



SAFEGUARDING CHILDREN POLICY & PROCEDURES

Safeguarding Statement and Mosaic's Commitment

"The Welfare of the Child is Paramount"

At Mosaic we believe that the safety and welfare of children & young people is of the utmost importance. It is the duty of all staff & volunteers to be actively involved in the safeguarding of children and to be alert to the possibility and signs of abuse.

Mosaic will seek to ensure that this Safeguarding Policy and Procedure adheres to the Equality, Diversity and Inclusion policy whereby there is a commitment to equality of opportunity for all and no individual will be discriminated against in recruitment, training or the planning and delivery of any of our activities.

Safeguarding children is everyone's responsibility.

Mosaic recognises its moral and statutory responsibility to safeguard and promote the welfare of all children and young people. All Staff, Counsellors, Trustees and Volunteers will provide a caring, positive and safe environment for every child and young person. We will ensure that all adults who have contact with children through Mosaic have been properly vetted and deemed suitable to work and support children. We will also ensure that all adults who have contact with children have been trained to undertake their safeguarding responsibilities effectively.

This policy has been adopted by the Board of Trustees of Mosaic in line with:

- f Local Safeguarding Partnerships of Dorset and BCP
- The Children Acts 1989 and 2004
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (1 September 2025)
- Safer Recruitment Consortium guidance
- What to do if you are worried a child will be abused (Advice for Practitioners 2015)
- Mosaic's own Safer Recruitment and Equalities Procedures

Definition of Safeguarding

The safeguarding of children is the protection of those (under 18) who have suffered from, or may be at risk of:

- Physical injury
- Neglect
- Emotional
- Sexual abuse and exploitation.

Full definitions of these types of abuse and the specific examples below may be found in appendix 1

Designated Safeguarding Lead (DSL)

The Chief Executive Officer has the designated responsibility for Safeguarding Children, as appointed by the Trustees. In their absence, the Senior Therapist acts as the Deputy DSL and assumes the lead responsibility for safeguarding children. Additionally there may be a deputy DSL for off-site activities who can liaise with the DSL at Mosaic. Anyone who has a safeguarding concern about a child should contact them on 01258 837071 as soon as possible.

The DSL will:

- support the practitioner who has the concerns, to refer directly to the Local Authority referral hub covering the address of the child.
- be responsible for co-ordinating action within Mosaic on child protection issues.
- ensure that all staff & volunteers are familiar with this Policy and Procedures;
- raise awareness about child protection and arrange initial and refresher training as appropriate.

Recognition of a Safeguarding Concern

The first indication of concern about a child's welfare is not necessarily the presence of an injury.

Concerns may be aroused by:

- Bruises, bite marks, burns/scalds, scars or fractures on a child's body.
- Remarks made by the child, another child, a parent or another adult.
- Observations of the child/young person's behaviour or reactions.
- Unexplained changes in behaviour or personality.
- Evidence of disturbance or explicit detail in a child's play, drawing, writing or conversation.
- Evidence of anxiety, self-harm [including eating disorders] or declining mental health

- Neglect - where lack of due care for a child/young person is creating significant risk to their health & well-being.
- Observations when in the family home (at initial assessment) – e.g. Evidence of excessive alcohol consumption or concerns regarding possible domestic violence.
- Awareness of access to inappropriate internet content.
- Any concerns about bullying where there is a “reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm” (Children Act 1989). This includes cyber, racist, homophobic and gender related bullying.

Any concerns regarding a young person, including in the specific examples below, will be raised with the DSL who will advise on the best course of action including informing the LADO and/or making onward referral. For children living within the jurisdiction of the BCP Council, this will be the Children's First Response Multi-Agency Safeguarding Hub (MASH); for those under Dorset Council this will be the Dorset Family Support Advice Line.

Specific examples of abusive practices known to be more prevalent or recently more recognised.

1. Online Safety and Social Networking

Mosaic Staff, Volunteers and Counsellors should be alert to the possibility of a child being exposed to Internet Abuse. This relates to four primary areas of abuse to children.

- Sharing and production of abusive images of children (although these are not confined to the internet);
- A child or young person being groomed online for the purpose of Sexual Abuse;
- Exposure to pornographic images and other offensive material via the internet ; and
- The use of the internet, and in particular social media sites, to engage children in extremist ideologies or to promote gang related violence.

Where the abuse is intended to result in serious physical, emotional or psychological harm this may reach the criminal threshold and the advice of the LADO will always be sought.

All Mosaic Staff, Volunteers and Counsellors must additionally be aware of their responsibility to protect children and young people when using the internet and social media and should have read the Online Safety Policy Statement. This includes:

- Understanding the safety aspects – including what is acceptable and unacceptable behaviour for staff and children when using websites, social media, apps and other forms of digital communication.
- Any posts or correspondence will be consistent with Mosaic’s aims and values.
- Parents will need to give permission for photographs or videos of their child to be posted on social media.

- All Mosaic's accounts and email addresses will be appropriate and fit for purpose.
- Mosaic will regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are in line with Mosaic's organisational and LSCB procedures.

