

## Horstead Centre Child Protection Policy

All staff, apprentices, volunteers, and work experience placements of the Horstead Centre commit themselves to the nurturing, protection and safekeeping of the children and young people within their care. It is the responsibility of all staff, apprentices, volunteers, and work experience placements to do their best to prevent the abuse and neglect of children and young people and to report any abuse or neglect, alleged or suspected. In all things relating to safeguarding children the Horstead Centre has the support of the Diocese of Norwich Safeguarding Team.

### Horstead Centre Designated Safeguarding People are:

#### Designated Safeguarding Person (DSP) at The Horstead Centre is:

Will Mills, Horstead Centre Manager, contact 01603 737215. (Monday – Friday 09:00 – 17:00) or email [william.mills@horsteadcentre.org.uk](mailto:william.mills@horsteadcentre.org.uk).

#### Deputy Designated Safeguarding Person is:

Chris Martlew, Horstead Chief Instructor, contact 01603 737215. Mon – Friday 09:00 – 17:00 or email [chris.martlew@horsteadcentre.org.uk](mailto:chris.martlew@horsteadcentre.org.uk)

**Please note** that emails may not be picked up immediately. If choosing to email, do not share sensitive or confidential information immediately. We can respond using an encrypted email service for sharing sensitive information.

If the DSP/Deputy DSP are unavailable *anyone* with a safeguarding concern can contact The Children's Advice and Duty Service (CADS).

- A staff member or volunteer can call (0344 800 8021)
- A parent or member of the public can call (0344 800 8020).
- **If you feel a child is at risk of immediate harm, call the Police on 999.**

**Diocesan Safeguarding Team - [safeguarding@dioceseofnorwich.org](mailto:safeguarding@dioceseofnorwich.org) - 01603 882345.**

Postal address: Safeguarding Team, Diocesan House 109 Dereham Road, Easton, Norwich. NR9 5ES

### The Roles and Responsibilities of the Designated Safeguarding Person (DSP)

- The named person that safeguarding concerns are reported to.
- Liaise with Children's Services and other agencies and make referrals to The Children's Advice and Duty Service or Local Authority Designated Officer when required.
- Responsible for making sure the policy is reviewed yearly and updated when necessary.
- Ensure all staff/volunteers/visitors/parents are aware of this policy and the procedures to follow.
- Ensure all staff and volunteers have received appropriate safeguarding information during induction and have received safeguarding training.
- Ensure that safer recruitment practices are followed.
- Update staff on changes to safeguarding.
- Completed DSP Training
- Follow Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership

## **Safeguarding & promoting the welfare of children is defined for the purposes of this guidance as:**

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

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online. **See pages 3, for more detailed definitions of the main types of abuse.**

## **The Horstead Centre Safer Working Practices for staff and volunteers**

The Horstead Centre is a member of **The Norfolk Safeguarding Children Partnership Safer Programme** through which we source our training, advice, and up-to date information.

### **Training:**

The Horstead Centre is committed to supporting, resourcing, and training those who work with children and young people. The Centre ensures that *all* staff and trustees undertake Child Protection Training appropriate to their position at least every 2 years.

On induction, all staff, work experience students, volunteers and Trustees read the Centre's policy as part of their in-person induction with the Centre Manager or Chief Instructor. Each sign to confirm their understanding and their commitment to this policy and its processes.

The Centre Manager must also undergo training on Safer Recruitment and follow the guidelines on Safer Recruiting for the appointment of staff. They will ensure that each person employed by or in governance of the Centre receives a copy of this policy statement.

### **Recruitment and monitoring:**

The Horstead Centre is committed to the application of Safer Recruitment practices. These can be read in more detail within our **Safer Recruitment Policy**, which can be downloaded from our website. Our practices include the provision of person specs, the use of application forms, in-person interviews, and the checking of references and qualifications.

On recruitment, the Horstead Centre ensures that all adult employees, work experience students, Trustees and volunteers obtain a DBS Check 'Enhanced Disclosure' and complete a confidential declaration in relation to criminal convictions or lack thereof.

DBS checks are renewed (or updated through the DBS Update Service) every 3 years. The DSL holds responsibility for monitoring training and DBS Checks.

