

Safeguarding Childrens Policy

Yellow Door is committed to best safeguarding practice and to uphold the rights of all children to live a life free from harm from abuse, exploitation and neglect. We are committed to safeguarding children in line with national legislation and relevant national and local guidelines. We will safeguard children by ensuring that our activities are delivered in a way which keeps all children safe. The Procedure for responding to concerns is at the end of the policy and documented in a flowchart on Appendix 3, this includes **contact details for referrals to Children Services in Appendix 5**.

This document outlines Yellow Door's responsibilities and approach to safeguarding children (aged up to 18 years). All statements and procedures apply to Yellow Door work by staff, volunteers, & self-employed contractors and contracted services undertaken both on our premises and at any other locations. This document should be read in conjunction with other Yellow Door Policies and Procedures. This policy is endorsed by the Board of Trustees.

Statutory Safeguarding Guidance

Yellow Door's policy and procedures are consistent with Working Together to Safeguard Children 2026 (WTSC26), as well as The Children's Act 1989 and 2004, Children's Social care national framework (2026) and current local safeguarding procedures. Hampshire, Isle of Wight, Portsmouth and Southampton's (HIPS) Local Safeguarding Partnership policies and guidance can be found here: <https://hipsprocedures.org.uk>. In addition, Yellow Door acknowledges relevant statutory guidance and best practice that influences how we safeguard children in contexts where we deliver services, including education settings. Although Yellow Door is not a school or college, we recognise the importance of aligning with key elements of the Department for Education's *Keeping Children Safe in Education (KCSIE) 2025* guidance where applicable to our work in schools or other children's services, including safer recruitment expectations and arrangements for managing access to children.

We also have regard to the Disclosure and Barring Service (DBS) guidance on Regulated Activity with Children, as most of our workers come under the specified activities for DBS which defines roles and frequency criteria for eligibility for enhanced DBS checks and children's barred-list checks for individuals working with or for organisations that deliver activities involving children.

We have used British Standard (BS 25800:2024 *Safeguarding for Organisations. A Guide*) in our policy development. British Standards is the UK National Standards Body; this guide is for UK organisations on how they can develop and demonstrate consistent approaches to safeguarding practice.

What does Safeguarding Children mean?

The key guidance for child protection is Working Together to Safeguard Children (Department for Education, 2026). This states: *Successful outcomes for children depend on strong partnership working between parents/carers and the practitioners working with them. Practitioners should take a child centred approach to meeting the needs of the whole family.*

Safeguarding and promoting the welfare of children is defined in Working Together 2026 as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children.
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Policy

Yellow Door is committed to creating a culture of zero-tolerance of harm to children, where safeguarding children is everybody's business. This necessitates: the recognition of children who may be at risk and the circumstances which may increase risk; knowing how child abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns. The welfare of children and young people is paramount in any decision making and Yellow Door is committed to acting in the best interests of any child or young person with whom we work (or have an awareness of) using the information we have at that time.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting. See Appendix 6 for definitions of abuse.

'A safeguarding concern is – any knowledge, anxiety, worry, suspicion or feeling that an individual has experienced or might be at risk of, any harm, mistreatment or neglect. The concern could be based on something seen or heard, a disclosure by the individual or someone else, or information obtained from any other source. A safeguarding concern might relate to the behaviours of the individual about whom the concern is raised or the actions or inaction of someone else and could be something that have happening in the context of services or activities provided by the organisation or in the individual's life at home or in the community. A safeguarding concern could also relate to a failure or weakness in the organisation's policies, procedures or operations that causes harm or creates the risk of harm'. (BS 25800:2024)*

All children without exception have the right to protection from abuse regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status and cognitive or learning ability. Yellow Door recognises its responsibility to safeguard and promote the welfare of children by protecting them from abuse as far as is possible within the scope of our work. Yellow Door recognises that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their age or level of dependency, communication needs or other issues. We are committed to an inclusive, anti-discriminatory, anti-racist and non-biased provision of services including in our safeguarding policies and procedures.

A child-centred approach is fundamental to safeguarding and promoting the welfare of every child. (WTSC 26) We aim to develop respectful, considered and caring relationships with children and those involved in their welfare or care.

'No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action' (KCSIE 2025)

Yellow Door recognises that language directly impacts how we safeguard and impacts perceptions, fosters or erodes trust and assigns accountability. This, in turn, determines the effectiveness of our interventions. The choice of words used by professionals can either empower victims or inadvertently blame, shame, and re-traumatise them. All workers are to be mindful of the language used and challenge the use of it for our service users.

Whose responsibility is safeguarding?

At Yellow Door, we believe that safeguarding is everybody's responsibility. Any person working for Yellow Door in a paid or voluntary capacity, regardless of their role, is required to be alert to risks and pro-active about safeguarding within the scope of their roles and to take responsibility for the safeguarding of children within the terms of this policy.

Leadership and Management

Yellow Door's Leadership Team will create a safeguarding culture and uphold the highest standards of practice. Safeguarding is prioritised throughout the organisation through effective governance and management. (BSI 25800:2024) The CEO takes operational lead responsibility and the Head of Therapeutic Services is the Designated Safeguarding Lead (DSL). The Chair of Trustees holds overall governance responsibility for safeguarding.

We recognise that anxiety around child protection could undermine good practice and so have established clear lines of accountability, supervision, training and advice to support the process and individual staff / volunteers as needed. Each operational area has a safeguarding manager and other managers, or DSL can be contacted in their absence. Any individual can contact the designated safeguarding lead (DSL) if they have concerns about a child.

Underpinning principles

Yellow Door fosters a culture that embraces accountability and responsibility and actively pursues and models openness, curiosity and integrity amongst workers, providing an environment of support where safeguarding concerns can be aired safely and taken seriously.

Yellow Door works in a trauma informed way throughout the child's journey, and we ensure this approach is embedded throughout the safeguarding processes. Consultation and discussion with Service Users is at the heart of Yellow Door approach to safeguarding. (<https://www.gov.uk/government/publications/working-definition-of-trauma-informed-practice/working-definition-of-trauma-informed-practice>)

All workers will raise safeguarding concerns with an operational manager and/ or designated safeguarding lead/s as required and detailed in the procedures that follow.

All workers should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting any form of abuse and/or neglect. Nor should a victim ever be made to feel ashamed for making a report. (KCSIE 2025)

Yellow Door understands that any child may benefit from early help, but workers should be especially alert to those children who we know from the research are more vulnerable to abuse having additional needs.

Yellow Door intends to provide the highest possible level of confidentiality consistent with the law and the Ethical Framework for the Counselling Professions: 2018 <https://www.bacp.co.uk/media/3103/bacp-ethical-framework-for-the-counselling-professions-2018.pdf> .

Whilst Yellow Door maintains confidentiality and respects service user wishes regarding the sharing of information as far as is possible, these factors will always be balanced with the need to protect children and our statutory safeguarding obligations. Timely and appropriate information sharing is essential for effective risk assessment and early identification of need.

Yellow Door is committed to working in partnership with relevant agencies involved in safeguarding children and to providing relevant information to ensure children are safeguarded from harm.

Where Yellow Door decides that information should be shared to the appropriate authorities, consent from parents/carers is not required. However, it is good practice to be transparent and inform parents/carers of the sharing information and Yellow Door will seek to work cooperatively with them, where it is safe to do so.

Where Yellow Door does share information, consent for this will be sought as far as is safe and appropriate. Consent to share information will not be considered necessary where safeguarding and statutory obligations take precedence. UK GDPR provides a number of bases for sharing personal information. It is not necessary to seek consent to share

information for the purposes of safeguarding and promoting the welfare of a child provided that there is a lawful basis to process any personal information required. The legal bases that may be appropriate for sharing data in these circumstances could be “legal obligation” or “public task”, which includes the performance of a task in the public interest or the exercise of official authority’ (WTSC23) (See Data Protection Policy and the Data Protection Act 2018)

Yellow Door is committed to continual improvement in safeguarding - whole team safeguarding training is provided at least annually to create opportunity in response to changes in law, guidance or organisational learning and for learning and reflection on national/ local emerging issues and internal reporting procedures. Staff should be mindful in identifying improvement opportunities and raising these with management to be actioned and to increase awareness and knowledge. Additional training will be provided to appropriate staff where there is an identified need to support Service Users and their vulnerabilities. For staff that work or provide sessions in schools they will keep up to date with KCSIE reading section One and remain abreast and trained in online safety awareness.

Providing a Safe and Trusted Environment

All 1:1 and group work should take place when a manager is present in the building. Offsite work should take place with an offsite risk assessment and when a safeguarding manager/ DSL is available for support. (Please refer to the Lone Working Policy)

Safer Recruitment, Induction and Training

All workers who have **direct contact with children and young people** will:

- Complete a form declaring any previous court convictions
- Give full details of their working history including any reasons for gaps in employment This applies for all applicants for paid employment, sessional workers and volunteers who work directly with our services users.
- Undergo appropriate Disclosure and Barring Service (DBS) check before commencing work. The level of DBS check (including Children’s Barred List check) is determined by the nature, frequency, and level of contact with children and is aligned with current DBS guidance. Checks are updated at least every 3 years, or more frequently depending on the role.
- Conditional offers given until satisfactory evidence is provided for example; satisfactory explanation for any gaps in employment, satisfactory references and DSB checks.
- YD ensures that no one is appointed who is disqualified as a trustee or to a senior manager position (at chief executive or finance director level). DBS information is stored on our HR database, and the register of declarations is updated annually. See Safer Recruitment Policy on website for further details of the process for informing YD about convictions. YD is legally required to make barring referrals.
- Where applicable, and for roles that go into schools, we adhere to Keeping Children Safe in Education (KCSIE 2025)
- Adhere to safer recruitment requirements, of:
 - Provide identification and evidence of relevant qualifications
 - Pre-employment online searches and check employment history and any gaps
 - Provide two references asking specifically about their suitability to work with children or vulnerable people
 - Receive this policy and other associated policies and provide written confirmation that they have read and agreed to abide by the policies and procedures of the organisation.
 - Successfully complete a pre-determined probationary period which may be extended at the discretion of the organisation.
 - Attend mandatory local & online Safeguarding Children and Young People level 1 and 2 training as appropriate to their role as part of induction and then every two years thereafter. Safeguarding Team and DSL will in addition attend Level 3/Advanced & DSL Safeguarding Training.
 - All recruiting managers will attend Safer Recruitment training on induction and updated every three years
 - Have access to appropriate levels of supervision, training and other learning opportunities to develop their awareness of safeguarding and child protection.

- Receive information and guidance on issues relating to safeguarding and child protection in relation to their work for YD including being made aware of the Local Safeguarding Children Partnership policies and procedures: [Hampshire, Isle of Wight, Portsmouth and Southampton \(hipsprocedures.org.uk\)](https://hipsprocedures.org.uk).

Supervision and Risk Assessment for Volunteers and Short-Term Workers:

- YD undertakes risk assessments to determine supervision levels and DBS checking requirements for volunteers or short-term workers.
- Factors considered include the nature and duration of contact with children, whether the role allows unsupervised contact, and any host-setting requirements (e.g., schools).
- Volunteers not considered in regulated activity will not work with / have access to service users and will be directed by a designated safeguarding lead or appropriately checked staff member at all times

Working in Schools and External Settings:

- When delivering services in schools or other child facing settings, YD will comply with the host setting's safeguarding requirements, including induction, supervision, and reporting procedures.
- YD will share its safeguarding procedures with the host in advance and agree roles/responsibilities for supervision and reporting concerns.
- Where the host's DBS or safeguarding requirements exceed YD's internal thresholds, personnel will meet the host's requirements before commencing activities.
- Schools and partners will be informed of YD's safeguarding lead contacts and escalation pathways.

Touch

Yellow Door workers, both staff and volunteers should not instigate touch with a child. However, there will be occasions where touch maybe required to assist someone who needs first aid or support to move. It is also recognised when working with younger children safe touch will be important therapeutically or to restrain for safety, where this happens the worker should be thoughtful about the response to maintain safety, and not provide confusing messages around touch. If touch is required, this should be clearly documented in Lamplight (Yellow Door client management system) and where restraint is needed/ has been used more than once, a safeguarding discussion is required to establish if the work can continue safely.

Expectations of workers include that they:

- Comply with Yellow Door's Dignity at Work Policy (Employee Handbook) and their Job Descriptions which have their Safeguarding responsibilities documented.
- Remain alert to the possibility of child abuse and neglect.
- Exercise and maintain professional curiosity and keep updated regarding signs of abuse
- If anyone is concerned that a child or adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person. (Ofsted)
- Maintain appropriate professional boundaries (see Employee Contracts) and avoid behaviour which might be misinterpreted by others.
- Report and record any concerning behaviour from a child towards a worker or vice versa.
- Remain conscious that their behaviour/ actions outside of the workplace could indicate an unsuitability to work with children and lead to action being taken to safeguard service users.
- Do not share any personal information including social media requests with a service user and should not request, or respond to, any personal information from a service user, other than that which might be appropriate as part of their professional role.
- Attend training in line with requirements set out above, provide certificates/ proof of attendance to their line manager.

- Will adhere to any requirements from other partner services (both statutory and non-statutory) to help manage risk but do not meet the threshold for Local Authority Safeguarding within the limits of our service.

Governance:

See Appendix 2 for Roles and Responsibilities of Safeguarding throughout the organisation.

Yellow Door maintains a Risk Register which documents contingency planning for unprecedented demand for safeguarding, supporting safe staffing levels of practitioners and managers to mitigate risk. (See Risk Register – available upon request)

Safeguarding is a standing agenda item for the following meetings:

- Trustee Board
- Senior Leadership Team
- Management Team
- Whole Team Meetings
- All individual Service Team Meetings
- Line Management/ Case Management
- Supervision/ Reflective Practice

As a charity, Yellow Door must follow the guidance from the Charity Commission on safeguarding and the responsibility of the Trustees to adhere to this: <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/strategy-for-dealing-with-safeguarding-issues-in-charities>

We will undertake internal audits and comply with audits from the local authority and other contract providers and partners.

Cameras, mobile phones and other recording devices.

Because many mobile phones have inbuilt cameras or recording devices which could inadvertently be on, members of groups will be asked to switch off mobile phones during sessions. Workers must not use cameras, or any other recording devices into Service User sessions or make use of them during any contact with Service Users other than for the purpose of recording material as part of Yellow Door's work with Service Users and with their permission. Any photographing or filming during sessions should not be of the children themselves but of the work they have created during the therapy. All such photographs or film will be stored on the internal server which is password protected and will only be put into the public domain if written consent is gained. Please refer to our Data Protection Policy.

Complaints Policy

We are committed to transparent and clear communication with Service Users and other key stakeholders. We proactively seek feedback about our services. We respond openly to negative feedback, concerns and complaints, looking to resolve these fairly and learn when there is something that the service needs to change. Our Complaints Policy is available on our website and is available in alternative formats upon request.

Procedure

Responding to an Emergency Level of Risk

When there is evidence that a child or young person is at high risk of immediate harm, Yellow Door's staff and/ or volunteers should contact the appropriate services including children's services or emergency (police / ambulance) services as required.

On some occasions it may be appropriate to also contact another person who supports or cares for the child or young person, however workers must always consider and assess if the person they are contacting is involved in the harm or risk to the child or young person and not to increase this risk by making contact.

When managing crisis or emergency situations on Yellow Door's premises, staff and volunteers should work with other members of the YD team who will be present in the building and/or liaise with partner agencies to ensure:

- immediate safety of and minimise negative impact on all Service Users and workers and
- maximise privacy, empowerment and choice for any person in crisis

Risk may relate to one event that is of significant concern or a series of events that mean the accumulated risk is believed to be high.

For offsite working please refer to the Lone Working Policy & offsite risk assessments completed for that activity to gain support.

Non-Emergency Risk

In any situation where a Yellow Door worker becomes aware of risk to a child or young person they should respond calmly and in such a way that provides as much reassurance to the child or young person as possible. It should be made clear that confidentiality cannot be guaranteed and that their concerns will need to be discussed with appropriate others as detailed in our Underpinning Principles above. Workers should be transparent with children and their families about their concerns and the information they are sharing.

Concerns should be discussed, at the earliest available opportunity, with an operational manager who is part of the Safeguarding Team, to determine the course of action. To refer to a statutory service a Safeguarding Manager's advice should be sought. See below for a list of these managers. If deemed necessary/ appropriate, concerns should be escalated to a Designated Safeguarding Lead (DSL). If an operational safeguarding manager is not available, contact should be made with a DSL.

Options will then include managing any support for the child internally, referring for or undertaking a Family Help Assessment, or making a referral to statutory services, for example as the child could be in need, is in need or is suffering, or likely to suffer harm.

The DSL will assess the risk regarding the information received and give guidance. If the risk is significant, they should liaise with another DSL. Where a child and or parent/carer has not consented to information being shared this should be discussed and action agreed by the DSL and a Safeguarding Manager. The rationale and legal basis for sharing should be documented in the safeguarding notes. Please also refer to the Data Protection Policy.

The urgency of the process outlined above will depend upon the level and immediacy of the risk and should be actioned as soon as possible. This should always be within 1 working day of the concerns arising. A full written record, recorded on service user file in Lamplight (Client Management System), must be produced by the staff member or volunteer raising the concern within 1 working day.

Once discussed and actioned the Yellow Door worker will complete the appropriate Service User case record safeguarding section on our Client Management System and any resulting or ongoing actions and monitoring procedures; ensure that the reason for the concern, the detail of the risk assessment undertaken and rationale for any plans made as a result. These actions should be carefully recorded/ dated with a safeguarding manager/ DSL linked in the records and are completed and signed off and per the Lamplight process (See Appendix 4). It should be clearly documented what information has been shared and with whom. Where decisions have been made not to share information a rationale must be provided in the records.

The worker will use existing structures (i.e. line management meetings, group and individual supervision) to review any ongoing areas of concern. Safeguarding supervision will be provided by managers where required to support effective work with clients and to manage complex presentations. Please ask your line manager if you feel you require this, Managers are also responsible for identifying this need.

Challenging a decision

Occasionally a situation may arise when Yellow Door have raised a safeguarding concern in relation to a child/children and it is felt the response from statutory services may not provide the safest outcome for the child. The safety of individual children is the paramount consideration in any professionals' disagreement and workers should feel able to challenge decision making in a timely fashion in order to best safeguard the child. In any such event Yellow Door will follow the local safeguarding partnership 'escalation' policy and procedure. The worker will be supported to do this by a safeguarding manager and a DSL.

Allegations/ Concerns about a member of the Yellow Door team or about a Person in a position of Trust

Any concern or allegation about a member of Yellow Door's team must be taken seriously and acted upon. Please refer to the Duty to Act (Duty to Act, Whistle blowing Policy on the website). There is a clear distinction between an allegation, a concern about the quality of care or practice, or a complaint. For complaints see our website. When required, a referral or contact must be made to the Local Authority Designated Officer (LADO) within 24 hours. For Serious Incidents please refer to the Serious and Critical incidents Policy and Employee Handbook or available on request.

Any worker should be aware that working with Service Users (children or adults) has the potential for Safeguarding allegations. If a Yellow Door worker should become subject to safeguarding allegations Yellow Door has the right to instigate no-blame suspension, restricting their role and providing increased supervision until such time as there is an outcome. (See Employee Handbook)

Allegations/ Concerns – internal and external

Safeguarding Allegations can include situations where an individual, group of individuals or an organisation has:

- a) Behaved in a way that has harmed or might have harmed an individual;
- b) Possibly committed a criminal offence against or related to an individual;
- c) Behaved in a way that indicates they pose a risk of harm to an individual; or
- d) Behaved in a way that indicates that they might not be suitable to work in their current role

(BSI 25800:2024)

Allegations against Other Professionals/ Organisations

These should be reported to a safeguarding manager and DSL. Advice should be sought from relevant statutory bodies (Police/ Local Authority/ LADO other regulatory bodies – ICO / BACP etc) before any investigation processes commence. Then follow procedures in the Duty to Act Policy.

*** (BSI 25800:2024)**

British Standards Institute: BS25800: 2024 Safeguarding for Organisations Guide.



Who to contact for Safeguarding Support in Yellow Door:

Everyone within Yellow Door has a responsibility to safeguard children and Operational Managers have additional responsibility for safeguarding, to support staff and volunteers with safeguarding practice and procedures, namely the DSL and the Safeguarding Team.

An up-to-date DSL / Safeguarding Team Contact List is available on notice boards in each team room and also on the HR system - Breathe. All staff who work off site are required to ensure they have access to this information both onsite and when working out of the building.

DSL are readily contactable, urgent safeguarding work takes priority over other work. Whenever the service is operating a DSL will be available, either in the building or on the phone. See contact numbers below in Appendix 1.

Lead Safeguarding Responsibility:

CEO

The Designated Safeguarding Lead:

Head of Therapeutic Services

Deputy Designated Safeguarding Lead:

Head of Service Development

Safeguarding Team of Operational Managers are:

Head of Advocacy Services

Head of Business Operations & Strategy

Therapeutic Services Manager

Domestic Abuse Service Manager

Diversity & Inclusion Advocacy Manager

Independent Sexual Violence Advisor Service Manager

Therapeutic Service Manager (Frankie Worker Service)

Therapeutic Service Manager (Hampshire Domestic Abuse Therapy Service)

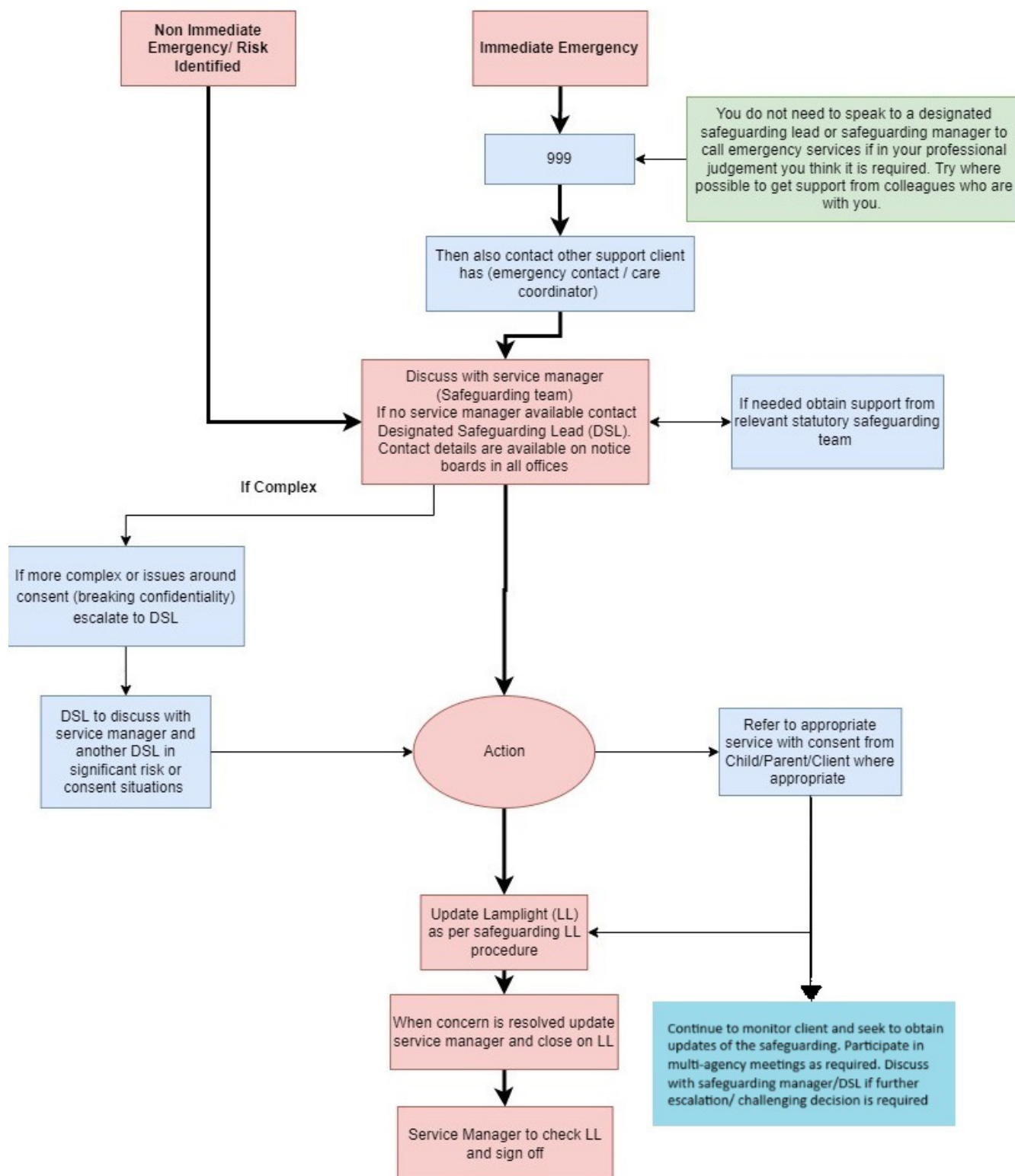
This policy is made available on our website, (www.yellowdoor.org.uk) Staff HR System. If an alternative format is required please contact Yellow Door Offices.

Appendix 2: Roles and Responsibilities

Role	Responsibilities
Trustees	• Ratify the Safeguarding Policies and Procedures and ensure that they are reviewed on an annual basis • Design of KPIs and other performance measures to ensure safeguarding is at the forefront of business provision • Review significant safeguarding risks e.g. serious case reviews • Keep abreast of the Charity Commission's strategy for Safeguarding Charities • Attend regular role appropriate training and read updates • Review the risk register in regard to safeguarding annually
Senior Leadership Team (SLT)	• Ensure Policy and Procedures are updated annually • Communicate the Safeguarding Policies to Staff and Volunteers • Provide annual Safeguarding training • Create and maintain a culture of safeguarding in the organisation • Ensure learning is fed back to the team on a regular basis • Ensure details on Safeguarding are included in the relevant Service Level Agreements • Complete Internal and External Audits • Report serious incidents to Trustees and relevant regulatory bodies • Update the Risk Register with relevant Safeguarding measures • Facilitate regular Safeguarding Governance Review Meetings • Attend regular role appropriate training and read updates
Managers	• Ensure that staff / volunteers are following the processes established to ensure safeguarding. • Provide evidence as part of regular auditing processes • Ensure safeguarding risks are recorded, reviewed, updated and closed on Lamplight • Work with the SLT when new services are established or existing services changed to ensure that Safeguarding processes are in place • Flag/ escalate any risks to SLT • Attend regular role appropriate training and read updates • Complete regular safeguarding audits • Contribute to the safeguarding culture of the organisation
Safeguarding Team	• Communicate on safeguarding regularly to inform learning and build a culture of safeguarding in the organisation. • Lead and support auditing process • Safeguarding Plans are in place and regularly reviewed • Lamplight – open concerns are monitored/ signed off • Attend regular role appropriate training and read updates
All Staff Members	• Follow the Safeguarding Policy and Procedures • Flag/ escalate any risk to Safeguarding Managers and or DSLs • Attend regular role appropriate training and read updates to support continued professional development
Volunteers	• Follow the Safeguarding Policy and Procedures • Flag/ escalate any risk to Safeguarding Managers and or DSLs • Attend regular role appropriate training and read updates to support continued professional development

Appendix 3: Procedure Flow Chart for Safeguarding

Yellow Door Safeguarding Procedure





Appendix 4: Lamplight Procedure for Safeguarding (omitted from public documents)

Appendix 5: Safeguarding Teams Children & Young People & LADO

Please note these links and numbers were accurate when the policy was updated but may change or get updated. Please check the gov.uk links and numbers when using. See also: [Hampshire, Isle of Wight, Portsmouth and Southampton \(hipsprocedures.org.uk\)](#)

Southampton:

Tel: 02380 83 2300 (Monday to Friday 8.30am to 5pm and Friday 8.30am to 4.30pm)

Tel: 02380 23 3344 (weekends, Bank Holidays and outside of office hours)

<https://www.southampton.gov.uk/health-social-care/children/child-social-care/childrens-resource-service/>

Hampshire

Tel: 0300 555 1384 (office hours)

Tel: 0300 555 1373 (out of office hours)

Professionals should complete the Inter-Agency Referral Form on the link:

[Multi-Agency Safeguarding Hub | Children and Families | Hampshire County Council \(hants.gov.uk\)](#)

Portsmouth

Tel: 0845 671 0271 or 023 9268 8793 (office hours (9.00am – 5.00pm))

Tel: 0300 555 1373 (out of office hours)

Referral form: Send an [inter-agency contact form](#) within 48 hours.

Email: MASH@portsmouthcc.gov.uk

Isle of Wight

Tel: 01983 823435

Referral: [Report a safeguarding concern - Isle of Wight](#)

Local Area Designated Officers (LADO) contacts:

Southampton LADO contact details:

Telephone: 023 8091 5535 / 07500 952 037

Email: LADO@southampton.gov.uk

[Safeguarding children – Southampton LADO](#)

Hampshire LADO contact details:

Telephone 01962 876364

Email: child.protection@hants.gov.uk

Link to details for notification form

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>

Portsmouth LADO contact details:

Telephone: 023 9288 2500

Email: LADO@portsmouthcc.gov.uk

[Local Authority Designated Officer \(LADO\) - Portsmouth City Council](#)



Isle of Wight LADO contact details:

Telephone: 01983 823723

Email: lado@iow.gov.uk

Local Authority Designated Officer (LADO) - Isle of Wight

Appendix 6: Definition of Child Abuse

Child abuse is when anyone under the age of 18 is either being harmed or not properly looked after. There are four main categories of child abuse: These abuses can be adult on child, but also child on child.

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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Physical abuse

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

Emotional abuse

The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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.

Neglect

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, for example, 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
- provide suitable education. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Additional categories are:

Domestic abuse

The Domestic Abuse Act 2021 introduced the first ever statutory definition of domestic abuse (section 1 of the Act). The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected” (as defined in section 2 of the Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members. All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse. Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse. Depending on the age of the young people, this may not be recognised in law under the statutory definition of domestic abuse (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

Controlling or coercive behaviour

Is a pattern of abuse (on two or more occasions) that involves multiple behaviours and tactics used by a perpetrator to (but not limited to) hurt, humiliate, intimidate, exploit, isolate, and dominate the victim. It is an intentional pattern of behaviour used to exert power, control, or coercion over another person. Controlling or coercive behaviour is often committed in conjunction with other forms of abuse and is often part of a wider pattern of abuse, including violent, sexual, or economic abuse. Children can be used to control or coerce the victim, for example, by frustrating child contact and/or child arrangements, telling the children to call the victim derogatory names or to hit the victim, or by threatening to abduct the children. This pattern of abuse causes fear, serious alarm and/or distress which can lead to a substantial adverse effect on a victim’s day-to-day life. This can have a significant impact on children and young people.

Bullying

Is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.

Child trafficking

Is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. This may be for illegal sexual, employment or drug related activities.

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 form 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. This activity can happen locally as well as across the UK; no specified distance of travel is required.

Child criminal exploitation

An individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 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.

Female genital mutilation (FGM)

FGM is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

Forced marriage

Any person may be forced into marriage, this includes people of all ages, genders, ethnicities and religions. A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage.

Financial exploitation

In this context, we use the term to describe exploitation which takes place for the purpose of money laundering. This is when criminals target children and adults and take advantage of an imbalance of power to coerce, control, manipulate or deceive them into facilitating the movement of illicit funds. This can include physical cash and/or payments through financial products, such as bank and cryptocurrency accounts.

Child sexual exploitation

This 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

Harmful Sexual behaviour (HSB)

HSB is developmentally inappropriate sexual behaviour which is displayed by children and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Some children are at more risk of abuse because of the impact of discrimination, previous experiences, their age or level of dependency, communication needs or other issues. These include children under 12 months, children in care, young carers, children and young people who are LGBTQ+, and children with special educational needs and disabilities, children with communication needs and also children from families where there has been previous abuse, domestic abuse or parental mental health and or substance misuse.

This is not an exhaustive list.

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Stage	Date	Staff member	Comments
Review date	Jan 2026	RE	
Update and Review	Jan 2026	RE	



Approved by SLT	March 2026	NK, SW and CG	
Signed off by Board	June 2026	LF & Full Board	
Review date	June 2027	RE	