



**ZoieLogic Dance Theatre
Safeguarding Policy and Procedures**

**Young People & Adults At Risk
(CYP/AAR)**

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1. Introduction

Everyone who works for ZoieLogic Dance Theatre (ZLDT) whether in a paid or voluntary capacity is entitled to do so in an enjoyable and safe environment. ZLDT has a moral and legal obligation to ensure that, when given responsibility for children, young people and vulnerable adults, staff and volunteers provide them with the highest possible standard of care.

ZLDT is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children, young people and vulnerable adults from harm and abuse; this means to follow procedures to protect individuals and report any concerns about their welfare to appropriate authorities.

Working within the structure of our CYP/AAR protection policy, ZLDT is committed to ensuring that all young people, children and adults at risk are given the opportunity to participate fully in creative dance practice without being put at risk.

Statutory guidance we have used to develop our policy as come from a range of sources:

Children's Act 1989

Equality Act 2010

Safeguarding Vulnerable Groups Act 2006

Sexual Offences Act 2003

Care Act (2014)

We have also used the NSPCC as a source of good safeguarding information as well as local authority guidance:

<http://southamptonlscb.co.uk/workersandvolunteers/policies-and-guidance/>

ZLDT Safeguarding Policy is owned and reviewed by the ZLDT NED Board on an annual basis. Where necessary updates may take place within a 12 month period all revisions are approved by the board

2. Purpose

The aim of the policy is to:

- Promote good practice and provide children, young people and adults at risk with appropriate safety/protection whilst in the care of ZLDT

- Implement robust systems for reporting concerns as soon as a safeguarding issue is identified or suspected
- Allow staff and volunteers to make informed and confident responses to specific safeguarding issues.
- To minimise opportunity for abuse and for allegations or false accusations to be made

3. Sharing the Policy

ZLDT will ensure that the Safeguarding Policy is made available to all employees, volunteers, associates and partners who are involved in the management or delivery of any ZLDT activity involving children, young people and vulnerable adults.

4. Definitions

Children and Young People (CYP):

A child/young person is anyone under the age of 18 years (Children Act 1989).

Adults at Risk (AAR)

An adult at risk is any person aged 18 years and over who has needs for care and support and as a result of those needs is unable to protect themselves from either the risk of, or the experience of, abuse and neglect. These needs may be as a result of mental health issues, learning or physical disability, sensory impairment, age, illness or other circumstance.

Employees: anyone that is directly employed by ZLDT, volunteering for ZLDT (including as a Non-Executive Director/Trustee) or who has been contracted by ZLDT as a freelance individual or organisation to work on projects delivered by ZLDT.

5. Policy Statement

ZLDT is committed to the following:

- The welfare of children, young people and vulnerable adults is paramount
- All children, young people and vulnerable adults, whatever their age, culture, ability, gender, language, racial origin, religious belief or sexual identity should be able to participate in ZLDT projects in a fun and safe environment
- Taking all reasonable steps to protect children, young people and vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately

- All ZLDT employees who work with children, young people and vulnerable adults will be recruited with regard to their suitability for that responsibility, following a satisfactory DBS check and will be provided with guidance and/or training in good practice and safeguarding procedures.

6. Promoting Good Practice

To provide children, CYP/AAR with the best possible experience and opportunities when working with ZLDT everyone must operate within an accepted ethical framework.

It is not always easy to distinguish poor practice from abuse; it is therefore NOT the responsibility of employees or participants in outreach work to make judgements about whether or not abuse is taking place; it is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of an individual, as explained in section 7.

Ensure the work environment is safe:

- Ensure there is a DBS checked member of staff present with CYP/AAR at all times
- Ensure staffing ratios are appropriate to the number of CYP/AAR present (see below)
- Avoid one to one situations and being alone with a CYP/AAR
- Ensure that either a teacher or support worker is present when teaching in schools, youth clubs, day centres or residential or healthcare setting.
- For residential activity involving CYP/AAR overnight stays, conduct a check of the hotel in advance, ensure licensed chaperones are used and well briefed, and locate all students on the same hotel floor.
- Check whether facilities are shared with other groups and whether additional supervision is needed in these areas, e.g. toilets, foyers, dining areas
- Ensure separate female and male changing areas are available
- If groups have to be supervised to change, ensure that adults supervise in pairs.