All staff and volunteers will be given a copy of our **Code of Conduct** and will be asked to read this and sign to confirm they will adhere to this, which forms part of our safer working practices. The Centre Manager will also ensure that each person employed by or in governance of the Centre receives a copy of this policy and will distribute any changes to this policy, recording that they have been read and understood.

## **What is Abuse?**

***“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children (WT 2023).***

### **Working Together to Safeguard Children 2023 sets out four main types of abuse.**

**Physical abuse** - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** - The persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only 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 making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

**Neglect** - The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: (PTO)

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment.
- provide suitable education.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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

- Child Sexual Exploitation
- Child Criminal Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Abuse
- County Lines
- Domestic Abuse
- Online Abuse
- Radicalisation

For more information on these, head to **Appendix 2**.

**Appendix 3** contains details on the process for following The **Prevent Duty** in Norfolk if there are concerns regarding radicalisation.

### **Procedure for handling a disclosure from a child or responding to a safeguarding concern.**

For Horstead Centre's full reporting process flowchart please see **Appendix 1**.

Key points to consider when dealing with a disclosure or a concern:

- Listen and be supportive.
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Do not stop or interrupt a child who is recalling significant events.
- Never promise the child confidentiality– it must be explained that information will need be to be passed on to help keep them safe.
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
- Name, sign and date the record in ink.
- Contact the DSP immediately.
- **If you feel a child is at risk of immediate harm, call the Police on 999.**

## Reporting Concerns:

Staff at the Horstead Centre will follow Norfolk Safeguarding Children Partnership guidance on recording and reporting child abuse, contained here: [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)

Disclosures or Safeguarding concerns will be recorded on the Horstead Centre's **Safeguarding Concerns Form** which has a body map with which to highlight the site of any injuries.

Safeguarding concerns or disclosures should be reported to the DSP or Deputy DSP immediately; they will then decide on what action to take next.

If an allegation is made against a staff member or volunteer, the **Managing Allegation** process is followed, which is further on in this policy, on page 6.

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

- If the DSP or deputy DSP are concerned that a child or children is experiencing or likely to suffer significant harm they will telephone (CADS) immediately on 0344 800 8021
- When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 5) and the [Norfolk Continuum of Needs Guidance](#) 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
- We will gain consent from the parent to contact CADS, unless to do so would place the child at further risk of harm or undermine a criminal investigation.
- CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need. Depending on the level, the referral will be processed into either a Family Support Team or Social Work Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
- We will not investigate and will be led by the Local Authority and/or the Police.
- We will keep written dated records of all conversations with CADS.
- We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
- Parents or members of the public can contact CADS on 0344 800 8020

## Reporting Concerns through an external DSP:

If a visiting group has a Designated Safeguarding Person (DSP) the Horstead Centre will communicate their concerns through that person initially. If the Centre believes a significant concern is not being appropriately acted upon, or processed in a timely manner, we will report that concern directly through the Children's Advice and Duty Team (CADS) and or LADO and then to inform the group's DSP of this action.

## **Reporting Concerns - Notes to parents and guardians:**

The Horstead Centre will actively encourage all parents, guardians, and any other adults responsible for children who will attend the Centre to read this policy statement in advance of any planned visit. We will do this through our medical and consent forms and/or through direct contact with parents in advance of a visit or event.

In the absence of a group safeguarding lead, the Horstead Centre's Designated Safeguarding Person (DSP) will speak directly with the child's parent or guardian if any concerns arise relating to their child, unless it is deemed that in doing so it would place the child at risk of harm or undermine a criminal investigation.

We ask that all parents and guardians understand that we have a legal duty of care to raise concerns relating to their children and that we do so with their very best interests at heart. We ask that all that all parents and guardians understand that that we will need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek consent from them if there are serious concerns about harm or likely harm to their child.

After speaking with parents regarding a concern, the Horstead Centre's DSP may still be required to contact the Norfolk County Council's Safeguarding Team for further advice or support. In doing so we will keep parents and guardians fully informed unless in so doing we could risk further harm to a child. The Horstead Centre can also help families access universal or early help services, this is only done with signed written consent from the family.

## **Managing Allegations against people working or volunteering with children.**

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

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

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

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

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

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

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

If an allegation is made or information is received about *any* adult who works/volunteers in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform the DSL or Deputy DSL immediately. This includes concerns relating to volunteers, students Trustees, agency staff or freelancers.

