Douce France London
Safeguarding and Child Protection Policy

Last reviewed: Monday 25 September 2026

Policy Statement

Douce France is fully committed to safeguarding and promoting the welfare of all children in its care. Safeguarding is at the heart of everything we do and underpins all aspects of our work. We recognise that safeguarding is everyone's responsibility and that all staff, volunteers and visitors have a vital role to play in protecting children from harm. At Douce France, we take a child-centred approach, meaning that at all times we consider what is in the best interests of the children and students.

We recognise that safeguarding is not simply about compliance with procedures, but about creating a culture in which children feel safe, valued, listened to and able to seek help. We actively promote an environment where concerns can be raised openly and where all members of the community understand that "it could happen here."

We are dedicated to creating a safe and nurturing environment where children can thrive, have positive experiences, and stay safe from harm. Our safeguarding policy statement therefore outlines our commitment to protecting children and highlights the procedures we have in place to ensure their well-being.

Organisation, Purpose, and Function

Douce France London is a family-oriented organisation; we are committed to safeguarding everyone who comes into contact with us. Our purpose is to create a friendly and educational environment where children can learn French and engage in enjoyable activities. Our offerings include:

- **Holiday Camps**: Providing fun and educational activities for children aged 3 to 12.
- **After School Clubs** : Delivering engaging artistic, cultural, creative, sport, language and educational activities for children in school settings.
- **French Classes**: Offering French language classes at home, in schools, and tailored for businesses.
- **Private Tutoring**: Delivering personalised French tutoring to support individual learning needs.
- **Business Services**: Tailored French language training for businesses to meet their specific needs.

This safeguarding policy applies to all children under the age of 18 who are involved in any activities or services provided by Douce France London. It is written with due regard to Keeping Children Safe in Education (KCSIE) (September 2026) and reflects the requirements of the London Safeguarding Children Procedures. The policy covers:

- **All Staff and Volunteers**

This includes full-time, part-time, freelance and temporary staff, as well as volunteers who work directly with children.

- **Individuals with Occasional Contact**

Staff and volunteers who may have occasional contact with children, such as caretakers, administrative staff, and external contractors, are also expected to comply with the safeguarding

policy.

- **Visitors**
All visitors to Douce France London premises, including parents and guardians, are made aware of our safeguarding procedures and are expected to adhere to them while on site.

This Policy does not form part of any employee's contract of employment, and it may be amended at any time.

Guidance and Legislation (including internal policies)

This policy has been written with reference to guidance regarding safeguarding and activities for children in England, including:

- The Childcare Act 2006
- Keeping Children Safe in Education (KCSIE)
- Department for Education Guidance for out-of-school settings, after-school clubs and holiday clubs.
- Equality Act 2010
- SEND Code of Practice 2015
- Working Together to Safeguard Children 2026
- Prevent Duty Guidance 2023

This safeguarding and child protection policy has also been developed by taking account of the following Douce France policies and documents below and should be read in conjunction with them:

- First aid policy;
- Health and safety policy;
- Online safety policy;
- Whistleblowing policy;
- Complaints procedure;
- Staff code of conduct;
- Fire safety and emergency procedures provided by the venues in which we are operating;
- Insurance certificates;
- Risk assessments (generic and specific to venues);
- SEND Policy;
- Equality Policy

Key Personnel

Designated Safeguarding Lead (DSL)
Name: David Meslet
Tel: 07496937926
Email: hello@doucefrancelondon.com

Deputy Designated Safeguarding Lead (DDSL):
Name: Jennifer Semar
Tel: 07496937931
Email: hello@doucefrancelondon.com

Contact Information for Safeguarding Services and External Agencies

For additional support and reporting, the following local safeguarding services can be contacted:

Multi Agency Safeguarding Hub (MASH)

The Multi Agency Safeguarding Hub (MASH) is made up of representatives from children's social care co-located with professionals from the Met Police and the NHS. The MASH also has virtual links with other partner agencies such as education, housing, probation, the youth offending team and the UK Border Agency. If there are any other agencies working with a family, for example domestic violence services, alcohol and drug services, or another relevant agency the MASH may contact these agencies for information.

