

# Children

Including  
Child Protection  
Policy and  
Working Practices

Engage

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## Organisation details

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**Registered Address:** St Andrews Church Goldsworth  
Park Centre  
Denton Way  
Woking  
GU21 3LG

**Charity No:** 1156005

**Contact Details:**

**Email:** office@engagewoking.org  
**Telephone:** 01483 901891

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Engage Woking Schools is a Christian Schools work charity registered with the Charity Commission as a charitable incorporated institution and a mission partner of Scripture Union.

## Mission Statement

The Trustees, staff and volunteers and all those with Engage recognise the privilege Engage has in working with children and young people. Engage believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

We recognise that all adults working in schools must protect children/young people from harm and abuse, including Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) and Radicalisation/Extremism (Prevent Duty) and be aware that any pupil/student may be at risk.

The 'Keeping Children Safe in Education' (DfE September 2019) (KCSIE) and the 'Working Together to Safeguard Children' (2018) procedures outline the duties of all faith organisations in safeguarding and promoting the welfare of children in their care.

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*'Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children, as described in paragraph 4 of this chapter. (Working Together to Safeguard Children (2018)).*

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# Safeguarding and Child protection - Introduction and Policy

This policy applies to all staff, including the board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of Engage.

## Safeguarding Definition

We understand this to mean Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- 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
- taking action to enable all children to have the best outcomes 'Working Together To Safeguarding Children' 2018

We have put measures in place to reduce the risk of children or young people being harmed. We want to ensure children are given the opportunity to

- learn in a safe environment
- access activities open to their peers by considering the needs of those who require additional support  
i.e. ensuring children with dyslexia are given coloured handouts or an overlay.
- access IT in a safe way
- be protected from any form of abuse whether that be physical, sexual or emotional abuse, neglect, bullying, racism, prejudice, cyberbullying

## Child Protection Definition

We understand this to mean the process of protecting individual children who have been identified as suffering or likely to suffer significant harm. This is part of safeguarding.

## The purpose of this policy

- to protect children and young people who receive Engages services.
- to provide staff and volunteers with the overarching principles that guide our approach to child protection.

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## Legal framework

This policy has been drawn up on the basis of law and statutory guidance that seeks to protect children, namely:

- Children Act 1989
- Children Act 2004
- Education Act 2010
- Human Rights Act 1998
- Equality Act 2010
- Public Sector Act 2009

## We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, and their teachers is essential in promoting young people's welfare.

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

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective online-safety policy and related procedures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support and training
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately when appropriate.

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# Recognising indicators of abuse

## The definition of Physical Abuse:

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/carer fabricates the symptoms of, or deliberately induces illness in a child.

### Indicators

- Injuries to both sides of the body
- Injuries to soft tissue
- Injuries with particular patterns
- An injury that doesn't fit the explanation given
- Delays in presentation
- Untreated injuries
- Bruising on pre mobile babies

## The Definition of Emotional Abuse:

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

### Indicators

- Conveying to children that they are worthless or unloved
- Not giving the child opportunities to express their views
- Deliberately silencing or 'making fun' of them
- Age or developmentally inappropriate expectations, i.e. beyond the child's developmental capability
- Overprotection and limitation of exploration and learning
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying),
- Causing children frequently to feel frightened or in danger • The exploitation or corruption of children

## The definition of Neglect

This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### Indicators

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).
- Ensure access to appropriate medical care or treatment.



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## The Definition of 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 the child is aware of what is happening.

### Indicators

- 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 include **non-contact** activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or 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.

## The Definition of 'Female Genital Mutilation (FGM) 'Mandatory Reporting Duties (inc Teachers)

It has been illegal in England and Wales since the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. Warning signs that FGM is about to take place or has taken place can be found in pages 16-17 of Female Genital Mutilation- [Multi Agency practice Guidelines](#). If a victim discloses that this has taken place the Engage member of staff must inform the teacher and the schools Designated Safeguarding Lead who has a mandatory duty to inform the police. Those failing to report will be subject to disciplinary sanctions.

### Clear signs of imminent FGM

- If the family elder is around, particularly if she is visiting from a county or origin where FGM is practiced
- A girl may talk about a long holiday to a country where the practice is prevalent
- A professional may hear reference to FGM in conversation, for example a girl may tell other children about it
- A girl may confide that she is to have a 'special procedure' or to attend a special occasion to 'become a woman'
- The family come from a community that is known to practice FGM
- Parents state they will take the child out of the country for a prolonged period.

