
DOCUMENT CONTROL

CHANGE CONTROL RECORD

VERSION	VERSION DATE	REVIEW DATE	POLICY OWNER	DOCUMENT HISTORY

1. Introduction

Abuse (sexual exploitation, emotional, physical abuse, neglect or radicalisation) may be reported by any of the following:

- the child or adult at risk
- staff member/volunteer
- any other person, eg member of birth family or neighbour.

The concerns may relate to current abuse or events which have taken place in the past ("historical" abuse). Allegations may relate to members of the birth family, staff member or any other person. In all cases the concerns should be taken seriously and our procedures followed. The matter should be reported to the investigating authority, unless it can be verified that the matter has previously been investigated and dealt with.

As a charity, Hope delivers a range of services to families in the local community to provide new ways, and support existing projects, to create a better future through:

- Encouraging, valuing and supporting family life.
- Building communities that strengthen where people live
- Releasing potential in individual lives and groups

It must have the appropriate safeguarding arrangements in place in the same way as organisations in the public sector. Staff, trustees and volunteers must be aware of their responsibilities for safeguarding and promoting the welfare of children and adults at risk and how they should respond to safeguarding concerns in line with current national guidance.

This policy is provided to all paid staff with an expectation that they will adhere to the procedures at all times. The policy will be reviewed annually by the Trustees or when there are any changes to legislation or practice.

Volunteers receive Appendix 6, when deemed appropriate by the trustees and paid staff in charge of the project, with an expectation that they adhere to the procedures at all times.

A child is defined in the UK as anyone who has not yet reached their 18th Birthday.

An adult at risk is defined as any person aged 18 years or over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is unable to protect him/herself against significant harm or sexual exploitation.

All local Safeguarding Children's Partnership and Safeguarding Adults Boardshave written procedures which contain a section of guidance for staff and independent agencies. This guidance advises on what to do if they are made aware that a child or adult at risk has suffered any form of abuse. The organisations procedures are therefore intended to complement this guidance. The purpose of our procedure is to enable the organisation to respond appropriately when informed that a child or young person may have been harmed.

2. Policy Statement

Hope is committed to fulfilling its duty to safeguard and promote the welfare of children and adults at risk, by ensuring that its staff and volunteers are trained and supported in meeting their safeguarding responsibilities in the course of their work, and have easily-accessed procedures and guidance to assist them.

3. Legislation

Our policies and procedures are compliant with the requirements of the following legislation:

Children Act 1989
Children Act 2004
Safeguarding Vulnerable Groups Act 2006
Protection of Freedoms Act 2012
Children and Families Act 2014
Education Act 2002
Adoption and Children Act 2002
Female Genital Mutilation Act 2003
Children and Adoption Act 2006
Children and Young Persons Act 2008
Borders, Citizenship and Immigration Act 2009
Apprenticeships, Skills, Children and Learning Act 2009
Education Act 2011

4. Responsibilities and Applicability

Naomi McBain is the Designated Safeguarding Officer responsible for the application of this policy and responsibility for monitoring compliance.

Compliance with this policy is compulsory for all staff employed by Hope and volunteers in a position of contact with families. Responsibility for implementing the policy lies with the Safeguarding Officer Hope will always have a Trustee responsible for supporting with Safeguarding matters, to provide additional support to the Safeguarding Officer and update the board of trustees where required. .

It is the duty of all supervisors and project leaders to ensure their personnel comply with this policy. Any neglect of this duty may be considered a disciplinary offence.

All staff and volunteers have responsibilities under the policy and must:

- familiarise themselves with the policy or appendix 6, and any guidelines that may be issued by management;
- seek advice and assistance from the Safeguarding Officer in relation to the application of the policy.

5. Policy Communication

This policy together with any amendments and details of specific individual responsibilities will be brought to the attention of all existing and new staff and volunteers.

6. Review

This policy will be reviewed annually for continued effectiveness and suitability or as a result of:

- security events or incidents
- regulatory or statutory changes
- critical incidents
- other compelling business reasons

7. Details of Policy/Procedure

Children, young people and adults are entitled to protection from abuse under all circumstance.

This policy and procedure, is approved and endorsed by the Trustees and will be provided to all staff and volunteers. Safeguarding concerns may be raised by children, young people, adults their family, friends or representatives.

The organisation is committed to multi-agency working and ensuring communication and information sharing is paramount.

All staff and eligible volunteers who are recruited by the organisation are vetted through a robust and thorough process provided by Thirtyone;eight to ensure that all possible steps to safeguard children and young people are taken, including DBS check

It is recognised that, from time to time, children and young people do, during the course of their everyday lives, incur accidental bruising and injury which is accepted as a normal part of child development.

Whilst it is important that staff/volunteers protect children and young people from harm it is also recognised that they should be encouraged to take appropriate risks which are a normal part of growing up.

However, it is the primary responsibility and duty of the organisation to protect all children and young people in its care from non-accidental or deliberate harm, including deliberate physical, emotional/psychological, sexual abuse and neglect, financial, discriminatory and institutional. **See Appendix 2 and 3 for categories of abuse and signs and symptoms.**

It is the organisation's responsibility to ensure that all staff/volunteers understand what they must do if they receive an allegation or have a suspicion that a person may have:-

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child; or
- c. behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

It is also an expectation that all staff/volunteers keep themselves familiarised and updated with the contents and instructions set out below and to follow them in the event of suspected or actual abuse.

