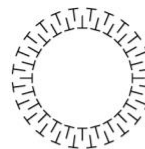


TRIGGER

TRIGGER'S SAFEGUARDING POLICY & ACTION PLAN



Children, Young People and Vulnerable Adults Safeguarding and Protection Policy

The purpose of the Policy is:

- To inform staff, freelancers, volunteers, trustees and young people about the organisation's responsibilities and measures for safeguarding vulnerable adults, children, and young people.
- To enable everyone to have a clear understanding of how these responsibilities and measures should be carried out.
- To protect not only the participants but the staff who work with them.

Definition of child

The Children's Act 1989 defines a child as someone under the age of 18.

This policy covers all children using the definition of a child as set out in statutory guidance: *"anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection"*

Definition of vulnerable adult

The Care Act 2014 defines a vulnerable adult as an adult who:

Has needs for care and support (whether or not the local authority is meeting any of those needs)

AND

Is experiencing, or at risk of, abuse or neglect

AND

As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

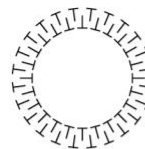
Trigger's Commitments

Trigger is committed to the welfare needs of all children, young people and vulnerable adults who work with Trigger, whether they are participating in Trigger workshops or are performers or makers on Trigger projects. We aim to create intimate, respectful, and trusting relationships between everyone involved. Trigger is committed to a creative process which:

- Places the welfare of children, young people, and vulnerable adults first.
- Respects the rights, wishes and feelings of young people, vulnerable adults, and all with whom we are working.
- Promotes the welfare of all people we work with and their protection within a relationship of trust.
- Ensures best health and safety practice.

Trigger believes that:

- The security and welfare of children, young people and vulnerable adults is paramount.



- All children, young people and vulnerable adults have the right to protection from abuse whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual orientation.
- All suspicions or allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All adults who work with Trigger, whatever their official role, should be clear about their role in safeguarding the welfare of children, young people and vulnerable adults.
- Parents and carers should feel confident that their children and young people will be well cared for when working with Trigger.

Children and vulnerable adults' statement

Children, young people, and vulnerable adults should be:

- Listened to and heard;
- Valued and treated as individuals;
- Respected for their identity and uniqueness;
- Encouraged and praised;
- Involved in decisions as appropriate.

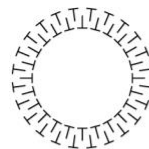
Trigger will endeavour to safeguard and protect children, young people, and vulnerable adults by:

- Following the procedures laid down for safe recruitment of staff and freelance staff. See [guidance](#);
- Providing necessary training for staff and freelance staff;
- Adopting child protection guidelines through safe work practices for staff and freelance staff;
- Reporting concerns according to procedures for referral to statutory agencies who need to know, and involving parents and children appropriately;
- Sharing information about child protection and good practice with children, parents, staff and volunteers;
- Ensuring safety procedures are adhered to.

Trigger wishes this policy to be clear and practical. We will review and update the associated procedures as necessary, responding to the demands of different projects at regular intervals – at least every 3 years.

PROCEDURES

1. Recognising, responding to, reporting, and recording concerns of abuse.
 - 1.1. Definitions of abuse. Abuse can be physical, emotional, sexual, or neglect. Please see definitions of these in the appendix.
 - 1.2. It is not the responsibility of Trigger to investigate signs of abuse. It is their responsibility to recognise, respond, report and record, known as the 4Rs.
 - 1.3. **Recognising abuse.** This can be done through recognising signs of abuse listed in the appendix, or through a disclosure, when a child or vulnerable adult informs or shows a Trigger representative of abuse, either current or historical.



Children or vulnerable adults may disclose abuse in a variety of ways, including:

- Directly - making specific 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
- Non-verbally - writing letters, drawing pictures, or trying to communicate in other ways.

Trigger staff should be aware that there many barriers that children or vulnerable adults may face is disclosing abuse. These include:

- Feeling they will not be taken seriously.
- Feeling embarrassed to talk about a private or personal problem.
- Worries about confidentiality.
- Fearing the consequences of asking for help.
- Worrying that they will make the situation worse.
- Finding formal procedures overwhelming.
- Having a disability that limits communication of disclosure.

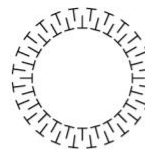
1.4. **Responding to concerns of abuse.** Whether concerns of abuse are observed or disclosed the first response is the safety of the child or vulnerable adult. If they are immediate danger or at immediate risk, then the police should be notified immediately.

