal of any potentially offensive material, injunctive action by the council and reporting the matter to the police.

We also strongly advise that library users do not broadcast personal or private details over the network.

Library users of all ages are encouraged to speak with staff if they are unsure of anything on the internet or come across harmful content.

You can find information on where to report online abuse or harmful content at the following websites:

<https://www.saferinternet.org.uk/helpline/report-harmful-content>

<https://parentzone.org.uk/article/where-report-and-get-support-during-lockdown>

Working Together with Parents/Carers

All parents and carers of children attending libraries must feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe. We will do this by:

- Developing relationships with and working in partnership with parents, for example, by providing easily accessible information about how children are kept safe.
- Promoting a caring, safe, and positive environment
- Displaying appropriate posters that detail contact numbers for child protection helplines.
- If we have a reason to be concerned about the welfare of a child, we will seek where practical and appropriate to discuss this with the child's parents or carers in the first instance. On occasion, according to the nature of our concern, it may be necessary for us to make an immediate referral to Children's Services when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents or carers.

Confidentiality and Data Protection

Most information about a child given to us by the children themselves, their parents, or carers will remain confidential. Staff will be given relevant information only a "need to know" basis in order to support the child if that is necessary and appropriate. The Data Protection Act 2018 and Human Rights Act 1998 are not barriers to justified information sharing but provide a framework to ensure that personal information about individuals is shared appropriately.

Adults working with Children

Newham Library service is robust in ensuring that ***safer recruitment processes*** are adhered to, and all staff are provided with ***induction, supervision, professional development, and training***. Safeguarding children features within this support and accountability framework.

Safeguarding Allegations or Concerns regarding members of staff and volunteers

We will always follow our locally agreed procedures for the management of allegations against staff. The procedures are available at: <https://www.newhamscp.org.uk/lado-procedures-2025.pdf> For advice, contact the Local Authority Designated Officer (LADO) Nick Pratt. Newham Dockside, Dockside Road, London, E16 2QU, T: 020 3373 1208 or LSCB on 0203 373 3392 or email lado@newham.gov.uk. The LADO will clarify if and how the matter will be taken forward and what appropriate course of action should be taken. In serious situations, the LADO will advise whether a suspension should take place immediately.

Whistleblowing

IMPORTANT: if there is a concern regarding a manager or a member of staff, you may contact or whistle blow to the **Newham Libraries child protection and safeguarding advisor** or a Newham senior manager or seek advice from the Local Authority Designated Officer or MASH.

If you are concerned that a safeguarding matter is not being addressed or taken seriously believe there has been negligence or misconduct in a workplace regarding safeguarding matter, then please follow the Newham Council's whistleblowing procedure (<https://newhamchildcare.proceduresonline.com/contents.html>). Or you may contact and seek guidance by going to the following website **www.pcaw.org.uk**. The NSPCC also offer a whistle-blowing helpline number 0800 028 0285.

In line with the 2025–2028 Newham Youth Safety Strategy, this policy incorporates a whole-systems approach to safeguarding, emphasizing youth voice, equity, and inclusion. The newly established Youth Safety Board will oversee implementation and accountability. This policy reflects insights gathered from over 500 children, parents, carers, and professionals.

Appendix 1: Thresholds and Definitions of Harm

Working Together to Safeguard Children (2018) defines safeguarding as:

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

In order to support young people effectively, it is important that the professional network identifies concerns early and reports them without delay.

