

SAFEGUARDING CHILDREN POLICY

This policy is to be reviewed annually.

Legislation/Policy Relevant to this Document:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (2018)
- Every Child Matters (2003)
- United Nations Convention on the Rights of the Child
- (See also: Safeguarding of Vulnerable Adults Policy and Data Protection Policy)
- Care Act 2014, statutory guidance chapter 14
- Cambridgeshire County Council 'Threshold Document' – available here: <https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/threshold-document/> (see section below on 'Threshold Document')
- Keeping Children Safe in Education 2023



Also refer to (internal information):

- Policies section of 'Your Organisational Documents' on Charity Log.
- My Concern: <https://login.thesafeguardingcompany.com>

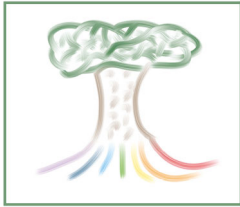
AIM:

To ensure that all children and young people worked with by the Cambridge Acorn Project are safeguarded and protected from harm according to national legislation and national guidelines. This is also enshrined in international law by Article 19 of the UNCRC.

The person responsible for this Guidance and Procedure is Matt Edge (CEO and Therapeutic Practitioner). Matt is the named person responsible for all safeguarding in the organisation, Hannah Chapman (Charity Manager) is also a Designated Safeguarding Lead. This document is also related to our **Safeguarding Adults at Risk Policy**.

The above person will:

- Ensure that the safeguarding of children is given the highest priority by our organisation, its management and staff/volunteers
- Act as the main contact for sharing information around Safeguarding concerns



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- Ensure that safeguarding concerns are heard and acted upon
- Be responsible for ensuring concerns are reported to appropriate authorities
- Ensure training is provided for all staff/volunteers, and remain up to date with current practice and legislation
- Ensure all staff/volunteers service users and families have access to further appropriate information

RATIONALE:

The Children Act 1989 outlines four categories of abuse, sexual abuse, emotional abuse, physical abuse and neglect. It is the duty of all organisations that work with children to ensure that their welfare is safeguarded and that abuse, in all these forms, is prevented.

As is outlined in *Working Together to Safeguard Children 2015*, ch. 2 para 43, it is enjoined on voluntary organisations such as ourselves, to have the same approach to safeguarding as the organisations named in s. 11 of the Children Act 2004.

Among other things, this enjoins a duty to work together with all agencies to ensure that all children are safeguarded.

We will ensure that everyone in our organisation accepts and internalises our culture of listening to children and believing what they say, in order to follow the reporting protocol listed below.

We promote empathy in everything we do. Harm perpetrated upon children is an ultimate failure of empathy, just as it is on the part of anyone who colludes in its continuation. Through our wider model of empathy, we are committed to wider social changes to end child abuse *and* to the promotion of a society which fulfils the five outcomes *for all children*.

In relation to this, we are reminded that around half of the children subject to the serious case reviews examined by Brandon et al. 2010 were *not* known to children's services. But they were known to *someone*. This proves, once again, that safeguarding is, or should be, everyone's responsibility and our empathy model is designed to support this. This also points to the importance of the role that voluntary sector organisations, such as ourselves, play in safeguarding children.

Our prime concern is to safeguard, and promote, the welfare of the children we work with. To this end we commit to continually evaluating our policies and procedures in order to ensure we confirm to the latest national standards, policy and research in the following areas intricately linked to child protection, including, but not limited to:

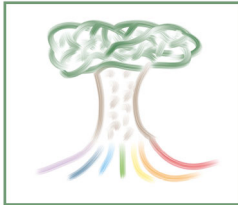
- Reporting of abuse
- Case recording
- Safe recruitment

Cambridge Acorn Project: Future Business Centre, King's Hedges Road, Cambridge, CB4 2HY

Registered Charity Number: 1175019 Company: 9187469

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- Indicators of abuse
- Risk
- Growth areas of risk (such as child sexual exploitation)
- Inter-agency working
- Child development
- Children's mental health
- Safeguarding training

