

SAFE GUARDING POLICY AND GUIDELINES

Safe Guarding Officer: Cheryl Govan

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1. POLICY STATEMENT

Stephen Joseph Theatre (herein referred to as 'SJT') has a duty of care to safeguard from harm all children, young people and vulnerable adults with whom it interacts. Children, young people and vulnerable adults occupy a central place within SJT and our work. We strongly believe that all children, young people and vulnerable adults have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This policy details the legal requirements, organisational procedures and best practice as applicable to all staff. This policy applies to all SJT staff, including those who work on a volunteer and freelance basis as well as SJT's Board of Trustees.

Our policy ensures that all our staff and volunteers are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children and young people in their care. We aim to offer comprehensive advice to SJT staff members and freelance artists with regards to legal requirements and good practice.

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

We have procedures in place to address poor practice, and to help any child/young person who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a child/young person tells us that they are affected by these issues. We will work extensively with external agencies such as the NSPCC and the police to ensure as far as possible that children and young people are protected.

The terms "child", "children", "girl" and "boy" are used to refer to anyone under the age of 18. The terms "young person", "young people", "young woman" and "young man" are used to refer to anyone between the ages of 18 and 25 years.

We will not tolerate bullying. Incidents of bullying will be investigated and treated seriously. Action will be taken to stop the bullying.

The Designated Safeguarding Officer is: Cheryl Govan

The Designated Safeguarding Assistant is: Lynn Cloete

The Lead Trustee for Safeguarding: Jon Lee

2. STAFF ROLES & RESPONSIBILITIES

The **Designated Safeguarding Officer** leads upon *policy development and reporting*, including:

- Reviewing and updating the organisation's safeguarding policy on an annual basis or when necessary

- Leading upon contact with Local Authority Social Services in the event that a child/young person is at risk of harm
- Managing complaints about poor practice and allegations against staff/volunteers
- Referring relevant issues of safeguarding to the Chief Executive/ Board of Trustees for consideration
- Collecting monitoring data on all safeguarding activities across the organisation
- Ensuring safer recruitment procedure and promoting safeguarding across the organisation

The **Safeguarding Assistant** leads upon *policy implementation*, including:

- Acting as a “front-line” point of contact for any persons concerned about the welfare of a child/young person
- Updating the Designated Safeguarding Officer upon any issues raised/reported in sessions
- Contributing to the review and update of the safeguarding policy and procedures, keeping up to date records of staff DBS status.
- Keeping accurate records of concerns about children and young people and actions taken

The **Lead Trustee for Safeguarding** leads upon policy and procedure oversight, including:

- Ensuring that policy and procedures are fully implemented and followed by all staff
- Being kept informed of all serious safeguarding incident forms and feeding in as necessary
- Reporting to Trustees upon any observations and/or findings concerning safeguarding

All members of **staff/volunteers** have a responsibility to safeguard children and young people from harm, including:

- Being vigilant of the signs that may indicate a child/young person is experiencing harm or is at risk of harm
- Report any disclosures or concerns, as soon as possible, to the Designated Safeguarding Officer or the Designated Safeguarding Ambassador
- When taking a disclosure from a child/young person remembering not to ask any leading questions

3. RECRUITMENT, SELECTION AND TRAINING OF STAFF

SAFER RECRUITMENT & SELECTION OF STAFF

Safe recruitment and selection practice is vital in safeguarding and protecting children and young people. SJT recognises and takes seriously its responsibility to adopt practice which minimises risk to the children young people and vulnerable adults by ensuring that measures are in place through this practice to deter, reject

or identify people who might abuse children, young people and vulnerable adults or who are unsuitable to work with them. The safety and well-being of children, young people and vulnerable adults is borne in mind at all times throughout the recruitment and selection process.