2. Children with SEND and additional needs

Children with special educational needs and disabilities (SEND) are more likely to be abused by someone in their family or someone they know compared to other children. They face additional safeguarding challenges including:

- Communication barriers
- Increased vulnerability to abuse and exploitation
- Difficulty in understanding and reporting abuse

Mosaic is committed to ensuring that safeguarding procedures are adapted to meet the specific needs of SEND children. Staff must take extra care to identify and respond to safeguarding concerns involving SEND children.

3. Peer on Peer Abuse

Peer on Peer Abuse is the consistent and deliberate actions of one or more members of a peer group which are designed to hurt the person to whom they are directed. Children can be vulnerable to abuse by their peers; this must be taken as seriously as abuse by adults and be subject to the same child protection procedures. Peer on peer abuse includes sexual harassment and may occur in schools, colleges and at any Mosaic session or event. All staff, therapists and volunteers must act on their concerns as they would for any other type of abuse. In all cases the DSL must be informed of any concerns relating to peer on peer abuse and will provide support in assessing risk and, when appropriate, informing the LADO.

4. Child Sexual Abuse (CSA) within the family environment

CSA which takes place within family environments often remains hidden and is the most secretive and difficult type of abuse for children and young people to disclose. It may be particularly difficult to disclose abuse by a sibling. Where there has been a disclosure or there is suspicion of CSA, the DSL should always be informed and support given on planning the next steps.

5. Child Exploitation (CE, CSE, CCE)

Child exploitation (CE) includes both sexual (CSE) and criminal (CCE) exploitation. CE is also known as County Lines. CE, CSE and CCE are interlinked.

CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants (including wants to avoid), and/or (b) for the financial advantage or increased status of the perpetrator. The victim may have been sexually exploited even if the sexual activity appears consensual.

There is no clear definition of CE/CCE, however, generally CE/CCE issues would describe:

- Extreme violence including cutting, stabbings, beatings, rape, coercion and control; involvement in armed robberies and anti-social behaviour
- Grooming of girls and boys for sexual activities including paying off debts, filming of the sexual activity to be used against them in the future, gang rape, images posted online as a form of revenge or punishment or blackmail.

Any concerns that a child/young person is being, or is at risk of and of these forms of abuse should be reported immediately to the DSL. Mosaic staff and volunteers should be aware that a child is often not able to recognise the coercive nature of the abuse and may not see themselves as a victim.

It is recommended that all Mosaic therapists will have undertaken, at the very least, training in "Basic Awareness of CE/CSE" e.g. NSPCC.

6. Missing Children

Where there are concerns that a child or young person may go missing or are at risk of travelling to conflict zones, suffering female genital mutilation or being subjected to forced marriage., staff, Counsellors and Volunteers must act on their concerns as they would for any other type of abuse. In all cases the DSL must be informed, and Staff, Counsellors and Volunteers will be supported in terms of recognising and assessing risk and where appropriate informing the Local Authority Designated Officer LADO.

7. Prevent and Radicalisation

Mosaic recognises that safeguarding includes protecting children and young people from being drawn into extremism or terrorism. Concerns may arise through what a child says, online activity, changes in behaviour, or influence from others. Where staff, counsellors or volunteers have concerns that a child or young person may be vulnerable to radicalisation, they must:

- report the concern immediately to the DSL (or deputy);
- make a written record of the concern, including what was observed/heard and any relevant online content;
- follow local safeguarding partnership procedures for onward referral.

The DSL will consider the most appropriate route, which may include consultation with the Local Authority and/or referral through local Prevent/Channel arrangements, in line with the Prevent duty guidance.

Safer Recruitment

Mosaic is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and fully implements the [BCP Safeguarding Children Partnership and Dorset Safeguarding Children Partnership Procedures Manual](#) in relation to all recruitment of staff, counsellors, volunteers and trustees. After following the link to this on-line resource, click on contents tab to choose Safe Workforce which includes the section on Safe Recruitment and Employment.

- Applicants will be informed that an enhanced Disclosure and Barring Service (DBS) check will be carried out by Mosaic for the successful candidate.
- Staff can undergo training and induction whilst waiting for the checks to clear but cannot undertake any face-to-face work with children and young people until satisfactory checks have been received. **This training will include mandatory child safeguarding awareness.**
- Mosaic implements an induction process for all staff and volunteers which will include information about Mosaic's Safeguarding and child protection policies and procedures. Mosaic will promote safe practice, responsibilities and standards of conduct expected in the role and will monitor suitability of staff in accordance with these standards.
- Mosaic will ensure that a yearly safeguarding and safer recruitment self-audit is carried out in line with DSCB procedures.

The Role of Individual Staff and Volunteers

- All staff & volunteers working for Mosaic need to be alert to the possibility that a child may be the victim of abuse. Concerns about a child or young person must be discussed immediately with the DSL or their deputy so that, if necessary, a referral can be made without delay. In urgent situations where neither the DSL or their deputy is available a direct referral to the Local Authority should be made by the most senior staff member or counsellor available and the DSL informed as soon as possible.
- Individual staff or volunteers should not investigate concerns. This is the role of the statutory agencies. However, if a child does say something, it is vital to listen carefully, and record the actual wording as stated by the child / young person, so that it can be reported accurately. Guidance should be sought from a senior staff member or the DSL.
- All Mosaic Staff, Trustees, Counsellors and Volunteers working directly with children will have received safeguarding and child protection training as required. All Counsellors working therapeutically with children and young people will have completed Level 3 Safeguarding and regular updates in line with DSCB policy.