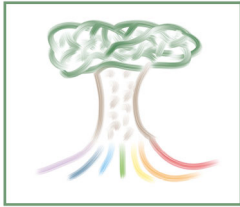
PRACTICE

- Where a child discloses that he or she has suffered, or is likely to suffer, harm as defined by the four categories of abuse in the Children Act 1989, the named safeguarding officer in the organisation, Matt Edge and/or Hannah Chapman, must be notified and a referral will be made to the relevant local authority child protection team in writing as required by the local authority's own safeguarding procedures. This referral will subsequently be followed up within 24 hours to ensure it has been acted upon. Here is the latest link to Cambridgeshire's multi-agency safeguarding procedures:
- <https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/lscbprocedures/>
- We are currently a small organisation without formal premises of our own to work with children and families, meaning that the work we do with children will, generally, be on the premises of other agencies. Where appropriate we will draw up safeguarding contracts with other agencies and agree a joint protocol in light of any disclosures to ensure that the appropriate information is shared in order to keep the child safe and to also ensure that these are compliant with the local authority's own procedures.
- We will conduct risk assessments for working on the premises of other agencies based on acknowledged good practice and theory, including, for example, defensible space theory (see, for example, Kaufman et al. 2012).
- Upon receiving a disclosure, the practitioner will record the details as soon as is practically possible, as well as sharing this with the agency (typically a school) on whose premises the disclosure was made.
- We will only share the disclosure with a parent or carer where it is safe and appropriate to do so, i.e., where the disclosure does not directly concern them.
- Any suspicions of abuse or maltreatment, in the absence of a direct disclosure, will be discussed with the designated person [Matt Edge and/or Hannah Chapman] and fully recorded according to the below procedure.

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- We note the importance of working with *affect* in complex psychological work and we work to a model which encourages staff to discuss concerns based on affective, 'gut', instincts even in the absence of direct evidence. There is growing evidence about the role of such affective and emotive processing in decision-making based on cutting edge and pioneering research (e.g. Bechara et al. 1994) and it is something, in the context of safeguarding, we will work with as an organisation in order to ensure that children are safeguarded.

Logging a Concern and Making a Safeguarding Referral:

From September 2023, CAP will be using MyConcern for the logging and triaging of safeguarding concerns (<https://login.thesafeguardingcompany.com>):

It is important that all concerns are properly recorded and shared and the following information must always be captured where available:

- Name and address of the adult, including any alternative spellings of the name or alternative name
- Age and date of birth
- Name and address of adults involved, including any alternative spellings of names or alternative names
- Date and time of the alleged incident or date and time you were told/noticed.
- Nature of concern – Physical, sexual, neglect, emotional, or contextual safeguarding (e.g. radicalization; Child Sexual Exploitation). Please provide as much detail as possible.

The practitioner should fill in the concerns form on MyConcern as soon as is practically possible (and at the latest within 24 hours). It is the responsibility of the designated person [Matt Edge – 07507740047; matt@cambridgeacornproject.org.uk and/or Hannah Chapman - 07947 855308 hannah.chapman@cambridgeacornproject.org.uk] to make a referral to the relevant local authority.

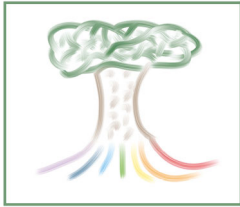
Please ring Matt on 07507 740047 if your concern is urgent or if you have any questions about a concern. Remember to dial 999 if a person is in immediate harm.

THE THRESHOLD DOCUMENT

Working Together To Safeguard Children (2018) was published in July 2018 and included an important provision. Namely:

'The safeguarding partners should publish a threshold document, which sets out the local criteria for action in a way that is transparent, accessible and easily understood. This should include:

- *the process for the early help assessment and the type and level of early help services to be provided*



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- *the criteria, including the level of need, for when a case should be referred to local authority children's social care for assessment and for statutory services under:*
- *section 17 of the Children Act 1989 (children in need)*
- *section 47 of the Children Act 1989 (reasonable cause to suspect a child is suffering or likely to suffer significant harm)'*.

Cambridgeshire County Council's Threshold Document can be found here

(<https://www.safeguardingcambspeterborough.org.uk/wp-content/uploads/2018/11/Effective-Support-for-Children-and-Families-Thresholds-Document.pdf>) This should be read alongside the additional advice/protocol on confidentiality, found on CharityLog.

