

Labour Party

Labour Party Safeguarding Children Policy and Procedure



Labour Party

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1. STATEMENT OF COMMITMENT

- 1.1 All members of staff, volunteers, members and elected representatives of the Labour Party have a duty to protect children and promote their welfare. The Labour Party believes that it is always unacceptable for anyone to experience abuse of any kind, including through social media or other online activity. Children and young people have a legal right to protection from all forms of abuse.
- 1.2 The Labour Party welcomes its responsibility to safeguard and promote the welfare of all children. We are committed to safeguarding practices and procedures which protect them and to providing a safe welcoming environment in which they can engage with the activities of the Labour Party.
- 1.3 The Labour Party will take all safeguarding concerns seriously and will value, listen to and respect children, encouraging them to talk to us about anything that worries them. We will always act in the best interest of the child.
- 1.4 Individuals should never resist reporting concerns to the safeguarding unit due to concern about the impact on or reputation of the party.
- 1.5 This statement of commitment also extends to Modern Slavery. This takes many forms including forced and compulsory labour, slavery, servitude and human trafficking. It is the violation of human rights and the Labour Party has a zero tolerance approach to Modern Slavery. We will take all concerns in this area seriously.

2. APPLICATION

- 2.1 This policy applies to all staff, members and volunteers including the National Executive Committee and other elected representatives and any other person working on behalf of the Labour Party.
- 2.2 Where the Labour Party is working in partnership with other organisations, including affiliated organisations, they are expected to have their own safeguarding arrangements in place but where these do not exist then extracts of the Labour Party safeguarding policies, related procedures and the Safeguarding Code of Conduct will apply to them and this will form part of any partnership or contractual arrangements at the outset.
- 2.3 This policy and procedure should be read in conjunction with the Labour Party Safeguarding Adult at Risk Policy and Procedure 2023.

3. PURPOSE

- 3.1 The purpose of this policy is:
 - To demonstrate our commitment to safeguard and promote the welfare of children and young people who are members of, or volunteer with, the Labour Party or otherwise engage with it. This includes the children of adults who are members, affiliated supporters and the general public where they interact with the Labour Party.
 - To provide staff, members and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

4. KEY PRINCIPLES

- 4.1 We recognise that:
 - The welfare of the child is paramount, as enshrined in the United Nations Convention on the Rights of the Child 1991 and the current relevant legislations and associated statutory guidance in place in England, Scotland, Wales and Northern Ireland;

- All children and young people, regardless of age, ability or disability, gender reassignment, gender identity, race, religion or belief, sex, sexual orientation or socio-economic background have a right to equal protection from all types of harm or abuse;
- Some children and young people have additional vulnerabilities because of their previous experiences, their level of dependency, communication needs or other issues;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting and protecting children and young people's welfare;
- It is not the responsibility of the Labour Party to decide whether or not abuse has taken place, however, it is the responsibility of staff, volunteers, members and elected representatives of the party to act if there is cause for concern, in order that the appropriate agencies can investigate and take any protective action as necessary.

5. OUR COMMITMENT TO SAFEGUARDING

5.1 We will seek to:

- Protect children and young people from abuse whilst they participate in any activity organised by the party;
- Promote and prioritise the safety and wellbeing of children and young people;
- Create a culture in the party where children, carers, those who interact or engage with children and others who may have a concern are encouraged to report their concerns or the abuse that has happened to them or others;
- Ensure that all staff, members, volunteers and elected representatives clearly understand their safeguarding duties and responsibility to safeguard children and ensure that they are provided with the knowledge and support to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- Ensure robust safeguarding arrangements and procedures are in place;
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and provide support to the individual/s who raise or disclose the concern;
- Reinforce the importance of working with all partner agencies with the aim of achieving the best possible outcomes for those who we are aiming to protect from abuse;
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- Prevent the employment/deployment of unsuitable individuals through effective recruitment, selection and vetting procedures;
- Ensure there is a safeguarding governance structure in place with assigned roles and responsibilities including the identification of Regional Safeguarding Leads in each regional and national office and a strategic lead for safeguarding within the Senior Management Team and the National Executive Committee to ensure that safeguarding runs as a thread throughout all our activities and at both strategic and operational levels of the Party.

