



Policy & Procedures for Safeguarding Children & Young People

Updated January 2025

Safeguarding Children & Young People

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1. Policy statement

DIY Theatre Company (DIY) is committed to safeguarding children and young people at all times. This policy recognises that children and young people can suffer abuse and ill treatment and that all children and young people have the right to live their lives in safety, free from fear, abuse and neglect.

This policy applies to all paid staff, board members, freelancers, volunteers and visitors who will be referred to as 'staff' throughout this policy.

The majority of DIY's work with children takes place in schools and colleges and as such DIY recognises the need to work collaboratively and diligently with the schools' Designated Safeguarding Lead and other key personnel to safeguard the children in their care and ensure that policy and procedure is mutually understood and followed by all.

2. Aims of the policy

The aims of children and young people's safeguarding are to:

- Prevent the abuse or neglect of children from taking place
- Ensure that children who use DIY's services are not left at risk
- Ensure that the children whom we come into contact with through our work with other organisations are not left at risk
- Raise awareness so that communities, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information in a clear and accessible way to support staff in understanding the different types of abuse
- Provide clear procedures for staff to report alleged cases of abuse in a consistent way
- Promote an approach which concentrates on improving life for children and children at risk
- Provide staff and participants including children, young people and their families with the key principles that guide DIY's approach to child protection.

3. Definition of a child / child at risk

A child is defined as a person who is aged under 18 and includes an unborn child. Throughout this policy 'child / children' therefore means a child or young person.

4. Statutory framework

This policy has been developed on the basis of legislation, policy and guidance that seeks to protect children in England. The statutory framework includes:

- [Working Together to Safeguard Children](#)
- [The Children Act 2004](#)
(builds upon the principles of The Children Act 1989)
- [The Safeguarding Vulnerable Groups Act 2006](#)
- [Keeping Children Safe in Education 2024](#)

This policy is written with regard for [the UN Convention on the Rights of the Child \(UNCRC\)](#), a legally binding agreement which outlines the fundamental and universal rights of every child.

This policy is informed by the '[Salford Safeguarding Standards](#)' which enable VCSE organisations to have the right arrangements in place to deliver activities safely and show that they comply with relevant legislation and quality assurance requirements for services commissioned by Salford City Council and NHS Greater Manchester's Integrated Care Partnership and other NHS bodies.

5. Key principles for safeguarding children

5.1 The principles which DIY recognises

- Children have a right to be safe and should be protected from all forms of abuse and neglect
- We all have a responsibility to promote the welfare of children, to keep them safe and to practise in a way that protects them
- The welfare of children is paramount in all the work we do
- Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse
- Early help and intervention improve outcomes for children and can help to prevent escalating need or risk
- Voluntary organisations play an important role in delivering services to children and being able to observe signs of abuse or neglect

5.2 How we seek to keep children safe

DIY seeks to keep children safe by:

- Valuing, listening to and respecting them
- Appointing a nominated Safeguarding Lead for children
- Adopting child protection and safeguarding best practise through our policies, procedures and code of conduct for staff and all participants
- Recruiting and selecting staff safely
- Recording, storing and using information professionally and securely in line with data protection legislation
- Sharing information about safeguarding and good practice with children and their families so they know where to go for help if they have a concern
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, involving parents, families and carers appropriately
- Maintaining a Code of Conduct which is co-created, agreed and regularly reviewed with participants and staff, ensuring everybody understands and adheres to the Code of Conduct

How we seek to keep children safe (continued)

DIY seeks to keep children safe by:

- Creating and maintaining an anti-bullying environment and adhering to DIY's Bullying and Harassment policy to help us deal effectively with any bullying that does arise
- Adhering to DIY's Complaints policy and procedures
- Adhering to DIY's Whistleblowing policy and procedures
- Providing effective management for staff through supervision, support and training so that all staff have knowledge of and follow policies and procedures confidently and competently
- Ensuring that we provide a safe physical environment for children and staff by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and all participants including children and their families treat each other with respect and are comfortable sharing concerns