## The Definition of 'CHILD SEXUAL EXPLOITATION (CSE)'

- Child sexual exploitation is a form of child sexual abuse.
- It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity
  - (a) in exchange for something the victim needs or wants, and/or
  - (b) for the financial advantage or increased status of the perpetrator or facilitator.
- The victim may have been sexually exploited even if the sexual activity appears consensual.

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- Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-forpractitioners> (**February 2017**).

## First Signs of Abuse

The first indication of concern about a child's welfare is not necessarily the presence of a serious injury. Concerns may be because of:

- 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 or the explanation of the cause of the injury is does not seem right;
- the child discloses abuse, or describes what appears to be an abusive act.
- someone else (child or adult) expresses concern about the welfare of another child.
- unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- inappropriate sexual awareness or sexually explicit behaviour.
- evidence of disturbance or explicit detail about abuse or possible abuse in a child's play, drawing or writing.
- evidence of neglect, failure to thrive or exposure to unnecessary risks.
- distrust of adults, particularly those with whom a close relationship would normally be expected.
- information about the parent(s) / carer(s) of the child or their home background.
- difficulty in making friends.
- eating disorders, depression, self-harm or suicide attempts.

## Extremism and Radicalisation (Prevent Duty)

Extremism is defined as:-

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*“Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.”*

*Radicalisation is defined by the UK Government within this context as “the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.” Prevent Strategy June 2015*

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## Commitment to Anti-Radicalisation

Engage is fully committed to safeguarding and promoting the welfare of all the pupils in the schools in which we work. As an organisation regularly visiting local schools we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. All Engage staff are expected

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to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. In formulating this policy, the Trustees have taken account of the guidance from the Department for Education (DfE) which has called for all public bodies to make explicit their preventative measures to minimise the threat of extremism in their setting. As a charity we work with professional bodies to ensure that all pupils are safe from harm.

If any Engage staff/volunteer has concerns they should talk to the Schools Designated Safeguarding Lead (DSL) who would make an appropriate referral.

## Child on Child Abuse

Abuse or concerns about abuse or harm by other children/young people should be subject to the same safeguarding procedures as in respect of children/young people being abused by an adult.

- staff responding should be alert to the risk a child may pose to children other than any “current” victim; and
- Children/young people who harm others are likely to have considerable needs themselves (e.g. subjected to abuse, witnessed domestic violence or committed criminal offences). Both children should be subject to Child Protection Procedures.