6. LEGISLATION AND STATUTORY GUIDANCE

6.1 The practices and procedures within this policy are based on the principles contained within UK legislation and government guidance. They take the following into consideration:

- Human Rights Act 1998
- Children Act 1989
- Children (Scotland) Act 1995
- Sexual Offences Act 2003
- Protection of children and prevention of sexual offences (Scotland) act 2005
- Sexual Offences (Scotland) Act 2009
- Children Act 2004
- Children and Young People (Scotland) Act 2014
- Modern Slavery Act 2015
- Working Together to Safeguard Children 2018
- Children (Equal Protection from Assault) (Scotland) Act 2019
- Keeping Children Safe in Education 2022
- Data Protection Act 2018

Please note that Social Care in Scotland, Wales and Northern Ireland have devolved responsibility. However, the principles of good practice set out in this document apply throughout the UK.

7. DEFINITIONS AND TERMINOLOGY

7.1 The following definitions and terminology are referred to in the Labour Party Safeguarding Children Policy and associated procedures and guidance:

Child¹: In England, Northern Ireland and Wales a child is someone under the age of 18. Whether living with their family, in state care, or living independently.

This generally applies in Scotland but in some cases, for example for parts of the Scottish Child Protection Process it will be 16.

Safeguarding and promoting the welfare of children: Protecting children from maltreatment, preventing harm to children's health or development; ensuring children grow up with the provision of safe and effective care; and taking action to enable children to have the best outcomes.

Safeguarding concern: When there is information that a child, young person or an adult at risk² has been harmed, or is at risk of being harmed, by their own or someone else's behaviour.

Safeguarding allegation: Where a person who is an employee, member, volunteer or elected representative of the Labour Party has:

- a) Behaved in a way that has harmed a child or an adult at risk, may have harmed a child or an adult at risk, or behaved in a way that might lead to a child or an adult at risk being harmed;
- b) Possibly committed or is planning to commit a criminal offence against a child or an adult at risk or related to a child or an adult at risk, or;
- c) Possibly committed or is planning to commit a criminal offence against a child or an adult at risk or related to a child or an adult at risk, or;

¹ Defined by the Children Act 1989

² Refer to Labour Party Safeguarding Adults at Risk Policy and Procedure

Abuse³: 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. This includes seeing, hearing or experiencing the effects of domestic abuse⁴. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

Poor practice: Sometimes, concerns may relate to poor practice, where an adult's or another young person's behaviour is inappropriate and may be causing distress to a child or young person. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the Labour Party Safeguarding Code of Conduct 2023. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Examples of poor practice towards children, which should never be sanctioned include:

- Use of excessive, physical or humiliating punishments;
- Failure to act when you witness possible abuse or bullying;
- Spending excessive amounts of time alone with young people away from others;
- Inviting or allowing young people into your home where they will be alone with you;
- Engaging in rough, physical or sexually provocative activity;
- Allowing young people to use inappropriate language unchallenged;
- Making sexually suggestive comments even in fun;
- Reducing a person to tears as a form of control;
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- Doing things of a personal nature for young people that they can do for themselves;
- Sharing a bedroom with a young person you are not related to, even with parental permission.

Volunteer⁵: Any person engaged in an activity related to the Labour Party which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit the Labour Party.

This term includes:

- Any member of the Labour Party elected to local government;
- Any member elected to a role of their Branch or Constituency Labour Party; and
- Any member who is a member of the Labour Party's National Executive Committee (NEC) or National Constitutional Committee (NCC).

8. AIM

8.1 To detail how members of staff, members, volunteers and elected representatives should respond if: They suspect that a child or young person is suffering abuse;

- A child or young person makes a disclosure or reports that they, or someone else, has been abused;
- The behaviour of an adult or child towards a child gives them cause for concern;

³ Working Together to Safeguard Children 2018

⁴ Section 3 of the Domestic Abuse Act 2021 came into force on 31 January 2022 and specifically provides that a child (under 18 years old) who sees, hears, or experiences the effects of domestic abuse and is related to the victim or the suspect is also to be regarded as a victim.

⁵ Adapted from the Disclosure and Barring Service definition of a volunteer as defined in the Police Act 1997 (criminal records) Regulations 2002

- They discover or are exposed to child sexual abuse images online or via electronic devices;
- They identify a breach of the Safeguarding Code of Conduct.

8.2 To detail the action that will be taken by the Safeguarding Unit when a safeguarding concern is reported or child sexual abuse images are found or reported.

9. THE IMPORTANCE OF THE SAFEGUARDING CODE OF CONDUCT

9.1 The Safeguarding Code of Conduct outlines the behaviour expected of staff, members, volunteers and elected representatives of the Labour Party and staff, members and volunteers of other organisations who engage with children through the Labour Party and its activities. Following the Safeguarding Code of Conduct will help you to protect children from abuse and/or inappropriate behaviour.