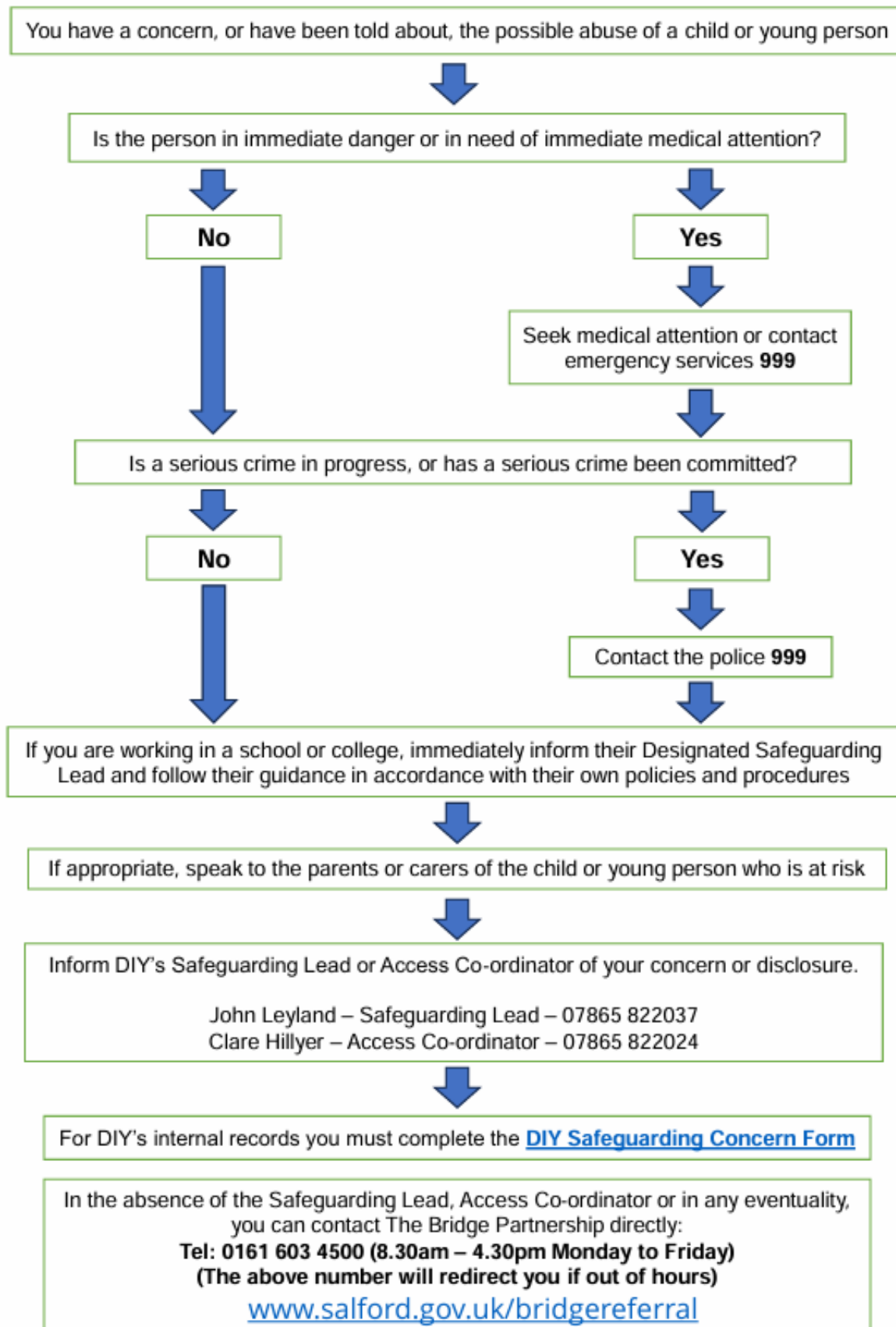
6. Safeguarding reporting procedure

The aim of the safeguarding procedure is to provide DIY staff with knowledge in relation to types and signs of abuse as well as understanding the process for reporting it.

The following procedure sets out:

- 6.1** Procedure Flow Chart
- 6.2** Recognising abuse and neglect
- 6.3** General signs of abuse
- 6.4** Specific types of abuse
- 6.5** Who might abuse?
- 6.6** What is a disclosure?
- 6.7** Responding to a disclosure
- 6.8** Immediate action
- 6.9** Reporting a disclosure or concern
- 6.10** Local Authority contacts

6.1 Procedure Flow Chart



6.2 Recognising abuse and neglect

Child abuse is when a child is harmed by an adult or another child. It can happen over a period of time but can also be a one-off action. Child abuse can take many forms including physical, sexual or emotional abuse. It can also be a lack of love, care and attention – this is neglect.

6.3 General signs of abuse

Children experiencing abuse often experience more than one type of abuse. They may be afraid to tell anybody about the abuse and may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Anyone working with children or young people needs to be able to recognise the signs. These may include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in ‘adult issues’ which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual activity
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed

General signs of abuse (continued)

These may include a child:

- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour. If you have any concerns about a child's wellbeing, you should report them following the procedure outlined in this policy.

6.4 Specific types of abuse

The specific types of abuse a child may experience are shown in the table below. They are not exhaustive but are a guide to behaviours which may lead to a safeguarding enquiry.

Physical abuse	Neglect
Sexual abuse	Child sexual exploitation
Emotional abuse	Domestic abuse
Bullying or cyber bullying	Child trafficking
Female genital mutilation	Grooming
Radicalisation	County Lines
Online abuse	

See Appendix 1 for signs and indicators of abuse

6.5 Who might abuse?

- Children may be abused by family members, friends, people working or volunteering in organisational or community settings, people they know or strangers
- Incidents of abuse may be one-off or multiple and affect one child or more

6.6 What is a disclosure?

Disclosure is the process by which children start to share their experiences of abuse with others. This can take place over a long period of time and may not be just one action. Children may not always be aware that they are disclosing abuse through their actions and behaviour.