SJT will ensure that

- Appropriate checks are carried out on new staff/volunteers
- The safety of children, young people and vulnerable adults is explicitly stated in job descriptions and person specifications
- Interviewers question and interrogate up on gaps in employment history through to the interview
- SJT carries out enhanced Disclosure and Barring Service (DBS) for relevant roles
- SJT has an open door policy when rehearsing or during a session, this means at any time a full time member of staff may enter space to observe the session. This offers transparency and an opportunity to feedback and reflect on good practice.
- All employees will be required to complete online safeguarding and other regular safeguarding training.
- Where relevant written references will be obtained to confirm their suitability for working with children and young people;

4. IDENTIFYING & RESPONDING TO CONCERNS ABOUT A CHILD/YOUNG PERSON

At times SJT staff may have to respond to concerns about the welfare of children, young people and vulnerable adults. This could relate to the actual or alleged harm of a child/young person/vulnerable adult. Alternatively a child/young person/vulnerable adult we are working with may disclose abuse directly to you. This section provides information and guidelines on our procedures in these situations.

IDENTIFYING TYPES & INDICATORS OF ABUSE

In order to effectively protect children and young people against harm all staff should be familiar with the various types and key signs of abuse. The Government's *Working Together to Safeguard Children* (2010) details four key types of abuse:

- Physical
- Sexual
- Emotional
- Neglect

All staff are required to acquaint themselves with indicators of abuse (online safeguarding course)

RADICALISATION

SJT recognises the positive contribution it can make towards protecting children, young people and vulnerable adults from radicalisation to violent extremism. SJT will continue to empower children and young people to create communities that are resilient to extremism and support the wellbeing of particular children and young people who may be vulnerable to being drawn into violent extremism or crime. It will also continue to promote the development of spaces for free debate where shared values can be reinforced.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with other colleagues if they have any concerns:

- Use of inappropriate language
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If staff have any significant concerns about a child/young person beginning to support terrorism and/or violent extremism, they should discuss this with the Designated Safeguarding Officer or the Designated Safeguarding Assistant immediately.

COUNTY LINES

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with gang culture, county lines or serious violent crime. These may include increased absence from sessions, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

PEER ABUSE

All staff working with young people that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying);
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise

causing physical harm;

- Sexual violence and sexual harassment;
- Sexting (also known as youth produced sexual imagery);
- Initiation/hazing type violence and rituals;
- Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm – This is now a criminal offence.

Mental Health

For information (we are not qualified to diagnose medical issues).

What mental health problems commonly occur in children?

- Depression – affects more children and young people today than in the last few decades, but it is still common in adults. Teenagers are more likely to experience depression than young children.
- Self-Harm – is a very common problem among young people. Some people find it helps them manage intense emotional pain if they harm themselves, through cutting or burning, for example. They may not wish to take their own life.
- Generalised anxiety disorder (GAD) can cause young people to become extremely worried. Very young children or children starting or moving school may have separation anxiety.
- Post-traumatic stress disorder (PTSD) can follow physical or sexual abuse, witnessing something extremely frightening or traumatising, being the victim of violence or severe bullying or surviving a disaster.
- Children who are consistency *overactive* (hyperactive), behave impulsively and have difficulty paying attention may have attention deficit hyperactivity disorder (ADHD). Many more boys than girls are affected, but the cause of ADHD aren't fully understood.
- Eating disorders usually start in the teenage years and are more common in girls than boys. The number of young people who develop an eating disorder is small, but eating disorders such as anorexia nervosa and bulimia nervosa can have serious consequences for their physical health and development.

HEARING A DISCLOSURE

If a child/young person says or indicates that he or she is being abused, or information is obtained which gives concern that a child/young person is being abused, you should follow the below guidance:

RECEIVE:

- Listen to what is being said, without displaying shock or disbelief.

- Accept what is said and react calmly so as not to frighten the child/young person.
- Make a note of what has been said as soon as practicable.

REASSURE:

- Reassure the child/young person, but only so far as is honest and reliable.
- Tell the child/young person they are not to blame and that it was right to tell; I am glad you came to me.
- It is important that you do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child/young person and then break it, you confirm to the child/young person yet again that adults are not to be trusted.