9.2 Any breach of the Safeguarding Code of Conduct should be reported to the Regional Safeguarding Lead or the Safeguarding Unit. Serious breaches of the Code of Conduct may also result in a referral being made to the police or a Local Authority if it is thought the breach amounts to a risk of harm to a child and/or constitutes a crime.

9.3 All staff, members, volunteers and elected representatives have a responsibility to be alert to the fact that children may be being abused. They MUST report safeguarding concerns.

Recognise	Concerns that an adult at risk is being harmed or might be at risk of harm
Respond	Appropriately to what you are being told or what you see
Report	Concerns that you have to your Regional Safeguarding Lead or the Safeguarding Unit
Record	Your concerns correctly – Be accurate and comprehensive

10. LABOUR PARTY SAFEGUARDING PRINCIPLES: THE FOUR RS

10.1 Staff members, volunteers, members and elected representatives can keep children who may be at risk of abuse safe from harm by following the four simple safeguarding principles of:

11. RECOGNISE: THAT A CHILD IS BEING HARMED OR IS AT RISK OF BEING HARMED

11.1 Child 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 another child or children.

11.2 We should all be alert for the signs and indicators that children and young people who interact or engage with the Labour Party may be suffering abuse. We should remember that children may be abused by other children and young people as well as by adults.

11.3 Indicators that a child may be being abused may include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- An injury for which the explanation seems inconsistent;
- The young person describes what appears to be an abusive act involving themselves;
- Someone else (a young person or adult) expresses concern about the welfare of another;
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- Inappropriate sexual awareness;
- Engaging in sexually explicit behaviour;
- Sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
- Having difficulty in making friends;
- Being prevented from socialising with other young people;
- Displaying variations in eating patterns including overeating or loss of appetite; or a sudden weight change;
- Becoming increasingly dirty or unkempt.

11.4 It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parents/guardians will help to identify any other concerns that a young person may be experiencing. For example a family bereavement, which could cause some of the changes listed above.

11.5 If you recognise the signs and indicators that a child or young person is being abused and you are alert to the fact that children and young people may be suffering harm, you will be better able to keep them safe by responding to them appropriately and reporting your concerns.

11.6 The different types of child abuse and possible indicators and signs that a child is being abused can be found in Appendix C.

12. RESPOND: APPROPRIATELY TO WHAT YOU ARE BEING TOLD OR WHAT YOU SEE

Responding to concerns about or disclosures of child abuse

12.1 It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm;
- Listen carefully to what is said and try not to interrupt;
- Find an appropriate point early on to explain that it is likely that the information will need to be shared

with others – do not promise to keep secrets;

- Allow them to continue at their own pace;
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions);
- Reassure them that they are not to blame and have done the right thing in telling you;
- If the concern is serious, explain that you will need to get support from other trained people to help .. keep the child safe. This must be shared even if the child doesn't want you to tell anyone else;
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell the Safeguarding Unit and that it will be discussed further with them;
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. clothing.

12.2 A child or young person may indicate either through what they say or their behaviour that they have serious concerns or worries but they are unwilling to discuss them with you directly. In these circumstances you should make it clear you are available if they wish to talk further. You should also give them the following contact details:

- Safeguarding Unit – 0207 783 1134 (Mon- Thurs 9:30 – 4:30 Fri 9:30 - 12)
- ChildLine - tel. 0800 1111 (24/7)
- Samaritans tel. 116123 (24/7)
- NSPCC – 0808 800 5000

12.3 You should contact the Safeguarding Unit to report your concern no later than the next working day (see section 13 below).

If the behaviour of an adult or a child towards a child gives cause for concern:

12.4 You may witness, or someone may tell you that they have seen, an adult or child behave towards a child in a way that is concerning or worrying. In these circumstances you must refer any concerns to your Regional Safeguarding Lead or directly to the Safeguarding Unit as soon as possible.

12.5 You should not worry about the consequences of reporting your concerns. If you are mistaken it is better to report your concern and enable a proper investigation and assessment to happen than not to report it at all. Safeguarding concerns are managed in confidence and the welfare and safety of children is paramount.

12.6 You should never:

- Ignore concerns;
- Confront the person;
- Discuss the matter with other members of staff, volunteers or members other than those identified in this procedure;
- Investigate concerns.