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

- **Significant Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.
- **Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger and for example via the internet. They may be abused by an adult or adults or another child or children.
- **Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
- **Sexual Abuse** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities,

encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **Emotional Abuse** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
 - It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or constantly belittling and humiliating the child. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including
 - cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - provide adequate food and clothing, 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 caretakers)
 - ensure access to appropriate medical care or treatment.
 - It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Some of the following signs might be indicators of abuse or neglect:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;

- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at library, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from library or education;
- Children who are reluctant to go home after library;
- Children with poor library attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from library when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.
- Significant changes in children's behaviour;
- Deterioration in children's general well-being;
- Unexplained bruising, marks

Peer on peer abuse

This is most likely to include, but not limited to:

- bullying (including cyber bullying), gender based violence/ sexual assaults and sexting.
- Children are capable of abusing their peers.
- Peer on peer abuse will be fully investigated by the library and will never be tolerated or passed off as "banter" or "part of growing up" .
- Victims of peer on peer abuse will be fully protected and supported.
- Peer abuse can include gender based bullying.
- This could include sexual assaults or initiation or 'punishment' type violence

Child Sexual Exploitation (CSE)

Statutory definition:

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

Potential indicators of Child Sexual Exploitation

- Acquisition of money, clothes, mobile phones etc without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from library, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity: (a) in exchange for something the victim needs or wants; and/or, (b) for the financial or other advantage of the perpetrator or facilitator; and/or, (c) through violence or the threat of violence. The victim may have been criminally exploited, even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology. CCE can include children being forced to work in cannabis factories, being coerced into moving drugs

or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late;
- children who regularly miss library or education, or do not take part in education.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model, with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations, including libraries, further and higher educational institutions, pupil referral units, special educational needs libraries, children’s homes and care homes.

Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as ‘plugging’, where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation, as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network. One of the ways of identifying potential involvement in county lines is missing episodes (both from home and library), when the victim may have been trafficked for the purpose of transporting drugs. Where we have concerns that a child is potentially involved in county lines or at risk of becoming involved, we would make a referral using the local procedures, work with local services supporting victims of county lines exploitation and, where appropriate, consider a referral National Referral Mechanism.

Female Genital Mutilation

Female genital mutilation (fgm) is illegal in the UK or take a child abroad for the purpose of FGM. It must always be regarded as causing significant harm A child may be considered to be at risk if it is known that a mother or older sibling has had procedure Any professional who is aware that a girl has been, or may be at risk of this procedure In the event that preliminary evidence suggests FGM **may** occur that should be reported through the usual safeguarding processes.

Preventing Radicalisation Protecting children from the exposure of radicalisation

This is part of the library's safeguarding duty.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Library staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for professionals to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

We value freedom of speech and the expression of beliefs and both pupils/students and adults have the right to speak freely and voice their opinions. However, we are clear that any manipulation or exploitation of the children in our library through the normalisation of extreme views that could leave them vulnerable to radicalisation will be responded to by the use of our safeguarding procedures and the involvement of our partner agencies.

Extremism and radicalisation will be considered as safeguarding concerns, Extremism is views and actions that promote: 1) violence against others 2) hatred towards others 3) undermining the rights of others.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism

Public services are subject to a duty under section 26 of the Counter- Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. The statutory Prevent guidance summarises the requirements in terms of four general themes: risk assessment, working in partnership, staff training and IT policies. As with managing other safeguarding risks, staff should be alert to changes in children’s behaviour which could indicate they may be in need of help or protection. If staff has a concern, they must follow the Library’s safeguarding processes.

Online Safety

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm.

Appropriate use of technology will be achieved by:

- Ensuring suitable filters and protections on library technology.
- Having appropriate safeguards for the use of any personal technologies.

The breadth of issues classified within online safety is considerable, but can be categorised into three:

areas of risk:

- Content: being exposed to illegal, inappropriate, or harmful material; for example. pornography, fake news, racist or radical and extremist views.
- Contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending, and receiving explicit images, or online bullying.

