

Interactive Development

Safeguarding Children and Young People Policy PO50h

Related Documents:	Safeguarding Adults Policy Disclosure and Barring Policy Induction Policy Restriction and Restraint Policy Bullying and Harassment Policy Health and Safety Policy Risk Assessment Policy Medication Policy Transport Policy Mobile Phone and Social Networking Policy Complaints Policy Missing Persons Policy Professional Boundaries Policy Visitors' Policy Admissions Policy Workforce Communication Policy Equality Policy Disciplinary Policy GDPR Policy Recruitment and Selection Policy Whistle Blowing Policy Working Together to Safeguard Children 2018 Appendix 1 Definitions of Abuse, signs and symptoms Appendix 2 'Dos and Don'ts' Appendix 3 Contact Details
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Definition: Child refers to anyone who has not yet reached their 18th birthday. 'Children' therefore means children and young people.

Designated Child Protection Person: Managing Director

Policy Statement

The relevant authority's 'Local Safeguarding Children's Board' (LSCB) Procedures apply to all the children supported by ID Support.

ID Support will liaise with the relevant LSCB in relation to:

- Advice about local procedures
- Best practice
- Training
- Child protection procedures
- Any conflicts between locally agreed procedures and those of commissioning authorities

ID Support believes that all children and young people regardless of their age, gender, race, religion, disability, sexual orientation, social background and / or culture, have a fundamental right to be protected from harm, as identified in Every Child Matters and Working Together to Safeguard Children 2018. ID Support fully recognises its responsibilities to safeguard children and young people both within the working environment and the community at large.

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of their health or development
- Ensuring that they grow up in circumstances consistent with the provision of safe and effective care
- Enabling them to have optimum life chances and to enter adulthood successfully

Accordingly, ID Support has produced this statement of its policy on matters of child protection. The policy applies to all paid staff, volunteers and individuals working for the company who have direct or indirect contact with children.

ID Support's objectives with this policy are to:

- Provide support in an environment where children and young people can learn and develop
- Identify children and young people who are suffering, or likely to suffer, significant harm
- Take appropriate action with the aim of making sure that children and young people are kept safe, in or out of the service

Values and Principles

Safeguarding is based on the principle that: 'it is not your responsibility as members of staff to decide whether or not child abuse is occurring, but it is your responsibility to act on any concerns you may have and do something about it'.

This policy supports the procedures set out by Local Safeguarding Children Boards (LSCB). The main elements include:

- Ensuring safe practice is implemented in relation to recruitment and checking the suitability of staff and volunteers to work with children
- Establishing a safe environment in which children can learn and develop
- Supporting the achievement of best possible outcomes for children, actively involving each child in a holistic approach to their care
- Raising awareness of child protection issues and equipping children with the skills needed to keep themselves safe
- Developing, implementing and reviewing procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting children who have been abused in accordance with his/her agreed child protection plan

Child Centred Approaches

ID Support recognises the benefits of child centred approaches when working with children. By involving the children in their care planning the self - worth and confidence of the children will be raised, and because of this inclusion the behaviours which could become abusive or self harming may be reduced. It is important that risk assessments and care plans are individual to the child and not a 'blanket' approach to all children.

Safe Recruitment

By following best practice guidelines on recruitment and selection, ID Support will ensure the most suitable person for the post is appointed. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them 'substantial, unsupervised access on a sustained or regular basis' to children and young people must declare all previous convictions.

ID Support operates a safe recruitment process which includes: ID Checks, DBS check and verification of references (minimum of 2 written references covering a minimum of 3 years. Wherever possible both references should be from previous employers, one of which must be the last employer)

Each person who is offered employment must obtain a satisfactory Disclosure and Barring Service (DBS) check before they are introduced to the child or young person and before being given full employment status.

Any applicants for volunteer posts will be expected to follow the recruitment process.

Raised Awareness and Training

We recognise that because of their day to day contact with children, ID Support staff may be well placed to observe the signs and symptoms of abuse.

