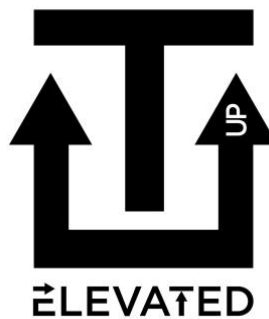


**Safe Practice Policy
For**

Name of Club	ELEVATED UP CIC
Location	Unit 2 Onkar House, Winster Grove, Birmingham, B44 9EG
Safeguarding Officer	Emma Hobbis, emails emma@elevatedup.org Mobile 07812957140
Date	21 st January 2025
Date modified	
Next Review	then every 3 years
	OR, in the following circumstances:
	Changes in legislation and/ Government guidance
	As required by the Local Safeguarding Children Board, UK Sport and/ Home Country Sport Council
	As a result of any significant change or event



Terminology Used in this Policy:

Safeguarding and promoting the welfare of children and young people refers to the process of proactively taking measures in place to promote a positive and safe environment which protects children and young people from maltreatment, prevents the impairment of health or development, ensures that children and young people grow up in circumstances consistent with the provision of safe and effective care. It includes taking action to enable all children and young people to have the best outcomes.

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their communities, schools and online can feature violence, abuse and the impact of wider systemic inequalities within society. Contextual safeguarding is underpinned by a set of values which align with 5UP's. It is:

- Collaborative: achieved through collaboration between professionals, children and young people, families and communities
- Ecological: considers the links between the spaces where young people experience harm and how these spaces are shaped by inequalities
- Rights-based: rooted in, and seek to protect, children's rights and human rights
- Strengths-based: builds on the strengths of individuals and communities to achieve change
- Evidence-informed: grounded in the reality of how life happens. Proposes solutions that are informed by the lived experiences of young people, families, communities and practitioners

Transitional Safeguarding is an emergent concept, which aims to stimulate evidence-informed organisational and multi-agency local safeguarding systems change across services for children's and adults' safeguarding. Transitional Safeguarding is not a model, nor a prescribed approach, but a term that has been used by Research in Practice to highlight the need to improve the safeguarding response to older teenagers and young adults in a way that recognises their developmental needs. This argument is made in a briefing for local authorities, published in 2018⁵, that draws on both Contextual Safeguarding and Complex Safeguarding as well as emerging evidence that adolescence extends into the early/mid- twenties and that the artificial division of social care services reduces support for and increases risk to those transitioning into adulthood.

Contextual safeguarding is an approach to **safeguarding** that responds to young people's experiences of harm outside of the home, for example, with peers, in schools and in neighbourhoods. **Contextual safeguarding** framework provides specific reference to how contexts relate to each other and inform young people's behaviours.

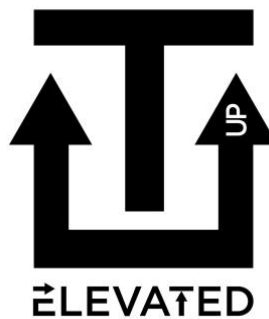
Child protection refers to the processes undertaken to protect children and young people who have been identified as suffering, or being at risk of suffering, significant harm.

Significant Harm: where the child is suffering, or likely to suffer significant harm. The term derives from the Children Act 1989 which introduced the concept as the threshold that justifies compulsory intervention by the appropriate authorities in family life in the best interest of children.

Staff refers to all those working for or on behalf of 5UP, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone up to the day of their 18th birthday. The term 'child or young people' is used throughout this policy as it is a term that we feel is more representative of those aged under 18 who we seek to support.

Parent refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and legal guardians.



Section 1 - Safeguarding Policy

Introduction

Safeguarding is core business for ELEVATED UP. We acknowledge our duty of care to safeguard and promote the welfare of children and young people and are committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice across the youth and sport sectors. Safeguarding adds value to all elements of our work and supports our ability to contribute to improved outcomes for young people and to promoting their ability to respond positively in the face of adversity.

All staff and volunteers at ELEVATED UP will be made aware that the policy exists, what it aims to achieve and the steps that will be taken to achieve those aims. This policy will also be promoted to alliance and delivery partners and to all key stakeholders (including young people and members who are engaged in ELEVATED UP's activities and programmes) through appropriate mechanisms and formats and via ELEVATED UP's website.

Our safeguarding policy is supported by our **Champions Code** (the ELEVATED UP's code of Conduct) to ensure that all stakeholders understand the behaviours and attitudes expected of our workforce, members and participants which are aligned to ELEVATED UP's values and mission. All staff will be introduced to ELEVATED UP's safeguarding policies as part of their induction process and are required to formally sign up to complying with the policy and committing to adhering to the safeguarding procedures set out in it. It will be used, along with the Champions Code, in supervisions and appraisals as a tool to hold us all accountable to the high standards which are critical to providing the best support to young people.