Should an allegation be made against the Centre Manager/DSL, this will be reported to deputy DSL. In the event that the Deputy DSL is not contactable on that day, the information must be passed to and dealt with by the Chair of Trustees.

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

#### **Further information:**

- The LADO referral form can be downloaded here under the LADO tab, along with more information: <https://norfolklsc.org.uk/people-working-with-children/how-to-raise-a-concern>
- For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#).

### **Making a Barring Referral to the Disclosure and Barring Service**

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

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

The Centre Manager (DSL) will have the responsibility for making a barring referral. If the allegation is against the Centre Manager, then the Chair of Trustees will make a barring referral.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children, even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.



## Records and Confidentiality

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

Records of safeguarding concerns are kept as a digital copy of a Safeguarding Concerns Form alongside digital copies of any further relevant evidence or information. These are saved on a restricted access shared Microsoft cloud-based drive, that only the DSL and DDSL have direct access to. Paper records will be scanned in and then shredded.

These records will include details of any concern, and all progress made in following them up to their conclusion. They will record some personal information about the child including name, address (if known) and contact details of parents/guardians.

When it is necessary to share this record with relevant authorities, family members, or other professionals involved in following up the concern, this will be done using an encrypted email service.

## Data Protection and use of Images:

Each child, young person and adult attending the Horstead Centre must complete a medical and consent form, or have one completed on their behalf by a parent or guardian. This form requests express permission for the Centre to store and use images and film for the promotion of our Centre in print and online. If permission is given, imagery and film will still only be taken with full knowledge of the data subject, by Horstead employees and using Centre Equipment; never staff personal devices. Consent records will be stored in line with our Data Protection Policy.

**Online Safety** - Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches. We recognise the potential for abuse that can result from the use of personal electronic devices by adults and children whilst staying at Horstead. We also recognise the potential support and relief that accessing these devices can bring, especially when children are away from friends and family. When acting in 'loco parentis,' the Horstead Centre will consider carefully whether to allow children and young people access to our internet and may request that children store their phones safely in the Manager's Office.

## Visitors and Supervision:

When groups of children and young people are in residence, all additional adult visitors or contractors will be required to sign the visitor book and to wear a visitor pass for the duration of their stay. A group leader will be notified of their presence. Children must be supervised by a responsible, trained member of staff during their stay at the Horstead Centre. This could be Horstead staff or the identified group leaders/school staff.

## Other Relevant Policies

Our safeguarding policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella. Each of which can be viewed via our Website.

- Data Protection Policy
- Safer Recruitment Policy
- Code of Conduct and Safer Working Practices



## Relevant Guidance and Legislation

- Working Together to Safeguard Children 2023
- What to do if You're Worried a Child is Being Abused 2015
- Children Act 2004
- Children Act 1989
- The Online Safety Act 2023
- Data Protection Act 2018
- The Prevent Duty Guidance 2023
- Norfolk Continuum of Needs Guidance 2023
- Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC (norfolkscb.org.uk)
- Norfolk Safeguarding Children Partnership Policies and Procedures
- Polices & Procedures | Norfolk Safeguarding Children Partnership (norfolkscb.org.uk)

## Useful Contacts

### Children's Advice and Duty Team (CADS)

CADS - Online guidance is here. [How to Raise a Concern](#)

CADS Guide for professionals is here: [CADS-Professional-Guide.pdf \(norfolkscb.org\)](#)

CADS for Professionals – 03448008021 (Children's Advice and Duty Service)

Norfolk County Council's Customer Services 0344 800 8020 (CADS out of hours and for parents)

### LADO

Local Authority Designated Officer (LADO) LADO@norfolk.gov.uk

A leaflet offering LADO Guidance is here: **LADO leaflet**

### DBS Checks

The DBS Umbrella body for Horstead Centre is:

Due Diligence Checking Ltd, Registered in the UK no. 4466929

Registered Office: Meltongate House, 1282A Melton Road, Syston, Leicestershire, LE7 2HD

The Disclosure and Barring Service Regional Outreach Service The DBS Regional Outreach service - GOV.UK (www.gov.uk)

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

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

## Policy review:

The Horstead Centre will review this policy statement annually and display it in a prominent place.