It must be acknowledged that these are complex issues which bring out strong feelings in all parties and dispute and challenge is to be encouraged alongside a supportive, child-centred, culture within which concerns can be raised and discussed openly.

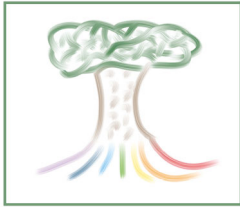
ORGANISATION

- This Policy will be reviewed annually and in light of legislative and organisational changes to safeguarding arrangements.
- We consider that the work we will undertake with children falls under the definition of 'regulated activity' through our mission to support the emotional well-being of children. Thus:
- "Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being, or driving a vehicle only for children"
- This means that we will have specific and important limitations on who we can employ, in particular that candidates are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates will be informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- Cambridge Acorn Project will comply with Cambridgeshire LSCB Safer Recruitment, Selection and supervision of staff and we have a separate policy to demonstrate this – see **CAP Safe Recruitment Policy**. We will utilize the following guidance:
- https://safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/safer_recruitment/
- We will follow recent guidance and good practice in relation to safer recruitment, such as the PICK model (Cleary 2012).

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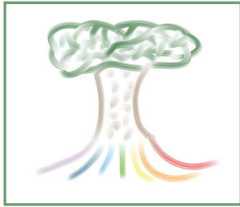
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- All staff and volunteers will be subject to a DBS check and we will require two written references for all staff and volunteers before they are able to take up a post.
- All staff and volunteers will need to complete safeguarding training as part of induction, as well as familiarising themselves with CAP's own internal safeguarding policies and arrangements, including this policy.
- It is now a requirement that practitioners and volunteers will be signed up to the DBS update service and consent to an annual check. Any exceptions to this arrangement will need to be discussed with the C.E.O. and documented in supervision notes.
- All staff and volunteers will have monthly supervision, as well as clinical supervision, to address the emotional depth and complexity of the work we do. We also offer a telephone counselling service for our employees, volunteers and their close family members.
- All staff and volunteers will be trained in our trauma model to ensure that they can spot signs of psychological trauma and act appropriately.
- We employ acknowledged good practice to recruitment and are influenced by, for example, the model of Value-Based Interviewing, which emphasises the importance of emotional intelligence, self-awareness (and reflection) and values in the recruitment process (see, for example, Cleary 2012: 131-134). These will include, for example, our organisational values and behaviours which we will also use as reflective potential in supervision.
- Some of our roles will require registration with a professional body, such as Social Work England (SWE). Where this is necessary, we will make this clear and appoint appropriately. For roles where professional registration is not required, the same safeguarding standards that we have identified still apply regardless.
- We also employ mobile safeguarding theories, such as defensible space theory, to our practice in order to ensure neither staff nor children and young people are placed in situations in which they are at risk (e.g. Kaufman et al. 2012).
- Allegations against staff, including Trustees, must be passed on to the designated child protection person (Matt Edge, Hannah Chapman). Any allegation involving the designated person must be passed on to our safety and compliance officer, Mark Dalton [mark.dalton@live.co.uk, 07503 169144]. However, we must also acknowledge the fact that we are a small organisation, which can make such safeguarding arrangements complex. Therefore, we will ensure that all the service-users, and other organisations, we work with have the contact details directly for external agencies, including regulatory bodies such as the HCPC, so that they



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have the information to raise concerns outside of the organisation if they do not feel safe to do so internally.

- Advice regarding allegations against staff in CAP can also be found from the Local Authority Designated Officer [LADO]: LADO@cambridgeshire.gov.uk [01223 727 967]. Further information can be found here:
- <https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/lado/>

WHISTLEBLOWING:

Practitioners must be aware of CAP's new Whistleblowing Procedure and should familiarise themselves with the accompanying Whistleblowing Policy.

We now have a Whistleblowing Consultant (Mark Dalton mark.dalton@live.co.uk 07305 169144) and a nominated Trustee in charge of receiving Whistleblowing complaints (Fiona Nolan fnolan@gmail.com trustees@cambridgeacornproject.org.uk) if any practitioner, employee or volunteer associated with CAP has a concern that senior staff, especially the C.E.O., are not responding appropriately to concerns or allegations, or the safeguarding concerns about children or adults at risk of harm are being minimised or ignored. Please email Mark Dalton and/or Fiona Nolan and they will respond to you.