The purpose of the Multi Agency Safeguarding Hub (MASH) is to improve the quality of information that is shared between professionals in order to make timely and informed decisions about risk based on accurate and up to date information. The MASH sits separate but alongside the front door services in each respective local authority. The "front door" refers to the separate teams that each local authority has to receive referrals when there are worries about a child. The MASH is able to provide a brief risk assessment and recommendation to the front door services in Hammersmith and Fulham, Kensington and Chelsea, and Westminster. This is to assist in improving the quality of safeguarding decisions for children and their families in order to provide them with the most appropriate support and services as soon as possible.

Local Authority Children's Social Care / MASH Contacts

Where there are concerns about a child's safety or welfare, the Designated Safeguarding Lead (DSL), or Deputy DSL in their absence, should contact the relevant Local Authority Children's Social Care service.

Hammersmith & Fulham – MASH / Initial Consultation and Advice Team (ICAT)
For safeguarding concerns relating to the **Fulham setting**:

- **Telephone:** 020 8753 6600
- **Email:** familyservices@lbhf.gov.uk
- **Out-of-hours Emergency Duty Team:** 020 8748 8588
- **Fax:** 020 8753 4209
- **Online referral form:** Hammersmith & Fulham Children's Social Care Referral Form

Royal Borough of Kensington and Chelsea – Children's Social Care Duty Line
For safeguarding concerns relating to the **South Kensington setting**:

- **Telephone:** 020 7361 3013
- **Out-of-hours:** 020 7361 3013
- **Email**: socialservices@rbkc.gov.uk

Local Authority Designated Officer (LADO)
A designated officer from the Local Authority (LADO Service) can intervene when allegations are made within any role for professionals or volunteers involved in working with children, ages from 0 to 18.
To make a referral please email LADO Referrals: LADO@lbhf.gov.uk (monitored Mon to Fri, 9am to 5pm)

Police
- In an emergency, contact the police by dialling 999.
- For non-emergency situations dial 101.

Anyone can make a referral directly to children's social care, the Local Authority Designated Officer or police if they believe that a child is at risk or may be at risk of significant harm.

Definitions

Child : for the purposes of this Policy, we define a child as a person who is under the age of 18 ("Child"). The fact that a Child has reached 16 years of age, is living independently or is in Further/Higher Education does not change their status for the purpose of this policy.

Abuse: Abuse can happen in person or online. KCSIE 2025 provides an updated definition of abuse as: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Safeguarding is also defined as: protecting children from maltreatment inside or outside of the home including online. Harm can include ill treatment that is not physical as well as the impact of children witnessing ill treatment of others, particularly when children see, hear or experience domestic abuse and its effects. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

A Duty of Care rests upon an individual or group to ensure that all reasonable steps are taken to ensure the safety of a child or adult at risk.

*Please refer to **Appendix A - Safeguarding Issues and Categories of Abuse** for a comprehensive list of categories of abuse, signs and symptoms, and a range of safeguarding issues that may affect individuals.*

Role of the Designated Safeguarding Lead

Douce France has appointed a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL).

Their responsibilities include:

- To promote a culture of safeguarding so the welfare and best interests of children are embedded within all the organisation's processes and procedures.
- To co-ordinate and monitor safeguarding, being the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies.
- The designated safeguarding lead should take lead responsibility for safeguarding and child protection.
- Immediately upon the receipt of any concerns, to act upon the report.
- To liaise with the relevant Children's Multi-Agency Partnership (LSCP) and other neighbouring Children's Services departments.
- To understand child protection processes, including Section 17 and Section 47 assessments under the Children's Act (1989) and 'Early Help' processes.
- Undertaking relevant training in safeguarding procedures and ensure that their knowledge is kept up to date;
- Acting as a point of contact for those who have safeguarding concerns, receiving information and recording those concerns;
- Monitoring the implementation of this policy.
- Where possible, to attend case conferences or other multi-agency planning meetings and to contribute to assessments and reports.
- To be responsible for safeguarding and child protection procedures and to keep detailed, accurate records, including action taken. This includes keeping records for those cases where there is no need to make a referral to any other service.

