



## **E2M (Escape2Make) Safeguarding of Children and Young Adults Policy**

### **For the attention of:**

Employees  
Trustees  
Youth Board  
Freelancers  
Facilitators  
Volunteers  
Workshop assistants  
Inspirational speakers  
Interns  
Parents and Carers

### **Context**

Escape2Make (E2M) aims to benefit children and young people and their communities through the power of creativity and kindness. We aspire to help children and young people discover, develop, and celebrate creative passions, empathy, wellbeing, and friendships through a calendar of programmes feeding into community-based events. We operate in the Lancaster and Morecambe area and have a dedicated space in Church Street Lancaster. We contract local creative practitioners and organisations (both local and national) to run our programmes.

This policy will give clear direction to everyone involved at E2M about expectations and our legal and moral responsibility to safeguard and promote the welfare of all children and young people who are involved in our charity. Everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

### **E2M Safeguarding Children and Young People Policy and Procedure**

This policy sets out a clear and consistent framework for delivering our commitment, in line with safeguarding legislation and statutory guidance. It will be achieved by:

- Ensuring that all trustees, core staff, advisers, freelancers, facilitators, and volunteers understand their responsibilities under safeguarding legislation and statutory guidance, are alert to the signs of child abuse, and know to refer concerns to the DSL.
- Clear guidelines so that the children and young people know how to keep safe and recognise behaviour that is unacceptable.
- Creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children.
- Endeavour to provide a safe and welcoming environment where children are respected and valued; where the voice of the child is listened to and is paramount.

- Where it is believed that a child is at risk of or is suffering significant harm, the charity will follow the procedures set out by the local Lancashire Safeguarding Children Partnership arrangements. Reporting & Support - Children's Safeguarding Assurance Partnership

(<https://lancshiresafeguardingpartnership.org.uk/>)

### **Associated policies**

E2M Dignity and Respect Policy (including whistleblowing)

E2M kindness Contract

E2M Code of Conduct

E2M Safer Recruitment Policy

E2M Health and Safety Policy

### **Legislation and guidance**

Working Together to Safeguard Children 2023

The Equality Act 2010

Safeguarding for Charities and Trustees The Charity Commission. 2021

After-school clubs, community activities, and tuition Safeguarding guidance for providers DfE 2023

### **Definitions**

A "Child" is defined as anyone under the age of 18.

### **Aims and Key Principles**

The aims of E2M's Safeguarding Children, Young People and Vulnerable Adults Policy are:

- To safeguard all children, young people and vulnerable adults who encounter the organisation.
- To demonstrate best safeguarding practice which is underpinned by the principles and values of best practice in working to support the development and empowerment of young people, in line with the Working Together to Safeguard Children **(2023)** document.
- To develop a positive and proactive engagement programme to enable all children, young people, and vulnerable adults to participate in an enjoyable and safe programme of activities and therapy.
- To promote high ethical standards within the organisation and ensure these are embedded within philosophy and practice.
- To ensure that E2M is fully compliant with relevant national and local safeguarding legislation

The key principles underpinning the policy are:

- The child's welfare is, and should always be, the paramount consideration.

- All children and young people have the right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, or sexual identity.
- All allegations of abuse will be taken seriously and responded to promptly and appropriately. Everybody who works or volunteers at E2M has a duty of care to prevent abuse and to report any abuse discovered or suspected through the appropriate channels highlighted within this document.
- E2M will work with local agencies to ensure that any concerns are reported and acted upon appropriately.
- Parents/guardians will be supported to engage with E2M, and clear communication channels will be developed to facilitate this.
- Core staff, Facilitators, freelancers, trustees and volunteers will provide good role models of behaviour, in line with the principles of best practice when working with children, young people and adults.

## **Roles and responsibilities**

### **All adults who have contact with children and young people at E2M should**

- Maintain an attitude of 'it could happen here' where safeguarding is concerned
- Be proactive to provide a safe and secure environment
- Be prepared to identify children or families who may benefit from early help
- Be aware of the charity's individual procedures that support safeguarding, including all policies, internal reporting procedures, information and engage with training provided
- Be aware of the role and identity of the DSL and deputy DSLs and seek them for advice if required
- Undertake safeguarding training, including online safety training, during induction and subsequently on a regular basis
- Be aware of, and understand, the process for making referrals to Children's Social Care, understanding that anyone can make a referral.
- Understand how to make a referral to CSC and/or the police immediately, if at any point there is a risk of immediate serious harm to a child
- Be aware of and understand the procedure to follow in the event that a child confides they are being abused, exploited or neglected, in a timely manner
- Maintain appropriate levels of confidentiality when dealing with individual cases
- Reassure children and young people that they are being taken seriously, that they will be supported, and that they will be kept safe.
- Be aware of safeguarding issues that can put children at risk of harm.
- Be aware of behaviours linked to safeguarding issues such as drug-taking, alcohol misuse, deliberately missing education, sharing indecent images, extremist behaviours and other signs that children may be at risk of harm
- Be fully aware of the importance of mental health in relation to safeguarding and that all staff should also be aware 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.
- Avoid victim-blaming attitudes and challenge it in a professional way if it occurs.
- Understand the process for reporting concerns over staff or adult conduct or behaviours.
- Be aware of the indicators of abuse, neglect and exploitation.

## **The role of the DSL and deputy DSL(s)**

E2M has a Designated Safeguarding Officer, (DSL) who has overall responsibility for the safeguarding of children, young people and vulnerable adults who engage in activities provided by the organisation.

The Designated Safeguarding Lead takes a lead responsibility for safeguarding and child protection whilst creating a culture of safeguarding throughout the setting, continually raising the profile of safeguarding

- Provide advice, support and expertise on child welfare, safeguarding and child protection matters.
- Ensure that all who work and volunteer at E2M receive appropriate safeguarding training at induction. This is updated regularly, at least annually
- Refer cases:
  - To CSC where abuse and neglect are suspected, and support staff who make referrals
  - To the Channel programme where radicalisation concerns arise, and support staff who make referrals to the Channel programme
  - To the DBS where a person is dismissed or has left due to harm, or risk of harm, to a child.
  - To the police where a crime may have been committed, in line with the National Police Chiefs' Council (NPCC) guidance.
- Liaise with staff and volunteers when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Promote supportive engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Ensure effective communication and information sharing
- Work with the trustees to ensure the Child Protection and Safeguarding Policy is reviewed annually, and the procedures are updated and reviewed regularly
- Undergo DSL initial training and update this training with refresher training at least every two years to remain compliant.

### **Role of the Safeguarding Trustee**

- Support the work of the DSL team and provide advice and help when needed
- Ensure effective communication and information sharing
- Work with the trustees to ensure the Child Protection and Safeguarding Policy is reviewed annually, and the procedures are updated and reviewed regularly
- Ensure that the strategic plans reflect safeguarding legislation, regulations specific to your activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the CEO and designated safeguarding lead regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe.
- Check the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take.
- Undergo DSL initial training and update this training with refresher training at least every two years to remain compliant.

- Decide with the trustees if a safeguarding incident needs to be reported to the Charity Commission, this would be serious incidents that have resulted in or risk significant harm to beneficiaries and other people who encounter the charity through its work
- Oversee safeguarding allegations against staff or volunteers, together with CEO and designated safeguarding lead.
- Be a point of contact if someone wishes to complain about a lack of action in relation to safeguarding concerns.

## **Training and Induction**

E2M recognises the importance of ongoing training and development so that everyone is aware of emerging issues and keeping the ethos of safeguarding high. Everybody has a role to play in safeguarding our children and we strive to ensure all are well informed and know what to do if they have any concerns. Core members, freelancers, trustees and volunteers will undergo safeguarding and child protection training at induction, which will be updated on a regular basis and/or whenever there is a change in legislation.

The induction training will cover:

- The Safeguarding and Child Protection Policy
- The Code of Conduct
- Appropriate child protection and safeguarding training,
- Information about the role and identity of the DSL and deputy DSL(s)
- How to record concerns

Records will be kept of all inductions

## **Safer Recruitment**

As part of the recruitment and selection process, offers of contract employment, voluntary work opportunities or placements to positions which involve working with children, young people, or vulnerable adults, are subject to satisfactory enhanced DBS disclosure and appropriate references. Adults will not be allowed to work unsupervised with children, young people and vulnerable adults until their Disclosure certificate has been received.

All E2M freelancers and facilitators are processed through a DBS check, which is valid within E2M for 2 years. Individuals are given the option to subscribe to the DBS Update Service themselves once the DBS check is complete, for which they are responsible for paying an annual subscription. This is optional. Once their DBS check expires with E2M, we provide individuals with another DBS check if they are not a member of the update service, and they are to work with us again

## **Health and Safety**

E2M's Health and Safety Policy gives guidance to those whose role involves working with children, young people, and vulnerable adults. Risk assessments must consider situations where there is the potential for safeguarding to be compromised in any way.