SIGNS OF ABUSE:

Practitioners should also familiarise themselves with the Government's guidance on recognising, and responding to suspected abuse, to help practitioners identify the signs of child abuse and neglect and understand what action to take:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

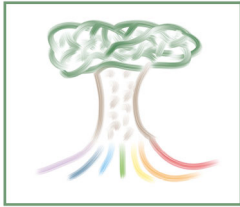
Practitioners should also familiarise themselves with the latest version of *Working Together to Safeguard Children* (2023 or the most recent publication available), available here:

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

Note that there may also be considerable crossover regarding these signs and the different types of abuse.

Note that a child may be suffering from more than one of these forms of abuse and harm.

These warning signs can only serve as a guide. Professionals must be aware that an abused child may show no outward signs or changes of behaviour. We must also remember the role of affect and feeling



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when working with children and adults at risk of harm and reflect and discuss with colleagues and managers when something doesn't 'feel right' and we ask 'what is making me feel this way..?' This kind of inner work cannot, of course, evidence the presence of child abuse but it can help to lead to its detection and prevention.

Signs of possible physical abuse:

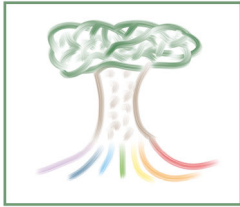
- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns and fractures, for example, which do not have an accidental explanation
- The child gives inconsistent accounts for the cause of injuries
- Frozen watchfulness
- Aggression
- Exaggerated startle
- Nightmares/trouble sleeping/flashbacks
- Bed-wetting

Signs of possible sexual abuse:

- Any allegations made by a child concerning sexual abuse
- The child has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age, or regularly engages in sexual play inappropriate for their age
- Sexual activity through words, play or drawing
- Repeated urinary infections or unexplained stomach pains
- The child displays sexualised behaviour with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations
- Eating disorders such as anorexia or bulimia.

Signs of possible emotional abuse:

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children



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- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Extreme shyness or passivity
- Running away, stealing and lying
- Problems with affective, or emotional, tolerance

Signs of possible neglect:

- Dirty skin, body smells, unwashed, uncombed hair and untreated lice
- Clothing that is dirty, too big or small, or inappropriate for weather conditions
- Frequently left unsupervised or alone
- Frequent diarrhoea
- Frequent tiredness
- Untreated illnesses, infected cuts or physical complaints which the carer does not respond to
- Frequently hungry
- Overeating junk food

Self-Harm:

Self-harm should always be treated as a safeguarding issue and the school informed - if disclosure happens on school site (and CAP DSL informed). If the disclosure does not happen on school site, CAP will need to take the lead in informing parents/carers that self-harm has taken place.

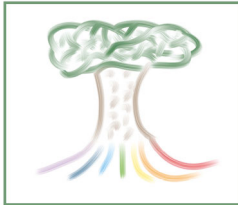
- A support plan should be put in place – CAP DSL will need to determine whether a plan is already in place and whether the school are leading on it.
- A suicide prevention/safety plan can be found through the following link from Papyrus <https://www.papyrus-uk.org/suicide-safety-plan/> (a copy can also be found on CharityLog)
- A hard copy can be found in the Policies and Procedures section of 'Your Organisational Documents' on Charity Log.

Child Sexual Exploitation:

There is a growing awareness of the prevalence of Child Sexual Exploitation (CSE), given recent coverage in the national presses.