Confidentiality and Information Sharing

Information sharing is guided by the following principles

- Necessary and proportionate
 - Relevant
 - Adequate
 - Accurate
 - Timely
 - Secure
- All Mosaic Staff, Trustees, Counsellors and Volunteers will understand that child protection issues warrant a high level of confidentiality. Outside of those immediately involved, safeguarding issues should only be discussed with the DSL, or designated Safeguarding Trustee. That person will then decide who else needs to have the information and they will then disseminate it on a 'need to know' basis. Children & young people have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those who need to know should be consulted in accordance with child protection criteria.
- Mosaic adheres to the principles of the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law to provide a framework to ensure that personal information of young people and their families is secured safely and shared appropriately.
- Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe. Advice on information sharing is regularly updated and will be followed by Mosaic (currently DoE May 2024). [DfE non statutory information sharing advice for practitioners providing safeguarding services for children, young people, parents and carers](#)
- Safeguarding concerns, disclosures and actions taken will be recorded accurately and stored securely. Safeguarding records will be kept separate from general service records where appropriate and access will be restricted to the DSL, Deputy DSL and any authorised safeguarding lead or trustee on a strict 'need to know' basis. Records will include dates, factual observations, the child's words where relevant, decisions made and the rationale for those decisions. Records will be retained in line with Mosaic's retention schedule and data protection requirements. Where a child transfers to another service or provider and it is necessary for safeguarding purposes, relevant information will be shared securely in accordance with information-sharing principles and local procedures.

Useful links

[BCP Safeguarding Children Partnership and Dorset Safeguarding Children Partnership Procedures Manual](#). This manual is regularly updated and should always be consulted for more detailed advice and information. Any relevant section can be most easily found by first selecting the contents tab at the top of the page. From the home page there are links to Working Together to Safeguard Children and also a link to a dated list of amendments made to the manual which will be useful to those updating this policy

BCP Council - Children's First Response Multi-Agency Safeguarding Hub (MASH): [Children's First Response Hub for child abuse or neglect concerns | BCP](#)

Dorset Council: Family Support Advice Line: [Reporting Concerns and Continuum of Need](#)

[Criminal Exploitation and County Lines - BCP Safeguarding Children Partnership and the Dorset Safeguarding Children Partnership](#)

[Child Sexual Exploitation & How to Keep Your Child Safe | NSPCC](#)

[Criminal exploitation and gangs | NSPCC](#)

WHAT TO DO

Concern may arise from observations of the child or their surroundings (e.g. injury, behaviour, appearance and nature of play or work produced or evidence of potentially unsafe surroundings) **or** as a result of something said by the child, another child **or** an adult.

Do Not Delay

- Immediately inform the DSL or, at an outside event, the senior lead responsible for Child Protection (who may then discuss with the DSL remotely). See emergency contact numbers on page 12.
- Early referral gives more time to help the child and family before the situation becomes severe or serious and allows preventative action to be instigated for the protection of the child.
- The designated lead at an event (wherever possible, after consultation with the DSL), may consult the Local Authority and/or the Police. A flow chart of what to do and who to contact is explained further in a Referral Flow Chart (**appendix 2**).

Make Written Note

As soon as you can, write down your concerns and record the facts accurately on the Child Protection Incident Form, available from the Mosaic office (**appendix 3**). Be careful to distinguish between facts and any opinion you may have formed. If you are a professional reporting in the BCP area, you will also need to complete and inter-agency referral form. This can be found on the Dorset MASH website (see link above) These notes must be sent (via encrypted email) or given to the DSL immediately, they will help to ensure accuracy in recalling events.

Concern About What a Child or Someone Else Says

- **Listen** - do not ask questions or interrogate.
- **Remain calm** - If you are shocked, upset or angry the child will sense this and this may prevent them from talking further.
- **Reassure** - The child has done nothing wrong - tell them it is all right to talk.
- **Do not promise to keep it secret** - Tell the child that what they have said cannot be kept secret because you need to make sure they will be safe, but that you will tell someone who can help to do that.
- Offer reassurance that they will be kept safe. Explain what action will be taken and the time frame – in almost all cases this will be after discussing the next steps with the DSL and/or LADO

Remember

If in doubt, consult with senior staff members or the DSL. Do not ignore concerns, even if these are vague. **Your first responsibility is to the child.**

Contact with the Family

You should talk to the DSL, who may consult statutory agencies, who will decide on the appropriateness of speaking to the child's family. Where the worker is school based, the Head Teacher must also be consulted.

Remember workers should not investigate concerns themselves and this includes exploratory discussions with the family.

In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There may have been previous discussion with the family about sources of help (e.g. Social Care, NSPCC), but if concerns persist, there must be an immediate referral to the Local Authority.

Where there are suspicions of sexual abuse, the DSL will seek immediate advice from the Local Authority before discussing the matter with the family.

