



NO LIMITS

Safeguarding & GDPR

Updated: 12th September 2023
To be reviewed: 12th September 2024

Signed:

A handwritten signature in black ink, appearing to be 'Sally' or similar, written in a cursive style.

Meet our Designated Safeguarding Leadership Team



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Both members of staff have received DSL qualifications, annual safe guarding training qualifications in Safer Recruitment which were updated in September 2023.

Contents

Safeguarding

Pages 4 - 20

Purpose	Page 4
Definitions	Page 4 - 5
Identifying Types of Abuse & Definitions	Page 6 - 11
Whistle Blowing	Page 11
Legal Framework	Page 12
Procedures and commitments	Page 12 - 14
Implementation	Page 14
Handling Disclosures	Page 15
CADS	Page 16 - 18
Allegations Towards Staff	Page 18 - 19
GDPR	Page 19 - 20
Photographs and Social Media	Page 20
Staff and Volunteers	Page 20

Our Policy Statement

Page 22 - 23

Safeguarding Numbers

Page 24 - 25

CADS Flow Chart

Page 26

No Limits Norfolk number one priority is to keep all our participants safe. Safeguarding is everyone's responsibility, to protect all our members from harm. No Limits Norfolk have a duty of care to make sure all rights of all individuals are promoted. We believe everyone has a responsibility to promote the welfare of all children and vulnerable adults, to keep them safe, protect from harm and to practise in a way that protects them. No Limits Norfolk will give equal priority to keeping all children and adults safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, listening to children and respecting them. We recognise the welfare of our participants is paramount in all the work we do and in all the decisions we take.

Section 1 Purpose: Everyone at our organisation shares an objective to help keep all children, young people and adults at risk safe by:

No Limits Norfolk

- Protect children and adults who receive **No Limits Norfolk** services from harm.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection and The Care Act 2018.
- Providing a safe environment to learn.
- Identifying and supporting the specified needs of every individual.
- Supporting children and adults development in ways which will foster a sense of self-esteem and independence
- Fostering a learning environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust.
- Knowing how to identify and deal with safeguarding incidents

This policy applies to anyone working on behalf of **No Limits Norfolk** including senior managers, paid staff, volunteers, sessional workers and to all concerns about the safety of children and adults whilst taking part in our organisation, its activities and in the wider community. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. We expect our partner organisations, including for example, affiliated clubs, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Children and Adults Policy and associated procedures.

Section 2 - Definitions:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Safeguarding children: Safeguarding children and is defined in [Working Together to Safeguard Children 2018](#) as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Safeguarding Adults is defined in [The Care Act of 2018](#) as

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of any form of abuse,
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: **sexual, physical, emotional abuse, and neglect.** It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse
- Financial abuse
- Psychological abuse
- Institutional abuse
- Mate Crime

Abuse can take place within a sporting context and the person causing harm might be any other person. For example: a member of staff, a coach, a volunteer, a participant or a fan.

Some examples of abuse within sport include:

- Harassment of a participant because of their (perceived) disability or other protected characteristics.
- Not meeting the needs of the participant e.g. training without a necessary break.
- A member of staff or parent/carer using physical violence or verbal abuse towards another person(s) in the No Limits Norfolk community.
- One elite participant controlling another athlete with threats of withdrawal from their partnership
- An official who sends unwanted sexually explicit text messages to a participant with learning disabilities.
- A participant threatens another participant with physical harm and persistently blames them for poor performance.

Abuse or neglect outside sport could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

Section 3 - Identifying Types of Abuse & Definitions

This supports abuse of a child or vulnerable adult.

ABUSE:

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child/vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults 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 another child or children.