Practitioners should familiarise themselves with Cambridgeshire's CSE strategy:

<https://www.safeguardingcambspeterborough.org.uk/children-board/parents-carers/child-exploitation/child-sexual-exploitation/>



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Radicalisation – PREVENT Strategy (See Appendix 3 below)

RELEVANT CONTACT NUMBERS:

CAP Designated Safeguarding Lead: Matt Edge, 07507740047 matt@cambridgeacornproject.org.uk
Hannah Chapman 07947 855308 hannah.chapman@cambridgeacornproject.org.uk

CAP Whistleblowing Consultant: Mark Dalton, mark.dalton@live.co.uk (07503 169144)

Cambridgeshire Child Protection Contact Centre: 0345 045 5203 (9am – 5pm Monday to Friday)
Emergency Duty Team Out of Hours 01733 234724 Referralcentre.children@cambridgeshire.gov.uk

NSPCC Child Protection Helpline: 0808 800 500

Childline: 0800 1111

Local Authority Designated Officer (LADO): 01223 727967

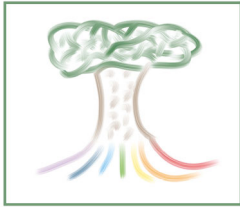
(<https://www.cambridgeshire.gov.uk/council/contact-us/report-allegations-about-a-practitioner-or-volunteer>)

Latest revision: January 2024

To be revised: September 2024

SIGNED BY THE PERSON LEGALLY RESPONSIBLE FOR THIS POLICY:

01/02/2024



Appendix 1: PREVENT Guidance

Cambridgeshire and Peterborough's PREVENT guidance can be found here:

<https://safeguardingcambspeterborough.org.uk/children-board/professionals/prevent/>

Prevent Guidance

Prevent is one strand of the government's counterterrorism strategy focussed on vulnerability and safeguarding.

The aim of Prevent is to stop people becoming terrorists or supporting terrorism. It seeks to do this by identifying those individuals who may at some point in their life become vulnerable to supporting violent extremism and by providing effective joined up support across a range of public voluntary and community sector agencies and specialist support.

Prevent seeks to divert people from a path that might otherwise involve them entering the Criminal Justice system. Engagement with Prevent does not result in or rely upon a criminal record.

Safeguarding individuals who might be susceptible to radicalisation

At a national, regional and local level agencies are working together to:

- Prevent people from becoming terrorists or supporting terrorism.
- Identify and provide support to individuals who are at risk of being drawn into extremist or terrorist related activity through Channel.

Channel

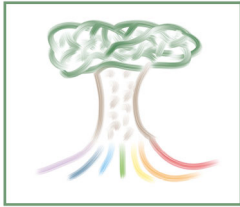
People working in the public sector, carrying out home visits, volunteering, working in Safeguarding roles are often in a position to identify those individuals who are susceptible to radicalisation at a very early stage so that they are not drawn into criminal activity which may affect their prospects in later life.

Channel is a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into extremist or terrorist related activity whether it is Far-Right, Extreme-Right, Irish-Related, Al-Qaeda inspired, Animal Rights, Environmental or any other form. Channel is not about prosecuting or stigmatising individuals who have been referred. It is a multi-agency safeguarding process to protect a person and help them avoid a pathway to extremism and crime.

What can put people at risk?

There is no single profile of a terrorist or violent extremist. Factors which may make people more vulnerable include:

- [Substance & alcohol misuse](#)
- Peer pressure
- Influence from older people or via the Internet
- Bullying
- [Crime & anti-social behaviour](#)
- [Domestic violence](#)



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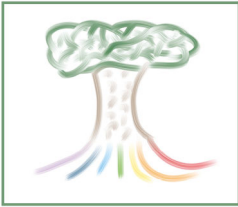
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- Family tensions
- [Race/hate crime](#)
- Mental Health Issues
- Lack of self-esteem or identity
- Grievances (personal or political)
- Migration

Channel assesses the nature and extent of the potential risk to an individual and, where necessary, provides an appropriate support package tailored to their needs. This decision is made by a multi-agency panel with representation from the police, education, health, housing, social care etc.

Early intervention can help to keep our communities safe so if during the course of your work you are concerned about the welfare of an individual you should contact:

- your organisation's Safeguarding Leads [Matt Edge – 07507740047; Hannah Chapman 07947 855308]
 - the Prevent Engagement Team:
 - Email: prevent@cambs.pnn.police.uk
 - Tel: 01480 42 2596
 - Source: <https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/prevent/>



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Appendix 2: Papyrus Suicide Safety Plan

Another copy of this is available on Charity Log or on Papyrus' website: <https://papyrus-uk.org/resource-suicide-safety-plan/>

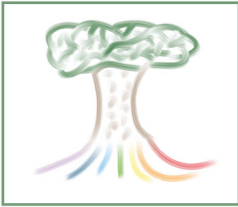
SUICIDE SAFETY PLAN



PAPYRUS
PREVENTION OF YOUNG SUICIDE

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SUICIDE SAFETY PLAN

When thoughts of suicide are overwhelming, staying safe for even 5-10 minutes takes a great deal of strength. This plan is to use during those times. It isn't a plan for how to rid yourself of thoughts of suicide, it looks at staying safe **right now** so that you still have the chance to fight another day and access support for whatever is impacting on those thoughts overall. These thoughts and feeling can change, it doesn't mean you will feel like this forever. Let's concentrate on what you can do **right now**.

Why do I want to stay safe?

What are the reasons I don't want to die today? Are there people or animals that make me want to stay safe? Do I have hope that things might change? Am I afraid of dying? Do I want to stay alive just for right now?

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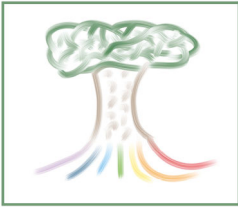
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Making my environment safer:

Whilst I am focusing on safety, how can I make it harder to act on any plans I might have for suicide? Where can I put things I could use to harm myself so they are harder to get to if I feel overwhelmed?

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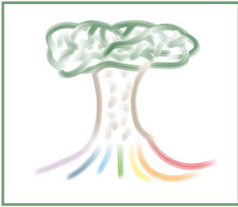
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This doesn't mean having to get rid of them forever. It is because I am looking at staying safe right now. If these things make it harder for me to do this, I want to make it harder to use them. This will give me time to connect to that part of me that doesn't want to die.



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What might make it harder for me to stay safe right now and what can I do about this?

Do I use any drugs, alcohol or medication to cope? These can make it harder to stay safe if they make me more impulsive or lower my mood. What can I do to make these safe?

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If I have acted on thoughts of suicide before, what makes it harder to stay safe that I might need to consider while staying safe today?

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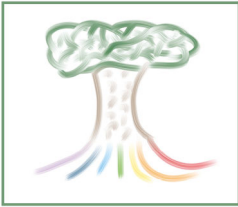
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Do I have any mental health concerns or symptoms that make it harder to stay safe? How can I help with these?

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What strengths do I have that I can use to keep myself safe?

What strengths do I have as a person and how might this keep me safe? What do people who care about me say about this? Am I creative? Determined? Caring? Do I have faith or any positive statement I use for inspiration? How can I use this in my plan to stay safe right now?

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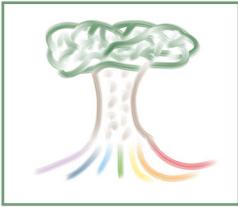
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Who can I reach out to for help?

If I can't stay safe, who is available to help me? Who has helped me in the past? What helplines or emergency contacts can I use?

- **101 or 999 for emergency support**
- **NHS 111 for medical advice**
- **HOPELINE247: 0800 068 4141**

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Long-term support plan:

After staying safe-for-now from suicide, what longer term support do I want? How might I access this? What do I need to change for my thoughts of suicide to change? Where might I start to get help with this?

- **Talk to my GP**

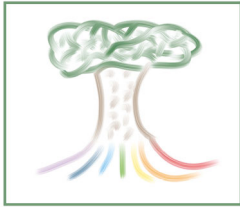
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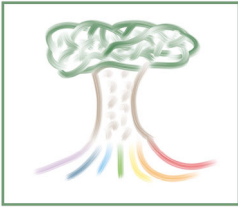
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HOPELINE247

If you are thinking about suicide or are concerned about a young person who may be, you can contact HOPELINE247 for confidential support and practical advice.



Call: **0800 068 4141**

Text: **07860 039967**

Email: **pat@papyrus-uk.org**

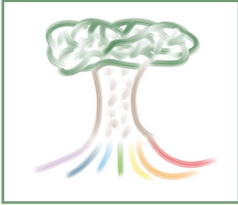
www.papyrus-uk.org

Our Suicide Prevention Advisers
are ready to support you.



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