## Our responsibility as an external service provider within a school

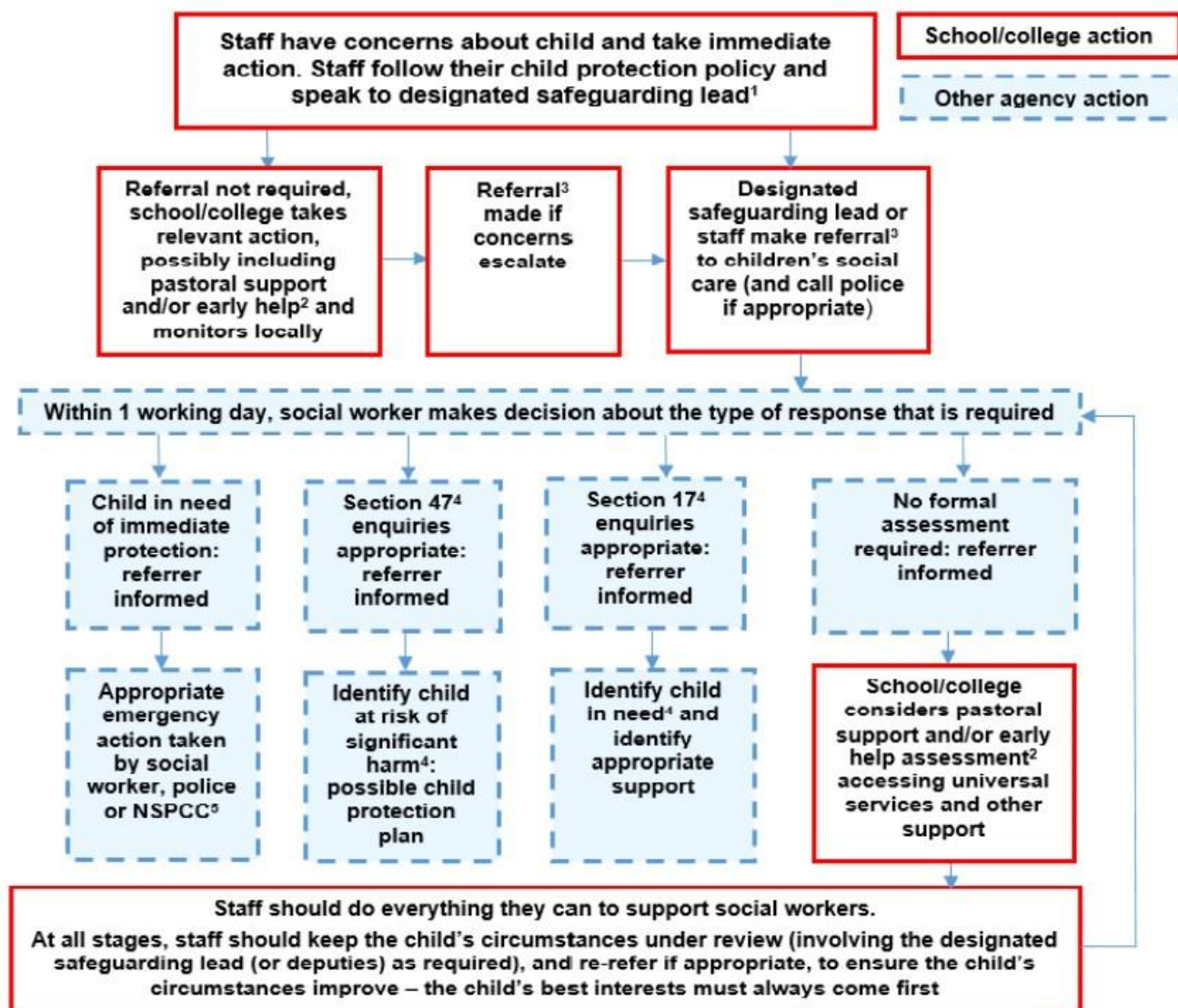
We have privileged access to school premises and as such must comply with each schools Safeguarding and Child Protection policy. We will confirm in writing to schools that we follow Safe Recruitment Guidelines.

As we are delivering a service on behalf of the school or using their premises, we should provide all required evidence that we adhere to the above requirements in terms of recruitment, selection, training and supervision of our staff and any volunteers, in particular DBS information. We have and evidence of our staff/volunteer training (photocopied certificates).

Engage staff/volunteers must have an awareness of what happens after concerns are passed to the schools Designated Safeguarding Lead as indicated below.

## Action when a child has suffered or is likely to suffer harm

This diagram illustrates what action should be taken and who should take it where there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children’s social care immediately. **Anyone can make a referral.**



1 In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

2 Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of Working Together to Safeguard Children provides detailed guidance on the early help process.

3 Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of Working Together to Safeguard Children.

4 Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of Working Together to Safeguard Children. 5 This could include applying for an Emergency Protection Order (EPO).

## Designated Safeguarding Lead (Safeguarding Trustee) at Engage

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Engage Designated Safeguarding Lead will ensure the following is carried out. Cover will be provided by the Deputy Designated Safeguarding Lead

- Ensure the recruitment process at Engage follows the Safe Network checklist for safer recruitment.
- Work with Scripture Union to ensure all the necessary Disclosure checks are carried out (every 3 years) and updated on paid staff and volunteers. The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.
- Ensure that all staff and volunteers receive a copy of our Safeguarding policy.
- Ensure staff have access to, and understand the main points of, each individual schools Safeguarding/CP policy that they work in.
- Be responsible for co-ordinating action within Engage on child protection issues.
- Discuss individual cases with staff on a “need to know basis” to protect children's right to confidentiality.
- Represent Engage at child protection meetings.
- Arrange child protection training for **all** staff trustees and volunteers (paid or unpaid) appropriate to the nature of their access to children in schools every 3 years and keep a record of the date and level of all such training whether provided by Engage or by another approved body.
- To report all individual serious incidents to the Charity Commission in a timely manner.

## Responsibilities of Engage staff and volunteers

If concern arises about the welfare of a child, the following procedure must be followed:

### Concern from something the child says

**Listen** - do not ask questions or interrogate. Consider interpreting services if English is a second language.

**Remain calm** - if you are shocked, upset or angry the child will sense this, and this could stop them from saying more.

**Reassure** - the child has done nothing wrong - tell them it is alright to talk.

**Do not promise to keep it secret** - tell them you cannot keep the matter secret and will need to take advice from someone who can help.