The organisation has in place preventative measures in relation to safeguarding which are evaluated on a regular basis. **It is important that staff and volunteers are committed to on-going training, record-keeping, supervision, and support and perhaps above all, open communication. See Appendix 5- Preventative Measures**

Principles:

- The welfare of the child is paramount. **The Children Act 1989**
- A culture of openness and trust will be promoted within the organisation where any concerns can be raised without fear of reprisal.
- All children, whatever their age, culture, disability, gender, social background, language, racial origin, religious belief and/or sexual identity have the right to protection from exploitation and abuse.
- Genuine partnership and multi-agency working between all those involved in the lives of families Hope comes into contact with, is essential to deliver the best outcomes for children; this includes Health, Education, Local Authority, Police, other statutory agencies, churches, charities and Hope, the organisation.
- Specific support will be provided to those persons who are involved in an investigation, children and young people, volunteers and staff.

- Whilst it is not the responsibility of the organisation to determine whether or not abuse has taken place, it is everyone's responsibility to report any concerns when there is a suspicion of harm.
- Training will be provided to all staff and volunteers in safeguarding and safe care. **The organisation will provide them with safeguarding training at least every three years.**
- All incidents of suspected poor practice and any allegations made will be taken seriously and responded to swiftly and appropriately.
- Any incidents of staff or volunteers who fail to promptly report any concerns of actual or suspected abuse will be taken seriously and could lead to termination of employment or volunteering for Hope.
- Confidentiality will be respected and information will be shared on a "need to know basis".

Organisational Procedures

- a) **All** disclosures, allegations or suspicions that child abuse may have taken place, must be treated seriously and professionally. This includes allegations, which on the face of it, may appear relatively insignificant.
- b) Staff and volunteers **must** refer all safeguarding concerns immediately to the organisation. This includes concerns in relation to gang activity, radicalisation, sexual exploitation (including prostitution) and trafficking. Staff and volunteers must report any safeguarding concerns to the Project Leader or, in their absence, or if related to the Project Leader, to the Designated Safeguarding Officer. Ultimately the DSO has organisational Lead Responsibility and any concerns related to Project Leaders must be referred to them.
- c) **Project Leaders must keep the DSO informed of all safeguarding concerns at the 1st possible opportunity.**
- d) Children and young people (or their representatives) should report any concerns about the organisation's staff, or volunteers to the Project Leader, or in their absence, or if related to the Project Leader, to the DSO. Children and young people should be supported during this process without fear that they will be subject to any reprisals.
- e) Written records of all conversations and events must be kept by volunteers and staff, particularly the details of the disclosure. All recordings must be signed and dated and include the names of those involved. The information should be stored on the individual's electronic file if applicable. The DSO must

keep a central file of all child protection issues, allegations, and suspicions of abuse.

- f) Once received by the organisation all concerns of abuse must be immediately passed on to the DSO who is responsible for managing safeguarding concerns. **If normal lines of reporting cannot be followed due to the nature of the concern then the organisations Protected Disclosure (Whistleblowing) Policy should be followed.**
- g) If the allegation is related to “child on child” abuse the Hope DSO will call Thirtyone:eight for advice, document what is said and act accordingly.
- h) If an allegation is related to an adult, either a volunteer or Hope staff member, the organisation’s DSO has responsibility for letting the trustees know and contacting Thirtyone:eight for advice.
- i) The LADO will establish, through discussion with the organisation’s DSO, whether the allegation is within the scope of these procedures **or whether they should be dealt with under the organisation’s Concerns and Complaints or Standards of Care Procedures.** The discussion will also consider whether there is evidence/information that establishes that the allegation is false or unfounded. The LADO will give clear guidance on the next stages of the investigation including, if they are not already aware, how and when volunteers or the staff member should be informed of the allegation. This decision may not be made until a strategy discussion has taken place.
- j) The DSO will contact Thirtyone:eight for advice if a person, independent of the organisation, should be made available to the person subject to the allegation, and who the best person is in order to provide:
 - a. information and advice about the process;
 - b. emotional support; and,
 - c. if needed, mediation between the staff member/volunteer and the organisation and/or advocacy (including attendance at).
- k) The organisation’s DSO will be responsible for keeping the subject of the allegation informed of the progress during and after the investigation.
- l) Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Information should be restricted to those who have a ‘need to know’ in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

- m) A clear and comprehensive summary of any allegation made against a staff member or volunteer; including details of how the allegation was followed up and resolved; a record of any action taken and the decisions reached; is kept on the person's confidential file. A copy is provided to the person as soon as the investigation is concluded. **The information is retained on the confidential file, even after someone leaves the organisation, until the person reaches normal retirement age, or for ten years, if this is longer.**
- n) Confirmation of the outcome of any investigation should be provided in writing by the organisation leading the investigation to both the staff member/volunteer and the organisation. The outcome will be one of four:-
- **'Substantiated'** – A substantiated allegation is one which is supported or established by evidence or proof.
 - **'Unsubstantiated'** – An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
 - **'Unfounded'** – This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.
 - **'Deliberately Invented' or 'Malicious'** – This implies a deliberate act to deceive. A malicious allegation may be made by a pupil following an altercation with a teacher or a parent who is in dispute with a school. For an allegation to be classified as malicious, it will be necessary to have evidence, which proves this intention.
- o) As soon as possible after an investigation into a staff member/volunteer is concluded, their employment should be reviewed by the organisation under disciplinary procedures where appropriate.
- p) If an allegation is substantiated, on conclusion of the investigation, the organisation's DSO should consult Thirtyone:eight for advice about whether a referral to the Disclosure and Barring Service should be made. Also if the person is subject to registration or regulated by a professional body or regulator, such as Health and Care Professions Council, Ofsted, etc., the DSO will seek advice from Thirtyone:eight on whether a referral to that body is appropriate. If a referral is appropriate the report should be made **within one month**. **See below for further DBS details.**

Malicious allegations

For those cases where it is clear immediately that the allegation is unfounded or malicious, it is expected that they should be resolved **within one week**.