The Deputy DSL is trained to the same level as the DSL and in the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of children, ensuring that the DSL receives copies of all reports and referrals and is fully briefed as soon as possible on their return.

The ultimate lead responsibility for safeguarding and child protection rests with the DSL. This responsibility will not be delegated, except under exceptional circumstances such as long-term absence of the DSL.

Role of other staff: Commitment to Child Safety

All staff and volunteers are trained to recognise and respond to signs of abuse and neglect, and to act in the best interests of the children at all times. In addition, they commit:

- To provide a safe and supportive learning environment
- To read and understand, Part 1 of Keeping Children Safe in Education as well as Annex B if they lead or manage or work directly with children.
- To read and understand this document
- To adhere to the Staff Code of Conduct
- To undertake regular safeguarding training, at least annually.

Equality and Anti-Discriminatory Practice

At Douce France London, we are committed to providing an inclusive and supportive environment for all children and young people. We give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
According to the Equality Act, organisations must not unlawfully discriminate against anyone because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics).

SEND (Special Educational Needs and Disabilities)

Staff are made aware that children with special educational needs and/or disabilities as well as other vulnerable groups may be especially at risk of abuse including those with physical health issues. Such children are also more prone to peer group isolation or bullying.
Staff will be aware that:

- Signs of possible abuse, such as changes in behaviour or mood, or unexplained injuries, should not automatically be linked to a child's disability, as they may indicate that abuse is taking place or has taken place.
- Children with SEN and disabilities can be disproportionally impacted by things like bullying - without outwardly showing any signs.
- Communication barriers may exist such as children being non-verbal and therefore there may be difficulties in overcoming these barriers.
- Some children may also face barriers due to their cognitive understanding – for example being unable to understand the difference between fact and fiction in online content

We recognise that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs, or other issues. Our commitment to anti-discriminatory practice is embedded in all our safeguarding policies and procedures, ensuring that every child is treated with respect and dignity.

Ensuring Suitability of Staff and Volunteers

To minimise risks, we take the following steps to ensure that the people who work or volunteer for Douce France London are suitable to do so:

Rigorous Background Checks
All staff and volunteers undergo comprehensive background checks before they begin working with us, including:

- The taking up of references.
- Verification of identity.
- Verification of right to work in the UK.
- Where appropriate, verification of qualifications.
- Where appropriate, an overseas criminal record / police clearance check (as applicable to the country concerned)
- A satisfactory enhanced check with the Disclosure & Barring Service (DBS), including a Barred List check for staff engaged in regulated activity
- A self-declaration to ensure compliance with disqualification regulations made under the Childcare Act 2006.

- Where relevant for a teaching role, verification of Qualified Teacher Status (QTS) and the completion of teacher induction or probation, where applicable.
- For staff engaged in teaching duties, a check that the teacher is not subject to a prohibition order issued by the Secretary of State.
- Where appropriate, a check that there is no teacher prohibition order issued by any overseas professional authority.
- A medical fitness questionnaire and / or medical self-declaration.

Regular Training
Ongoing training on safeguarding and child protection is mandatory for all staff and volunteers. All staff are required to read, at least annually, the Safeguarding Policy (i.e this policy) and the Staff Code of Conduct and must confirm that they have done so.
All staff are required to read and understand the guidance for staff in Part 1 of KCSIE and confirm that they have done so. Every member of staff receives comprehensive training in safeguarding (including on-line safety) at least every two years. Refresher training is provided annually and on specific issues through the year as required. All staff are trained in how to listen, respond to and report any disclosures including those which involve child-on-child harmful sexual behaviour, sexual violence or sexual harassment

Clear Code of Conduct
We have a strict code of conduct that all staff and volunteers must adhere to, outlining appropriate behaviour and interactions with children. Please see separate policy.