If the child or vulnerable adult is not at immediate risk, and a disclosure is being made directly to a member of staff, contracted freelancer, or volunteer then they should respond appropriately. This means:

- Allowing the person to talk openly, without interruption. Let them talk at their own pace.
- Avoiding asking leading or investigative questions. Questions should only be asked to clarify understanding.
- Avoiding emotive language concerning the perpetrators or facilitators of abuse.
- Reassuring the child or vulnerable adult that they have done the right thing through disclosing abuse
- Never making a promise that the disclosure will be kept secret. Consent is required from adults to share a disclosure, but this is not needed for a child if there is concern of abuse.
- Never making a promise that can't be kept.
- Explaining what happens next (as detailed below)

If the child or vulnerable person is not at immediate risk but observation of abuse have been made by a member of staff, contracted freelancer or volunteer, then they should immediately report the concern as detailed below.

1.5. **Reporting concerns of abuse.** All concerns of abuse, including historical, should be reported to the Designated Safeguarding Officer (DSO) or Designated Safeguarding Lead (DSL) (see section on



Safeguarding Team) within 12 hours of the observation or disclosure. This can be through email (with a password protected attachment), face to face, or via telephone.

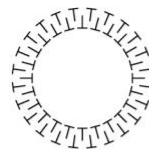
1.5.1. The DSO or DSL is then required to report to the relevant authorities within 24 hours of being notified the concern. This could be police or local authority designated officer (LADO) if a child or Care Direct if a vulnerable adult, who will then carry out the relevant investigations and take the relevant measures to keep the child or vulnerable adult safe.

1.5.2. It may be that carers or parents are notified unless they have been identified as the abusers through disclosure or observation.

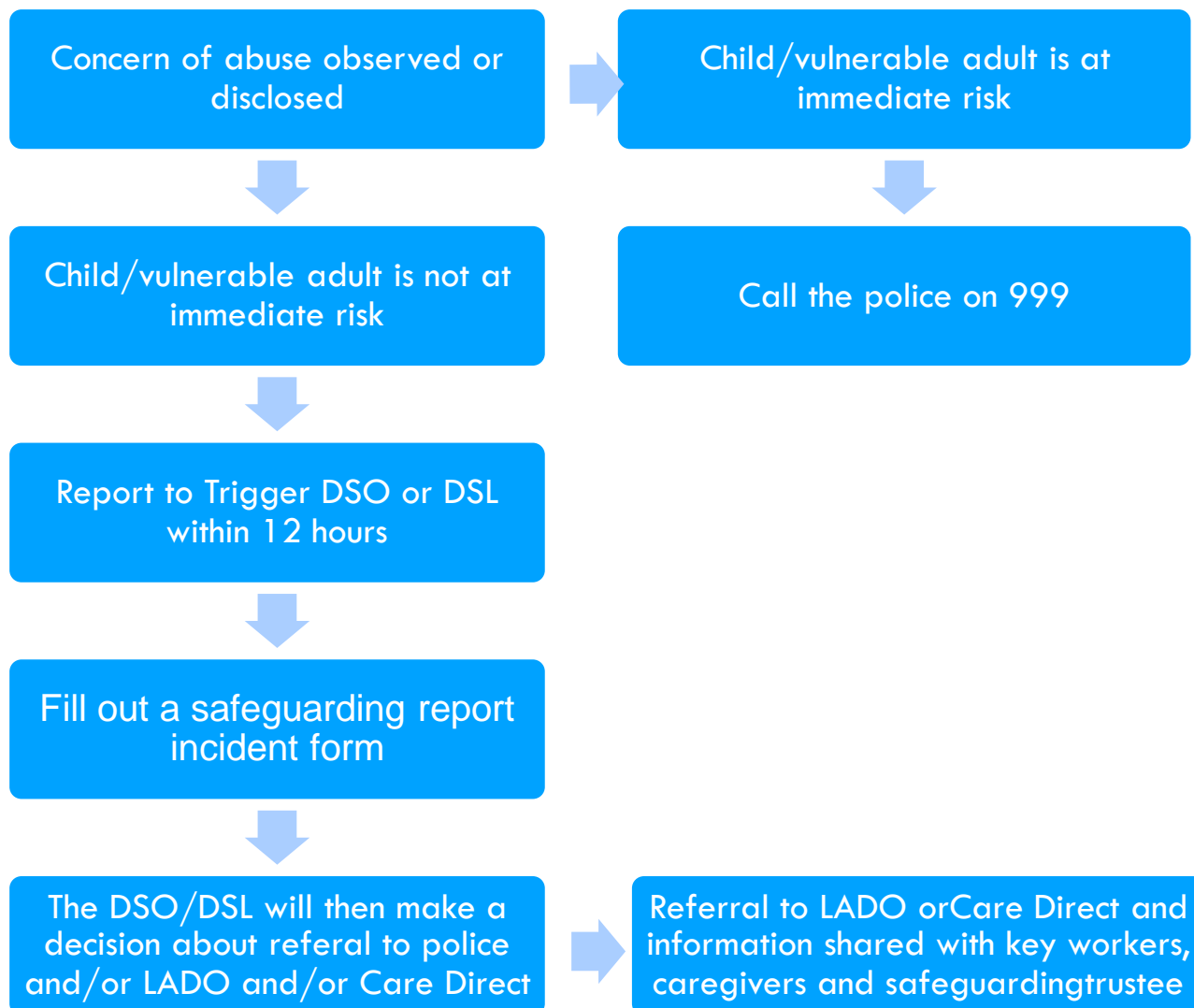
1.6. **Recording concerns of abuse.** All observations, disclosures and referrals should be recorded in as much relevant detail as possible, including timescales and people present. These may be primarily taken in note format but should always be transferred to the relevant safeguarding incident report forms. (Appendix 2)

