



## Safeguarding & Child Protection **Policy and Procedures**

Policy adopted on:  
11<sup>th</sup> November 2014

Policy to be reviewed on or by:  
10<sup>th</sup> November 2015

## Important details and phone numbers

### Reporting allegations or suspicions of abuse

If you have any concerns about a child being abused you should inform the designated person:

*Main Designated Person:*

Louise Clohesy  
Participation Manager  
Greenwich & Lewisham Young People's Theatre  
The Tramshed  
51 – 53 Woolwich New Road  
London, SE18 6ES

Office Phone: 020 8854 1316  
Mobile: 07921845560

*Second Designated Person*

Jeremy James  
Artistic Director  
Greenwich & Lewisham Young People's Theatre  
The Tramshed  
51 – 53 Woolwich New Road  
London, SE18 6ES

Office Phone: 020 8854 1316  
Mobile: 07770 467897

### Important contacts outside the organisation

#### Local Area Children's Safeguarding Board / Social Services

- **Greenwich**

Emergency Number for Referrals or to ask advice:  
Initial Response Team 020 8921 3172

Out of hours:  
Greenwich Council switchboard 020 8854 8888 ask to speak to Safeguarding Officer

- **Lewisham**

Phone Number for Advice Only:  
Child Protection 020 8314 6000

Emergency Number for Referrals:  
020 8314 6660

Out of Hours:  
Main Switchboard 020 8314 6000 – State you want to make a child protection referral

#### Police Stations

In the event of a disclosure being made out of hours and you feel it needs to be referred immediately (e.g. in the case of sexual abuse or physical abuse causing the child to be in danger), refer the matter straight to the police using 999 (emergency) or 101 (non-emergency).

##### **Greenwich**

Greenwich Police Station (24 hour)  
31 Royal Hill  
London, SE10 8RR  
Phone: 101

##### **Lewisham**

Catford Police Station (24 hour)  
333 Bromley Road  
London, SE6 2RJ  
Phone: 101

Lewisham Police Station (24 hour)  
43 Lewisham High Street  
London, SE13 5JZ  
Phone: 101

#### NSPCC

Child Protection Helpline 0808 800 5000

#### Other Numbers

Alyson McGarrigle– Chair of GLYPT Board: 07976 784 225

# 1. Policy Statement

Greenwich & Lewisham Young People's Theatre (GLYPT) believe that the welfare of all children and young people (including vulnerable adults) is paramount. All of our staff accept and recognise our responsibilities to develop awareness of the issues which cause children and young people harm. We will ensure that our policies and activities are empowering and enabling, creating a safe and creative environment for children and young people.

## **This policy is based on the following principles:**

- The welfare of the child and young person is paramount;
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) have a responsibility to report concerns to the designated person with responsibility for child protection;
- Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

## **We will aim to safeguard children by:**

- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers;
- Sharing information about child protection and good practice with children, parents and carers, staff and volunteers. All parents/guardians will be made aware of the child protection policy and given the chance to request a copy;
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately;
- Carefully following the procedures for recruitment and selection of staff and volunteers;
- Providing effective management for staff and volunteers through support, supervision and training;
- We are committed to reviewing our policy and good practice regularly. GLYPT's Board of Management holds the responsibility of reviewing this policy. We aim to review it every 12 months.

## **This policy sets out agreed guidelines relating to the following areas:**

- Responding to allegations of abuse, including those made against staff and volunteers;
- Recruitment and vetting of staff and volunteers;
- Supervision of organisational activities.

## **Legal Framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children's Act 1989
- Children's Act 2004
- The Safeguarding Vulnerable Groups Act 2006

## 2. Procedures

### The purpose of the policy:

- To provide protection for the children and young people who receive GLYPT's services, including vulnerable adults and the children of adult members or users;
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be a risk of, harm;
- This policy applies to all staff including senior managers and board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of GLYPT.

### Suspected abuse and the child

Definitions and signs of abuse can be found in appendices one and two at the back of this policy.