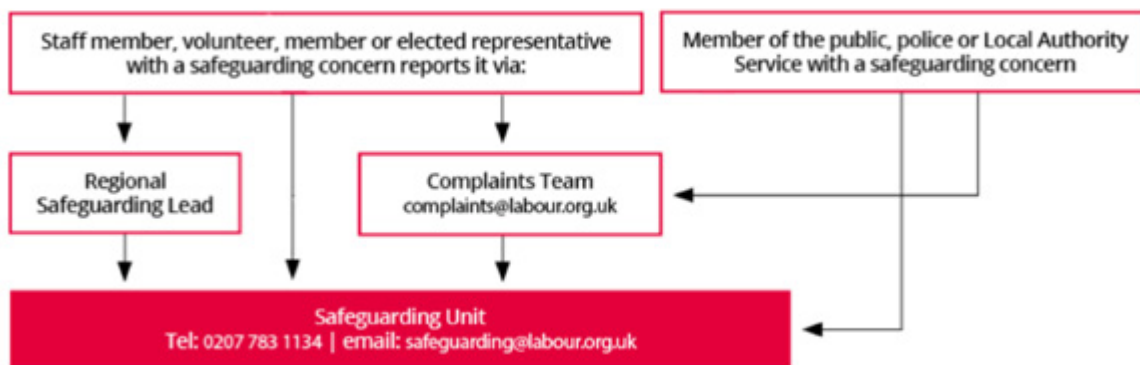
If online or electronic images of child sexual abuse are found:

- 12.7 There is increasing concern about the distribution of abusive images of children via the internet. Such images should be referred to as 'child sexual abuse images' not 'child pornography'. Remember, it is illegal to take, make, share or distribute abusive images of children and this includes "sexting".
- 12.8 If you are exposed to child sexual abuse images whilst using the internet or via other mediums as part of Labour Party business the Safeguarding Unit must be contacted by telephone 0207 783 1134 e. safeguarding@labour.org.uk as soon as possible and a Safeguarding Report Form (see Appendix B) completed and forwarded to ssafeguarding@labour.org.uk.
- 12.9 Child sexual abuse images must never be shared with anyone. The URL (webpage addresses) which contains the suspect images should be reported to the Internet Watch Foundation www.iwf.org.uk. All images should be deleted from the PC or device once police / IWF / the Safeguarding Unit have confirmed that they are not needed for forensic purposes. You should not review the images or share them with anyone else. If in doubt you should contact the Safeguarding Manager for advice.

13. REPORT: CONCERNS THAT YOU HAVE

- 13.1 Remember it is not the responsibility of a member of staff, volunteer, party member or your elected representative to decide if child abuse is occurring, but it is their responsibility to act on any concerns by reporting them.

Reporting a safeguarding concern:



- 13.2 Report concerns that you have to your Regional Safeguarding Lead and/or the Safeguarding Unit. Any member of staff, volunteer, member and elected representative can contact the Safeguarding Unit for advice, support or guidance (Table 2).

<https://labour.org.uk/complaints/>

Table 2: Reporting concerns.

- 13.3 Safeguarding concerns MUST be reported immediately (or where this is not possible, at the earliest opportunity) so that the report can be assessed, and action taken to protect the person involved. If any person is at immediate risk of harm or requires medical attention, then the emergency services should be contacted immediately by telephoning 999.

- 13.4 Where circumstances prevent an immediate referral, members of staff, volunteers, members or elected representatives of the Labour Party MUST report safeguarding concerns to their Regional Safeguarding Lead or the Safeguarding Unit no later than the next working day that the concern is raised or received. Contact details for Regional Safeguarding Leads can be found at www.labour.org.uk/safeguarding.
- 13.5 Any member of staff, volunteer, member and elected representative can contact the Safeguarding Unit for advice, support or guidance (Table 2).
- 13.6 There are a number of ways to report a safeguarding concern:
- Staff, members, volunteers and elected representatives can report safeguarding concerns to their Regional Safeguarding Lead (RSL) who will offer advice and guidance. The Regional Safeguarding Lead will report the safeguarding concern to the Safeguarding Unit. In urgent cases they may refer concerns directly to local authority services and/or the police and in all cases will escalate the report to the Safeguarding Unit;
 - Staff members, volunteers, members and elected representatives can report safeguarding concerns to the Labour Party Complaints Team who will record the concern and refer it to the Safeguarding Unit;
 - Staff members, volunteers, members and elected representatives can also report safeguarding concerns directly to the Safeguarding Unit;
 - Members of the public, the police service and/or Local Authority Services can report safeguarding concerns via the Complaints team or directly to the Safeguarding Unit.
- 13.7 If a member of the public, police or Local Authority Services reports a safeguarding concern to another individual or unit within the Labour Party then the matter must be referred to the Safeguarding Unit for assessment as soon as possible and no later than the next working day.
- 13.8 A safeguarding concern must not be investigated by any individual within the Labour Party except in cases where the Safeguarding Unit has received the report, assessed the information and agreed, in writing, with a party unit, for example the Governance and Legal Unit or a regional office, that they will start an investigation.
- 13.9 If for any reason the Safeguarding Unit cannot be contacted, the following organisations can be contacted for advice:
- Concern about a child - You should contact the Local Authority Children Services. Use the <https://www.gov.uk/find-local-council> website to find the Local Authority Services for your area;
 - Local Police - Telephone 101 for non-emergency referrals and 999 for emergency response.