DO NOT

- *Be left or work alone with young person to avoid any misunderstanding. If privacy is needed, leave the door partly open or inform other staff.*
- *Leave any CYP/AAR alone with a non-DBS checked member of the team*
- *Do things of a personal nature for children or disabled adults that they can do for themselves.*

Always maintain a professional approach

DO NOT

- *Engage in any inappropriate physical or verbal contact.*

<ul style="list-style-type: none"> • Treat everyone with respect and dignity. • Strive for equitable relationships based on mutual trust, empowerment and decision making • Involve parents/carers/teachers/leaders in learning wherever possible. • Maintain high standards of behavior, conduct and language • Wear appropriate and recognisable clothing e.g. ZLDT t-shirt 	<ul style="list-style-type: none"> • <i>Swear or make derogatory or suggestive remarks or gestures, even in fun</i> • <i>Exaggerate or trivialise any kind of abuse issues.</i> • <i>Allow yourself to be drawn into inappropriate attention seeking behaviour e.g. tantrums, crushes.</i> • <i>Show favouritism to any individual.</i> • <i>Smoke or drink alcohol in the company of young people.</i> • <i>Give out your personal details. A ZLDT phone can be provided.</i> • <i>Use your personal social networking to 'friend' or 'follow' children or young people. (Professional social network contacts can be used if permission gained from parents/carers.)</i>
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<p>Ensure Dance is enjoyable and safe and everyone can take part</p> <ul style="list-style-type: none"> • Ensure activities are age appropriate e.g. contact work, physical touch, theme. <p>Introduce the nature of the work openly and explain the purpose.</p> <ul style="list-style-type: none"> • Make sure content of work is appropriate to the intended audience, e.g. families or CYP/AAR • Always ensure that any form of manual/physical touch e.g. contact work is appropriate to the lesson CYP/AAR should be consulted and their agreement gained. • Encourage positive, constructive feedback and praise from participants and leaders. • Maintain an inclusive approach to all work. • Ask people what may need to be put in place to support them to participate and develop health and wellness plans if appropriate. • Ensure mechanisms are in place for involvement, consultation and feedback from participants. • Follow ZLDT's 'Safe Touch' guidelines. 	<p>DO NOT....</p> <ul style="list-style-type: none"> • <i>engage in rough, physical or provocative games.</i> • <i>allow or engage in any form of inappropriate touching.</i> • <i>Allow inappropriate, sexual or racist language/behaviour to go unchallenged.</i> • <i>Reduce a CYP/AAR to tears as a form of control.</i>
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When a case arises where it is impractical/impossible to avoid certain situations e.g. transporting a child, young person or vulnerable adult in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer/guardian and the young person involved and, where possible, with another employee present. If, during your care, you accidentally hurt a child, young person or vulnerable adult; the individual seems distressed in any manner or appears to be sexually aroused by your actions; and/or if the individual misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents/carers/guardians should also be informed of the incident.

Ratio of CYP/AAR to workers

The ratio of leaders/workers should be appropriate to the activity and at least to recommended guidelines. The NSPCC suggests:

- 1 to 3 children under 2
- 1 to 4 children 2-4 years
- 1 to 6 children 4-8 years
- 1 to 8 children 9-12 years
- 1 to 10 children 12 -18 years
- Children with disabilities – ratio is dependent on needs

Consent should be gained in writing for the following:

- to transport CYP/AAR to a different location from usual setting
- to take photographic/video documentation and use this in promotional materials or online
- to collect contact details of CYP/AAR including social networking account information
- to meet with any participant outside of organised activities, e.g for a tutorial/extra coaching
- if it is unavoidable to transport a CYP/AAR in your own car, you should state the purpose and anticipated length of the route

For CYP, permission should be obtained from parents/carers

For adults, permission should be obtained by the person themselves if they have the mental capacity to give consent.

7. Physical Contact in ZLDT Activity (Safe Touch)

ZLDT employees ***will not touch a young person or vulnerable adult unless there is a good reason to do so.*** Wherever possible, workshop leaders will 'model' good practice (by doing it themselves) rather than physically manipulating someone.