Concern About a Member of Staff or Volunteer

Allegations or concerns about a member of staff or volunteer who may be abusing a child in any way or acting inappropriately must be urgently referred to a statutory agency by a senior member of Mosaic staff within one working day. The procedures set out by the Dorset Children's Safeguarding Board in the management of allegations and risk assessments will be adhered to throughout with due regard to the rights of all parties involved in any allegation whether proven or unsubstantiated.

The nature of the service provided by Mosaic, necessitates that the majority of work is carried out by Sessional Therapists on a 1:1 basis. Following an allegation being made, to safeguard the interests of both the children and the accused worker and to minimise potential risk, that worker will cease to work directly with children, whilst an investigation is being conducted, whether the allegation eventually turns out to be proven or unfounded.

If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the DSL or Deputy DSL will be immediately informed. Before taking any action, the DSL will discuss the content of the allegation with the Local Authority Designated Officer (LADO) at the earliest opportunity by telephone to the Dorset or BCP advice and response hub as appropriate to geographical area. Where the allegation is made against the DSL or Deputy DSL the person receiving the allegation will immediately inform the most senior available trustee (normally the Chair or Deputy Chair) who will then be responsible for making the referral.

All allegations will be managed in line with the local authority's procedures for managing allegations against staff. Please refer to the section on Allegations against Staff, Carers and Volunteers in the Safe Workforce chapter of the BCP Safeguarding Children Partnership and Dorset Safeguarding Children Partnership Procedures Manual (see link above). The LADO should provide guidance in this regard.

Low-Level Concerns”

Mosaic recognises that some concerns about the behaviour or conduct of an adult working with children may not meet the threshold for a LADO referral but still need to be addressed. Mosaic encourages a culture of professional curiosity and early reporting.

A low-level concern may include behaviour that is inconsistent with the Code of Conduct, inappropriate boundaries, or conduct that causes a sense of unease.

All staff, counsellors and volunteers must:

- report low-level concerns promptly to the DSL (or deputy);
- record the concern factually, including context and any witnesses;
- not attempt to investigate beyond reporting and recording.
- The DSL will:
 - review the concern, consider any pattern of behaviour, and decide appropriate action;
 - keep a confidential record of low-level concerns and outcomes; and
 - escalate to LADO and/or statutory agencies where concerns indicate a potential risk of harm or meet the relevant threshold.

Whistleblowing

All staff, Counsellors and Volunteers should be aware of their duty to raise concerns, where they exist, about the management of child protection, or an issue which may include the attitude or actions of colleagues. Any such concerns should be reported to the DSL or Deputy DSL however if this is deemed inappropriate then the chair of trustees should be informed as well as the LADO. Also see the Mosaic Whistleblowing Policy

Complaints and Concerns about Mosaic

Mosaic recognises the importance of ensuring that children, young people and parents/carers know how to raise worries or complaints about Mosaic staff, volunteers, sessions or practice.

Concerns may be raised:

- directly with the DSL/Deputy DSL (where the concern relates to safeguarding); and/or
- through Mosaic’s Complaints Procedure (where the concern relates to service delivery, conduct or dissatisfaction).

Information about how to raise a complaint will be made available to children/young people in an age-appropriate way and to parents/carers, including how to escalate concerns if they feel their complaint has not been addressed. Please also see Mosaic’s Complaints Policy and Procedure.”

Supervision

Mosaic provides monthly clinical supervision for all Counsellors working therapeutically with Children and Young people in accordance with BACP or other similar professional bodies. This is to ensure that we are working safely and in the best interests of all Children & Young people.

All staff and volunteers will be provided with an opportunity to talk through any safeguarding concerns with the DSL and where necessary will be provided with further support.

Requests for Assistance from Other Statutory Agencies

Mosaic should assist local authority Social Care or the Police when they are making enquiries about the welfare of children. Information about a child must be shared only with the appropriate persons involved – see section on information sharing above.

Requests should be in the form of an email or letter and not accepted via the telephone. Always advise the DSL of this contact. Before replying to any request, it is **essential** to check the email or postal address with the relevant agency by telephone or via their website.

Mosaic will ensure effective inter-agency working around safeguarding including:

- Compliance with Child Safeguarding Practice Review processes (previously Serious Case Review)
- Compliance with child death review processes

Escalation and Resolution of Professional Differences”

Mosaic recognises that there may be occasions where staff remain concerned about a child’s safety or welfare following consultation or referral, or where there is disagreement between agencies about thresholds or next steps.

If, after a referral or consultation, the child’s situation does not appear to be improving or Mosaic has ongoing concerns, the DSL will:

- seek further advice and review the concern;
- re-contact the relevant agency and share any new information;
- follow the local safeguarding partnership escalation and resolution procedures to ensure concerns are addressed and the child’s welfare is safeguarded.

General Issues

- All staff, trustees, counsellors & volunteers must adhere to the Mosaic Safeguarding Children Code of Conduct. (**appendix 4**). Line managers will ensure that staff & volunteers have read & signed their agreement to the code as part of their initial induction.
- Parental Consent needs to be sought for all individual children & young people taking part in any on or off site activities/events, using Registration & Parental Consent Form (**appendix 5**).

- As part of overall good practice risk assessments should also be carried out for all activities, both on & off site, with staff taking full responsibility for using measures to reduce risk for activities within Mosaic (**see Mosaic Off Site & Risk Assessment Guidelines – separate to this document**).