14. RECORD: YOUR CONCERNS CORRECTLY

- 14.1 Be accurate and comprehensive. It is important that you keep an accurate written record of any safeguarding concern that you have or that someone raises with you. Your written record should:
- Be made as soon as possible after the event/concern is raised;

- Contain the date, time, people present, anything said (verbatim if possible);
- Detail the behaviour and demeanour of the person disclosing the safeguarding issue;
- Detail any action you have taken (i.e. how you have reduced risk or whether you have referred the matter to your Regional Safeguarding Lead or the Safeguarding Unit);
- Be a factual account of what has happened.

14.2 Do not record any opinion about what has happened. You are not there to judge or ascertain whether what you are being told is correct.

14.3 You should record your concern(s) on the Safeguarding Report Form (Appendix B). Once you have recorded your concerns you should sign and date the report or record the date and time the concern was recorded on the report.

14.4 All Safeguarding Reports must be emailed to safeguarding@labour.org.uk and the Regional Safeguarding Lead (if you have reported your concern to them).

15. CONFIDENTIALITY AND SHARING INFORMATION

15.1 Effective and timely sharing of information is essential for the early identification of a child's needs and to ensure that the most appropriate services are provided in order to keep them safe.

15.2 Those with concerns should be proactive in sharing information as early as possible to help the Safeguarding Unit and other professionals identify, assess and respond to risks or concerns about the safety and welfare of children.

15.3 Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children, which must always be the paramount concern. The Data Protection Act (2018) and the General Data Protection Regulations (2018) do not prevent you from sharing information in relation to safeguarding.

15.4 You should not assume that someone else will pass on information that you think may be critical to keeping a child safe.

15.5 Staff, members, volunteers or elected representatives should aim to gain consent to share information from those involved. When sharing information, please be mindful of situations where doing so would place a child at increased risk of harm.

15.6 Information may be shared without consent if a member of staff, volunteer, member or elected representative has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. When decisions are made to share or withhold information, members of staff, volunteers, members or elected representatives should record who has been given the information and why.

15.7 The Safeguarding Unit must always be contacted before information is shared with an external organisation except in cases where there is a risk of immediate or serious harm and an emergency referral is necessary. The Safeguarding Unit will manage the process of sharing information with the police, local authority services and/or any third-party organisation.

15.8 Information should be kept confidential and should only be shared with Labour Party staff members who need to know the information. If a member of staff, volunteer, member or elected representative is unsure about whether to share information, or who to share it with, they should contact the Safeguarding Unit for advice by telephoning 0207 783 1134 or by emailing: safeguarding@labour.org.uk before disclosing any information.

16. THE ROLE OF THE REGIONAL SAFEGUARDING LEAD

16.1 Regional Safeguarding Leads (RSL) are responsible for:

- Promoting the Labour Party safeguarding policy, procedures and guidance in their region and regional office;
- Delivering safeguarding awareness events and promoting the safeguarding training available;
- Acting as a named point of contact for staff, volunteers and members to go to for safeguarding advice or if they have a safeguarding concern;
- Escalating safeguarding concerns to the national Safeguarding Unit.

16.2 When a Regional Safeguarding Lead receives a safeguarding concern from a member of staff, volunteer, member or elected representative of the party they will record the concern and refer it to the Safeguarding Unit at the earliest opportunity.

16.3 Where there is an immediate risk of harm or where the information contained in the concern requires immediate action the Regional Safeguarding Lead MUST contact the police and/or Local Authority Children Services before contacting the Safeguarding Unit.

16.4 Regional Safeguarding Leads are not Designated Safeguarding Officers for the party (this role is held by the Safeguarding Unit) and their role is to be a conduit for concerns to be reported to the Safeguarding Unit. Regional Safeguarding Leads do not hold responsibility for, or manage, safeguarding investigations.

17. ACTION BY THE SAFEGUARDING UNIT

17.1 The Safeguarding Unit will manage the investigation and respond to any safeguarding concern. The role of the unit is not to investigate the concern reported or to make judgements about the individuals or allegations involved but to ensure that appropriate referrals are made to statutory agencies and that effective internal action is taken to keep people safe.

17.2 When a safeguarding concern has been reported the Safeguarding Unit will:

- Assess the information received;
- Identify any risks to individuals contained within the report;
- Decide if immediate action is needed to remove, reduce or control the risks identified;
- Take such action if it is required;
- Decide whether the information in the safeguarding concern constitutes a safeguarding allegation against a member of staff, volunteer, member or elected representative of the party;
- Decide whether a referral to the police and/or Local Authority Services is required;

- Decide what further action by the Labour Party may be needed for the management of the investigation.
- 17.3 Where it is decided that the information contained in the safeguarding concern constitutes a safeguarding allegation involving a child the Safeguarding Unit will follow the Labour Party procedure for the management of a safeguarding allegation involving a child.
- 17.4 Where it is decided that the information contained in the safeguarding concern does not constitute a safeguarding allegation the Safeguarding Unit may refer the report to another Labour Party unit.
- 17.5 When a safeguarding concern is reported the Executive Director of Legal Affairs & the Safeguarding Manager will determine what action is needed. The action taken may include monitoring the situation, a referral to children social care or the police, or taking no action. Whatever decision is taken they will record it on the Safeguarding Unit Investigation Report form with a rationale, even if no further action is to be taken. A decision to take no further action, monitor, or defer a decision is taken as seriously as a decision to make a referral.
- 17.6 The Executive Director of Legal Affairs and the Safeguarding Manager must consider if consent is required to share the concern with the statutory agencies. The Executive Director of Legal Affairs and the Safeguarding Manager may consult with one of the statutory services, or the Labour Party solicitor or legal advisor if they are unsure how to proceed with the concern or any aspects of information sharing.
- 17.7 Any referrals to statutory services must be made by the Executive Director of Legal Affairs or the Safeguarding Manager. Such referrals should be made within two working days unless it is an emergency, or they consider it better for another person to make the referral and report back.
- 17.8 Any referrals to statutory services must be followed up in writing within 48 hours and feedback received/sought within 4 working days of having made the referral to check what action is being taken. It is the responsibility of the Safeguarding Manager to ensure this takes place and to ensure that comprehensive records are maintained.
- 17.9 Each local authority has a process for receiving referrals and the Labour Party must use the relevant process in their area. Invariably this will be via a Multi-Agency Safeguarding Hub (MASH). The member of staff making the referral should complete the local authority's referral form when making a formal referral about child protection.
- 17.10 The Executive Director of Legal Affairs will oversee the management of all safeguarding allegations and hold accountability for them.

18. ESCALATION POLICY

- 18.1 If, after reporting a concern, it is evident that the local authority or other agency has not taken appropriate next steps in relation to the safeguarding concern, then the Executive Director of Legal Affairs will determine if the matter needs escalating.
- 18.2 Local Safeguarding Partnerships will have specific procedures to be followed in such instances

where escalation is warranted. A record of any decisions and outcomes must be kept by the Executive Director of Legal Affairs and the Safeguarding Manager.

19. COMPLAINTS PROCEDURE

19.1 If, after reporting on a concern, it is evident that the local authority or other agency has not taken appropriate next steps in relation to the safeguarding concern, then the Director of HR & Safeguarding will determine if the matter needs escalating.

19.2 The adult safeguarding boards will have specific procedures to be followed in such instances where escalation is warranted. A record of any decisions and outcomes must be kept by the Director of HR & Safeguarding and/or the Safeguarding Manager.

20. POLICY APPROVAL AND REVIEW

20.1 This policy and procedure was approved and adopted by the NEC on 29 January 2019.

20.2 This policy and procedure was reviewed on the 28 March 2023

20.2 The Labour Party safeguarding policies, procedures, Safeguarding Code of Conduct and associated guidance will be reviewed on an annual basis by the NEC or sooner if required by legislative change or if an incident warrants it.