1.7. **Post reporting.**

A safeguarding debrief should be carried out with the DSO or DSL and the person referring the concern of abuse to discuss the process, relevant concerns and the wellbeing of staff involved.



2. Flow chart of safeguarding steps

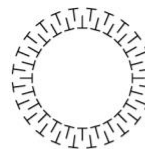


3. Safeguarding team and contact details

3.1. Designated Safeguarding Officer and Designated Safeguarding Lead. All organisations need to identify at least one person to be responsible for dealing with allegations or suspicions of abuse. This Designated Safeguarding Lead (DSL) or Designated Safeguarding Officer (DSO) is the informed point of contact to manage and advise on protection of adults at risk and child protection issues. It is not the role of the Safeguarding Lead to decide whether an adult-at-risk or child has been abused or not. This is the task of relevant authorities.

Everyone in the organisation should know who the DSL and DSO is and how to contact them.

The DSL at Trigger is:



TRIGGER

Paul Moss

Learning & Participation Producer

paul@triggerstuff.co.uk

Working hours – 0117 2350 365

Out of hours – 07986 784207

The DSO at Trigger is:

Holly Bond

Engagement & Programme Coordinator

holly@triggerstuff.co.uk

Working hours – 0117 2350 365

Out of hours – 07972266223

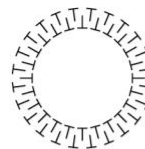
It is the role of the DSO and DSL at Trigger to:

- Ensure that they receive refresher training at two yearly intervals to keep their knowledge and skills up to date.
- Ensure that appropriate training and support is provided to all staff.
- Ensure that newly appointed staff, artists, and freelancers receive a Safeguarding induction.
- Ensure that temporary staff and volunteers are made aware of Trigger's arrangements for safeguarding
- Ensure that Trigger operates within the legislative framework and recommended guidance.
- Decide whether to take further action about specific concerns (e.g. referrals to the Local Authority or Police).
- Be responsible for making referrals to local authorities through the LADO, unless the allegations involve the DSO/DSL themselves, in which case the Safeguarding Trustee is responsible
- Be present at stages of investigations going forwards such as Core Groups at the request of local authorities and/or police.
- Informing the relevant people, including key staff working closely with the child, care givers and parent and Trigger's Safeguarding Trustee so long as none of these people have been implicated as potential abusers.

It is the further role of the DSL to:

- Regularly update the board and Safeguarding Trustee on all Safeguarding issues

3.2. Responsibilities of Trustees



Charity trustees in the UK are required to take steps to protect everyone who comes into contact with their organisation from harm (Charity Commission for England and Wales, 2018; Charity Commission for Northern Ireland, 2019; Scottish Charity Regulator, 2018).

This includes:

- Ensuring safeguarding policies, procedures and measures are fit for purpose and up-to-date (reviewed annually)
- Making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns
- Having a lead trustee for safeguarding and child protection
- Challenging any decisions which adversely affect anyone's wellbeing
- Managing allegations of abuse against someone involved in the organisation
- Reporting serious incidents as necessary.

Trigger trustees adhere to the above in fulfilling their responsibilities to proactively safeguard and promote the wellbeing and welfare of all beneficiaries. <https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-including-children>

The Lead Safeguarding Trustee for Trigger is:

NAME: Adam Coleman

ROLE: Chief Executive, Gloucester Culture Trust

EMAIL: adam_jay_coleman@yahoo.co.uk

Working hours – 07825 637518

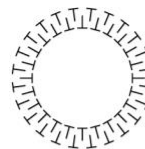
3.3. Responsibility of LADO

The LADO is the local authority designated officer and is responsible for:

- Providing advice and liaison
- Receiving and furthering referrals made by DSO/DSLs
- Monitoring the progress of cases
- Ensuring a fair and thorough process
- Ensuring cases are dealt with as quickly as possible
- Guiding the DSO/DSL in terms of what they may be needed for in next steps of a case
- Informing DSO/DSL of action taken within the parameters of confidentiality laws

Despite the geographic area of work, a company should always contact the LADO that is part of the local authority of their base – for Trigger this is Bristol.