EMERGENCY CONTACT DETAILS

Reporting Concerns:

- If you are concerned about a child's welfare or worried they are being abused, you can make a referral to Children's Social Care in Dorset by contacting:

Bournemouth, Christchurch & Poole – Children's

First Response Hub:

Monday to Thursday 8.30 am to 5.15 pm, Friday
8.30 am to 4.45 pm

01202 123334

childrensfirstresponse@bcpccouncil.gov.uk

Emergency out of hours:

01202 738256

Dorset - Children's Advice and Duty Service:

Monday to Friday 8.00 am to 10.00 pm, Saturday,
Sunday and Bank Holidays 9.00 am to 10.00 pm

01305 228558

familysupportandadvice@dorsetcouncil.gov.uk

Emergency out of hours:

01305 221000

In the case of a crime:

In all cases report to the Police:

Police Non Emergency

101

Police Emergency (a crime is underway or
there is immediate risk of harm)

999

- If you have concerns regarding an adult who works with a child then this should be reported to the Local Authority Designated Office (LADO) within one working day. These roles are undertaken by the two Councils and you can contact them on:

Bournemouth, Christchurch & Poole: 01202 456744 or LADO@bcpccouncil.gov.uk

See also: [Bournemouth, Christchurch & Poole - BCP Safeguarding Children Partnership and the Dorset Safeguarding Children Partnership](#)

Dorset: 01305 221122 LADO@dorsetcc.gov.uk

See also: [Quality Assurance and Partnerships - Safeguarding Advisors Information Page | Dorset Nexus](#)

Appendix 1

Definitions of Child Abuse taken from Working Together to Safeguard Children 2023

Child abuse and neglect is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development.

Children may be abused or neglected through the infliction of harm, through the failure to act to prevent harm or by the withdrawal of emotional and /or physical nurture of the child.

Abuse can occur in a family or an institutional or community setting, or in a non-contact situation, e.g. via the internet. The perpetrator may or may not be known to the child.

Working Together to Safeguard Children 2015 sets out definitions and examples of the four broad categories of abuse which are used for the purposes of registration:

- Neglect
- Physical abuse
- Sexual abuse and Child Sexual Exploitation
- Emotional abuse

These categories overlap and an abused child may frequently suffer more than one type of abuse. There are also certain cultural practices e.g. Female genital mutilation (FGM) and arranged marriages of underage young people which are now considered to be physical and emotional abuse under UK law. Since Oct 2015 it is a mandatory requirement to report any suspicion of previous or planned FGM of a child.

Mosaic staff, counsellors and volunteers may find the following descriptions helpful. For more detailed explanations refer to the [BCP Safeguarding Children Partnership and Dorset Safeguarding Children Partnership Procedures Manual](#). Refer to chapters 1 and 2 from the Contents drop down tab.

Physical Abuse

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another (including domestic violence). It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the sexual exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of children; however, it may sometimes be the only form of abuse identified.

Neglect

Neglect involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs

Sexual Abuse

Child sexual abuse (CSA) involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes both penetrative and non-penetrative acts.

It may also include non-contact activities such as:

- Involving children in looking at, or being involved in, the production of pornographic materials
- Watching sexual activities or encouraging children to behave in sexually inappropriate ways
- Grooming, including via internet.

Signs which might manifest to Mosaic counsellors, staff or volunteers include;

- Changes in behaviour, including becoming more fearful, aggressive, withdrawn, clingy;
- Problems in school, difficulty concentrating, appearing distracted and distant or dissociated, drop off in academic performance;
- Sleep problems, nightmares or regressed behaviours i.e. bed wetting;
- Frightened of or seeking to avoid spending time with a particular person;
- Knowledge of sexual behaviour/language that seems inappropriate for their age;

- Poor hygiene, which often leads to social isolation in school;

CSA within the family

There is no single agreed definition of Child Sexual Abuse (CSA) within the family but, in addition to abuse by a relative, it may also include abuse by someone close to the child in other ways such as a step-parent, a close family friend or a babysitter. Sexual abuse which takes place within family environments often remains hidden and is the most secretive and difficult type of abuse for children and young people to disclose. It may be particularly difficult to disclose abuse by a sibling.

Child Exploitation (CE, CSE, CCE)

Child exploitation (CE) includes both sexual (CSE) and criminal (CCE) exploitation. CE is also known as County Lines. CE, CSE and CCE are interlinked.

CSE takes many different forms. It can include contact and non-contact sexual activities and can occur online or in person, or a combination of each. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants (including wants to avoid), and/or (b) for the financial advantage or increased status of the perpetrator. The victim may have been sexually exploited even if the sexual activity appears consensual.

Any concerns that a child/young person is being, or is at risk of, being sexually exploited should be reported immediately to the DSL. Mosaic staff and volunteers should be aware that a child is often not able to recognise the coercive nature of the abuse and may not see themselves as a victim.

There is no clear definition of CE/CCE, however, generally CE/CCE issues would describe:

- Extreme violence including cutting, stabbings, beatings, rape, coercion and control; involvement in armed robberies and anti-social behaviour
- Grooming of girls and boys for sexual activities including paying off debts, filming of the sexual activity to be used against them in the future, gang rape, images posted online as a form of revenge or punishment or blackmail.

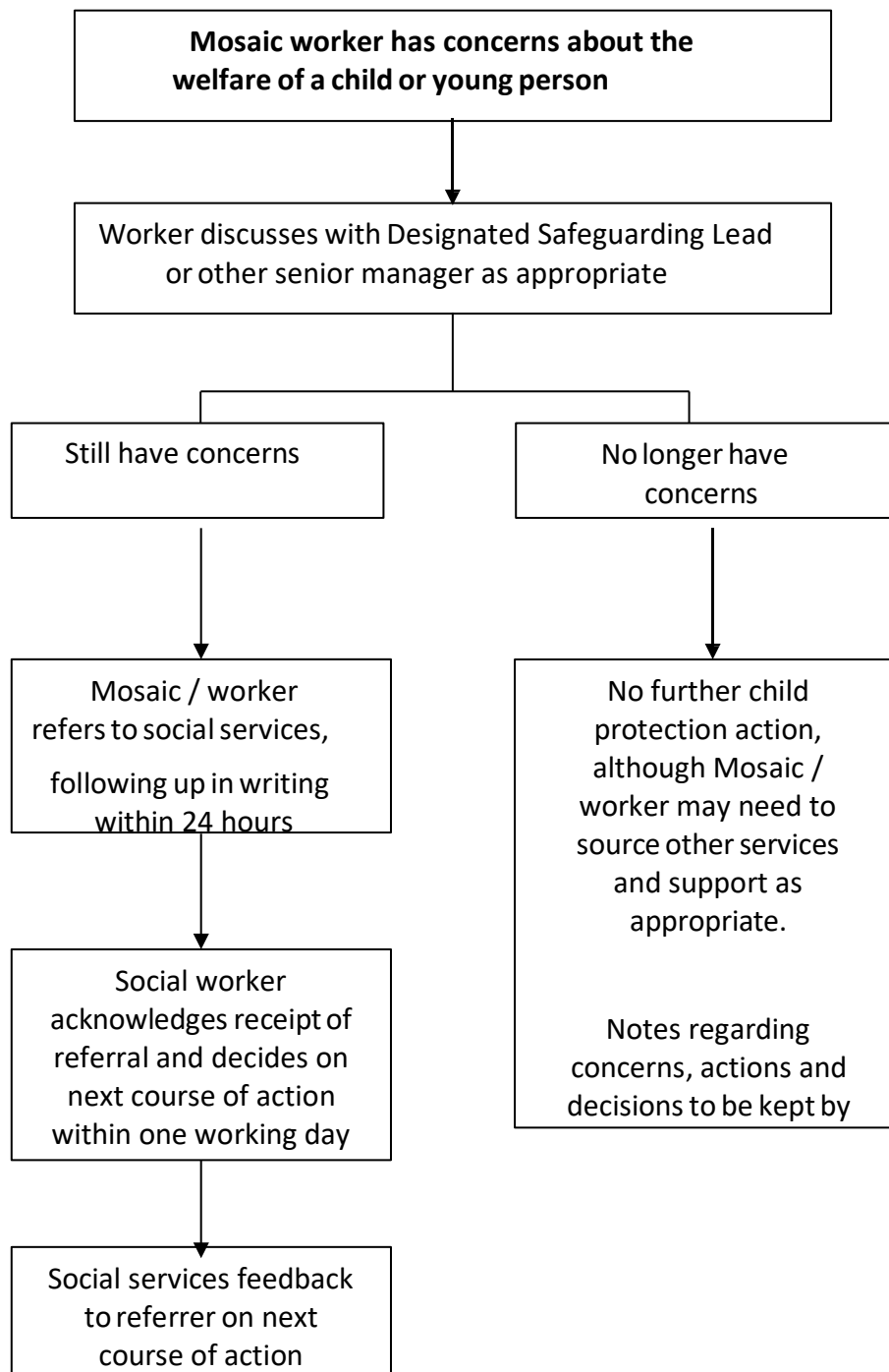
Signs to look out for:

- New clothes/phones
- Unexplained wealth/hotel keys etc.
- Changed behaviours – acting out of character /aggressive
- Hanging out with a new crowd of peers possibly older
- Changed language/vocabulary
- Withdrawn and secretive – stays in room all day
- Stays out late or perhaps missing – being found in areas miles away from home
- Preoccupied
- Falling behind at school or truanting
- Finding drug paraphernalia or weapons
- Unexplained injuries

- Drug/alcohol use – signs of white powder around nose
- Sees the family and Police as the enemies
- Change in listening to music ie Drill music
- Becomes hypervigilant

Appendix 2:

What to do if you're worried that a child is being abused? A Referral Flow Chart



Appendix 3:

Allegation is made to you about a member of staff/Trustee/volunteer involving a child/Young person (Treat the matter seriously – keep an open mind)

You should:

- Make written record of information, time date and place of assault, what was said
- Sign and date the record
- Immediately report matter to the Designated Safeguarding Lead or Deputy (where the DSL is subject of the allegation) or Senior Manager or Senior Trustee

You should not:

- Investigate yourself or ask leading questions
- Make assumptions
- Promise confidentiality, only to reassure that information will only be shared on a 'need to know basis'

DSL should:

- Obtain the written details by the reporting person who received the information
- Approve and date written information given
- Record any information about times, dates and locations
- Report the allegation directly to the LADO within **1 Working Day**
- **OR** Local Police if a crime is being committed or about to be committed

LADO will establish level of concern and whether threshold for allegation management is met

Less serious allegations:

- LADO may offer advice to referrer on next steps
- How employee can be supported with safer working practices

Serious allegations:

- Consideration of police investigation
- Children's Services assessment
- Consideration by the employer of disciplinary action

Appendix 4:
Safeguarding Children – Incident Report Form

MOSAIC

"The Welfare of the Child is Paramount"

Your Name:
Your Position:
Child's Name:
Child's Address:
Parents/Carers Name and Address:
Child's Date of Birth:
Date and Time of any Incident:
Your Observations:

Exactly what the child said and what you said (Remember; do not lead the child – record actual details and the reason for your concern. Remember it is not your role to investigate. Continue on separate sheet if necessary)

Action Taken so far:

External Agencies Contacted	
Date Time	
<u>Police</u> Yes/No	If Yes – Which Station & Officer: Contact Number: Details of Advice Received:

Local Authority Yes/No	Name: Contact Number: Details of Advice Received:
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Reporting Person	
Print Name:	
Signature:	
Date:	

- ***Remember to maintain confidentiality and share information on a need to know basis only if it will protect the child.***
- ***Do not discuss this incident with anyone other than those who need to know.***
- ***A copy of this form should be sent to the Local Authority Child Protection Team after the telephone report and to the Designated Safeguarding Lead at Mosaic.***

Appendix 5:

Safeguarding Children – Mosaic Code of Conduct

All children and young people must be treated with equality, dignity and respect. It is expected that any staff member, group or organisation working with children & young people must carry out the following practices as a matter of high importance, both in centre based & off-site activities:

Organisational Responsibilities:

1. All groups, volunteer helpers and paid staff are to be given a copy of this Code of Conduct and will be signposted to the Mosaic Child Protection published on the Mosaic website. Staff (paid & unpaid) must also follow the Mosaic Recruitment Procedures and agree to have a disclosure DBS check carried out.
2. There should always be at least two adults supervising activities, who have been DBS checked, no matter how small the group.
3. No person under the age of 16 years of age should be left in charge of any children of any age. A child or group of children or young people (under 18) must not be left unattended at any time.
4. A register & record of attendance of children or young people attending activities should be kept for each session. Also written consent should be sought for any on or off-site activities.
5. Confidentiality about children's, young people and adult's personal Information must be practised. Children/young people and parents have the right to expect that helpers will deal sensitively and sympathetically with their situation. It is important that information is only available to those who 'need to know' it. All volunteers, paid staff and helpers must respect issues of confidentiality.
6. It is important to keep a check on visitors & guests whether their visit is by invitation or unsolicited. They should sign & note their time of arrival at, & departure from, the activity. This further ensures the welfare of children is always safeguarded.
7. When organising off site group activities and outings a **First Aid Kit & staff trained in first aid** should be available at all times, with clear information as to how to access it and where to get help in case of emergency. An **Accident Book** should be kept and any accidents should be recorded immediately in the book. Parents/Guardians should be asked to confirm that they have been made aware of the accident by signing the book at the end of the session. Written permission from the parents/guardians must be given for the administration of any medication including the name of the medicine and the dosage. This

must be clearly recorded in a **Medication Book**. The person administering the medicine should sign the Medication Book after each time medication is given.

8. All Health & Safety issues should be considered in the room(s) used. This includes all equipment and substances used and a separate risk assessment should be carried out for all activities and reviewed on a regular basis (see separate Off-Site Activities & Risk Assessment Guidelines).
9. Photography & videoing events of activities can only be carried out with the full consent of parents/guardians. If publishing images on a web site or newsletter, names must be kept anonymous. Parents, guardians and young people should give specific permission for any images to be put on to a web site.

Staff Responsibilities:

10. Staff should promote activities that are fun, enjoyable and educational, ensuring fair play and challenging any bullying behaviour.
11. Any allegations or disclosure by a child must be treated seriously and dealt with in line with the Mosaic Safeguarding Children Policy.
12. An adult should escort all children under the age of 8 years to the toilet. The adult is to wait outside the toilet cubicle with the **outer** door held open. If there is no outer door, then the adult should wait outside the closed door. Members of staff should as part of their supervision of activity areas, check the toilet areas at regular intervals.
13. At no time should any occasional volunteer or helper, who has not yet been DBS cleared, have any contact with children or young people. Furthermore, all staff members (paid or unpaid) should avoid being left alone with any child for any significant period.
14. All staff (paid & unpaid) must not involve themselves in rough physical or sexually provocative games and are to avoid inappropriate or intrusive touching of any kind and are to control and discipline without physical punishment.
15. All staff (paid & unpaid) must not use any foul or abusive language and never make sexually suggestive comments to a child or young person, even in fun.
16. The child/young person should always be told why his/her behaviour is not acceptable and the reasons for applying a particular sanction. You must ensure that parents are fully informed and support whatever sanction is applied.
17. Parents/Carers should always be immediately informed if staff or volunteers have had to do things of a personal nature for a child such as changing clothing. An incident report should be completed by the member of staff. All staff need to be aware of correct first aid procedures to follow where an incident requires immediate attention.
18. The leader in charge must be fully aware of fire safety and evacuation procedures in the event of an emergency and practise them at least once every six months (see fire safety procedures in community centre & individual halls).