### Do not Delay

- If you are at a school their procedures must be adhered to.
- Inform the school DSL immediately of your concern as soon as you can. It may be necessary to interrupt a lesson to do this - do not leave notes in the Designated Safeguarding Lead's pigeonhole as they may not get back to check their post until the end of the day once the pupil/student has gone home.

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- Early referral gives more time to offer help to the child and family before the situation becomes severe or serious.
  - When the matter is already severe or serious, early referral gives more time for others to protect the child.
  - If for any reason you cannot speak to the schools Designated Safeguarding Lead, then another senior member of the staff team at the school must be made aware before leaving the premises. In the extremely unlikely circumstances that this cannot happen, and if your concern is serious, referral must not be delayed, and individual Engage staff members/volunteers must make a referral to the MultiAgency Safeguarding Hub (MASH) or in an emergency contact the Police.
  - Notify the Engage Designated Safeguarding Lead immediately after the above procedures have been followed.

## Make written notes

- You will be required by the school to write a record of your concerns, using the school procedures which may be the standard 'child protection incident form'/'child welfare form' - record facts accurately and be clear when you are expressing an opinion and the basis for this - these forms will help to ensure accuracy in recalling events later - notes should be legible, signed and dated.
- These forms must be given to the schools Designated Safeguarding Lead as soon as possible who will store these in a locked filing cabinet. Please also take a copy for our records to give directly to the DSL and stored at the Engage office in a locked filing cabinet

## Referral process

Members of Engage should not investigate child protection concerns. Staff should refer directly to the schools Designated Safeguarding Lead (DSL). Referrals are then made to MASH or the Police who will investigate further. After speaking to the School DSL the Engage Designated Safeguarding Lead or deputy DSL cover must be informed and a record of the concern written and filed away in a lockable cabinet.

## Remember

- if in doubt, consult
- do not ignore concerns, even if these are vague
- your first responsibility is to the child and
- if you need help or support to manage your own feelings, this can be provided or alternative, appropriate services will be sought.

In exceptional cases anyone can make a referral. Referrals are made to the MASH in the area where the child lives. MASH contact details can be found via the website <https://www.gov.uk/report-child-abuse-to-local-council>. **In an emergency call The Police.**



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## Procedure for responding to minor physical injury, possible indicators of neglect/emotional abuse

In cases where a minor physical injury causes concern, it is usual practice to raise this with the school DSL who will discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the child from harm), the Designated Safeguarding Lead (DSL) must refer to the MASH team.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between Engage staff and the School DSL directing the parent to sources of help (e.g. the Children and Family Social Work Service), but if concerns persist, the schools Designated Safeguarding Lead will need to refer to the MASH and will normally advise the family of this.

## Procedure for responding to an allegation of, or a presenting case of, physical injury, sexual abuse, fabricated or induced illness or a symptom of neglect

In cases where there is an allegation of, or a presenting case of, sexual abuse, physical injury, fabricated or induced illness, or a symptom of neglect an Engage member of staff will speak to the school DSL who in this instance immediate advice from the MASH, Emergency Duty Social Worker or the Police will be sought before discussing this with the family.

Where emergency medical attention is necessary it will be sought immediately. A member of SSW staff would speak to the child's school Designated Safeguarding Lead who would speak to the doctor of any suspicions of abuse.

## Procedure for requesting an assessment of needs

In your day-to-day interaction with children your observations may be helpful so that a child and his/her family are not left without support if they need it. You may be concerned that a child or family need some help in ensuring all of a child's needs are met or address a particular problem. Examples of this might be where a child is suffering because of poverty, getting into trouble in the community, or has a disability and needs extra help. In these instances, you can get them help by speaking to the school DSL who may use if the child is a "child in need", the local assessment arrangements used by children's social care.

## Data protection

- all records relating to child welfare concerns will be kept secure in a locked filing cabinet at the Engage office - a chronology of concern should be kept.
- we will keep written records of any concerns about children even where there is no need to refer the matter immediately; Information from records will only be used on a "need to know" basis.

## Confidentiality of records

Parents, children and young people have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents and where appropriate children should be told their right to confidentiality may be breached

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if information comes to light suggesting possible harm to a child/young person. Child protection issues relating to individual cases must not be subject to open discussion.