### **What to do if you suspect that abuse may have occurred**

1. You must report the concerns immediately to the designated person: *Louise Clohesy* (Participation Manager).

The role of the designated person is to:

- Obtain information from staff, volunteers, children or parents and carers who have child protection concerns and to record this information;
- Assess the information quickly and carefully and ask for further information as appropriate;
- Check whether a common assessment has been completed; if so, add to it and contact the lead professional. Otherwise, complete a common assessment;
- Consult with a statutory child protection agency such as the local children's social services department or the NSPCC to clarify any doubts or worries;
- If concerns persist the lead professional (or designated person if concern is of a child suffering or likely to suffer significant harm) should make a referral to a statutory child protection agency or the police without delay.

The designated person has been nominated by *Greenwich & Lewisham Young People's Theatre* to refer allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of *Louise Clohesy* the matter should be brought to the attention of *Jeremy James* (Artistic Director).

2. Suspicions will not be discussed with anyone other than those nominated above.
3. It is the right of any individual to make direct referrals to the child protection agencies. If for any reason you believe that the nominated persons have not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.

### **Allegations of physical injury or neglect**

#### ***If a child has a symptom of physical injury or neglect the designated person will:***

1. Contact Social Services for advice in cases of deliberate injury or concerns about the safety of the child. The parents should not be informed by the organisation in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. The designated person will inform the doctor of any suspicions of abuse.
3. In other circumstances speak with the parent/carer/guardian and suggest that medical help/attention is sought for the child. The doctor will then initiate further action if necessary.
4. If appropriate the parent/carer will be encouraged to seek help from Social Services. If the parent/carer/guardian fails to act the designated person should, in case of real concern, contact social services for advice.
5. Where the designated person is unsure whether to refer a case to Social Services then advice from the Local Area Children's Safeguarding Board or NSPCC will be sought.

## **Allegations of sexual abuse**

### ***In the event of allegations or suspicions of sexual abuse the designated person will:***

1. Contact the Social Service duty social worker for children and families directly. The designated person will not speak to the parent (or anyone else).
2. If the designated person is unsure whether or not to follow the above guidance then advice from the Local Area Children's Safeguarding Board or NSPCC will be sought.
3. Under no circumstances should the designated person attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter under section 47 of the Children Act 1989.
4. Whilst allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to Social Services.

## **What to do after a child has talked to you about abuse**

1. Make notes as soon as possible (ideally within 1 hour of being told). You should write down exactly what the child has said, what you said in reply and what was happening immediately before being told (i.e. the activity being delivered). You should record the dates, times and when you made the record. All hand written notes should be kept securely.  
  
You should use the form 'Confidential Abuse & Major Incident Record Sheet.' This form is Appendix Six and is attached at the back of this policy.
2. You should report your discussion to the designated person as soon as possible. If this person is implicated you need to report to the second designated person. If both are implicated report to Social Services.
3. You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.
4. After a child has disclosed abuse the designated persons should carefully consider whether or not it is safe for a child to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect. If a child is at immediate risk of harm, or if you believe a crime has been committed, contact the police on 999 or 101.

## **Staff members – allegations & concerns**

### **Allegations against a member of staff**

We will assure all staff/volunteers that we will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

### **Procedure for reporting concerns or allegations**

- Any concerns should, in the first instance, be reported to the designated person for child protection, *Louise Clohesy*.
- If the allegation has been handled inadequately and concerns remain or if the allegation is about the poor practice of the designated person, it should be reported to the Artistic Director, *Jeremy James*, and following this, the Chair of the Board. They will then decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

### **Action if there are concerns**

#### **1. Concerns about poor practice:**

- If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.

#### **2. Concerns about suspected abuse**

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the designated person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The designated person will refer the allegation to the social services department, who may involve the police, or go directly to the police if out-of-hours.
- The designated person will refer to the DBS (formally ISA) information about employees who (may) have harmed children while working with Greenwich and Lewisham Young People's Theatre as stated in The Safeguarding Vulnerable Groups Act 2006.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the designated person is the subject of the suspicion/allegation, the report must be made to the Artistic Director or Chair of the Board who will refer the allegation to Social Services.

