



# Safeguarding Policy

**Date of this version:** September 2020

**Responsibility:** Manager

**Author:** Hannah Forster

**Review Date:** September 2021

**Version:** 3.2

## **Designated Safeguarding Leads and Team**

**Managing Director:** Hannah Forster

**Manager:** Kamaldeep Kaur

**Safeguarding Governor:** Lisa McNeill

**Parent Governors:** Tracy Parsley

**Camp Canary Limited** takes seriously its responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our provision to identify, assess and support those children who are suffering from harm.

It is recognised that all staff<sup>1</sup> play an important role in identifying potential cases of child abuse. It is also important that all relevant agencies involved in child abuse cooperate together for the benefit of the child. Camp Canary Limited has designated people responsible for Safeguarding, who liaise with Social Service departments and with all staff working for Camp Canary Limited. For this procedure to work, it relies on the skills and expertise of every member of staff and adult to recognise or report concerns.

At Camp Canary Limited, the Managing Director, Manager and Safeguarding Governor are the designated leads for Safeguarding. Staff should have total commitment to Safeguarding and act in the best interests of the child at all times.

All Designated Leaders believe that Camp Canary Limited should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

---

<sup>1</sup> Wherever the word staff is used it covers all staff on site including, ancillary and supply staff, and volunteers working with children

## Aims

This policy has been developed in accordance with the principles and procedures stated in "Keeping Children Safe in Education for schools and colleges 2020". "Tower Hamlets guidance on amending safeguarding policies to Include Prevent Issues 2015", has also been used.

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence and protect them from maltreatment.
- To prevent impairment of children's health or development
- To provide an environment in which children feel safe, secure, valued and respected and confident, knowing how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To take action to enable all children to have the best outcomes by:
  - Raising the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
  - Providing a systematic means of monitoring children known or thought to be at risk of harm, and ensuring we contribute to assessments of need and support packages for those children. Emphasising the need for good levels of communication between all members of staff.
  - Developing a structured procedure within Camp Canary Limited that will be followed by all members of staff in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
- To ensure that all adults within Camp Canary Limited who have substantial access to children have been checked as to their suitability.
- To ensure this policy and practices prevent issues and create protection from radicalisation and extremist narratives.

## Procedures

Camp Canary Limited procedures for safeguarding children will be in line with those of Tower Hamlets Safeguarding Board. (See end of policy for useful addresses and contacts).

All staff understand and fulfil their responsibilities, namely to ensure that:

- There is a safeguarding policy together with a staff behaviour (code of conduct) policy as outlined in the staff handbook.
- Camp Canary Limited has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- Camp Canary Limited recognises the need for protection of children from radicalisation and extremist narratives
- A senior leader has Designated Safeguarding Lead (DSL) responsibility
- On appointment, the DSL's undertake training and also undertake DSL 'new to role' and a 'refresher' course every 2 years

- All other staff have Safeguarding training updated as appropriate
- Any weaknesses in Safeguarding are remedied immediately
- Hannah Forster is nominated to liaise with the Local Authority on Safeguarding issues and in the event of an allegation of abuse made against her, Lisa McNeill will liaise with the LADO
- Safeguarding policies and procedures are reviewed annually and that the Safeguarding policy is available on our website [www.campcanary.co.uk](http://www.campcanary.co.uk)

### **Responsibilities of the Designated Person**

Immediate responsibility for safeguarding rests with the 'designated person' and Manager, Hannah Forster. The deputy designated person who has responsibility is Lisa McNeill in her absence.

The designated person is ultimately responsible for the following:

1. Referring a child if there are concerns about possible abuse to the Tower Hamlets Children's Services Assessment Team (see end of policy for names and contacts) and acting as a focal point for staff to discuss concerns. A written record of the referral will be sent to the Assessment Team within one day of making a referral by telephone.
2. Supporting staff who make referrals to local authority children's social care;
3. Referring cases to the Channel programme where there is a radicalisation concern as required;
4. Supporting staff who make referrals to the Channel programme;
5. Referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
6. Referring cases where a crime may have been committed to the Police as required.
7. Keeping written records of concerns about a child even if there is no need to make an immediate referral.
8. Ensuring that all such records are kept confidential and securely and are separate from child records, for at least 2 years (through online system, 'Magic Booking')
9. Ensuring that an indication of the existence of the additional file above is marked on the child's records (This will be updated on our online system 'Magic Booking')
10. Liaising with other agencies and professionals.
11. Ensuring that either they or the member of staff attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report.
12. Organising safeguarding awareness induction training for all staff including volunteers. They should be provided with the Camp Canary safeguarding Policy and the name of the designated safeguarding lead.

