



Policy Name: Safeguarding Policy and Procedure
Version: 1.0
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Board approved:
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1. Introduction

- 1.1. The Children Young People & Families Consortium (CYPFC) is fully committed to safeguarding the welfare of all vulnerable groups and individuals that are involved in its activities and will provide the necessary support and training for staff to ensure the risk of abuse is minimised.
 - 1.2. CYPFC also appreciates that we support a sector that delivers services to vulnerable groups, including children and young people, hence we as an organisation are committed to working in line with best practice, including but not limited to Section 11 of the Children Act 2004 and the government's 'Working Together to Safeguard Children guidance'.
 - 1.3. CYPFC Board has a duty of care to protect the reputation and assets of the organisation and will take active responsibility for safeguarding matters, including reporting of any serious safeguarding incidents to the Charity Commission.
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2. Aim of this Policy

- 2.1. The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, young people, vulnerable adults, staff and volunteers. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children, young people and vulnerable adults who we work with or those who attend our activities and events.
 - 2.2. This document contains a policy statement which is to be read in conjunction with CYPFC's procedural guidance
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3. Definitions

- 3.1. A vulnerable adult is any person aged 18 or over who 'is or may be in need of community care services by reason of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

- 3.2. A child is 'anyone who has not yet reached their 18th birthday in accordance with Article 1 of the UNCRC and in accordance with the Children's Acts 1989 and 2004. The term 'child' therefore is an encompassing term which includes young people.
- 3.3. An unborn child may also be at risk of serious harm, and this policy and the procedures can equally apply in terms of assessing the risk to the unborn child and/or the need for service intervention following delivery.
- 3.4. A parent/carer is the responsible adult who has legal responsibility for the child.
- 3.5. The term 'Staff' refers to all employees and volunteers, it also includes all trustees.
- 3.6. CYPFC has adopted the definition of safeguarding as an encompassing term as contained in the government's 'Working Together to Safeguard Children guidance'. The definition includes protecting children from maltreatment; preventing impairment of children's health and development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; taking action to enable all children to have the best outcomes. Safeguarding is thus defined as the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.
- 3.7. CYPFC will refer to the Rotherham's Local Safeguarding Children Board Procedure and Practice Guidance via <http://rotherhamsccb.proceduresonline.com/index.htm> - a statutory body, established in accordance with the Children Act 2004 and Working Together to Safeguard Children guidance, which provides important safeguarding information for the public, children, young people, parents, carers, school staff and other professionals.
- 3.8. Harm, as contained in Section 31(9) of the Children Act 1989, as amended by Section 120 of the Adoption and Children Act 2002, is defined in the following way; harm means ill treatment or the impairment of health or development, including impairment suffered from seeing or hearing the ill-treatment of another; development includes physical, intellectual, emotional, social or behavioral and health includes physical or mental health. "ill-treatment" includes sexual abuse and forms of ill-treatment which are not physical.
- 3.9. **Physical abuse** – is any form of non-accidental injury or failure to protect from injury. Examples of physical abuse includes hitting, kicking, shaking, throwing, shaking, burning, scalding, choking, poisoning or suffocating. A child may also be physically abused by a parent or carer suffering from fabricated illness which involves the exaggeration of physical symptoms or deliberately causing ill health. Abuse can also result from physical punishment or discipline.

Emotional abuse – is the severe or persistent rejection or emotional ill treatment of the child, which would negatively affect the emotional or behavioral development. This includes withholding affection, constant criticism, shouting, undermining confidence. CYPFC also recognises that children may be forced into marriage through emotional coercion from their parents or wider family members.

Sexual abuse – is the actual or likely sexual exploitation of a child by any other person or another child. This includes physical contact (penetrative or non-penetrative) and non-physical contact such as forcing to touch or to be touched sexually, rape, showing pornographic materials, inappropriate sexual remarks or encouraging children to behave in sexually inappropriate ways. Sexual abuse also encompasses sexual exploitation through

CYPFC also recognises Female Genital Mutilation is a form of sexual gender-based violence and is included within the category of sexual abuse for the purposes of this Policy.

Neglect – is the persistent or severe neglect and failure to meet the basic physical and or psychological needs, including not providing a child with basic food, warmth, shelter, clothing, care or protection.

Harmful practices – Some practices such as online harm via social media, AI and mobile technology including the use of ‘sexting’ as an abusive strategy, female genital mutilation, forced marriage, child marriage and ritualistic abuse, often consisting of physical, sexual or emotional abuse, are harmful to children and therefore are a form of child abuse and are considered wholly unacceptable.

4. Recruitment, Induction and Training

- 4.1. CYPFC is committed to safer recruitment and selection of all paid staff and volunteers. Its procedures are designed to promote best practice and to protect vulnerable adults, children, young people and workers from potential harm.
- 4.2. Prospective staff and volunteers will be asked to complete an application form requesting basic details, including previous experience of working with vulnerable adults, children and/or young people where appropriate. CYPFC expects that all staff and volunteers working directly with vulnerable adults, children and/or young people will be subject to enhanced police checks (DBS). Disclosure of a criminal record may not itself prevent appointments as the nature of any offence is considered, with the exception of convictions for crimes against children/vulnerable adults. CYPFC will need to obtain two references prior to appointment (non-family members). Interviews will be undertaken and any gaps in job history or rapid movement from one to another will be investigated.
- 4.3. All staff and volunteers will receive information around CYPFC’s policies and procedures during the induction process to ensure they understand their responsibilities in relation to safeguarding vulnerable adults, children and young people, in particular how to identify and report safeguarding concerns.
- 4.4. All staff will be expected to undertake awareness raising and/or training on safeguarding at a level appropriate to their role and will be expected to undertake refresher training when required following discussion with their line manager.
- 4.5. The Designated Safeguarding Lead and managers will be expected to undertake more specialised safeguarding training, including refreshers, as appropriate.

5. Roles and Responsibilities

- 5.1. CYPFC appoints a Designated Safeguarding Lead (DSL) who will deal with the day-to-day work around safeguarding. These roles and responsibilities will be supported and covered by a Deputy in the absence of the DSL. The DSL and Deputy will be supported with advice and guidance when needed by a Safeguarding Champion whom will be a CYPFC Trustee.

- 5.2. Designated Safeguarding Lead

This person is responsible for overseeing that safeguarding issues regarding vulnerable adults and children and young people are dealt with appropriately in line with this policy,

referring concerns to the appropriate agencies (e.g. Single Point of Access – formerly Assessment Direct for vulnerable adults and Multi Agency Safeguarding Hub – MASH for children and young people) in a timely fashion and in line with confidentiality guidelines. They may attend further safeguarding meetings, case conferences and reviews with referral agencies. The Safeguarding Lead will act as a source of advice on all safeguarding matters and seek further advice and guidance from Rotherham’s Local Safeguarding Adults Board (SAB) and Rotherham’s Local Safeguarding Children Board (LSCB) as needed.

Designated Safeguarding Lead: Ashley Leggott (CYPFC Strategic Co-ordinator)

Deputy: Designated per project

Safeguarding Champion: Rachael Wilson (CYPFC Trustee)

5.3. The contact details for the above-named individuals are available in the staff area at The Spectrum or are available from individual’s Line Manager.

5.4. Line managers will ensure:

- They fully understand this policy and all other policies that have a direct link;
- All staff in their area receive appropriate safeguarding information and training commensurate with the responsibilities of their role;
- Safeguarding responsibilities are highlighted during team meetings, supervision and appraisals as appropriate;
- They encourage staff to contribute to discussions about safeguarding and positively involve them in developing safe practices where appropriate;
- They adhere to CYPFC’s safer recruitment procedures and that appropriate checks are undertaken;
- Any concerns reported to them regarding safeguarding issues are passed to the relevant Safeguarding Lead for action.

5.5. All staff, trustees and volunteers will ensure they:

- Are fully aware of their responsibility to safeguard and promote the welfare of children, young people and adults within their role as appropriate;
- Undertake any awareness raising/training appropriate to the level and responsibilities of their role;
- Raise concerns or allegations of abuse and neglect without delay to the relevant Safeguarding Lead or, if unsure of the process, that they inform their line manager;
- Act in a way which protects them against false allegations of abuse as far as possible in accordance with this policy.

6. Identifying Risks

- 6.1. CYPFC undertakes risk assessments for all its areas of activity in line with the Hazard Identification and Risk Assessment Policy.
 - 6.2. Risk assessments in relation to safeguarding issues are undertaken as follows:
 - When recruiting to a new or existing post which involves working directly with vulnerable adults or children – safer recruitment processes are undertaken, including DBS checks;
 - Upon commencement of new activities or events involving or potentially involving vulnerable adults or children;
 - When changes are being made to existing activities or events involving or potentially involving vulnerable adults or children.
 - 6.3 As well as being subject to a DBS check at the start of employment, CYPFC will ensure DBS checks are updated for all relevant employees every 3 years throughout employment.
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7. Recognising Abuse

- 7.1. It is important to be aware of the possible signs and symptoms of abuse. Appendix 2 shows the possible signs and symptoms of abuse for both children and adults.
 - 7.2. It is essential to note, however, that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, provide a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.
 - 7.3. Abuse can occur in all types and structures of families and situations regardless of gender, race, culture, sexual orientation, religion/belief or class. It is important to be mindful that there are many different ideas and attitudes about how children should be brought up. However, this does not mean that an individual should ignore a situation where children are clearly at risk on the grounds that the family concerned has a different set of beliefs.
 - 7.4. For individuals with special educational needs or disabilities, there can be additional issues in relation to abuse, and individuals may have greater difficulty in being heard when trying to disclose situations of abuse.
 - 7.5. It is important to be mindful of assumptions as to what is appropriate in terms of caring for individuals with learning disabilities. Sometimes practices that would clearly be seen as unacceptable in general terms are not challenged when the individual has a learning disability. If employees are in any doubt, they should refer to the relevant Safeguarding Lead for advice.
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8. What to do if there has been a disclosure, allegation or concern of abuse

- 8.1. It is the responsibility of anyone working for CYPFC in a paid or unpaid capacity to act on any concerns, allegations or disclosures of abuse, regardless of any assumptions as to whether or not the abuse has taken place, through contact with the appropriate agencies so that they can then make inquiries and take any necessary action to protect the individual concerned. This applies whether the abuse is occurring within the organisation or elsewhere.
- 8.2. If a child, young person or adult makes a disclosure that they are being abused and/or an allegation of abuse against someone, the person being told should:
- Stay calm and listen carefully;
 - Reassure the individual that they have done the right thing in telling;
 - NOT investigate or ask leading questions;
 - Explain that they will need to tell someone else if anyone is at risk of harm, in order to help them;
 - NOT promise to keep secret what they have been told;
 - Ensure the individual is informed about what will happen next;
 - Reassure the individual about what to expect;
 - Inform the relevant Safeguarding Lead as soon as possible;
 - Make a written record of the allegation, disclosure or incident and sign/date this.
 - This should be given to the Safeguarding Lead, who will take the necessary action and store the information securely in a locked filing cabinet.
- 8.3. Appendix 3 gives further information to employees and volunteers on what to do if a disclosure is made or a concern is identified and/or there is an allegation or concern that a child, young person or adult are being abused.
- 8.4. The Safeguarding Lead will review the information provided and make any necessary referrals to the appropriate external agencies (Single Point of Access for adults and MASH for children/young people). Under no circumstances should the individual member of staff or volunteer contact an external agency or undertake their own investigation.
- 8.5. Employees and volunteers must not discuss their suspicions or any allegations made with anyone other than the designated Safeguarding Lead or Line Manager.
- 8.6. The organisation will support any investigation as appropriate; therefore, any member of staff or volunteer who has been involved in a safeguarding concern will be expected to give a full account of the incident or their concerns and may be called on as a witness in any subsequent proceedings.

9. What to do if there is an immediate threat of harm

- 9.1. In most situations there will not be an immediate threat and the decision about protecting the vulnerable adult or child will be taken by the appropriate agency.
 - 9.2. In certain circumstances it may be necessary to take immediate action to protect the vulnerable adult or child by calling emergency services (999). This is more probable in a home visit situation. Direct calls to the police should be reserved for incidents of assault and/or violence where an element of urgency applies.
 - 9.3. In all circumstances where the emergency services have been called, the employee or volunteer must inform the relevant Safeguarding Lead as soon as possible.
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10. Support to employees and volunteers

- 10.1. The Line Manager/Designated Safeguarding Lead will make themselves available to the employee or volunteer reporting the incident or concern to talk it through and offer any additional support.
 - 10.2. If an external agency or the police need further information or involvement from the employee or volunteer, then they will be expected to co-operate fully with any investigation. The organisation will provide assistance to the individual, including attending any investigatory meetings with them, or alternatively a representative from the organisation (Line Manager or Safeguarding Lead) may provide information to the relevant authority on the individual's behalf.
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11. Allegations against employees and volunteers

- 11.1. Employees and volunteers may also be subject to allegations of abusing vulnerable adults and children during the course of their employment/volunteering.
- 11.2. In order to minimise any allegations, employees and volunteers should adhere to the Lone Working Policy at all times. Where this is not possible, individuals should consider how else they might minimise any risk, including holding meetings in appropriate rooms and places.
- 11.3. Any complaint against a member of staff or volunteer must be made to the relevant Line Manager, Designated Safeguarding Lead or a Trustee, who will seek the advice of the relevant external agency and/or police on how to proceed with investigations.
- 11.4. If the Designated Safeguarding Lead is informed of a complaint by the authorities, the Designated Safeguarding Lead will meet with the authorities in order to be acquainted with the details and agree appropriate action.
- 11.5. While appropriate support will be offered to any employee or volunteer facing allegations of abuse, CYPFC will ensure that authorities are assisted in pursuing any investigation.
- 11.6. Where an allegation is made against an employee, that employee may be suspended on full pay until such time any investigation is completed. The employee may be liable to action under the Disciplinary Procedure and they will be informed of that at the time. Employees will, therefore, need to ensure that they have a sufficient support network outside the organisation should the disciplinary procedure be invoked.

- 11.7. Whilst other employees should show due courtesy and respect, the confidentiality of colleagues and the needs, welfare and protection of vulnerable adults and children will at all times be paramount.
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12. Record Keeping

- 12.1. All reported incidents and concerns will be logged securely by the DSL and outcomes of any investigation noted. This information will be kept confidentially and under strict data protection rules.
- 12.2. The DSL will regularly produce update reports to the Board, including number of incidents and any reports of serious incidents to the Charity Commission.
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13. Whistleblowing

- 13.1. It is important that CYPFC has procedures for enabling staff to share, in confidence with a designated person, concerns they may have about a colleague's behaviour. This may be behaviour linked to safeguarding or behaviour that pushes boundaries beyond acceptable limits.
- 13.2. CYPFC is fully supportive of 'whistleblowing' for the sake of the vulnerable adult or child and will provide support and protect those who 'whistle blow'. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the relevant Safeguarding Lead. All staff will be encouraged to talk to the relevant Safeguarding Lead if they become aware of anything that makes them feel uncomfortable.
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14. Confidentiality

- 14.1. CYPFC respects everyone's right to confidentiality, however, we believe that the welfare of vulnerable people has to take priority and we have a duty to disclose abuse to the appropriate agency if deemed necessary. CYPFC's Information Governance and Data Protection Policy may be overridden in these circumstances, and reference should be made to the policy.
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15. Funding and Commissioning arrangements

- 15.1. CYPFC will review this policy in line with any specified requirements under commissioning or funding arrangements.
- 15.2. Where CYPFC commissions external organisations to undertake work as part of a larger programme directly belonging to CYPFC we will ensure that the organisation being commissioned is fully aware of their responsibility to safeguard those who require it.
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16. Monitoring and Review of this Policy

- 16.1. The Safeguarding Lead and Deputy will co-ordinate a bi-annual review of this policy and procedures to ensure they are kept up-to-date and are operating effectively. Any revision of the policy or procedures relating to safeguarding will be communicated to staff in a timely manner.
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Appendix 1: Definitions of abuse

VULNERABLE ADULTS

Abuse is a violation of an individual's human and civil rights by any other person or persons. It may consist of a single act or repeated acts. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. The following definitions have been taken from examples in the Care Act 2014.

Physical Abuse:

This is the infliction of pain or physical injury, which is either caused deliberately or through lack of care. It can include assault, misuse of medication, restraint and inappropriate physical sanctions. It can also include fabricated or induced illness by proxy.

Psychological or Emotional Abuse:

These are acts or behaviour that cause mental distress or anguish, or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty. It includes threats of harm or abandonment, humiliation, intimidation, verbal abuse, cyber bullying and isolation.

Sexual Abuse:

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent. It can include rape, assault, sexual harassment, exploitation, sexual photography, and sexual acts to which the adult has not consented or was pressured into consenting.

Neglect or Act of Omission:

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired.

Financial or Material Abuse:

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. It includes fraud, internet scamming and coercion in relation to an adult's financial affairs.

Discriminatory Abuse:

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion/belief, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse:

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Domestic Abuse:

This includes acts of domestic violence including psychological, physical, sexual and financial abuse.

Modern Slavery:

This categorises offences of slavery, domestic servitude and forced or compulsory labour, and

Human Trafficking.

Exploitation:

This can be either opportunistic or premeditated and involves unfairly manipulating someone for profit or personal gain. It also includes safeguarding people and communities from the threat of people being drawn into terrorism (Prevent Strategy).

CHILDREN AND YOUNG PEOPLE

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger (e.g. via the internet). They may be abused by an adult or adults, or another child or children. The below definitions are taken from Working Together to Safeguard Children

Physical Abuse:

This 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 feigns the symptoms of, or deliberately causes ill health to a child who they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen's syndrome by proxy.

Emotional Abuse:

This is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child, though it may occur alone.

Sexual Abuse:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production or, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology.

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Note: Children whose situations do not currently fit the above categories may also be at significant risk of harm. This could include situations where another child in the household has been harmed or the household contains a known child abuser.

Contextual Safeguarding:

Contextual Safeguarding relates to every child or young person, not just those experiencing specific types of abuse. When considering some of the issues affecting children and young people, it is important that we understand the influences around them outside of the family including, but not limited to:

- Online abuse/harm
- County Lines/gang cultures
- Peer network/pressure, wider community and society in general
- Radicalisation
- Trafficking/modern slavery
- Safeguarding risks in public spaces

Contextual Safeguarding is an approach to understanding and responding to children and young people's experiences, and risks of, significant harm and recognises the impact of the public/social context on their lives and, consequently, their safety.

Appendix 2: Signs and Symptoms of possible abuse

VULNERABLE ADULTS

Physical:

- A history of unexplained falls, fractures, bruises, burns and minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Psychological:

- Alteration in psychological state, e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Sexual:

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse

Neglect or Omission:

- Malnutrition, weight loss and/or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Financial or Material:

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on person's behalf
- Recent changes of deeds or title to property

Discriminatory:

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional:

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc.
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity.

CHILDREN AND YOUNG PEOPLE

Extreme care should be taken as misreading signs of abuse can result in significant harm or trauma to the child and their family. In general staff employed in the voluntary sector will not have the expertise to diagnose child abuse but do have a responsibility to be alert and aware of the signs.

Just because a child exhibit one of the signs listed below, this does not mean that they have been abused. Nevertheless, the presence of one or more of the signs, or their repeated presence, might raise concerns and should be used as a prompt for discussion with the Safeguarding Lead.

Physical signs:

- Any injuries, bruises, bites, burns, fractures, etc., which are not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- Injuries which have not received medical attention
- Instances where children are kept away from the group inappropriately or without explanation
- Self-mutilation or self-harm e.g. cutting, slashing, drug abuse

Emotional signs:

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression
- Nervousness/inappropriate fear of particular adults e.g. frozen watchfulness
- Sudden changes in behaviour e.g. under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults e.g. excessive dependence
- Attention-seeking behaviour
- Persistent tiredness
- Wetting or soiling of bed or clothes by an older child

Neglect signs:

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Failure to thrive e.g. poor weight gain
- Consistently being left alone and unsupervised

Sexual signs:

- Any direct disclosure made by a child concerning sexual abuse
 - Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play
 - Preoccupation with sexual activity through words, play or drawing
 - Child who is sexually provocative or seductive with adults
 - Inappropriate bed-sharing arrangements at home
 - Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
 - Other emotional signs (see above) may be indicative of sexual or some other form of abuse
- Possible signs of concern regarding adult behaviour:
- A person in whose presence a child or children becomes unusually distressed or agitated
 - A member of staff, volunteer, or parent asking a child to lie about anything (especially if it is about meeting that child)
 - Any member of staff, volunteer, or parent who asks you to lie about a situation involving a child - particularly if that child looks distressed
 - Any person who persistently fails to follow the organisation's Code of Conduct / Behavioral protocols, particularly if reasons are evasive
 - Private (i.e. outside of work) meetings between a child and a member of staff or volunteer

Appendix 3: Guidelines for responding to allegations or disclosure of abuse

General Points:

- Keep calm – do not appear shocked or disgusted
- Accept what the person says without passing judgement (however unlikely the disclosure may sound)
- Look directly at the person
- Be honest
- Let them know you will need to tell someone else, don't promise confidentiality
- Be aware the person may have been threatened and fear reprisals for having spoken to you
- Never push for information or question the person as this can undermine any subsequent criminal investigation. If at any point a person decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

Helpful things to say or show:

- Show acceptance of what the person says
- "I take what you are saying very seriously"
- "I am pleased that you have told me. Thank you for telling me"
- If appropriate, "it isn't your fault and you are not to blame at all"
- "I am sorry that happened to you"
- "I will help you"

Things not to say:

- "Why didn't you say something before?"
- "I really can't believe it"
- "Are you sure this has happened?"
- "Why?" "Where?" "When?" "Who?" "What?" "How?"
- Don't make false promises to the person – like confidentiality – be honest now, any lies will be further abuse and betrayal
- Never make statements such as 'I am shocked!' or 'don't tell anyone else'.

Concluding the conversation:

- Reassure the person that they were right to tell you
- Let the person know what you are going to do next and tell them that you will let them know what is happening at each stage.

The employee/volunteer must compile, with help if necessary, a written record of the allegation or suspicion including:

- Date, time and place conversation and date, time and place of allegation and anyone else present
- What the concern is
- Exactly what the person has said
- What was happening immediately beforehand (e.g. description of the activity, event or interaction)
- What if anything the parent or carer is saying
- What if anything other staff are saying
- Any known relevant history
- If the initial note is handwritten, keep it if it is subsequently typed up.
- Inform the relevant Safeguarding Lead immediately. The Safeguarding Lead will contact the relevant external agency and/or police. Whilst allegations or suspicions of abuse will normally be reported to the Designated Safeguarding Lead, their absence should not delay a referral to the relevant external agency. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Safeguarding Lead as to the appropriateness of a referral to an external agency, that person retains a responsibility as a member of the public to report serious matters to that agency, and should do so without hesitation. Do not be tempted to try to investigate further the claims – this could lead to contamination of evidence and could jeopardise any Police investigation and criminal prosecution activity. The external agency will be asked to keep CYPFC informed of any outcome.