Policy statement

ELEVATED UP takes its extended moral and legal duty of care in relation to young people and adults at risk very seriously.

ELEVATED UP is committed to providing a safe and positive environment for everyone involved in its services and activities. The welfare and support of children and young people to achieve their full potential is critical to building a more positive future both locally and nationally.

2.3 We are committed to ensuring that our safeguarding framework is fit for purpose within the context of our young people's often challenging and complex lives. This policy and procedures seek to support consistent, positive, confident, informed, responsive and defensible practice that keeps the needs and voice of each young person central to all our decision-making.

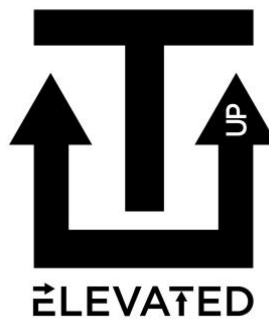
In line with The Children's Act 1989, we will work toward promoting the rights of support and protection for young people to improve social outcomes.

ELEVATED UP also believes that people with lived experience of social disadvantage and challenges have some of the best solutions and skills to improve outcomes for themselves and others.

ELEVATED UP is committed to working in partnership with young people who are engaged with our activities and programmes to ensure that their voices are central to safeguarding decision-making and to recognise the range of risks, behaviours, and developmental needs unique to adolescents. This means enabling them to experiment and take proportionate risks but acknowledging that they may still lack the maturity of an adult and supporting those risks appropriately.

We endeavour to promote an environment and services within which young people are respected and valued. We will ensure that our workforce is alert to concerns and indicators of harm and/or abuse and implement this policy and procedures to ensure that children and young people receive effective support, protection and social justice.

is committed to working with local statutory agencies, services (for young people and adults at risk) and safeguarding partners to support the provision of safeguarding information and resources relevant to the local communities and service users and in appropriate and accessible formats for young people and those with communication support needs.



Policy principles

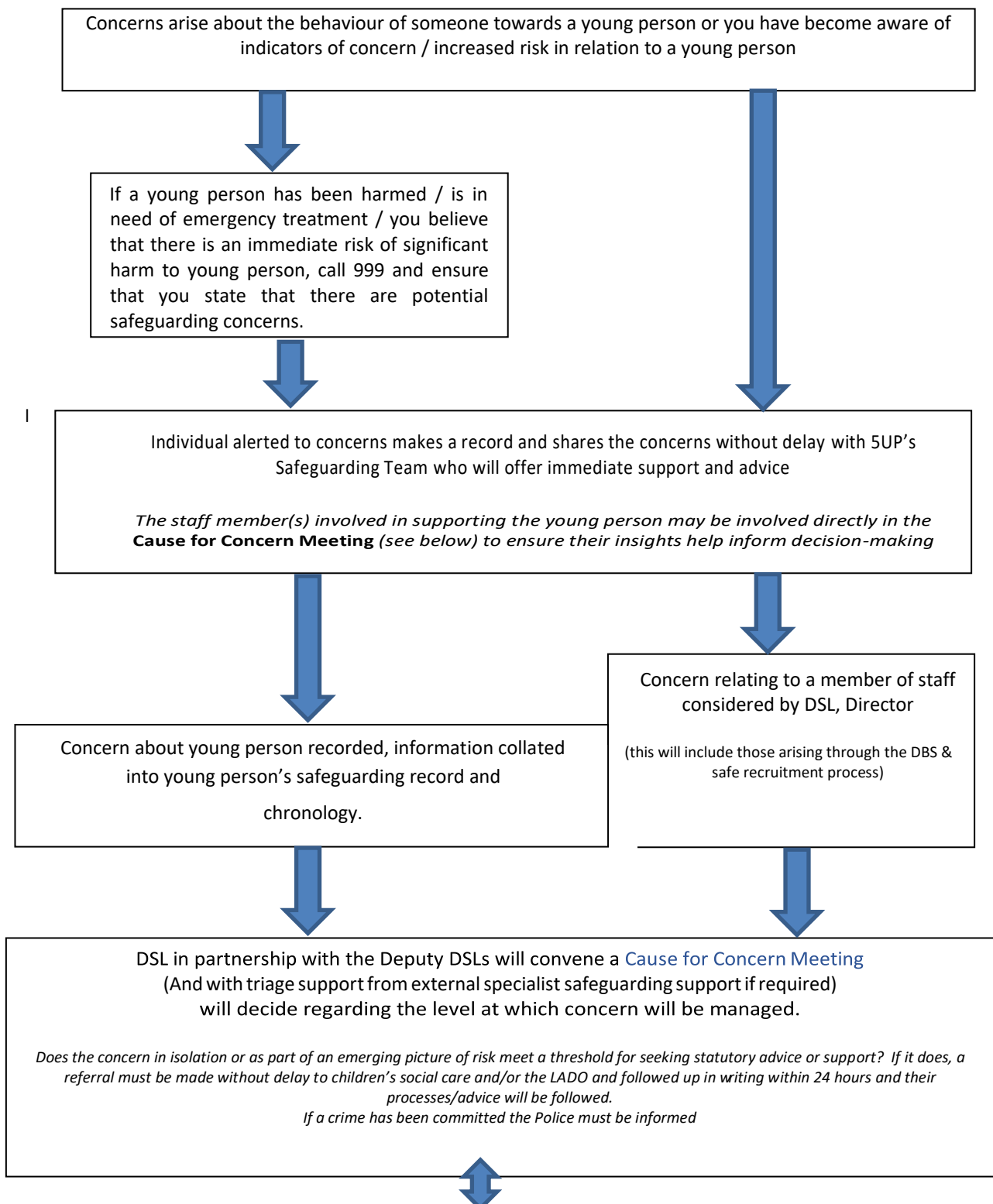
The welfare and interests of children and young people are paramount.

- All children and young people have equal rights to protection, regardless of age, ability or disability, culture, race, language, religion or beliefs, sexual orientation, gender or gender identity.
- Safeguarding is everybody's responsibility. All staff and volunteers have a responsibility to respond positively in response to any concerns, suspicion or disclosure that may suggest a young person is at risk of harm.
- Young people, volunteers and staff involved in child protection issues will receive appropriate support.
- Staff and volunteers will be subject to robust and appropriate safe recruitment checks
- ELEVATED UP staff and volunteers will receive appropriate learning and training opportunities to ensure that they can make informed and confident responses to concerns and safeguarding issues.
- ELEVATED UP is committed to providing a safe and positive environment for all young people to engage with our offer of Sport and non-sport activities to the best of their abilities.
- We will work in partnership with young people and their families. We believe that effective safeguarding of young people can only be achieved by putting and keeping their welfare central to all decision-making and by every individual and agency playing their full part, working together to meet the needs of the most vulnerable young people.
- ELEVATED UP is committed to working with local statutory agencies, services (for young people and adults at risk) and safeguarding partners to support the provision of safeguarding information and resources relevant to the local communities and service users and in appropriate and accessible formats for young people and those with communication support needs.



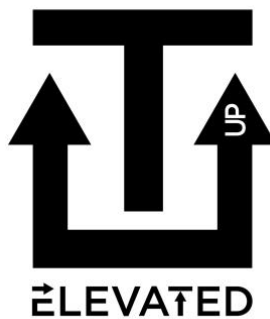
Reporting Flowchart: Do you have a concern about a young person?

It is not your responsibility to decide whether or not a child or young person has been abused. Never wait until you are certain as this is likely to have a poor outcome for that young person. If you have any concerns about a young person's welfare or safety, you must act upon these concerns. Contact details for internal designated staff and for external support can be found on page 2 of this policy and in Appendix One.





Concern Management Group
support risk assessment, decision-making and on-going management of
concerns



Safeguarding and ELEVATED UP Values

ELEVATED UP values are set out below and call upon each and every individual who works for, or on behalf of, our organisation to be brave, inclusive and accountable.

1. Embracing:

We believe in a society without exclusion. Everyone is welcome.

2. Champion

We work with pragmatism and preparedness to be the best in all we do.

3. Solidarity

We work in unity across our staff, young people and the community.

4. Inspiring

We aim to inspire our young people and be inspired by them.

5. Courage

We work where there is need and are proud to stand up for peace.

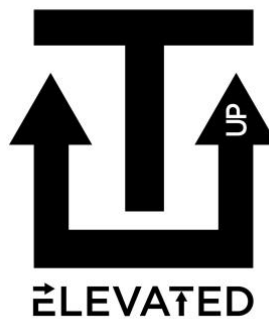
These are critical values which underpin ELEVATED UP's expectation that staff will demonstrate and encourage behaviours and attitudes which support positive safeguarding practices, and improved experiences and outcomes for those that we work with and seek to support.

Staff are encouraged to share concerns, however small and irrespective of the source of concern, and to be fearless and accountable in maintaining and promoting a focus upon the rights and protection of the young people we work with and for. This is essential to ensure that our activities are genuinely inclusive and equitable, challenging any potential abuses of power and trust.

Safeguarding is everybody's responsibility, and we must all play our part in ensuring that concerns are responded to positively and in an informed, proportionate and consistent way. This includes being brave enough to challenge any potentially harmful or negative behaviours which are not aligned to ELEVATED UP values and Champions Code.

Any concerns arising in relation to the wider community, those who are former staff members and/or individuals not directly involved with ELEVATED UP must also never be ignored and should be responded to in accordance with this policy.

As well as ELEVATED UP staff being aware and acting upon our safeguarding policies, we will ensure that all partner organisations are alert to their safeguarding responsibilities and give a formal commitment to meeting safeguarding standards in line with this policy.



Roles and Responsibilities

In the form of RACI- Responsible/Accountable/Consulted/Informed

ELEVATED UP is fully committed to safeguarding and child protection, and all those who work for ELEVATED UP in any capacity have a duty to safeguard and promote the welfare of young people, regardless of whether their role involves direct contact with children. It is the responsibility of all those who work for ELEVATED UP to ensure that they read and understand this policy.

The Board has collective responsibility to ensure that the organisation operates safely and in-line with its Safeguarding and Health and Safety legal and statutory duties.

All Board members must be aware of their responsibilities and be confident that the organisation strategy reflects the necessary and appropriate Safeguarding requirements and promotes a Safeguarding culture. All Board members are responsible for the policies and practices that underpin the organisations Safeguarding approach and :

The Director will ensure that the Board agenda regularly makes time for discussion about Safeguarding performance in the organisation and support the Safeguarding Trustee in the execution of their duties, including ensuring appropriate training is carried out, and supporting the designated Safeguarding Trustee in raising concerns around performance.

The designated Safeguarding Trustee provides oversight and assurance to the Board regarding safeguarding matters and responsibilities are set out in the Trustee Job description.

Young People will be consulted and engaged

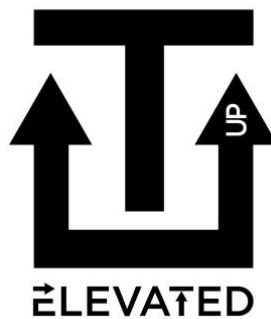
The designated Safeguarding Trustee will meet independently with young people and members at least twice a year to seek their views and opinions on the safety of the service and identify where if any improvements can be made.

Specific other responsible individuals:

The Director will take lead responsibility in ensuring that this policy is adhered to, and that appropriate action is taken where a staff member is found to have acted in a way that is contrary to this policy. Their roles include overseeing safeguarding arrangements including ensuring relevant policies and procedures are in place and reviewed/updated and ensuring that the safeguarding framework and implementation plan are regularly reviewed and revised through the **Safeguarding Steering Group** to monitor ELEVATED UP's safeguarding arrangements and identify actions for improvement.

The Director has overall **accountability** for all matters concerning safeguarding and child protection and the Board of Trustees will ensure that s a standing agenda item for consideration at all Board meetings.

Young People, parents and partners will be **informed** about our policies and procedures and how they are supported.



Safer recruitment

ELEVATED UP recognises that our staff and volunteers are our greatest resource. We take our responsibilities for ensuring that any individuals working with us are not just appropriately experienced and qualified but also suitable and appropriate to work within our services.

Our recruitment and selection policy sets out this commitment which includes a robust approach to advertisement and applications to ensure our safeguarding commitment is clearly communicated, interviews which explore behaviours and attitudes, criminal record checks through the Disclosure and Barring Service (DBS).

All staff engaged in any way in activities involving responsibilities for our young people are required to have an DBS check and will not be allowed to work in any capacity until clearance has been received by ELEVATED UP. Any safeguarding concerns which arise as a result of the recruitment and/or DBS processes will be triaged with the board.

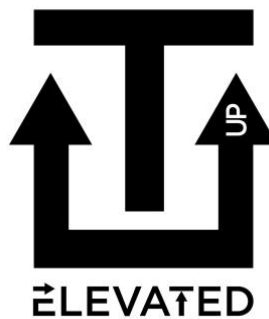
Positions of Power and Trust

Sections 16 to 19 of the Sexual Offences Act 2000 (the Act) created a new offence of abuse of trust, applying to the whole of the UK. **All staff at 5UP (including support staff) are considered to hold Positions of Trust** in relation to young people and members who are participating in ELEVATED UP activities and programmes, irrespective of the age of those involved.

Young people who may be additionally vulnerable

Some young people may be at increased risk of harm or abuse. To ensure that all children and young people involved in ELEVATED UP activities receive equal protection, we will give special consideration in the way we work with those who are:

- disabled or have communication and language differences
- young or lone carers
- affected by parental substance misuse, domestic violence or parental mental health needs
- experiencing social deprivation
- refugees and asylum seekers
- living away from home or Looked After Children (including care leavers)
- vulnerable to being bullied, or engaging in bullying
- living in temporary accommodation
- living transient lifestyles
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability, gender, gender identity or sexuality
- at risk of sexual and/or criminal exploitation
- do not have English as a first language
- at risk of female genital mutilation (FGM)
- at risk of forced marriage
- at risk of being radicalised or drawn into extremism
- victims or survivors of prior abuse
- those who have been displaced by conflict and trauma
- associated with gangs, serious violence and exploitation



Recognition of safeguarding concerns and abuse- training and knowledge

ELEVATED UP is committed to ensuring that we have a confident and competent workforce who understand and embed good safeguarding practice.

Staff will be provided with training and learning opportunities appropriate to their roles and responsibilities to ensure that our workforce is alert and aware of indicators of concern and that they have an understanding of contextual and transitional safeguarding, trauma-informed practice and, through an awareness of intersectionality, can better understand the overlapping and interdependent factors impacting young people (race, class, gender, physical appearance, faith/religion, sexuality, trauma, poverty etc.)

The training, supervision and mentoring arrangements for staff aim to ensure positive and consistent responses to any safeguarding concerns which may arise.

New staff and Board members will receive a briefing during their induction, which includes orientation to ELEVATED UP's safeguarding policies and procedures, the Champions Code, reporting and recording arrangements. All staff, including the Designated staff and Board members will receive training that is regularly updated. Staff will also receive safeguarding updates via email, staff meetings, mentoring and supervision throughout the year.

Section 2 - Safeguarding Procedures

Responding to concerns, allegations and disclosures

See Flowchart above of this policy

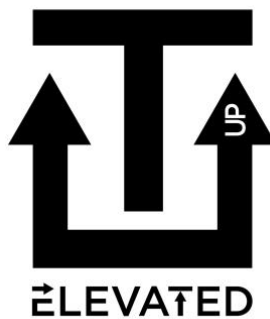
All staff at ELEVATED UP including support staff, volunteers and members have a responsibility to ensure the safety and welfare of children and young people and to take appropriate steps to ensure that all concerns are taken seriously and responded to confidently and appropriately.

Concerns may arise as a result of issues arising in ELEVATED UP activities or within families and communities where our staff are working. The young person's behaviour may have changed, they may show signs of confusion or distress, or physical indicators may have been noticed. It is important that staff understand that early and helpful interventions, including open and supportive exploration of any potential risks with the young person, are supported by practice which enables all relevant contextual information relating to an individual's strengths and potential vulnerabilities/risk to be gathered in a sensitive and confidential way.

Disclosures are rare and, when they do occur, they are usually a process over time rather than a one-off event. More commonly, concerns will be indicated through changes in behaviour and non-verbal indicators. Good safeguarding practice requires an aware workforce, supported by appropriate training and supervision who can respond sensitively and with confidence, creating safe spaces where young people feel heard and valued.

Remember:

- Never ignore anything that might indicate cause for concern, that risks around a young person are increasing or that abuse may be taking place
- If you are concerned that a young person is at immediate risk of significant harm, take action to protect them by ringing 999
- Share concerns fully as soon as possible with a member of the Safeguarding Team
- Only share sensitive and confidential information on a 'need to know' basis with other staff or professionals.
- Clarify concerns where possible (can you explain ..., can you describe what you mean by *[quote something they have said]*? Can you tell me anything more about) but do not investigate
- Always record everything clearly and accurately
- Don't work in isolation, work collaboratively with other staff and professionals



- Always seek the views of the young person directly wherever this is possible
- Look for the patterns in small concerns—you may build up a full picture over time
- Consider each young person as an individual

If a young person shares concerns or discloses abuse to you:

Do:

- Thank them for trusting you
- Tell the young person they've done the right thing by telling you
- Remain calm and not overreact
- Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'
- Not be afraid of silences
- Listen and accept
- Try not to interrupt
- Inform the young person of what you are going to do next

Don't:

- Promise confidentiality—you may need to share information with others to access support, ensure that appropriate action is taken, and the concern managed appropriately
- Automatically offer any physical touch as comfort. If the child or young person is upset and initiates the contact themselves, this should be recorded and reported
- Work in isolation as this increases risks for young people and for staff. Seek support and advice from the DSL as soon as possible. Safeguarding issues can have a significant impact and it is important that staff are supported appropriately
- Ask leading questions.
- Ask the young person to repeat the disclosure several times.

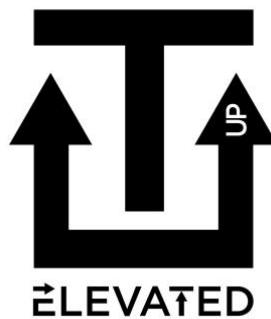
If a young person discloses – or you suspect – that they are in possession of an illegal item or possibly engaged in criminal activity, you must in first instance ensure the safety of that child and of yourself. The same Do's and Don'ts apply when dealing with such a disclosure or concern in the short-term, but **where a crime has been or may have been committed you must report this to Police.**

Record Keeping

It is essential that critical information is not held in the heads of members of the workforce and that a team approach is taken to building a picture of risks, vulnerabilities and strengths that can enable an informed assessment of 5UP interventions which can support and promote the welfare of that young person or mitigate against any risks of significant harm.

Remember:

- Recording should be timely – undertaken as soon as practicable
- Date, time and sign record
- Store securely – database that supports effective safeguarding practice (chronologies, analysis, multi-agency working, record transfer)
- Limit access (need to know basis, secure transfer, storage and retention)
- Record verbatim notes of what the person says
- Distinguish between fact, opinion and hearsay
- Do not omit anything - describe the young person / individual / context / those around the young person
- Don't be over concerned with the record not being 'complete'
- Make it as full as possible to trigger your own recollections
- Addendums can be added but the original record should not be altered



Failure to record information can lead to uninformed action and unintended adverse outcomes, irrespective of good intent. We have a collective responsibility to work together effectively and to include young people wherever possible in our decision-making to ensure that they are supported effectively through informed and proportionate actions and interventions. It is not the responsibility of anyone within 5UP to decide whether or not child abuse has taken place, nor should staff wait until either they are certain, or a threshold of 'abuse' has been met. It is never an option to do nothing if you become aware of concerns. These should be shared with a member of the Safeguarding Team or statutory agencies without delay so that advice can be sought, and appropriate action taken.

It is however recognised that an individual may need to respond to a situation immediately and prior to such contact if the nature of the concern indicates that a young person may be at immediate risk of significant harm or immediate danger. Once the emergency has subsided **Safeguarding must be informed** and records must be updated.

If a young person does not wish to be named and staff are in any doubt about how to proceed, advice must be sought from the local Children's Social Care Duty Social Worker. This should preferably be done via a member of the ELEVATED UP's Safeguarding Team.

Notifying parents

ELEVATED UP will normally seek to discuss any concerns about a child or young person with their parent unless this is likely to increase risk or distress. This must be handled sensitively, and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure.

Our focus is the safety and wellbeing of the young person. Their wishes and feelings will be listened to and recorded. If ELEVATED UP believes that notifying parents could increase the risk to the child/young person or exacerbate the problem, advice will first be sought from children's social care and/or the police before parents are contacted.

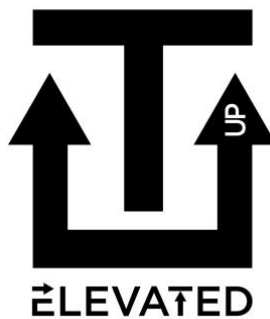
Raising concerns about a member of staff or a colleague

Staff who are concerned about the behaviour of a colleague towards a young person or member are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of children and young people (and all potentially vulnerable service users) must always be the paramount consideration. 5UP's protected disclosure policy enables staff to raise concerns or allegations, initially in confidence and for a sensitive enquiry to take place.

All concerns about the behaviour or attitudes of colleagues should be reported to the Safeguarding Team. Complaints about the Designated Safeguarding Leads should be reported to the Director.

The Local Authority Designated Officer / Team (LADO) will be notified of any significant concerns relating to staff and a member of ELEVATED UP's Safeguarding Team will consult with the police and children's social care as appropriate.

Local authorities must ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address corresponding welfare concerns in relation to the child or children involved should be taken without delay and in a coordinated manner. Local authorities have a designated officer (the LADO), or team of officers (either as part of multi-agency arrangements or otherwise), who support the management and oversight of allegations against people who work with children. These officers are qualified and experienced to be able to fulfil this role effectively, for example qualified social workers. Any allegations relating to ELEVATED UP's staff or volunteers who work



with young people will be passed to the designated officer, or team of officers, without delay.

Staff may also report their concerns directly to the LADO, children's social care, the police or the NSPCC if they believe direct reporting is necessary to secure action. Within Newham this reporting is via the Multi-Agency Safeguarding Hub (MASH). Useful internal and external contact details are listed in Appendix One of this policy. Where there is a complaint against a member of ELEVATED UP's staff then one of the following may occur:

- A criminal investigation led by the Police
- A child protection investigation led in a multi-agency approach by the Local Authority
- A disciplinary or misconduct investigation led by ELEVATED UP

ELEVATED UP will delay an internal disciplinary or misconduct investigation pending the outcome of any criminal or local authority investigation. Whilst external investigations are on-going temporary suspension of a member of staff will be considered. This is a neutral act and intended to protect all parties. Concerns arising through the safe recruitment and DBS processes will also be considered by Concern Management Group in accordance with this policy.