### **Work with others**

The designated safeguarding lead is expected to:

1. Act as a point of contact with the three safeguarding partners;

2. Liaise with the Managing Director to inform her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
3. As required, liaise with the “case manager” and the designated officer(s) at the local authority (LADO) for child protection concerns in cases which concern a staff member;
4. liaise with staff on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
5. act as a source of support, advice and expertise for all staff.

## **Training**

The designated lead undergoes training to provide them with the knowledge and skills required to carry out the role. Their knowledge and skills are updated via regular training, at appropriate intervals, as and when required to keep up to date with any developments relevant to their role.

The designated person is responsible for staff training which includes:

- All staff are expected to receive updated training every two years and designated leads every two years at the appropriate level.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children’s social care referral arrangements.
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to, and understands, the club’s child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- understand the importance of information sharing, both within the club and with the three safeguarding partners, other agencies, organisations and practitioners.
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the club with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at the club;

- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the club may put in place to protect them.

### **Raise Awareness**

The designated safeguarding lead should:

- ensure the club's child protection policies are known, understood and used appropriately;
- ensure the club's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the club in this; and
- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

### **Availability**

The designated safeguarding lead (or a deputy) should always be available during club hours for staff to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person. If not, a phone call is acceptable.

### **Responding to Concerns about a child or if a child discloses**

If a child decides to make a disclosure to a member of staff it is very important that certain steps are taken. It is not our job to interrogate the child or investigate what has happened, as this may prejudice further enquiries.

In the case of disclosure, listen to the child. He/she should be reassured, and the allegations should be taken seriously. It should be explained that, as a result of the disclosure, you are concerned for the child's well-being.

The child must be allowed to disclose at his/her own pace, without questioning or prompting.

Do not ask the child leading questions or probe for information that the child or young person does not volunteer.

If possible, staff should write brief notes as the child makes the disclosure. These original notes should be kept, no matter how rough, as they may have important information that could be lost in a later, neater transcript of the events. If this is not possible, the notes must be written immediately after the discussion with the child. All notes should be signed and dated by the writer and also include the time.

Do not give a guarantee of confidentiality to the child. Reassure the child that they have been heard and explain what you will do next and to whom you will talk. Explain that you might have to share the information that the child has given you with another responsible adult. Tell the child that you have a responsibility to get something done to help keep the child safe.

In the case of staff having concerns about possible abuse, they should pass all concerns to the designated safeguarding lead who will keep records of the date, time and nature of concerns over a sensible period. If the child is at risk of significant harm immediate steps need to be taken to protect him/her.

Where the designated safeguarding lead deems it necessary the matter will be referred soon as possible, and certainly within 24 hours, by them to the Tower Hamlets Safeguarding Team, which will advise on the next steps.

## **Record Keeping**

Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioural change in a child that gives cause for concern should be recorded. It is important that records are factual and reflect the words used by the child or young person. Opinion should not be given unless there is some form of evidence base that can also be quoted. Records must be signed, dated and timed, if appropriate. It is important to remember that any issues are confidential and staff should know only on a *need to know* basis. Information to be recorded:

- Child's name and date of birth
- Child in normal context, e.g. behaviour, attitude, (has there been an extreme change)
- The incident(s) which gives rise for concern with date(s) and time(s)
- A verbatim record of what the child or young person has said.
- If recording bruising/injuries indicate position, colour, size, shape and time on body map.
- Action taken

These basic details are vital to the information gathering process and do not constitute an investigation. Written information should be passed to the Designated Person who should always be kept informed of any significant issues.

If a member of staff thinks a child is at risk from extremist narratives or being radicalised the DSL should be informed. However, this will then be reported to the Social Inclusion Panel in Tower Hamlets (rather than the IPST as Prevent interventions are voluntary and preventative).