The current Bristol LADO is:



TRIGGER

Nicola Laird

Nicola.laird@bristol.gov.uk

Working hours – 0117 903 7795

Out of hours – 07795091020

In case the LADO is not in work, please contact: childprotection@bristol.gov.uk

3.4. Responsibilities of Care Direct

Care Direct is the helpline used to report or refer a concern of abuse to the local authorities (in Bristol this is the Safeguarding Adults Board) and is responsible for:

- Recording referrals
- Passing referrals onto the local authority responsible
- Informing DSO/DSL of action taken within the parameters of confidentiality laws

Despite the geographic area of work, a company should always contact the Care Direct branch that is part of the local authority of their base – for Trigger this is Bristol.

Care Direct can be contacted on:

0117 922 2700

8.30am to 5pm

Monday to Friday

4. Recruitment

We accept that it is our responsibility to check that all adults who may have substantial access to children, young people or vulnerable adults, or their photographic and recorded images, have been appropriately vetted. If a project involves working with children, young people, or vulnerable adults:

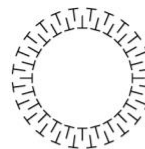
- All freelance practitioners and project assistants working directly with participants will be given a full copy of the Safeguarding and Protection Policy.
- Training will be available for full time staff, where relevant, outlining good practice and informing them what to do if they have concerns about the behaviour of an adult towards a participant.
- All freelance practitioners and full time Trigger staff working directly with participants will complete an Enhanced Disclosure and Barring Service check or provide one made in the last two years. (Trigger will let freelancers know when they need to provide this).

5. Disclosure and Barring Service (DBS) Checks

Trigger's Administrator will be responsible for all DBS checks and ensuring checks are refreshed every 1 year, using the Government DBS update service.

6. Induction & Training

We will provide training for new or current employees in child protection issues according to the needs of each project.



All staff, freelancers, and volunteers who will be working with vulnerable adults and/or young people will be given training on implementing Trigger's Safeguarding Policy and procedures, within two weeks of engagement. They will be asked to sign and retain a copy of this document. Staff, freelancers, and volunteers are actively encouraged to discuss concerns with their line manager or an appropriate member of staff.

Trigger follows an active programme of review. All staff are required to re-read the Safeguarding Policy and Procedures every 6 months.

7. Safe Working Practices

7.1. Trigger will ensure that everyone involved in work undertakes to:

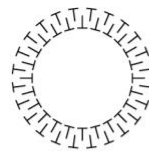
- Treat everyone involved equally and with respect and dignity.
- Put the welfare of participants first, before the good of the project/production.
- Give constructive feedback, rather than negative criticism.
- Build balanced relationships which enable the participants to share in the decision-making process.
- Respect the confidentiality of everyone involved and not discuss information shared as part of the process outside the group.
- Be aware that someone else might misinterpret their actions even if they are well-intentioned.
- Avoid unnecessary physical contact with children, young people, or vulnerable adults. Only touch participants after seeking their agreement and when it is absolutely necessary in relation to the particular arts activity. Never use physical contact a way of ensuring compliance e.g. dragging by the arm, pushing etc. The only exception is when the action is preventing harm e.g. avoiding a falling ladder etc.
- Not allow themselves to be in sole charge of children, young people, or vulnerable adults.
- Take action to stop any inappropriate verbal or physical behaviour.
- Refer not investigate any disclosure, suspicion, or allegation of abuse. Only share concerns or seek support from those identified in the Policy.
- Be an excellent role model that includes no swearing, smoking, drinking alcohol or taking recreational drugs in the presence of children.
- Be aware of any participants particular needs (hearing impairment, physical disabilities ADHD etc) so these can be taken into account when developing work.

7.2. Trigger and Trigger's workers will not act 'in loco parentis – 'there will always be a contact person with legal responsibility for the participant.

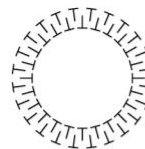
Outside school hours the parents and carers retain the sole responsibility for their children whether they are present or not.

Trigger staff will have parent/carer contact details close to hand in case of emergencies.

Inside school hours the teacher has the sole responsibility for the participants. Any children under the age of 16 performing in one of our productions will always be in the care either of a parent/legal guardian or licensed chaperone.



