Policies and Procedures

Safeguarding Children Policy and Procedure

Refugee and Migrant Justice

Designated Safeguarding Officer (DSO):	Alice Giuliato
Latest Update:	June 2026
Review Date:	June 2027
Approval:	

RMJ is committed to providing a safe and welcoming environment for all children with whom we come into contact with. We are committed to doing everything reasonably possible to keep them safe and secure. The policy below outlines how we will go about ensuring we uphold this vision.

The purpose of this policy is:

- To protect children and young people who receive RMJ's services. This includes the children of adults who use our services
- To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of RMJ, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seek to protect children in England. A summary of the key legislation is available in Appendix 2 and from nspcc.org.uk/learning.

Child Protection Policy and Procedure

1. Policy Intent

1.1 The aim of this policy is to state RMJ's policy and procedures towards the protection of children and young people that it may come into contact with and provide services to. For the purposes of this policy, a child/young person is deemed to be any individual between the ages of 0-18. The upper age range includes and reflects the needs of unaccompanied minors.

1.2 This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:
"Working Together to Safeguard Children" 2018 NSPCC guidance – September 2018 on writing a child safeguarding policy.

2. Policy Statement

2.1 RMJ is committed to the safeguarding and positive development of all children and young people with whom it comes into contact.

2.2 RMJ is committed to safeguarding every child and young people regardless of their nationality, immigration status, age, gender identity, sexual orientation, disability, race or culture or family circumstances.

2.3 RMJ recognises that all staff, volunteers and the board of trustees have a full and active part to play in protecting children and young people from harm, and that the welfare of the child is paramount in all safeguarding decisions.

2.3 It is important to recognise, respect and promote their rights. These include the right to freedom from abuse and exploitation, the right to be listened to, the right to participate in decisions that affect them and the right to be understood within their own cultural, linguistic, gender and racial identities.

2.4 The abuse of children is an abuse of their rights as set out in the UN Convention on the Rights of the Child. Child abuse is never acceptable. A commitment to children's rights in general also means a commitment to safeguard the welfare of children with whom RMJ is in contact.

2.5 There are many different types and patterns of abuse and neglect and different circumstances in which it may take place.

The 4 categories of child abuse are:

- physical
- neglect and acts of omission (which means missing things out/ not doing what is required to care for the child)
- sexual
- emotional or psychological.

Child abuse can include:

- organisational abuse (and neglect)
- self-neglect
- financial or material
- domestic abuse / violence
- child sexual exploitation (CSE)
- female genital mutilation
- forced marriage and honour-based violence
- modern slavery
- county lines, gang activity and violence (child criminal exploitation)
- bullying, peer on peer and online abuse
- discriminatory abuse
- radicalisation.

2.6 RMJ believes it is the duty of all staff and volunteers to protect and safeguard the children and young people who it may come into contact with.

2.7 In order to ensure that children and young people are protected and that the needs of all children are met, and positively promoted, RMJ is committed to multi and inter agency working.

3. Objectives

3.1 To create an environment, in all aspects of our work, which encourage children and young people to develop a positive self-image and positive relationships

regardless of ability, ethnic, racial origin, language, religion, culture or home background

3.2 To help children to establish and sustain satisfying relationships within their families, with peers, and with other adults

3.3 To encourage children to develop a sense of autonomy and independence

3.4 To develop a structured procedure within the organisation, which will be followed by all volunteers and members of staff and the community in cases of suspected abuse

3.5 To work with parents to build their understanding of and commitment to the welfare of children and young people

3.6 To raise awareness among staff, volunteers and member organisations of the problem of child abuse, and to ensure that they know how to take appropriate action to support and protect children where they believe there may be abuse.

4. Commitment

4.1 In order to meet the above objectives, RMJ will also ensure that it:

i) Takes seriously any concerns raised

ii) Takes positive steps to ensure the protection of children and young people who are the subject of any concerns

iii) Supports children, staff or other adults who raise concerns or who are the subject of concerns

iv) Acts appropriately and effectively in instigating and co-operating with any subsequent process of investigation

v) Is guided through the child protection process by the principle of what is in the 'best interest of the child'

vi) Listens to and takes seriously the views and wishes of children and young people

vii) Works in partnership with parents, carers and/or other professionals to ensure the protection of children within an interagency framework.

viii) Recognises that children cannot be expected to raise concerns in an environment where staff fail to do so.