Non-recent and Historic Concerns

All concerns will be taken seriously by ELEVATED UP's and responded to positively irrespective of when they arose. Evidence demonstrates that non-recent/historic concerns may indicate current risks and therefore ELEVATED UP encourages anybody with concerns to share this information without delay with a member of the Safeguarding Team.

Staff will be supported and protected if they share concerns in good faith even if those concerns subsequently appear to be unsubstantiated or unfounded.

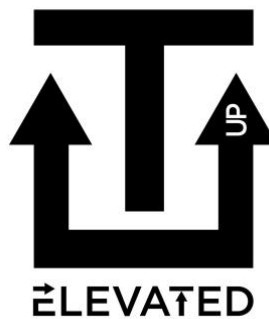
Sexting / Youth Produced Sexual Imagery

There is no one accepted definition of 'sexting' but professionals agree that it refers to the sending or posting of sexually suggestive images, including nude or semi-nude photographs of a person under 18 years of age, via mobiles or over the internet. The UK Council for Child Internet Safety defines sexting as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'Youth produced sexual imagery'.

'Sexting' does not include the sharing of sexual photos and videos of under-18-year-olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

Guidance for staff and volunteers dealing with sexting incident/disclosure:

- The incident should be referred to a member of the Safeguarding Team immediately who will clarify the concerns with any staff involved in reporting and ensure concerns are accurately recorded.
- Never view, download or share the imagery yourself, or ask a child to share or download – this is illegal.
- If you have already viewed the imagery by accident (e.g., if a young person has showed it to you before you could ask them not to), report this to a member of the Safeguarding Team.
- Do not delete the imagery and ensure that the young person is asked not to delete images or messages relating to the concern.
- Do not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of a member of the Safeguarding Team or the police.
- Do not share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- Do not say or do anything to blame or shame any young people involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the ELEVATED UP staff and a member of the Safeguarding Team where appropriate.
- If there is a concern a young person has been caused distress, harmed or is at risk of harm a referral will be made



to the police immediately. The police do not seek to criminalise young people but take sexting very seriously and will take appropriate action which may include seizure of devices and speaking to the young people involved. On-line abuse through sexting can have very serious consequences and undertaking an investigation by staff, however well intended, can lead to images and evidence being deleted which prevents appropriate action being taken to support and/or educate those involved or impacted by these issues. Parents will be informed at an early stage and involved in the process unless the police advise against this or there is good reason to believe that involving parents would put the young person at risk of harm.

Working with other organisations and delivery partners

The need to support a shared understanding of safeguarding policy (statutory obligations, policy and procedural frameworks) and practice expectations across the ELEVATED UP and other delivery partners is recognised. ELEVATED UP takes its responsibility to ensure that safeguarding is a core consideration in any partnership arrangements very seriously and seeks to positively influence those organisations it works in partnership with. Current arrangements ensure that all partner organisations have appropriate and proportionate safeguarding policies and procedures in place. It is not within SUP's resources or capacity to ensure or monitor implementation.

ELEVATED UP makes expectations around minimum operating standards in relation to safeguarding clear and explicit to ensure that safeguarding arrangements address key areas of statutory and sector responsibilities. This is addressed through the communications and agreements in place to support a consistent understanding of safeguarding as a core issue and which support clarity around expectations in relation to the accountability of each organisation.

Confidentiality and sharing information

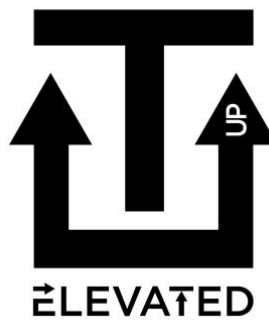
All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the person and staff involved but also to ensure that information being shared does not potentially compromise evidence or any subsequent investigation.

Staff should only discuss concerns with a member of the Safeguarding Team who will undertake an initial assessment of risk (Cause for Concern Meeting) and seek independent safeguarding expertise as required (triage). The DSL will then decide who else needs to be informed on a 'need-to-know' basis. Any member of staff can contact children's social care or the police where appropriate if they are concerned about a child or young person. The management of all concerns will then be considered regularly as new information is gathered and clarified through the Concern Management Group and Cause for Concern meeting processes.