Malicious allegations should not be referred to in references.

Support

The organisation is committed to offering support to all persons involved in an allegation process. This includes children and young people, members of their households and staff. It is recognised that this time can be traumatic for all those involved. As outlined previously, an independent person will be made available to staff/volunteers to offer individual support.

Resignations and ‘compromise agreements’

Should a staff member/volunteer tender his or her resignation or cease to communicate with the organisation, this will not prevent an allegation being followed up in accordance with these procedures. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children including any in which the person concerned refuses to co-operate with the process. Wherever possible the person will be given a full opportunity to answer the allegation and make representations, but the process of recording the allegation, any supporting evidence and reaching a judgement should continue. It may be difficult to reach a conclusion in those circumstances and it may not be possible to apply any disciplinary sanctions if a person’s period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible. By the same token so called ‘compromise agreements’ by which a person agrees to resign, the employer agrees not to pursue disciplinary action and both parties agree a form of words to be used in any future reference, **must not** be used in these cases. In any event, such an agreement will not prevent a thorough police investigation where appropriate, nor can it override an employer’s statutory duty to make a referral to the Disclosure and Barring Service where circumstances require it.

Referrals to the Disclosure and Barring Service

The Disclosure and Barring Service (DBS) was established when the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged in 2012.

It is the legal duty of the organisation to make a referral to the Disclosure and Barring Service if any individual (paid worker or unpaid volunteer) is removed from working within its service (or would have, had the person not left first) because the person poses a risk of harm to children. It is an offence for the organisation if it fails to make a referral without good reason. The referral must be made within one month of the conclusion of the investigation.

The DBS makes its decisions using barring decision making processes specifically developed for its use. The DBS Board is ultimately responsible for all the decisions made by the DBS.

To find out more about the DBS or to obtain a Referral Form please search the DBS website www.gov.uk/dbs

Learning lessons

At the conclusion of a case in which an allegation is substantiated the organisation will review the circumstances of the case to determine whether there are any improvements to be made to the organisation's procedures or practice to help prevent similar events in the future. This should include issues arising from any decision to suspend a member of staff, the duration of the suspension and whether or not suspension was justified.

Safeguarding Children with Disabilities

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and to achieve the Every Child Matters outcomes as non-disabled children. We have a responsibility to:

- safeguard children or young people with disabilities
- ensure that we apply Child Protection Procedures to equally children with disabilities as to children without disabilities
- understand particular issues which influence the safety and welfare of children or young people with disabilities.

Children with disabilities are more vulnerable to abuse than children without disabilities and safeguarding children with disabilities' welfare is everybody's responsibility.

Reasons why children with disabilities are more vulnerable to abuse:

- Children are dependent on others for intimate care.
- Mistaken attitudes and assumptions within society and amongst those working with children can lead to a view that abuse does not happen to children with disabilities.
- Dependency on a wide network of carers and other adults.
- Communication barriers mean that many children with disabilities, including children who are deaf, have difficulty reporting worries, concerns or abuse.
- Lack of participation and choice in decision-making.

- Factors associated with impairments can lead to greater vulnerability to abuse.
- Isolation from other children and adults.
- Double discrimination faces many children with disabilities from black and minority ethnic groups and refugee and asylum seeking children.
- Limited personal safety programmes and personal, social and sex education for disabled young people.
- Higher levels of bullying of children with disabilities.
- “Guidance on Bullying involving Children with Special Educational Needs and Disabilities” notes that disabled children may be more at risk of bullying because of their impairment (for example, they may be less able to move away or they may have cognitive impairments which make anticipation and avoidance difficult).

When working with a child with a disability, staff/volunteers must be mindful that the child’s level of communication and understanding may be limited. A heightened level of awareness and support for the volunteer in understanding alternative communication devices is essential. Staff/volunteers should have a good understanding of the child’s unique needs and function and adapt their skills to meet these. It is also important that staff/volunteers are clear about their responsibilities in terms of the child’s intimate care which should be clearly agreed between Hope and the family, then recorded in writing if appropriate.

Unauthorised Contact with Children/Young People

If Hope staff or volunteer becomes aware that a child/young person has been contacted by a person thought to put them at risk, they should contact the DSO **immediately**. If a child/young person goes with/is taken by anyone thought to be a risk the Hope contact will advise the family to ring the police immediately, or ring on behalf of the family. The DSO for Hope will be contacted straight after.

Child Sexual Exploitation

Sexual exploitation can have a serious impact on the life of children and young people. It can lead to difficulties in forming relationships with others, a lack of confidence or self-esteem and can affect their mental and physical health. Sexual exploitation can create feelings of worthlessness within children and young people, which can lead to acts of self-harm, including cutting themselves, overdosing and eating disorders. It can put the young person at increased risk of sexually transmitted infections including HIV, unwanted pregnancy and abortion, as well as long-term sexual and reproductive health problems. It can also ultimately impact on their parenting capacity in the future.

In order to help children and young people achieve good outcomes it is important to identify issues and problems early and to take prompt preventative action. Early intervention is likely to be far more effective than intervention at a later stage when the impact on the child or young person's health or development is likely to have escalated. It is therefore critical that staff/volunteers understand the signs and symptoms which may indicate that child sexual exploitation may be happening to a child or young person the organisation provides a service to.