Sometimes children and young people make partial disclosures of abuse. This means they give some details about what they've experienced, but not the whole picture.

Children and young people may disclose abuse in a variety of ways, including:

- directly – making specific verbal statements about what's happened to them
- indirectly – making ambiguous verbal statements which suggest something is wrong
- behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- non-verbally – writing letters, drawing pictures or trying to communicate in other ways

Not all disclosures will lead to a formal report of abuse, but all disclosures should be taken seriously.

6.7 Responding to a disclosure

Do:

- Take action if an urgent response is required (i.e. a crime is occurring or immediate medical treatment is required), by phoning 999
- Take the disclosure seriously
- Listen carefully to the child and do not directly question them
- Give the child time and attention
- Allow the child to give a spontaneous account without interruption
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said
- Use the child's own words where possible
- Explain that you cannot promise not to speak to others about the information they have shared
- Reassure the child they have done the right thing in telling you
- Tell the child what you are going to do next and explain that you will need to get further help to keep them safe

Do not:

- Delay in taking action or seeking advice
- Ask the child to repeat his or her account of events to anyone
- Offer false confidentiality – you must share any concerns you have about a child even if you are asked not to
- Wait until a child or young person tells you directly that they are being abused before taking action. Share any concerns immediately with DIY's Safeguarding Lead

6.8 Immediate action

If DIY is working with children in a school or college, it is essential that concerns or disclosures are reported immediately to the school's Designated Safeguarding Lead and that the school's safeguarding policy and procedure is followed thereafter.

Following a disclosure or whenever concerns are present, there should always be an immediate evaluation of risk to identify any urgent steps to ensure the child is not in pressing danger.

Cases that require an urgent response:

- Phone 999 if a serious crime is occurring or has taken place
- Phone 999 in a medical emergency
- Phone 999 if a child is in immediate danger of being harmed

Other examples of immediate action could include:

- Steps to manage the risk to others
- Identifying a safe space for the child at risk
- Phoning an emergency contact of the child concerned
- Arranging for someone safe to be with the child at risk so that they are not alone
- Seeking advice from DIY's Safeguarding Lead and/or DIY's Access Co-ordinator

DIY's designated Safeguarding Lead - John Leyland - 07865 822037

DIY's Access Co-ordinator - Clare Hillyer - 07865 822024

6.9 Reporting a disclosure or concern

The [DIY Safeguarding Concern Form](#) must be completed and submitted as soon as possible after a disclosure is made or a concern is recognised, and must include:

- The date on which the safeguarding incident was raised
- The full name of the child at risk
- The facts of what happened, when and where and the names of anyone else involved
- Action taken and any further support which is required for the person at risk or the staff member(s) reporting the concern
- Whether parents or carers have been informed
- All records should be signed and dated by the person reporting the concern

6.10 Local Authority Contacts

Local Authorities have statutory responsibility for safeguarding children and young people as well as adults at risk.

Typically, DIY staff will discuss concerns with the Safeguarding Lead and / or Access Co-ordinator to decide if further action, including an external referral, is required. However, staff should not allow the absence of the Safeguarding Lead or Access Co-ordinator to delay their contact with The Bridge Partnership, Salford Children's Social Care. Contact details for The Bridge Partnership are on the next page.

Contact Details for The Bridge Partnership

(Salford City Council's multi-agency hub for child protection)

By phone:

0161 603 4500 (8.30am – 4.30pm Monday to Friday)

If out of hours call the number above and you will be re-directed

Or via the online portal:

www.salford.gov.uk/bridgereferral

(links to an online form)

7. Allegations against adults who work with children

Children and young people can be subject to harm by those who work with them in any setting. This may be by a professional, staff member, coach or volunteer. If you have concerns about an adult working with children, you should speak immediately with DIY's Designated Safeguarding Lead. The DSL will consult with / make a referral to the Local Authority Designated Officer (LADO) at Salford City Council.

If the DSL is implicated in the concerns, you should contact the LADO service directly using the link below:

[Salford Children and Families Portal](#)

8. DIY's Designated Safeguarding Lead

John Leyland
Business Director
DIY Theatre Company
Tel: 07865 822037
Email: john.leyland@diytheatre.org.uk

9. Information sharing and consent

9.1 Reasons for sharing information

Parents / carers should be informed if a referral is being made, except in the circumstances outlined in 9.2. However information may be shared without consent in an urgent situation where a child's life or immediate wellbeing might be at risk. It would then become a joint decision with The Bridge Partnership about how and when the parents / carers should be approached and by whom.

If your concern is about harm or risk of harm from a family member or someone known to the children, you should make a referral to the Bridge Partnership.