## **Storage of Records**

The designated person will ensure that records relating to concerns for the welfare or safety of children are kept separate from other Camp Canary Limited files and are stored securely. Information is confidential and this must be respected by staff and all others involved in Camp Canary Limited. It will be shared on a strictly need to know basis.

## **Supporting Children**

A child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. Camp Canary Limited may provide the only stability in the lives of children who have been abused or who are at risk of harm. Research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Camp Canary Limited will support all children by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying the Assessment Team as soon as there is a significant concern.

### **Code of Conduct for Staff**

All Camp Canary Limited staff should take care not to place themselves in a vulnerable position with relation to safeguarding. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Whenever possible, staff should avoid occasions where a single adult is in the company of a lone child, particularly where there is little or no possibility of the activity being supervised or observed.

Activities which involve a single child working with one adult, should ideally take place in a room which can be easily observed by others. Doors should be left open if there is no other means of seeing the child and adult together.

Never use verbal interactions that are demeaning or belittling. Jokes should never be made at the expense of children. Extreme care should be taken so that what is said is not misconstrued and innuendo should be avoided.

Staff should be careful about the sharing of information with children via electronic messaging devices such as e-mail and text messaging. E-mail is useful for relaying information for Camp Canary Limited related matters but it should not be used for sharing personal data. The giving and receiving of presents between staff and children should be done openly and within an appropriate setting.

Outings with children should be staffed appropriately.

### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at the Club. For more details see our **Mobile Phone Policy**.

### **Physical Intervention**

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded and signed by a witness.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under Safeguarding or disciplinary procedures.

### **Supporting Staff**

We recognise that staff working at Camp Canary Limited who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation

stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguard Lead and to seek further support as appropriate.

### **Allegations against staff and volunteers by children**

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults and never on their own in a room without windows or viewing panels. All Staff should be aware of Camp Canary Limited Staff Disciplinary Procedure.

A child may make an allegation against a member of staff.

- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Designated Person.
- Suspension of the member of staff, excluding the Designated Lead, against whom an allegation has been made, needs careful consideration, and the Designated Lead and Safeguarding Team will assemble the facts and seek professional advice
- These facts may then be reported to social services in the first instance and on their advice to the Independent Safeguarding Authority

### **Reporting to the Independent Safeguarding Authority (Disclosure and Barring Service)**

The designated lead is required to report to the Disclosure and Barring Service (DBS) within one month of leaving Camp Canary Limited any person (whether employed, contracted, a volunteer or child) whose services are no longer used because he or she is considered unsuitable to work with children. The designated person is also required to report to the DBS any person who is currently under investigation. It is important that reports include as much evidence about the circumstances of the case as possible. The website address for referrals is <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

Failure to make a report to the DBS constitutes an offence. The document, Safeguarding Children in Education: Dealing With Allegations of Abuse Against Staff, provides comprehensive guidance on how to proceed if this situation should arise.

### **Allegation of one child against another child**

- If the occasion arises where there is an accusation of one child against another this will be taken seriously
- The designated lead will investigate and both children will where appropriate make statements to the Safeguarding Team.
- If the view is that the behaviour does indeed amount to a safeguarding issue, the designated lead should refer both children to the local authority children's social care department and confirm the referral in writing within 24 hours.
- Pending the outcome of the referral to the children's social care department and the possible investigation or assessment that may follow from this, any risk that may be posed to other children by the child who has allegedly harmed another child will need to be carefully managed. This should be done on an inter---agency basis in accordance with procedures developed by the local safeguarding children board for children who display harmful behaviour towards others.
- The designated person should enquire of the child's social care department whether these procedures are being used and, if so, should ask to be involved in or at least kept informed of inter-agency decisions made in accordance with these procedures.



- If the procedures are not being used and Camp Canary Limited remains concerned that the child could pose a risk to other children, then the designated lead should consider whether the child can continue to remain at the club, and if so, on what basis. This is a situation that needs to be kept under regular review as the investigation and assessment conducted by the statutory agencies is carried out and reaches a conclusion. It may also need to be reviewed regularly following the conclusion of the assessment process, as the child may be receiving support that should, with time, reduce the level of risk he/she presents.
- If the allegation is found to be without substance or fabricated, Camp Canary Limited will consider referring the child who was said to have been harmed to the children's social care department for them to assess whether he/she is in need of services (for example, the child may have been abused by someone else).
- If it is felt that there has been malicious intent behind the allegation, Camp Canary Limited will discuss with the police whether there are grounds to pursue any action against the person responsible.
- If social services do not take the incident seriously and do not act according to the level of the concerns raised, seek advice from the NSPCC and police

### **Allegation from staff about another staff member**

If staff members have concerns about another staff member then this should be referred to the Camp Canary Manager and Designated Safeguarding Leader.

### **Racist Incidents**

Camp Canary Limited acknowledges that repeated racist incidents or a single serious incident may lead to consideration under safeguarding procedures. We keep a record of racist incidents.

### **The power of social media and Internet grooming**

There are also very powerful narratives, programs and networks that young people can come across online or through social media. So involvement with particular groups may not be outwardly apparent and those at risk may be encouraged not to draw attention to themselves.

### **Visitors**

Camp Canary Limited has clear guidelines for visitors:

- All visitors have to be thoroughly checked or monitored all times whilst on site
- If the Visitor is working following a check they wear a yellow lanyard and visitors badge, children and staff know this means they can accompany groups of children without another adult. If they wear a red lanyard, they do not have the necessary checks to accompany children alone (i.e. DBS) and therefore must be accompanied by another member of staff at all times
- Activity providers at Camp Canary Limited are checked out by whoever books them
- All speakers and visitors are expected to work within the Camp Canary Limited ethos

### **Parents**

Camp Canary Limited will work with parents to support the needs of their children. Camp Canary Limited has a duty to help parents understand that it has a responsibility for the welfare of all children. In fulfilling this role every parent or carer will be able to view this policy on the website.

Parents and carers are asked to note that that Camp Canary Limited is required to report matters of concern to the local authority's safeguarding team. Under our procedures, after assembling the facts, we report to the Local Authority's safeguarding team, which undertakes investigations.

Parents and carers should be aware that the procedures are designed to ensure that staff do not make decisions as to how to deal with a safeguarding issue. Accordingly parents and carers may not be alerted before concerns are reported to the local safeguarding team. Advice will be taken from Tower Hamlet's safeguarding team as to whether and when to inform parents and carers in certain cases.

### **Whistleblowing**

All staff should be aware of their duty to raise concerns, where they exist, about the management of Safeguarding, which may include the attitude or actions of colleagues.

### **Prevention of Abuse**

We recognise that Camp Canary Limited plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

### **Staff will therefore:**

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult they can approach if they are worried or in difficulty.

### **Safeguarding Policy Review**

The policy and its procedures together with the contact details for Tower Hamlets Safeguarding Team must be reviewed annually by Camp Canary Limited and will cover:

- The operation of the policy and procedures;
- Recruitment and the maintenance of the central register;
- Premises security issues;
- Risk assessments;
- Training undertaken by the designated person, governors and staff;
- Number and type of incidents,
- Reporting procedures and outcomes;
- Details and progress of any children on the safeguarding register, with a safeguarding plan, or subject to the Common Assessment Framework (CAF).
- All members of staff, and the designated Safeguarding leads know how to respond to a child who discloses abuse.
- We will seek to ensure the suitability of adults working with children on the Camp Canary Limited site at any time.

- We will ensure that selection and recruitment of staff includes checks for their suitability with the Criminal Records Bureau - See below.
- We will ensure that any member of staff found not suitable to work with children will be notified to the appropriate bodies.
- All new members of staff receive a copy of our Safeguarding Policy in their staff handbook.

## **Recruitment**

Every adult working in the club on a paid, voluntary, supply or service provider basis who has (or may have) regular contact with children will be checked in the specified ways and their details recorded in the single central register.

The information on staff that will be checked is as follows:

- Identity checks – name, address, photographic proof of identity, date of birth
- Checks will also be made with the Disclosure and Barring Service for:
  - criminal records
  - identity checks
  - barred teachers
- Checks on right to work in the UK
- Where an appointee has lived outside the UK, checks in the former country of residence equivalent to DBS checks

For all persons, medical fitness confirmation is required. Disclosure and Barring Service checks will be obtained as soon as possible after appointment but in their absence, in the case of teachers, Camp Canary Limited will undertake a List 99 check and ensure that the teacher is properly supervised. A summary of the information will be entered into the single central register.