Induction and Probationary Period:
- A comprehensive induction process followed by a probationary period during which the staff or volunteer's performance and suitability are closely monitored.
- The DSL is responsible for ensuring that all new members of staff and any volunteers, receive training on their responsibilities for safeguarding and child protection and on the procedures for recording and referring any concerns.
- This training will take place prior to the new member of staff starting work with the children.
- All newly recruited staff are provided with the following information and given in-house training on safeguarding issues as part of their induction.
- This includes: - Keeping Children Safe in Education, Part 1, the identities and roles of the DSL and DDSL, Safeguarding Policy, Staff Code of Conduct, Whistleblowing Policy

Ongoing Monitoring and Review
Regular performance reviews and updates to DBS checks and safeguarding training as necessary.

Allegations Against Staff

As part of its overall safeguarding ethos, Douce France ensures that it promotes an open and transparent culture in which staff feel confident to report all concerns about adults working in the setting (including self-employed staff, volunteers and contractors).
All members of staff must follow the Staff Code of Conduct and conduct themselves in a professional manner at all times, both to ensure the safety of the children, and to reduce the risk of any allegation of improper behaviour.
If any allegation of abuse or suspected abuse is made against a member of staff or volunteer, Douce France will follow the guidance in Part 4 of KCSIE and the procedures of the local LADO.

LADO Contacts:
Kensington and Chelsea
Please call 0207 361 2120 and ask to speak to the Duty LADO
Email kclado.enquiries@rbkc.gov.uk
Procedure to report allegations/concerns: https://www.rbkc.gov.uk/lscp/information-professionals-and-volunteers/lado-managing-allegations

Hammersmith and Fulham

LADO Referrals: LADO@lbhf.gov.uk

Allegations that might indicate that a person is unsuitable to work with children are where a person has:

- **Behaved in a way that has harmed a child or may have harmed a child and/or**
- **Possibly committed a criminal offence against or related to a child and/or**
- **Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or**
- **Behaved or may have behaved in a way that indicates they may not be suitable to work with children.**

Douce France has a duty of care towards its employees and will ensure that effective support is provided for anyone facing an allegation. The individual concerned will be advised to contact their trade union representative, if they have one, or a colleague for support.

The following definitions will be used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious**: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

Allegations that are found to have been malicious will be removed from personnel records and any that are not substantiated, are unfounded or are malicious will not be referred to in employer references.
If Douce France ceases to use the services of any person (whether employed, contracted, a volunteer or a student) because that person was considered unsuitable to work with children, a prompt and detailed report will be made to the DBS.
Referrals will be made as soon as possible when an individual is removed from regulated activity. This could include when an individual is suspended, redeployed to work that is not regulated activity, dismissed or when they have resigned. This will also include anyone who would have been dismissed if they had not resigned first.
Where applicable, for teaching staff, Douce France also has a legal responsibility to report the matter to the Teaching Regulation Agency (TRA) which may result in a prohibition order being issued by the Secretary of State for Education, as required by sections 141D and 141E of the Education Act 2002.

Low Level Concerns

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of Douce France may have acted in a way that is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work, and does not appear to meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.
Staff must report any low-level concerns whatsoever to the DSL. All low-level concerns will be recorded in writing. If there is any doubt as to whether a low-level concern meets the harm threshold, then the DSL will consult with the LADO.

Raising and Responding to Concerns

We understand that concerns about a child's well-being can arise in various ways. To address this, we have established clear and accessible channels for raising concerns.

Dealing with disclosures

Whether a child or a member of staff discloses an incident to Douce France London employee, then that employee should:

- never guarantee absolute confidentiality, as safeguarding will always have precedence over any other issues;
- listen to the individual, rather than question him or her directly. Offer reassurance without making promises, and take what the individual says seriously;
- allow the individual to speak without interruption;
- accept what is said – it is not your role to investigate or question;
- not over-react;
- explain what you have to do and whom you have to tell;
- use the individual's words or explanations – do not translate into your own words, in case you have misconstrued what the individual was trying to say;
- record any discussions or actions as soon as possible;
- not investigate concerns or allegations yourself but report them immediately to a DSL or DDSL.

The DSL or DDSL will:

- identify and refer any concerns about a child (or student)
- assess the information and consider if a child/adult is in immediate danger or is at risk of harm and take appropriate action.
- keep clear written records using the Douce France safeguarding system (Patronus)
- listen to the views of the child/student
- reassess concerns if the child/student's situation does not improve
- share information quickly and challenge inaction

Additional consideration needs to be given to people with SEND, neurodiversity, communication difficulties and for those whose first or preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

Is a referral needed?

- If the evidence suggests the threshold of significant harm, or risk of significant harm, has been reached, or if the DSL is not clear if the threshold is met, the DSL will contact Children's Social Care/Multi Agency Safeguarding Hub.
- If it is decided to make a referral to Children's Services Social Care/MASH this will be discussed with the parents of a child, unless to do so would place the child at further risk of harm.

However, if:

- Concerns are not taken seriously by DSL; or
- Action to safeguard the child is not taken; and
- The child is considered to be at continuing risk of harm,

then staff should speak to their respective Local Authority Children's Social Care or Local Authority Designated Officer.

Documentation and Follow-up

All concerns are documented and followed up promptly to ensure appropriate action is taken.

Procedures for Keeping Children Safe

Safeguarding Procedures

a. Procedure for Concerns About Child Abuse or Risk of Abuse

- If a staff member or volunteer has a concern that a child has been abused or is at risk of abuse or exploitation (including online), they must report it immediately to the DSL.
- The DSL will assess the situation and, if necessary, contact the local authority children's social care team or the police.
- All concerns and actions taken will be documented in detail on Patronus.

b. Procedure for Child-on-Child Abuse:

- Any allegations or concerns of child-on-child abuse within the organisation must be reported to the DSL.
- The DSL will investigate the incident, ensuring the safety and well-being of all children involved.
- Appropriate measures will be taken, which may include contacting parents, providing support to the affected children, and informing relevant authorities if necessary.
- Child-on-Child concerns will be recorded on Patronus.

c. Procedure for Allegations Against an Adult

- If there are allegations or concerns that an adult working with children may present a risk of abuse, these must be reported to the DSL immediately.
- The DSL will follow the local authority's protocol for managing allegations against staff and will contact the Local Authority Designated Officer (LADO) for advice and guidance.
- The accused adult may be asked to leave the site and/or be suspended pending the outcome of the investigation.

Report to the Disclosure and Barring Service (DBS)

Douce France London is under an obligation to notify the DBS if it decides to terminate a staff member's involvement in activities that involve children or vulnerable adults, as a result of suspected abuse or harm or risk of abuse or harm.

d. Procedure for Trespassing Adults

- If an adult trespasses, they must be challenged by a member of staff. If they have the clear or suspected intent to abuse, staff should ensure the immediate safety of the children and contact the police without delay.
- Staff must then inform the DSL, who will document the incident and take any necessary follow-up actions.

e. Building a Safeguarding Culture:

- We will foster a safeguarding culture within Douce France London where staff, volunteers, and children feel comfortable and empowered to raise concerns. This culture will promote transparency, accountability, and a shared responsibility for safeguarding.

Online Safety

At Douce France London, we recognise the importance of keeping children safe in the digital world. Our online safety procedures are designed to protect children from risks associated with internet use, including cyberbullying, inappropriate content, and online exploitation.

We provide guidance and education to children, staff, and volunteers on safe internet practices, encouraging responsible and respectful online behaviour. Our policies include the implementation of acceptable use agreements, monitoring of online activities during our programmes, and secure methods for storing and sharing digital content. We also ensure that all digital interactions between staff, volunteers, and children are conducted through secure and approved channels to maintain privacy and safety.