APPENDIX A

Key contacts

Labour Party Safeguarding Unit

The Labour Party
Southside
105 Victoria Street, London
SW1E 6QT
Telephone: 0207 783 1134
Email: safeguarding@labour.org.uk

Alex Barros-Curtis
Executive Director of Legal Affairs
Email: alex_barros-curtis@labour.org.uk

Amanda Geary
Safeguarding Officer
Telephone 0207 783 1134
Email: Amanda_geary@labour.org.uk

Regional Safeguarding Leads

Details of Regional Safeguarding Leads can be found at
<https://labour.org.uk/members/my-welfare/safeguarding/contacts/#RSL>

NSPCC

0808 800 5000

help@nspcc.org.uk

APPENDIX B**Safeguarding Report form**

Complete as much detail as possible. For advice completing this form please contact the Safeguarding Unit; Telephone 0207 783 1134. If any person is at immediate risk of harm or needs medical attention contact the emergency services on 999.

1. Your Details

Name: Contact Telephone Number and Email: Address: Are you a member or employee of the Labour Party? (enter your membership number): Role or position held:
When did you become aware of the information of concern or the allegation? Date and time:

2. Child(ren) involved (a child is any person aged under eighteen years old)

Please give the full names and ages of any children involved. Please include any contact details, the address of the child and parent/guardian's names if possible:

3. Individual(s) about whom you are concerned

If you are concerned about the behaviour of an adult or child please provide their name and any details you have about them. Please include as much detail as possible:
Describe the behaviour you are concerned about. Please give as much detail as possible:

4. Your safeguarding concern

If you are concerned about the behaviour of an adult or child please provide their name and any details you have about them. Please include as much detail as possible:

Thank you for completing the Safeguarding Report Form.

Please email this form to safeguarding@labour.org.uk and telephone 0207 783 1134 to report your concern. All referrals are treated in strictest confidence.

APPENDIX C

Types and indicators of child abuse and neglect

- Some of the following signs might be indicators of abuse or neglect:
- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty or with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education or who are reluctant to go home after school;
- Parents who are dismissive and non-responsive to professionals' concerns;
- Parents who collect their children from activities when inebriated, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

There are a number of different types of abuse which children may suffer. Each has its own specific indicators, which you should be alert to.

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.

Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse occurs. Babies and disabled children also have a higher risk of suffering physical abuse. Physical abuse can also occur outside of the family environment.

Possible indicators are:

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones;
- Children with unexplained: bruises, cuts, burns, scalds, bite marks.

Emotional abuse

The persistent emotional maltreatment of a child such 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;

- 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;
- Serious bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

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 also 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.

Possible indicators are:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child;
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

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.

Possible indicators of sexual abuse are:

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge beyond their years;
- Children who ask others to behave sexually or play sexual games; Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Child Sexual Exploitation

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.

- Possible indicators of sexual exploitation are:
- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late;
- Children who regularly miss school or education or don't take part in education.

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 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 care-givers), or;
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

- Possible indicators are:
- Children who are living in a home that is persistently dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing for the weather conditions;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self-harm;
- Children who fail to receive basic health care;
- Parents who fail to seek medical treatment when their children are ill or are injured.

Honour Based Abuse and Violence

There is no specific criminal offence of “honour based crime”. It is an umbrella term to encompass various offences covered by existing legislation. Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

The Crown Prosecution Service and support groups have a common definition of HBV:

“Honour based violence’ is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community.”

Honour based violence cuts across all cultures and communities, and cases encountered in the UK have involved families from Turkish, Kurdish, Afghani, South Asian, African, Middle Eastern, South and Eastern European communities. This is not an exhaustive list.

The perceived immoral behaviour which could precipitate HBV include:

- Inappropriate make-up or dress;
- The existence of a boyfriend;
- Kissing or intimacy in a public place;
- Rejecting a forced marriage;
- Pregnancy outside of marriage;
- Being a victim of rape;
- Inter-faith relationships;
- Leaving a spouse or seeking divorce.

Incidents, in addition to those listed above, which may precede HBV include:

- Physical abuse;
- Emotional abuse, including;
- House arrest and excessive restrictions;
- Denial of access to the telephone, internet, passport and friends;
- Threats to kill;
- Pressure to go abroad. Victims are sometimes persuaded to return to their country of origin under false pretences, when in fact the intention could be to kill them.

Children sometimes truant from school to obtain relief from being policed at home by relatives. They can feel isolated from their family and social networks and become depressed, which can on some occasions lead to self-harm or suicide.

Families may feel shame long after the incident that brought about dishonour occurred, and therefore the risk of harm to a child can persist. This means that the young person’s new boy/girlfriend, baby (if pregnancy caused the family to feel ‘shame’), associates or siblings may be at risk of harm.

Forced marriage

A Forced Marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced Marriage is illegal across the UK. Hundreds of people in the UK (particularly girls and young women), some as young as nine, are forced into marriage each year. A 'forced' marriage, as distinct from a consensual 'arranged' one, is a marriage conducted without the full consent of both parties and where duress is a factor. Duress cannot be justified on religious or cultural grounds.