What is Child Sexual Exploitation?

Definition

The sexual exploitation of children and young people is a form of child sexual abuse. Working Together to Safeguard Children describes sexual abuse as:

'Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities or encouraging children to behave in sexually inappropriate ways.'

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

What is Grooming?

Grooming is defined as developing the trust of a young person or his or her family in order to engage in illegal sexual conduct.

The use of media and technology is now a common feature of the social activity of most child or young person. Smart phones, laptops and IPod's are used to exchange information verbally, by text, e mail and most commonly through social networking sites such as Facebook.

This presents considerable opportunities to abusers and provides powerful tools with which to groom and control victims. It may include:

- Causing a child or young person to watch a sexual act, e.g. sending sexually themed adult content or images and videos featuring child sexual abuse to a child or young person;
- Inciting a child or young person to perform a sexual act, e.g. by threatening to show sexual images of a child or young person to their peers or parents (e.g. self-produced material or even a pseudo-image of the child or young person);
- Suspicious online contact with a child or young person, e.g. asking a child or young person sexual questions;
- Asking a child or young person to meet in person; befriending a child or young person and gaining their trust, etc.
- Other grooming: the range in behaviours that fall into this category are widely variable but reflect the range of strategies often employed by adults to prepare a child or young person for abuse, e.g. using schools or hobby sites such as the Scouts or Girl Guides to gather information about particular child or young person, their location and future events where the child or young person may be present; presenting as a minor online to deceive a child, etc.

Groomers may be male or female and any age. Many children and young people don't understand that they have been groomed, or that what has happened is abuse.

Grooming happens both online and in person. Groomers will hide their true intentions and may spend a long time gaining a child's trust. They may also try to gain the trust of the whole family so they can be alone with the child.

Once they have established trust, groomers will exploit the relationship by isolating the child from friends or family and making the child feel dependent on them. They will use any means of power or control to make a child believe they have no choice but to do what they want.

Social networking sites are increasingly the chosen medium of communication between victim and abuser, assisted by the fact that access cannot be obtained by police or other agencies to information hidden behind 'white walls' where the child or young person's permission is required to enter the site.

However, telephone and internet communication can provide excellent evidence against abusers and can assist in identifying perpetrators and unknown victims and is useful in identifying networks. It is vital that adopters gather as much information as possible re mobile numbers, text communications and social network contacts so that they can be used by the police to assist them in collating this evidence.

Sexual Activity and the Law

A child or young person under 13 is not legally capable of consenting to sexual activity. Any offence under the Sexual Offences Act 2003 involving a children and young people under 13 is very serious and should be taken to indicate a risk of significant harm to the child.

Cases involving under 13s should always be **immediately** referred to the Designated Safeguarding Officer who will pass the information onto the placing Local Authority. Under the Sexual Offences Act, penetrative sex with a child or young person under 13 is classed as rape. Where the allegation concerns penetrative sex, or other intimate sexual activity, there will always be reasonable cause to suspect that a child or young person, whether girl or boy, is suffering or is likely to suffer significant harm. A strategy discussion will be held. This should involve the DCP, Police and relevant agencies involved with the child or young person and family, to discuss appropriate next steps.

Sexual activity with a child or young person under 16 is an offence. Where it is consensual it may be less serious than if the child or young person were under 13, but may nevertheless have serious consequences for the welfare of the child or young person. Staff/volunteers must inform the DSO **immediately** should there be concerns or it is known that a child or young person has been involved in sexual activity. Within this age range, the younger the child, the stronger the presumption must be that sexual activity will be a matter of concern. This rule also applies to a child or young person with mental health issues and those with disabilities or special needs. Concerns should be made in writing to the placing Local Authority as soon as possible (for expedience telephone concerns can be made and followed up in writing).

The fact that a young person is 16 or 17 years old and has reached the legal age of being able to consent to sex does not mean they are no longer at risk of sexual abuse through exploitation. These young people are still defined as children under the Children Act 1989 and 2004 respectively. They can still suffer significant harm and their right to support and protection from harm should not be ignored or de-prioritised because they are over 16.

Understanding the Risks

The perpetrators of sexual exploitation are often well organised and use sophisticated tactics. They are known to target areas where children and young people might gather without much adult supervision, such as shopping centres, cafes, takeaways, pubs, sports centres, cinemas, bus or train stations, local parks, playgrounds and taxi ranks, or sites on the Internet used by children and young people. The process of grooming may also be visible in adult venues such as pubs and clubs. In some cases perpetrators are known to use younger men, women, boys

or girls to build initial relationships and introduce them to others in the perpetrator networks. However, young people can also be sexually exploited by informal and unorganised groups of people. Children and young people, who are themselves the victims of exploitation, may introduce other young people to their abusers. This may not be a deliberate attempt to groom others into sexual exploitation, but rather a way of ensuring that their abuser's attention is deflected away from themselves.

Similarly, children and young people may be groomed into 'party' lifestyles where they go to houses/flats with numerous men and other young women. These 'parties' often introduce children and young people to alcohol and drugs and offer a space to 'chill'. No single relationship is formed but a general network is created. Young men may be groomed through 'casual' social relationships formed at common meeting places with perpetrators introducing them to a 'macho' lifestyle of cafes/bars/arcades, etc. This may develop into socialising and making money from criminal activities such as shop lifting or car theft and be linked to other risky behaviours such as drinking and smoking. Many young men and boys who are being exploited will be secretive or ambiguous about their actual sexual orientation.