Members of staff should also remember not to promise children to keep “secrets”

## Whistle Blowing

Each school will have a clear and well publicised way for children or adults to voice any concerns about abusive behaviour, unethical actions or unsafe practice carried out by a school staff member. Engage staff/volunteers should familiarise themselves with this and the NSPCC whistleblowing helpline (see Appendix)

## Concern about a School Staff Member

- Allegations or concerns about a member of school staff, non- Engage school worker or non- Engage volunteer must immediately be notified to the head teacher (or the chair of governors if the concern is about the head teacher).
- If a member of staff believes a reported allegation or concern is not being dealt with appropriately, they should report the matter to the Local Authority Designated Officer (LADO) to give support and direction on how to proceed.
- Further guidance can also be sought from the MASH.

## Concern about an Engage staff member or volunteer

- allegations about a paid or unpaid member of staff or volunteer or Trustee must immediately be notified to the Designated Safeguarding Lead or the Chair of Trustees if they are implicated or if they are away).
- The DSL or Chair of Trustees should be made aware asap but within 24hrs unless either are implicated.
- the Designated Safeguarding Lead or Chair of Trustee must notify the Local Authority Designated Office (LADO) of all allegations against staff (paid or unpaid) within one working day.
- following consultation, the Designated Safeguarding Lead or Chair of Trustee will agree on appropriate action.
- it is important to bear in mind that although the concern may relate to an individual child other children may also be at risk.
- if Engage removes an individual (paid worker or unpaid volunteer) from work with children (or would have, had the person not left first) because the person poses a risk of harm to children, Engage must make a referral to the Disclosure and Barring Service (DBS). It is an offence to fail to make a referral without good reason.
- if there is an investigation into a member of staff in regard to their own children’s care; it would need to be considered if the staff member should be withdrawn from working with children or young people until the outcome of an investigation is known and Engage have been notified.



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# Safeguarding Good Working Practices

## Online Safety

Engage staff should be aware of the importance of equipping children and young people to stay safe online, both in school and outside. Internet safety will usually be integral to a school's ICT curriculum and likely to be embedded in PSHE and SRE.

General advice and resources on internet safety are available on the UK Safer Internet Centre website Engage should never accept personal Facebook Friend requests or other social media requests from children or young people, however if they have a work one this is allowed.

## No unauthorised photos on School Sites

There must be no photos taken on school sites without prior permission from the head.

## Using images of children

Occasionally, Engage arranges for photographs to be taken or video footage to be recorded of children involved in all Engage activities. These occasions will be pre-planned and agreed with relevant Engage staff or schools. Therefore, the photographer will be made aware of who can and cannot be photographed/videoed.

These images\* may appear in our printed publications, on our website. The images will only be used subject to certain conditions, noted below.

To comply with the Data Protection Act 1998, permission will be obtained from the parent/carer before any images of child/children are taken and used.

## Conditions of use

- We will not include details or names of any person in an image on our website, or in printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
- You may withdraw consent at any point in writing to the office.

Please note that the Data Protection Act 1998, and hence these working practices, does not apply to images taken for personal use. The Act notes, at Section 36, that '*personal data processed by an individual only for the purposes of that individual's personal, family or household affairs (including recreational purposes)*' are exempt from the Act. This would include photographs taken by family members of their children at events.

\*Definition: Within this context of using images of children, an image of a child is one that is facially recognisable. Consent is not required for other images of children where the face is obscured or blurred and the child is therefore facially unrecognisable.

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## Policy implementation and review

All staff must observe the above policy and procedure at all times. It will be reviewed annually and as required in line with changes in Local Safeguarding Children's Partnership (LSCP) or national guidance.

This policy was last reviewed on: 7<sup>th</sup> June 2024 by the Designated Safeguarding Lead

# Appendix 1

## Contact details:

### Designated Safeguarding Lead :

Shirley Morris Mob 07599283238 Email: shirleyamorris@hotmail.com

### Deputy Designated Safeguarding Lead:

Carolyn Dickins Mob 07935 352478 Email: carolyn@thedickins.net

## Useful contact details

- **Surrey County Council Multi-Agency Safeguarding Hub (MASH) – 01483517898**
- Local Authority Designated Officer (LADO) - 03002001006.
- ChildLine (for children) – 0800 1111
- NSPCC – 0808 800 5000
- NSPCC Whistleblowing helpline 08000 280 285 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Kidscape – 0845 120 5204
- Stop it Now – 0808 1000 900 **Helpline**
- **Safenetwork.org.uk**
- **Preventing extremism in schools and children's services** - If you are concerned about extremism in a school or organisation that works with children, or if you think a child might be at risk of extremism, contact our helpline. Telephone 020 7340 7264 Email [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

