

# Safeguarding and Child Protection Policy

*September 2024*

***Our strategic objectives relating to young people with high learning potential, their parents and carers, and their schools***

- *Empowering Young People*
- *Empowering Parents*
- *Creating a Community*
- *Advocating for Needs and Rights*
- *Strengthening our sustainability and effectiveness*

Potential Plus UK is the operating name of the National Association for Gifted Children

[www.potentialplusuk.org](http://www.potentialplusuk.org) Charity registration 31318 Company limited by guarantee 905037

The Open University, Vaughan Harley Building, Walton Hall, Milton Keynes MK7 6AA

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<b>Potential Plus UK Safeguarding Team</b>		
<b>ROLE</b>	<b>NAME</b>	<b>CONTACT</b>
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Chair of Trustees	Steve Ramsden	<a href="mailto:steve.ramsden@potentialplusuk.org">steve.ramsden@potentialplusuk.org</a>
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## 1. Purpose of the Safeguarding Policy

This policy aims to protect the children and young people supported by Potential Plus UK by providing staff and volunteers with guidance on procedures to follow when they suspect a child or young person may be experiencing, or be at risk of, harm.

In line with the Education Act 2002, Potential Plus UK safeguards and promotes the welfare of children and young people by ensuring a safeguarding culture throughout the organisation which:

- protects against maltreatment and prevents impairment of health or development
- ensures a safe environment with effective care to help them to develop to their full potential
- ensures safer recruitment practices for both staff and volunteers
- ensures staff and volunteers are skilled in recognising concerns, know who to contact for support and are equipped to deal with concerns in line with best practice
- promotes partnership working with parents and other professionals.
- takes swift action to secure the best outcomes

## 2. Scope of the Safeguarding Policy

Safeguarding is the action taken to promote the welfare of young people and to protect them from harm. It is everyone's responsibility and the scope of this policy covers trustees, staff (employees and casual workers), volunteers, and anyone working with or volunteering on behalf of Potential Plus UK.

This policy includes any child protection concern involving a member of staff or a volunteer.

### 2.1 The role of Potential Plus UK

Potential Plus UK will safeguard and promote children and young people's welfare by focusing on preventative actions.

Positive safeguarding outcomes are that children and young people are **safe** and Potential Plus UK will take reasonable steps to ensure that children and young people are safe and feel safe.

Safeguarding is not just protecting children from deliberate harm; it includes issues such as:

- Health and safety
- Referring for early help
- Bullying including cyber bullying
- Internet safety
- Racist abuse, harassment and discrimination
- Use of physical intervention
- Meeting the needs of children and young people with medical conditions
- Providing first aid

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- Drug and substance misuse
- Intimate care (e.g. taking children to the toilet)
- Site security
- Female genital mutilation
- Sexual exploitation
- Managing allegations against staff
- Neglect
- Emotional abuse

## 2.2 Potential Plus UK's services

The trustees, staff, casual workers and volunteers at Potential Plus UK believe that the services, events and support provided to parents/carers, professionals and the children themselves can aid the safeguarding of young people by helping young people to develop their: self-esteem, self-identity, sense of belonging, resilience, skills, such as teamwork and communication, independence.

## 2.3 Use of cameras and photographic images

Videos and photographs are used by Potential Plus UK to raise awareness and promotion. Whenever photographs or videos are taken, an 'official' photographer will be nominated and made known to parents/carers. This will be a staff member, casual worker, trustee or volunteer with a valid DBS certificate. Written consent will be sought from a parent/carer before taking an image of a child. If the 'official' photographer is using a personal device, they must inform a DSL in advance and receive written permission. A member of staff will oversee the removal of images from the device once they are uploaded to the charity's secure area. Name tags will be blurred, and images will not promote abuse or exploitation, e.g. the inappropriateness of images of children in night wear or swim wear.

## 2.4 Working with parents and carers

Potential Plus UK recognises the importance of working in positive partnership with parents and carers to ensure the welfare and safety of children and young people.

Potential Plus UK will:

- make parents/carers aware of the charity's duty of care in safeguarding and promoting the welfare of young people, including its duty to refer concerns on. This is communicated to parents/carers by making all policies available on its website and on request
- provide opportunities for parents/carers to discuss their concerns, including, safeguarding, with staff during telephone advisory appointments and at other times as appropriate
- ensure a robust, transparent complaints system for issues raised
- signpost parents/carers to other services and resources where children and young people need extra or specialist support

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- inform parents/carers when a referral will be made unless this may put the child in danger of harm when a referral will be made without contacting the parents/carers.

