

Helmsley Arts Centre

Safeguarding Policy and Operational Procedures

2017

Date Approved	Trustee (Print Name)	Trustee (Signature)

Review: Trustees to review and approve annually or when legislation changes.

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1 POLICY STATEMENT

Helmsley Arts Centre (HAC) has a duty of care to safeguard from harm all children and young people with whom it interacts. We strongly believe that all children and young people have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This policy details the organisational procedures and best practice as applicable to all HAC staff, this includes employees, volunteers and those who work on a freelance basis and the HAC Board of Trustees.

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

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

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

The terms 'child', 'children', 'young person', 'young people' are used to refer to anyone under the age of 18.

Safeguarding Officer - HAC	Mandy Silk
HAC Chair of Trustees (oversight of Safeguarding process)	David Powley
Artistic Director - HAC	Natasha Jones
Youth Theatre Director - HAC	Natasha Jones
Youth Theatre Assistant - HAC	Florrie Stockbridge

[See Contact Details \(Appendix 1\)](#)

2 STAFF ROLES & RESPONSIBILITIES

The Safeguarding Officer (with support from Chair of Trustees and Artistic Director) leads upon policy development and reporting, including:

- Reviewing and updating HAC's safeguarding policy on an annual basis or when necessary.
- Leading upon contact with Local Authority Services in the event that a child/young person is at risk of harm.
- Managing complaints about poor practice and allegations against staff/volunteers.
- Referring relevant issues of safeguarding to the Board of Trustees for consideration.
- Collecting and monitoring data on all safeguarding activities across HAC.
- Ensuring the HAC recruitment procedure covers safeguarding.
- Promoting safeguarding across HAC.
- Providing guidance to staff concerned about a child protection issue.
- Keeping accurate records of concerns about children and young people and actions taken.

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

- Being vigilant of the signs that may indicate a child/young person is experiencing harm or is at risk of harm.
- Report any disclosures or concerns as soon as possible to the Safeguarding Officer.

HAC Trustees

The Charity Commission expects HAC Trustees to assess the risks that arise from the charity's activities involving children, young people and vulnerable people and develop and put in place safeguarding policies and procedures to protect them.

- HAC Trustees are expected to act responsibly in responding to allegations of abuse and to take steps to ensure they and the people working in the charity know how to deal with incidents of abuse if they arise.
- Trustees must put systems in place to make the necessary checks to ensure individuals who are Trustees, staff and volunteers are legally able to act in positions involving children and vulnerable groups.
- Trustees are to report serious incidents to the Charity Commission. This demonstrates that Trustees have identified a serious risk to their charity and are taking appropriate action.

See Code of Conduct for Staff, Volunteers and Trustees (Appendix 2)

3 RECRUITMENT, SELECTION AND TRAINING OF STAFF

3.1 SAFER RECRUITMENT & SELECTION OF STAFF

Safe recruitment and selection practice is vital in safeguarding and protecting children and young people. HAC recognises and takes seriously its responsibility to adopt practices which minimise risk to children and young people by ensuring that measures are in place to deter, reject or identify people who might abuse children and young people, or who are unsuitable to work with them.

The safety and well-being of children and young people is borne in mind at all times throughout the recruitment and selection process. HAC will ensure that:

- Appropriate checks are carried out on new staff (and volunteers where relevant)
- The safety of children and young people is explicitly stated in job descriptions and person specifications.
- Interviewers question gaps in employment history.
- HAC carries out enhanced Disclosure and Barring Service (DBS) for relevant roles.
- Whenever a new Artist joins HAC, there will always be a person in the room who has knowledge and experience of the HAC ethos and good practice.
- HAC has an open door policy when rehearsing or during workshop activities, this means at any time a full time member of staff may enter the space to observe the session. This offers transparency and an opportunity to feedback and reflect on good practice.

HAC will ensure that permanent and freelance staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

Permanent staff:

- Shortlisted candidates will be interviewed by a panel of at least two staff/Trustees.
- Selected candidates will be required to provide at least two written references.

- Staff will undergo any safeguarding training required and will require a probationary period.

Freelance staff:

- Where relevant written references will be obtained to confirm their suitability for working with children and young people.
- Staff will be monitored by HAC's Artistic Director who will offer appropriate advice/guidance.

3.2 STAFF TRAINING

- Safeguarding induction training is mandatory for all those who work directly with children and young people.
- HAC will keep a record of all safeguarding training undertaken by both freelance and permanent staff and will remind them when they are due to attend further training.
- HAC asks all contracted staff to take responsibility for their own training and development and to seek further training as and when required.