- 7.3. Where children are rehearsing or performing in professional productions on the premises, Trigger will comply with The Children (Performances and Activities) (England) Regulations 2014. Trigger will apply for licenses for any performers under the age of 16 and will ensure that they are always in the care of either a parent or a LEA registered chaperone.
- 7.4. Trigger will often deliver projects with or for third party organisations. In these cases, the Designated Safeguarding Officer (DSO) for Trigger will be responsible for obtaining a copy of any external policies that may apply and ensuring Trigger staff are aware and in compliance with them.
- 7.5. Trigger will structure activities in an open environment and avoid private or unobserved situations such as closed offices, dressing rooms, rehearsal spaces. Where possible, there will always be two adults in the space or if one adult is present they are at least within sight and hearing of others.
 - 7.5.1. Trigger staff will not work alone with a group of young people, and will always ensure that at least one other worker is present. This may be another member of staff or a representative from another organisation, providing they have had a suitable DBS check.
 - 7.5.2. Where groups are split into smaller groups for particular pieces of work, the group leader will ensure that these small groups are within their sight.
 - 7.5.3. When undertaking one-to-one work with young people, Trigger staff will notify their Line Manager who they are meeting and where, and how they can be contacted. The meeting should happen in a public place and under no circumstances should the meeting happen at the workers' home.
 - 7.5.4. Trigger's staff will not establish or seek inappropriate written or electronic communication with young people. This includes personal mobile phone texts, chat-rooms, social networking sites (inc. Facebook, twitter etc), email, photographs, etc. If staff are concerned that any such communications have safeguarding issues they must seek advice from the Safeguarding Lead or Deputy Safeguarding Lead immediately.
 - 7.5.5. Members of Trigger's paid or unpaid staff should not arrange to meet a participant outside of the set project times, without the prior knowledge and agreement of their Line Manager.
 - 7.5.6. Written records of all meetings and discussions with young people must be kept at the office, filed in project folders. Where issues of confidentiality are involved, these records must be kept only in the Safeguarding folder, which must be kept in a secure place and accessible only to project leaders and key staff.
- 7.6. Trigger will take particular care when participants are involved in projects that require the use of dressing rooms for costume changes. Each gender will be provided with a separate dressing room and supervised by support staff (Trigger staff, parents/chaperones/carers) of the same gender. Separate dressing rooms will need to be provided for under-16's and over-16's.
- 7.7. Trigger will provide time for young people and vulnerable adults to talk to us and name a designated person they can talk to if they have any concerns.
- 7.8. Trigger will communicate the policy and procedures to everyone involved in the project.
- 7.9. Trigger will not permit photographs, video or other images of children, young people or vulnerable adults to be taken or used without the consent of the child/young person/vulnerable adult and parent/carer via signing of an image consent form. Trigger will take all reasonable steps to ensure these images are used solely for the purpose for which they were intended.
- 7.10. Trigger will ensure that the working environment is safe and that everyone involved takes responsibility for their own health and safety and that of their co-workers.



7.11. Trigger will keep an accident book in which we will record any injury sustained by anyone working with us. If a child, young person or vulnerable adult arrives for work with an obvious physical injury this will also be recorded in the accident book.

7.12. Trigger will conduct a full risk assessment for each project which may result in additional procedures

8. Social Networking

Staff, freelancers, and volunteers should at all times maintain a professional relationship with young people in their charge and should not place themselves in a position where they are alone with a young person or vulnerable adult or where their actions could be misinterpreted.

It is therefore strongly enforced that staff, freelancers, and volunteers **DO NOT** link with young people on social networking sites or text message using their personal mobile phones to conduct friendships. Trigger staff are encouraged have their personal social media accounts set to private so they cannot be found easily by participants.

In the rare occasions that staff, freelancers, or volunteers have established friendships or connections with current Trigger participants outside of Trigger sessions then it is the responsibility of the member of staff, freelancer, or volunteer to speak to their line manager to look at strategies to mitigate risk.

9. Bullying

Bullying is not tolerated at Trigger, and the organisation has a responsibility to do what is needed to make sure the company's anti-bullying and harassment policy is understood and followed by everyone involved with Trigger work.

Bullying is not always easy to see. (Please see advice below)

When bullying is suspected it will be investigated immediately. All complaints and incidents of bullying will be recorded and monitored.

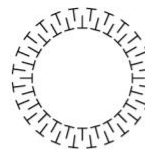
Bullying will be dealt with in a positive manner and in a way that is appropriate to each situation, recognising that there are a variety of reasons for bullying. It will never be dealt with by aggression, humiliation or revenge. In particular, staff should insist that individuals take responsibility for their own actions and should encourage parents to take responsibility for their own children.

Trigger will continue to monitor the incidence of bullying via the incident report sheets, other documentation, the surveys, and feed-back forms.