## 2.5 Inter-agency working

Potential Plus UK recognises its duty in the Children Act 2004 to work in partnership with other children's workforce professionals or agencies to deliver prevention-focused integrated services.

Potential Plus UK is legally required to share information with agencies to ensure children and young people receive appropriate services. This information could relate to trustees, staff, casual workers, volunteers or others working with the charity. There may also be occasions when the sharing of information relates to the family itself or others connected to the family.

Potential Plus UK will liaise with Milton Keynes Multi Agency Safeguarding Hub (MASH) for safeguarding advice wherever there are any concerns or issues relating to safeguarding practice or individual child protection matters.

## 3 Child Protection

### 3.1 The role of Potential Plus UK

Child protection is part of safeguarding and deals with specific concerns about harm to individual children and young people. There are statutory procedures to deal with child protection concerns and it is essential that any settings we work in and organisations we work with are familiar with these and able to implement them.

Potential Plus UK will refer to and use resources on Milton Keynes Safeguarding Partnership <https://www.mktogether.co.uk/>

Potential Plus UK will carry out the following:

- Identify any child protection concerns and refer that child on via the MASH
- Identify a Senior DSL to lead the responsibility for all child protection issues
- Ensure staff, trustees, casual workers and volunteers are aware of their responsibilities and receive adequate training to enable them to carry out their role effectively.

### 3.2 Role of the Designated Safeguarding Leads

The Chief Executive is the Senior Designated Safeguarding Lead with overall responsibility for child protection. There are one or more Deputy Designated Safeguarding Leads. Their roles are to:

- attend Designated Lead safeguarding training every two years
- review and quality assure policy and procedures, including the management of records
- provide annual training for identified staff and ensure comprehensive induction for new staff
- provide advice and guidance to staff and volunteers on child protection issues
- Link with other agencies (MASH, or the child's Local Safeguarding Children Board)

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### 3.3 Child protection procedures

The following procedures set out the actions Potential Plus UK will take if there are child protection concerns regarding children and young people.

#### 3.3.1 Recognition

- All staff and volunteers have a responsibility to identify children suffering from abuse or neglect and to ensure that concerns are reported to the Senior DSL and/or Deputy DSL.
- Staff and volunteers should refer to the appendix 1 for a full definition of significant harm and indicators that *may* suggest a child may be at risk of suffering significant harm.
- Seek advice from the Senior DSL and/or Deputy DSL if they are unsure about the risk.

#### 3.3.2 Dealing with disclosures

If a child discloses to a member of staff or a volunteer that they are being abused or are at risk of abuse, the member of staff, casual worker, trustee or volunteer must:

- Listen without displaying shock or disbelief and take seriously what the child is saying.
- Allow the child to talk freely to tell their story; avoid asking direct questions.
- Not promise confidentiality. Explain why the information must be passed on, to whom and what will happen next. Parents should be made aware of the duty to share information.
- Reassure them that what happened is not their fault and they were right to tell someone.
- Not pass judgement or criticise the alleged perpetrator.
- Make a formal record and pass this on to the Senior DSL or Deputy DSL.
- If the child is in immediate danger, contact the DSL before completing the Safeguarding Form.

#### 3.3.3 Referral

- If a child is at risk of suffering significant harm, there is a legal duty to share this information with MASH (or other Local Authority) and make appropriate referrals.
- A decision referring a child via MASH will be made by the Senior DSL or Deputy DSL.

#### 3.3.4 Attendance at child protection conferences and core groups

The DSL will liaise with MASH (or other Local Authority) to ensure that all relevant information held by Potential Plus UK is provided during any child protection investigation and ensure that Potential Plus UK is represented at child protection conferences and core group meetings:

- Where possible, a member of staff or volunteer who knows the child best will attend
- If that is not possible, the Senior DSL or Deputy DSL will attend
- If attendance is not possible, the Senior DSLs will provide a report prior to the meeting.

### 3.4 Monitoring

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Where a child is the subject of a Child Protection Plan and Potential Plus UK is asked to monitor their participation and welfare, for example at events or branch activities, as part of this plan:

- Monitoring will be carried out by the relevant staff member or volunteer branch committee officer in conjunction with the Senior DSL
- All information will be recorded and shared at each conference and core group meeting

### 3.4.1 Records

- All incidents, disclosures or signs of neglect or abuse should be recorded on Potential Plus UK's Safeguarding Form and include a note of any action taken.
- Child protection records are highly confidential and will be kept electronically in a secure Safeguarding folder. with access restricted to the Safeguarding Team.
- The Senior DSL is responsible for central record keeping and must be vigilant for patterns emerging and any repeated incidents.
- The Senior DSL is responsible for ensuring that accurate records are well-organised, fit for purpose and up to date.
- Potential Plus UK will follow the Milton Keynes Together recommendation that child protection records are kept until the child leaves education or for a period of at least 10 years from the date of any incident/last incident if that is longer. Files can be scanned and saved electronically, and hard copies disposed of securely as confidential waste.