Camp Canary Limited will specify to supply companies and companies providing services that confirmation of the following checks having been made is required before the employment of their staff:

- Identity checks – name, address, photographic proof of identity, date of birth
- DBS disclosures
- Where the supplied person has lived outside the UK, checks in the former country of residence equivalent to DBS checks
- Medical fitness
- Two references
- Checks on previous experience.

All other adults who have contact with children will be supervised at all times.

Responsibility for maintaining the register and supporting personnel files lies with the Managing Director and Designated Safeguarding lead, Hannah Forster.

**The DfE update the statutory guidance on safeguarding.**

**Full guidance, Keeping Children Safe in Education, is available from:**

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## Useful Contacts and Addresses

### Tower Hamlets

Social Services,  
22-28 Underwood Road, London  
E1 5AW

Tel: 020 73664 3444 (**Child Protection Advice Line**)

Chair: Anne Goldsmith, [anne.goldsmith@towerhamlets.gov.uk](mailto:anne.goldsmith@towerhamlets.gov.uk) Development

Officer: Elaine Ryan, [elaine.ryan@towerhamlets.gov.uk](mailto:elaine.ryan@towerhamlets.gov.uk)

If you are worried or have concerns about a child or a young person, who you think may be abused, neglected or harmed – You can contact the Duty Worker at:

### Multi-Agency Safeguarding Hub (MASH) previously known as Integrated Pathways & Support Team (Referral Point)

Tel: 020 7364 2972 / 3859 / 5601 / 5006

**Out of Office Hours** (9.00am – 5.00pm)

Tel: 020 7364 4079

Email: [MASH@towerhamlets.gov.uk](mailto:MASH@towerhamlets.gov.uk)

### Children Social Care out of Hours Team (17:00 onwards)

Tel: 02073644079

### Police Child Abuse Investigation Team (CAIT) (or use 999)

Tel: 020 82176484

### CCTV Manager Control Room

Mulberry Place  
5 Clove Crescent  
East India Dock  
London  
E14 2BG

Tel: 02073640515 or 08456027494

### Prevent Issues: The Tower Hamlets School inclusion panel

Chair of SIP is Liz Vickerie 020 7364 6448

[Liz.vickerie@towerhamlets.gov.uk](mailto:Liz.vickerie@towerhamlets.gov.uk)

### In an emergency, contact the Police – Dial 999

**If you suspect someone is actually involved or engaged in terrorist activity, you should contact the police or the anti-terrorist hotline immediately on 0800789321**

### What to do if you're worried about a member of staff?

If you are concerned about an adult who works with or has direct contact with children in their place of work, either as a paid staff member or volunteer – please contact the **Safeguarding Advice Line** on Tel: **020 7364 5000** or contact the **Local Authority Designated Officer (LADO) Melanie Benzie** directly on Tel: **020 7364 0677 / 07903238827** or

[melanie.benzie@towerhamlets.gov.uk](mailto:melanie.benzie@towerhamlets.gov.uk) or [LADO@towerhamlets.gov.uk](mailto:LADO@towerhamlets.gov.uk)

Child protection and reviewing: [lpst@towerhamlets.gov.uk](mailto:lpst@towerhamlets.gov.uk)

Mulberry Place, 5 Clove Crescent, London E14 1BY.

Tel: 020 7364 5006

## **Appendix 1**

### Recognising signs of child abuse

This is intended as a guide. Please remember that the presence of one or more factors does not necessarily give proof that child abuse has occurred. It may, however, indicate that investigation should take place.

#### Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- Neglect

#### Signs of Abuse in Children:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation.

#### ***Risk Indicators***

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm
- Justifies the need for careful assessment and discussion with designated / named / lead person, manager, (or in the absence of all those individuals, an experienced colleague)
- May require consultation with and / or referral to Children's Services

The absence of such indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship the child may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child
- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic abuse

Staff should be aware of the potential risk to children when individuals, previously known or suspected to have abused children, move into the household.

### ***Recognising Physical Abuse***

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a "cry for help" and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

### **Bruising**

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre---crawling or pre---walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children



- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

### **Bite Marks**

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older child.