Advice and guidance for staff working with participants

Evidence of Bullying can be:

- Physical involving pushing, punching, hitting, and kicking
- Verbal involving name-calling, teasing, taunting, threatening, insulting families, telephoned abuse, silent calls and rubbishing other peoples' work. It may include comments on colour, ethnicity, culture, beliefs, and national origin.
- Silent involving isolating the victim, following, menacing stares, excluding the victim from group activities and rude gestures.
- Written involving notes, letters, graffiti, e-mail and other computerised messages
- Images sometimes referred to as 'cyber-bullying'.
- Stealing and the victim's property or taking property without permission - food, etc.
- Damaging pens/pencils, phones or money for example. It may go as far as extortion



- Manipulative manipulates social networks with the intention of excluding, ostracising or marginalising individuals from their friends and normal relationships

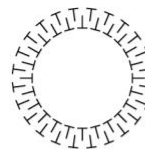
Strategies and advice for staff dealing with bullying

- Provide a good role model. Pick up and deal with small incidents in workshops or rehearsals or workplace, e.g. "nicking" pens, refusing to work with people, name-calling, comments relating to appearance or beliefs.
- Assume that all bullying cases are different.
- Watch for early signs of distress, e.g. deteriorating work, spurious illness, isolation, clinging to adults, erratic attendance.
- All incidents and disclosures should be taken seriously and should be acted on.
- Listen carefully, record accurately, and do not act as a judge.
- Seek assistance and discuss all stages of action. Do not rush into action, but do not leave the victim at risk or feeling that nothing has been done.
- Be careful that you do not encourage a participant or colleague to disclose a problem and then have no time to deal with it. Give time to a disclosure and seek support to do this. Do not look for reasons to blame the victim. The victim is not responsible for the bullying.
- Work at the victim's pace, be supportive and do not force the pace. Allow the victim to explore possible responses to incidents.
- Do not accept the bully's excuse, e.g. "I was only joking/playing". Point out that it was not funny/not a game for the victim.
- Make it clear that such behaviour is unacceptable and must not be repeated. Do not deal with bullying by bullying.
- Encourage all involved to accept responsibility for their own behaviour and the consequences of that behaviour. Consider the appropriateness of Restorative Justice.
- Encourage all witnesses to accept that they have the responsibility to act against bullying by reporting incidents, by making it clear they do not approve of bullying behaviour and by making sure no one is isolated.
- Get other students/adults/colleagues to provide support for the victim so they are not alone, and feel supported and safe.
- Always involve the parents of all students. Always give parents information and avoid looking to apportion blame. In the case of employees, involve the line manager or a nominated friend.
- If you come across a serious incident, ensure the victim is removed to a safe place as soon as possible.

10. Helpful resources and contacts

Important contact numbers for a child or vulnerable adult or for someone seeking general advice:

NSPCC Helpline: 0808 800 5000; text 88858; help@nspcc.org.uk



NSPCC Asian Child protection helpline: 0800 096 7719 (Provides advice about child protection in Asian languages.)

NSPCC Web site: www.nspcc.org.uk

Whistleblowing service for those concerned about organisational safeguarding:

NSPCC Whistleblowing Advice Line: 0800 028 0285; help@nspcc.org.uk

Those deciding to use this service are protected under the Public Interest Disclosure Act 1998.

Bristol Police

Tel: 01179 529 456 or 101 (or if risk of immediate harm then 999)

11. Confidentiality

Remember that both the alleged abuser and the person who is thought to have been abused have the right to confidentiality and that any possible criminal investigation could be jeopardised if inappropriate information were released.

Every effort must be made to ensure that confidentiality is maintained for all concerned. Adherence to the Data Protection Act (1998) with regard to safe handling, storing and disposal of any information gathered regarding staff, practitioners and participants. Information should be handled and disseminated on a need to know basis only. This includes the following people:

DSO/DSL

The parents of the person who is alleged to have been abused

The person making the allegation

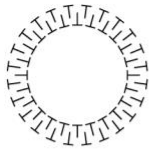
Social services and police

The alleged abuser (and parents if a child)

If the complaint is against a full-time member of staff the DP will ensure that the accused is made aware of their rights under employment law and internal disciplinary procedures.

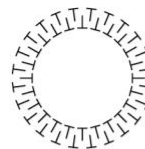
Safeguarding raises issues of confidentiality that must be clearly understood by all staff and volunteers:

- Legally, you can share information if you are worried about the safety of a child or vulnerable adult, but sharing information with staff should always be on a need-to-know basis
- Not everyone needs to know when a concern or worry raised
- It is fine to say that a concern has been raised and it is being dealt with, following the company's Safeguarding procedures
- If a child or vulnerable adult requests that information about abuse is kept secret, it is important that the member of staff tells the child - in a manner appropriate to the child's age/stage of development - that they cannot promise this and need to pass information to other professionals to help keep the child or vulnerable adult safe



TRIGGER

- Staff who receive information about a child or vulnerable adult in the course of their work should share that information only within appropriate professional contexts (and check with their Line Manager or the Safeguarding Officer / Deputy if they are unsure)
- Confidentiality of child and parent should be maintained, but the welfare of the child is paramount



Appendix 1: Possible signs of abuse

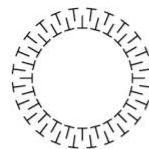
POSSIBLE SIGNS OF PHYSICAL ABUSE

- Unexplained injuries or burns, particularly if they are recurrent
- Untypical of accidental injury (e.g. finger mark bruises, bites, small round burns)
- Bruising in and around the mouth, back, buttock or rectal area
- Fractures to arms, legs or ribs of a small child
- Large number of bruises or scars in various stages of healing
- Frequent injuries even with apparently reasonable explanations
- Parent/child gives improbable/conflicting explanations for injuries / refusal to discuss
- Admission of punishment which appears excessive
- Fear of parents being contacted
- Puncture marks, swollen areas, bald patches/missing hair
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home; chronic running away
- Fear of medical help / parents not seeking medical help/ inappropriate treatment
- Self-destructive tendencies
- Child withdrawn, shy, passive, compliant, nervous or aggressive, disruptive, destructive
- Frequently absent from school

POSSIBLE SIGNS OF EMOTIONAL ABUSE

Probably the most difficult type of abuse to recognise; an emotionally abused child is often withdrawn, introverted and depressed.

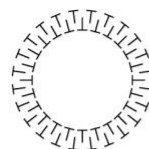
- Admission of punishment which appears excessive
- Excessively clingy or attention-seeking behaviour, too eager to please
- Lack of boundaries with strangers
- Over-reaction to mistakes, low self-esteem, excessive/continual self-criticism
- Depression, withdrawn behaviour, fearfulness
- Sudden speech 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 or distress (e.g. inconsolable crying, rages, temper tantrums)
- Drug/solvent abuse
- Chronic running away
- Compulsive stealing
- Scavenging for food or clothes
- Air of detachment – ‘don’t care’ attitude – high criticism, low warmth
- Social isolation – does not join in and has few friends
- Eating problems, including over-eating or lack of appetite

POSSIBLE SIGNS OF SEXUAL ABUSE

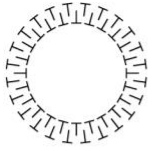
- Disclosure
- Demonstrating sexual knowledge or behaviour inappropriate to age/stage of development, or that is unusually explicit
- Wetting, or other regressive behaviours e.g. thumb sucking
- Inexplicable changes in behaviour, such as becoming aggressive or withdrawn
- Stopped enjoying previously liked activities
- Being reluctant to undress for PE
- Becoming fearful of, or refuse to see, certain adults for no apparent reason; show dislike of a particular baby-sitter, relative or other adult
- Drawing sexually explicit pictures
- Sexualised behaviour/ play/ language
- Urinary infections, bleeding, or soreness in the genital or anal areas
- Soreness or bleeding in the throat
- Chronic ailments, such as stomach pains or headaches
- Taking over the parental role at home; seeming old beyond their years
- Developing eating disorders, such as anorexia or bulimia; obsessive behaviours
- Depression, suicidal thoughts
- Poor self-image, self-harm, self-hatred
- Physical discomfort
- Use of drugs or drink to excess
- Unexplained pregnancy



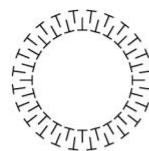
- Memory loss
- Frequently running away
- Restricted social activities
- Finding excuses not to go home or to a particular place
- Having recurring nightmares/be afraid of the dark
- Being unable to concentrate; seem to be in a world of their own
- Having a 'friend who has a problem' and then tell about the abuse of the friend
- Sudden changes in school work habits, become truant
- Withdrawal, isolation or excessive worrying
- Outbursts of anger or irritability
- Unexplained sums of money

POSSIBLE SIGNS OF NEGLECT

- Inadequate supervision
- Exposure to poisonous substances, drugs
- Constant hunger, stealing food
- Poor personal hygiene; inappropriate clothing, clothing in a poor state of repair
- Frequent lateness or non-attendance at school
- Untreated medical problems, failure to seek medical advice
- Inadequate nutrition, leading to ill-health; emaciation
- Low self-esteem
- Poor social relationships
- Compulsive stealing
- Constant tiredness
- Destructive tendencies.
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- Chronic running away
- Scavenging for food or clothes
- Talking about being left home alone, with inappropriate carers or with strangers.
- Reaching developmental milestones, such as learning to speak or walk, late, with no medical reason.
- Parents who are dismissive and non-responsive to practitioners' concerns.



TRIGGER

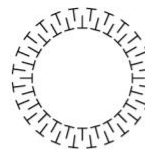


Do's...

- **Do** treat everyone equally and with respect.
- **Do** provide an example you would wish others to follow; work in an open and transparent way.
- **Do** plan activities with young people and vulnerable adults which involve more than one adult being present, or which at least take place within sight and hearing of others.
- **Do** respect a young person and vulnerable adult's right to personal privacy.
- **Do** provide opportunities for young people and vulnerable adults to talk about any concerns they may have with a range of adults.
- **Do** encourage young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- **Do** avoid situations that compromise your relationship with young people and vulnerable adults and are unacceptable and illegal within a relationship of trust (such as a sexual relationship between a leader and a young person, whether or not they are above the age of consent).
- **Do** remember that someone else might misinterpret your actions, no matter how well intentioned.
- **Do** recognise that caution is required, even in sensitive moments when you are counselling a young person or over issues such as bullying, bereavement or abuse.
- **Do** dress appropriately for your role.
- **Do** have separate sleeping accommodation for workers and young people.

Don'ts...

- **Don't** permit abusive activities among young people or staff (such as initiation ceremonies, ridiculing or bullying).
- **Don't** play physical contact games (such as wrestling, or rough and tumble games) with young people or staff.
- **Don't** establish or seek inappropriate written or electronic communication with young people or s (including mobile phone texts, chat-rooms, social networking sites, email, photographs, etc).
- **Don't** establish or seek unprofessional relationships with any participants.
- **Don't** arrange to meet a project participant outside of project time without the prior knowledge and agreement of their Line Manager.
- **Don't** have any unnecessary or inappropriate physical or verbal contact with others.
(Contact should only be from the side i.e. standing next to person and never from behind, contact should also be only one hand on the shoulder and never below the elbow)
- **Don't** jump to conclusions about others without checking facts; but remember not to 'investigate' an allegation of abuse about an adult, especially if the issue is alleged sexual abuse.
- **Don't** allow yourself to be drawn into responding at an emotional level to any inappropriate attention-seeking behaviour from young people, such as tantrums or crushes.
- **Don't** show favouritism to any individual.
- **Don't** put yourself in a position where your version of events cannot be independently corroborated.



- **Don't** make suggestive remarks or gestures, even in fun.
- **Don't** let any suspicion, disclosure or allegation of abuse go unrecorded or unreported.
- **Don't** rely on just your good name to protect you.
- **Don't** believe 'it could never happen to me.'

ACT AND GUIDELINES GLOSSARY

- Care Act 2014
- The Children Act 1989 guidance and regulations
- Children Act 2004
- Working Together to Safeguard Children 2018
- Charity Commission for England and Wales 2018
- Charity Commission for Northern Ireland, 2019
- Scottish Charity Regulator 2018
- The Children (Performances and Activities) (England) Regulations 2014
- Data Protection Act 1998
- Public Interest Disclosure Act 1998

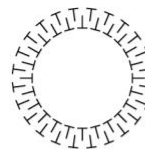
Appendix 2

SAFEGUARDING INCIDENT REPORT FORM – SG1

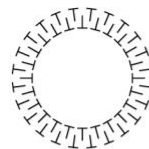
This form is to be used to record basic information in the light of an allegation, suspicion, or disclosure of a potential safeguarding concern. Completing this record should not stand in the way of contacting Police or Social Services in the event of an emergency or urgent safeguarding incident.

Name of the person completing this form (YOU) :

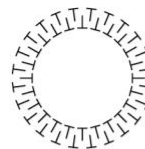
Date and time of completing this form:



Your position or relationship to who your safeguarding concern is about:
Your telephone number:
Your Address:
Name/names of person/s the safeguarding concern or incident is about:
Address (if known) of person the safeguarding concern is about:
Telephone number (if known) of the person the safeguarding concern is about:
Name and Address of Parent, carer or guardian of alleged victim: Telephone Number:
Age and Date of Birth of alleged victim (if known):
Date and time of any incident:
What have you seen or heard?
Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details) – Continue on another sheet if required



Any other relevant information:	
Action taken so far:	
ACT NOW - SEE "REPORTING CONCERNS" TEMPLATE IF YOU ARE UNSURE WHAT TO DO	
External agencies contacted – See Essential Contacts	
Police - 999 yes/no	Name and contact number: Details of advice received:
Social services yes/ no	If yes – which: Name and contact number: Details of advice received:
Local Authority yes/no	If yes – which: Name and contact number: Details of advice received:
Other (e.g. NSPCC, NGB, OFSTED?)	Which: Name and contact number: Details of advice received:



TRIGGER

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Signature:

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A copy of this form should be sent to the relevant DASM or DO AFTER the telephone report that you have made. Remember to notify BCC Ltd Lead Safeguarding Officer and other contractually obliged partner's i.e NGB. Do not discuss this incident with anyone other than those who need to know.