### 3.4.2 Confidentiality and information sharing

- Safeguarding ALWAYS overrides confidentiality; the welfare of the child is paramount.
- All information obtained about a child and their family is confidential. It can only be shared with other professionals or agencies with the family's consent or if there are concerns about safety.
- If the child is under 12, consent to share information about them must be obtained from their parents/carers. Young people aged 12 to 15 may give their own consent if they have sufficient understanding of the issues. Once aged 16 and over, they are able to give their own consent.
- Where appropriate, parental consent to making a child protection referral should be sought but if withheld, the referral must still be made, and parents made aware of this.
- Parental consent to a referral need not be sought if seeking consent is likely to cause further harm to the child, or if the child is a flight risk.
- Only relevant information should be shared, and only to those professionals who need to know. Staff and volunteers should consider the purpose of sharing and remind recipients that the information is confidential and only to be used for the stated purpose.
- The DSL can advise on confidentiality or information sharing concerns or difficulties.

## 3.5 Safe environment

### 3.5.1 Safer recruitment

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Potential Plus UK recognises that safer recruitment practices are an essential part of creating a safe environment and will ensure that staff and volunteers working for and with Potential Plus UK are suitable to do so and do not pose any kind of risk. To do this, we will ensure that:

- Extensive checks are made on applicants for all positions, including voluntary and support roles. Work for Potential Plus UK will not start until all checks have been satisfactorily completed. For employees, this includes the receipt of at least 2 references and an investigation of any gaps in employment history.
- The Chief Executive has day-to-day responsibility for recruitment. The Safeguarding Trustee will keep an overview of recruitment practices and ensure checks are carried out.
- Recruitment panels for staff and those casual workers who will come into contact with children will include one person who has completed safer recruitment training in the last 5 years.
- The recruitment interview will include at least one safeguarding question.
- Anyone in regular and/or unsupervised contact with children will have an Enhanced Children's Barred List DBS check in the last 3 years and we encourage use of the update service.
- All activity providers at events and in the branches who have regular and/or unsupervised contact with young people have an enhanced DBS check within the last 3 years. If not, they will be accompanied by an employee, casual worker, trustee or volunteer with an enhanced DBS check for a one-off activity.
- The Chief Executive will seek evidence from third-party providers of their safeguarding policies, then risk assess according to the nature of the proposed contact with the young people.

### 3.5.2 The Single Central Record (SCR)

The Chief Executive maintains the SCR of all employees, casual workers, trustees and volunteers. The SCR identifies those who come into regular and/or unsupervised contact with young people, as well as those who access identifying information, states who must complete safeguarding training annually and includes information that:

- An identity check against a photo ID has been completed
- If the individual holds a valid DBS certificate, and that a check has been made to establish that they are not barred from regulated activity relating to children (the enhanced DBS check currently includes this Children's Barred List)
- If the individual does not hold a valid DBS certificate, that an enhanced Children's Barred List criminal record certificate has been obtained
- Proof of successful completion of essential qualifications has been obtained
- The date when each check was completed or the certificate obtained
- Further checks have been made if a person lived outside the United Kingdom, e.g. a Certificate of Good Conduct.
- If an individual does not come into contact with children or young people, nor has access to identifying information, this will be noted in the SCR.

In addition, when recruiting staff from overseas:

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- check, copy, validate and keep on file the applicant's identity and immigration status i.e. the right to work in the UK from their passport
- make enquiries in the country of origin, as far as possible
- make extensive enquiries of referees, including previous and recent employers.

### 3.6 Volunteers

The Chief Executive will ensure that:

- recruitment of volunteers adheres to safer recruitment practices and that they are subject to all the checks listed in 3.5.2
- volunteers in contact with children at events and elsewhere must be DBS checked unless supervised by a member of Potential Plus UK staff, casual worker, trustee or another volunteer or activity leader who is appropriately DBS checked
- they are competent to carry out the duties assigned to them
- they are only assigned duties that are suitable to their qualifications and experience
- they are provided with appropriate access to support from Potential Plus UK head office
- they are fully inducted in relation to all relevant Potential Plus UK policies and procedures
- parents/carers accompanying their own children to activities or who help at specific one-off events and are not left unsupervised with children, are not required to have a DBS check.