Abuse that occurs online or outside of the setting should not be downplayed and should be treated equally seriously. A victim will never be given the impression by our staff that they are creating a problem by reporting online sexual violence or sexual harassment, nor should a victim ever be made to feel ashamed for making a report.

Preventing Radicalisation and Extremism

We are committed to safeguarding children from the risks of radicalisation and extremism. We adhere to the Prevent duty, which involves identifying children who may be vulnerable to radicalisation and providing them with appropriate support. Our staff and volunteers are trained to recognise signs of radicalisation and understand how to respond to concerns effectively.

We foster an inclusive environment that promotes tolerance, mutual respect, and understanding of different cultures and beliefs. Our curriculum and activities are designed to encourage critical thinking and resilience against extremist ideologies. Additionally, we work closely with local authorities and safeguarding partners to ensure that any concerns related to radicalisation are promptly addressed and managed in accordance with legal and best practice guidelines.

Any concerns over radicalisation will be reported to the DSL or DDSL who will then decide whether to seek

advice from the **National Police Prevent Advice Line (0800 011 3764).**

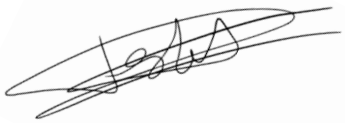
Early indicators of radicalisation or extremism may include

- Showing sympathy for extremist causes
- Glorifying violence, especially to other faiths or cultures
- Making remarks or comments about being at extremist events or rallies
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations or other extremist groups
- Out of character changes in dress, behaviour and peer relationships
- Secretive behaviour
- Online searches or sharing extremist messages or social profiles
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Graffiti, 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.

Annual Review

This safeguarding and child protection policy will be reviewed annually or after any incident occurs to ensure it remains up-to-date and effective. Feedback from staff, volunteers, and external agencies will be considered in the review process to continually improve our safeguarding practices.
All staff and volunteers are provided with written copies of these procedures and are required to confirm their understanding and adherence to them.

Signatures:



David Meslet

Co-founder and Designated Safeguarding Lead

Douce France London



Jennifer Semar

Co-founder and Deputy Designated Safeguarding Lead

Douce France London

Appendix 1

Types of Abuse

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

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

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

Sexual Abuse
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child 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 children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child 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
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health 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);
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Other Safeguarding Issues

Child Sexual Exploitation (CSE)
Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate, or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the

financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Child Criminal Exploitation (CCE)
Child criminal exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate, or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

County Lines
County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence), and weapons.

Domestic Abuse
Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. It includes, but is not limited to, the following:

- psychological
- physical
- sexual
- financial
- emotional

Children can be victims of domestic abuse, which can have a lasting impact on their health, well-being, and development. Exposure to domestic abuse can have serious, long-lasting emotional and psychological impacts on children.

Female Genital Mutilation (FGM)
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 for non-medical reasons. It is a form of child abuse and violence against women and girls, and is illegal in the UK.

Forced Marriage
Forced marriage is a marriage in which one or both spouses do not (or, in the case of children, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual, and emotional pressure.

Radicalisation
Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Children and young people can be drawn into violence or exposed to messages promoting extremist ideologies through a variety of means, including the internet and social media.

Appendix 2

Process when you have a concern about a child's welfare, safety, or well-being

1. **Immediate Danger or Risk?**
- **Yes:** Call Emergency Services (999)
- **No**: Inform DSL
- **Unsure:** Inform DSL

2. **DSL Records Incident on Patronus**

3. **DSL Assesses the Concern and Decides Next Steps**

4. **Is Further Action Needed?**

- **Yes:** Contact Appropriate Agencies
- **No:** Monitor Situation (Record on Patronus)

5. **Follow Agency Advice and Implement Safeguarding Measures**

6. **Record All Actions Taken on Patronus and Continue Monitoring the Child's Welfare**