Encouragement and congratulations will be given without physical contact.

If it is considered **essential** to touch a young person or vulnerable adult, for instance, to avoid injury or to improve posture, workshop leaders should:

- ask the individual whether they mind the physical contact.
- announce their intention very clearly and involve the other people present so they can see exactly what is happening e.g. "I want you all to watch how I am moving John's wrist".
- not repeatedly use the same person as an example.
- ask people to work in pairs / groups if possible.
- Maintain safe professional boundaries.

Any physical contact should be limited to and relevant to the exercise being demonstrated.

Touching a young person or vulnerable adult on any part of their body other than required for the purpose of teaching will not be justifiable and may be considered as inappropriate touch leading to grooming.

For touch to be 'safe touch' it needs to be:

Necessary: are you sure that demonstration or verbal instruction is not adequate

Permitted: permission for contact sought and given by the young person.

Ask if you can touch and accept that permission may be refused

Clear: tell the young person where you are going to touch and how you will touch

Contextual: explain why you are going to touch

8. Responding to Suspicions and Allegations

It is not the responsibility of ZLDT employees to decide whether or not abuse has taken place. However there is a responsibility to act on any concerns or disclosures through contact with the appropriate authorities. This applies BOTH to allegations/suspicions of abuse occurring and to allegations/suspicions that abuse is taking place elsewhere. Everyone has a part to play in children, young people and vulnerable adult's welfare and keeping them safe from harm, abuse or neglect. If you have concerns that a child, young person or vulnerable adult may be being neglected or abused - **don't keep it to yourself**.

Recording Information To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

The **Safeguarding Incident Report Form** (page 14) outlines the information which needs to be collected and gives guidelines for taking a disclosure.

Reporting the Concern All suspicions and allegations **MUST** be reported appropriately - reference Appendix 1 flowchart. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings, but not allow them to interfere with your judgement about any action to take. ZLDT expects its employees to discuss any concerns they may have about the welfare of a child, young person or vulnerable adult

immediately with the person in charge and subsequently to check that appropriate action has been taken.

Handling incidents when abuse is reported or alleged by a CYP/AAR:

DO listen carefully, stay calm, and do not show shock or disbelief
DO NOT use probing questions. DO question normally, carefully, and without pressure, in order to be sure that you understand what they are telling you. Do not put words into their mouth.
DO NOT give opinions. It is always best to stay neutral.
DO try to alleviate any feelings of guilt, but DO NOT pass judgement.
DO say that you will offer support, but must pass the information on to someone who can better help them. You have a duty to report this type of information.
DO record all pertinent facts.
DO ensure that no one alleged to be involved in an incident is placed in a position that could cause further compromise.
DO maintain confidentiality from other participants within the group.
DO NOT allow allegations made by a CYP/AAR to go unchallenged, unrecorded or not acted upon.
DO NOT investigate the suspicion/allegation yourself.

If the Safeguarding Officer is are not available you should take responsibility and seek advice from the NSPCC helpline: 0808 800 800, the duty officer at your local social services department

Southampton City Council Services

[The Children's Resource Service \(southampton.gov.uk\)](http://southampton.gov.uk)

Tel: 02380 83 2300 (Monday to Friday 8.30am to 5pm and Friday 8.30am to 4.30pm) or 02380 23 3344 (weekends, Bank Holidays and outside of office hours)

Email: childrensresourceservice@southampton.gov.uk

Southampton City Council Adult Social Services

Email: adultsocialcareconnect@southampton.gov.uk

Telephone: 023 8083 3003

Outside of normal office hours: 023 8023 3344

Police on 101 for non-emergencies

If there is an **immediate risk to life you should dial 999 for emergency services.**

Where there is a complaint against an employee/volunteer, there may be three types of investigation:

- Criminal: in which case the police are immediately involved
- Child Protection: in which case the social services and the police will be involved
- Disciplinary or Misconduct: in which case ZLDT will be involved

As mentioned previously in this document, ZLDT are not safeguarding experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for safeguarding. Social services have a legal responsibility to investigate all safeguarding referrals by talking to the individual and family (where appropriate), gathering information from other people who know the individual and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern. Any suspicion that an individual has been abused by an employee or a volunteer should be reported to ZLDT who will take appropriate steps to ensure the safety of the individual in question and any others who may be at risk. This will include the following:

- ZLDT will refer the matter to the local social services department
- The parent/carer of the individual will be contacted as soon as possible following advice from the social services department and if appropriate.
- The Lead Safeguarding Officer should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- If the Lead Safeguarding Officer is the subject of the suspicion/allegation the report must be made to the Deputy Safeguarding Officer who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event; where such an allegation is made, you should follow the same procedures and have the matter reported to social services: this is because other children, young people and vulnerable adults may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children, young people and vulnerable adults is automatically excluded from working with children. We have a Past Offenders Policy as part of our commitment to Equality, Diversity and Inclusion if an individual has been deemed to pose no risk by the authorities, ZLDT will consider working with past offenders on the understanding that they have provided full disclosure so ZLDT can assess and manage risk appropriately. In return

we would offer appropriate confidentiality around the disclosure (for more information see Past Offender Policy- section 10)

Concerns outside the immediate ZLDT Environment (e.g. a parent or carer):

- Report your concerns to the Safeguarding Officer
- If the Safeguarding Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately especially if there is an immediate risk to life.
- Social Services will decide how to inform the parents/carers
- The Safeguarding Officer and Directors should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
- Maintain confidentiality

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Gaining confidence and trust is an important part of safeguarding individuals from harm. Everyone has the right to a private life.

It is good practice to gain consent for sharing information either from the individual or from a parent/guardian/carers. **Be open and honest** with the person (and/or their family/carers where appropriate) from the outset about why, what, how and with whom the information will, or could be, shared, and seek their agreement, unless it is unsafe or inappropriate to do so. Do not delay disclosing information to obtain consent if that might put children or young people at risk of significant harm. If in doubt, always seek advice maintaining confidentiality and privacy.

Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and securely.

You may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest, for example, the protection of a vulnerable child or adult. You will need to base your judgment on the facts of the case. If in doubt, always seek advice maintaining confidentiality of the individual.

This list includes the following people who information may be shared with:

- The Safeguarding Officer, Deputy Safeguarding Officer (one of whom will always be the CEO and Board of Non Executive Directors at ZLDT)
- The parents of the individual, if appropriate
- The person making the allegation

- Social Services and/ or police especially if there is an immediate risk to life

All information should be stored in a secure place with limited access to designated people, in line with data protection laws. Data Protection Act is not a barrier to sharing information. It provides a framework to ensure that personal information is shared appropriately and lawfully.

Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose. If you decide not to share, then record why.

Internal Inquiries and Suspension

Suspension will be handled by ZLDT in accordance with the Suspension Policy outlined at clause 28.2 of the Staff Handbook.

Irrespective of the findings of the social services or police inquiries, ZLDT 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; especially where there is insufficient evidence to uphold any action by the police. In such cases ZLDT must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child, young person or vulnerable adult should remain of paramount importance throughout.

9. Recruitment

It is important that all reasonable steps are taken to prevent unsuitable people from working with CYP/AAR

All paid staff, freelancers and volunteers are subject to a series of checks, including, but not limited to:

- Being required to complete a self-disclosure form, which will elicit information about the person's background including about any criminal record or outstanding disciplinary action or legal proceedings.*
- Being required to complete or evidence they have had a recent (within 3 years) basic DBS (Disclosure and Barring Service) check for anyone who works with ZLDT in any capacity more than once whom may come into supervised contact with children, young people or vulnerable adults , and an enhanced check for anyone in a supervisory position working with children, young people or vulnerable adults
- If you have registered with the DBS update service, you may be asked your permission for ZLDT to access to show proof or any updates you receive.
- Two confidential references should be obtained for all new employees These references MUST be taken up and confirmed through email or telephone contact

- Evidence of identity (passport or driving licence with photo).
- All employees will be sent the Safeguarding Policy and will be required to sign it to show they understand and adhere to this policy before commencing any work.

* If a past conviction or area of concern is identified through this process, the ZLDT Past Offenders Policy will identify and risk and assess if and how we may be able to work with the individual in line with our Equality, Inclusion, Diversity and Belonging Policy.