A medical opinion should be sought where there is any doubt over the origin of the bite.

### **Burns and Scalds**

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water is his/her own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation

Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

### **Fractures**

Fractures may cause pain, swelling and discolouration over a bone or joint. Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

### **Scars**

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

### **Recognising Emotional Abuse**

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse. The

following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate or not attachment
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scape-goated within the family
- Frozen watchfulness, particularly in pre-school children
- Low self-esteem and lack of confidence
- Withdrawn or seen as a “loner” – difficulty relating to others

### ***Recognising Signs of Sexual Abuse***

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self-mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes e.g. for sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing

### **Sexual Abuse by Young People**

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism,

bestiality and sexual abuse against adults, peers or children.

Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

Inappropriate Sexual Behaviour can be inappropriate socially, inappropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. it may also be that the behaviour is “acting out” which may derive from other sexual situations to which the child or young person has been exposed.

If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity included any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base.

### **Assessment**

In order to more fully determine the nature of the incident the following factors should be given consideration. The presence of exploitation in terms of:

- **Equality** – consider differentials of physical, cognitive and emotional development, power and control and authority, passive and assertive tendencies
- **Consent** – agreement including all the following:
  - Understanding that is proposed based on age, maturity, development level, functioning and experience
  - Knowledge of society’s standards for what is being proposed
  - Awareness of potential consequences and alternatives
  - Assumption that agreements or disagreements will be respected equally
  - Voluntary decision
  - Mental competence

- **Coercion** – the young perpetrator who abuses may use techniques like bribing, manipulation and emotional threats of secondary gains and losses that is loss of love, friendship, etc. Some may use physical force, brutality or the threat of these regardless of victim resistance.

In evaluating sexual behaviour of children and young people, the above information should be used only as a guide.

### ***Recognising Neglect***

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and irresponsible with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

### ***Child Sexual Exploitation***

Sexual exploitation is a form of abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. The following list of indicators is not exhaustive or definitive but it does highlight common signs that can assist professionals in identifying children or young people who may be victims of sexual exploitation.

Signs include:

- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress

- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators
- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations
- truancy, exclusion, disengagement with school, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault.

## **Appendix Two**

### **Forced Marriage (FM)**

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours. Never attempt to intervene directly as a club or through a third party.

### **Female Genital Mutilation (FGM)**

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM.

#### **What is FGM?**

It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

4 types of procedure:

Type 1 Clitoridectomy – partial/total removal of clitoris

Type 2 Excision – partial/total removal of clitoris and labia minora

Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4 all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

Why is it carried out? Belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Is cosmetically desirable
- Mistakenly believed to make child birth easier

#### **Is FGM legal?**

FGM is internationally recognised as a violation of human rights of girls and women. It is illegal in most countries, including the UK.

Circumstances and occurrences that may point to FGM happening

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including

Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)

- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

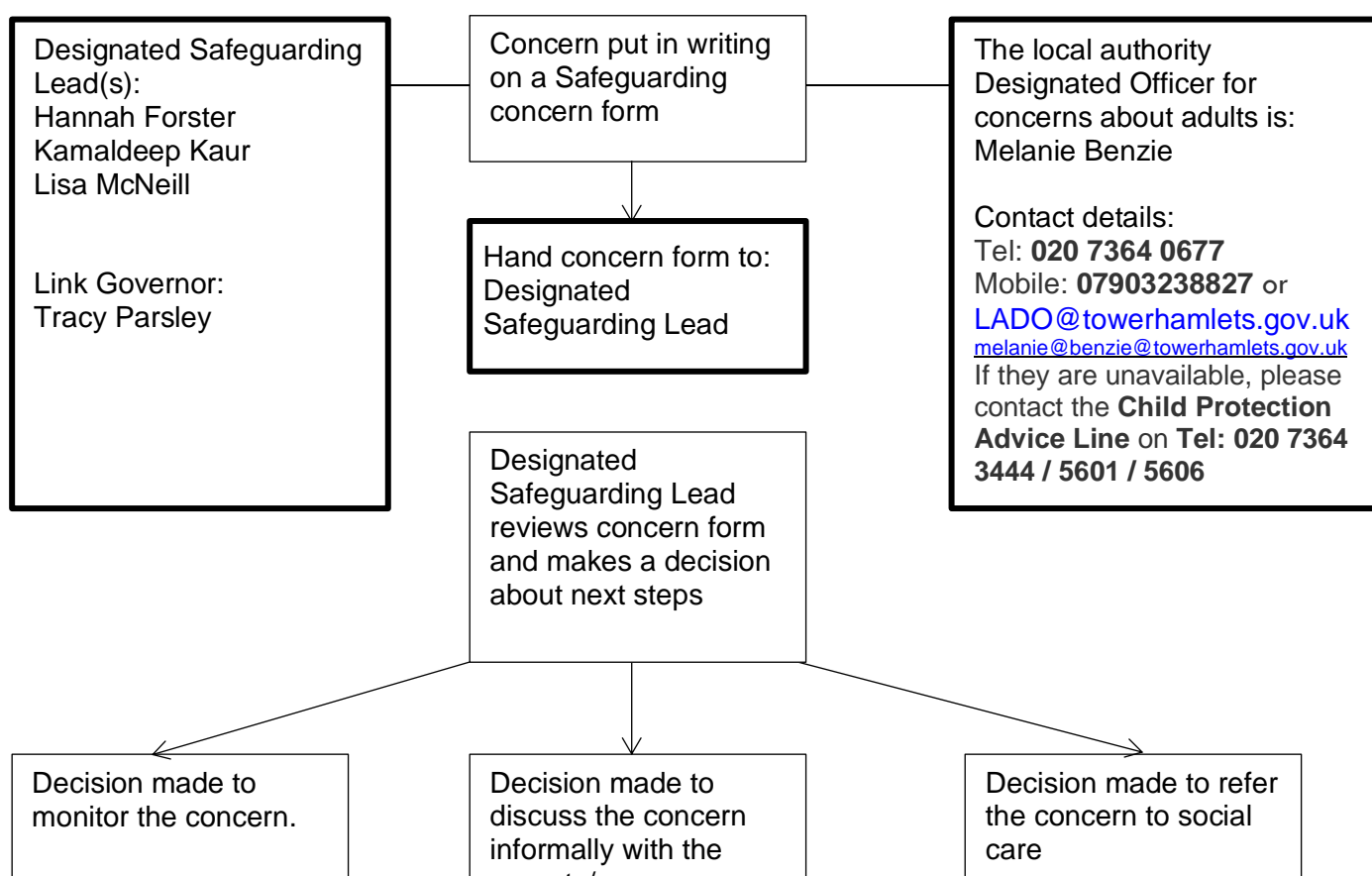
Signs that may indicate a child has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

### The 'One Chance' rule

As with Forced Marriage there is the 'One Chance' rule. It is essential that settings take action without delay.

### FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



## **Recognising Extremism**

***Why would a young person be drawn towards extremist ideology?***

***It appears a decision by a young person to become involved in violent extremism:***

- May begin with a search for answers to questions about identity faith and belonging
- May be driven by the desire for adventure and excitement
- Maybe just by desire to enhance the self---esteem of the individual and promote their 'street cred'
- Is likely to involve identification with the charismatic individual and attraction to the group which can of identity, social network and support