#### **3. Internal Enquiries and Suspension**

- The designated person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries, the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information which could suggest that, on a balance of probability it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

## **Preventative measures and good practice for GLYPT'S workshops and activities**

**We will aim to protect children from abuse, and our team members from false allegations, by adopting the following guidelines:**

- We will keep records of all staff (both paid staff members and volunteers).
- We will keep records of all children attending our activities.
- Registers will include workshop details (session days, times and venue) and the names of the regular staff members who run the session.
- We will keep a record of attendance of all sessions as well as termly monitoring and evaluation records.
- Our staff will record any unusual events on the accident/incident form.
- Written consent from a parent or guardian will be obtained for every child attending our activities.
- Where possible our staff should not be alone with a child, although we recognise that there may be times when this may be necessary or helpful.
- If a participant requires assistance with toileting, staff should escort children of the same sex to the toilet but are not expected to be involved with toileting, unless the child has a special need that has been brought to our attention by the parent/guardian.
- We recognise that physical touch between adults and children is occasionally acceptable and appropriate for some activities within session times in public places. However our staff will be discouraged from this in circumstances where an adult or child is left alone. GLYPT's Guidance Notes for Safe Touch are outlined in Appendix Five at the back of this policy
- All staff should treat all children with dignity and respect in attitude, language and actions.

## **Third Party Access**

If we receive unsolicited calls from agencies and film companies looking to be linked up with young people with performance or youth theatre background, they must be able to respond to a positive to the following questions or the conversation should go no further:

1. Does all the staff in your organisation who directly works with young people hold an advanced DBS certificate?
2. Who is the organisation's lead DBS signatory; can we have access to dialogue with that individual?
3. Will there be chaperones with the young people?

Ideally someone from the organisation should be known to at least one member of GLYPT staff or a partnership organisation.

We will not divulge any contact details (see Data Protection Policy); we would, however, allow someone access to talk to our young people overseen by our tutors or staff members once parental/carer consent has been obtained.

The organisation should be encouraged to provide their contact details and a permission request letter/form for our young people to take home and discuss with parents/guardians before handing over their own contact details.

## **Young People & the Internet**

GLYPT use some social media (for example Facebook & Twitter) to promote our activities to young people. GLYPT will occasionally use these media formats to contact young people. We will brief staff in the following safeguarding measures:

- GLYPT staff and freelancers must request permission from the Participation Manager to contact participants from their personal mobile numbers, e-mail addresses or via any social media sites. It will only be deemed appropriate to give permission if the contact cannot be done through GLYPT's usual channels of communication. GLYPT will provide company mobile telephones for specific projects where necessary.
- GLYPT staff and freelancers will only contact young people through their professional pages within these sites, not via their personal pages.
- Filming and Photography will not be published by GLYPT unless consent has been received. When using film or photography on social media, privacy settings will be at their highest to ensure safety.
- When distributing GLYPT's social media site details, participants will be briefed on the acceptable way of using the sites encouraging respect for their peers, GLYPT's staff and reputation.
- GLYPT will put a statement on our social media sites highlighting the importance of respectable use.
- GLYPT will do our best to monitor posts on our social media pages of sites, but acknowledge that we cannot be responsible for everything other people write.
- Participants (under the age of 16) will be supervised when using the internet for projects. If internet usage is a key aspect of a project, all participants should be briefed by either the key tutor or project manager about responsible usage. This will include, but is not limited to, being aware of whether a site is appropriate and not offensive in any way, and about appropriate use of social media.

### 3. Recruitment

#### Recruitment and appointment of workers and volunteers

In recruiting and appointing workers we, *Greenwich & Lewisham Young People's Theatre*, will be responsible for the following:

- Identifying the tasks and responsibilities involved and the type of person most suitable for the job.
- Drawing up the selection criteria and putting together a list of essential and desirable qualifications, skills and experience, with an outline of the degree of contact with young people.
- All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience.
- We will always send a copy of our child protection policy with the application pack.
- We will make sure that we measure the application against the selection criteria.
- All applicants will sign a declaration stating that there is no reason why they should be considered unsuitable to work with children or vulnerable adults. Employment which enables the post-holder to have access to persons under the age of 18 in the course of their normal duties is exempt from The Rehabilitation of Offenders Act (1974) and therefore all spent and unspent convictions must be disclosed, including any pending case against them. This will then be subject to enhanced disclosure certificate from DBS or enhanced and barred disclosure if employment falls under 'regulated activity' as set out in the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012. This applies to potential employees, volunteers and self-employed or freelance members of staff. It is important that our applicant in this particular category understands that all information will be dealt with confidentially and will not be used against them unfairly.
- We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport and evidence of their right to work in the UK.
- When appropriate we will request to see documentation of any qualifications detailed by the applicant.
- We will always interview our candidates, making sure we put two people from our organisation on the panel with pre-planned and clear questions to determine the candidate's suitability to work with children.
- We will request two written references from people who are not family members or friends and who have knowledge of the applicant's experience of working with children. We will ask the referee to comment on their suitability for working with children. We will try to follow up written references with a telephone call.
- The same principles apply to young people who have been involved with the organisation and have become volunteers.
- We will ensure that our successful applicant obtains an Enhanced Criminal Record Certificate (ECRC) from the Disclosure and Barring Service (DBS). If the successful applicant does not already have an ECRC obtained in the last year, *Greenwich & Lewisham Young People's Theatre* will assist in them applying. They will need to show their ECRC before we finally confirm them in post. The ECRC will be updated every 2 – 3 years. We will accept ECRC obtained through other organisations if issued in the last 2 years.
- We recommend that all staff subscribe to the Disclosure Barring Service update service.
- In cases where members of staff are waiting to receive their ECRC they will be checked against the barred list but must be accompanied at all times by another member of staff who does hold the Enhanced Criminal Records Certificate. They shouldn't be left in sole responsibility of any young people until a satisfactory check has been processed. All parties (GLYPT and staff) will be made aware of this requirement.

- When school aged work experience students (up to age 18) attend projects or workshops they won't be expected to hold an ECRC, however they must be accompanied by a member of staff with an Enhanced Certificate at all times. The student will never be left in sole responsibility for any other young person. Work experience students from University or over the age of 18 will be expected to undergo an Enhanced disclosure from DBS.

## **4. Support and Training**

GLYPT are committed to the provision of child protection training for all our team members. Every member of staff will be issued with a copy of this policy on the start of their employment with the company, and be kept up to date with any amendments.

A robust induction process will be available for core staff which will cover the code of conduct, behaviour policy and safeguarding and child protection policy. All other staff will be invited to project planning meetings to discuss the policies and code of conduct outlined above.

Training by a recognised outside organisation will be provided for the first and second designated people as named in this policy and the Youth Arts Support Workers responsible for the pastoral care of young people during GLYPT workshop sessions. All other staff will receive internal training as part of their induction when joining the company. It is the responsibility of the designated person to keep all staff up to date with any developments in recommended policy.

There will be regular observations and monitoring of youth arts sessions along with supportive feedback and identified training opportunities.

Greenwich and Lewisham Young People's Theatre policy encourage an ethos of openness and shared responsibility for safeguarding and child protection.

## **Appendices**

**Appendix 1: Definitions of Abuse**

**Appendix 2: Recognising & Responding to Abuse**

**Appendix 3: Responding to the Child Making Allegations of Abuse**

**Appendix 4: Guidance Notes for Staff Conduct**

**Appendix 5: Guidance Notes for Safe Touch**

**Appendix 6: Confidential Abuse & Major Incident Record Sheet**

**Appendix 7: Minor Incident Record Sheet**

**Appendix 8: Staff Declaration Sheet**

## Appendix 1

### Definitions of abuse

These definitions are based on those from Working Together to Safeguard Children (Department of Health, Home office, Department for Education and Employment, 1999)

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately induces ill health to a child whom they are looking after. This situation is commonly described as factitious illness, fabricated or induced illness in children or "Munchausen Syndrome by proxy" after the person who first identified this situation.

A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

#### Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger (including seeing or hearing the ill-treatment of another e.g. domestic violence or abuse), or the exploitation or corruption of a child.

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, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and or females, by adults and by other young people. This includes people from all different walks of life.

#### 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 a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Neglect may occur during pregnancy as a result of maternal substance misuse or maternal ill health.

## **Abuse linked to faith / culture**

The legislative framework in the UK does not compromise based on faith and/or culture and all legislation needs to be adhered to. Therefore the guidelines for reporting suspected abuse outlined in this policy should be followed.

Abuse linked to culture refers to the type of abuse that children may experience, often justified or condoned based on traditional family practices or community expectations.

Abuse linked to faith refers to the abuse of children by those who have power due to their faith or religious connection and who utilise this power to have a negative influence on either the child directly, or in order to impact on the child via parents or the community.

The abuse may take place within a religious setting or other venue where the faith leader/guider is able to continue within their role. Parents and carers of children may be influenced by faith leaders to take abusive action towards their children in order to 'cleanse' their spirit of a bad habit or correct negative behaviour.

The abuse that children may experience could involve sexual abuse, physical abuse, emotional abuse and/or neglect (see signs of abuse and changes in behaviour in appendix two).

Strong beliefs or a sense of honour or shame can prevent people from seeking or accepting the help they need.

### **Types of harmful behaviour linked to faith, culture or belief:**

- A belief in witchcraft or spiritual possession which results in exorcism, beating, burning (including applying chilli peppers, salt or ginger to eyes or genitals) or other forms of abuse
- Young people being persuaded to join a cult in which abusive or self-abusive behaviour is the norm
- Children being expected to take part in fasting and other religious practices that are harmful to their health and development
- Young people being encouraged to become involved in extremist acts
- Children and young people being subjected to emotional abuse through the use of fear or by being taught to believe that they are evil, dirty or corrupt
- Female Genital Mutilation (FGM)
- Failure to ensure appropriate medical care
- Isolation often associated with preventing evil from spreading to other people
- Threats of abandonment
- Grooming for sexual exploitation
- Bring forced to take cold baths or being held underwater
- Encouraging other siblings to partake in this abuse

### **Female Genital Mutilation (FGM)**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna.

The practice of Female Genital Mutilation (FGM) is often cited as a religious requirement, but it is not stated in any spiritual text that it should be performed. What is known about the practice of FGM is that within the cultures where it is practiced, girls are expected to have the procedure done in order to ensure that they marry later on in life without the stigma of impurity. It is said to enhance their desirability to the future husband, hence the practice is a cultural tradition.

Practising FGM in the UK has been a criminal offence since 1985 (Prohibition of Female Circumcision Act 1985). The Female Genital Mutilation Act 2003 makes it a criminal offence for UK nationals or permanent UK residents to perform FGM overseas and to make a UK national or permanent UK resident overseas to have FGM.

### **Possession and Witchcraft:**

Child abuse linked to a belief in spirit possession or children branded as witches refers to the abuse of children and young people who are believed to be taken over or possessed by an evil spirit. When children are deemed to be evil by the faith group and/or the parent/carer, this can place the child in grave danger if those in the community firmly believe that children can be possessed.

### **Terminology:**

- **Black magic** - the branch of magic (paranormal power) dealing in death, destruction, manipulation and spells.
- **Djinns** – an Islamic word referring to the evil eye
- **Dakini** – a word with a similar meaning to Djinns used in the Hindu context
- **Kindoki** – a Congolese term referring to occult practices intended to enlist spirits to harm others.
- **Multi murders** – where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce magical remedies
- **Obeah** (alternative spelling Obi) - a form of religious belief of African origin involving "sorcery" and often understood in the same way as Voodoo.
- **Ritual Abuse** - organised sexual, physical, and psychological abuse, which involves the use of rituals, with or without a belief system. It usually involves more than one perpetrator. Ritual abuse usually starts in early childhood and involves using patterns of learning and development to sustain the abuse and silence the abused.
- **Sorcery** - belief in magical spells that harness occult forces or evil spirits to produce unnatural effects in the world
- **Wicca** - a nature-oriented (not nature-worshipping), initiatory, pagan mystery religion based on the traditions and beliefs of tribal Europe, with significant influence from Western magical traditions and a ritual structure based on the writings and practices of Gerald Gardner in the 1940's and the covens of the New Forest region.

### **Important Notes:**

- It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any time. These four definitions do not minimise other forms of maltreatment.
- Recent guidance notes other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's well-being is adversely affected by any of these areas, the same procedures should be followed.
- Offences against children also include grooming, abuse of position of trust, trafficking, and offences committed by UK citizens whilst abroad (The Sexual Offences Act 2003).
- The Home Office definition of Domestic violence and abuse was updated in March 2013 as: "Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to: Psychological, Physical, Sexual, Financial and Emotional abuse.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim

## Appendix 2

### Recognising and Responding to Abuse

***The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.***

#### Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- Scalds
- Injuries which have not received medical attention
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care
- Repeated urinary infections or unexplained stomach pains

#### Changes in behaviour which 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
- Withdrawn behaviour
- Running away from home

#### Emotional signs of abuse

##### The physical signs of emotional abuse may include:

- A failure to thrive or grow particularly if a child puts on weight in other circumstances e.g. in hospital or away from their parents' care
- Sudden speech disorders
- Persistent tiredness
- Development delay, either in terms of physical or emotional progress

##### Changes in behaviour which can also indicate emotional abuse include:

- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Being unable to play
- Attention seeking behaviour
- Fear of making mistakes
- Self-harm
- Fear of parent being approached regarding their behaviour

## **Sexual Abuse**

### **The physical signs of sexual abuse may include:**

- Pain or itching in the genital/anal area
- Bruising or bleeding near genital/anal areas
- 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 withdrawn or aggressive
- 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 over-eating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they can not 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 with adults

## **Child Sexual Exploitation**

Sexual exploitation can be very difficult to identify and warning signs can easily be mistaken for 'normal' teenage behaviour.

### **Young people who are being sexually exploited may:**

- be involved in abusive relationships, intimidated and fearful of certain people or situations
- hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- associate with other young people involved in sexual exploitation
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- go missing from home, care or education

## **Neglect**

### **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 dress for the conditions

### **Changes in behaviour which can also indicate neglect 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

## **Abuse linked to faith / culture**

### **Signs of neglect linked to faith, culture or belief may include:**

- Signs or marks, such as bruises or burns, from physical abuse
- A child becoming noticeably confused, withdrawn, disorientated or isolated and appearing alone amongst other children
- Personal care deteriorating, for example through a loss of weight, being hungry, arriving without food or food money or being unkempt with dirty clothes and even faeces smeared on to them
- Parents showing little concern for or a close bond with a child
- A child's attendance becoming irregular, or being taken out all together
- A child reporting that they are or have been accused of being evil, and/or that they are having the devil beaten out of them.

### **Signs and symptoms of Female Genital Mutilation (FGM)**

- difficulty walking, sitting or standing
- spending longer than normal in the bathroom or toilet
- unusual behaviour after an absence from school or college
- reluctance to undergo normal medical examinations
- asking for help, without necessarily being explicit about the problem due to embarrassment or fear
- asking to be excused from physical activity without support from her GP
- being withdrawn and showing signs of depression

### **Things to look out for before FGM happens**

- a child talking about being taken 'home' to visit family
- a child talking about a special occasion to 'become a woman'
- an older female relative visiting the UK.

## Appendix 3

### Responding to a child making an allegation of abuse

- Stay calm, listen carefully to what is being said;
- Don't give your own views or opinions;
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets;
- Allow the child to continue at his/her own pace;
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer;
- Reassure the child that they have done the right thing in telling you;
- Tell them what you will do next and with whom the information will be shared - give the name of the designated person for child protection – and the time frame;
- Record in writing what was said using the child's own words as soon as possible; note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

### Helpful statements to make

- I believe you (or showing acceptance of what the child says);
- Thank you for telling me;
- Its not your fault;
- I will help you.

### Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises.

## Appendix 4

### Guidance Notes for Staff Conduct

**All staff should adhere to and be guided by the following principles:**

- Be familiar with and adhere to GLYPT's Safeguarding & Child Protection Policy. Re-read the policy as necessary to remind yourself of points that are particularly relevant to your area of work.
- Report any incidents or disclosures to the designated person as soon as possible. In terms of serious incidents such as sexual abuse disclosures or abuse that risks the safety of the child, a report should be made immediately.
- Take factual notes of what the child has said about any reported incident or occurrence. Where possible you should quote the child directly.
- Understand that everyone has a duty to ensure the safeguarding and child protection of every child and young person in our care. If you don't feel that a report has been dealt with correctly, you should report it to the designated person's manager or go direct to an appropriate organisation listed on the first page of this policy.
- Conduct yourself in a way that is fair to all children acknowledging equal opportunities.
- Do not use inappropriate language or behaviour, either directly to the child or young person or in their presence. In order to protect yourself from misunderstandings be aware that comments or behaviour you feel are made in jest or that are 'light hearted,' could be taken the wrong way.
- Do not smoke, drink or take illegal drugs in front of the young people you work with during or outside of a project or workshop session.
- Make every effort to encourage the children and young people in GLYPT sessions to adhere to the standards and best practice of this policy. This refers to their behaviour towards staff and their peers.
- Do not allow young people to smoke, drink or take illegal drugs on or in the vicinity of the GLYPT office or any of the workshop venues.
- Don't let inappropriate comments go unchecked in any situation. For example, staff should discourage any comment against Equal Opportunities or which could be considered personally offensive or upsetting to another person. This not only applies to people within the session directly, but also if they are referring to someone without connection to GLYPT.
- Under no circumstances should staff or freelancers working for GLYPT give out their personal details to participants, or obtain personal details from participants. This includes phone numbers, e-mail addresses and contact through social networking sites. Exceptions may be made if staff or freelancers have professional social networking sites or if there is a genuine reason that means contact cannot be made via GLYPT. In all cases permission must be sought through the Participation Manager.
- Consider that being safe and feeling safe are two different things. Check that the activity is appropriate to the space, gender, physique and maturity of the participants, the individuality and differentiation of participants' needs and supporting the promotion of self-esteem and assertiveness.

## Appendix 5

### Guidance Notes for Safe Touch

**All staff should adhere to and be guided by the following principles:**

- Safe Touch may not always be appropriate.
- Staff do not have the right to touch children or young people during projects without their permission
- All staff should examine whether it is necessary to use touch or whether clear verbal instruction, visualisation techniques or demonstration can be as effective
- Where touch is deemed necessary, it should be relevant to the child or young person's participation in and understanding of the activity and should not be used in order to encourage familiarity
- Where it is deemed necessary to have physical contact with a child or young person to instruct them then permission must be sought before contact is made
- For touch to be 'safe touch' it needs to be:
  - Necessary – demonstration and verbal instruction is not adequate.
  - Permitted – permission for contact is sought and given by the child or young person.
  - Clear – tell the child or young person where and how you will touch to give instruction
  - Contextual – explain why you are going to touch
- Always check your reason for using touch is understood and has been effective

## Appendix 6

### Confidential Abuse & Major Incident Record Sheet

To be used in incidents of allegations or situations of abuse, or incidents where a child's safety has been seriously threatened.

**Organisation**

---

**Name of person reporting**

---

**Name of child**

---

**Age and date of birth**

---

**Ethnicity**

---

**Religion**

---

**First language**

---

**Disability**

---

**Parent's/Carer's name (s)**

---

**Home address/Tel no**

---

**Are you reporting your concerns or reporting someone else's. Please give details.**

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---

**Brief description of what has prompted the concerns: include date, time, and specific incidents.**

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**Any physical signs? Behavioural signs? Indirect signs?**

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**Have you spoken to the child? If so, what was said?**

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**Have you spoken to the parent(s)? If so, what was said?**

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**Has anybody been alleged to be the abuser? If so, please give details?**

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**Have you consulted anybody else? Please give details**

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---

**Person reported to and date of reporting**

---

**Signature of person reporting**

---

**Today's date**

---

**Action taken**

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**Notes**

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## Appendix 7

### Minor Incident Record Sheet

*This form should be used for less serious incidents, such as pastoral issues or incidents where the child is not immediately in danger or distress.*

**Date of Report:** \_\_\_\_\_

**Incident Reported By:** \_\_\_\_\_

**Incident Reported To:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**Venue of Incident:** \_\_\_\_\_

**Details:**

**Next Step:**

**Signed (by Child Protection Officer or Artistic Director):**

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 8

### Staff Declaration Sheet

*This form is to be signed by all staff, volunteers and work experience students (of all ages) to confirm that they have read and understood GLYPT's Safeguarding & Child Protection Policy.*

### Staff Declaration

**Name:** \_\_\_\_\_

- I have read and understood GLYPT's Safeguarding & Child Protection Policy along with the attached appendices. I agree to adhere to and be guided by its terms and to re-read the policy to keep myself aware of best practice.
- I know no reason why I should be considered unsuitable to work with children.
- I have declared all convictions, or have no convictions or pending convictions against me. \*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please give this form to the Participation Manager; it will be kept in your file.*