If your concern is about immediate or imminent harm or risk of harm from someone not known to the child or child's family, you should ring 999 for the Police, as well as consulting with the parents.

If your concern is about harm or risk of harm from an adult in a position of trust (see Section 7: Allegations against adults who work with children).

Timely information sharing is key to safeguarding and promoting the welfare of children. Safeguarding a child is a clear and legitimate reason for sharing information without consent and data protection law does not prevent you from doing this.

9.2 When not to inform parents

In certain cases, informing parents can place children at additional risk, so it is important **not to inform** them in these cases:

- Fabricated and induced illness is suspected
- Forced Marriage is suspected
- Familial sexual abuse is suspected

Otherwise you should discuss concerns with parents/carers and tell them if you are going to make a referral.

9.3 Confidentiality

DIY should ensure that any records made in relation to a referral are kept confidentially and in a secure place. Safeguarding records and information are stored online, password protected and only accessible to DIY's Safeguarding Lead and Access Co-ordinator.

Information relating to child protection concerns should only be shared on a 'need to know' basis. However the sharing of information is vital to child protection and therefore the issue of confidentiality is secondary to a child's need for protection.

If in doubt staff should consult with DIY's Safeguarding Lead.

10. Promoting the safeguarding of children at DIY Theatre Company

This section covers a range of safeguarding measures which have been designed to safeguard children and young people from harm, and which demonstrate that DIY is committed to:

- Rigorous recruitment practises (see 10.1 below)
- Understanding, respecting and integrating safeguarding as critical for the well-being of staff, participants including children as well as adults and others who interact with the organisation
- Producing and maintaining clearly defined, co-created and appropriately communicated policies and procedures for raising issues and encouraging speaking up
- Providing training and support for staff and participants to contextualise, explore, reflect, and regularly check understanding of the materials
- An organisational culture which is transparent, person-centred, and safe for everyone to express themselves and raise concerns

10.1 Safe Recruitment & Selection

DIY has a robust recruitment policy and procedure which covers all potential board members, paid staff, freelance staff and volunteers. DIY Theatre Company ensures that all potential new staff, volunteers and board members:

- **Complete an application form or a letter of application.**
This includes address, evidence of relevant qualifications, paid work and voluntary work experience and all criminal convictions.
- **Provide two pieces of identification that confirm identity and address.**
- **Undergo an interview** with a panel of at least 2 people
- **Provide at least two references** that are followed up before a post is offered.
- All DIY Theatre Company staff and relevant volunteers are required to **pass a DBS check appropriate to the duties** undertaken in their contracted role. This is monitored by the Access Co-ordinator and Safeguarding Lead to ensure DBS checks are kept up-to-date.

DIY Theatre Company understands that:

- A person who is barred from working with children or vulnerable adults is breaking the law if they work or volunteer or try to work or volunteer with these groups
- An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law
- If DIY dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult or would have done so if they had not left, we must make referral to the Disclosure and Barring Service

10.2 Management & support of paid staff & volunteers

DIY Theatre Company has the following in place for managing all staff, freelancers, contractors, and volunteers:

- A code of conduct which is co-created, agreed and regularly reviewed with participants and staff. DIY is committed to ensuring that everybody understands and adheres to the Code of Conduct.
- A job description or a role profile outlining their main responsibilities
- This includes a requirement to comply with the Safeguarding Policy and procedures and Code of Conduct
- An induction, which includes information on all the organisation's policies and procedures
- A role review at the end of the induction period before being confirmed in post. Inductions will be completed within 6 months
- Regular supervision and/or line management support as appropriate to the role
- Ongoing internal safeguarding training/briefings appropriate to the role.
- All policies (including accessible versions) are available on the DIY website

10.3 Training

DIY Theatre Company will promote awareness of children and young people's safeguarding issues to its board members, staff, freelancers, volunteers, broader membership and participants.

Board members, staff, freelancers and volunteers are required to attend Adult and Child Safeguarding training as appropriate to their role. This is provided by Salford CVS and DIY's Access Co-ordinator and Safeguarding Lead monitor that this is done at induction and updated every 2 years. Staff are required to provide a certificate as evidence of having completed the training.

Everyone at DIY who works or volunteers with children is required to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children
- Recognise a child potentially in need of safeguarding and take action
- Understand the procedures for making a safeguarding alert
- Have knowledge of policy, procedures and legislation that supports the safeguarding of children

11. Working with other organisations and third parties

(including Regulated Activity)

DIY Theatre Company regularly works in partnership with other 'third party' organisations in the delivery of its activities. These include schools and colleges and other community organisations. These activities will involve DIY staff and participants visiting venues and settings other than those which DIY routinely works from and engaging with third party staff, students, freelancers, volunteers and contractors involved in the planning and delivery of the activities. Likewise, DIY may be visited at its regular venues by the staff and participants of other organisations.