Appendix 2: Examples of when there should be a referral to Newham MASH

Diagram G – Continuum of need, services and interventions



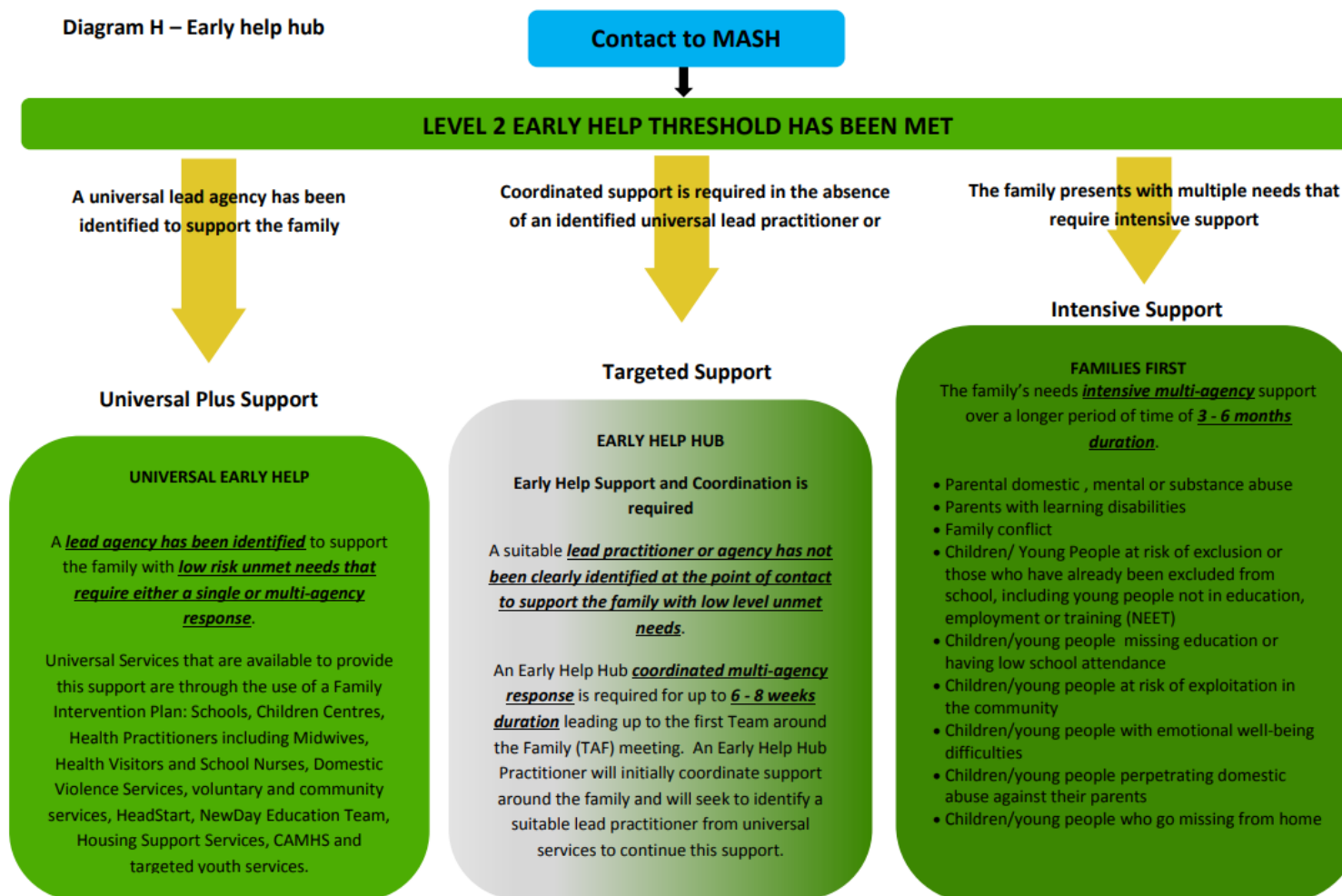
For more details: <https://www.newhamscp.org.uk/wp-content/uploads/2020/03/Pathways-to-help-and-support-2020-21>