10. Past Offenders Policy

If a conviction or information about a past offense is identified through the self-certification process (or any other means) then ZLDT will undertake the following protocol to identify, and decide if mitigation and risk management is appropriate in relation to working with a person with a past offense. This process is overseen by and the final decision is made by the NED ZLDT Board supported by recommendations from the Lead Safeguarding Officer. The safety of children and young people and vulnerable adults is paramount in this process, and employment is only considered if risk is considered negligible and managed.

1. Request sight of an enhanced DBS in regard to the individual to equip ZLDT with full intelligence of the conviction
2. Have a meeting with the individual to discuss the details and outcomes of any offender manager management programme
3. Consult with Southampton City Council - LADO
4. Board approval to be sought to sign off a confidential risk assessment regarding the individual

11. Training

All employees are expected to read and sign to say they have read with understanding and agree to adhere to the terms set out in the Safeguarding Policy. A copy of the policy will be provided with the employment contract for staff and freelancers, and included in an induction pack for volunteers.

Employees will be required to re-read the Safeguarding Policy annually as part of their appraisal process. It is suggested that before any engagement projects that staff re-familiarise themselves with the policy before undertaking the work.

Any freelance facilitator will be required to undergo a ZLDT training day before commencing

working alone with children, young people or vulnerable adults. The company will not allow freelancers to represent ZLDT without prior training or experience.

ZLDT will endeavour to help employees maintain their awareness and knowledge of safeguarding through updates at meetings, away days etc.

Where a post requires in-depth safeguarding training, this will be arranged and attendance will be mandatory. Refresher training will be provided to maintain accreditation and/or in response to legislative changes.

12. Support

ZLDT recognises that involvement in a safeguarding issue can be stressful for employees. Support should be provided by the Lead Safeguarding Officer/Deputy Safeguarding Officer, including considering providing counseling support.

ZLDT's Non Executive Directors should also provide support for the Lead Safeguarding Officer/Deputy Safeguarding Officer

13. Online Safety/Social Networks

ZLDT engages audiences and participants in a range of social media and other digital platforms. Every child, young person and vulnerable adult should be able to participate in an enjoyable, safe environment and be protected from abuse and these same principles apply in the online environment. ZLDT recognises that there are potential risks to children, young people and vulnerable adults in using online platforms.

Online Contact

Everyone who works with children, young people and adults at risk whether in a voluntary or paid capacity, must always have their professional role in mind whenever they are operating in the digital world. Employees of ZLDT are not permitted to be linked to anyone under the age of 18 who you have met through ZLDT work and would not know were it not for working with ZLDT. Employees of ZLDT are not permitted to privately message any person under the age of 18 that they have met through working for ZLDT and would not know were it not for ZLDT. If contact with a child or young person is required employees should use their work emails and gain the consent of parents/guardians/carers.

If you are not sure whether you are allowed to link to a specific young person you should ask the Safeguarding Officers for advice before linking to them.

Raising Concerns

When there are concerns about the welfare of a child, young person or vulnerable adult which have occurred online then you should use the usual safeguarding procedures and good practice outlined in this document to respond to these. In this sense the context of the abuse / harm occurring online is no different to other situations where there is a concern about a child or person's welfare.

To assist in any subsequent investigations, where possible, staff who are made aware of online abuse or inappropriate activity should try to preserve copies or records of offending material and obtain any relevant passwords to accounts or websites, where possible.

14. Images of Children, Young People and Vulnerable Adults

Formal permissions must be in place for all images (photographs, video and film) which are obtained as part of a ZLDT project or event involving children, young people or vulnerable adults. This includes images intended for use on the internet.

Before images are taken, schools/settings will be asked on behalf of parents/guardians of children, young people or vulnerable adults to give their permission for images to be taken. As well as parental/guardian consent we will also seek permission from the child, young person or vulnerable person before photographing them.

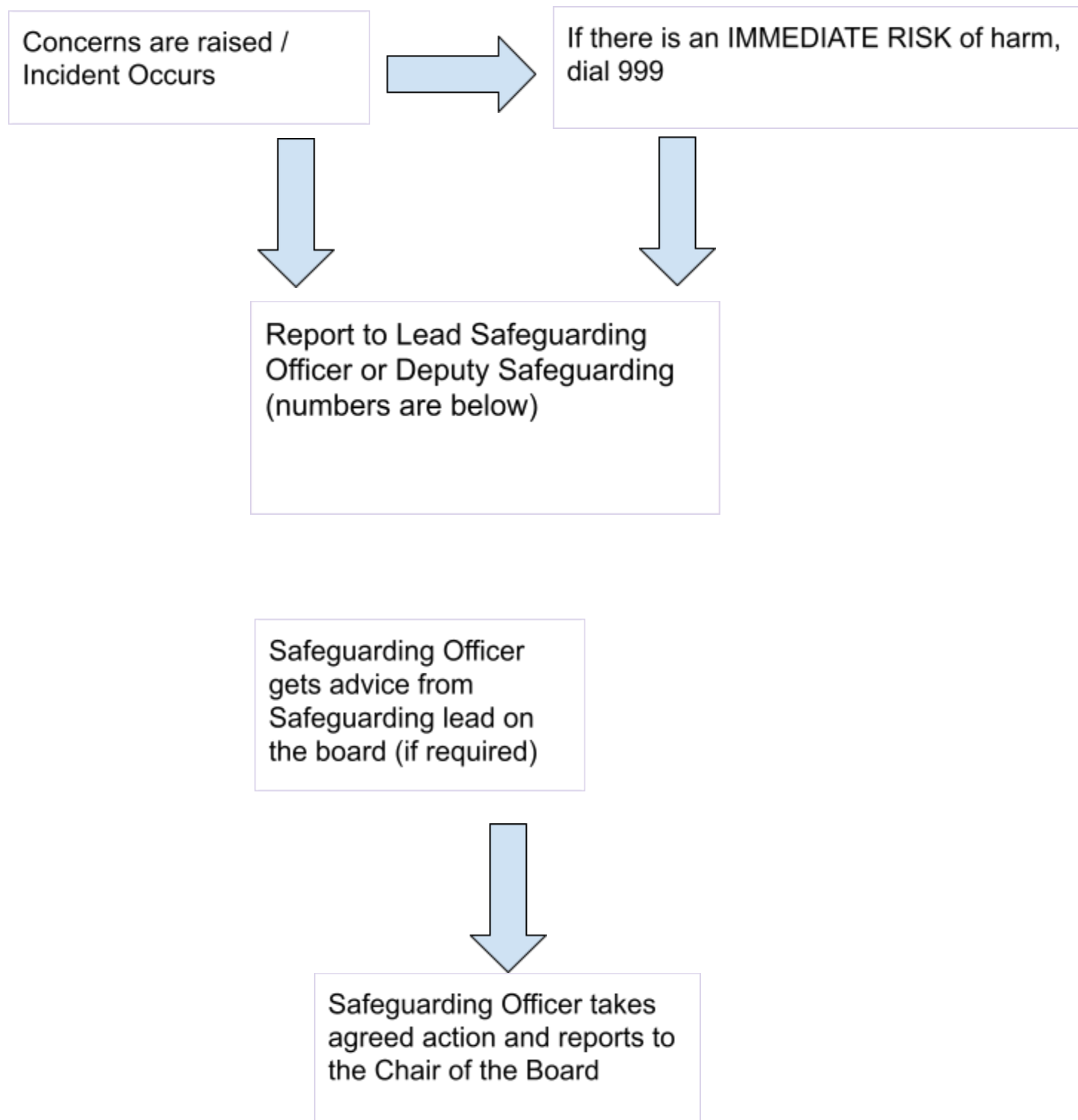
All photographers and filmmakers contracted by ZLDT must adhere to the above. Participants' names will not accompany images unless they have the express permission of that particular parent/guardian/carer or school/setting.

It is possible that people could use ZLDT events as an opportunity to take inappropriate photographs or film footage of individuals. All employees should be vigilant and any concerns should be reported to the Safeguarding Officer.

15. Monitoring and reviewing the policy and procedures

The implementation of procedures should be regularly monitored and reviewed. The Safeguarding Officer should regularly report progress, challenges, difficulties, achievements, gaps and areas where changes are required to the Non Executive Directors. The policy should be reviewed every 6 months or whenever there is a major change in the organization or in relevant legislation.

Appendix 1: ZLDT Safeguarding reporting flowchart



ZLDT's Safeguarding Officers

Martina Bussi (Lead): 077 16402083 Zoie Golding (Deputy) 07739098191

Reporting Numbers

Police: For immediate risk: 999 To report concerns: 101

Local social services departments: google {area} safeguarding social services [eg Hampshire County Council 0300 555 1384 (children) 0300 555 1386 (adults) Southampton 023 8083 3336 (children) or 023 8083 2995 (adults)]

NSPCC helpline: 0808 800 800

Appendix 2: Incident Report Form

Date:
Name of person raising the concern:
Name of CYP/AAR concern relates to:
Age/Date of Birth of CYP/AAR concern relates to:
Home address and primary contact number for CYP/AAR concern relates to (if known and appropriate):
Description of the concern using the CYP/AAR adult's own words where possible:
Action taken:

Steps involved in deciding to take action:

Details of other agencies involved (including names, dates, contact details and reference numbers):

Next steps/ follow up actions:

Your role at ZLDT:

Your signature:

Date:

Please pass this form to Martina Bussi or Zoie Golding as soon as possible.
All information is strictly confidential.

Appendix 3: Guidelines for taking a Disclosure

*Give a clear description of disclosure, including date, time, location and how the disclosure came about (eg. how did the child, young person or vulnerable adult come to you to disclose?)

*Write in the child's, young person's or vulnerable adult's words where possible. Don't worry if you can't remember something, write down as much as you remember.

*Don't include your opinions. You can state his or her behaviour; e.g. if s/he was upset, how s/he showed this (how could you tell?)

The following good practice guidelines and procedures should be followed to ensure that the person making the disclosure and the person taking the disclosure can remain safe, and that accurate information is collected and passed on quickly and confidentially. It is not your responsibility to carry out an investigation or to 'solve' the problem. The information gathered in a Disclosure can form part of the legal process so it is important that you follow these procedures.

1. **Remain calm and in control** – don't panic.
2. **Listen carefully to what is being said** – you need to remember as much as you can.
3. **Don't give you own view or opinions** – remain silent during the disclosure if possible, it is often helpful to nod or make sounds to show you understand what is being said.
4. **Only ask questions if you don't understand what is being said** – perhaps they said something very quietly, perhaps you didn't understand a word they used (people quite often use a range of words you may not be familiar with to describe sexual acts of parts of their body).
5. **Don't promise to keep a secret** –You cannot keep this a secret, so let them know that you can't and you will have to pass it on to the lead child protection person (give the name of that person if appropriate). The welfare of the child is paramount and takes precedence over confidentiality.
6. **It is common that the child or young person will start to disclose to you whilst you are on your own.** It is not appropriate to call another worker over – but equally you may be putting yourself at risk of a later allegation if you are locked away in a private place with a child or young person. Ideally try to make sure the door of the room you are in is not shut. It is usually easy to have a private conversation with other people still able to see you.

7. Try to **reassure them that they have done the right thing**. You could say something like, "I'm glad you have told me this."
8. Even if what they are saying is shocking to you try not to show this. This may discourage them not to carry on with their disclosure.
9. **Do not talk to the alleged abuser.**
10. **Make notes straight after your meeting with the child, young person or vulnerable adult** - Try to use their words. Write it up as clearly as possible including their name, address and date of birth. Sign and date the disclosure and **pass this information on to the Safeguarding Officer as soon as possible.**
11. **Remember that it is not your job to prove if this information is true or not** – nor is it up to you to notify the police or social services. However, if you feel that the child or vulnerable adult is in **immediate danger**, then call the police on 999. (Points 1-11 provided by NSPCC)

Appendix 4: Definitions of abuse and neglect

- **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.
- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely

perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

For more information regarding Child Abuse, visit

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

Appendix 5: Indicators of Abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that an individual is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The child, young person or vulnerable adult describes what appears to be an abusive act involving them
- Someone else expresses concern about the welfare of an individual
- Unexplained changes in a person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with others
- Displaying variations in eating patterns including over-eating or loss of appetite

- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to join in activities
- An unexplained drop in performance
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- A shortage of money or frequent loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.