### 3.7 Staff

#### 3.7.1 Induction and training

The Chief Executive will determine which members of staff, volunteers, casual workers and trustees need to be made aware of Potential Plus UK's Safeguarding Policy and procedures and understand their role in implementing these.

The Chief Executive will ensure that all identified staff receive annual safeguarding and child protection training in line with Milton Keynes Together guidance. Key elements of training include:

- Identification of the signs and symptoms of abuse and risk factors
- Relevant legislation and guidance, and national and locally agreed procedures
- Potential Plus UK's own procedures
- Managing disclosures
- Recording and referral processes
- Information sharing and confidentiality
- Working with parents
- Whistleblowing

#### 3.7.2 Conduct and safe practice

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Staff and volunteers must set a good example to young people through their own conduct and behaviour. Potential Plus UK aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and appropriate boundaries.

Employees, casual workers and volunteers will receive a sheet outlining their safeguarding and child protection responsibilities with details of actions if any concerns arise, the contact details of the Senior and Deputy DSLs good practice to maintain appropriate boundaries in both face to face and online situations. A signature to confirm receipt will be required before working or volunteering.

### 3.7.3 Restrictive physical intervention

It is Potential Plus UK's policy to use restrictive physical intervention only in line with the MK Together Restrictive Physical Intervention Policy. <http://mkscb.procedures.org.uk/ykpyp/assessing-need-and-providing-help/additional-practice-guidance/restrictive-physical-intervention-policy>

## 3.8 Allegations against staff and volunteers

**Statutory guidance** requires that the LADO should be contacted when an allegation is made against anyone who is in the position of trusted adult with children or young people within one working day. The LADO **must** be contacted whenever it is suspected or alleged that a trusted adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child, or
- behaved towards children in a way that indicates they may pose a risk of harm to children.

An allegation against the Chief Executive should be made directly to the Safeguarding Trustee.

If an allegation is made against a member of staff or volunteer, Potential Plus UK will follow guidance from Milton Keynes Together <https://mkscb.procedures.org.uk/> which covers allegations against people who work with children and young people in any capacity, paid or unpaid, volunteers, casual, via an organisation or self-employed. It also covers people who have contact with young people, but are not employed directly to work with them, such as helpers at an event or caretakers in a setting.

If the LADO is not available, contact the Milton Keynes MASH <https://www.milton-keynes.gov.uk/children-young-people-families/milton-keynes-multi-agency-safeguarding-hub-mash>

The guidance should also be followed if it becomes known that an individual who is involved with children in any of capacity has, in their personal life, acted in a way that may have caused harm to a child as it may raise potential concerns about them in a professional capacity.

The LADO is responsible for:

- Advising, informing and guiding employers and voluntary organisations around allegations and concerns about paid and unpaid workers and recommending a referral as appropriate.

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- Convening and chairing a Strategy Meeting if the allegation requires investigation by police and/or social care.
- Managing and overseeing individual cases from all partner agencies.
- Ensuring the child's voice is heard and that they are safeguarded.
- Ensuring there is a consistent, fair and thorough process for all adults working with children and young people against whom an allegation is made.
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible.

The LADO will decide whether there is a need for a **Strategy Discussion** if there are sufficient grounds to believe a child has suffered or is likely to have suffered significant harm. The Strategy Discussion will decide whether enquiries should be made under the S47 Children Act 1989. The Strategy Discussion may take place by telephone where appropriate, e.g. expediency.

There may be three strands of enquiry in the consideration of an allegation:

- A police investigation of any possible criminal offence.
- Children's Social Care assessment about whether a child needs protection or services.
- Consideration by an employer of disciplinary action with respect to the individual.

The LADO (or MASH) will provide advice, immediate **management action to ensure the protection of child(ren) from harm, the responsibility rests with the Chief Executive / Chair of Trustees** and does not have to wait until a Strategy Meeting. This may include temporarily removing the alleged perpetrator/named adult from their role, through suspension if necessary.

The LADO (or MASH if the LADO is unavailable) can be consulted to discuss any issues in relation to managing allegations against people who work with children and to assist if you are uncertain whether the criteria for LADO involvement are met.

(See contact details in Appendix 3 below).

### 3.9 Whistleblowing

Potential Plus UK recognises that there may be circumstances where staff, volunteers and young people feel unable to raise concerns about incidents of malpractice within the organisation as they have reasonable doubt that these would be dealt with adequately. All staff and volunteers have a legal duty to raise concerns where they feel individuals or organisations are failing to safeguard and promote the welfare of children. Where it is not possible to raise concerns within Potential Plus UK, staff and volunteers may discuss and report concerns via Milton Keynes Together

(See key contacts in Appendix 3 below).

### 3.10 E-Safety

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All safeguarding and child protection strategies in this document apply equally to online safety. The DSLs will keep up to date with e-safety issues and provide advice and support to staff, volunteers and families accessing Potential Plus UK's services and events online.

Online workshops and discussions must be via invite only, using a waiting room to control access. If the online platform has a chat facility, the profanity block must be in use.

Facilitators and participants should minimise the risk of providing images or information which might identify the whereabouts of the young person, e.g. a school uniform or being in a location which is easy to identify. It is the facilitator's and/or host's role to ensure the background is appropriate when using video and to identify and rectify participants' inappropriate backgrounds.

Permission to record or take screenshots must be sought in the same way as for face-to-face recordings and photography.

## 4 Monitoring and Reporting

To monitor and report compliance with this policy, Potential Plus UK will follow these steps:

- The Senior DSL and Safeguarding Trustee will review this policy annually and refer it to the full board of trustees for agreement and adoption
- Annually issuing this policy and related documents to all volunteers, Trustees and staff acting on our behalf and requiring them to sign a declaration that they have read the policy, sought clarification if required and feel confident they know the steps to take should a concern arise.
- Inducting new staff, casual workers, trustees and volunteers and assessing and promptly delivering training to meet their needs in relation to this policy.
- Using the Single Central Record to monitor compliance with safer recruitment practices, DBS checks and Barred List checks.
- The Senior DSL monitoring referrals and quality assuring actions taken and reports written, keeping a record of all incidents coming to their attention.
- Including this policy on Potential Plus UK's website and any other online sites that it has responsibility for.
- Sharing this policy with all families taking up services, e.g. assessments, activities and events both face-to-face or online and at branch activities and events
- Confidential records of any safeguarding or child protection concern or incidents will be held securely by the Senior DSL
- Information on each concern will be shared between DSLs if needed, e.g. with the branch DSL
- Information on each concern or incident will be shared with the Safeguarding Trustee
- Reporting to the board of trustees on safeguarding at every board meeting so trustees identify problems or weaknesses in the policy or procedures and to amend these as necessary.
- Sharing lessons learnt and reporting to key stakeholders, e.g. DSLs and volunteers

## 5 Training

The Chief Executive is responsible for ensuring that appropriate training is carried out and within the time frames in this policy and for keeping a record of required training:

- Senior DSL and Deputy DSLs must complete DSL training every 2 years
- Employees, casual workers, trustees and volunteers in regular contact with children or young people must complete child protection and safeguarding training annually. All other organisational individuals should complete the training.
- Recruitment panel: at least one member of any recruitment panel must have successfully completed safer recruitment training in the past 5 years.

## 6 Roles and Responsibilities.

### 6.1 Milton Keynes Children and Families Services

As our head office is in Milton Keynes, we develop policies and procedures in line with guidance from Milton Keynes Council and Families Services. This is who we would turn to for advice regardless of where the child lives or where we have come into contact with them. This includes guidance on dealing with allegations against members of staff and volunteers,

At the same time, the Local Safeguarding Children Board (LSCB) at the Local Authority relevant to the family would also be alerted as appropriate.

### 6.2 Board of Trustees

The board of trustees will ensure that:

- safeguarding policies and procedures are consistent with those of Milton Keynes Safeguarding Children Board, MK Together <https://www.mktogether.co.uk/> - and that these are regularly monitored, reviewed and updated where necessary
- procedures for whistleblowing are clearly signposted
- appropriate safer recruitment practices are in place
- there is a nominated Safeguarding Trustee and a Senior DSL who reports directly to the board of trustees on the implementation of safeguarding and child protection policies
- parents/carers and schools are made aware of safeguarding policies and procedures
- all staff and volunteers receive safeguarding information and training at induction, and this is updated annually for those in contact with children
- action is taken to address any weaknesses in child protection or safeguarding policy
- other adults or organisations working with children on behalf of Potential Plus UK have appropriate safeguarding, child protection policies and procedures in place

### 6.3 Chief Executive

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The Chief Executive will ensure that:

- staff, casual workers, trustees and volunteers are fully aware of our safeguarding and child protection policies and that these policies are fully implemented
- sufficient time, resources and support is given to Senior and Deputy DSLs to carry out the role
- staff are released to attend safeguarding training, conferences and professional meetings to discuss potential safeguarding issues concerning children and young people
- safer recruitment practice is followed in all cases whenever recruiting paid staff and casual workers or unpaid volunteer posts
- a safe environment for staff, casual workers, trustees, volunteers, parents and children and young people to raise concerns about poor or unsafe practice
- appropriate action is taken and the Milton Keynes LADO is informed whenever an allegation is made against a member of staff, casual worker, trustee or a volunteer.

## 6.4 Staff and Volunteers

Safeguarding is the responsibility of everyone coming into contact with young people. All Potential Plus UK staff and volunteers will follow this policy to:

- confirm in writing that they have received, read and understood this safeguarding policy
- take appropriate action when an allegation is made against a member of staff or volunteer
- take appropriate action if they have a concern about a child or young person

## 7 Related Standards, Policies and Processes

Relevant standards, policies or processes include:

MK Together Partnership Handbook 2020/21 <https://www.mktogether.co.uk/wp-content/uploads/2020/06/MK-Partnerships-Handbook-2020-FINAL.pdf>

Department for Education Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### 1. Revision History

Version	Date Approved	Approved by	Owner:	Author	Summary of Change	Review Date
20200922	22 Sept 2020	Board of Trustees	Board of Trustees	Julie Taplin & Joy Morgan	Updates on use of cameras & photographic images; training requirements; safe recruitment; e-safety; application of the policy to online activities.	September 2021
20210928	28 Sept 2021	Board of Trustees	Board of Trustees	Julie Taplin & Joy Morgan	Casual workers and trustees included at all points	September 2022

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20210929	20 Sept 2022	Board of Trustees	Board of Trustees	Julie Taplin & Joy Morgan	Deputy DSL Tracy Morsbach; new report form	September 2023
20230919	19 Sept 2023	Board of Trustees	Board of Trustees	Julie Taplin & Joy Morgan	SG Team update; Greater Manchester branch removal; added company details, removal of duplication, notes on completing SG report	September 2024
20240923	23 Sept 2023	Board of Trustees	Board of Trustees	Julie Taplin & Joy Morgan	SG Team update; clarification of roles and training needs	September 2025

## Appendix 1: CHILD PROTECTION – DEFINITIONS AND INDICATORS

**Safeguarding and promoting the welfare of children** is the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring children grow up with the provision of safe, effective care and taking action to enable children to have the best outcomes.

**Child protection** are processes to protect children identified as suffering or being at risk of suffering significant harm.

### Types of abuse and neglect

All Potential Plus UK employees, casual workers, trustees and regular volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

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

**Emotional abuse:** the persistent emotional maltreatment which causes severe and adverse effects on emotional development. It may involve conveying that a child is worthless or unloved, inadequate, or valued only if they meet another’s needs. It may include not providing opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature imposing age or developmentally inappropriate expectations or interactions beyond their developmental capability. It may include overprotection and limiting exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying) causing fear or feeling in

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danger, or their exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence and applies even if the child is not aware of what is happening. Activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include non-contact activities, e.g. involving children in looking at, or producing, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women and other children also commit sexual abuse.

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

**Possible indicators of abuse and neglect** N.B this is not an exhaustive list

<b>Neglect</b>	<ul style="list-style-type: none"> <li>• Inadequate or inappropriate clothing</li> <li>• Appears underweight and unwell and seems constantly hungry</li> <li>• Failure to thrive physically and appears tired and listless</li> <li>• Dirty or unhygienic appearance</li> <li>• Frequent unexplained absences from school/setting</li> <li>• Lack of parental supervision</li> </ul>
<b>Physical abuse</b>	<ul style="list-style-type: none"> <li>• Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury</li> <li>• Injuries in unexpected places or that are not typical of normal childhood injuries or accidents</li> <li>• High frequency of injuries</li> <li>• Parents seem unconcerned or fail to seek adequate medical treatment</li> </ul>
<b>Sexual abuse</b>	<ul style="list-style-type: none"> <li>• Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child’s age/stage of development</li> <li>• Sexual risk-taking behaviour including involvement in sexual exploitation/older boyfriend</li> <li>• Continual, inappropriate or excessive masturbation</li> <li>• Physical symptoms such as injuries to genital or anal area or bruising, sexually transmitted infections, pregnancy</li> <li>• Unwillingness to undress for sports</li> </ul>
<b>Emotional abuse</b>	<ul style="list-style-type: none"> <li>• Developmental delay</li> <li>• Attachment difficulties with parents and others</li> <li>• Withdrawal and low self-esteem</li> </ul>

<b>Indirect indicators of abuse and neglect</b>	<ul style="list-style-type: none"> <li>• Sudden changes in behaviour</li> <li>• Withdrawal and low self-esteem</li> <li>• Eating disorders</li> <li>• Aggressive behaviour towards others</li> <li>• Sudden unexplained absences from school/setting</li> <li>• Drug/alcohol misuse</li> <li>• Running away/going missing</li> </ul>
<b>Parental attributes</b>	<ul style="list-style-type: none"> <li>• Misusing drugs and/or alcohol</li> <li>• Physical/mental health or learning difficulties</li> <li>• Domestic violence</li> <li>• Avoiding contact with school/setting and other professionals</li> </ul>

## Appendix 2: SAFEGUARDING / CHILD PROTECTION REPORT FORM

The Safeguarding Report Form can be found here

<https://potentialplusuk.sharepoint.com/:w:/r/Shared%20Documents/Policies/Safeguarding/Record%20of%20Safeguarding%20Concerns%20Master%20to%20Use.docx?d=w804004df79f64a319ccab0d57d81d4ba&csf=1&web=1&e=mu9TUD>

### Notes on completing the form

The most important thing is to make the referral. The below are guidelines to help you.

**Check:** if I had to hand this referral to a court of law, a school or parent, is it factual and free from opinion, inference or interpretation?

- Highlight, make bold or underline the multiple-choice aspects of the form
- Be concise; use bullet points
- Be factual; include what you saw or heard only
- Write down what was said with no interpretation, e.g. ‘Dad said, “Mum doesn’t give them any boundaries”’ needs the ‘Dad said’ as it is his opinion and we do not know if it’s true
- Don’t speculate about medical reasons/diagnoses for comments or behaviours

## Appendix 3 – KEY LOCAL AUTHORITY CONTACTS

NAME	ORGANISATION	E-MAIL & TEL NO.
Jo Clifford LADO	Milton Keynes Local Authority Designated Officer (LADO)	<a href="mailto:jo.clifford@milton-keynes.gov.uk">jo.clifford@milton-keynes.gov.uk</a> 01908 254306 <a href="mailto:lado@Milton-keynes.gov.uk">lado@Milton-keynes.gov.uk</a> 01908 254300

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		<a href="https://www.milton-keynes.gov.uk/children-young-people-families/children-s-social-care/the-role-of-the-lado-local-authority-designated-officer">https://www.milton-keynes.gov.uk/children-young-people-families/children-s-social-care/the-role-of-the-lado-local-authority-designated-officer</a>
MASH	Milton Keynes Multi Agency Safeguarding Hub MASH	Monday to Thurs 9-5pm and Fri 9-4.30pm 01908 253169/70 Emergency Social Work Team (out of hours) 01908 265545 <a href="mailto:children@milton-keynes.gov.uk">children@milton-keynes.gov.uk</a>
CAIU (Child Abuse Investigation Unit)	Thames Valley Police	CAIU (Child Abuse Investigation Unit)01908 276140
Rachel Mahon	Prevent Team at Thames Valley Police	<a href="mailto:PreventReferrals@thamesvalley.pnn.police.uk">PreventReferrals@thamesvalley.pnn.police.uk</a>

## Appendix 4 – RADICALISATION AND EXTREMISM

### Definitions

1. **Extremism** is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.
2. **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
3. **British Values** are democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### Legal Framework / Statutory Duties

The duty to prevent children and young people being radicalised is set out in the documents:

- Counter Terrorism and Security Act 2015
- Keeping Children Safe in Education 2015
- Prevent Duty Guidance 2015
- Working Together to Safeguard Children 2015

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Potential Plus UK has a statutory duty under the Counter Terrorism and Security Act 2015 to prevent children from being drawn into extremism.

Staff and volunteers have a responsibility to help children understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of the terrorist ideology and to learn how to challenge these ideas. The 2014 Government extremism task force identified risks around radicalisation within educational institutions and Prevent is actively used at Potential Plus UK to protect children and ensure they are taught in a way consistent with the law and British values.

Staff have a responsibility to:

- assess the risk of any child being drawn into terrorism and report any incidents or indication that a child may be at risk from radicalisation (including topics such as hate crime, racism, bullying, online safety and extreme political views)
- record and report any suspicions to the Chief Executive
- ensure children are safe from terrorist and extremist material when accessing the internet at events and branch activities.

## **Ethos**

Potential Plus UK has a zero-tolerance approach to extremist behaviour for all members of its community. We rely on our strong values to steer our work and ensure the pastoral care of our children protects them from exposure to negative influences.