See, also: https://www.londoncp.co.uk/files/revised_guidance_thresholds.pdf

1. When it is suspected a child has **suffered or is at risk of suffering significant harm** either because disclosures or allegations have been made or from the presenting evidence. (Section 47 Children Act 1989):
 - Physical abuse - when a parent or carer deliberately injures or induces illness in a child by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm.
 - Emotional abuse – when a child is persistently maltreated as to cause severe and persistent adverse effects to their emotional development. When you think a child is traumatised, injured or neglected as a result of domestic violence or persistent serious verbal threats.
 - Sexual abuse – forcing or enticing a child to take part in sexual activities including both contact and non-contact (pornographic, voyeuristic) abuse. When a girl under 13 is pregnant.
 - Neglect – the persistent failure to meet a child’s basic physical and psychological needs which could cause significant harm to their health & development.
2. When there is a **concern that a parent or carer poses a risk to children**, including when someone has criminal convictions which suggest a risk to children or he/she poses a risk to a child of FGM, honour-based violence or forced marriage (Section 47 Children Act 1989)
 - Children living in contact with adults with former schedule 1 offences or known to MAPPA /MARAC processes.
 - Children/unborn babies of parents who have previously had children removed or with issues such as substance misuse, mental health problems or disabilities which could place children at risk of significant harm.
 - Children whose parents suffer from mental health problems where the child is the subject of parental delusions – even if the parent is not living with the child.
3. When a child is abandoned, home alone, lost or no-one has parental responsibility (section 17 or 47 Children Act 1989). This includes vulnerable children left home alone and children whose parents are incapacitated through physical or mental ill health from caring for them.
4. When a child or young person is at risk of imminent family breakdown or breakdown has already occurred. (Section 17 or 47 Children Act 1989)
 - Children whose parents are experiencing a crisis or domestic violence dispute and are temporarily incapable of caring for them. When the parents’ drug and alcohol

- misuse, learning difficulties, physical and/or mental health are preventing them from caring for their children.
- Young people who are in crisis with their parents and who require professional intervention to prevent family breakdown.
5. When a child has a disability, serious or terminal illness. (Section 17 Children Act 1989)
- Including where a child has been in hospital for 3 months or more
 - Where a child may need a package of services to support living at home
6. When a child may be privately fostered. (Section 17 children Act 1989)
- Children who are looked after by someone other than a parent, step-parent, grandparent, aunt, uncle or sibling
7. When there is a suspicion that a child may be a 'child in need' which means they are unlikely to reach or maintain a satisfactory level of health or development without the provision of services. (Section 17 Children Act 1989)
- Children of disabled parents entitled to carers assessment
 - Children who are suspected of being trafficked
8. Young people remanded into Care because of criminal activity

EARLY HELP: <https://www.newhamscp.org.uk/wp-content/uploads/2020/03/Pathways-to-help-and-support-2020-21>



Additional Early Help and Support Pathway Information

Early Help Offer	Where to find out more
Newham Family Information portal	https://families.newham.gov.uk/kb5/newham/directory/family.page?familychannel=0
Local SEND Offer	https://families.newham.gov.uk/kb5/newham/directory/localoffer.page?localofferchannel=0
Community health - School Nurses - Health Visitors	https://families.newham.gov.uk/kb5/newham/directory/advice.page?id=91Bv7qGMZ1g https://families.newham.gov.uk/kb5/newham/directory/advice.page?id=G0XTfGx5blg
Community CAMHS	https://www.elft.nhs.uk/service/48/Child-and-Family-Consultation-Service
HeadStart- mental health and wellbeing	https://www.headstartnewham.co.uk/#
Schools - DSLs - Family Support - Early Help leads	https://www.newham.gov.uk/Pages/Services/Schools-Directory.aspx?l1=100005&l2=200086
Children's Centre's - Best Start in Life Offer – Family Support	https://families.newham.gov.uk/kb5/newham/directory/family.page?familychannel=3-2
0- 5 early identification and notification of a child with a special educational needs and/or a disability (SEND)	https://families.newham.gov.uk/kb5/newham/directory/localoffer.page?localofferchannel=10&localofferchannel=0
Newham Youth Advocate	e: rema.begum@victimsupport.org.uk t: 020 8550 0807
Youth Zones	https://www.newham.gov.uk/Pages/Services/Young-peoples-drop-in-activities.aspx
Targeted Youth Intervention	https://www.newham.gov.uk/Pages/Category/Youth-support.aspx?l1=100003
Parenting Programmes – Early Start	https://www.earlystartgroup.com/parenting/
Hestia - Domestic and Sexual Violence Support Service	https://families.newham.gov.uk/kb5/newham/directory/service.page?id=rw-MfISX3XU
Change, Grow, Live – support for young people affected by parental substance use.	https://www.changegrowlive.org/get-help/help-for-you/young-people/advice-for-young-people/self-help/health-wellbeing
Voluntary and community services	https://families.newham.gov.uk/kb5/newham/directory/results.page?familychannel=1-10
Housing Early Intervention Service	https://www.newham.gov.uk/Pages/Services/Homelessness-advice-and-support.aspx
Housing Liaison Team	https://www.newham.gov.uk/Pages/ServiceChild/Housing-Liaison-Team.aspx

Appendix 3: ADULTS WORKING WITH CHILDREN

Safer Recruitment

All staff and volunteers working with children in community neighbourhoods will be recruited safely:

Preparation

We will always consider the vacancy that has arisen within the context of safeguarding children and ensure that we include the responsibility to safeguard children within the requirements of the role. We always consider carefully the knowledge skills and experience required to safeguard children and include these within a person specification.

Advertising

We will always advertise our vacancies in a manner that is likely to attract a wide range of applicants. The advertisement will always include a statement about our commitment to safeguarding children and our expectation that all applicants will share that commitment. The advertisement will state that the post is subject to a Disclosure and Barring check.

Applications

We will ensure that our application form enables us to gather information about the candidates' suitability to work with children by asking specific and direct questions. We will scrutinise all completed application forms. We will not accept CVs.

References

We will not accept open references or testimonials.

We will ask for the names of at least two referees.

We will take up references prior to interview and ask specific questions about the candidate's previous employment or experience of working with children.

We will follow up any vague or ambiguous statements.

Interviews

We will always conduct a face-to-face interview even when there is only one candidate.

Our interview panel will always contain at least one member trained in safer recruitment practice.

Our interview questions will seek to ensure we understand the candidate's values and beliefs that relate to children.

All candidates will be asked to bring original documents which confirm their identity, qualifications, and right to work.

Appointments

Our offer of appointment will be conditional on all requested checks having been returned as satisfactory.

We will refer to the Disclosure and Barring Service any person whose checks reveal that they have sought work when barred from working with children.

Induction

We will always provide newly appointed staff with appropriate guidance about safe working practice, boundaries and propriety and explain the consequences of not following the guidance.

Continuing Professional Development

We will ensure that all staff receive regular training in Child Protection.

Supervision

We will always supervise staff and act on any concerns that relate to the safeguarding of children.

Allegations

We will always follow our locally agreed procedures for the management of allegations against staff. The procedures are available at:

<https://www.newhamscp.org.uk/lado-safer-recruitment/>

<https://www.newhamscp.org.uk/wp-content/uploads/2016/11/LADO-referral-form-220514-final.pdf>

Dismissal

We will always refer to the Disclosure and Barring Service any member of staff who is dismissed because of misconduct relating to a child.



LADO REFERRAL

Allegations against adults who work with children

This form is to be used in cases in which it is alleged that a person who works with children (either paid / unpaid/self-employed) has

- **behaved in a way that has harmed a child, or may have harmed a child**
 - **possibly committed a criminal offence against or related to a child**
 - **behaved towards a child or children in a way that indicates s/he poses a risk to children.**
-
- If the allegation meets any of the above criteria, the employer should report it to the LADO **within 1 working day**. Referrals should not be delayed to obtain further information
 - For services regulated/inspected by **OFSTED**, the provider should notify them of the allegation.
 - Please complete this form and send it to the Children's Planning and Review Team

CPRT.LADO@newham.gov.uk

- If you wish to have a consultation before making a referral please contact the Children's Planning and Reviewing Team on 0203 373 4107 and ask to speak to the duty Chair or LADO.

If immediate action is required to protect a child, please discuss this with the LADO. Outside of 9am-5pm, contact the Emergency Duty Team (Tel. 0208 430 2000) or local Police (Met switchboard – 101 or in an emergency 999)

SUBJECT OF ALLEGATION:

First Name:		Surname:	
D.O.B:			
Gender:			
Ethnicity:			
Disability:			
Job Title/Role:			
Type of Employment:			
Employing Organisation/ Resource Name:			
Employing Organisation/ Resource Address:			
Employment Sector:			
Other Roles:			
Home Address:			

DETAILS OF CHILDREN UNDER 18 IN THE SUBJECT'S HOUSEHOLD:

Please note - if the allegation is against a foster carer, all children in the placement will need to be considered, including the foster carer's children.

Name: D.O.B: CareFirst number (if known):
Name: D.O.B: CareFirst number (if known):
Name: D.O.B: CareFirst number (if known):

DETAILS OF CHILD/REN CONCERNED:

Name: D.O.B:

Home Address:

Ethnicity:

Disability:

CareFirst number (if known):

Is child known to Newham CYPS?

Is the child known to another LA? If so, which?

Please give a brief summary of reason/s:

Is the case currently open?

Allocated social worker and contact details:

If child/ren has an allocated social worker please copy this referral to them.

Name:

D.O.B:

Home Address:

Ethnicity:

Disability:

CareFirst number (if known):

Is child known to Newham CYPS?

Is the child known to another LA? If so, which?

Please give a brief summary of reason/s:

Is the case currently open?

Allocated social worker and contact details:

If child/ren has an allocated social worker please copy this referral to them.

Name:

D.O.B:

Home Address:

Ethnicity:

Disability:

CareFirst number (if known):

Is child known to Newham CYPS?

Is the child known to another LA? If so, which?

Please give a brief summary of reason/s:

Is the case currently open?

Allocated social worker and contact details:

If child/ren has an allocated social worker please copy this referral to them.

Referrals will be shared with family and should not be made without a parent's knowledge/agreement unless this would jeopardise the child/ren's safety.

The child/ren know/s about the referral: If no, state reason:

The parent knows about the referral: If no, state reason:

The carer (if applicable) knows about the referral: If no, state reason:

BRIEF ACCOUNT OF ALLEGATION:

Category of Abuse (if relevant):

ACTION TAKEN BY EMPLOYING ORGANISATION/RESOURCE:

HISTORY OF CONCERNS/PREVIOUS ALLEGATIONS & OUTCOMES:

PLEASE PROVIDE DETAILS OF SIGNIFICANT PROFESSIONALS INVOLVED WITH THE ADULT AND CHILD/REN:

This should include the Senior Manager and HR advisor for the employing organisation and the child's social worker if there is one. For foster carers, include the supervising social worker/fostering agency manager

Name:

Designation: Work address: Contact Number/email:
Name: Designation: Work address: Contact Number/email:
Name: Designation: Work address: Contact Number/email:
Name: Designation: Work address: Contact Number/email:

OTHER RELEVANT INFORMATION:

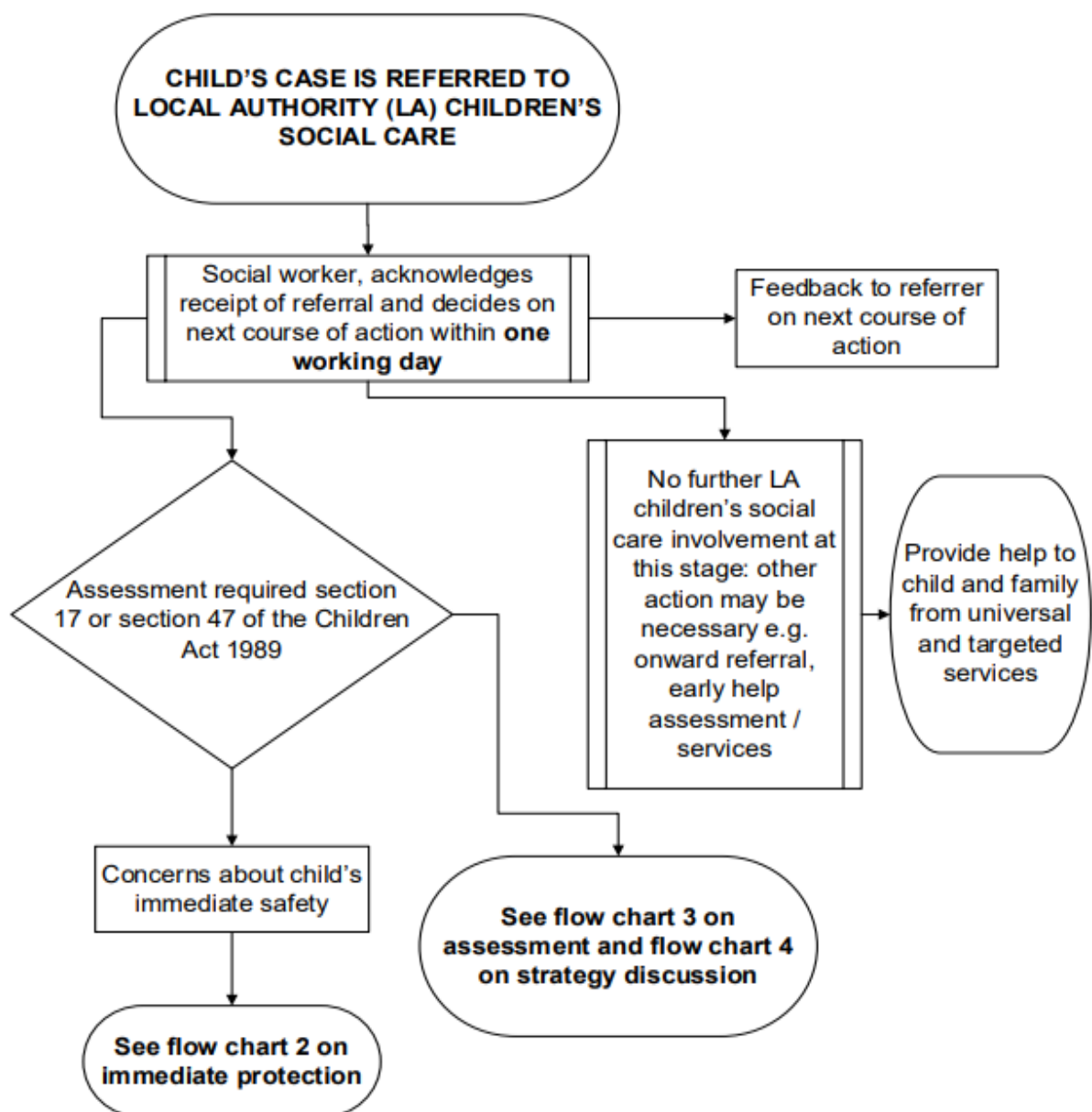
FORM COMPLETED BY:

Name: Job Title/Role: Employing organisation: and sector: Contact details: Date:

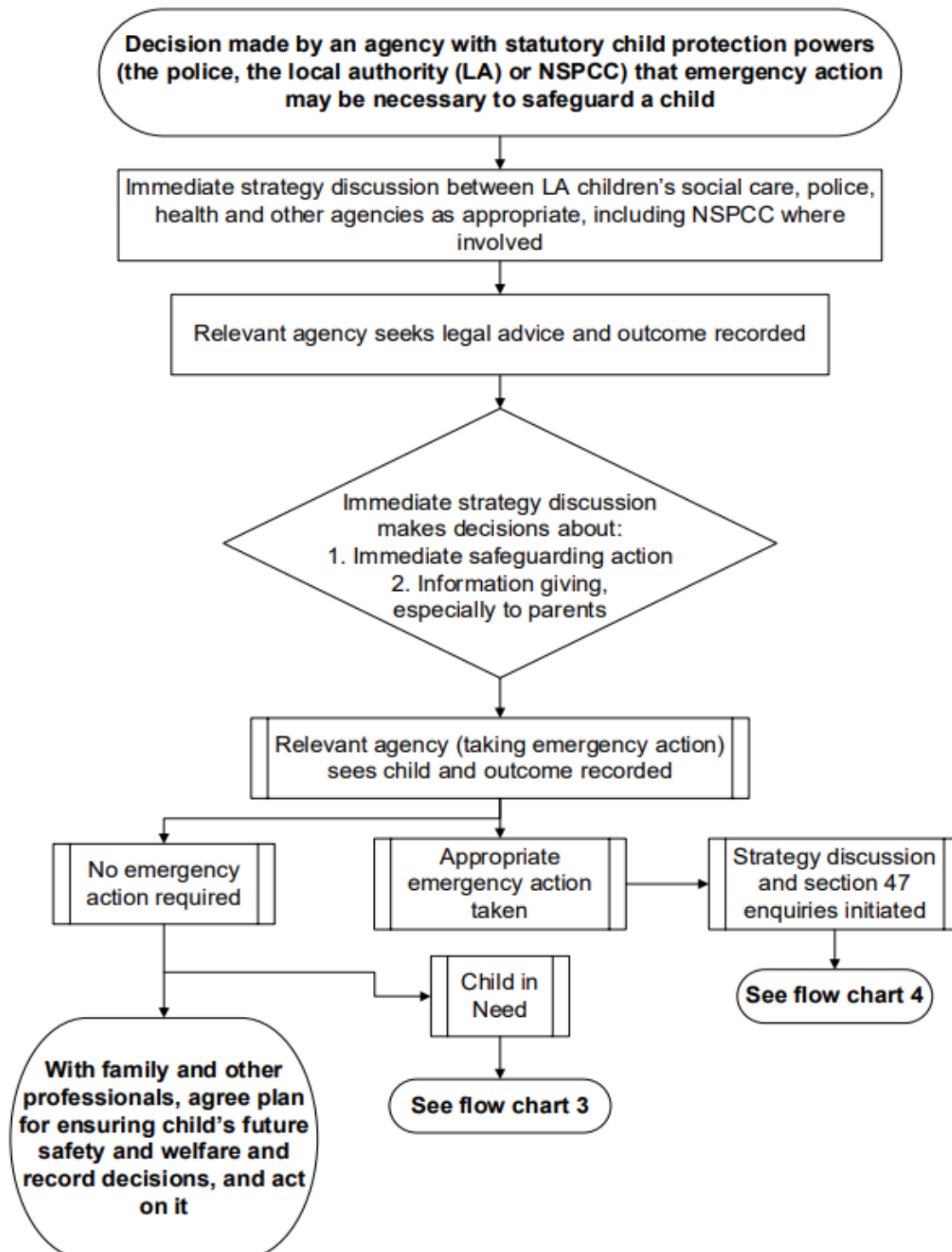
APPENDIX 4 What happens once a referral has met statutory thresholds.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Flow chart 1: Action taken when a child is referred to local authority children's social care services



Flow chart 2: Immediate protection



Flow chart 3: Action taken for an assessment of a child under the Children Act 1989