PHYSICAL ABUSE:

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

EMOTIONAL ABUSE:

Emotional abuse, also referred to as psychological abuse, is the attempt scare, control or isolate an individual by intimidation or fear. It may involve: deliberately telling or behaving in a way to an individual that they are worthless. humiliating or constantly criticising a individual, threatening, shouting at an individual or calling them names. making the individual the subject of jokes, or using sarcasm to hurt them. blaming and scapegoating. It may involve conveying to a child/vulnerable adult 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 individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. These may include interactions that are beyond an individual's developmental capability as well as overprotection and limitation of exploration and learning or preventing the individual participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing the individual frequently to feel frightened or in danger, or the exploitation or corruption of children/vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment, although it may occur alone.

SEXUAL ABUSE:

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

NEGLECT

the persistent failure to meet a child's/vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or

abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child/vulnerable adults basic emotional needs.

BULLYING *(including cyberbullying)*

Under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. This can also occur in vulnerable adults, adult to adult, adult to child. Where this is the case, staff should report their concerns to the Designated Safeguarding Lead. Even where safeguarding is not considered to be an issue, the DSL may need to draw on a range of external services to support the young person who is experiencing bullying, or to tackle any underlying issue which has contributed to a young person engaging in bullying. Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber- bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual, or perceived, differences between children and vulnerable adults. Stopping violence and ensuring immediate physical safety is obviously our first priority but staff need to be aware that emotional bullying can be more damaging than physical. Many experts say that bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves. The imbalance of power can manifest itself in several ways, it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

CHILD SEXUAL EXPLOITATION (CSE):

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse and may not identify themselves as being a victim.

COUNTY LINES:

County lines, or 'going country' means groups or gangs using young people or vulnerable adults to carry and sell drugs from borough to borough, and across county boundaries. It is a tactic used by groups or gangs to facilitate the selling of drugs in an area outside of the area they live, reducing their risk of detection. This issue is areas across the country, not just large cities. County lines is a form of child criminal exploitation (CCE). CCE is when an individual or group take advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person in to committing a crime.

DOMESTIC VIOLENCE:

The definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. A child/vulnerable adult witnessing domestic violence is likely to be a victim of emotional abuse (see also Teenage Relationship Abuse).

HONOUR BASED VIOLENCE (HBV):

Honour based violence (HBV) is a collection of practices, which are used to control behaviour and exert power within families to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that an individual has shamed the family and/or community by breaking their honour code. The individual is being punished for actually, or allegedly, undermining what the family or community believes to be the correct code of behaviour. It is often committed with some degree of approval and/or collusion from family and/or community members. HBV often focuses on the violence experienced by victims, but other forms of abuse should not be overlooked. Women are predominantly (but not exclusively) the victims of HBV, which is often used to assert male power in order to control female autonomy and sexuality. HBV can take place across national and international boundaries, within extended families and communities and often cuts across cultures, communities and faith groups. HBV may include murder, unexplained death (suicide), fear of or actual forced marriage, controlling sexual activity, domestic abuse, rape, kidnapping, false imprisonment, threats to kill, assault, harassment, forced abortion, breast ironing and female genital mutilation.

FEMALE GENITAL MUTILATION :

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. A young person may disclose that she is at risk of FGM, has suffered FGM or that a sister or family member is at risk. Our staff need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. The new mandatory reporting duty for FGM, introduced via the Serious Crime Act 2015, came into effect on 31 October 2015. This duty requires our organisation to report known cases of FGM in under 18-year-olds to the police.

FORCED MARRIAGE

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse (taking wages or not giving money) can also be a factor. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. An arranged marriage is not the same as a forced marriage. In an arranged marriage, the families take a leading role in choosing the marriage partner, but both parties are free to choose whether to enter into the marriage or not.

GANG ACTIVITY:

Groups of children and young people often gather together in public places to socialise, and peer association is an essential feature of most children's transition to adulthood. Groups of children, young people and vulnerable individuals can be disorderly and/or anti-social without engaging in criminal activity. Young people on the periphery of becoming involved with street gangs and those individuals already involved in some way can be described as 'A relatively durable, predominantly street-based group of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity'. Youth violence, serious or otherwise, may be a function of gang activity. However, it could equally represent the behaviour of a child acting individually in response to his or her particular history and circumstances. 'Serious youth violence' is defined as 'any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19', i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. 'Youth violence' is defined in the same way, but also includes assault with injury offences. Most children and young people do not become violent overnight. Their behaviour represents many years of (increasingly) anti-social and aggressive acts.