19. Consideration should be given to the need for adaptations to activities or equipment to meet the special needs requirements of individual children.
20. Under no circumstances should any child or young person with prior arrangements for being collected by a parent/guardian, be left alone at the end of any session. Staff should be aware of the named person responsible for collecting a child and if this is not the usual parent or guardian, then written permission must be given by the parent in advance of the activity.

Additional Code of Conduct for Off Site & Residential Activities:

21. Planning for any off-site activities should follow guidelines set out in the Mosaic - Off Site & Risk Assessment Policy.
22. If children/young people are to be taken on excursions, written permission should be obtained from the parents/guardian with parental responsibility. This permission may be obtained for a given time e.g. a term.
23. Where residential events or courses are organised, males (boys over 8 years, staff/volunteers, or parent/carers) should never enter all-female bedrooms. The reverse holds true. In the case of mixed dormitories with children under 8 years, only female staff/volunteers/parent/carers should enter
24. Parents should always be informed if their children/young people are to be transported in a car or other vehicle. Persons transporting children/young people on this basis need to be aware of insurance and licence implications and make sure the correct level of cover is available for the vehicle being used. Drivers should also make sure that seat belts are used at all times and that car seats are in line with government regulations.
25. There should always be a copy of all consent forms with information about next of kin of all children/young people, voluntary helpers, leaders and paid staff left with an identified emergency contact person for the organisation.
26. An information sheet detailing what to do in the event of an emergency should be provide for parents & young people, for any significant off-site activity.
27. When an adult is on the excursion with his/her children and wishes another parent to look after his/her children, written permission must be given to that parent in charge of that child or children. Completion of a consent form for emergency medical treatment should also be included.

Appendix 6:

MOSAIC INFORMATION AND PARENTAL CONSENT FORM.REQUESTS FOR ASSISTANCE BY OTHER AGENCIES

ACTIVITY OR PROJECT:

NAME:		SURNAME:				
ADDRESS OF RESIDENCE And Contact Telephone Number		Post Code: Telephone Number:				
Date of Birth	/ /	AGE	MALE (✓)		FEMALE (✓)	
School You Go To:						
Contact for Parent/Carer In Case of Emergency		NAME:		NAME:		
		TEL:		TEL:		
MEDICAL INFORMATION						
GP's Name Address & Tel. Number		Post Code: Telephone Number:				

Please give the date of last Tetanus Injection if known	
PLEASE TELL US ABOUT: ANY • DIETARY REQUIREMENTS • MEDICATION TAKEN REGULARLY • DISABILITIES • SPECIAL EDUCATIONAL NEEDS • BEHAVIOURAL ISSUES • ALLERGIES (E.G. PENICILLIN)	

**Please read the following information & sign below
(A copy will be given to all parents/carers & members)**

- I give my consent for the person named on this form to attend Mosaic and for him/her to take part in activities on and off site during advertised session hours. I will ensure that my child understands that any rules and instructions given by staff must be obeyed at all times.
- I undertake to inform the Leader in Charge of any changes in the fitness of my child, which may affect any activities they take part in. I give consent for those in charge to give permission for my child to receive medical treatment in case of emergency, but only in the event that I cannot be contacted or present in time.
- I agree that if the person named on this form is responsible for any act, which damages the premises or equipment, either individually or jointly with others, I will accept liability for the costs involved to remedy the damage, in proportion to the degree of involvement of my child causing the damage.
- I understand that from time to time Mosaic may photograph or video events & activities for use in promoting the organisation or satisfying funding bodies that an activity has taken place. I do / do not [delete as appropriate] give consent for these images to be used for **these purposes only.**

Signed:

Date:

Name:

(Parent/Carer)

Young Persons Contract

I AGREE:

- To show respect and courtesy to other members and the staff of Mosaic both on and off site and to obey and instructions given by staff in relation to my safety.
- To show respect to the equipment, premises and the surrounding area. I understand that I will be responsible for any damages I cause as a direct result of vandalism.
- To pay any subscriptions or fees for use of the facilities or events and understand that I will not be allowed to owe any money from one day to another or one event to another.
- To keep the centre tidy during each session and assist staff in clearing up.

Failure to abide by this contract may result in members being barred for a period of time and parents or carers being notified.

Signed:

Date:

Name:

SAFEGUARDING CHILDREN POLICY

This Policy has been adopted by Mosaic through the Board of Trustees who remain responsible for its review on an annual basis

I ACKNOWLEDGE:

- I have received a copy of the Safeguarding Policy and have read and understand the contents of this policy
- I agree to act in accordance with the Standards of Conduct within this document

Signed:

Date:

Name:

Signed:

Date:

Name:

(Designated Safeguarding Lead or Deputy) Position: