



<b>Policy Name:</b>	<b>SAFEGUARDING POLICY</b>
<b>Last Review:</b>	<b>August 2023</b>
<b>Next Review:</b>	<b>August 2024</b>

**The Trustees in adopting this policy fully understand their legal obligations and the importance of monitoring and implementing the policy within TJP.**

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## **1. Background**

- 1.1. TJP is a registered charity and company limited by guarantee. Throughout this policy, TJP refers to the organisation as a whole that comprises the work of the individual projects and any support services that are provided corporately.

## **2. Statement of Intent**

- 1.2. This policy has been written with the aim of ensuring that all children and young people accessing any of the services provided by TJP, whether accompanied by a parent/carer or left in the care of TJP staff or volunteers, are safe and free from the threat of harm.
- 1.3. TJP wishes to take every possible precaution in order to protect all children and young people with whom we work from the threat of child abuse. Any suspicion of harm will be responded to promptly and appropriately in line with the procedures set out in this policy.

## **3. Responsibility for Policy**

- 1.4. With the support of the CEO, the trustees of TJP are ultimately responsible for ensuring that this policy is regularly reviewed and properly implemented, using our policy review cycle, tabling Safeguarding as an agenda item at every board meeting, robust induction processes for all staff, and opportunity for on-going formal and informal learning, in addition to regularly repeated safeguarding training at an appropriate level.
- 1.5. In practice, the day-to-day responsibility for ensuring that any concern about the welfare of a child involved in an TJP activity is dealt with appropriately lies initially with the Chief Executive and the Safeguarding Lead. This is the case whether the person suspected of abusing the child is an TJP employee or volunteer or someone else outside the organisation.
- 1.6. However, it is now widely accepted that it is the responsibility of every adult to protect children from harm. TJP recognises that anyone who has contact with children may be abusive in their actions. TJP also recognises that anyone who has regular contact with children may be a link in identifying where a child needs protection. The organisation will therefore ensure that staff and volunteers working with children realise it is their responsibility to act on their concerns. The organisation will provide them with the support needed to follow through the process of raising concerns.

## **4. Safeguarding Procedures**

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- 1.7. All staff will know and understand TJP's Child Safeguarding Policy and Procedure and will sign to confirm their understanding and compliance with the policy upon induction and again annually as part of their Annual Appraisal. A copy of the written guide 'What to do if you are worried a child is being abused: advice from practitioners' is available [here](#)
- 1.8. TJP's policy and approach for dealing with suspected harm to a child needs to be communicated. The policy will be available on the TJP website and staff must refer service users to the policy appropriately.

## **5. Recruitment and selection process**

- 1.9. TJP will ensure that any paid member of staff, whether self-employed or PAYE or volunteer recruited to a role which involves work with children or vulnerable adults has been subject to a rigorous selection process including interviews, taking up references (including at least one regarding previous work with children) and appropriate level criminal record checks.
- 1.10. No-one will be allowed to work in a situation where they might be alone with children until their DBS check has been satisfactorily completed.
- 1.11. Staff or Volunteers who have lived/worked overseas, for more than 6 months, since the age of 17 years, will need a Certificate of Good Conduct or equivalent proof as part of their work visa, from their respective countries.
- 1.12. All staff recruited into roles working directly with children, and then annually there in, will sign a declaration stating that they will disclose any convictions, cautions, court orders, reprimands, warnings or police investigation which affect their suitability to work with children. This includes the requirement to declare whether a child in their care in on a Child Protection Plan, which would trigger a discussion with the Local Authority Designated Officer. In accordance with section 76 of the Childcare Act 2004, all staff will sign a declaration stating they have not, nor have any member of their household, been disqualified from working with children. Should, from the date of the declaration, there be a disqualification from working with children within the members of the household, this must be immediately reported to the Safeguarding Lead.

## **6. Induction and training process**

- 1.13. TJP will ensure that all staff, trustees, and volunteers receive the Child Protection Policy and 'Keeping Children Safe in Education 2023' Their reading and understanding of this will be checked as part of the induction process and they will be required to sign a declaration stating

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that they have read the document and be given a chance to ask any questions they have regarding its contents.

- 1.14. Also their project manager will talk through the flow chart and Safeguarding Concern Form (Appendix A) so that staff are familiar with it and confident to record their concerns. A copy of this, along with policy, is easily accessible in the facilitator Teams site.
- 1.15. TJP will ensure that all staff and volunteers in contact with children have a level of Safeguarding Training appropriate to their role, which is updated every two years, ranging from:
  - ♦ Level 1 in-house training in the internal process set out in this policy,
  - ♦ Level 2 training for anyone having contact with children
  - ♦ Level 3 training for staff who work directly with children
  - ♦ Level 4 training for staff with management responsibilities**See individual job descriptions for levels.**
- 1.16. All staff will sign their commitment to safeguarding on induction and again at Annual Appraisal to demonstrate their knowledge and understanding, their commitment to safeguarding, and their ongoing training and development in this area.

## **7. Code of behaviour when working with children**

- 1.17. To reduce situations where the abuse of children could take place and to protect staff and volunteers, TJP staff and volunteers will:
  - ♦ ensure the environment does not allow bullying (physical, verbal or emotional), racism or sexism.
  - ♦ never touch a child inappropriately. Inappropriate touching includes **any** level of touch which is unwanted, on any area of the body, as well as sexual touching, in intimate areas.
  - ♦ Never be alone with a child in inappropriate situations e.g. in your home.
  - ♦ always be publicly open when working with children.
  - ♦ wherever possible involve parents in taking responsibility for their children.
  - ♦ seek parental consent before involving children (aged 8+) in activities without their parents.
  - ♦ always involve parents in activities with their children if aged under 8.
  - ♦ never do things of a personal nature for children that they can do for themselves.

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- ♦ always seek full understanding and consent from parents and the children involved if personal help has to be given because the child has a disability.
- ♦ normally work in pairs with children or young people if their parents/carers are not present and they are not on school premises. If mixed groups of children or young people are being taken away from home (e.g. on a residential weekend or day trip), 2 female members of staff should accompany them.
- ♦ It is prohibited for any member of staff, or volunteer, to use their personal mobile phone to take pictures of children attending the setting or in the course of their work. Staff or volunteers working directly with children in the setting, or outreach venues, will not be allowed to use personal mobile phones whilst in the classroom with any child, or group, of children. Any staff known or seen to be using a mobile phone will be disciplined.

## **8. Health and Safety Checks**

- 1.18. TJP will risk assess all activities and venues to ensure that children are protected from intentional and unintentional harm.

## **9. Other related policies**

- 1.19. This child protection policy is one of several policies adopted by TJP to ensure the safety and well-being of their employees, trustees, volunteers and clients. It should be read and acted upon alongside the following:

- ♦ Equality and Diversity Policy
- ♦ The appendices to this policy
- ♦ Code of Conduct Policy
- ♦ Health and Safety Policy
- ♦ Data Protection Policy Including GDPR
- ♦ Whistle Blowing Policy

## **10. Prevent Duty Guidance**

- 1.20. TJP will adhere to the Prevent Duty Guidance specified in the Counter Terrorism and Security Act, 2015. This will include the following:

- ♦ Safeguarding children at risk of being drawn into or harmed by extremism or terrorism.
- ♦ Supervision of visitors
- ♦ Promotional of fundamental British Values.

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- ◆ Staff training to enable them to identify children at risk and to challenge extremists, including when to refer to other authorities.

1.21. Recommendations by Department of Education

1.22. The Prevent Duty guidance from the Department of Education (July 2023) highlights four principle areas for action and TJP will follow these in implementing the guidance within the organisation. These are: -

- ◆ Risk Assessment – further guidance can be found in the statutory guidance - Working together to safeguard children and Keeping children safe in education.
- ◆ Working in Partnership - further guidance can be sought from <https://www.westsussex.gov.uk/social-care-and-health/social-care-and-health-information-for-professionals/children/early-help/>
- ◆ Staff Training – further guidance can be found from The Home Office, which has developed a core training product for this purpose – Workshop to Raise Awareness of Prevent (WRAP).
- ◆ IT Policies - further guidance on internet safety can be found from UK Safer Internet Centre website.

**11. Modern Slavery Act 2015/ Protecting Children from Criminal Exploitation, Human Trafficking and Modern Slavery 2018**

1.23. TJP will adhere to the recommendations specified in the Modern Slavery Act addendum Protecting Children from Criminal Exploitation, Human Trafficking and Modern Slavery 2018, namely:

- ◆ Using the National Referral Mechanism (NRM) system to report incidence of modern slavery victims;
- ◆ Raising awareness, including the understanding that all children are vulnerable to exploitation;
- ◆ Staying with children who do not want to engage;
- ◆ Creating consistency, stability and respectful communication with children who have been exploited, as this has the most impact in supporting effective interventions;
- ◆ Working together with other local partners to understand and manage CCE risk.