The majority of forced marriages reported to date in the UK have involved families from South Asia; other communities in which there have been cases include Europe, East Asia, the Middle East and Africa. Some forced marriages take place in the UK with no overseas element, while others involve a partner travelling from overseas or a British national being taken abroad.

The reasons given by parents who force their children to marry include protecting their children, building stronger families, strengthening family links, protecting family honour (e.g. promiscuity or homosexuality), retaining or acquiring wealth, appeasement etc.

- Suspicions that a child may be forced into marriage may arise in a number of ways, including:
- A family history of older siblings leaving education early and marrying early;
- Depressive behaviour including self-harming and attempted suicide;
- Unreasonable restrictions such as being kept at home by their parents ('house arrest') or being unable to complete their education;
- A child being in conflict with their parents;
- A child going missing / running away;
- A child always being accompanied including to school and doctors' appointments;
- A child talking about an upcoming family holiday that they are worried about, fears that they will be taken out of education and kept abroad; or
- A child directly disclosing that they are worried s/he will be forced to marry.

Information about a forced marriage may come from one of the child's peer group, a relative or member of the child's local community, from another professional or when other family issues are addressed, such as domestic violence between parents.

Female Genital Mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It is dangerous and a criminal offence. There are no medical reasons to carry out FGM. It does not enhance fertility and it does not make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

A girl at immediate risk of FGM may not know what is going to happen. But she might talk about or you may become aware of:

- A long holiday abroad or going 'home' to visit family;
- Relative or cutter visiting from abroad;

- A special occasion or ceremony to 'become a woman' or get ready for marriage;
- A female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.
- A girl or woman who has female genital mutilation (FGM) may:
- Have difficulty walking, standing or sitting;
- Spend longer in the bathroom or toilet;
- Appear withdrawn, anxious or depressed;
- Have unusual behaviour after an absence from school or college;
- Be particularly reluctant to undergo normal medical examinations;
- Ask for help, but may not be explicit about the problem due to embarrassment or fear.

Radicalisation

"Radicalisation" refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism". Radicalisation can be very difficult to spot. Signs that may indicate a child is being radicalised include:

- Isolating themselves from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family. However, these signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong.

Child on child abuse and exploitation

Young people can be sexually exploited by people of a similar age as well as adults. Research is increasingly demonstrating that a significant number of sexually exploited young people have been abused by their peers and a London Councils report in 2014 found that child-on-child exploitation was the most frequently identified form of child sexual exploitation in London.

Young people can be exploited by their peers in a number of ways. In some cases young women and young men who have been exploited themselves by adults or peers, will recruit other young people to be abused. In other instances, sexual bullying in schools and other social settings can result in the sexual exploitation of young people by their peers. Sexual exploitation also occurs within and between street gangs, where sex is used in exchange for safety, protection, drugs and simply belonging.

For 16 and 17 year olds who are in abusive relationships, what may appear to be a case of domestic violence may also involve sexual exploitation. In all cases of child-on-child exploitation, a power imbalance will still inform the relationship, but this inequality will not necessarily be the result of an age gap between the abuser and the abused.

Additional vulnerabilities

Disabled children and young people and those with behaviour/conduct disorders, learning difficulties/disabilities, speech and language difficulties and deaf children are at greater risk of abuse. Disabled children and young people are more than three times more vulnerable to abuse (Sullivan and Knutson, 2000). This is because:

- They may be physically dependent on the person abusing them for personal care, medication or support. They may be unable to run away or afraid to tell someone about the abuse;
- They may find it difficult, or be unable, to communicate making it difficult to tell someone about the abuse;
- Abuse can cause a disability or make an existing disability worse;
- Many adults don't believe that deaf or disabled children can be abused and are therefore less likely to recognise the signs of abuse and report them.

NSPCC CPSU Guidance from 2017 reported that children from Black, Asian and Minority Ethnic (BAME) backgrounds may be more vulnerable to abuse. This is because

- Individuals may fear being accused of racism if they report or take action;
- Concerns may be explained away as cultural practices;
- Some child-rearing practices, although accepted in certain cultures, may contradict UK legislation;
- BAME individuals past experiences of white people in authority (e.g. teachers, police) may prevent them from disclosing or reporting abuse, because they do not trust what will happen.

If you are concerned about the safety or welfare of a child or young person or you would like further advice you should contact the Safeguarding Unit on 0207 783 1134.