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

At times HAC staff may have to respond to concerns about the welfare of children and young people. This could relate to the actual or alleged harm of a child/young person. Alternatively a child/young person you are working with may disclose abuse directly to you.

4.1 IDENTIFYING TYPES & INDICATORS OF ABUSE

In order to effectively protect children and young people against harm all staff should be familiar with the various types and key signs of abuse:

- Physical
- Emotional
- Sexual
- Neglect
- Bullying
- Radicalisation
- Female Genital Mutilation

All staff are required to acquaint themselves with indicators of abuse (Appendix 3).

4.2 HEARING A DISCLOSURE

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

RECEIVE:

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said and react calmly so as not to frighten the child/young person.
- Make a note of what has been said as soon as practicable.

REASSURE:

- Reassure the child/young person, but only so far as is honest and reliable.
- Tell the child/young person they are not to blame and that it was right to tell.
- It is important that you do not promise to keep it a secret as your professional responsibilities may require you to report the matter.

REACT:

- React to the child/young person only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person.

- Do not ask 'leading' questions.
- Explain what you have to do next and whom you have to talk to.

RECORD:

- Make some brief notes at the time.
- Do not destroy your original notes in case they are required.
- Record the date, time, place, persons present and any noticeable non-verbal behaviour.
- Be specific when noting the words used by the child/young person.
- Share your concerns with the Safeguarding Officer.

4.3 REPORTING ALLEGATIONS, SUSPICIONS OR CONCERNS

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

If you become aware of any issue or complaint relating to the welfare or wellbeing of children and young people then you should raise these with the Safeguarding Officer who will be responsible for documenting your concern on an Incident Report Form (see appendix 4). All concerns will be considered and a decision reached as to whether a referral to the Child Protection Services will be made. If after reporting your concern to the Safeguarding Officer you remain concerned then speak with HAC's Chair of Trustees.

HAC can contact the NSPCC who provide instruction in the event of an allegation of abuse or suspicious behaviour.

Contact details for HAC staff / NSPCC – see Appendix 1

All Incident Report Forms are to be securely stored in a restricted and protected folder on the HAC server.

As a charity HAC has a responsibility to report a serious incident or problem to the Charity Commission as soon as HAC is aware of it.

4.4 MAKING A REFERRAL TO CHILD PROTECTION SERVICES

If a decision is made to raise a concern with the Child Protection Services, North Yorkshire County Council, it will be the responsibility of the Safeguarding Officer to formally report this concern. If for any reason the Safeguarding Officer is unable to lead on this process then the Artistic Director will make the referral.

Referrals should be made to:

**Customer Services Centre
North Yorkshire County Council
01609 780780**

HAC will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, HAC will record the name of the child and NYCC member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral.

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

5 ALLEGATIONS OF MISCONDUCT OR ABUSE BY STAFF

In the event of allegations being made against a staff member (employee, volunteer, trustee), HAC has a dual responsibility in respect of both the child/young person and staff member. The same person must not have responsibility for dealing with the welfare issues of the child/young person and the staff member.

Two separate procedures must be followed:

1. In respect of the child/young person the Artistic Director will lead the process relating to the child/young person.
2. In respect of the staff member against whom the allegation is made the Safeguarding Officer will lead the process relating to the staff member.

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

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

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

Contact details for the LADO – see Appendix 1.

6 COMMUNICATION WITH CHILDREN AND YOUNG PEOPLE

6.1 COMMUNICATION VIA TELEPHONE

Only designated staff should make or receive calls or texts to or from children and young people using their personal mobile phones. Staff members should, where possible call in an open environment where the conversation can be witnessed. The designated staff members (Artistic Director, Technical Manager and assigned technicians) agree to present phone records at the request of the safeguarding officer.

6.2 COMMUNICATION VIA EMAIL

Staff will on occasion be required to email children and young people using their personal email address. In all cases staff should use formal language to avoid any misunderstanding on the part of the recipient and should be carbon copied to the Safeguarding Officer. Staff members who have concerns regarding the content of an email from a child/young person should consult the Safeguarding Officer for guidance.

6.3 SOCIAL MEDIA

HAC recognises that social media can be a legitimate and effective way to communicate with children and young people. Current social media applications frequently used by members include Twitter, Facebook, and Instagram. Contact with children and young people through such forums should only take place through HAC's organisational accounts or through designated staff accounts – Technical Manager & Artistic Director.

HAC staff, permanent or freelance, (unless designated staff – Artistic Director & Technical Manager) must not do any of the following:

- Send or accept any friend requests from HAC children and young people on Facebook.
- Request to follow HAC children and young people on other social media platforms.
- Join, accept invitations to or contribute to any groups, private or otherwise, relating to a HAC course, production or child and young persons activity on social media.
- Send or respond to any private messages from HAC children and young people on social media.

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

7 PHOTOGRAPHY & RECORDING

Parental/guardian consent for photography or recording of any child needs to be obtained. Photographs or recording of children/young people will be stored in a designated folder that is only accessible by designated HAC staff. Any camera owned by HAC and used by staff for the purpose of photographing children/young people engaged in HAC activity must have its memory wiped as soon as the content has been transferred to the designated HAC folder. HAC will ensure that any professional photographer or recorder contracted by HAC to take photographs/recordings of children/young people have an Enhanced Disclosure and Barring Service (DBS) check which is dated within the last 3 years, inclusive of their period of engagement. HAC will announce at all performances that 'photography and recording is not permitted during the performance'.

8 ACTIVITY AWAY FROM HAC

HAC's programme of work may include opportunities for children and young people to attend events/activities away from HAC. HAC needs to consider the following when planning these activities:

- Suitable travel arrangements will take due regard for passenger safety.
- Duration of the journey and numbers of drivers required.
- Traffic conditions, weather and insurance.
- Journey and planned stopping times.
- Suitability of the vehicle if the group includes disabled passengers.
- Aware of travel emergency procedures.
- HAC will ensure that there will be a pastoral member of staff who will also stay on site.

If HAC's programme of work includes opportunities for young people to attend overnight events. In such circumstances HAC will ensure that appropriate sleeping arrangements are put in place to protect children and young people. Adults should sleep in separate but nearby sleeping quarters and attention should be given to adequate provision for each gender. Separate sleeping areas need to be provided for those above and those below the age of 16. Where this is not possible, arrangements need to be made to ensure adequate separation of the age groups within the sleeping accommodation. Attention also needs to be given to safe access for children and young people and staff to toilet facilities during the night.

9 DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

9.1 CHECK LEVELS

The Disclosure and Barring Service (DBS) exists to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. A DBS check forms one part of the wider safeguarding process. It helps organisations to determine whether a person is a suitable candidate for a particular role by providing information about their criminal history.

Disclosure and Barring Service (DBS) disclosures are required for any staff member (paid or unpaid) who will be working in a regulated activity.

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

1. **Standard checks** reveal information relating to spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC). To be eligible for a Standard Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974.
2. **Enhanced checks** reveal the same information as Standard Checks but also check against information held by local police forces. To be eligible for an Enhanced Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974 AND regulations made under the Police Act 1997, which includes work with children.
3. **Enhanced checks (with barred list)** are used to check against lists of people prohibited from working with children and vulnerable adults. To be eligible for an Enhanced Check with Childrens and/or Adults Barred list check the position must meet the above criteria and fall within the DBS definition of 'Regulated Activity'.

The minimum age at which someone can apply for a DBS check is 16. Organisations wishing to undertake a check should choose between the three options depending on the nature of the role:

9.2 REGULATED ACTIVITY DEFINITION

Regulated activity is work a person who appears on the DBS barred lists is prohibited from doing. This includes work that involves close and unsupervised contact with vulnerable groups, including children/young people.

The DBS has recently reduced the scope of regulated activities, so that some roles that previously needed a barred list check no longer do so. However, those posts taken out of Regulated Activity remain eligible for Enhanced Checks. In reducing the scope there is now a greater role for organisations in deciding whether a person is a suitable candidate for a particular role. To do this effectively they must also use other safeguarding measures rather than rely on legal provisions alone.

Activities that place a staff member in regulated activity with children are:

- I. Unsupervised activities; teaching, training, instructing, caring for or supervising children/young people, or providing advice/guidance on well-being, or driving a vehicle only for children/young people.
- II. Work for a limited range of establishments with opportunity for contact; eg. schools, children's homes, child care premises.
- III. Relevant personal care; eg. washing or dressing, or health care by or supervised by a professional, even if done once.

HAC's regulated activities are unsupervised work with children; to teach, train, instruct, care for, or supervise children, or provide advice/guidance on well-being. This work is regulated activity only if done regularly or intensively, which means being carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period. A person who manages or supervises a regulated activity is also counted as undertaking a regulated activity. If the person is providing occasional or temporary services they are not in a regulated activity.

10 CHILD PERFORMANCE LICENSING

10.1 REQUIREMENT FOR A LICENSE

A child performance license must be obtained before a child can take part in certain types of performances. This includes:

- Any performance for which a charge is made, whether admission or otherwise.
- Performances in premises licensed to sell alcohol.
- Live broadcast performances and any recorded performances intended for public exhibition.

The licensing system is designed to provide a check that suitable and sufficient arrangements have been made to safeguard children. Amateur groups, musical performances and student productions are not exempt from the requirement.

It is the responsibility of HAC to contact the local authority in which the child resides to obtain instructions as to whether a license is required

Licensing requirements apply to children under the upper limit of compulsory school age.

Rehearsals taking place during the first to the last day of the performance period require a license and are subject to the same restrictions and conditions as performances.

A child may not take part in performances, including rehearsals, on more than 6 consecutive days.

10.2 LICENSE EXEMPTION – THE FOUR DAY RULE

This exemption states that a license is not required for a child if:

- they perform for only four days in any six month period; and
- they do not need to take time off school; and
- they do not receive payment other than expenses.

10.3 BODY OF PERSONS APPROVAL (BOPA)

A BOPA can be issued by the local authority, where the performance is taking place, to a Body of Persons eg. a group of responsible adults putting on a performance. The Body of Persons is responsible for ensuring the safety and well being of the children taking part in a specific performance or for a limited time as set out in the approval. This replaces the need to apply for individual child performance licenses.

The Body of Persons must provide the local authority with the following information in advance:

- Names, addresses and dates of birth of all the children who will be performing.
- Venue and dates of performances.
- Name and contact details of the lead person responsible for each performance.
- Names and addresses of the adults forming the Body of Persons.
- Child Protection policy.
- Signed statement of fitness from the parent of each child.

And agrees:

- No payment will be made to the children (other than expenses).
- The children will not be absent from school.
- A risk assessment must be carried out in respect of each place of performance.
- A first aider is present at each place of performance.
- A list of emergency contact details in respect of each child including any medical issues or additional needs is available at the place of the performance.
- The appropriate number of suitable adults will be available to care for the children, ensuring that every child is supervised at all times.

10.4 CHAPERONES

A child performing, rehearsing for a performance during a performance period or taking part in an activity under a child performance license must be supervised at all times by a chaperone, unless they are under direct supervision from either their parent or a teacher from their school.

Chaperones must be approved by the local authority that has granted the relevant license.

Regulations require a ratio of 1 chaperone to 12 children

A chaperone's first priority is always to the child and the chaperone must not take part in any activity that would prevent them from proper supervision and care of the child/children they are responsible for.

Chaperones are required by law to keep a record for each child per performance:

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

The local authority issuing the license must approve the place where the performance, rehearsals or activity is to take place. In order to do so they must be satisfied that suitable arrangements will be made for meals, for changing and washing facilities.

See Child Performance and Activities - Hours and Durations (Appendix 5)

APPENDIX 1 – CONTACT DETAILS

Organisation	Contact Details
Safeguarding Officer – HAC Mandy Silk	Tel: 01439 770775 Email: vivhair2012@gmail.com
Artistic Director – HAC Natasha Jones	Tel: 01439 772112 / 07540625646 Email: director@helmsleyarts.co.uk
Youth Theatre Director – HAC Natasha Jones	Tel: 01439 772112 / 07540625646 Email: director@helmsleyarts.co.uk
Youth Theatre Assistant – HAC Florrie Stockbridge	Tel: 07772031196 Email: Florrie@me.com
Chair of Trustees – HAC David Powley	Tel: 07157 431249 Email: dpowley@mac.com
NSPCC (24 hours) Report/discuss concerns	www.nspcc.org.uk Helpline 0808 800 5000
Childline (NSPCC)	0800 1111

Children/young people's Child Protection Service	Contact number
Customer Services Centre, NYCC (24 hours)	01609 780780
Local Authority Designated Officer (LADO)	01609 780780
Police	101 Emergency - 999

APPENDIX 2 - CODE OF CONDUCT FOR STAFF, VOLUNTEERS AND TRUSTEES

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

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

Staff, Volunteers and Trustees will ALWAYS:

- Treat everyone with dignity and respect.
- Set an example you would wish others to follow.
- Treat all children and young people equally.
- Plan activities that involve more than one other person being present, or in sight/hearing of others.
- Follow recommended ratios between adults and children/young people for meetings and activities.
- Respect a child/young person's right to personal privacy.
- Avoid unacceptable situations within a relationship of trust.
- Allow children and young people to talk about any concerns they may have.
- Remember someone else might misinterpret your actions, no matter how well-intentioned.
- Take any allegations or concerns of abuse seriously and refer immediately.

Staff, Volunteers and Trustees will NEVER:

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

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

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

APPENDIX 3 - DEFINITIONS & SIGNS OF ABUSE

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

PHYSICAL ABUSE

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

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

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

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

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

EMOTIONAL ABUSE

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

Emotional abuse can be difficult to measure, and often children, young people and vulnerable adults who appear well-cared for may be emotionally abused by being taunted, put down or belittled. Emotional abuse can also take the form of children and young people not being allowed to mix/play with other children and young people. The physical signs of emotional abuse may include:

- Failure to thrive or grow.
- Withdrawn, anxious.
- Sudden speech disorders.
- Developmental delay - physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

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

SEXUAL ABUSE

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

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

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

The following changes in behaviour may also indicate sexual abuse:

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

NEGLECT

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

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

- Hunger, sometimes stealing food from others.
- Constantly dirty or smelly.
- Loss of weight, or being constantly underweight.
- Parents failure to seek medical treatment when their child is ill/injured.
- Inappropriate dress for the conditions.

BULLYING

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

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

- Belongings getting 'lost' or damaged.
- Physical injuries such as unexplained bruises.
- Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school.
- Not doing as well at school.
- Asking for, or stealing, money (to give to a bully).
- Being nervous, losing confidence, or becoming distressed and withdrawn.
- Problems with eating or sleeping.
- Bullying others.

RADICALISATION

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

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

FEMALE GENITAL MUTILATION

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is thought to be 6 - 12 years but it is also thought that the age at which girls are mutilated is dropping.

Staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM.
- A child/young person may talk about a long holiday to a country where the practice is prevalent.
- A child/young person may confide that she or a sister or family member is to have a 'special procedure' or to attend a special occasion.
- A child/young person may request help from a teacher or another adult.
- Any girl/young woman born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered to be at potential risk.

APPENDIX 4 – INCIDENT REPORT TEMPLATE

YOUR DETAILS	
Your name:	
Your role:	
CHILD'S DETAILS	
Child/young person's name:	
Child/young person's address:	
Child/young person's date of birth:	
INCIDENT/DISCLOSURE DETAILS	
Date/time of incident or disclosure:	
Your observations:	
What did the child/young person say? What did you say? (Record the exact wording)	
Action taken:	
EXTERNAL AGENCIES CONTACTED – SAFEGUARDING OFFICER TO ACTION	
Police – Name of contact and advice received:	
Child Protection Services – Name of contact and advice received:	
Other - Name of contact and advice received:	
Date/time report completed:	

APPENDIX 5 – CHILD PERFORMANCE ACTIVITIES HOURS AND DURATIONS

The following chart shows the regulations of times and hours as required by Child (Performance and Activities) Regulations 2014 (England). All categories of children and young people’s entertainment licensing, including license exemptions are subject to these regulations.

MAXIMUM HOURS AND DURATIONS:			
Age of Child	Max number of hours in 1 day at place of performance or rehearsal	Max total number of hours of performance or rehearsal in 1 day	Max continuous number of hours of performance or rehearsal in 1 day
Age 5-Up to age 9	8	3	2.5
Age 9-School Leaving Age	9.5	5	2.5
FREQUENCY AND DURATION OF BREAKS:			
Age of Child	0-3 hours at place of performance	4-8 hours at place of performance	8+ hours at place of performance
Age 5-School Leaving Age	15 mins (mimimum)	1 x 45 min break for a meal 1 x15 min break	1 x 45 min break for a meal 2 x 15 min breaks
EARLIEST /LATEST TIME AT PERFORMANCE:			
	Earliest Time	Latest Time	
Age 5-School Leaving Age	07.00	23.00	

APPENDIX 6 – REFERENCE

Department for Education	Child Performance and Activities Licensing Legislation (England) 2015
Department for Education	Regulated Activity in Relation to Children
HM Government	What to do if you're Worried a child is being Abused (2015)
HM Government	Working Together to Safeguard Children (2015)
Charity Commission	Charities: How to protect Vulnerable Groups including Children (2013)
Charity Commission	Safeguarding Children and young People (2014)
Charity Commission	Strategy for Dealing with Safeguarding Vulnerable Groups including Children Issues in Charities (2006)
Charity Commission	Reporting Serious Incidents – Guidance for Trustees (2011)
Safe Network	Safeguarding for Leaders of groups in Voluntary and Community Sector that work with Children and Young People
Safe Network	Safe Network Standards – Safeguarding children in the Voluntary and Community Sector (2013/2014)
Arts Council England Safeguarding Policy Statement	
NSPCC	