REACT:

- React to the child/young person only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person who has a speech disability and/or differences in language;
- Do not ask 'leading' questions, for example 'what did he do next?' (This assumes he did!), or 'did he touch your private parts?' Such questions may invalidate your evidence (and that of the child/young person/vulnerable adult) in any later prosecution in court.
- Explain what you have to do next and whom you have to talk to.

RECORD:

- Make some brief notes at the time on any paper which comes to hand.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, persons present and any noticeable non-verbal behaviour.
- Be specific when noting the words used by the child/young person.

REMEMBER:

- To share your concerns with the Designated Safeguarding Officer or the Designated Safeguarding Assistant who will may take the matter forward.

REPORTING ALLEGATIONS, SUSPICIONS OR CONCERNS

It is not the responsibility of anyone working at SJT to decide whether or not a child/young person/Vulnerable Adult is being abused or might be abused. However, there is a responsibility to act on concerns to protect children/young people/vulnerable adults in order that appropriate agencies can then make enquiries and take any necessary action to protect the child/person.

If you become aware of any issue or complaint relating to the welfare or wellbeing of children/ young people/vulnerable adults then you should raise these with the

Designated Safeguarding Officer or the Designated Safeguarding Assistant who will be responsible for documenting your concern on an Incident Report Form. All concerns will be considered and a decision reached as to whether the concern should be referred to Social Services.

All Incident Report Forms are securely stored in a restricted and protected folder on the SJT server. When an Incident Report Form is archived in this folder a note will be made on SJT's Participant Safeguarding Tracker. The note will provide basic details about the incident and a reference to the location of the Incident Report Form.

MAKING A REFERRAL TO SOCIAL SERVICES

If a decision is made to raise a concern with Social Services it will be the responsibility of the Designated Safeguarding Officer to formally report this concern. If, for any reason, the Designated Safeguarding Officer is unable to lead on this process then the Designated Safeguarding Assistant will make the referral. Referrals should be made to:

NSPCC Helpline 0808 800 5000

SJT will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, SJT will record the name and role of the children and young people's services member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral.

If a concern is allayed and a decision is made not to make a referral then SJT will still be required to record details of the concern and details as to why a referral was not made. This information may become relevant later on if further concerns emerge.

5. ALLEGATIONS OF MISCONDUCT OR ABUSE BY STAFF

In the event of allegations being made against an employee (staff or voluntary), SJT has a dual responsibility in respect of both the child/young person/vulnerable adult and employee. The same person must not have responsibility for dealing with the welfare issues about children and young people and the staff employment issues.

Two separate procedures must be followed:

- I. In respect of the child/young person/vulnerable adult the Designated Safeguarding Assistant will lead the process related to the child/young person/vulnerable adult;
- II. In respect of the staff member against whom the allegation is made the Designated Safeguarding Officer will lead the process related to the staff member.

With regards to the child/young person/vulnerable adult, the aforementioned process will be followed. With regards to the staff member against whom the allegation is made, the below process will be followed:

1. SJT will make formal contact with the NSPCC who is responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a staff member.
2. SJT is legally required to alert the LADO (local authority designated officer) to all cases in which it is alleged that a person who works with children /young people/vulnerable adult has:
 - a.) Behaved in a way that has harmed, or may have harmed, a child/children and/or a young person/young people/vulnerable adult;
 - b.) Possibly committed a criminal offence against a child/children and/or a young person/young people/vulnerable adult;
 - c.) Behaved towards a child in a way that indicates s/he is unsuitable for such work.
3. The LADO will instruct SJT on procedure and what information may be shared with the person who is the subject of an allegation. SJT and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.
4. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, SJT will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances SJT will seek to ensure that any staff member is treated fairly and honestly and that they are supported to understand the concerns expressed and processes involved. They will be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

6. COMMUNICATION WITH CHILDREN AND YOUNG PEOPLE

6.1 COMMUNICATION VIA MOBILE PHONE

Staff should in no circumstances make or receive calls or texts to or from children and young people using their personal mobile phones.