In accordance with our Health and Safety Policy, all E2M volunteers and freelance producers and facilitators have a level of personal responsibility for their own safety. Risk assessments should be shared with every E2M team member and volunteer that will be involved in the activity. Facilitators, freelancers and volunteers should be briefed before activities/outings that there is determined to be a risk.

### **Mental health and wellbeing**

Mental health problems and suicidal thoughts can affect anyone, of any age and of any background. Mental health problems are common among children and young people, but they can be difficult to identify. It is important that everyone working with children know the signs and symptoms of mental health problems.

These will differ from child to child, but some common signs include:

- becoming withdrawn from friends and family
- persistent low mood and unhappiness
- tearfulness and irritability
- sudden outbursts of anger
- loss of interest in activities they once enjoyed
- problems eating or sleeping

Children who are suffering from mental health problems may also be more vulnerable to harm. For example, exploitation, grooming and radicalisation. Mental health problems may also be indicators of abuse and neglect and child-on-child abuse. Concerns should be logged using the E2M reporting procedure. If there is a suggestion that a child has been harmed or is at risk of harm, this must be raised immediately with the DSL.

### **Self-Harm and suicidal thoughts**

Any child or young person who self-harms or expresses thoughts about this or about suicide must be taken seriously and appropriate help and intervention should be offered at the earliest point.

A supportive response demonstrating respect and understanding of the child or young person, along with a non-judgmental stance, are of prime importance. It is essential to talk to the child or young person and establish: If they have taken any substances or injured themselves, if so, the severity of this and whether medical treatment is needed. If medical treatment (beyond basic First Aid) is required, then arrangements must be made to take the child or young person to A&E and parents should be contacted unless it is felt that this exposes the child or young person to greater harm. If the child or young person is felt to be acutely suicidal and you don't feel you can keep them safe, ring 999. If you are concerned that they pose a serious risk to themselves then contact parents (unless it will pose a greater risk) so that they can be taken to A&E. Always contact a member of the DSL team as soon as possible for help and advice or contact Children's Social Care if no one is available.

### **Children with special educational needs and disabilities (SEND)**

E2M recognises the requirements of the Equality Act 2010 to ensure that no child is discriminated against on the grounds of disability (including in relation to admission).

Reasonable adjustments will be made to ensure that a child is not placed at a disadvantage compared to non-disabled children in the ways we organize and deliver our provision.

We also recognise that children with SEND can face additional safeguarding difficulties. There are additional risks and barriers which can exist.

These can include:

- assumptions that signs of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- being more prone to peer group isolation than other children
- the potential for these children to be disproportionately affected by behaviours such as bullying, without showing any outward signs
- communication barriers and difficulties in managing or reporting these challenges
- difficulty in being unable to understand the difference between fact and fiction in online content

- repeating content or behaviours without understanding the consequences of doing so

## **Transport**

All transport undertaken by E2M involving children or young people will adhere to individual E2M risk assessments.

When children, young people or vulnerable adults are being transported on behalf of the organisation, they will be accompanied by a E2M facilitator, freelancer or volunteer who has a satisfactory enhanced DBS disclosure, and with the specific prior consent of their parent or carer.

All vehicles used to transport children and young people, volunteers, freelancers or facilitators will have appropriate business insurance.

All vehicles used to transport children and young people, volunteers or freelancers or facilitators must also be fit for road use.

Upon an external transport company being hired to transport young people on behalf of Escape2Make, a risk assessment and/or safety agreement must be provided by the external company, assuring Escape2Make of the safety of the journey and the potential risks involved. A DBS checked member of the E2M team (e.g.- facilitator, assistant, volunteer) must always travel with the group, allowing for no more than 8 young people (under 18) to be traveling with every 1 DBS checked adult representative of the E2M team.

Members of the E2M team, including freelancers, facilitators and assistants, should avoid transporting young people in their personal vehicles where possible. However, this may be essential in case of emergency. Young people may be transported in personal vehicles, so long as the vehicle has appropriate business insurance and is fit for road use. Public transport or private hire should be considered first in every situation.