## **'WHAT TO DO IF YOU SUSPECT A CHILD IS AT RISK'**

### **1. What is child abuse?**

1.1. There are many different types of child abuse and many ways in which abuse can occur. It can happen to children at any stage of development from birth until they are able to act independently. In law, young people are classed as children up to their 18th birthday. The main forms of abuse are:

- ◆ Physical abuse – where a child is physically hurt, injured or killed. This can involve hitting, shaking, squeezing, burning and biting. It also includes giving a child poisonous substances, inappropriate drugs and alcohol, and attempting suffocation or drowning. In some cases, excessive force may be used when feeding or changing a child's nappy. Physical abuse includes female genital mutilation (FGM). Please follow the link below to find out more about FGM, what it is, and how to spot and respond: <https://learning.nspcc.org.uk/child-abuse-and-neglect/fgm#skip-to-content> Fabricated illness can also involve physical, as well as emotional abuse. More information can be found here: <https://learning.nspcc.org.uk/child-abuse-and-neglect/physical-abuse>
- ◆ Sexual abuse – where children (girls and boys) are sexually abused by adults or other children who use them to meet their own sexual needs. This might be sexual intercourse, and also includes fondling, masturbation, oral sex, anal intercourse and exposing children to pornographic material – including videos.
- ◆ Neglect – where parents or carers fail to meet the basic and essential needs of their children to have food, clothes, warmth and medical care. Leaving children alone and unsupervised is also an example of neglect. Parents not giving love and affection to their children is an example of emotional neglect.
- ◆ Emotional abuse – where constant lack of love and affection, or threats, verbal attacks, taunting and shouting can lead to a loss of confidence and self-esteem, making a child nervous and withdrawn, or conversely, displaying challenging behaviour e.g., displays of bullying behaviour similar to that they are victim of. Parental conflict and/or domestic abuse/violence are safeguarding issues and being witness to domestic violence or abuse IS child abuse. Please follow the link to find out more about the impact of domestic violence on children and how to recognise and respond: <https://learning.nspcc.org.uk/child-abuse-and-neglect/domestic-abuse>
- ◆ Modern slavery/Child Criminal Exploitation (CCE) - Encompasses slavery, human trafficking, illegal child employment, forced labour and domestic servitude and gangs who target vulnerable children to get them to carry

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out criminal activities. Child trafficking is defined as the 'recruitment, transportation, transfer, harbouring or receipt' of a child for the purpose of exploitation. 'County lines' is the police term for urban gangs supplying drugs, mainly heroin and crack cocaine to suburban areas, market and coastal towns. Gangs typically use children to deliver drugs around the country. County lines are one of the main generators of gang-related exploitation of children.

- ◆ Suspected substance, or alcohol, misuse, whether by a child's parents or carers, or by the child themselves, is a safeguarding concern, and if you suspect this is an issue for either a child, or their parent/carers, you should report this to the safeguarding lead. More information about this issue can be found here: <https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/alcohol-drugs-parenting/> A list of behaviours to look out for in young people who may be misusing substances, can be found here: <https://sussexchildprotection.procedures.org.uk/ztkyslo//young-people-and-substance-misuse>
- ◆ Honour-based abuse is on the rise in the Sussex area. More information about this form of abuse, and forced marriage, along with how to spot it, and how to report it, can be found here: <https://www.sussex.police.uk/advice/advice-and-information/honour-based-abuse/honour-based-abuse/>

## **2. What might make you worry?**

- ◆ Is the child doing something that is unusual for the child?
- ◆ Is the child over-friendly with strangers?
- ◆ Do you recognise any or some of the following behaviours in the child?
  - ◇ Frequent mood changes.
  - ◇ Unusual eating patterns e.g. always hungry.
  - ◇ Change in appearance.
  - ◇ Quiet and withdrawn, a loner, under confident.
  - ◇ Angry, short attention span, attention seeking, under confident.
  - ◇ Never wants to go home.
  - ◇ Tired looking.
  - ◇ Seductive behaviour.
  - ◇ Frequent bruises (particularly on fleshy parts).
  - ◇ Gives the impression of being unloved and unhappy.

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♦ In respect of slavery and CCE:

- ♦ They carry a weapon;
- ♦ They have an unexplained injury, possibly caused by a knife;
- ♦ They are often accompanied by older males or females;
- ♦ Persistently going missing from school or home
- ♦ Regularly being found away from the home area;
- ♦ Unexplained acquisition of money, clothes, or mobile phones;
- ♦ Excessive receipt of texts / phone calls;
- ♦ Relationships with controlling / older individuals or groups;
- ♦ Leaving home / care without explanation;
- ♦ Suspicion of physical assault / unexplained injuries;
- ♦ Significant decline in school results / performance;
- ♦ Self-harm or significant changes in emotional well-being.

### 3. Who might be abusing the child?

- ♦ Anyone can be an abuser. It might be a parent or carer but it could be a member of the wider family, a family friend, a neighbour, a youth worker, church worker, teacher, play-worker or a volunteer working with children or young people. It could be another child, particularly in the case of Harmful Sexual Behaviour or Peer-on Peer abuse. It could be a member of staff or a volunteer in this organisation.

### 4. Do's and don'ts

- ♦ Remember that children are vulnerable individuals who do not always communicate their anxieties or concerns in 'usual' ways. This is particularly important if a child has special needs or disabilities. Children with disabilities are both more at risk from abuse and potentially face more barriers in disclosing worries and concerns.

#### ***If you suspect child abuse:***

<b>Do</b> tell your line manager or the person who organises or supervises your project.	<b>Don't</b> examine the child.
<b>Do</b> realise that your concerns could be significant and should be passed on.	<b>Don't</b> ask leading questions – allow the child to tell their own story.

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***If the child tells you something has happened:***

<p><b>Do</b> allow the child to do the talking.</p> <p><b>Do</b> use the principles of Tell Explain Describe (TED) to encourage the child to keep talking. If you require further clarification, ask open questions: 'what,' 'when,' 'who,' 'how,' and 'where,' designed to elicit whether the child is at risk of further harm.</p>	<p><b>Don't</b> postpone or delay the opportunity to listen.</p> <p><b>Don't</b> ask leading questions, only questions which clarify.</p>
<p><b>Do</b> listen – take the child seriously and remain calm and caring.</p>	<p><b>Don't</b> allow your own feelings (such as anger, pity or shock) to surface.</p>
<p><b>Do</b> allow the child to finish.</p>	<p><b>Don't</b> make false promises (e.g., that you will keep 'the secret').</p>
<p><b>Do</b> record the conversation as soon as possible afterwards using the child's own words.</p>	<p><b>Don't</b> interpret what you have been told; just record it.</p>
<p><b>Do</b> refer to your project manager and TJPs Safeguarding Lead.</p>	
<p><b>Do</b> share your concerns – you are not expected to handle it alone.</p>	
<p><b>Do</b> tell the child what you are going to do. Communicate with the child in a way that is appropriate to their age, understanding, language preference and abilities.</p>	

**5. Is the information offered confidential?**

No. All information should be recorded on the Safeguarding Concern Form and shared with the Safeguarding Leads. Unless there is an immediate risk to the child, concerns must be shared with the family of the child and consent sought if the information is to be passed to children's services. Concerns should be shared with the school DSL and any multi-disciplinary team working with the family so they can be notified of the concerns by the most appropriate professional and support can be offered to resolve concerns and track progress.

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also need to be aware of previous concerns.

## **6. How do I know whether it is definitely child abuse?**

Naming the concern as 'child abuse' is less important than assessing the level of risk posed to the child. You may feel unsure in your judgement: the Safeguarding Lead will be able to advise on what should happen next, working with you to decide if there needs to be a referral made to Children's Services and sharing information, and coordinating, with the schools' Designated Safeguarding Lead and any wider professionals working with the family.

The Safeguarding Lead may decide to report the disclosure to the Multi Agency Safeguarding Hub (MASH), a statutory team which brings together agencies and information to identify risks to children at the earliest possible point and respond with the most effective interventions. You can have an anonymous discussion about your concerns without disclosing the identity of the family at this stage.

You may have this discussion with the following:

**TJP Safeguarding Lead is currently Sanchia Ryan**

**The Safeguarding Lead Trustee is Geoff Cherrill**

Please alert the above-named contacts using the Safeguarding group in What's App in the first instance, asking for a discussion with one, or both of us, as soon as possible. This is the most immediate way to ensure one of us will respond quickly, and this method of contact is available to you at any time of day: one of us will always be able to respond, as we coordinate responsibilities during leave periods.

At this stage do not discuss your concerns further with a potential abuser, even if they are the parents or carers. Doing this could put the child at greater risk of harm.

## **7. Making a referral.**

7.1 If the discussion with the Safeguarding Lead/s concludes that there is a risk to the child; at this point you will be required to share your personal details and those of the child and family you are referring to using Appendix 1. Give all the information you have no matter how insignificant it might seem. If a referral to Children's Services is to be made, consider and include any information you have on the child, their developmental needs and their parents'/carers' ability to respond to these needs within the context of their wider family and environment.

The Integrated Front Door for child protection concerns or request for further support, is accessible via the West Sussex County Council website portal here:

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<https://socialcareportal.westsussex.gov.uk/s4s/FormDetails/FillForm?formId=295>

You will also find further information and the telephone number for urgent enquiries here: <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/request-support-or-raise-a-concern-about-a-child/>

Please note that whilst you can refer to MASH independently, it is advisable to escalate your concerns to the organisation's safeguarding leads first, so that decision making can be held at an appropriate, collective level, and that responses can be coordinated with the school, and wider professionals, where relevant. This ensures that any MASH submitted is of the best quality and contains all of the relevant information.

**Where you believe a child is in immediate danger, call 999** or you have information to suggest that a historical serious crime has taken place, do discuss with the Safeguarding Lead as it must be reported to the police.

If a referral is accepted by WSSCP an investigation into the child's situation takes place at once. In exceptional circumstances, the evidence of an individual may be required in a Court of Law. Whether the conclusion is that the child is or is not at risk, every effort should be made to handle information discreetly for the benefit of the child and their family by working openly and in partnership with parents or carers and other professionals. This helps identify lower-level needs and appropriate action can still be taken. It encourages the spirit of cooperation that makes it easier to share information, which is important when child abuse is suspected. The Safeguarding Lead will be able to offer you practice supervision to manage information sharing appropriately.

#### **8. Everyone working for TJP should:**

- ◆ Be familiar with and follow TJP's procedures and protocols for promoting and safeguarding children and know who to contact in TJP if you have concern about a child's welfare (see flowchart (Appendix B) and Safeguarding Concern Form (Appendix A)).
- ◆ Remember that an allegation of child abuse or neglect may lead to a criminal investigation so don't do anything that may jeopardise a police investigation, such as asking the child leading questions or attempting to investigate the allegations of abuse.
- ◆ When you make a referral, agree with the recipient of the referral what the child and parents will be told, by whom and when.
- ◆ Record all concerns, discussions about the child, decisions made and the reasons for those decisions. If you make an urgent referral by telephone, confirm it in writing within 24 hours. Children's Services should

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acknowledge your written referral within one working day of receiving it so if you have not heard back within 24 hours, contact Children's Services again.

- ◆ Ensure that the Safeguarding Lead is kept informed and up-to-date. (If the concern relates to the Safeguarding Lead, inform the Safeguarding Trustee about your concerns and contact the LADO. Details of the scope of the LADO's role and their contacts can be found here: <https://www.westsussexscp.org.uk/professionals/professional-disagreements-and-concerns/ladoinformation>)
- ◆ Ensure that the Chief Executive is informed if the issue involves allegations against a TJP member of staff or volunteer.

## **9. Guidance on information sharing for safeguarding and promoting the welfare of children**

It is rare for the law or professional codes of conduct to provide an absolute barrier to disclosure. The simplest way of viewing information sharing is:

If you suspect a child is at risk of abuse, all information needs to be shared with Children's Services and / or the police. If you do not suspect that the child is at risk of abuse, but you still have concerns about their needs, then you should work, with the parent's or carer's consent (if the child is under 16), with other professionals to address the need. Details of the Early Help offer, which is an umbrella term for all of the services that work with families and children in West Sussex, can be found here: <https://www.westsussex.gov.uk/social-care-and-health/social-care-and-health-information-for-professionals/children/early-help/early-help-services/>

You may be anxious about the legal or ethical restrictions on sharing information, particularly with other agencies. A failure to pass on information that might prevent a tragedy could expose you to criticism in the same way as an unjustified disclosure. You should be aware of the main pieces of legislation concerning disclosure of information. These are:

- ◆ Common law duty of confidentiality (See box below)
- ◆ Human Rights Act 1998 (See below)
- ◆ Data Protection Act 2018 (See below)

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## Common Law Duty of

### Confidentiality

The courts have found a duty of confidence to exist where –  
*a contract provides for information to be kept confidential*  
*there is a special relationship between parties, such as patient and doctor, solicitor and client, teacher and pupil*  
*an agency or government department, such as Inland Revenue, collects and holds personal information for the purposes of its functions.*

The duty is not absolute. Disclosure can be justified if –  
*the information shared is not confidential in nature*  
*the person to whom the duty is owed has expressed or implicitly authorised the disclosure*  
*there is an overriding public interest in disclosure*  
*disclosure is required by a court order or other legal obligation*

Anyone who receives information, knowing it is confidential, is also subject to a duty of confidence. Whenever you give or receive information in confidence you should ensure there is clear understanding as to how it may be used or shared.

A young person aged 13 or over who has the capacity to understand and make their own decisions, may give (or refuse) consent to a disclosure. Otherwise, a person with parental responsibility should consent on their behalf.

If consent to sharing the information is refused, you will need to decide if the circumstances justify the disclosure, considering what is being disclosed, for what purposes and to whom. The key factor in deciding whether to disclose confidential information is proportionality. The amount of confidential information disclosed and the number of people to whom it is disclosed should be no more than is strictly necessary to meet the public interest in protecting the health and well-being of a child (the 'need to know' basis). The approach should be the same whether the information is being shared internally within an organisation or between agencies.

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## Human Rights

### Act 1998

Article 8 of the European Convention on Human Rights recognises a right for respect for private and family life. However this right is not absolute. Disclosing information to protect the welfare of a child might disrupt private and family life but may be justified under article 8. The same 'proportionality' test applies.

## Data Protection

### Act 2018

If you are disclosing personal data you should comply with the principles of the Act but these should not be an obstacle if:

*you have particular concerns about the welfare of the child - and  
you disclose information to Children's Services or another  
professional - and  
the disclosure is justified under the common law duty of confidence*

## 10. If your concern relates to a member of staff or a volunteer.

- ◆ Inform and discuss your concerns with the TJP Chief Executive unless the concern relates to the CEO, in which case you must discuss with the Lead Safeguarding Trustee
- ◆ Refer to TJP's Whistleblowing policy
- ◆ Whether a referral is to be made or not, always inform the Safeguarding Lead of your concerns, and, always complete a Child Protection Concern Form (Appendix A) to record the issues raised.
- ◆ Any safeguarding concerns regarding a member of staff or volunteer will be reported to the Local Authority Designated Officer – 0330 22 6450 or online referral and Ofsted – General Enquiries – 0300 123 1231 or Whistleblowing Hotline – 0300 123 3155 or [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
- ◆ We will not continue to employ any person (Section 76 of the Childcare Act 2006) living in the same household as a disqualified person.
- ◆ A member of staff or volunteer may be suspended while appropriate investigations take place. These could include criminal, child protection and disciplinary investigations.
- ◆ The CEO, or the Lead Safeguarding Trustee, will inform the parent or carer of the actions being taken while investigations take place.

The Juno Project - TEL: 07554 185909 - WEB: [www.thejunoproject.co.uk](http://www.thejunoproject.co.uk) - TWITTER: @TheJunoProj

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- ♦ The usual TJP disciplinary procedures will be followed as outlined in the Disciplinary Policy. These may be influenced by the outcome of investigations by the Police and/or CYPS.
- ♦ Contact the MASH to discuss your concern.

## **11. Where can you find more information?**

This policy has been developed in accordance with the principles established by the Children Act 1989 and the Children Act 2004; and in line with government publications: "Working Together to Safeguard Children" 2018, "Framework for the Assessment of Children in Need and their Families" 2000, "What To Do If You Are Worried A Child Is Being Abused" 2015 (<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>)

"Safeguarding Children in Education", DfES Guidance, September 2004

For more information visit

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

The NSPCC website also contains useful and high-quality guidance and standards regarding child protection which can be accessed here:

<https://learning.nspcc.org.uk/safeguarding-child-protection>

In addition, they run a dedicated child protection advice line, run by experienced call handlers, which can be accessed via phone or online. Use of this service is not intended to replace the guidelines and procedures within this policy; however, the service may be of use within the wider community, where non- TJP staff have concerns about a third party. The link to this service is below, along with the phone number:

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

0808 800 5000