6.2 COMMUNICATION VIA EMAIL

Staff will, on occasion, be required to email children and young people using their personal email address. In all cases staff should use formal language to avoid any misunderstanding on the part of the recipient and should be carbon copied to one of the Designated Safeguarding Officer or the Designated Safeguarding Assistant. Staff members who have concerns regarding content of an email that

they send or receive from a child/young person should consult the Designated Safeguarding Officer for guidance.

6.3 SOCIAL MEDIA

SJT recognises that social media can be a legitimate and effective way to communicate with children and young people. Current social media applications frequently used by members include Twitter, Facebook, Vine and Instagram, to name but a few. Contact with children and young people through such forums should only take place through organisational accounts. It is wise to invite their parents to participate in these forums too.

SJT staff, permanent or freelance, must not do any of the following:

- Send or accept any friend requests from SJT young person participants on Facebook
- Request to follow SJT young person participants on other social media platforms
- Join, accept invitations to or contribute to any groups, private or otherwise, relating to a SJT course, production or member activity on social media
- Send or respond to any private messages from an SJT young person participant on social media

SJT does not expect its staff to protect their personal Twitter accounts (thereby making sure their tweets are only be visible to followers approved by the account holder) however it does ask all staff to respect their association with the organisation when tweeting.

7. PHOTOGRAPHY and VIDEO

Parental/guardian consent for photography or video recording of any child is obtained through Company Enrolment forms. Photographs or videos of children and young people will be stored in a designated folder that is only accessible by designated SJT staff.

Any camera owned by the SJT and used by staff for the purpose of photographing children and young people engaged in SJT activity must have its memory wiped as soon as content has been transferred to the designated SJT folder. SJT will ensure that any professional photographers or video-makers contracted by SJT to make photos/videos of children under the age of 16 and vulnerable adults have an Enhanced Disclosure and Barring Service (DBS) check which is dated within the last 3 years, inclusive of their period of engagement. SJT will announce at all performances that "Video and photography is not permitted during the performance".

8. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

CHECK LEVELS

The Disclosure and Barring Service (DBS) exists to help employers make safer recruitment decisions and prevent unsuitable people from working with

vulnerable groups, including children and young people. A DBS check forms one part of the wider safeguarding process. It helps organisations to determine whether a person is a suitable candidate for a particular role by providing information about their criminal history.

Disclosure and Barring Service (DBS) disclosures are required for any staff member (paid or unpaid) who will be working in a regulated activity. For most of the SJT's work the only relevant regulated activity is unsupervised activities with children: to teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being. This work is Regulated Activity only if done regularly or intensively, which means being carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period. A person who manages or supervises a regulated activity is also counted as undertaking a regulated activity. If the person is providing occasional or temporary services they are not in a regulated activity.

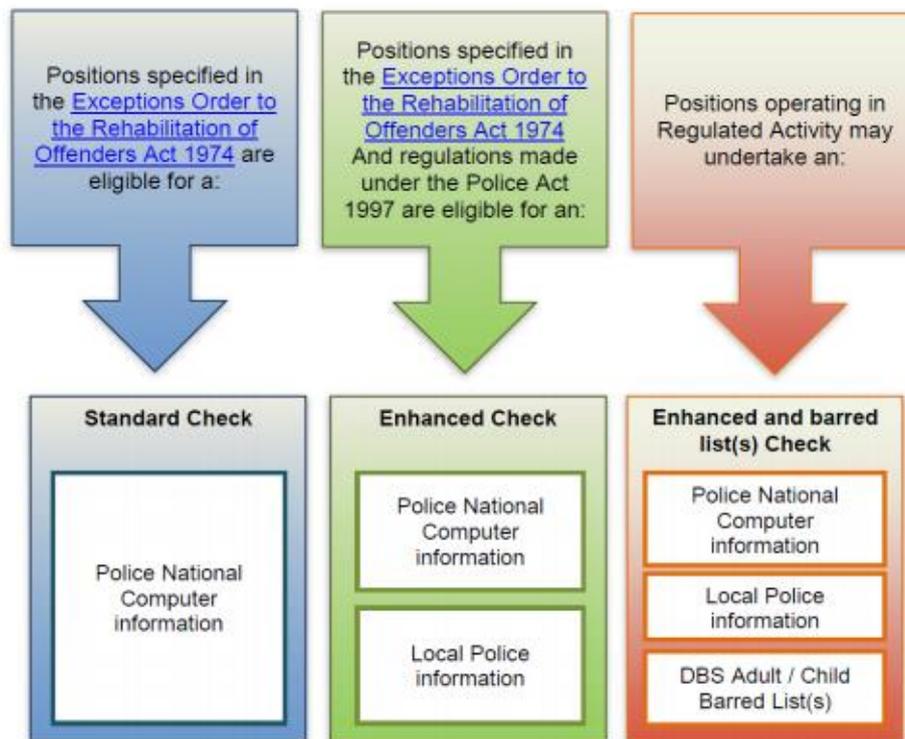
Before the organisation considers asking a person for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. There are currently three levels of check:

1. Standard checks reveal information relating to spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC). To be eligible for a Standard Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974.

2. Enhanced checks reveal the same information as Standard Checks but also check against information held by local police forces (for instance, relevant on-going investigations). To be eligible for an Enhanced Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974 AND regulations made under the Police Act 1997, which includes work with children.

3. Enhanced checks (with barred list) are used to check against lists of people prohibited from working with children and vulnerable adults. These are known as 'barred lists' (see below). To be eligible for an Enhanced Check with Children's and/or Adults Barred list check the position must meet the above criteria and fall within the DBS definition of 'Regulated Activity' (see below).

The minimum age at which someone can apply for a DBS check is 16.



9. CHILD PERFORMANCE LICENSING

All children who perform on stage or in television, films, commercials or who work as models, have their welfare and safety protected by the following *children in entertainment* legislation:

- Children & Young Persons Act 1933 & 1963
- Children (Performances) Regulations 1968
- The Children (Performance) (Miscellaneous Amendments) Regulations 1998(1)
- The Children (Performance) Amendment Regulations 2000
- The Children (Performance) (Amendment) (No.2) Regulations 2000
- Statutory Instruments: 1968 No. 1728, 1998 No. 1678, 2000 No. 10, & No. 2384

For the purposes of *children in entertainment* a child is a person aged from birth until the end of their compulsory schooling.

The aforementioned legislation requires licences to be issued by each Local Authority (LA) for children who take part in one of the following categories:

- **broadcast performances** (films, TV, video) covers performances that will be broadcast;
- **non-broadcast performances** (theatre, modelling) covers performance that are not broadcast.

It is the responsibility of SJT to establish contact with the relevant local authority in which a child resides to obtain instructions as to whether a license is required. It

should be noted that there will be occasions when a licence is not required, see EXEMPTION sections below.

The Children (Performances) Regulations 1968 only apply to actual performances and therefore the following information does not apply to rehearsals or regular workshops. Rehearsals are, however, affected by the Regulations, if they take place during the currency of a licence (between first and last performing day). Rehearsals are then subject to the same restrictions and conditions applicable to that licence i.e. time at place of performance, performing times and so forth. Rehearsals also count as a performance when calculating length of working week i.e. 5 days broadcast, 6 days theatre/other.

CHAPERONES

All licensed children need to be chaperoned in law while taking part in a performance. Chaperones act *in loco parentis* and should exercise the care which a good parent might be reasonably expected to give that child. Regulations require a ratio of 1 chaperone to 12 children.

A chaperone's first priority is always to the child and the chaperone must not take part in any activity that would prevent them from proper supervision and care of the children they are responsible for. A chaperone will have total charge of a child – unless the child is being chaperoned by his/her parent/carer – whilst the child is at the theatre/performance location, and is responsible for the child's care and control. If the child has completed his/her performance and is then handed into the care and control of his parent/guardian who is outside of the stage performance area, the chaperone will no longer have responsibility for the child. Chaperones are required by law to keep a record for each child, per performance:

- It is a requirement under the Regulations that these records be kept and made available, together with each child's Licence, at every place of performance where a child is present, for inspection by an officer of the Local Authority in whose area the performance takes place.
- Upon completion of the production, the daily record sheet/s should be stored at the Licence Applicant's main company address for a period of not less than 6 months after the final performance date for which the Licence has been granted.

Licensed Chaperones are approved by Local Authorities and will be familiar with the law regarding *children in entertainment*.

CHILD PERFORMANCE LICENCE EXEMPTIONS

EXEMPTION ONE - THE FOUR DAY RULE:

The "four day rule" is an exemption that can be considered for use by both professional and amateur companies. This exemption states that a licence is not required for a child if:

- they perform for only 4 days in any 6 month period; and
- they do not need time off from school to undertake the performance; and
- they do not receive any payment other than expenses.

Children who fall within the exemptions and do not need a licence are still covered by Regulations 21, 22, 33 and 34 of the Children (Performances) Regulations 1968 covering the number of days on which children may perform and permitted hours of performance.

SJT will use the four day rule where appropriate; however this will only be done in consultation with relevant Local Authority Education Welfare Teams who will be required to know the names of the children taking part in the production, and the production dates.

EXEMPTION TWO - BODY OF PERSONS LICENCE:

The Children & Young Persons Act 1963 gives a local authority under Section 37(3)(b) the power to issue a licence to a Body of Persons e.g. a group of responsible adults (youth organisations, amateur dramatics, etc) to enable them to engage children and young people in non-broadcast and recorded performances without the need to apply for separate licences for each child for each production. Where appropriate, SJT will apply for a Body of Persons Licence. The Body of Persons must then provide the Education Authority with the following information in advance:

- names, addresses and dates of birth of all the children who will be performing;
- venue and dates of performances;
- names and addresses of the adults forming the Body of Persons.

Approval can be granted providing:

- the child performers receive no payment other than expenses;
- the performance is for a stage production;
- the performances all take place within the local authority that is granting the Body of Persons licence;
- the child performers are supervised by the adults who form the Body of Persons or licensed chaperones;
- the organisation complies with the regulations on days and permitted hours of performance contained in the Children (Performance) Regulations 1968 (see section 7 of Good Practice);
- that the Child Employment Team agreed that the rehearsal/performance venue(s) are suitable places for children to perform;
- the organiser has ensured appropriate arrangements are in place to transport child performers to and from the venue and for them to be released into the care of an appropriate person;
- the organiser will not use the children in performances that may be dangerous;
- the organiser can demonstrate that it can meet any health, safety and welfare conditions set by the local authority;

- the Body of Persons ensure that arrangements are made to transport young performers to and from the venue;
- the Body of Persons does not use children in performances that may be dangerous.

The holders of the licence must ensure that they keep records of each child's performance as required by Schedule 3 Children and Young Persons, The Children (Performances) Regulations 1968 (see ECC pro forma). Approval can only be granted for children who perform solely for the holder(s) of the Body of Persons Licence.

Although the law does not place a statutory obligation on organisations to ensure that chaperones are provided for unlicensed children, local authorities prefer that all children be provided with a chaperone as a condition of granting a Body of Persons licence. The local authority believes this preference is justified as a matter of good practice and to ensure that all children benefit equally from child protection procedures.

SJT will obtain a Body of Persons licence where appropriate and upon the advice of relevant Local Authority Education Welfare Teams.

Appendix

APPENDIX 1. CODE OF CONDUCT FOR STAFF, VOLUNTEERS AND TRUSTEES

All staff, volunteers and trustees will be expected to be aware of and follow SJT's Safeguarding Policy and Operational Procedures.

All staff, volunteers and trustees will be expected to adhere to the below code of conduct.

Staff, volunteers and trustees will ALWAYS:

- Treat everyone with dignity and respect.
- Set an example you would wish others to follow.
- Treat all children and young people equally.
- Plan activities that involve more than one other person being present, or in sight/hearing of others.
- Follow recommended ratios between adults and children/young people for meetings and activities.
- Respect a child/young person/vulnerable adult's right to personal privacy.
- Avoid unacceptable situations within a relationship of trust.

- Allow children, young people and vulnerable adults to talk about any concerns they may have.
- Remember someone else might misinterpret your actions, no matter how well-intentioned.
- Take any allegations or concerns of abuse seriously and refer immediately.

Staff, volunteers and trustees will NEVER:

- Form a relationship with a child/young person/vulnerable adult that is an abuse of trust.
- Engage in inappropriate behaviour or contact - physical, verbal, sexual.
- Make suggestive remarks or threats to a child/young person.
- Use inappropriate language – writing, phoning, email or internet.
- Let allegations, suspicions, or concerns about abuse go unreported.

On occasion, one-to-one contact will be unavoidable, in such cases:

- Make sure it is for as short a time as possible.
- Ensure you remain accessible to others.
- Tell someone where you are going, what you are doing and why.
- Try to move with the child/young person to areas where there are more people.
- Try to avoid unnecessary physical contact.

APPENDIX 2. DEFINITIONS & SIGNS OF ABUSE

In order to effectively protect children and young people, staff should be familiar with the key signs and indicators of abuse, which are detailed below:

PHYSICAL ABUSE

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child/young person/vulnerable adult.

An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury. A delay in seeking medical treatment for a child/young person/vulnerable adult when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children and young people with different skin tones or from different racial groups and specialist advice may need to be taken. Patterns of bruising that are suggestive of physical child abuse include:

- Bruises that are seen away from bony prominences;
- Bruises to the face, back, stomach, arms, buttocks, ears and hands;
- Multiple bruises in clusters;
- Multiple bruises of uniform shape;
- Bruises that carry the imprint of an implement;
- Cigarette burns;
- Adult bite marks;
- Scalds.

Although bruising is the commonest injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child/young person who has unexplained signs of pain or illness should be seen promptly by a doctor.

Behaviour changes can also indicate physical abuse:

- Fear of parents being approached for an explanation;
- Aggressive behaviour or severe temper outbursts;
- Flinching when approached or touched;
- Reluctance to get changed, for example wearing long sleeves in hot weather;
- Depression; or withdrawn behaviour;
- Running away from home.

EMOTIONAL ABUSE

Emotional abuse happens where there is a relationship between a carer and a child/young person/vulnerable adult and can manifest in the child/young person/vulnerable adult's behaviour or physical functioning.

Emotional abuse can be difficult to measure, and often children, young people and vulnerable adults who appear well-cared for may be emotionally abused by being taunted, put down or belittled. Emotional abuse can also take the form of

children and young people not being allowed to mix/play with other children and young people. The physical signs of emotional abuse may include:

- Failure to thrive or grow;
- Sudden speech disorders;
- Developmental delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, eg, sulking, hair twisting, rocking;
- Being unable to play; or fear of making mistakes;
- Fear of parent being approached regarding their behaviour;
- Self-harm.

SEXUAL ABUSE

Sexual abuse involves the use of a child/young person/vulnerable adult for gratification or sexual arousal by a person for themselves or others.

Adults who use children, young people and/or vulnerable adults to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the behaviour of children/young people/vulnerable adults which may cause you to become concerned, although physical signs can also be present. In all cases children/young people/vulnerable adults who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse include:

- Pain or itching in the genital/anal areas;
- Bruising or bleeding near genital/anal areas;
- Sexually transmitted disease; vaginal discharge or infection;
- Stomach pains;
- Discomfort when walking or sitting down.

The following changes in behaviour may also indicate sexual abuse:

- Sudden or unexplained changes in behaviour (e.g. becoming aggressive or withdrawn);
- Fear of being left with a specific person or group of people;
- Sexual knowledge which is beyond their age or developmental level;
- Self harm or mutilation, sometimes leading to suicide attempts;
- Suddenly having unexplained sources of money;
- Acting in a sexually explicit way towards adults;
- Sexual drawings or language.

NEGLECT

Neglect results in a child/young person/vulnerable adult suffering significant harm or impairment of development as a result of being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

Neglect can be a very difficult form of abuse to recognise. The physical signs of neglect may include:

- Hunger, sometimes stealing food from others;
- Constantly dirty or smelly;
- Loss of weight, or being constantly underweight;
- Inappropriate dress for the conditions.

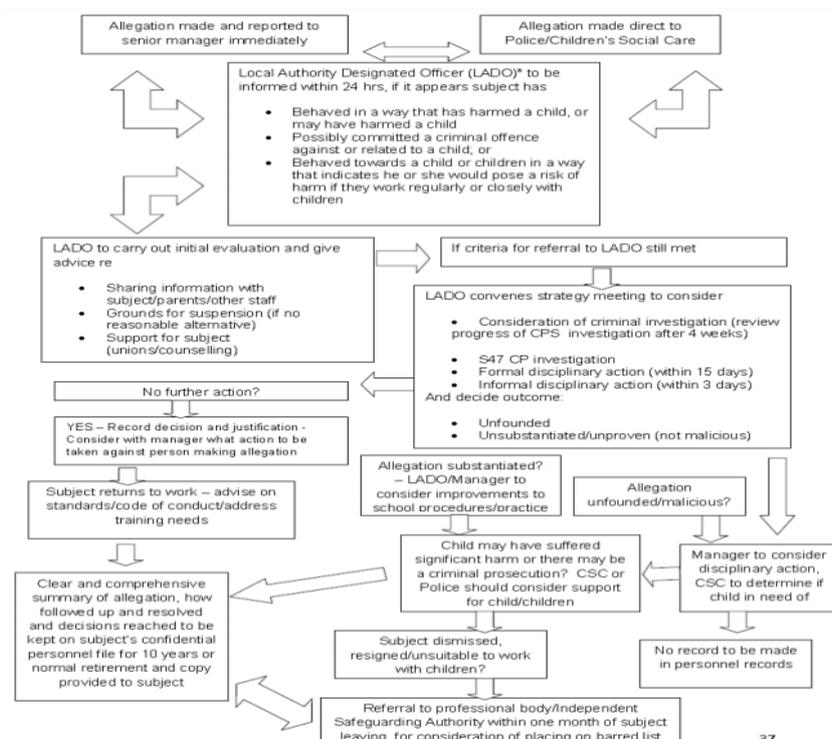
BULLYING

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It's usually repeated over a long period of time and can hurt a child/ young person both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying.

You can't always see the signs of bullying. And no one sign indicates for certain that a child's being bullied. But you should look out for:

- belongings getting "lost" or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

APPENDIX 3. REPORTING FLOW CHART FOR ALLEGATIONS MADE AGAINST STAFF



APPENDIX 4: HO COUNTY LINES GUIDANCE – SEPTEMBER 2018

[S:\SJT Handbook\HO County Lines Guidance Sept2018.pdf](#)

APPENDIX 5: PREVENTING YOUTH VIOLENCE AND GANG INVOLVEMENT

[S:\SJT Handbook\Preventing youth violence and gang involvement.pdf](#)

APPENDIX 6. INCIDENT REPORT TEMPLATE

YOUR DETAILS	
Your name:	
Your role:	
CHILD'S DETAILS	
Child/young person's name:	
Child/young person's address:	
Child/young person's date of birth:	
INCIDENT/DISCLOSURE DETAILS	
Date/time of incident or disclosure:	
Your observations:	
What did the child/young person say and what did you say. Please ensure that you record the exact wording:	
Action taken:	
EXTERNAL AGENCIES CONTACTED	
Police – Details of name of contact and advice received:	
Social Services – Details of name of contact and advice received:	
Other - Details of name of contact and advice received:	
Date/time report completed:	

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