We will make changes to our policy and procedures in line with Norfolk Safeguarding Children Partnership's guidance on [norfolkscb.org.uk](http://norfolkscb.org.uk)

Name: .....

Signed: .....

Most recent Review Date .....

This policy will next be reviewed on .....

This policy will be reviewed by .....

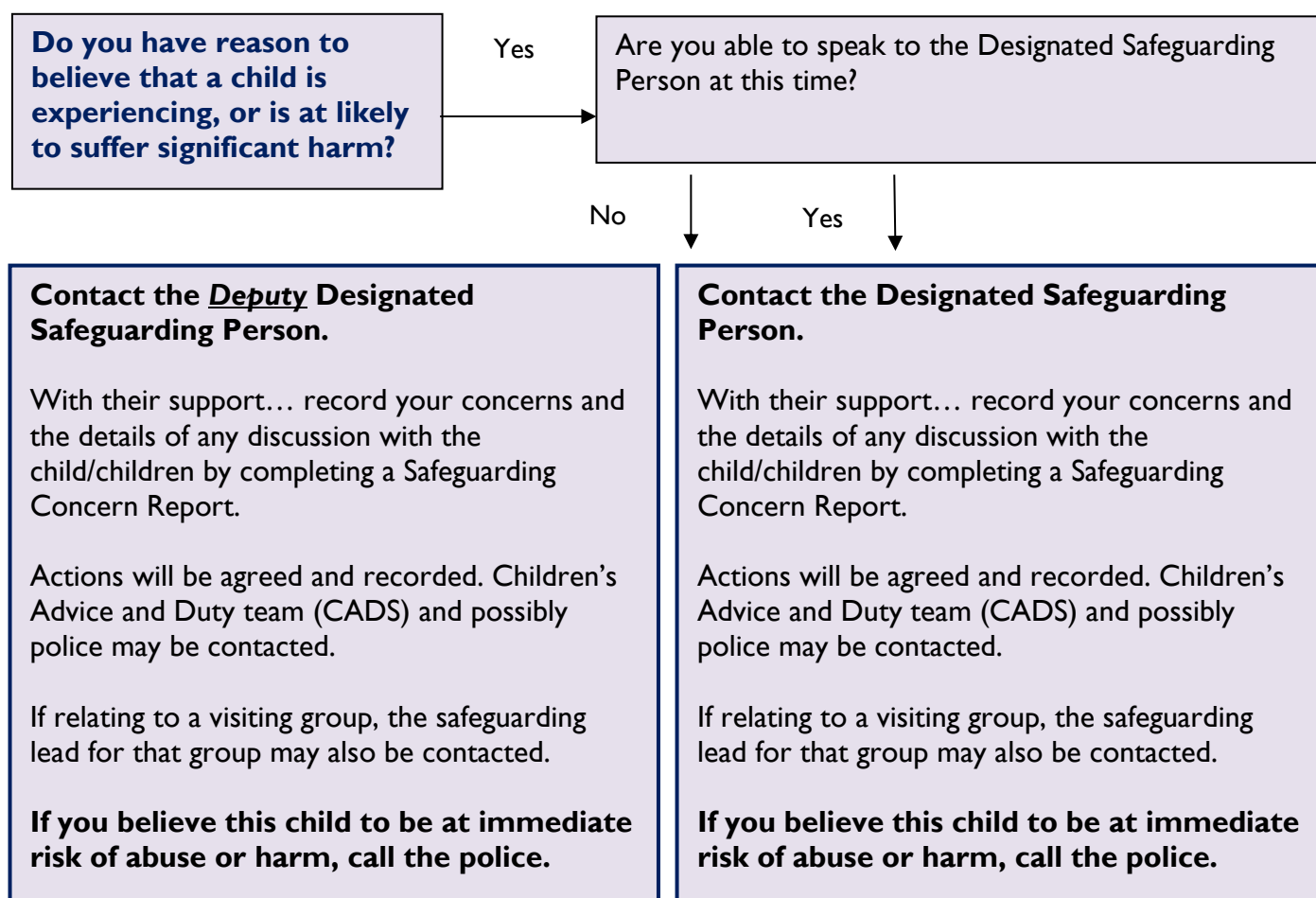
### **Appendices Overleaf:**

1. Appendix 1 - Horstead Centre Reporting and Recording Concerns Process.
2. Appendix 2 - Additional Safeguarding Issues
3. Appendix 3 - The Prevent Duty in Norfolk
4. Appendix 4 - The Children's Advice and Duty Service Flowchart

For other policies relating to a child's stay at the Centre (including our data protection policy) please contact the Centre Manager at [william.mills@horsteadcentre.org.uk](mailto:william.mills@horsteadcentre.org.uk).