Other perpetrators will include friends, peers and friends of older siblings. In some cases, perpetrators may target young people through their parents or carers, by providing drugs, alcohol or money to the parents or carers. This can often mean that the parents or carers approve of the perpetrator as a potential boyfriend or girlfriend as they are trusted and needed by the family. Because of the grooming methods used by their abusers, it is very common for children and young people who are sexually exploited not to recognise that they are being abused. The needs of children and particularly of young people aged 16 and 17 years are likely to be overlooked for this reason. Although faced with limited choice, they may believe themselves to be acting voluntarily.

Below are some of the signs and indicators that there is a risk, or potential risk, of child sexual exploitation. This list is not prescriptive, and some of the behaviours on their own would not raise heightened concern however together with other factors or behaviours may suggest that sexual exploitation should be considered.

- Children under 13 engaging in sexual activity
- Pattern of street homelessness and staying with an adult believed to be sexually exploiting them
- Children and young people under 16 meeting different adults and exchanging or selling sexual activity
- Removed from known 'red light' district by professionals due to being suspected of being sexually abused through exploitation
- Being taken to clubs and hotels by adults and engaging in sexual activity

- Disclosure of serious sexual assault and then withdrawal of statement
- Abduction and forced imprisonment
- Multiple miscarriages or terminations
- Receiving rewards of money or goods for recruiting peers into sexual abuse of children and young people through exploitation.
- Getting into cars with unknown adults
- Associating with known adults who are sexually abusing children and young people through exploitation
- Being groomed on the internet
- Clipping i.e. offering to have sex for money or other payment and then running before sex takes place
- Disclosure of a physical assault with no substantiating evidence to warrant a S47 enquiry, then refusing to make or withdrawing a complaint
- Being involved in sexual abuse of children and young people through exploitation through being seen in hotspots i.e. know houses or recruiting grounds
- Having an older boyfriend/girlfriend
- Non school attendance or excluded
- Staying out overnight with no explanation, going missing
- Unaccounted for money or goods including mobile phones, drugs and alcohol
- Multiple sexually transmitted infections
- Gang member or association with gangs.
- Overt sexualised dress
- Sexualised risk taking including on the internet
- Associating with unknown adults or other sexually exploited children and young people
- Reduced contact with family and friends and other support networks
- Experimenting with drugs and/or alcohol
- Poor self-image, eating disorders and/or some self- harm.

Assessing the Risks

When assessing the extent to which a child or young person may be suffering or at risk of harm, and therefore the need to hold a Strategy discussion in order to share information, the following will be considered:

- The age of the child or young person. Sexual activity at a young age is a very strong indicator that there are risks to the welfare of the child or young person (whether boy or girl) and, possibly, others;
- The level of maturity and understanding of the child or young person;
- What is known about the living circumstances or background;
- Age imbalance, in particular where there is a significant age difference between the victim and perpetrator;
- Overt aggression or power imbalance;
- Coercion or bribery;
- Familial child sex offences;
- Behaviour of the child or young person, i.e. withdrawn, anxious;
- The misuse of substances which incapacitates
- Whether the child or young person's own behaviour, because of the misuse of substances, places him/her at risk so that s/he is unable to make an informed choice about any activity;
- Whether any attempts to secure secrecy have been made by the sexual partner, beyond what would be considered usual in a teenage relationship;
- Whether the child or young person denies, minimises or accepts concerns;
- Whether the methods used are consistent with grooming; and
- Whether the sexual partner/s is/are known by other agencies.

Where there are concerns that a child is being sexually exploited, the child/young person's Local Authority should decide on its course of action within **24 hours**. This will normally follow discussion with any referring professional or service, and involve other professionals and services as necessary, including the police as a criminal offence may have been committed against a child.

Staff and volunteers should;

- Reporting any concerns ***immediately, including when Out of Hours.***

- Ensure full and effective records are kept of events.
- Complete training in Child Sexual Exploitation as part of their Core training.
- Ensure that effective information sharing with Local Authorities and other relevant agencies takes place.

Trafficked and Exploited Children

Staff/volunteers must be alert to the signs that a child/young person may be at risk from trafficking and child exploitation. If there are any concerns relating to the young person's behaviour the organisation must be informed ***immediately***.

Possible signs that a child/young person may be at risk of trafficking:

- Does not appear to have money but does have a mobile phone
- Is driven around by an older male or 'boyfriend'
- Is withdrawn and refuses to talk
- Shows signs of sexual behaviour or language
- Shows signs of physical or sexual abuse, and/or has contracted a sexually transmitted infection
- Has a history with missing links and unexplained moves
- Is required to earn a minimum amount of money every day
- Works in various locations
- Has limited freedom of movement
- Appears to be missing for periods
- Is known to beg for money
- Has not been enrolled in school
- Has to pay off an exorbitant debt, perhaps for the travel costs, before being able to have control over his/her own earnings
- Hands over a large part of their earnings to another person
- Is excessively afraid of being deported
- Has had their journey or visa arranged by someone other than themselves or their family
- Does not have possession of their own travel documents

- Has false papers, and these have been provided by another person
- Is unable to confirm which adult is going to accept responsibility for her/him
- Fits current profiles for those at risk of exploitation
- Has entered the country illegally

Children and Young People suspected of being involved in Gang Activity

Definition of a Gang

Being part of a friendship group is a normal part of growing up and it can be common for groups of children and young people to gather together in public places to socialise. Belonging to such a group can form a positive and normal part of young people's growth and development. These groups should be distinguished from 'street gangs' for whom crime and violence are a core part of their identity, although 'delinquent peer groups' can also lead to increased antisocial behaviour and youth offending. Although some group gatherings can lead to increased antisocial behaviour and youth offending these activities should not be confused with the serious violence of a gang.

Possible Signs of involvement in Gang Activity

Some of the possible signs that a child/young person may be at involved in gang activity:

- Withdrawn from family;
- Sudden loss of interest in school. Decline in attendance or academic achievement;
- Started to use new or unknown slang words;
- Holds unexplained money or possessions;
- Stays out unusually late without reason;
- Sudden change in appearance – dressing in a particular style or 'uniform' similar to that of other young people they hang around with, including a particular colour; dropped out of positive activities;
- New nickname;
- Unexplained physical injuries;
- Graffiti style 'tags' on possessions, school books, walls;
- Constantly talking about another young person who seems to have a lot of influence over them;
- Broken off with old friends and hangs around with one group of people;

- Increased use of social networking sites;
- Started adopting certain codes of group behaviour e.g. ways of talking and hand signs;
- Expressing aggressive or intimidating views towards other groups of young people, some of whom may have been friends in the past;
- Scared when entering certain areas; and
- Concerned by the presence of unknown youths in their neighbourhoods.

Notifying

Staff/volunteers must inform the organisation whenever they suspect a child/young person may be involved in gang activity at the earliest opportunity. If it is felt that the child or young person is at risk then the DSO must be informed **immediately**, and a decision made regarding notifying the relevant Local Authority.

Staff/volunteers must notify the DSO **immediately**, if a child/young person has been contacted by a person thought to put them at risk. If a child/young person goes with/ is taken by anyone thought to be a risk the organisation and the police must be called **immediately**. The organisation will contact the relevant Local Authority.

Children and Young People suspected of being involved in Radicalisation and Extremism

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice.

Children and young people may become susceptible to radicalisation through a range of social, personal and environmental factors – it is known that violent extremists exploit vulnerabilities in individuals.

It is the responsibility of the organisation to support children and young people who may be vulnerable to such influences as part of our wider safeguarding responsibilities. If at any time it is suspected that a child or young person is being affected by extremist materials or influences this must be passed on **immediately** to the DSO.

This information will be passed immediately to the relevant local authorities where a decision as to whether to involve other agencies, including the Government's Channel programme, will be made.

Channel – 'Prevent Strategy'

Channel aims to provide support to individuals at risk of being drawn into violent extremism. It draws on existing collaboration between local authorities, the

police, statutory partners (such as the education sector, social services, children's and youth services and offender management services) and the local community and has three objectives: to identify individuals at risk of being drawn into violent extremism; to assess the nature and extent of that risk; to develop the most appropriate support for the individuals concerned.

Definition

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Extremism is defined by the Government in the Prevent Strategy as:

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

Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious
- criminal acts; or
- Foster hatred which might lead to inter-community violence in the UK.

There is no such thing as a "typical extremist"; those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Indicators of vulnerability include:

- Identity Crisis – the child/young person is distanced from their cultural/religious heritage and experiences discomfort about their place in society.
- Personal Crisis – the child/young person may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.

- Personal Circumstances – migration; local community tensions; and events affecting the child/young person’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- Unmet Aspirations – the child/young person may have perceptions of injustice; a feeling of failure; rejection of civic life.
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration.
- Special Educational Need – children and young people who may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

Staff and volunteers should be alert to:

- Disclosures by children and young people of their exposure to the extremist actions, views or materials of others.
- Graffiti symbols, writing or art work promoting extremist messages or images
- The accessing extremist material online, including through social networking sites.
- Changes in behaviour, friendship or actions.
- Local schools, Local Authority services, and police reports of issues affecting children and young people in other schools or settings.
- Opinions being voiced drawn from extremist ideologies and narratives.
- Use of extremist or ‘hate’ terms to exclude others or incite violence.
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture.
- Attempts to impose extremist views or practices on others.
- Anti-Western or Anti-British views.

Appendix 1

Staff/Volunteers – Dealing with Disclosures of Abuse

Should a child or young person disclose abuse or make allegations against an adult, adults or another young person, the following steps must be followed:

- Listen to what the child/young person has to say.
- Explain to the child/young person that you need to let your Designated Safeguarding Officer from the organisation know what has happened and that they will then decide how best to help them.
- Never tell a child that you can keep what they tell you confidential.
- Do not push or question the child for information. Let the disclosure flow freely and clarify points if appropriate at that time. Open questions such as ‘what happened then?’ can be used to help the conversation.
- Never use closed questions, (generally questions that require only yes or no answers,) or could be seen as leading questions during any disclosure, such as ‘did he hit you?’
- You may feel angry, shocked or distressed by what the child tells you. Try not to let this show and reassure the child by remaining calm and sympathetic.
- Reassure the child that you have listened very carefully and understand what they are saying.
- Tell the child that they did the right thing in telling you and that you will support them.

- Emphasise to the child that they are not in any trouble and Social Services and Police are there to help them.
- Write down as soon as possible what the child or young person has said and describe any injuries or signs of abuse that you have noticed. Keep the account factual and state clearly if an opinion is being given- for example, in my opinion the young person presented as scared. Record the time and date that you received the information, the venue and who was present at the time.
- All such records should be clearly recorded and passed to the DSO as soon as possible. These records may be required by the Local Authority or those undertaking a Child Protection investigation, e.g. the Police.

N.B. Remember: Children and young people who have experienced abuse are not always able, and/or don't always want to tell you about their experiences. It is the responsibility of the adults involved in child care to be aware of the signs and symptoms of abuse and to report on any suspicion or concern they may have.

Definition and Categories of Abuse

Definition of Abuse

The process by which, either through the deliberate action or inaction of an individual or individuals, a child's health, welfare, safety or development is significantly harmed or impaired.

Child abuse can take many forms but they are usually divided into categories:

- Neglect
- Physical Abuse
- Emotional/ Psychological Abuse
- Sexual Abuse
- Financial
- Discriminatory
- Institutional

Neglect: The actual or likelihood of, neglect of a child, or the failure to protect from exposure to any kind of danger, including; cold or starvation, or failure to carry out important aspects of care, resulting in impairment to the child's health or development, including non-organic failure to thrive.

Physical abuse: Actual or likelihood of, physical injury to a child, or failure to prevent physical injury or suffering to a child, including: over chastisement of a child, punching or hitting with the hand, or an implement, shaking, or throwing a child across the room, deliberate poisoning or suffocation or 'Fictitious Illness Syndrome'.

Emotional/ Psychological: Actual or likelihood of, a severe adverse effect on the emotional and/or behavioural development of a child, caused by persistent or severe emotional ill treatment or rejection. May include rejecting a child, refusing to show a child love or affection, or deliberately making a child unhappy by continually belittling him/her, or verbally abusing her/him.

Sexual: Actual or likelihood of, sexual exploitation of a child or adolescent in sexual activities they may not understand, to which they cannot give consent and which are not acceptable by our society. This includes inappropriate touching, obscene photographs, child pornography, attempted or actual sexual intercourse. The child may be dependent and/or developmentally immature

Financial abuse: Theft, fraud or exploitation, misuse of property, possessions or benefits.

Discriminatory

Abuse: Based on race or sexuality or, harassment/slurs/maltreatment because of someone's race, gender, disability, age, faith, culture, or sexual orientation.

Institutional

Abuse: Mistreatment because of poor or inadequate care, neglect and poor practice that affect the whole of the service.

Spiritual Abuse: Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional person attack. (Oakley and Kinmond, 2013)

A child may suffer or be at risk of suffering from one or more types of abuse and usually all child abuse involve some form of emotional ill treatment/abuse. Abuse may take place on a single occasion only or may occur repeatedly over time.

Signs and Symptoms of Abuse

Possible Signs of Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Destructive tendencies
- Low self-esteem
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- No social relationships
- Chronic running away
- Compulsive stealing
- Scavenging for food or clothes

Possible Signs of Physical Abuse

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Fear of parents being contacted
- Bald patches
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Chronic running away

Possible Signs of Emotional/Psychological Abuse

- Physical, mental and emotional development lags
- Admission of punishment which appears excessive
- Over-reaction to mistakes
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour (e.g. rocking; hair twisting, thumb sucking)
- Self-mutilation
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug/solvent abuse
- Chronic running away
- Compulsive stealing
- Scavenging for food or clothes

Possible Signs of Sexual Abuse

Children **under the age of five** may:

- Become insecure or cling to parent in a fearful way
- Show extreme fear of a particular person
- Cry hysterically when their nappy is changed
- Become hysterical when clothing is removed, particularly underclothes
- Have some physical signs in the genital or anal areas: smell of semen, etc.
- Have soreness or bleeding in the throat, anal or genital areas
- Regress to a much younger behavioural pattern
- Behave in a way sexually inappropriate to their age, being obsessed with sexual matters as opposed to normal exploration
- Stare blankly; seem unhappy, confused and sad
- Become withdrawn, stop eating, have chronic nightmares, begin wetting again when previously dry
- Play out sexual acts in too knowledgeable a way with dolls or other children
- Produce drawings of sex organs such as erect penises
- Stop enjoying activities with other children, such as stories or games
- Seem to be bothered or worried, but won't tell why as if keeping a secret
- Change from being happy and active to being withdrawn and fearful
- Repeat obscene words or phrases said by the abuser
- Say repeatedly that they are bad, dirty or wicked
- Become aggressive and hurtful
- Act in a sexually inappropriate way towards adults

Possible Signs of Sexual Abuse Continued

Children from the **ages of five to twelve** may:

- Hint about secrets they cannot tell
- Say that a friend has a problem
- Ask you if you will keep a secret if they tell you something
- Begin lying, stealing, blatantly cheating in the hope of being caught
- Have unexplained sources of money
- Have terrifying dreams
- Start wetting themselves
- Exhibit sudden inexplicable changes in behaviour, such as becoming aggressive or withdrawn
- Stop enjoying previously liked activities, such as music, sports, art, scouts or guides, going to summer camp, gym club
- Be reluctant to undress for gym
- Become fearful of or refuse to see certain adults for no apparent reason; show dislike of a particular babysitter, relative or other adult
- Act in a sexual way inappropriate to their age
- Draw sexually explicit pictures depicting some act of abuse
- Seem to be keeping secret something which is worrying them
- Have urinary infections, bleeding or soreness in the genital or anal areas
- Have soreness or bleeding in the throat
- Have chronic ailments, such as stomach pains or headaches
- Take over the parent role at home; seem old beyond their years (if a victim of incest)
- Develop eating disorders, such as anorexia or bulimia
- Become severely depressed, even attempt suicide
- Have a poor self-image,
- Self-mutilation
- Continually run away
- Regress to younger behaviour, such as thumb sucking, surrounding themselves with previously discarded cuddly toys
- Show discomfort when walking
- Say they are no good, dirty, rotten
- Be wary, watchful
- Repeat obscene words or phrases which may have been said during the abuse
- Attempt to sexually abuse another child
- Talk or write about sexual matters
- Find hundreds of excuses not to go home or to a friend's house after school (places where abuse may be happening)
- Act in a sexually inappropriate way towards adults