These activities require a particular set of arrangements and safeguards to be in place before activities commence as outlined below:

- Ensuring that all staff and volunteers understand and comply with the safeguarding arrangements put in place by DIY and the third party organisation
- Sharing contact details for DIY's Designated Safeguarding Lead with third parties
- Ensuring that DIY has a record of the contact details for the Designated Safeguarding Lead for any third-party organisation with whom we work
- DIY will review its policies, procedures and training on an ongoing basis to ensure they are appropriate for the activities which it undertakes

- If undertaking a regulatory activity or if their post is eligible, anyone working with or for DIY must consent to a Disclosure and Barring Service check
- The DBS check should be appropriate to the duties undertaken in their role. For staff working in regulated activity, this will normally require an enhanced DBS check with barred list checks
- The role of the volunteer should be risk assessed in collaboration with the relevant third-party organisations to determine what level of DBS checking is suitable and to ensure the check is proportionate

DBS certificates are the property of the person they relate to. Therefore third parties should not request or keep copies of certificates but rather receive written assurance of DBS checks having been carried out

DIY's Safeguarding Lead and DIY's Access Co-ordinator will support DIY delivery staff to ensure these arrangements and safeguards are in place before commencement of activity.

The following link provides information on the scope of Regulated Activity in relation to children:

https://assets.publishing.service.gov.uk/media/5a80bdfbed915d74e33fc265/Regulated_activity_in_relation_to_children.pdf

In addition, when DIY is delivering work in a third party setting, we expect that:

- The identities of staff, volunteers and participants should be verified, normally through photo ID
- The suitability and safety of the setting should be considered for staff and all participants including children and steps taken to reduce any risks identified
- A fire safety and evacuation plan is in place, which is effectively communicated to staff and participants
- First aid training has been undertaken, and a first aid kit is to hand and there is knowledge and awareness present of what to do in an emergency where children are attending
- Paid staff and volunteers undertaking specialist roles are provided with appropriate training
- Employer's liability and / or public liability insurance is in place to ensure that all activities and services and all people taking part are covered
- All activities being provided are properly planned and organised ensuring that they are age-appropriate and appropriately supervised, taking into account staff to participant ratios and the use of specialist practitioners
- DIY will obtain written / email permission from the respective third-party before taking and using photographs of any participants, including children
- DIY uses a consent form for the use of photography and filming of its own participants

12. Online safety

The welfare of the children-who come into contact with DIY's services is paramount and governs our approach to online safety.

Working in partnership with children, their parents, carers and other agencies is essential in promoting children and young people's welfare and in helping them to stay safe online

We understand 'online' to mean all devices with the capacity to connect to the internet and transfer data. This includes internet-connected toys, tablets, smart TVs and watches, phones, laptops and computers.

The use of information technology is an essential part of all our lives; it is central in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of children and can provide many opportunities. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a child can be actually or potentially harmful to them.

We will seek to promote online safety by:

- Ensuring the safety and wellbeing of children is foremost when adults or children who come into contact with DIY are using the internet, social media or mobile devices
- Providing staff and participants with the overarching principles that guide our approach to online safety
- Ensuring that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices
- Incorporating safe and appropriate online use into the Code of Conduct for staff and participants
- Supporting and encouraging the people using DIY's services to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- Reviewing and updating the security of our information systems regularly
- Ensuring that user-names, logins, email accounts and passwords are used and stored effectively and confidentially
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate

We will seek to promote online safety by (continued):

- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given, and that they are stored securely.
- Providing supervision, support and training for staff and participants about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation
- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)

13. Review Date

DIY is committed to reviewing its policy and good practice annually.

This policy was last reviewed on 28th January 2025.

Approved by the board of DIY Theatre CIC on 4th February 2025

Agreed Date for Review: January 2026

Signed on behalf of the board by: Charlotte Little, Chair.

14. Useful websites and guidance

<https://www.salfordcvs.co.uk/safeguarding-salford>

<https://www.salford.gov.uk/childconcern>

<https://learning.nspcc.org.uk/safeguarding-child-protection>

15. Appendix 1 – Glossary (types of abuse, signs and indicators)

Everyone at DIY should know about the different types of abuse and neglect and their signs and indicators and be vigilant on behalf of all children including children at risk.

Many of the signs that a child is being abused are the same regardless of the type of abuse they are experiencing. You should look out for any behaviour or emotional changes that a child or young person may display.

Type of Abuse	Description	Signs and indicators
<u>Physical abuse</u>	Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning, scalding or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).	Bruising, burns or scalds, bite marks, multiple injuries (such as bruising, fractures, broken bones). Frequent injuries, and if the bruises or injuries are unexplained or the explanation doesn't match the injury. A delay in seeking medical help for a child who has been injured.

Type of Abuse	Description	Signs and indicators
<u>Neglect</u>	<p>Neglect is not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not:</p> <p>Providing adequate food, clothing or shelter, supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers), making sure the child receives appropriate health and/or dental care, making sure the child receives a suitable education, meeting the child's basic emotional needs – this is known as emotional neglect. Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.</p>	<p>Children who appear hungry - they may not have lunch money or even try to steal food. Children who appear dirty or smelly. Children whose clothes are inadequate for the weather conditions. Children who are left alone or unsupervised for long periods or at a young age. Children who have untreated injuries, health or dental problems. Children with poor language, communication or social skills for their stage of Development. Children who live in an unsuitable home environment that is dirty, unsafe or around drugs, alcohol or violence.</p>
<u>Sexual abuse</u>	<p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical</p>	<p>Children with physical sexual health problems including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.</p>

<p><u>Sexual abuse (continued from previous page)</u></p>	<p>contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).</p>	<p>Children who use sexual language or display sexual knowledge or interest inappropriate to their age. Children who ask others to behave sexually or play sexual games. Changes in a child's mood or behaviour. Avoiding spending time with specific people.</p>
<p><u>Child sexual exploitation</u></p>	<p>Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.</p> <p>Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before</p>	<p>Young people who are being sexually exploited may: go missing from home, care or education, be involved in abusive relationships, hang out with groups of older people, be involved in gangs or anti-social groups, have older boyfriends or girlfriends, spend time at places of concern, such as hotels or known brothels, be involved in petty crime such as shoplifting, have access to drugs and alcohol, have unexplained new things such as clothes and mobile phones, have unexplained physical injuries.</p>

<p><u>Child sexual exploitation</u> (continued from previous page)</p>	<p>being sexually exploited. They can also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.</p> <p>Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators. A key factor in CSE is an imbalance of power in the relationship. The perpetrator(s) always hold some kind of power over the victim.</p>	
<p><u>Emotional abuse</u></p>	<p>Emotional abuse involves:</p> <p>Humiliating, putting down or regularly criticising a child, shouting at or threatening a child or calling them names, mocking a child or making them perform degrading acts, constantly blaming or scapegoating a child for things which are not their fault, trying to control a child's life and not recognising their individuality, not allowing a child to have friends or develop socially, pushing a child too hard or not recognising their limitations, manipulating a child, exposing a child to distressing events or interactions, persistently ignoring a child, being cold and</p>	<p>Behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development may include: being overly-affectionate towards strangers or people they haven't known for very long, not appearing to have a close relationship with their parent or carer, lacking confidence or become wary or anxious, being unable to play, being aggressive or nasty towards other children and animals, using language, acting in a way or having knowledge</p>

<p><u>Emotional abuse</u> (continued from previous page)</p>	<p>emotionally unavailable during interactions with a child, not being positive or encouraging to a child or praising their achievements and successes.</p>	<p>about thing that you wouldn't expect for their age, struggling to control strong emotions or having extreme outbursts, seeming isolated from their parents, lacking social skills or having few, if any, friends, fear of making mistakes, fear of their parent being approached regarding their behaviour, self-harm.</p>
<p><u>Domestic abuse</u></p>	<p>Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse, or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect. Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship. It can include physical, sexual, psychological, emotional or financial abuse.</p>	<p>Children who witness domestic abuse may: Become aggressive, display anti-social behaviour, suffer from depression or anxiety, not do as well at school - due to difficulties at home or disruption of moving to and from refuges.</p>

Type of Abuse	Description	Signs and indicators
<u>Bullying or cyber-bullying</u>	<p>Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can include:</p> <p>Verbal abuse, such as name calling</p> <p>Non-verbal abuse, such as hand signs or glaring</p> <p>Emotional abuse, such as threatening, intimidating or humiliating someone</p> <p>Exclusion, such as ignoring or isolating someone</p> <p>Undermining, by constant criticism or spreading rumours</p> <p>Controlling or manipulating someone</p> <p>Racial, sexual or homophobic bullying</p> <p>Physical assaults, such as hitting and pushing</p> <p>Making silent, hoax or abusive calls</p>	<p>No one sign indicates for certain that a child is being bullied, but you should look out for:</p> <p>Belongings getting 'lost' or damaged</p> <p>Physical injuries such as unexplained bruises</p> <p>Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school</p> <p>Not doing as well at school</p> <p>Asking for, or stealing, money (to give to a bully)</p> <p>Being nervous, losing confidence or becoming distressed and withdrawn</p> <p>Problems with eating or sleeping</p> <p>Bullying others</p>

<u>Bullying or cyber-bullying (continued from previous page)</u>	<p>Cyberbullying includes:</p> <p>Sending threatening or abusive text messages</p> <p>Creating and sharing embarrassing images or videos</p> <p>Trolling - sending menacing or upsetting messages on social networks, chat rooms or online games</p> <p>Excluding children from online games, activities or friendship groups</p> <p>Setting up hate sites or groups about a particular child</p> <p>Encouraging young people to self-harm</p> <p>Voting for or against someone in an abusive poll</p> <p>Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name</p>	
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Type of Abuse	Description	Signs and indicators
<p><u>Child Trafficking</u></p>	<p>Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.</p> <p>Children may be trafficked for:</p> <p>Child sexual exploitation</p> <p>Benefit fraud</p> <p>Forced marriage</p> <p>Domestic servitude such as cleaning, childcare, cooking</p> <p>Forced labour in factories or agriculture</p> <p>Criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated goods</p> <p>Children who are trafficked experience many forms of abuse and neglect including physical, sexual and emotional.</p>	<p>Children who have been trafficked may:</p> <p>Have to do excessive housework chores</p> <p>Rarely leave the house and have limited freedom of movement</p> <p>Not have any documents (or have falsified documents)</p> <p>Be unable or reluctant to give details of accommodation or personal details</p> <p>Not be registered with a school or a GP practice</p> <p>Have a history with missing links and unexplained moves</p> <p>Be cared for by adults who are not their parents or carers</p>

<p><u>Child Trafficking (continued from previous page)</u></p>		<p>Not have a good quality relationship with their adult carers</p> <p>Be one among a number of unrelated children found at one address</p> <p>Receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation</p>
<p><u>Female Genital Mutilation</u></p>	<p>Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy.</p> <p>FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.</p>	<p>You may become aware of:</p> <p>A long holiday abroad or going 'home' to visit family</p> <p>Relative or cutter visiting from abroad</p> <p>A special occasion or ceremony to 'become a woman' or get ready for marriage</p> <p>A female relative being cut – a sister, cousin or an older female relative such as a mother or aunt</p>

<p><u>Female Genital Mutilation</u> (continued from previous page)</p>		<p>Missing school repeatedly or running away from home.</p> <p>A child who has had FGM may:</p> <p>Have difficulty walking, standing or sitting</p> <p>Spend longer in the bathroom or toilet</p> <p>Appear withdrawn, anxious or depressed</p> <p>Have unusual behaviour after an absence from school or college</p> <p>Be particularly reluctant to undergo normal medical examinations</p> <p>Ask for help, but may not be explicit about the problem due to embarrassment or fear</p>
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Type of Abuse	Description	Signs and indicators
<p><u>Grooming</u></p>	<p>Grooming is a process that involves the offender building a relationship with a child, and sometimes with their wider family, gaining their trust and a position of power over the child, in preparation for abuse. Children and young people can be groomed by a stranger or by someone they know such as a family member, friend or professional.</p> <p>Grooming techniques can be used to prepare children for sexual abuse, exploitation and radicalisation.</p>	<p>It is rare for a child to tell an adult about being groomed. However you should be alert to the following signs:</p> <p>Sudden changes in behaviour, such as spending more or less time online</p> <p>Spending more time away or going missing from home or school</p> <p>Being secretive about how they are spending their time, including when using online devices</p> <p>Having unexplained gifts, big or small</p> <p>Misusing alcohol and/or drugs</p> <p>Having a friendship or relationship with a much older person</p> <p>Developing sexual health problems</p>

<p><u>Grooming</u> (continued from previous page)</p>		<p>Using sexual language you wouldn't expect them to know</p> <p>Seeming upset or withdrawn</p> <p>Mental health problems</p>
<p><u>Radicalisation</u></p>	<p>Radicalisation is a process by which individuals, often young people, move from supporting moderate mainstream views to supporting extreme ideological views. This process can occur online through exposure to and engagement with violent ideological propaganda, or offline through extremist networks. Radicalisation can make those at risk more likely to support terrorism and violent acts of extremism and possibly committing criminal acts themselves.</p>	<p>Isolating themselves from family and friends, talking as if from a scripted speech, unwillingness or inability to discuss their views, a sudden disrespectful attitude towards others, increased levels of anger, increased secretiveness, especially around internet use.</p>
<p><u>County Lines</u></p>	<p>County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns. It can happen in any part of the UK and is against the law and a form of child abuse.</p>	<p>Frequently missing from school, home or care, travelling to or found in locations they have no obvious connections with, including seaside or market towns, acquiring money, clothes, accessories or mobile phones, receiving</p>

<p><u>County Lines</u> (continued from previous page)</p>	<p>Children and young people may be criminally exploited in multiple ways.</p>	<p>excessive texts or calls at all hours, having multiple mobiles, withdrawn or sudden changes in personality, behaviour or language, relationships with controlling or older individuals/groups, carrying weapons, isolated from peers or social networks, self-harming, mental health changes.</p>
<p><u>Online abuse</u></p>	<p>Online abuse is any type of abuse that happens on the internet, using technology like computers, tablets, mobile phones, games consoles and other internet-enabled devices. Children and young people may experience several types of abuse online, including bullying or cyberbullying, emotional abuse, pressure or coercion to send sexual images, sexual abuse and sexual exploitation. Children and young people may also be exposed to online harms, such as inappropriate behaviours or content online.</p> <p>For more information about online abuse:</p> <p>https://learning.nspcc.org.uk/online-safety/responding-to-online-abuse</p>	<p>A child who is experiencing online abuse may: Become angry or irritable, or they might seem low or anxious, change their eating or sleeping habits, become more secretive about their devices or who they are talking to, appear isolated or withdrawn from their usual friendships and activities, or have new friends, spend more (or suddenly less) time online.</p>