## Appendix 1 – Horstead Centre Reporting and Recording Processes

### Horstead Centre Safeguarding Children Flow Chart - Page 1.



**Remember...** Although we recommend working with your designated SG person, anyone can report a concern or ask for advice about one. Contact the CADS team for support and advice at any time.

#### Remember:

**Don't delay, seek clarity, always seek advice.**

How to respond to a child or young person: -

- *Keep calm*
- *Support the child*
- *Listen*
- *Do not ask leading questions*

Keep your records concise, accurate and factual. What was said, asked and seen?

#### Essential Contacts

**Norfolk Police - 101**

**Norfolk County Council's Customer Services (CADS out of hours and for parents) 0344 800 8020**

**CADS for Professionals**  
0344 800 8021

#### **DSPs.**

**Horstead DSL** - Will Mills – 01603 737215

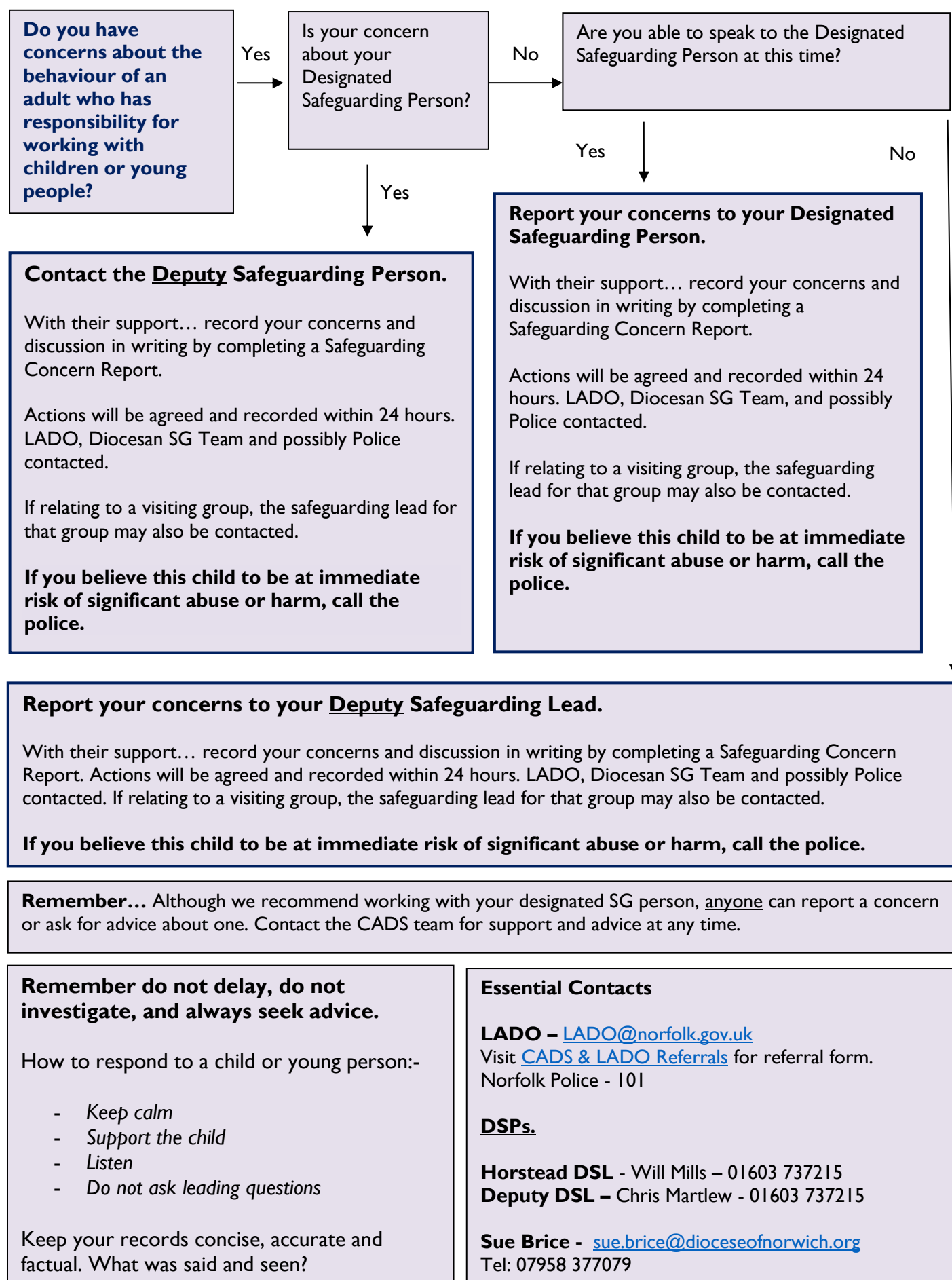
**Deputy DSL** – Chris Martlew - 01603 737215

**Diocese of Norwich Safeguarding Team**

**Sue Brice** - [sue.brice@dioceseofnorwich.org](mailto:sue.brice@dioceseofnorwich.org)

Tel: 07958 377079

## Horstead Centre Safeguarding Children Flow Chart Page 2 – Managing Allegations



## **Appendix 2 -Additional Safeguarding Issues**

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

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

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

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

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

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extramarital sexual acts. It is illegal to carry out FGM in the UK. It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out. The maximum penalty for FGM is 14 years' imprisonment.

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

- Taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- Marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

**Honour Abuse**-Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture.

For example, honour-based violence might be committed against people who:

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

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

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

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

**Domestic abuse** - The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including

- a) physical or sexual abuse
- b) violent or threatening behaviour
- c) controlling or coercive behaviour
- d) economic abuse
- e) psychological, emotional, or other abuse.

Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members. All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse. Young people can also experience domestic abuse within their own intimate relationships.

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

include emotional blackmail, Sexting-pressure or coercion to create sexual images, Sexual abuse, Sexual exploitation and Grooming-perpetrators may use online platforms to build a trusting relationship with the child to abuse them.

A child experiencing abuse online might:

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

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

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

Encouraging susceptible individuals to commit acts of terrorism on their own initiative is a deliberate tactic seen in emerging ideologies and seen in their propaganda. This is exacerbated by online environments which bring together and facilitate individuals sharing and validating thoughts and ideas. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. The importance of noticing the hallmarks of concern within these online communities, in friends or wider social spaces as well as work and educational settings has probably never been as important as it is now.

**There are some common signs that may mean someone is being radicalised.**

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

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

### **Appendix 3.**

**The PREVENT Duty** - Prevent is part of the UK's Counter-terrorism strategy CONTEST. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism. An explanation of PREVENT can found on pages 29 - 32 of CONTEST. Prevent work also extends to supporting the rehabilitation and disengagement of those already involved in terrorism. The objectives of Prevent are:

- Tackling the ideological causes of terrorism
- Intervening early to support people susceptible to radicalisation
- Enabling people who have already engaged in terrorism to disengage and rehabilitate.



**Prevent Duty** - Section 26 of the Counter-Terrorism and Security Act (HMG, 2015) placed a duty on specified authorities that they must, in the exercise of their functions, have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the 'Prevent Duty'.

**Channel Panel** - Channel is a national programme which focuses on providing support at an early stage to individuals identified as being vulnerable to being drawn into terrorism. Further information can be found within Channel and Prevent Multi-Agency Panel (PMAP) guidance (Home Office, 2021)

### **Key vocabulary definitions**

- **Extremism** - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.
- **Radicalisation** - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- **Terrorism** - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system. Further information can be found within the Terrorism Act 2000 (legislation.gov.uk)

### **Responding to a Radicalisation Concern.**

#### ***Notice – Check – Share.***

##### ***Notice***

A staff member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism.

##### ***Check***

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

##### ***Share***

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

Following this the Prevent referral form should be completed, which can be downloaded from here referral form and sent to: [preventreferrals-NC@Norfolk.police.uk](mailto:preventreferrals-NC@Norfolk.police.uk) An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999. Additional information and guidance on Prevent is available on the Norfolk County Council website.

## Appendix 4- The Children's Advice and Duty Service Flowchart