Staff will therefore: -

- Be informed of this policy and the procedures that flow from it during their induction period
- Be encouraged to establish and maintain an environment where children and young people feel secure, able to talk freely, and listened to
- Where appropriate, include opportunities in the training and education of children and young people to develop the skills they need to recognise and stay safe from abuse
- Receive appropriate support, supervision and training to underpin their work

All staff working for ID Support will receive the relevant local authority's Safeguarding Children Training at the appropriate level for their job role. This training will be renewed annually for each member of staff.

Equality and Diversity

ID Support's Equality Policy should be read in conjunction with this policy. We expect that all staff members coming into contact with children and young people treat them as individuals and make them feel respected and valued. All children and young people have an equal right to protection from abuse and staff are trained to recognise, using safeguarding training, equality training, Children's Induction Standards and the appropriate qualifications, the additional vulnerability of the children and young people we support.

Partnership Working

ID Support undertakes to work with, and to follow the procedures set out by the appropriate Local Safeguarding Children's Board to:

- Maintain an environment where children feel secure, are encouraged to talk, and be listened to, by highlighting to children that there are adults whom they can approach if they are worried
- Include opportunities in the activities planned for children to develop the skills they need to recognise and stay safe from abuse

- Ensure we have a designated person for child protection who has received appropriate training and support for the role.
- Ensure every member of staff (including temporary, casual and volunteers) is aware of the designated person responsible for child protection and understands their role
- Provide training to all staff and volunteers to ensure that they understand their responsibilities in being alert to the signs and symptoms of abuse and responsibility for referring any concerns to the designated person, responsible for child protection
- Ensure that parents / carers have an understanding of the responsibility placed on the organisation and staff for child protection. This knowledge is given by issuing our child protection policies and procedures included in the 'The Children's Guide to ID Support'.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at case conferences where necessary
- Follow procedures where an allegation is made against a member of staff or volunteer
- Promote an ethos which promotes a positive, supportive and safe environment giving each child and young person a sense of being valued

Responsibilities

Social Services:

- Undertaking, in conjunction with the police, enquiries under s.47 Children Act 1989 wherever there is reasonable cause to suspect that a child is suffering or is likely to suffer abuse or neglect.
- Convening and chairing child protection conferences
- Maintaining the Child Protection Register
- Providing a keyworker for every child on the Protection Register
- Ensuring that the agencies who are party to the Protection Plan, co-ordinate their activities to protect the child
- Undertaking a core assessment in relation to each child on the register, ensuring that other agencies contribute as necessary to the assessment
- Convening regular reviews of the child's progress through both core group and child protection review meetings

LADO (Local Authority Designated Officer):

- Providing advice and liaison with children's services
- Liaising with the police
- Monitoring the progress of cases
- Ensuring the cases are dealt with as quickly as possible
- Ensuring the process is consistent, fair and thorough

The LADO will also advise the manager on what, if anything, may be shared with the person who is the subject of an allegation. They should decide, in consultation with the police and / or any other relevant agency what may be shared in situations that may possibly lead to a criminal conviction.

ID Support:

- Will have a Designated Child Protection Person
- Will ensure all Referral documentation is current and readily available for staff
- Ensure safe recruitment of staff, using a robust recruitment process
- Ensure all staff are committed to the importance of safeguarding and promote the welfare of children and young people

- Ensure line management and / or supervision procedures are in place to support staff appropriately
- Take responsibility for monitoring the actions of staff to safeguard and promote the welfare of children and young people
- Ensure that children and young people are listened to appropriately
- Take appropriate action regarding any concerns expressed about children's welfare
- Ensure the Disciplinary Policy informs all staff employed about their safeguarding responsibilities towards children and young people
- Will have a named manager to take strategic responsibility for safeguarding arrangements
- Will have clear lines of accountability in relation to working to safeguard children and young people
- Will ensure individual responsibilities for safeguarding and promoting the welfare of children and young people will be encompassed within relevant job descriptions and procedures
- Will ensure allegations about staff relating to children or young people are handled effectively and in accordance with Working Together to Safeguard Children 2015
- Will ensure safe working practices are promoted and that poor and unsafe practices are challenged
- Will ensure all policies, particularly those relating to the safeguarding of children and young people i.e. Whistle-Blowing, are promoted and readily available to all employees
- Will review this policy annually, or whenever there is a major change in legislation or guidance