PEER ON PEER ABUSE:

All cases of peer-on-peer abuse are serious, whether physical, emotional or psychological. Peer-on-peer abuse can take various forms and include serious bullying, relationship abuse, domestic violence, child sexual exploitation, harmful sexual behaviour, and/or gender-based violence. This form of abuse occurs when there is any kind of physical, sexual, emotional or financial abuse or coercive control exercised between children/vulnerable adults. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse, up-skirting, sexting and initiating/hazing type violence and rituals. Peer-on-peer abuse, in whatever form, detrimentally affects the ability of our young people to achieve and progress to the best of their ability, their well-being and will not be tolerated in any form, or to any degree. Peer-on-peer abuse can occur over 1 singular incident or over a period of time, and anywhere where an individual's safety or wellbeing is compromised.

Signs of peer on peer abuse may be if an individual becomes withdrawn and/or anxious, begins to attend erratically or persistently arrives late, has a 'fake' illness, prefers to stay close to peers appear fearful around others, becomes withdrawn or displays a sudden lack in confidence. Every young person will react differently, and we recognise that this sort of abuse has serious impact on those who are victims, in terms of self-esteem and relationship outcomes. Our staff will intervene in "inappropriate behaviour" and have a zero-tolerance approach to sexual violence and sexual harassment, an important part of this is not laughing off or tolerating sexual banter or jokes.

UPSKIRTING

This typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence and may constitute sexual harassment. Cases of 'up-skirting' have a mandatory requirement for being reported.

YOUTH PRODUCED SEXUAL IMAGERY (*Sexting*). Making, possessing and distributing imagery of someone under 18 which is indecent is illegal. This includes imagery created by under 18s themselves. The relevant legislation is contained in the Protection of Children Act 1978 (England and Wales) as amended in the Sexual Offences Act 2003 (England and Wales). Specifically, it is an offence to possess, distribute, show and make images of children. The Sexual Offences Act 2003 defines a child, for the purposes of indecent images, as anyone under the age of 18. It is an offence for:

- A person under the age of 18 creates and shares sexual images of themselves with a peer under the age of 18.
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

The sharing of sexual imagery of people under 18 by adults constitutes child sexual abuse and this should be reported to the police.

TEENAGE RELATIONSHIP ABUSE: This is similar to domestic violence. Teenage relationship abuse is defined as when there is actual or threatened abuse within a romantic relationship or a former relationship. One partner will try to maintain power and control over the other. This abuse can take a number of forms: physical, sexual, financial, emotional or social. This includes coercive and controlling behaviour.

TRAFFICKING

Trafficking is defined as 'the recruitment, transportation, transfer, harbouring or receipt of children by means of threat, force or coercion for the purpose of sexual or commercial sexual exploitation or domestic servitude' (NSPCC). Any child transported for exploitative reasons is considered to be a trafficking victim - whether or not he/she has been deceived, because it is not considered possible for children to give informed consent in this situation. A child may be trafficked without crossing any national borders, e.g. only within the UK. A child may be trafficked between a number of countries prior to being trafficked into/within the UK. The child may have entered the UK illegally or legally (i.e. with immigration documents). The intention to exploit the child underpins the entire process. The Modern Slavery Act 2015 consolidates current offences of trafficking and slavery and details the different forms of exploitation that a victim of trafficking may be forced into. Any child who is a suspected victim of trafficking should be referred to the National Referral Mechanism, a framework for identifying victims of human trafficking and ensuring they receive appropriate care and protection under law.