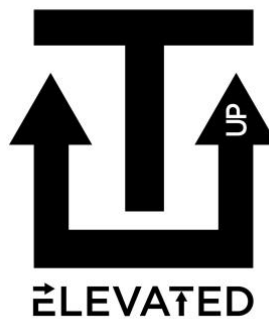
Safeguarding information will be stored and handled in line with the Data Protection Act 1998. Information sharing is guided by the following rules and principles

1. Neither data protection legislation and guidance (including GDPR) or human rights law are barriers to sharing information in the interests of safeguarding
2. Be open and honest
3. Seek advice (from a member of the safeguarding team or statutory agencies)
4. Share information with consent where possible
5. Always consider safety and wellbeing
6. The information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure
7. A record must be kept of your actions, decision & reasons for it

Information sharing decisions must be recorded, whether or not the decision is taken to share. Records of concern and other written information will be stored in a locked facility with restricted access and any electronic information will be stored in a protected file, transferred securely and only made available to appropriate individuals.



Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and young people and parents do not have an automatic right to see them. If any member of staff receives a request to see safeguarding records, they will refer the request to the DSL or Director.



Referral to children's social care or the statutory agencies

A member of the safeguarding team will make a referral to children and young people's social care if it is believed that a child or young person is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child or young person. Any member of staff may make a direct referral to children and young people's social care if they believe independent advice and action is necessary to protect a child or young person. They should ensure that a member of the safeguarding team is made aware that this has happened so that ELEVATED UP can provide continuing support, advice and multi-agency cooperation. Staff should follow the reporting procedures outlined in this policy they may also share information directly with children's social care, police, or the NSPCC if:

- The situation is an emergency and none of the safeguarding team is available
- They are convinced that a direct report is the only way to ensure the child or young person's safety
- For any other reason they make a judgement that direct referral is in the best interests of the child or young person.

Peer on peer abuse

Children and young people may be harmed by other children and young people. The rising awareness and prevalence of peer-on-peer abuse and sexual violence is emphasised in the government's statutory guidance, Keeping Children Safe in Education (2020). ELEVATED UP is alert to the significant harm caused by peer-on-peer abuse and bullying and staff must take any concerns very seriously.

Peer on peer abuse can take many forms, including:

physical abuse such as biting, hitting, kicking or hair pulling

sexually harmful behaviour/sexual abuse such as inappropriate sexual language, touching, sexual assault

sexting, including pressuring another person to send a sexual imagery or video content

teenage relationship abuse - defined as a pattern of actual or threatened acts of physical, sexual or emotional abuse, perpetrated against a current or former partner. A form of domestic violence

initiation/hazing - used to induct newcomers into a gang or group setting by coercing, forcing or subjecting them to a series of potentially humiliating, embarrassing or abusing trials which aim to promote a bond between group members

prejudiced behaviour - a range of behaviours which causes someone to feel powerless, worthless or excluded and which relates to prejudices around belonging, identity and equality, in particular prejudices linked to disabilities, special educational needs, ethnic, cultural and religious backgrounds, gender and sexual identity.

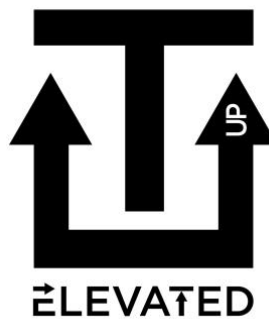
Abuse is abuse and should never be tolerated or passed off as 'banter' or normalised. Different gender issues may be prevalent when dealing with peer-on-peer abuse, for example girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence, but this should not allow gender stereotyping to cloud assessments.

All allegations of peer-on-peer abuse should be passed to a member of the Safeguarding Team immediately. They will then be investigated and dealt with as follows:

Information gathering - children and young people, staff and witnesses will be spoken with as soon as possible to gather relevant information quickly to understand the situation and assess both the impact and whether there was intent to cause harm.

Decide on action - if it is believed that any young person is at risk of significant harm, a referral will be made to children's social care. A member of the safeguarding team will then work with children's social care to decide on next steps, **which may include contacting the police.**

Inform parents - as with other concerns of abuse, ELEVATED UP staff will normally seek to discuss concerns about a child with parents. Our focus is the safety and wellbeing of the child and so if ELEVATED UP believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care and/or the police before parents are contacted.



Supporting those impacted by peer abuse and bullying

The support required for a child or young person who has been harmed will depend on their circumstances, resilience and the nature and impact of the abuse. Support could include counselling, mentoring, the support of family and friends and/or support with improving peer relationships or some restorative justice work.

Support may also be required for the child/young person that exhibited harmful behaviour. We will seek to understand why the child acted in this way and consider what support may be required to help them change behaviours. Once it is felt that those needs have been met, the consequences for the harm caused or intended will be addressed with them in partnership with parents and external agencies as required.

Escalation

It is important that all relevant individuals are informed at appropriate stages. (The decisions to be taken and by whom are covered elsewhere in this document) including the Board. Escalation to Board will initially be to the Director. The decision to escalate to the Board will be made by the Director.

Our safeguarding officer is Emma Hobbs and can be contacted via email or phone, emma@elevatedup.org mobile 07812957140.