Designated Child Protection Person:

- Implement and promote the Safeguarding Children & Young People Policy, Procedures and Guidelines
- Monitor and review the application of the Child Protection Policy and Procedures
- Act as the main contact within the organisation for the protection of children
- Provide information and advice on the protection of children
- Support and raise awareness of the protection of children
- Communicate with staff on issues of child protection
- Ensure currency of developments within child protection, and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children
- Encourage good practice and be supportive of procedures to protect children
- Establish and maintain contact with local statutory agencies including police and social work departments
- Maintain confidential records of reported cases and action taken, liaise with the statutory agencies and ensure they have access to all necessary information
- Report cases and concerns using the relevant local authority procedures and record the actions taken
- Attend training about the protection of children

THE DCPP WILL:

- Ensure that every staff member is provided with a copy of the Safeguarding Children & Young People Policy and Procedures
- Ensure that all parents understand that all concerns must be reported to the Designated Child Protection Person
- Establish a procedure which ensures all staff members receive the training and policies, so ensuring all staff are aware of the commitment ID Support has to child protection.
- Ensure a monitoring process is in place demonstrating the completion of child protection training, and refresher training, for each staff member
- Receive information from any person who has concerns regarding the welfare of a child. The information received may be concern about the alleged abusive behaviour of someone not connected with the organisation
- Liaise with the relevant Local Authority's Designated Officer (LADO) as necessary

ID Support Staff

- Will ensure they keep their knowledge and understanding of safeguarding children and young people updated and current
- Will familiarise themselves with the relevant LSCB Procedures.
- Complete all relevant documentation
- Report any concerns they may have about the safeguarding of children and young people using the correct procedures, as identified within this policy
- The Registered Manager will take strategic responsibility for safeguarding arrangements within ID Support. This will include strategic responsibility for safer recruitment, ongoing safer employment, training, the management of allegations, the monitoring of safeguarding arrangements and the management and support of other named staff who have safeguarding roles and who are trained and able to provide advice on procedure in relation to appropriately passing on concerns relating to children and young people.

All staff should be aware of things to do and things not to do, when working with children, to minimise finding themselves the subject of any child protection process. (Appendix 2). Recognising child abuse is not easy and it is **not** an individual member of staff's responsibility to decide whether or not child abuse has taken place. However, members of staff and volunteers have a duty to act if they have any concerns about children with whom they are working, or with whom they come into contact. It is generally accepted that there are four main forms of abuse:-

- Physical
- Sexual
- Emotional
- Neglect (by self and others)

Besides the above list of the commonly recognised types of abuse, further types of abuse must now be responded to and reported.

- Modern Slavery
- Domestic Violence
- Human Trafficking
- Honour-based Violence
- Radicalisation

- Extremism
- Forced Marriage
- Discriminatory and Racial
- Child Sexual Exploitation

Definitions, with Signs and Symptoms of all of the above types of abuse can be found on Appendix 1

WHAT TO DO IF YOU SUSPECT A CHILD IS BEING ABUSED:

If you *suspect* that a child is being abused, you must immediately discuss it with the Designated Child Protection Person who can provide further support, advice and guidance.

ID Support

Managing Director Marie Watts
On Call Manager:

07841482048
0781 5209515

In situations where the DCP / On Call Manager of ID Support cannot be contacted, and immediate action is obviously required then the staff member should contact the relevant LSCB.

See Appendix 3 for contact details of relevant LSCB

Where necessary, in the case of emergency the police should be contacted using 999
If necessary, in the case of non-emergency cases needing police involvement using 101

Referral Route

A referral should be made if a child / young person is experiencing, or may already have experienced, abuse or neglect or is suffering or likely to suffer significant harm in the future.

Professionals should never delay a referral if there is a concern that a young person may be, or is likely to, suffer significant harm.

When a verbal referral is made, subsequent action will follow the relevant local authority guidelines.