RADICALISM AND EXTREMISM

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. People may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. Therefore, it is important that staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- Identity Crisis – the student/ pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the student / pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the individuals country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the individual may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- Special Educational Need – individuals may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivation of others and their intentions.

The Government prevent strategy defines extremism as vocal or active opposition to fundamental British values. These can include democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Early indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes
- Glorifying violence, especially to other faiths or cultures
- Making remarks or comments about being at extremist events or rallies outside school
- 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 (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- Secretive behaviour
- Online searches or sharing extremist messages or social profiles
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Graffiti, artwork 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

If you have any concerns on any of the definitions/ explanations above, questions or concerns, please see one of our DSL's and we will be happy to discuss this with you.

WHISTLEBLOWING:

It is important that staff and families within No Limits Norfolk have the confidence to come forward to speak or act if they are unhappy with any activity. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation.

Section 4 - Legal Framework:

I / We recognise that we have an explicit duty to safeguard and protect children from abuse as defined in the Children Act 1998 (as amended), the Education Act 2002, The Care Act 2018, the Safeguarding Vulnerable Groups Act 2006 and Keeping Children Safe in Education Act 2023. All of these legislation, policies and guidances are on hand in our community classes.

No Limits Norfolk have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults.

The Prevent Duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and adults and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is 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.

Section 5 - Procedures and Commitments

Our designated Safeguarding Lead is Lauren Rackham and Elizabeth Basset.

If you have spoken to a participant/member of our community, or have concerns of any type of abuse, you must:

- Speak to a member of a team or designated safeguarding lead about your concerns.
- If you feel uncomfortable speaking in person, you can contact our designated safeguarding lead over email nolimitsnorfolk@gmail.com or telephone 07557382133.
- This should not be discussed with anyone else other than the person you are reporting the abuse to, who will make a referral to the correct service; children's services, adults social services or the police.
- If a participant tells you they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is

never their fault. Never promise a participant that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help. All our safeguarding concerns and reports are logged and confidential, following legal framework of the UK Data Protection Act of 2018.

- If you feel uncomfortable approaching our team, please contact the correct service of the abuse or emergency services. All the services contact details are on the back of the policy. This includes LADO, Norfolk CADS, Child & Adults Social Services. All numbers are located at the back of this pack.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line following The UK Data Protection Act 2018.
- Reporting concerns helps the specified service build an overall picture of the participant's life and the support they or their family may need. These concerns include
 - Physical abuse
 - Discrimination
 - Sexual abuse
 - Neglect
 - Emotional abuse.

In order to implement this policy No Limits Norfolk will ensure that:

- Everyone involved with No Limits Norfolk is aware of the safeguarding children and adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of child or adult.
- Any concern that a participant is not safe is taken seriously, responded to promptly, and followed up in line with No Limits Norfolk Safeguarding Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to. Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- No Limits Norfolk acts in accordance with best practice following legislation of The Children Act 1998 (as amended), the Education Act 2002, The Care Act 2018 and the Safeguarding Vulnerable Groups Act 2006.
- No Limits Norfolk will cooperate with the Police and the relevant Local Authorities in taking action to safeguard a child or adult.
- All staff, officials and volunteers understand their role and responsibility for safeguarding adults and will be undertake yearly safeguarding training and learning opportunities to fulfil their role.

- No Limits Norfolk uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation and within the sporting community.
- No Limits Norfolk shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning activities and events No Limits Norfolk includes an assessment of, and risk to, the safety of all adults from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed on an annual basis.
- This policy, related policies (see below) and the Safeguarding Adults Procedures are reviewed no less than on a two yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, UK Sport, Sport England/Wales/Scotland/Northern Ireland and/or National Governing Bodies and No Limits Norfolk or as a result of any other significant change or event.

Section 6 - Implementation

No Limits Norfolk is committed to developing and maintaining its capability to implement this policy and procedures. In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all children and adults.
- Access to relevant legal and professional advice.
- Regular management reports to the group detailing how risks to children and adult safeguarding are being addressed and how any reports have been addressed.
- Safeguarding children and adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- 2 Designated Safeguarding Leads
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of children and adults, including arrangements for sharing information.
- Codes of conduct for Staff, Instructors, Officials, Volunteers and Members and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of children and adults.
- No Limits Norfolk provide separate GDPR policy and Health and Safety policy that are consistent with this Safeguarding Children and Adults policy.

Section 7 - Handling disclosures and concerns in regards to a child's or vulnerable adults safety.

A disclosure is the process by which the individual begins to share their experiences of abuse with others. This may be explained verbally, through drawing, in writing, through play, performance or behaviour. This can take place over a long period of time. It is important for everyone to communicate any knowledge to a member of our Designated Safeguarding Team, to take upon the appropriate actions. These guidelines are given to anyone within this situation:

Guideline on handling disclosures:

You may become aware of suspected or likely abuse/radicalisation by:

- Your own observations and concerns
- Being told by another person about the individuals concerns
- The child or vulnerable adult tells you
- The abuser tells you

Also remember that you may not always be working directly with the child or adult but become concerned because of difficulties experienced e.g. Domestic Violence incidents, Mental Health issues, Substance and Alcohol Abuse Incidents

REMEMBER TO:

- **Seek advice from the safeguarding lead**
- **Do not delay referral**
- **Make a careful written record of anything you observe or are told**
- **Do not investigate**
- **Making a referral**

If you have a concern about a child/adult contact one of our safeguarding leads. We have all our important contact information of our emergency services and DSL information at the back of this handbook, including CADS (Children's Advice and Duty Service)

Children's Advice and Duty Service Information (CADS)

If you are a professional concerned about a child in Norfolk and want to speak to someone, you can call the Children's Advice and Duty Service, on our direct line 0344 800 8021. If you are a member of the public you can do this through our Customer Service Centre on 0344 800 8020. You may wish to refer to the FAQ's to help you prepare for the conversation.

For any call raising concerns about a child, CADS will ask:

- all of the details known to you/your agency about the child;
- their family composition including siblings, and where possible extended family members and anyone important in the child's life;
- the nature of the concern and how immediate it is;
- Any and what kind of work/support you have provided to the child or family to date. They will also need to know where the child is now

Does the MASH still exist?

Yes, the MASH will continue and will provide vital cross agency checks for those children most at risk. The Children's Advice and Duty service will mean that the MASH will be able to get support to those children who need it the most.

What is the aim of the new Children's Advice and Duty Service?

The aim is to get the right support to children and families first time. By talking through concerns and solutions with professionals we can work even better together and get support earlier to families. The service will no longer take written referrals.

What is the number for CADS?

All agencies and children service providers have been issued with contact details for the Children's Advice and Duty Service. If you are a professional and have concerns about a child that does not have a social worker or family practitioner, you can call 0344 800 8021.

What number do members of the public call?

They will continue to call our Customer Service Centre number 0344 800 8020.

What information do I need to give when I call?

You can use the Children's Advice and Duty Service aide memoire to prepare for your call. This includes details on what information the Consultant Social Worker handling your call might need.

What sort of things can I call the service about?

If you are a professional working with children and families, you can call with any concern you might have about a child.

Do I have to get parents' consent before I make a call?

Ideally yes, but you can make a call to the service without parents' consent. While it is good practice to seek consent, there are some exceptions when it comes to protecting children. For example, if having a conversation with the family would place the child, or another child, or someone else, or you the referrer, at increased risk of suffering harm you do not need consent. You also don't need consent if it might undermine the investigation of a serious crime. CADS will confirm this information with you when you call.

If there is no written referral, how do I evidence that I have made contact with Children's Services? How will information be recorded?

It is best practice to keep a record of the contact you have made, the discussion and any decisions made within your own agency recording system. You should also record whether you have obtained parental consent and if not, why not. CADS will provide written feedback from every conversation.

What records of the conversation will be made and how will they be kept?

This will depend on the individual discussion and the risks identified to a child. It will also depend on whether you have got consent from the child's parent. However, we will record all of the conversations on our system; by having a record, we will also be able to see when there might be a repetition or accumulation of concerns about a child.

What is the difference between a conversation, consultation and referral?

All calls will result in a conversation. The outcome of the conversation will depend on the levels of concerns raised and the agreed course of action. We are moving away from the restrictions of terminology like consultation and referral, however, the Consultant Social Worker and caller will agree and record the outcome of any conversation.

What are the opening hours of the Children's Advice and Duty Service?

The service will run from 9am to 5pm.

What do I do outside of these hours?

You can continue to contact our Emergency Duty Team on 0344 800 8020.

What happens if I disagree with what the social worker recommends?

The aim of the new service is to work together to come up with the right support or service for a child or family. We hope that professional disagreements will be rare but if you wish to escalate you can follow the NSCP's resolving professional disagreement policy.

How can I provide feedback about the service?

When the caller receives the record of the conversation, there will be a link included to a short survey so that all callers can feedback on the service provided.

How can I contribute to the FAQs?

This is an iterative document and will be reviewed monthly. Callers can email the NSCP Business Unit with questions as they arise on nscb@norfolk.gov.uk and they will be passed to the Children's Advice and Duty Service.

Section 8 - Allegations towards a staff member/volunteer

No Limits Norfolk prides on working professional and safely when working with children and vulnerable adults. Any allegations or suspected abuse that has been confirmed or identified, is taken very seriously and the correct measures will be carried out, to ensure the safety of our community and individuals we support. If you have any concerns please come directly to one of our DSL's, or you can contact LADO or emergency services. Here is more about LADO below.

When an allegation of abuse is made against staff member/volunteer, this is reported to the Local Authority Designated Officer (LADO). Every local authority must have a LADO in place who is responsible for co-ordinating the response to the allegation.

The purpose and duties of the role are set out in the HM Government statutory guidance Working Together to Safeguard Children (2018). Chapter 2, Organisational Responsibilities, lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

These procedures for managing allegations against adults who work or volunteer with children are to be used in respect of all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child(ren) in a way which indicates they may pose a risk of harm to children/vulnerable adults.
- Behaved in a way that indicates they may not be suitable to work with children/vulnerable adults
- Manages and oversees individual cases ensuring independent scrutiny
- Liaises with police and other agencies and ensures the appropriate agencies are involved in the investigation
- Ensures that child protection procedures are initiated where the child is considered to be at risk of significant harm
- Provides advice and guidance to employers in relation to the adult's suitability to remaining in post over the course of the investigation, considering risk assessments, completing investigations, proceeding with disciplinary procedures

- Ensures issues of sharing information with parents and other relevant individuals and organisations are considered
- Monitors progress of investigations to ensure timely responses

You can read the full policy and procedures for handling allegations against an adult working with children on the Norfolk Safeguarding Children Partnership website.
<https://norfolkscp.org.uk/about/policies-procedures/8-3-allegations-against-persons-who-work-with-children>

HOW TO MAKE A REFERRAL:

If you have concerns about an adult working with a child under the age of 18 that you would like to report, here are links on how to raise your concerns:

Raising Concerns:

<https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>

Referral Form

<https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>

All emergency contacts are placed at the back of this hand book.

All queries relating to the LADO should follow these procedures and be sent to LADO@norfolk.gov.uk

If you have concerns about the safety of a child you can report your concerns.

Section 9 - GDPR UK Data Protection Act 2018

No Limits Norfolk expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection. All important information is stored securely and password protected.

However, information should be shared with the Local Authority if a child or adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding children and adults. However, information sharing must only ever be with those with a 'need to know'. This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the participant or if the participant does not have capacity to make that decision and family/ friends/ carers need to know in order to help

keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation

The circumstances when we need to share information without the child/adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including children.
- you believe the child or adult is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the child/adult does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Section 10 - Photographs and Social Media

- All staff members, volunteers and parents are prohibited to use personal phones and cameras in our classes. This is to ensure the safety of all our participants and to follow the The UK Data Protection Act of 2018. Any persons that goes against this policy will be implemented with immediate dismissal and legal actions may be required.
- All participants parents and carers will be given a permission form whether to agree for The Instructor to take photographs and videos of the participant for social media and promotional purposes.
- All permission forms are maintained and securely stored, following The UK Data Protection Act 2018.

Section 11 - Staff and Volunteers

In order to safeguard and promote the welfare of its pupils and ensure that risk of harm is minimised, our organisation employs a safe recruitment and selection policy which complies with national and local guidance. All recruitment procedures involve the following processes.

All successful applicants including teachers, freelance teachers, contractors, volunteers, administrative and ancillary staff, should undertake an Enhanced DBS check where this is relevant and applicable. Employment records, references and qualifications will be verified for staff positions and references will be taken up for volunteers. All appointments are subject to these checks being satisfactory.

The Person Specification will state the competencies and qualities required by the successful candidate and will state that the interview will explore issues relating to safeguarding and promoting the welfare of children. Additionally, for short-listed candidates, any relevant issues relating to the employment breaks or reference queries will be taken up at interview.

The information pack for candidates will include; the application form, job description, the Person Specification and the Children and Adults at Risk Protection Policy.

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No Limits Norfolk Policy Statement.

We recognise that we have an explicit duty to safeguard and protect children and adults from abuse as defined in the Children Act 1998, the Education Act 2002 the Safeguarding Vulnerable Groups Act 2006 and Keeping Children Safe in Education 2023.

Everyone at our organisation shares an objective to help keep children, young people and adults at risk safe by:

- Providing a safe environment to learn in.
- Identifying and responding to children, young people and adults at risk in need or support and / or protection.
- Supporting participants development in ways which will foster a sense of self-esteem and independence
- Fostering a learning environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust.
- Knowing how to identify and deal with safeguarding incidents and concerns.
- All our staff recognising our policy in regards to Safeguarding, Mobile Phones, Equality and Diversity, Fire Evacuation, Health and Safety, GDPR, LADO, CADS & Staff Code of Conduct.

We will endeavour to ensure that children and adults at risk are protected from harm while they visit or are attending classes. We will do this by:

1. Appointing a Designated Safeguarding Lead (DSL) - **Director - Lauren Rackham. Lead Support- Elizabeth Basset**
2. Making sure our staff are recruited with integrity. Safer recruitment training is completed yearly for DSL's
3. Providing appropriate training for staff in specific issues that can put children and vulnerable adults at risk of harm
4. Carrying out checks and monitoring of all staff and volunteers.
5. All staff to understand their roles, expectations and responsibilities. Code of conduct and complying with our policies are to be signed prior to start date.
6. All staff to understand the procedures and response of signs of abuse and absent of education.

7. No Limits Norfolk does not accept bullying in any shape or form, including online bullying, prejudice based and discrimination bullying. All staff need to sign our behaviour policy.
8. All staff must comply with our code of conduct - including confidentiality sharing and response to low level concerns.
9. To establish and maintain an ethos where children, vulnerable adults, families, carers and staff to feel secure and are encouraged to talk, are listened to and respected.
10. Taking all reasonable steps to ensure the health, safety and welfare of any child or adult at risk in contact with us
11. Not physically, emotionally or sexually abusing any child or adult at risk in contact with us
12. Taking all reasonable steps to prevent any staff member, persons working for us or member of the public from putting any child or adult in a situation in which there is an unreasonable risk to their health and safety
13. Taking all reasonable steps to prevent any staff member, persons working for us or member of the public from physically, emotionally or sexually abusing any child or adult at risk
14. Having a clear procedure to report to the Designated Safeguarding Lead any evidence or reasonable suspicion that a child or adult at risk has been physically, emotionally or sexually abused in contact with us or anyone in our organisation
15. Referring to statutory authorities all incidents reported to the Designated Safeguarding Lead
16. Ensuring that parents/carers are given the contact details of the Designated Safeguarding Lead and local authority designated officer (LADO), and know the local referral route into children's social care
17. Implementing this policy in conjunction with our Health and Safety guidelines already in place.

Safeguarding Important Contacts

Police

Emergency - 999 / Non Emergency - 111

Designated Safeguarding Lead - Lauren Rackham

Telephone - 07557382133

Email - nolimitsnorfolk@gmail.com

Deputy Safeguarding Lead - Elizabeth Basset

Telephone -07745313029

Email - libbyjb@hotmail.co.uk

Adult Social Services - Open 24 hours

0344 800 8020

Children's Services - Open 24 hours

0344 800 8020

**Children's Advice and Duty Service: 0344 800 8021 (8am to 8pm)
0344 800 8020 (out of hours)**

Children's Advice and Duty Service (CADS)

For any call raising concerns about a child, the Children's Advice and Duty Service will ask for:

- all of the details known to you/your agency about the child;
- their family composition including siblings, and where possible extended family members and anyone important in the child's life;
- the nature of the concern and how immediate it is;
- Any and what kind of work/support you have provided to the child or family to date.

They will also need to know where the child is now and whether you have informed parents/carers of your concern.

Notice to Callers:

- **Preparing for the conversation:** please see the tools developed by the Children's Advice and Duty Service to support communication. This includes FAQs and a flow chart. Please remember to record your concerns for your internal audit trail.
- **Consent:** Please can you ensure you seek consent for the referrals unless the concerns being raised suggest that the child/children or

someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parents/carers are informed. Reasons for not seeking consent should be clearly stated when speaking with Children's Advice and Duty Service and recorded on internal systems for your records.

NSPCC

The NSPCC has a variety of useful and informative sections on its website, including: General information, support and tips about keeping children safe:

<https://www.nspcc.org.uk/keeping-children-safe/>

Downloadable templates, forms and resources for organisations and individuals working with children: <https://learning.nspcc.org.uk/research-resources>

Ann Craft Trust ann-craft-trust@nottingham.ac.uk (for adult safeguarding and sports/activities))
NSPCC Learning <https://learning.nspcc.org.uk/> (children and young people)

National Council for Voluntary Organisations <https://knowhow.ncvo.org.uk/safeguarding> (children and young people)

Child Protection in Sports Unit (CPSU) <https://thecpsu.org.uk/> (children and young people) **Social Care institute for Excellence** (SCIE) <https://www.scie.org.uk/safeguarding> (children and adult

Children's Advice and Duty Service - CADS

Before contacting CADS, please answer the following questions and follow the advice provided:

Can you evidence that the child is experiencing or likely to suffer significant harm?

YES

No

Do you have the consent of the parents/young person to make contact with CADS or have you informed them of your intention to do so?

Have you discussed the child's needs with your agency safeguarding lead or your line manager?

Inform the parents and/or gain their consent for you to make this contact unless doing so would put the child at immediate risk of harm

Discuss the child with your agency safeguarding lead or line manager if available and follow their advice when providing support to the family

Gather all the family's details including dates of birth, current address, current and working contact details and family composition, along with the history and current worries.

Have you considered setting up an EHAP with the child and their family?

Speak to the parents and the child about your worries and discuss with them how your agency can help and support the children and family. You could carry out an EHAP or seek Early Help support. Follow the Early Help guidance on the NSCP website.

Call CADS on the professionals only phone line- 0344 800 8021. Have a discussion with a Consultant Social Worker. A copy of the discussion will be securely emailed to you. Follow the advice given by the Consultant social worker. Keep a record for your own agencies safeguarding recording process

Where you have carried out an EHAP which has been reviewed and amended as required - and the child's needs are not being met or in fact have increased, gather the information requested in this form, seek consent from the parent/carer and then contact CADS