At Potential Plus UK we ensure that through our vision, values, relationships and work we promote tolerance and respect. The Board of Trustees ensures that this ethos is reflected and implemented effectively through policy and practice and that there are policies in place to safeguard and promote the general welfare of the children.

All members of the organisation's community have the right to learn and work in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour.

## **Signs of vulnerability**

There are no known definitive indicators that a young person is vulnerable to radicalisation but there are number of signs that increase the risk. All staff and volunteers will receive training on how to spot signs of vulnerability and as well how to recognise signs of extremism.

Signs of vulnerability include:

- underachievement
- being in possession of extremist literature
- poverty
- social exclusion
- traumatic events
- global or national events

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- religious conversion
- change in behaviour
- extremist influences
- conflict with family over lifestyle
- confused identify
- Victim of, or witness to. race or hate crimes
- rejection by peers, family, social groups or faith

## Early indicators of radicalisation or extremism

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others.

## Referral Process

All concerns must follow the agreed methods for reporting safeguarding concerns, i.e. informing a DSL immediately using the Safeguarding Report form.

## Related Policies

- E-Safety and Internet Use Policy
- Equality Opportunities Policy
- Whistle-blowing Policy

## Appendix 5 – FEMALE GENITAL MUTILATION (FGM)

FGM (also known as cutting) is a cultural practice which is recognised as harmful. The definition covers any deliberate injury of alteration to genital organs for non-medical reasons. There is no religious justification for FGM, although communities who practise FGM often state there is. There are no health or medical reasons for this procedure. It is not the same as male circumcision.

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Female circumcision may have life-threatening complications both at the time of FGM and in later life. The psychological trauma that girls go through often stays with them for the rest of their lives. This may lead to post traumatic stress, feelings of incompleteness, confusion, betrayal and depression.

The types of FGM practised is different in each community. As people have migrated, they have taken the practice with them but also adopted local practices so it has changed and continues to change. The practice shows a deep-rooted inequality between sexes and extreme discrimination. It is led and practised by the women within the society.

FGM violates a number of human rights: equality and non-discrimination on the basis of sex: rights to health, security and physical integrity; the right to be free from torture and cruel, inhuman or degrading treatment; and the right to life when procedure results in death. It is a form of violence against females and a form of child abuse.

### **Female Genital Mutilation Act 2003**

- It is illegal for it to happen within the UK
- It is illegal to take a British citizen abroad to have it happen
- It is illegal to assist in the process or to enable a girl to do it to herself

### **Indicators**

Indicators are difficult in situations that do not include regular contact (as with Potential Plus UK), but some indications that FGM has happened could include:

- Spending long periods of time in toilets during the day with bladder or menstrual problems
- Emotional and psychological issues e.g. withdrawal, depression etc

If you suspect a child is about to be subjected to FGM or taken abroad for FGM, report it using the Safeguarding Report Form. If the act is deemed to be imminent, contact a DSL immediately.

## **Appendix 6: CHILD SEXUAL EXPLOITATION**

### **Five key indicators**

- Going missing
- Associating with older people to the exclusion of usual friends
- Not attending school
- Breaking away from family and friends
- Being in possession of new expensive items, e.g. mobile phones, laptops, clothing

### **MODELS OF EXPLOITATION**

#### **1. Boyfriend model**

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The abuser, often of a similar age, develops a relationship with the young person who believes they are entering a normal relationship. Usually, the abuser will shower them with gifts moving onto alcohol and drugs, then persuading the young person to 'do them a favour' by paying back a debt to a third person using sex. There are often several victims who do not know of each other.

## **2. Organised model**

This is organised/networked sexual exploitation or trafficking. Young people are passed through networks, possibly over geographical distances, between towns and cities where they may be forced into sexual activity with multiple men. Often this occurs at 'sex parties', and the young people may also be used to recruit others into the network. Some of this activity is described as serious organised crime and can involve the organised 'buying and selling' of young people by abusers.

## **3. Inappropriate relationship model**

The abuser will have power over the victim: age difference, money or access drugs or drink.

## **4. Gang related**

Gangs are groups of young people with a discernible structure, territory, distinctive beliefs, values, attitudes and behaviours. The gang may offer inclusion and protection to socially disadvantaged young people, it is primarily concerned with crime (often drug-related) and violence (often armed and occasionally lethal). Most gang affiliates are young men, but young women may be involved, usually as partners of the young men or 'links' (someone with whom to have casual sex).

## **Action**

Complete the safeguarding form and alert a DSL.