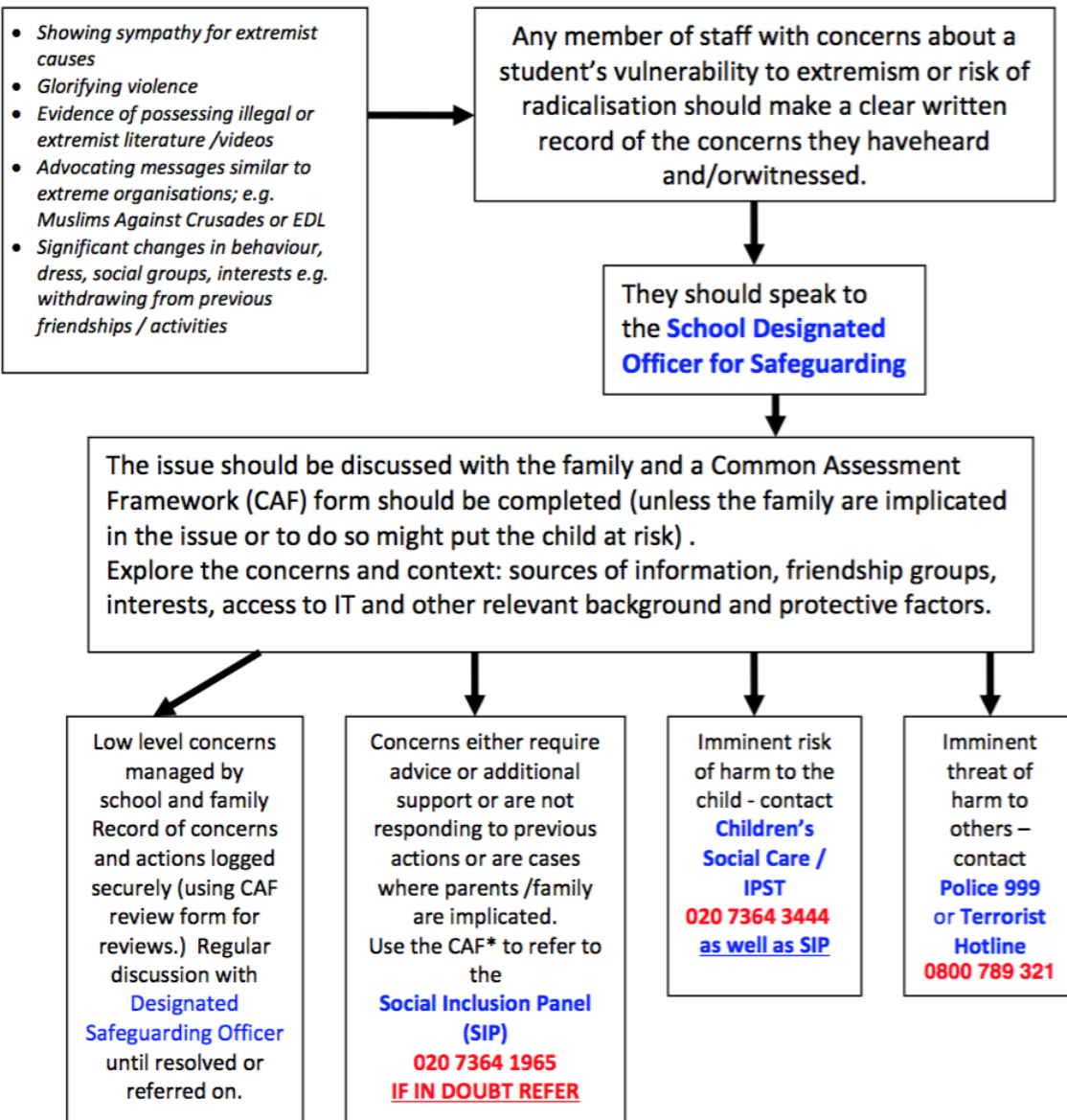
- Is likely to be fuelled by sense of grievance that can be triggered by personal experiences of racism or discrimination
- Recognising experience in early indicators may include
- Showing sympathy for extremist courses
- Glorifying violence
- Evidence of possessing illegal for extremist literature
- Advocating messages similar to illegal organisations such as “Muslims against crusades” or other non--prescribed extremist groups such as the English Defence League
- Out of character changes in dress, behaviour and peer elation ship's, (but there are also very powerful narratives, programs and networks that young people can come across online set involvement with particular groups may not be apparent).
- Secret behaviour
- Change in friendship circles

Staff need to feel confident to share concerns and if in doubt check it out.

### ***Power of social media and Internet grooming***

- There are also very powerful narratives, programs and networks that young people can come across online or through social media so involvement with particular groups may not be outwardly apparent and those at risk may be encouraged not to draw attention to themselves

## Referral route for safeguarding concerns related to Radicalisation or Extremism



*\*Although involving the family is best practice, you may share information (using a CAF) with other agencies (e.g. SIP) without consent and, if necessary, without the family's participation under the Crime and Disorder legislation which allows for information sharing to prevent crime.  
**If in doubt SHARE and REFER to SIP.***

*The **Social Inclusion Panel (SIP)** will advise on next steps and provide interventions.  
PREVENT interventions are voluntary so the family will be consulted and involved prior to further action.*