## **Code of Behaviour**

All E2M freelancers or facilitators and volunteers are required to adhere to the Code of Conduct. Young people who attend need to agree to the E2M Kindness Contract. These will be provided upon induction.

To minimise the risk against possible accusations of abuse, and to maintain high standards of professional practice, freelancers or facilitators, volunteers, and trustees must never:

- Engage in rough physical games including horseplay with children, young people, and vulnerable adults.
- Do things of a personal nature that an individual can do for themselves – for example applying sunscreen, getting dressed.
- Physically restrain an individual unless the restraint is to prevent physical injury to another person (including the worker). In this case, care must be taken to adhere to agreed protocols for restraint to avoid accusations of assault (see E2M Behaviour Policy)

- Engage in a personal relationship with a child, young person or vulnerable adult which goes beyond the boundaries of a professional relationship.

## **Confidentiality**

All issues of confidentiality should adhere to the E2M GDPR and Privacy Policy for further details.

Facilitators, freelancers, workshop assistants and volunteers must remember -

- Children, young people, and vulnerable adults have the right, when possible, to confidentiality. They should feel confident that anything they say to a member of staff or volunteer will remain confidential, except in where there is a risk to the child/young person considered.
- Where a child, young person or vulnerable adult discloses that they are at risk of harm, are experiencing harm (as identified in the categories of abuse highlighted below) or that they are at risk of harming themselves or other people confidentiality can't be kept. This will be explained to the young person before work starts with them.
- These boundaries should make it clear that if a child, young person, or vulnerable adult discloses that they are at risk of harm or risk harming others (as defined above), then E2M facilitators, freelancers or volunteers will have to pass this information on. This will be accompanied by clear explanations of why it is important to refer the information on, who will be informed and why.
- All concerns should be discussed with the Designated Safeguarding Lead and the required procedures followed including sending in forms. If in any doubt, the E2M Designated Safeguarding Lead should be always consulted. If the Safeguarding Lead is unavailable the case can be discussed with social care.
- In a clear safeguarding case, the prime concern is to keep the young person safe. Procedures should be followed involving the relevant people: Designated Safeguarding Lead, parents, Accident and Emergency Department, school Safeguarding lead, social care, or police. Completed forms must be sent to the Designated Safeguarding Lead.

## Recognising and Responding to Abuse

### **Abuse and neglect**

Abuse is defined as a form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing the ill treatment of others – this can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family, institutional or community setting by those known to them or by others, e.g. via the internet.

Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by one or multiple adults or other children.

**Physical abuse** is defined as a form of abuse which may involve actions such as hitting, shaking, throwing, biting, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child. Staff are aware of Female Genital Mutilation, a form of Physical abuse.



**Emotional abuse** is defined as the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. This may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child the opportunities to express their views, deliberately silencing them, 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children, such as interactions that are beyond their developmental capability, overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, including cyberbullying, causing the child to frequently 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, but it may also occur alone.

**Sexual abuse** is defined as abuse that involves forcing or enticing a child to take part in sexual activities, not necessarily involving violence, and regardless of whether the child is aware of what is happening. This may involve physical contact, including assault by penetration, or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. It may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can be perpetrated by people of any gender and age. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Two thirds of sexual abuse cases are within the family.

**Neglect** is defined as the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. This may involve a parent or carer failing to provide a child with adequate food, clothing or shelter (including exclusion from home or abandonment); failing to protect a child from physical or emotional harm or danger; failing to ensure adequate supervision (including through the use of inappropriate caregivers); or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff and volunteers will be aware of the indicators of abuse and neglect and be vigilant and always raise concerns with the DSL. In addition, staff and volunteers understand that there are specific and emerging ways in which children can be abused and are aware of these specific issues, reporting any concerns, in the appropriate manner to the DSL.

Specific issues include (but are not limited to):

### **Child on child abuse**

Children can abuse other children. This is generally referred to as child-on-child abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying, prejudice-based and discriminatory bullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; upskirting; initiating/hazing type violence and rituals; abuse in intimate personal relationships between children; consensual or non-consensual sharing of nudes or semi-nude images or videos, or causing someone to engage in sexual activity without consent.

### **Domestic abuse**

In line with the Domestic Abuse Act 2021, domestic abuse is defined as abusive behaviour of a person towards another person where both are aged 16 or over and are personally

connected. Abusive behaviour includes physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, psychological or emotional abuse, or another form of abuse. Domestic abuse can have serious, long lasting emotional impact on children, as victims in their own right, if they see, hear or experience the effects of domestic abuse.

### **Child Criminal exploitation**

(CCE) Child criminal exploitation is defined as a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into taking part in criminal activity, for any of the following reasons:

- In exchange for something the victim needs or wants
- For the financial advantage or other advantage of the perpetrator or facilitator
- Through violence or the threat of violence (this could be online or through technology)

Specific forms of CCE can include:

- Being forced or manipulated into transporting drugs or money through county lines.
- Working in cannabis factories.
- Shoplifting or pickpocketing.
- Committing vehicle crime.
- Committing, or threatening to commit, serious violence to others.

Criminal exploitation of children can include **County Lines**. This is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or criminal networks / gangs groom and exploit children and young people to carry drugs and money into one or more areas. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked or the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered in addition to normal safeguarding procedures.

### **Child Sexual Exploitation (CSE)**

Child Sexual Exploitation is defined as a form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, for any of the following reasons:

- In exchange for something the victim needs or wants
- For the financial advantage, increased status or other advantage of the perpetrator or facilitator
- Through violence or the threat of violence, this could be online or through technology. Key indicators that a child is the victim of CSE may include
  - Appearing with unexplained gifts, money or new possessions.
  - Associating with other children involved in exploitation.
  - Suffering from changes in emotional wellbeing.
  - Misusing drugs or alcohol.
  - Going missing for periods of time or regularly coming home late.
  - Having older boyfriends or girlfriends.
  - Suffering from sexually transmitted infections.
  - Displaying sexual behaviours beyond expected sexual development.
  - Becoming pregnant.

Where CSE, or the risk of it, is suspected, staff will discuss the case with the DSL. If after discussion a concern remains, local safeguarding procedures will be triggered.

**Extremism & Radicalisation** For the purposes of this policy, “extremism” is defined by the government as the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to: 1. negate or destroy the fundamental rights and freedoms of others; or 2. undermine, overturn or replace the UK’s system of liberal parliamentary democracy and democratic rights; or 3. intentionally create a permissive environment for others to achieve the results in (1) or (2) For the purposes of this policy, “radicalisation” refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Any concerns about the risk of radicalisation should be discussed with the DSL who may make a Prevent referral. The DSL will undertake the Lancashire Prevent partnership in depth training, available via the Lancashire Prevent partnership website. [www.lancashirepreventpartnership.org.uk](http://www.lancashirepreventpartnership.org.uk)

### **Concealed and Denied pregnancy**

A concealed pregnancy is when a woman knows she is pregnant but does not tell anyone; or when she tells a professional but conceals the fact that she is not accessing antenatal care; or when she tells another person or persons and together they conceal the fact from all agencies. A denied pregnancy is when an expectant mother is unaware of or unable to accept the existence of her pregnancy. Physical changes to the body may not be present or be misconstrued; they may be intellectually aware of the pregnancy but continue to think, feel and behave as though they were not pregnant. There may be a number of reasons why a pregnancy is concealed or denied, including, but not limited to; fear of stigma or shame, in cases of rape, sexual or domestic abuse, forced or sham marriage, in cases of rape, sexual or domestic abuse, forced or sham marriage, fear of a child being removed or asylum seekers and illegal immigrants who may be reluctant to come to the attention of authorities. Where there is a suspicion of a concealed or denied pregnancy, a referral will be made by the DSL following Lancashire safeguarding procedures.

### **Modern slavery**

Modern slavery encompasses human trafficking and slavery, servitude, and forced or compulsory labour. This can include CCE, CSE, and other forms of exploitation. The DSL will also be aware of the support available to victims of modern slavery and how to refer them to the National Referral Mechanism. (From The Modern Slavery Act 2015, Section 52) The public authority bears this obligation where it has ‘reasonable grounds to believe that a person may be a victim of slavery or human trafficking’: would liaise with a ‘First responder Organisation’ as details in part 4 of the guidance, to support and request a referral to the NRM.

### **FGM**

FGM is defined as all procedures involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. All staff will be alert to the possibility of a pupil being at risk of FGM, or already having suffered FGM. If staff are worried about someone who is at risk of FGM or who has been a victim of FGM, they must inform the DSL who is required to share this information with CSC and/or the police.

### **Forced marriage**

Forced marriage is defined as a marriage that is entered into without the full and free consent of one or both parties, and where violence, threats or any other form of coercion is used to cause a person to enter into the marriage. Threats can be physical, emotional, or psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent, e.g. due to some forms of SEND. Forced marriage is a crime in the UK and a form of HBA. Staff who have any concerns regarding a child or young person who may have undergone, is currently undergoing, or is at risk of forced marriage will speak to the DSL and local safeguarding procedures will be followed – this could include referral to CSC, the police or the Forced Marriage Unit. It will be made clear to staff members that they should not approach the pupil's family or those with influence in the community, without the express consent of the child or young person, as this will alert them to the concerns and may place them in further danger.

### **Sextortion**

There has been a large increase in reports of children and young people being forced into paying money or meeting another financial demand after an offender has threatened to release nudes or semi-nudes of them. This is financially motivated sexual extortion, a type of online blackmail often referred to as 'sextortion'. It is a form of child sexual abuse.

## **General Procedures and Safeguarding**

### **Attendance and Missing Children**

All children or young people will be given the option in their sign-up form for whether they will be picked up at the end of a session or have consent to leave on their own. This will be monitored by each facilitator, who must wait with those being picked up. Upon waiting for 10-minutes after the session's designated end-time, the facilitator is encouraged to call the emergency contact number for any young person still present. They may also call the police if they deem it necessary. Once a child or young person has left the facilitator's care at the end of a session, E2M are no longer responsible for the safeguarding of the child or young person.

If a child or young person chooses to leave the session early, their emergency contact will be notified. If the emergency contact can pick up the attendee or gives permission for the attendee to leave on their own, then the attendee can leave.

If a child or young person chooses to leave the session without notifying the facilitator or a volunteer, their emergency contact will be notified. In an emergency, the police will also be notified.

Children and young people in E2M sessions are permitted to use the bathroom unsupervised, without the need for permission. They will be made aware of the location of the toilets at the beginning of a session or upon request. If a substantial amount of time passes before returning or if there is a safeguarding concern, a DBS checked volunteer or facilitator may go to the toilets to find the attendee. If the attendee is not in the toilets, the facilitator will be made aware of this and the protocol for a missing child will be followed. In some venues where the toilets may be far away or less accessible, it may be necessary for a member of the E2M team to walk with the participant to the toilet. The E2M team members should give the young person enough personal space once they have arrived at the bathroom. In the instance where sessions are outdoors or mobile and bathrooms are more difficult to access, this should be conveyed to the group by the Facilitator and specific breaks should be accounted for where group members can use the bathroom.

In the case of a missing child or young person, their last known whereabouts will be confirmed by the facilitator and volunteers. The venue and emergency contact will be notified immediately. If the emergency contact is not available, then the police will be notified

### **Behaviour**

If a child or young person's behaviour is causing visible distress to other attendees, they may be taken aside by a member of the E2M team; trauma informed action would be taken in line with the E2M Behaviour policy for further detail.

If a young person needs to be sent home from the session, their emergency contact will be notified. If a young person who has been asked not to return to a session does return, their emergency contact will be notified and under some circumstances the police may be called. Refer to E2M Behaviour policy for further detail.

### **Medical issues**

If a young person requires urgent medical attention, a First Aid trained facilitator or volunteer may be required to administer first aid. All facilitators receive first aid training at their induction. Emergency services will be called if the facilitator/volunteer deems it necessary. The emergency contact will also be notified and given as much detail as possible as to what has occurred.

### **Parental Permission**

If a young person attends a session without E2M's receiving a sign-up form, they will be required to give an emergency contact number and parental permission for attendees aged 16 or under. If a young person shows up on their own, without signing up via the website, they may be asked for the phone number of a parent/carer. This parent/carer is to be called immediately, letting them know that their child is at the session and asked if they have permission to be there. If the answer is yes, then the young person can be informed that they can stay for the session in question but must sign-up via the website if they would like to come to another session. If not, then the emergency contact will be asked if they can collect their child or if they have permission to leave on their own.

Similarly, if an attendee brings a friend to the session unannounced, the friend is permitted to stay for the session and the original attendee's emergency contact details will be used for them for that session. If they would like to attend future sessions, they must sign up conventionally via the E2M website.

Parents are encouraged not to sit in on sessions, however, are welcome to in situations where the facilitator/producer has deemed it necessary. Parents will be assured that their child is in good care and can be provided with a copy of our risk assessments or Safeguarding Policy upon request. The policy is also available on the E2M website.

### **Support for E2M staff**

We recognise our duty of care towards our employees, facilitators and volunteers and need to ensure that staff are appropriately trained and supported when dealing with difficult issues. We encourage staff to offer support to each other, and we offer appropriate and relevant

support through our DSL team when staff are supporting children with significant mental health and safeguarding issues.

### **Safeguarding procedure**

One of the E2M DSL team should be contacted immediately where there is a risk to a child.

If you are unable to contact a member of the team, contact Children's Social Care to report a concern about a child call **0300 123 6720** Out of hours call 0300 123 6722.

**If you think a child is in immediate danger – don't delay, call the police on 999.**

If the child is suffering from a serious injury or requires urgent treatment, medical attention should be sought immediately by calling an ambulance. A parent should be contacted unless that would pose additional risk to the child.

### **Reporting concerns**

It is important to report any concern you may have about a child, no matter how low level this may seem. Concerns should be logged on the reporting form and emailed to the DSL. More serious concerns should also be reported verbally to the DSL either in person or phone that day.

### **Dealing with a disclosure**

#### **Do**

- Always treat any disclosures extremely seriously and act as if you believe what the child, young person or vulnerable adult is saying.
- Tell the child or young person that they are right to disclose.
- Reassure them that they are not to blame.
- Be honest about your own position – and about who you must tell and why you must report disclosures.
- Where possible, tell the child what you are doing and when and keep them informed of what is happening.
- Write down everything said and what was done. Keep a record of this and subsequent conversations, making sure any recorded information is factual and accurate.
- Seek medical attention if necessary.
- Inform parents or carers, unless there are grounds to believe they are involved in the abuse.
- Remain calm and remember this is likely to be a stressful situation for the child, young person, or vulnerable adult.

#### **Don't:**

- Make promises that you cannot keep, including a promise to keep secret
- Interrogate the child It is not your job to carry out an investigation. This will be up to the police or social services.
- Cast doubt on what the person has told you. Don't interrupt or change the subject.

- Say anything that makes the child, young person or vulnerable adult feel responsible for the abuse.
- Include your own opinion or interpretation in any written reports. It is important to make sure that what is written is an accurate reflection of what the child or young person has been telling you.
- Avoid showing emotions, such as distrust, anger, or disbelief, as this may stop an individual from talking or make them feel your negative feelings at being directed at them.

### **Concerns about staff and safeguarding practices**

Any concerns regarding the safeguarding practices of E2M will be raised with the SLT, and the necessary whistleblowing procedures will be followed, as outlined in the Dignity and Respect Policy. If an individual feels unable to raise an issue with the charity directly, they should access other whistleblowing channels such as the NSPCC whistleblowing helpline (0800 028 0285).

### **Allegations of abuse against staff**

Any concerns about adults working with children should be reported to the DSL in the first instance. Complaints about the DSL should be reported to the Trustee responsible for Safeguarding; and complaints against the Trustees responsible for Safeguarding should be reported to the Chair of Trustees; Complaints about the Chair of Trustees should go directly to the LADO

There are clear policies in line with those from the CSAP (Children's Safeguarding Assurance Partnership) for dealing with allegations against people who work with children.

Allegations that meet the harms threshold include instances where staff have

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

Any concerns about adults working with children should be reported to the DSL in the first instance. Complaints about the DSL should be reported to the Trustee responsible for Safeguarding; and complaints against the Trustees responsible for Safeguarding should be reported to the Chair of Trustees; Complaints about the Chair of Trustees should go directly to the LADO

Local Authority Designated Officer (LADO)

<b>Lancashire</b>
Tim Booth Shane Penn / Donna Green
<a href="mailto:LADO.Admin@lancashire.gov.uk">LADO.Admin@lancashire.gov.uk</a>
01772 536694

As outlined in “Working Together to Safeguard Children” (2023), the LADO will be informed of all allegations against adults working with children and provides advice and guidance to Senior Managers on the progress of cases to ensure they are resolved as quickly as possible. Information relating to allegations is collated and presented to Safeguarding Children Boards to inform training, research, safer recruitment, and awareness raising.

The LADO role applies to the children's workforce (paid, self-employed and volunteers). The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

LADO will provide advice and guidance and help determine that the allegation sits within the scope of the procedures. Within the role the LADO helps co-ordinate information sharing. LADO will also monitor and track any investigation with the expectation that it is resolved as quickly as possible.

These procedures may also be used where concerns arise about:

- The person's behaviour regarding his/her/their own children.
- The behaviour in the private or community life of a partner, member of the family or other household member.
- A person's behaviour in their personal life, which may impact upon the safety of children to whom they owe a duty of care.



**Appendix 1**  
**Contacts**  
**E2M Safeguarding Team**

E2M DSL  
Kyle McKenzie  
Email address: [k.mckenzie@escape2make.org](mailto:k.mckenzie@escape2make.org)  
Phone Number:  
0796 3323291

E2M Deputy DSL

E2M CEO: Siobhan Collingwood  
Email address: [s.collingwood@escape2make.org](mailto:s.collingwood@escape2make.org)  
Phone number: 0770 2074035

E2M Safeguarding Trustee : Jackie Cahalin  
Email address: [j.cahalin@escape2make.org](mailto:j.cahalin@escape2make.org)

Alternatively, during times Jackie is unavailable Wendy Hodgson can be contacted on.

**Email;** [Wendyhodgson77@yahoo.com](mailto:Wendyhodgson77@yahoo.com)  
Phone number; 07702 969120

**Should an incident require escalation** (this would normally be done by the designated safeguarding lead if deemed appropriate but may be done by facilitator if there is a concern of immediate risk to a child/young person)

LADO – Local Authority Designated Officer  
Tim Booth, Donna Green & Shane Penn  
01772 536694  
[LADO.admin@lancashire.gov.uk](mailto:LADO.admin@lancashire.gov.uk)

MASH – Multi-Agency Safeguarding Hub / Children's Social Care  
0300 123 6720  
0300 123 6722 between 5.00pm - 8.00am

**SAFEGUARDING INFORMATION**  
Websites and Links  
LSCB Procedures <http://panlancashirescb.proceduresonline.com/index.htm>  
<http://www.lancshiresafeguarding.org.uk/>

Children's Social Care 0300 123 6720 (Referrals) [cypreferrals@lancashire.gov.uk](mailto:cypreferrals@lancashire.gov.uk)  
Out of Hours referral 0300 123 6722  
Local Authority Designated

Officer

Tim Booth /Shane Penn / Donna Green 01772 536694

LADO.admin@lancashire.gov.uk

Child Sexual Exploitation Team Operation Awaken Blackpool, Fylde, Lancaster,  
Morecambe and Wyre 01253 477 261

Prevent / Channel Contact /  
referrals

101 (non-urgent) Anti-Terrorism Hotline 0800 789 321

Preston, Lancaster, Skelmersdale, Blackpool etc

Telephone: 01772 209733 / 830,

Central Safeguarding Team, Hutton HQ: 01772 413029

concern@lancashire.pnn.police.uk

NSPCC Whistle-blowing helpline 0800 028 0285 Lancashire 01772 532500

Online Safety Helpline For professionals 0844 381 4772

National Domestic Abuse Helpline

0808 2000 247

Child Line 0800 11 11

NSPCC Helpline Adults inc.

parents

0808 800 5000 or text: 88858

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

North Lancashire Mental Health Crisis Line is available 24 hours a day, 7 days a week by calling **0800 953 0110**. It is staffed by trained mental health professionals who are able to provide assessment and referrals to appropriate services. Ring it if you need to access services or for advice about someone who needs treatment or support.

## Appendix 2

### Escape2Make Logging Sheet for Safeguarding Incidents

Logging a concern about a child, young person or vulnerable adult's safety and welfare

Part 1 (for use by any member or facilitator/freelancer or volunteer)

Name of Child	Date of Birth:
Date, Time, and Location of Incident:	Date and Time (of writing):

## Equality Impact Assessment (EIA)

EIA: May 2025

	Positive	Neutral	Negative	Comments
Age		X		
Disability/ illness		X		
Gender assignment.		X		
Marriage		X		
Pregnancy /maternity		X		
Race		X		
Religion		X		
Sex		X		
Sexual Orientation		X		

## Policy Review

We agree that this policy will be reviewed by the Board of Trustees at least annually. This policy has been subject to an Equality Impact Review. No negative impact has been identified for the above protected characteristics.

This policy will be monitored in terms of protected characteristics where appropriate for specific referrals and will also be subject to an EIR annually.

**Policy reviewed by:** Jackie Cahalin, Kyle McKenzie, Siobhan Collingwood

**Date ratified:** May 2025

**Date for next review:** May 2026

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