ANY ALLEGATIONS MADE BY A CHILD MUST NOT BE DISCUSSED WITH FAMILY, COLLEAGUES OR OTHER PROFESSIONALS OUTSIDE OF THE REFERRAL PROCESS.

WHAT TO DO IF A CHILD MAKES AN ALLEGATION OF ABUSE

- Stay calm
- Ensure the safety of the child and yourself
- Listen carefully to what is said
- Always accept what the child is saying
- Explain that it is likely that the information will need to be shared with others
- Allow the child to continue at his / her own pace
- Ask questions for clarification only, do not ask questions that might suggest or lead to a particular answer. Remember you are not 'investigating' the allegation being made
- Reassure the child that they have done the right thing telling you
- Tell them what you will do next
- Immediately following the discussion, record in writing what was said, using the young person's own words. Note the date, time, any names mentioned, to whom the information was given, sign and date the record

- Do not tell the young person that you will not tell anyone but reassure them that anyone you tell will be able to help rectify the problem

It is important that you remember that the person who first encounters a case of suspected abuse is not responsible for deciding whether or not abuse has occurred. Allegations of suspected abuse should be discussed with a more senior member of staff and the DCPD with referral being made to the relevant LSCB, as appropriate.

If the DCPD does not respond to the contact, staff should report through to the relevant LSCB / Emergency Duty Team (EDT) and if immediate protection is required, the police should be contacted on 999.

WHAT TO DO IF AN ALLEGATION OF ABUSE IS MADE AGAINST A MEMBER OF STAFF, VOLUNTEERS OR OTHER YOUNG PEOPLE

It is important to recognise that staff working with children and young people may be subjected to allegations being made against them from the children or young people they are supporting, or from their family members. Such allegations may be false, misplaced or malicious and may be made either deliberately or unintentionally. Regardless of the motives behind any allegations, they may also be well founded. Any allegation, regardless of the motive, must be investigated and the relevant local authority's child protection procedures followed.

If an allegation against a member of staff is received, this must be reported immediately to the Designated Child Protection Person, Managing Director. The LADO must be informed within one day of the allegation being made. The LADO will advise the manager on what, if anything, may be shared with the person who is subject of an allegation. They should decide with consultation with the police and / or any other relevant agency what may be shared in situations that may lead to a criminal conviction.

On receiving an allegation the Managing Director needs to balance, in consultation with the Nominated Individual:

- The seriousness of the allegation
- The risk of harm to children and young people
- Possible contamination of evidence
- The welfare of the staff member concerned

However, it may be necessary to suspend the staff member immediately. Suspension from duty does not infer any wrongdoing and the staff member is suspended without prejudice. When suspension is considered necessary it will be used to promote the safety of both the young person and the member of staff concerned. Where suspension is deemed necessary, it will be carried out in accordance with ID Support's Guidelines.

If the allegation is substantiated and the member of staff is dismissed, resigns or ID Support ceases to use the services from that member of staff ID Support is legally bound to refer all relevant information to the Disclosure and Barring Service. If the allegation is found to be unsubstantiated ID Support will communicate, in writing, to the staff member and a copy will be retained on the staff member's file.

If there is an allegation or complaint against the Managing Director, the member of staff must raise this issue immediately with the Nominated Individual, Michael Ladhar. The procedure above will be followed.

ESTABLISHING APPROPRIATE ACTION BY THE DESIGNATED CHILD PROTECTION PERSON (DCPP)

The DCPP will:-

- Obtain written details of the allegation, signed and dated, from the person who received the allegation (not from the child who made and / or was the subject of the allegations)
- Record any information about times, dates, locations and names of potential witnesses and carry out an initial assessment.

CONFIDENTIALITY

Every effort must be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated. However, considerations of confidentiality must not be allowed to over-ride the right of children to be protected from harm.

RECORDING AND STORAGE OF DOCUMENTATION

All documentation relating to children will be stored confidentially, in accordance with GDPR, in secure storage and when stored on computers will be password protected to prevent unauthorised access.

Staff must record any information related to safeguarding ie observations, information told to them, store in a sealed envelope to give to the designated person. This will then be stored securely in the Children's Safeguarding Log in ID Support's office.

All must be fully completed with legible, relevant and factual information to enable clarification if required, at a future date.

Access to safeguarding records will be on a 'right to know' basis and decisions about who can access the information will be made by the Registered Manager.

Clear Procedures

ID Support has developed and implemented child protection procedures as suggested by Local Safeguarding Children Boards (LSCB) to ensure a speedy and effective response to concerns about the abuse of children and young people.

Although it is the responsibility of all staff to be alert to signs of actual or suspected abuse, the Designated Child Protection Person ie the Managing Director of ID Support, should be informed of all concerns and implement the stipulated reporting procedures of referral to the local authority.

All suspicions or allegations of abuse of a child or young person must be taken seriously and acted upon immediately. They must be referred to the relevant local authority safeguarding team.

ID Support - Reporting Child Abuse

Non-Emergency

Emergency

A child tells you they have been abused.
You think that a child may have been abused.
You hear that a child has been abused

You witness a child being abused but there is no immediate danger.

You witness the physical abuse of a child or staff member / other.
The child or staff member / other is in immediate danger.

Ensure the safety of all present.
If possible, move to a private area.
Explain that you cannot keep this information to yourself, you have to pass on the information to a senior member of staff.
Listen to the child.

If possible, ensure the safety of all involved.

Do not ask questions about the incident / alleged abuse.
You must not start the investigation.
Do not talk to anybody else, including the child's family about the incident / alleged abuse.

**Dial 999 and request emergency services.
Report to police.
Request further emergency services if required.**

Inform Management who will raise the alert, immediately, with the relevant local authority children's safeguarding board (LSCB) / EDT.

Inform the service manager or on-call manager immediately and take advice from them.

If the service manager or on call manager is implicated.

Support the child who may have been abused. Let them know it is their right to receive support.

Tell a more senior manager / on-call manager (if out of hours) or the Managing Director.

Write a confidential report to be given to the relevant manager within 24 hours.

Inform the DCP / Managing Director of the referral.

Policy written by Alwyn Thow, authorised by Paul Bagnall November 2009

Reviewed Nov '10, March 2012, April 2012, April 2013 (Pauline Bell, Alwyn Thow) January 2014, January 2015, July 2015, April 2016, October 2016, December 2016 December 2017, February 2019, February 2020, July 2020, August 2021, August 2022.

Reviewed September 2024 by Sharon Robe (Registered Manager)

Authorised by Marie Watts (Managing Director)

Policy to be reviewed: September 2024

Definitions

Physical, Emotional, Sexual and Neglect are 4 categories of abuse most commonly recognised, however, further types of abuse have been identified ie Domestic Abuse, Radicalisation and Extremism, Modern Slavery, Honour-Based Violence, Female Genital Mutilation (FGM), Hate-Crime, Mate Crime.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the child's medical and social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern, although this can be more complicated with burns, as these are often delayed in presentation due to blistering taking place some time later.

Signs and symptoms include: unexplained bruising, marks or injuries on any part of the body multiple bruises- in clusters, often on the upper arm, outside of the thigh, cigarette burns, human bite marks, broken bones, scalds - with upward splash marks, multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse include: fear of parents being approached for an explanation, aggressive behaviour or severe temper outbursts, flinching when approached or touched, reluctance to get changed eg in hot weather, depression, withdrawn behaviour, running away from home.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Emotional abuse can be difficult to measure, as there are often no outward physical signs. There may be a developmental delay due to a failure to thrive and grow, although this will usually only be evident if the child puts on weight in other circumstances, for example when hospitalised, or away from their parents' care. Even so, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

Signs and symptoms

Changes in behaviour which can indicate emotional abuse include: neurotic behaviour e.g. sulking, hair twisting, rocking, being unable to play, fear of making mistakes, sudden speech disorders, self-harm, fear of parent being approached regarding their behaviour, developmental delay in terms of emotional progress

Child Sexual Exploitation

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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

It is also important to remember that it not just adult men who sexually abuse children – there are increasing numbers of allegations of sexual abuse of children against women and sexual abuse can also be perpetrated by other children or young people.

Signs and symptoms

The physical signs of sexual abuse may include: pain or itching in the genital area, bruising or bleeding near genital area, sexually transmitted disease, vaginal discharge or infection, stomach pains, discomfort when walking or sitting down, pregnancy.

Changes in behaviour which can also indicate sexual abuse include: sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn, fear of being left with a specific person or group of people, having nightmares, running away from home, sexual knowledge which is beyond their age or developmental level, sexual drawings or language, bedwetting, eating problems such as overeating / anorexia, self-harm or mutilation, saying they have secrets they cannot tell anyone about, substance or drug abuse, suddenly having unexplained sources of money, not allowed to have friends (particularly in adolescence), acting in a sexually explicit way towards adults.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger;

ensure adequate supervision (including the use of inadequate care-givers); or

ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and symptoms

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The *physical* signs of neglect may include: constant hunger, sometimes stealing food from other children, constantly dirty or 'smelly', loss of weight, or being constantly underweight, inappropriate clothing for the conditions.

Changes in behaviour which can also indicate neglect may include: complaining of being tired all the time, not requesting medical assistance and/or failing to attend appointments, having few friends, mentioning being left alone or unsupervised.

Bullying is not defined as a form of abuse in 'Working Together' but there is clear evidence that it is abusive and will include *at least* one of the defined categories of abuse. For that reason we have included it in this appendix / policy.

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

Persistent bullying can result in: depression, low self-esteem, shyness, poor academic achievement, isolation, threatened or attempted suicide.

Bullying is not always easy to recognise as it can take a number of forms. A child may encounter bullying attacks that are: Physical: pushing, kicking, hitting, pinching and other forms of violence or threats, Verbal: name-calling, sarcasm, spreading rumours, persistent teasing, excluding (sending to Coventry), tormenting, ridiculing, humiliating (social networks, mobile phones).

Signs and symptoms

Signs that a child may be being bullied can be: coming home with cuts and bruises, torn clothes, asking for stolen possessions to be replaced, losing dinner money, falling out with previously good friends, being moody and bad tempered, wanting to avoid leaving their home, aggression with younger brothers and sisters, doing less well at school, sleep problems, anxiety, becoming quiet and withdrawn

Discriminatory: Examples include: being refused access to facilities / activities, not being 'listened' to, abusive comments being made, violence directed towards a person because they are 'different' etc.

Signs and symptoms include: fear of going out of house, lack of motivation, change in language used etc.

These lists are not exhaustive

Domestic: Examples include: violence between partners / family members, verbal abuse, psychological abuse, sexual abuse etc.

Signs and symptoms include: bruises, broken bones, regular visits to GP / hospital, flinching, change in behaviours / language used, constant bathing / personal care, urine infections, reluctance to communicate with / be in a person's company, change in behaviours / language used, constant bathing / personal care, urine infections, reluctance to communicate with / be in a person's company etc

These lists are not exhaustive.

Radicalisation and Extremism: Examples include: active opposition to fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Signs and symptoms include: being withdrawn from social groups and family, participating in extreme activities, searching for answers to questions about identity, faith and belonging etc.

These lists are not exhaustive.

Modern Slavery: Examples include: forced marriage, forced to work through mental or physical threat, owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse, dehumanised, treated as a commodity or bought and sold as 'property', physically constrained or has restrictions placed on his/her freedom of movement.

Signs and symptoms include: being withdrawn from social groups and family, being subservient, unable to make decisions.

Honour Based Violence: Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might Examples include: Domestic abuse, Threats of violence, sexual or psychological abuse, forced marriage, being held against your will or taken somewhere you don't want to go, assault.

Signs and symptoms include: appearing afraid of family / friends, keeping secrets about themselves and their activities, wearing different clothes when not with family / friends.

Female Genital Mutilation (FGM): Involves the partial or total removal of external female genitalia or other injury to the female genital organs for non-medical reasons with no health benefits for girls or women and often causing severe complications.

Signs and symptoms include: difficulty urinating, excessive bleeding, fever, shock.

Hate Crime: Examples include: assault, vandalism, verbal abuse, theft.

Signs and symptoms include: refusing to attend activities, fear of certain people, missing / damaged items

Mate Crime:

This is a form of crime in which someone may befriend a child with the intention of exploiting them financially, physically or sexually. It includes include things like when someone says they are your friend, but they do things that take advantage of you, like ask you for money a lot. A real friend does not need to be bought, and someone who takes your money, asks you to pay for lots of things, or makes you feel uncomfortable is not a true friend.

Signs and symptoms include: voicing concern that a new friend will not be happy with them if they don't do something, appearing withdrawn, shortage of money, missing possessions.

These lists are not exhaustive

- Read and follow the child protection procedures
- Report to the designated / named person any concerns about child welfare / safety
- Report to the designated / named person any concerns about the conduct of other staff / volunteers / contractors
- Record in writing all relevant incidents
- Work in an open and transparent way
- Discuss and report any incidents of concern or that might lead to concerns being raised about staff conduct towards a child
- Report to the designated / named person any incidents that suggest a young person may be infatuated with a staff member or taking an above normal interest in a staff member
- Dress appropriately for the role
- Use only email contact with young people via any authorised system
- See Internet Use Policy, follow all advice re social media
- Avoid unnecessary physical contact with children
- Ensure understanding of the rules concerning physical restraint (see physical intervention policy)
- Where physical contact is essential for educational or safety reasons, gain the young person's permission for that contact, wherever possible.
- Be careful about recording images of children and young people, doing this only when it is an approved activity
- Fully co-operate with any investigation into child protection issues in the home / school. Listen to children and young people when they express concern (rumours) about staff and refer appropriately

'Don'ts'

- Take any action that would lead a reasonable person to question your motivation and / or intentions
- Misuse, in any way, your position of power, trust and influence over children and young people
- Use any confidential information about a child to intimidate, humiliate or embarrass them
- Engage in activities out of the workplace / setting that might compromise your position with children or young people
- Seek to establish social contact with children or young people outside of the workplace / setting
- Accept gifts from children
- Give gifts to children
- Communicate with children or young people in inappropriate ways, including personal emails and mobile telephones
- Pass your home address, phone number, email address, social networking information or other personal details to children, young people, or their families
- Take a child or young person to a staff member's home
- Make physical contact secretive
- Arrange to meet with children or young people in closed rooms without other staff being made aware of this in advance
- Use physical punishment of any kind
- Focus special attention on one child, unless this is part of an agreed plan
- Transport children or young people in your own vehicle without prior management approval
- Take, publish, or share images of children or young people without their parents' written permission
- Access abuse images, (sometimes referred to as child pornography) or other inappropriate material
- Allow boundaries to be unsafe in more informal settings e.g. trips out

APPENDIX 3 LSCB Contact Details

<p>Newcastle Children’s Social Care</p> <p>Initial Response Service (08.45am to 5pm Monday to Friday) 0191 2772500</p> <p>Emergency Duty Team (Out of hours) 0191 278 7878</p>	<p>Sunderland</p> <p>Together for Children Team (08.30 to 5pm Monday to Thursday, 08.30 to 4.30 Friday) 0191 520 5560.</p> <p>Emergency Out of Hours Team 0191 520 5552</p>
<p>Gateshead</p> <p>Children’s Services Gateshead (08.30 to 5pm Monday to Friday)</p> <p>Tel: 0191 433 2653</p> <p>Emergency Duty Team Tel: (0191) 477 0844</p> <p>http://www.gateshead.gov.uk/lscb/home.aspx</p>	<p>North Tyneside</p> <p>The Front Door Service (Office hours)</p> <p>Tel: 0345 2000 109</p> <p>Tel: Out of Hours – 0330 333 7475</p>
<p>Police</p> <p>Non-emergency: 101</p> <p>Emergency: 999</p>	<p>Durham</p> <p>First Contact (08.30 to 5pm Monday to Thursday, 08.30 to 4.30pm Friday)</p> <p>03000 267979 firstcontactgcsx@durham.gcsx.gov.uk</p> <p>Durham EDT 03000267979</p> <p>LADO 03000 268835</p>