5. Roles

5.1 The policy applies to:

i) All members of staff, volunteers and the board of trustees;

ii) All contractors, i.e. third-party contractors, agencies consultants, researchers, freelance and sessional workers working on behalf of the organisation.

5.2 The designated child protection lead is the Head of Services, Alice Giuliato: 07989729243; alice.g@rmjustice.org.uk. Erica Wilson is the deputy safeguarding lead, shall the Head of Services not be available.

5.3 Jenna Warr is the representative from the Board of Trustees on safeguarding. The Head of Services and Jenna Warr have regular subcommittee meetings where serious safeguarding concerns can be discussed or policies and procedures reviewed and improved.

5.3 RMJ will use as its principal source of advice and support the relevant Local Safeguarding Children's Board. In the first instance this is the Local Authority where the concern was raised.

5.4 RMJ will ensure that it has in place procedures for contacting the relevant local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers to ensure that it is easy, in an emergency, for RMJ and child protection agencies to work together.

6. Responsibilities

6.1 It is the responsibility of RMJ's DSO to ensure that:

i) Staff and others for whom they have line management responsibility – including volunteers, partners and consultants – are made aware of the policy and procedures, of the definitions and indicators of abuse and of how to refer their concerns.

ii) Child protection is built into new staff's induction.

ii) Checks are made on relevant staff (eg, complete DBS checks) through relevant agencies.

iv) All relevant staff and volunteers sign this document to signify they have read and understood the policy and procedure and have had the opportunity to discuss any issues with their line manager.

v) Once signed, this should be sent to the Safeguarding Lead to upload the signed form on the staff's profile on BrightHR

7. Suspicion of abuse

7.1 Any member of staff or volunteer who suspects that a child is suffering significant harm, or may be at risk of suffering significant harm, or that a child or young person has abused another child or young person, must discuss their concerns with their line manager or the DSO. Discussion should focus on the nature of concerns, risk to child(ren) involved, and the action to be taken.

7.2 It is not the role of staff or volunteers to investigate in detail incidences of abuse.

8. Complaints about staff or volunteers

8.1 All parents, carers, children and young people will be informed of the organisation's complaints procedures and how to complain about a staff member's or volunteer's action within RMJ, which may include an allegation of abuse.

8.2 RMJ will follow the guidance of the Local Safeguarding Children's Board when investigating any complaint that a member of staff or volunteer has abused a child.

9. **If the suspected abuser is the "designated" child protection lead**

9.1 In an incident where accusations of abuse have been made against the designated child protection lead, contact should be made with the board and social services.

10. **If the suspected abuser is another child or young person**

10.1 Where the suspected abuse is by another child or young person, disclosure must be made in accordance with the procedure outlined below.

11. Responding to disclosure by third party

11.1 Any member of RMJ who is contacted, through direct or indirect disclosure, with information suggesting that a child may be at risk of significant harm must:

i) Record the allegation or concern in full, in accordance with the recording procedure (in 13 below, appendix 2)

ii) Make clear that in any event the information will be reported by the person who has been told to their line manager and to Children's Social Care.

a) If the child or young person does **NOT** agree to the involvement of Children's Social Care, the designated child protection lead must be contacted. The designated child protection lead will convene an emergency meeting of the individual making the disclosure, and another staff or board member. The meeting must take into consideration the immediate safety and long-term welfare of the child or young person. Such consideration overrides all other considerations, including confidentiality and the gathering of evidence.

The Chair of RMJ's Board of trustees or the designated trustee responsible for safeguarding must be informed when any decision is made to refer information to Social Care against a child's wishes.

b) If the child agrees to the involvement of Social Care, they should be encouraged to make disclosure themselves with appropriate assistance from RMJ's team so that they can feel in control of the situation. However, if they would prefer RMJ to disclose on their behalf, a designated person within RMJ should make this disclosure.

12. Disclosure by a child or young person of abuse

12.1 Where a child or young person makes disclosure to a staff, volunteer, or contractor, that individual must

i) Offer reassurance to the child or young person
ii) Listen to the child or young person
iii) Give reassurance that they will take action; and
iv) Record the disclosure in accordance with the recording procedure (in 13 below).

12.2 Staff and volunteers must NOT question the child.

13. Recording suspicion of abuse and disclosures

13.1 Staff and volunteer must complete a written record of any suspicions or disclosures of abuse; the written record, using the RMJ disclosure form, must include:

i) The child or young person's name, address and age

ii) The date and time of the observation or disclosure

iii) An objective record of the observation or disclosure

iv) The exact words spoken by the child (if any), or by the person who made the disclosure or raised concern (if any)

v) The name of the person to whom the concern was reported (if any), with date and time

iv) The name of the person who observed the cause of concern (e.g. the incident, behaviour, marks, etc), with date and time

vii) The name of any other person present at the time

viii) The person making the above record is to sign and date the record

13.2 Once completed the form must be returned to the line manager and the designated child protection lead.

13.3 The staff member/volunteer must also record the concern with all the above information on the client's file on Advice Pro under the relevant "Work Completed" ("safeguarding follow-up") as well as in the "Risk Issue" tab, selecting the appropriate risk and alert levels.

13.4 DSO/DSO deputy will have to record the concern and the actions taken in the "safeguarding concerns log" saved in the safeguarding folder in the management drive.

13.5 When necessary, a specific and confidential file is to be created, where this record (and records of future development and progress of the case) is kept.

14. Procedure when referring to Social Care or the Police

14.1 In case a referral needs to be made to Children's Services or the Police the following information should be provided in writing

i) referrer's details
ii) whether the child or young person is currently safe and any deadlines approaching (e.g. child about to be collected by parent/carer; alleged abuser returning imminently to household);
iii) when the child or young person was last seen
iv) child or young person's name, date of birth, sex, disability, ethnic origin, religion, language spoken
v) include any other names the child, young person or family members have been known by and the child's address and any known previous addresses
vi) the family and household structure and details of any other significant people in the child or young person's life
vii) details of the concern (if an incident: the time, place, persons involved)
viii) source of the information
ix) whether the child or family is aware of the referral
x) recent changes in the child's behaviour or presentation
xi) the parent or carer's response to the concerns, if aware, and if they have been informed (disclosure to parents is not permitted where the parent or carer is the suspected abuser)
xii) whether the child or parent has any disability, or special needs which need to be taken into consideration - e.g. mobility needs, communication, language difficulties (for instance, they speak/understand little English and, therefore, will need an interpreter – state language).
xiii) the history of RMJ 's involvement in dealings with the child/family and knowledge of involvement of other agencies or Social Services teams, if known
xiv) information about any other children in the family or other children who are members of the household.

14.2 If at all possible, the designated person within RMJ who has dealt with the referral should attend any Child Protection Case Conference to which they are invited and fully share information which will enable the child to be protected. If attendance cannot be ensured, a written report should be provided for consultation at the conference.

14.3 If the referral is made to Social Services, this should be recorded on Advice Pro in the “Referral” tab. If any other safeguarding referral is made, this should be recorded as a “Work Completed” (safeguarding referral – other).

15 Informing parents

15.1 Parents and carers are normally the first point of contact. If the police are involved, they will lead on this.

15.2 In the case of incidences where the parent or carer is the likely abuser, disclosure will not be shared with the parent or carer, and the matter will be highlighted to social care and or the police.

16. Confidentiality

16.1 All suspicions and investigations are kept confidential and shared only with those who need to know (the line manager, designated child protection lead, member or chair of the board of trustees, Social Care department and/ or the Local Safeguarding Children’s Board

17. Support to families

17.1 RMJ will not refuse to provide services to any child, young person or family making an accusation of abuse

17.2 Confidential records kept regarding a child or young person will only be shared with the child or young persons or appointed guardians and if appropriate only disclosed to third parties in the course of an investigation of abuse under the guidance of the Local Safeguarding Children’s Board.

18. Staffing and volunteering

18.1 RMJ will provide training on child protection to all appropriate staff and volunteers.

18.2 All staff and volunteers will have to attend a mandatory safeguarding training in the first three months of their employment. The certificate of attendance must be provided to their line manager as well as the DSO and a copy of the certificate will have to be uploaded on the staff’s file on BrightHR. The DSO will updated the mandatory training log.

18.3 Staff/volunteers will also need to complete refresher trainings every 2 years.

18.4 RMJ will also ask staff to complete regular safeguarding exercises as part of team meetings/away days.

18.5 RMJ recognises that it also has a duty to staff and volunteers who may be the subject of an accusation or be managing disclosures of abuse; support will be provided, including counselling, to individual members of staff who have had to deal with child protection issues

18.6 RMJ will ensure that appropriate checks, including DBS checks, are undertaken on any individuals working with children and young people.

18.7 RMJ will ensure that staffing resources are appropriate to meet the regulatory requirements and good practice guidance for the delivery of services for children and young people. Appointments will be made subject to the organisation's policy on the recruitment and employment of ex-offenders.

18.8 In order to safeguard children and young people in its care, RMJ has procedures for recording the details of visitors to any activities that we organise for children or involves children.

18.9 RMJ will ensure that reasonable steps are taken to ensure that the organisation retains control over who comes into venues, halls or rooms, where we hold activities for children, and that no unauthorised person has unsupervised access to the children.

19. Disciplinary action

19.1 Where a member of staff or a volunteer is dismissed from RMJ or internally disciplined because of misconduct relating to a child, the organisation will, in accordance with its requirements under the Working Together to Safeguard Children 2018 and other relevant guidance, notify the Vetting and Barring Scheme and other relevant regulatory bodies.

20. Prevention and good practice

20.1 Adults will not be left alone for long periods with individual children or with small groups during activities we organise for children and families, such as leisure/social activities, after school/homework clubs, crèches, etc.. An adult who needs to take a child aside – for example, for time out after behaviour, which needs improvement – will leave the door ajar.

20.2 Adults who have not been registered as "fit" persons will not take children unaccompanied to the toilet.

20.3 The lay out of the room/hall and venue, during activities we organise for children or involves children, allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

20.4 Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet or other technologies. Additionally some young people may find themselves involved in activities which are inappropriate or illegal. The organisation will undertake a commitment to ensuring that children, young people and parents are made aware of the potential for abuse via the internet.

21. Review

21.1 This policy must be monitored and reviewed by the DSO as a minimum on a yearly basis as well as when relevant regulations change. It will also be important to

review this policy if concerns are raised by staff or volunteers of other interested third parties.

21.2 As part the review, the DSO will consult relevant online resources, such as NSPCC website, and will check that the applicable legislations are up to date.

21.3 Every two years a more thorough review must be undertaken by the DSO in conjunction with a safeguarding specialised external agency (currently Ann Craft Trust - https://www.anncrafttrust.org/) and the policy must be approved by the Board of Trustees.

Appendix 1

Child protection policy and procedures - definition of harm and abuse

Harm is defined in the Children Act 1989 as the detrimental outcome of various forms of child maltreatment to the child's well-being, e.g. ill-treatment or impairment of health or development:

- ill-treatment includes sexual abuse and forms of ill-treatment which are not physical
- health includes both physical and mental health
- development includes physical, intellectual, emotional, social or behavioural development.

What constitutes "significant" harm (or is potentially significantly harmful) is a matter of judgement in each individual case. The "significance" may relate for instance to the severity of an injury, or to the long-term impact of emotional instability from the cumulative effect of inadequate parenting or of a number of worrying incidents.

The following should heighten concerns that the harm or potential for harm may be significant and therefore warrant a Child Protection Investigation. This list is not exhaustive:

Physical abuse Hurting a child causing injuries, not by accident. Examples of acts of abuse: Children may be hit, kicked, poisoned, burned, slapped or have objects thrown at them. May be restrained or forced to use medication (often to sedate them). Examples of signs or symptoms of abuse: Injuries such as bruises, broken bones, burns or cuts, malnutrition.
Neglect and acts of omission (which means missing things out) Not meeting a child's basic needs. Examples of acts of abuse: Not giving food, drink or medication. Leaving a child dirty or cold. Putting them in danger or not protecting them from harm. Not showing compassion, care, communication or attention. Ignoring medical, emotional or physical care needs, not taking them to the GP, dentist, etc.. Examples of signs or symptoms of abuse: Bed sores. Being left in wet/dirty clothes, being quiet, self-harm, hunger, thirst.
Sexual abuse

A child is forced or persuaded to take part in sexual activities. This does not have to be physical contact, and it can happen online or on the phone, which is called sexting. Sometimes the child may not understand that what is happening to them is abuse.

Examples of acts of abuse: Grooming, rape, indecent exposure, harassment, inappropriate touching, teasing or innuendo, sexual photography, being made to watch pornography or sexual acts.

Examples of signs or symptoms of abuse: Sexually Transmitted Infections (STIs), unexplained pregnancy, Urinary Tract Infections (UTIs), bruising, change in sexual activity or behaviour, fear, shame, crying.

Emotional or psychological abuse

The emotional pain or neglect of a child.

Examples of acts of abuse: Trying to scare, humiliate, isolate or ignore a child. Threatening them, not giving physical contact, not giving the care or support they need. Controlling. Radicalising (encouraging extreme views).

Examples of signs or symptoms of abuse: Being nervous, scared or quiet. Self-harm. Desperate for attention or personal contact or care. Taking part in terrorist or racist attacks.

Organisational abuse (used to be called institutional and includes neglect)

Neglect and poor care within a home, hospital or service can be because of structure, policies, processes and how staff are asked to work by their employer.

Examples of acts of abuse: Using routines and work practices that are not individual, staff can learn bad practice which can turn into a safeguarding incident.

Examples of signs or symptoms of abuse: Making all children follow routines even though this does not meet their individual needs and causing them harm. Limiting parents' rights to visits their child because the service is understaffed.

Self-neglect

This is when a person is not caring for their personal hygiene, health or surroundings and includes behaviour such as hoarding.

Examples of acts of abuse: Not caring about their own personal hygiene, health or surroundings including hoarding. Harming themselves.

Examples of signs or symptoms of abuse: Scratches, cuts, burns, fresh scars. Pinching, biting. Not eating / eating too much. Vomiting food after eating.

Financial or material abuse (Misusing or taking a child's property or money.)

Examples of acts of abuse: Stealing. Forcing children to make decisions about their money, possessions and or property.

Examples of signs or symptoms of abuse: Money or possessions becoming lost or missing.

Domestic abuse / violence & honour-based violence

Relative causing harm to a vulnerable child living in the same home, or child witnessing abuse of parent or sibling.

Honour based violence is a violent crime or incident possibly committed to protect or defend family or community honour. It is often linked to family or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture

Examples of acts of abuse: Physically assaulting a family member or making them feel unhappy or unsafe. Bullying, stalking, being controlling.

Examples of signs or symptoms of abuse: Frightened, hurt, raped, moving often to a new house. Unable to talk/meet at home. Child fearful of parent/withdrawn in their presence.

Child Sexual Exploitation (CSE)

Is a form of sexual abuse that involves the manipulation and/or coercion of a child into sexual activity in exchange for gifts, money, accommodation, affection or status.

Examples of acts of abuse: Adult befriends a child, gains their trust then uses them for sexual acts in return for gifts and meeting basic needs. Often the child states they agree to the relationship, but they are being exploited as they cannot consent to having sexual relationships with an adult.

Examples of signs or symptoms of abuse: Child spending time away from home or school. Being secretive about where they have been and with. Having new items without having the money to buy these themselves. Pregnancy or sexually transmitted diseases. Become alcohol or drug dependant.

Female Genital Mutilation (FGM)

Non-medical reason which involves a procedure that is undertaken to remove a child's or woman's genitalia.

Examples of acts of abuse: A child is taken to another country on holiday but is there to have genitalia removed, parents often organise this and claim it is a cultural necessity.

Examples of signs and symptoms of abuse: Child talking about having an operation when being taking on holiday. Showing signs of pain, bleeding or excessive touching of their genitalia.

Forced marriage

Where a child or adult faces physical, sexual or emotional threats and pressure to marry someone they do not want to marry. See Honour-based violence above.

Examples of abuse: Child or adult forced by family, often abroad, to travel overseas and forced to marry against their will.

Examples of signs and symptoms of abuse: The young person suddenly becomes more withdrawn, spends less time with friends than they used to and then doesn't answer calls or texts; goes missing or runs away; is in conflict with parents. Victims of forced marriages are often subjected to violence to pressurise them into it, so may have physical injuries and may not be allowed to join in on extra-curricular activities.

Modern slavery

Forcing a child to work against their will, in poor conditions, or for illegal pay.

Examples of acts of abuse: Slavery, human trafficking, forced labour and domestic work. Threating, lying to and forcing a person to work against their will.

Examples of signs or symptoms of abuse: Not going to school. Not having money or time for themselves. Not having enough food, a bed or their own possessions. Not having their passport.

County lines, gang activity and violence (child criminal exploitation)

Police use the term county lines to describe urban gangs supplying drugs to other areas of the country. Often this involves child criminal exploitation as the gangs use children and vulnerable people to transport drugs around for them. Child could often feel pressured to join gangs so they feel safer in groups and have a sense of belonging. Both county lines and gang activity involve violence, a child could be a victim and/or perpetrator of violence if in a gang.

Examples of acts of abuse: Child targeted by a gang and befriended by them, given gifts and false friendships. Used by gang to carry out illegal activities on the gang's behalf.

Examples of signs or symptoms of abuse: Child has new set of friends, new clothes, new mobile phone, receives many calls or texts, and is secretive, often stays out late and goes missing for long periods. Becomes drug dependant. Physically abused.

Bullying, peer on peer and online abuse

Bullying is a behaviour that hurts someone else such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

Online abuse is any abuse that happens over the internet, such as on Facebook or X, or when playing online games or using mobile phones. Often called cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Online abuse may be part of other forms of abuse that are taking place. Peer on peer abuse is a behaviour by an individual

or group, intending to physically, sexually or emotionally hurt others. Mate crime falls into this category.

Examples of acts of abuse: Bullying can happen anywhere - at school, at home or online. It's usually repeated over a long period of time and can hurt a child physically and emotionally. Bullying online, using social networks and mobile phones, is often called cyberbullying. Online abuse could include persuading children to take part in sexual activity online.

Examples of signs and symptoms of abuse: Child is withdrawn, neglecting themselves, overly expressing themselves in inappropriate sexualised ways, not wanting to go out, or avoiding answering phone messages. Having visible injuries.

Discriminatory abuse

A child may be treated differently, or injured, because of race, gender and gender identity, age, disability, sexual orientation, religion, pregnancy, or material status. Hate crime is discriminatory abuse.

Examples of acts of abuse: Harassment, assaults, bullying, being stopped from doing something or going somewhere.

Examples of signs or symptoms of abuse: The person is not being treated equally. Hurt, shows signs of depression or anger.

Radicalisation

Radicalisation is when people come to support terrorism and extremism and, in some cases, participate in terrorist groups. 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.

Look up the governments Counter-terrorism strategy (CONTEST) 2018 https://www.gov.uk/government/publications/counter-terrorism-strategy-contest-2018

Examples of acts of abuse: Children targeted by groups to commit terrorist acts.

Examples of signs or symptoms of abuse: Child involved with known extreme groups and attending extremists marches which they may have not done before. Child has an identity crisis, starts to dress differently, mixes with unknown people, expresses views which could be discriminatory of others, being secretive, spending a lot of time online, purchasing chemicals or protective equipment.

Appendix 2

Related legislation

- Working Together to Safeguard Children (2023)
- Children Act (1989) & (2004)
- Children and Social Work Act (2017)
- Children and Families Act (2014)
- Sexual Offences Act (2003)
- Serious Crimes Act (2015)
- UN Convention of the Rights of the Child
- Police and Criminal Evidence Act (1984)
- Modern Slavery Act (2015)
- Female Genital Mutilation Act (2003) (as amended by the Serious Crime Act 2015)
- Forced Marriage (Civil Protection) Act (2007)
- Revised Code of Practice for Disclosure and Barring Service Registered Per sons (2015)
- Counter-Terrorism and Security Act (2015)
- Human Rights Act 1998
- Data Protection Act 2018 and the UK GDPR (

6. Related documents

- Safeguarding adults at risk policy
- Self-harm procedure
- Suicide risk procedure
- Challenging situations guidance
- Whistleblowing Policy
- Relevant local authority safeguarding children policy and procedure
- Disciplinary policy
- Data protection policy
- Confidentiality policy
- NSCPP Definitions and signs of child abuse (2017)

Appendix 3

Child protection policy and procedure– Disclosure Form

RECORD OF CONCERN (please ensure any additional sheets are dated and numbered)

State concerns raised/incident:
……..……
……..
Date and Time Occurred: ……
Details of child (name, age and address) – if appropriate:
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Reported by: ……..…….

Date and Time Reported to Designated Person:
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Nature of Concern/ incident (including what child/others said if applicable):
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Who has been
informed?……
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Action taken immediately:
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Follow up action:
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Details of previous record or concern/incident concerning this child:
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Signed (author of report): ……

Reported To: ……...

Method of Reporting: ……

Date Reported: ……

Received by: ……

Date received: ……

Written report completed: YES/NO

Comments:

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Signed: ……

Copy to be held at RMJ Office.

CHILD PROTECTION POLICY AND PROCEDURES
Staff declaration

Name: …… …….

Position: …….

I have read RMJ 's Child Protection Policy and Procedures and I am fully aware of

- my responsibilities in relation to the policy
- how to proceed in case of breach of the policy

Signed: …… Date: ……

For RMJ (Print name): ……..……..

Signed: …… Date: …….

Related policies and procedures

This policy should be read alongside our organisational policies and procedures, including:

 Role of the designated safeguarding officer

Responsibilities

1. The Designated Safeguarding Officer is the first point of contact for all staff and volunteers to go to for advice if they are concerned about a child (this may also need to be out of hours so staff and volunteers should always know how to contact them or you can also appoint a Deputy);

2. They have a higher level of safeguarding training and knowledge than the rest of the staff and should have completed Working Together to Safeguard Children and Young People;

3. They are responsible for ensuring that their organisation's safeguarding policy is kept up to date and ensuring complete refresher training every 2 years;

4. They ensure that they comply with safe recruitment procedures for new staff members and their induction.

5. They support staff to assist in information regarding concerns and support decision making about whether staff concerns are sufficient enough to notify Children's Services or whether other courses of action are more appropriate, for example the completion of an Early Help Approach.

6. They can (help) make formal referrals to Social Care or emergency services where necessary

7. They ensure that concerns are logged and stored securely

8. They have joint responsibility with the Board of Trustees to ensure that the organisation's safeguarding policy and related policies and procedures are followed and regularly updated

9. They are responsible for promoting a safe environment for children and young people

10. They know the contact details of relevant statutory agencies eg Children's Social Work Services (CSWS), Police, Local Safeguarding Children Board, and the Local Authority Designated Officer (LADO) for allegations against staff.

It is not the responsibility of the designated safeguarding officer to decide whether a child has been abused or not- that is the responsibility of investigative statutory agencies such as Children's Social Work Services or the police. However, keeping children safe is everybody's business and all staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

 Dealing with disclosures and concerns about a child or young person

Report any concerns to the designated safeguarding officer or the Board of Trustee's lead for safeguarding.

 Managing allegations against staff and volunteers

Concerns are to be raised with the Head of Services or with the safeguarding lead on the Board of Trustees

 Recording and information sharing

Please refer to DBS, Data Protection and GDPR Policies and Employee Handbook

 Code of conduct for staff and volunteers

Please refer to the Employee Handbook

 Safer recruitment

Please refer to DBS, Data Protection and GDPR Policies, Recruitment selection Policy and Employee Handbook

 Anti-bullying

Please refer to the Positive work environment section in the Employee Handbook

 Managing complaints

Please refer to the complaints procedure

 Whistleblowing

Please refer to policy in the public interest Disclosure (Whistleblowing) section in the Employee Handbook

 Health and safety

Please refer to the health and safety policy and the Employee Handbook

 Induction, training, supervision and support

Please refer to the supervision policy (both staff and volunteer), the file review policy and the training and development policy.

We believe that:
 children and young people should never experience abuse of any kind

 we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:
 the welfare of the child is paramount

 all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse

 some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

 working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

 valuing, listening to and respecting them

 appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead Board of Directors member for safeguarding

 adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers

 providing effective management for staff and volunteers through supervision, support, training and quality assurance measures

 recruiting staff and volunteers safely, ensuring all necessary checks are made

 recording and storing information professionally and securely

 sharing information about safeguarding and good practice with children, with their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions

 using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately

 using our procedures to manage any allegations against staff and volunteers appropriately

 creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
 ensuring that we have effective complaints and whistleblowing measures in place

 ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Contact details

Designated Safeguarding Officer (DSO)
Name: Alice Giuliato
Phone/email: alice.giuliato@RMJ.org.uk; 02070525216

Safeguarding lead (Board of Trustees)
Name: Jenna Warr
Phone/email: jenna.warr@RMJ.org.uk

Deputy Safeguarding Officer
Name: Erica Wilson RAS Manager
Email: erica.wilson@RMJ.org.uk

This policy was last reviewed on: 04/07/2025

Signed: …Alice Giuliato… 

Date: …04/07/2025……