Possible Signs of Sexual Abuse Continued

Young people from the **age of twelve plus** may:

- Be chronically depressed
- Be suicidal
- Use drugs or drinks to excess
- Self-mutilate, show self-hatred
- Have unexplained pregnancies
- Experience memory loss
- Become anorexic or bulimic
- Run away frequently
- Be inappropriately seductive
- Be fearful about certain people like relatives or friends
- Assume the role of parents in the house to such an extent that they do all the cooking, cleaning, and child minding and are taking care of everyone's needs except their own
- Not be allowed to go out on dates or have friends around
- Have soreness/bleeding in the genital or anal areas or in the throat
- Find excuses not to go home or to a particular place
- Have recurring nightmares/be afraid of the dark
- Be unable to concentrate; seem to be in a world of their own
- Have a 'friend who has a problem' and then tell about the abuse of the friend
- Have chronic ailments such as stomach pains and headaches
- Sexually abuse a child, sibling or friend
- Exhibit a sudden change in school/work habits, become truant
- Be withdrawn, isolated, or excessively worried
- Have outbursts of anger or irritability
- Be fearful of undressing for gym
- Have unexplained sums of money
- Act in a sexually inappropriate way towards adults

Possible Signs of Financial Abuse

- Sudden loss of assets
- The person not receiving material goods such as clothes or food
- Pocket money/savings not being given
- The person having no choice in how their money is spent
- The person who is managing the financial affairs is evasive or uncooperative when questioned about savings etc.

Possible Signs of Discriminatory Abuse

- Unequal treatment due to race, gender, religion, age, sexuality or disability

- Verbal abuse, inappropriate language, slurs, harassment and deliberate exclusion
- Denial of basic human and civil rights e.g. allowing people to follow their own spiritual or cultural beliefs or choice about their own sexuality
- Failure to meet and take into account religious and cultural needs of an individual
- Racist graffiti or bringing racist material (magazines, leaflets) into the home/ office.
- Lack of choice
- Lack of privacy and dignity
- Lack of personal belongings
- Use of punishment - withholding food and drink
- Tendency for withdrawal and isolation
- Expression of anger or frustration or fear and anxiety
- Lack of disabled access
- Being refused access to services or being excluded inappropriately.

Possible signs of Institutional Abuse

- Poor care standards
- Lack of positive responses to complex needs
- Rigid routines
- Low standards of care
- Weak, ineffective leadership
- Vindictiveness towards complainants
- Failure to deal with concerns and complaints effectively or objectively
- Isolated or inward looking organisation with little or reluctant contact with others
- Lack of insight or understanding of child/adults needs or behaviour

Spiritual abuse

- Misuse of Scripture, the authority of leadership, with a requirement to be obedient to the abuser
- Enforced accountability and pressure to conform
- Requirements for secrecy and silence, with isolation from others external to the abuse context

- Oppressive teaching
- Censorship of decision making
- Intrusive or forced healing and deliverance ministries or rituals
- The denial of the faith or the opportunity to grow in the knowledge and love of God

Examples of Spiritual abuse

- It might be seen in a leader who is intimidating and imposes their will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed.
- They may say that God has revealed certain things to them and so they know what is right
- Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval

Appendix 4

All staff and volunteers who work with children with disabilities should be alert to the indicators of abuse or neglect, for example:

- A bruise in a site that might not be of concern on an ambulant child, such as the shin, might be of concern on a non-mobile child
- Not getting enough help with feeding leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification e.g. deprivation of liquid, medication, food or clothing
- Unwillingness to try to learn a child's means of communication
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting
- Misappropriation of a child's finances (for example disability living allowance)
- Invasive procedures which are unnecessary, or are, carried out against the child's will
- Changes in the pattern of the child's behaviour

Preventative Measures

As well as promoting a culture of openness and transparency the organisation have in place a number of measures which support staff, volunteers, children and young people to prevent or minimise the risk of safeguarding concerns arising. These include;

Training

- Child Protection and Safeguarding
- Child Exploitation
- Anti-Bullying
- Safe Care Practice
- Children Missing from Care
- Attachment
- Contact
- Behaviour Management
- De-escalation
- Health and Safety
- Record keeping
- Working with Children and Young People who have been sexually abused
- E safety
- Delegated Authority
- Parent and Child
- First Aid
- Working with Children with Disabilities
- Drugs and Alcohol
- Administering Medication

DBS Risk Assessment – the purpose of this is to ensure that all people connected with the service are subject to a high level of scrutiny and therefore all positive DBS's will be subject to a risk assessment, completed by the DSO. Following completion a view will be formed as to the person's suitability for the role in which they are being considered.

Team Meetings

Regular team meetings ensuring staff are kept up to date with legislation and any changes to practice. This is also a forum for raising any concerns and sharing ideas.

Appraisals

All staff have a probationary period where they are expected to complete a comprehensive induction process. Following a successful probationary period staff are appraised on an annual basis.

Safer Recruitment Procedures

A robust process for ensuring that, as far as possible, the organisation has people working for them who are safe to work with children and young people.

Recording Systems

Effective recording systems are in place to ensure that all relevant information is recorded in an appropriate format.

Child Helpline

The organisation has a dedicated phone number where children and young people can either call or text if they are unhappy about any aspect of their care. This number is available 24hours, 365 days of the year.

Regular Supervision

Staff and adopters receive regular appropriate one to one supervision sessions. These sessions are recorded and monitored.

Out of Hours Number

An out of hour's number is available at all times when the office is closed.