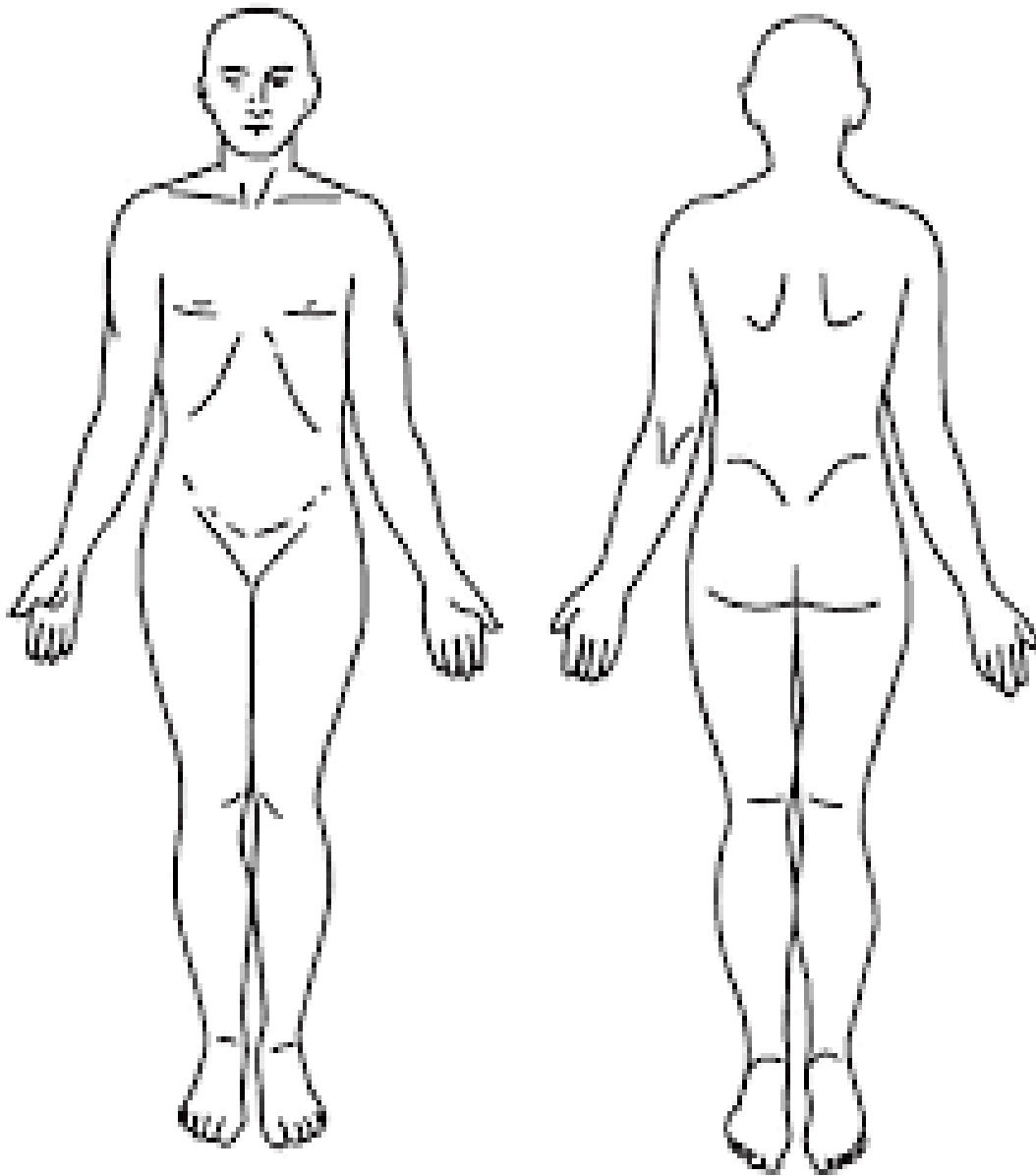
16. Appendix 2 - Body Map

(To be used in conjunction with the DIY Safeguarding Form)

Guidance notes for completion of Body Maps

- Use the body map to mark off and detail any injury you have seen / been told about. Check areas that are clearly visible to you.
- Draw and write on the body map in black ink.
- Provide details for each injury e.g. approximate size of wound, colour of bruise etc. using arrows pointing to the relevant part of the body.
- The completed body map should be provided to John Leyland, Business Director and Safeguarding Lead.

Name of child



BODY MAP COMPLETED BY:

STAFF NAME:.....

SIGN:.....

DATE:.....

TIME:.....

NOTE ANY RELEVANT DETAILS: