

This policy sets out the best practice for our Organisation to respond to safeguarding concerns.

*'Safeguarding' is about protecting a child right to live in safety, free from abuse and neglect. Safeguarding is everyone's responsibility'.*

## **Definitions:**

A child is classified as anyone under the age of 18 years of age.

See separate policy for Adult Safeguarding for over 18 years

This policy and procedure applies to all staff, volunteers and service users

## **As an Organisation we:**

- Appoint our General Manager - Katrina Stannard as Designated Safeguarding Officer
  - Contact office hours 01379 873495 email [info@thebankeye.org](mailto:info@thebankeye.org).
  - Out of office hours 07867 844702
- Have a zero tolerance approach to abuse. We cannot and will not ignore abuse.
- Will tell volunteers and staff how to recognise possible abuse and how to report their concerns
- Actively work to prevent abuse from occurring within the group and respond appropriately if abuse or neglect has occurred.
- Report all concerns of abuse, including any concerns relating to staff and volunteers, to the relevant internal and external people quickly and appropriately.
- Will have a designated lead for safeguarding
- Have appropriate recruitment of our staff and volunteers, including knowing when to obtain a DBS check.
- Ensure that appropriate safeguarding policies and procedures are adopted, used and monitored
- Ensure that systems are in place for concerns to be raised
- Ensure that staff/volunteers are not placed in situations which could make them particularly vulnerable
- Ensure that people who use our services are not placed in situations which could make them vulnerable

## **As Staff and Volunteers we will:**

- Understand the safeguarding responsibilities which are part of our role
- Always act, and be seen to act, in the child's best interests
- Avoid any conduct which would lead any reasonable person to question our motivation and intentions
- Take responsibility for our own actions and behavior

## **Do Not:**

- Question the victim as this may affect any police action.
- Discuss the allegation / abuse with the alleged perpetrator.
- Discuss the allegation / abuse with other staff members, other than the responsible person or second person.
- Take any other action without first discussing this with the position of responsible person or second person.
- Promise to maintain confidentiality.

- Delay reporting the incident / allegation.

#### 4. REVISION HISTORY

This policy and related guidance will be monitored by the Board on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	Amendments	Signed
9 <sup>th</sup> March 2021	New edition	Minuted 9/3/21
11 <sup>th</sup> March 2021	Appendix 1 added	Board by email 11/3/21
16 <sup>th</sup> March 2021	Do not's added Clarification of General Manager as Safeguarding Officer	Directors, staff and volunteers
07 <sup>th</sup> July 2022	Reviewed after CAS Safeguarding training	Attended triang
07 <sup>th</sup> June 2023	Next Planned review	

## Reporting procedure for Safeguarding concerns

### Is the child at risk of immediate harm?

Yes

If the person is at immediate risk of harm or needs medical attention call 999 to contact the ambulance service and/or the police and follow the advice given. As soon as possible (but within 24 hours) follow the reporting steps on the right.

Remember it is not your role to decide if abuse has happened.

You may hold a valuable piece of the jigsaw in the knowledge you have that the Safeguarding Lead or Suffolk Safeguarding Professionals may need to keep someone safe.

It is your role to pass your concerns to your Safeguarding Lead.

You may be worried about an adult but find they do not fall into the categories that define an 'Adult at Risk of abuse' in the policy. In which case the situation might not be classed as a 'safeguarding' matter but could possibly be a 'welfare or wellbeing' matter. This just means that the person may need a different kind of support that is available from other, non-safeguarding, professionals.)

Tell your safeguarding Lead!

No

Speak with the Safeguarding Lead for your Organisation;

**Katrina Stannard - General Manager 07867 844702**

If there is a safeguarding concern they will then either: make a safeguarding referral or, seek advice from a relevant local agency on what action to take next and inform you as appropriate.

MASH Professional Consultation Line on **03456 061 499** or via webchat <https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/mash/>

If the Safeguarding Lead for your Organisation is not available and you think that waiting until they are available could cause a delay and leave a child or adult at risk of harm you can contact the MASH (Multi Agency Safeguarding Hub) professional support line for guidance on what action to take next. Follow their guidance.

Record the concern and send it securely within 24 hours in writing to your Safeguarding Lead including the following:

Who was at risk and who was involved, were there children in the family? What had happened? When did the event(s) happen? Where did it happen? Why are you concerned?

*Remember that all of your notes may be useful and could be used at a later date so make sure that they:*

- are factual and not full of opinion.
- always use the same words the person used when they told you about the situation
- include the full date.

# Appendix 1

## Definitions and signs of child abuse

Child abuse happens when a person – adult or child – harms a child. It can be physical, sexual or emotional, but can also involve a lack of love, care and attention. Neglect can be just as damaging to a child as physical or sexual abuse. Children may be abused by:

- Family members
- Friends
- People working or volunteering in organisational or community settings
- People they know
- Or, much less commonly, by strangers

Children suffering abuse often experience more than 1 type of abuse. The abuse usually happens over a period time, rather than being a single, isolated incident. Increasingly, abuse can happen online.

### General signs of abuse

Children who suffer abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be vigilant to the signs listed below.

- Regular flinching in response to sudden but harmless actions, for example someone Raising a hand quickly
- Showing an inexplicable fear of particular places or making excuses to avoid particular people
- Knowledge of ‘adult issues’ for example alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development
- Angry outbursts or behaving aggressively towards other children, adults, animals or toys
- Becoming withdrawn or appearing anxious, clingy or depressed
- Self-harming or thoughts about suicide
- Changes in eating habits or developing eating disorders
- Regularly experiencing nightmares or sleep problems
- Regularly wetting the bed or soiling their clothes
- In older children, risky behaviour such as substance misuse or criminal activity
- Running away or regularly going missing from home or care
- Not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child’s behaviour such as a bereavement or relationship problems between parents/carers. In assessing whether signs are related to abuse or not, they need to be considered in the context of the child’s development and situation.

### Physical abuse

Physical abuse happens when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It’s also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don’t need, making them unwell. This is known as fabricated or induced illness (FII).

#### Spotting the signs of physical abuse

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern. Injuries that are more likely to indicate physical abuse include:

### **Bruising**

- Bruises on babies who are not yet crawling or walking
- Bruises on the cheeks, ears, palms, arms and feet • bruises on the back, buttocks, tummy, hips and backs of legs
- Multiple bruises in clusters, usually on the upper arms or outer thighs
- Bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- Large oval-shaped bite marks.

### **Burns or scalds**

- Any burns which have a clear shape of an object, for example cigarette burns
- Burns to the backs of hands, feet, legs, genitals or buttocks. Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times.

If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

## **Neglect**

Neglect is persistently failing to meet a child's basic physical and/or psychological needs usually resulting in serious damage to their health and development. Neglect may involve a parent's or carer's failure to:

- Provide adequate food, clothing or shelter
- Supervise a child (including leaving them with unsuitable carers) or keep them safe from harm or danger
- Make sure the child receives appropriate health and/or dental care
- Make sure the child receives a suitable education
- Meet the child's basic emotional needs – parents may ignore their children when they are distressed or even when they are happy or excited. This is known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

### **Spotting the signs of neglect**

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem. Some of these signs include:

- Children who appear hungry - they may come to school without lunch money or even try to steal food
- Children who appear dirty or smelly and whose clothes are unwashed or inadequate for the weather conditions
- Children who are left alone or unsupervised
- Children who fail to thrive or who have untreated injuries, health or dental problems
- Children with poor language, communication or social skills for their stage of development
- Children who live in an unsuitable home environment, for example the house is very dirty and unsafe, perhaps with evidence of substance misuse or violence
- Children who have taken on the role of carer for other family members

## **Sexual abuse**

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. Child sexual abuse can involve contact abuse and/or non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child. It includes:

- Sexual touching of any part of the body whether the child is wearing clothes or not
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- Forcing or encouraging a child to take part in sexual activity • making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- Encouraging a child to watch or hear sexual acts
- Not taking proper measures to prevent a child being exposed to sexual activities by others
- Showing pornography to a child
- Making, viewing or distributing child abuse images
- Allowing someone else to make, view or distribute child abuse images.

Online sexual abuse includes:

- Persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- Persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- Having sexual conversations with a child by text or online
- Meeting a child following online sexual grooming with the intent of abusing them.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped. Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

### **Spotting the signs of sexual abuse**

There may be physical signs that a child has suffered sexual abuse. These include:

- Anal or vaginal soreness or itching
- Bruising or bleeding near the genital area
- Discomfort when walking or sitting down
- An unusual discharge
- Sexually transmitted infections (STI)
- Pregnancy

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age. For example:

- They could use sexual language or know things about sex that you wouldn't expect them to
- A child might become sexually active at a young age
- They might be promiscuous

## **Child sexual exploitation**

Sexual exploitation (CSE) is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

### **Spotting the signs of child sexual exploitation**

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour. Young people who are being sexually exploited may:

- Go missing from home, care or education
- Be involved in abusive relationships, appearing intimidated and fearful of certain people or situations
- Hang out with groups of older people, or anti-social groups, or with other vulnerable peers
- 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
- Be involved in petty crime such as shoplifting
- Have access to drugs and alcohol
- Have new things such as clothes and mobile phones which they can't or won't explain
- Have unexplained physical injuries

## **Harmful sexual behaviour**

Children and young people who develop harmful sexual behaviour (HSB) harm themselves and others. HSB can include:

- Using sexually explicit words and phrases
- Inappropriate touching
- Using sexual violence or threats
- Full penetrative sex with other children or adults.

Sexual behaviour between children is also considered harmful if 1 of the children is much older – particularly if there is more than 2 years' difference in age or if 1 of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

### **Spotting the signs of harmful sexual behaviour**

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates and some may be slightly more or less advanced than other children in their age group. Behaviours which might be concerning depend on the child's age and the situation. If you're unsure whether a child's sexual behaviour is healthy, Brook provide a helpful, easy-to-use [Traffic Light Tool](#). The traffic light system is used to describe healthy (green) sexual behaviours, potentially unhealthy (amber) sexual behaviours and unhealthy (red) sexual behaviours.

## **Emotional abuse**

Emotional abuse is persistent, and, over time, it severely damages a child's emotional health and development. It involves:

- Humiliating, putting down or constantly criticising a child
- Shouting at or threatening a child or calling them names
- Mocking a child or making them perform degrading acts
- Constantly blaming or scapegoating a child for things which are not their fault

- Trying to control a child's life and not recognising their individuality
- Not allowing them to have friends or develop socially
- Pushing a child too hard or not recognising their limitations
- Manipulating a child
- Exposing a child to distressing events or interactions such as drug taking, heavy drinking or domestic abuse
- Persistently ignoring them
- Being cold and emotionally unavailable during interactions with a child
- Never saying anything kind, positive or encouraging to a child and failing to praise their achievements and successes

### **Spotting the signs of emotional abuse**

There aren't usually any obvious physical signs of emotional abuse, but you may spot signs in a child's actions or emotions. It's important to remember that some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development. Babies and pre-school children who are being emotionally abused may:

- Be overly affectionate towards strangers or people they haven't known for very long
- Not appear to have a close relationship with their parent, for example when being taken to or collected from nursery
- Lack confidence or become wary or anxious
- Be unable to play be aggressive or nasty towards other children and animals.

Older children may:

- Use language, act in a way or know about things that you wouldn't expect for their age
- Struggle to control strong emotions or have extreme outbursts
- Seem isolated from their parents
- Lack social skills or have few, if any, friends
- Fear making mistakes
- Fear their parent being approached regarding their behaviour
- Self-harm

## **Domestic abuse**

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or were in an intimate relationship. There are many different types of abusive behaviours that can occur within intimate relationships, including emotional, sexual, financial, psychological and physical abuse. Domestic abuse can be underpinned by an on-going pattern of psychologically abusive behaviour (coercive control) that is used by 1 partner to control or intimidate the other partner.

In situations of domestic abuse, both males and females can be abused or be abusers. Domestic abuse can happen in any relationship regardless of age, sexuality, gender identity, race or religious identity. Research by the NSPCC has indicated that many young people experience domestic abuse in their own intimate relationships (Barter, 2009). The UK's cross-government definition of domestic abuse also covers relationships between young people aged 16 and 17 (Home Office, 2013).

Children's exposure to domestic abuse between parents and carers is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. The developmental and behavioural impact of witnessing domestic abuse is similar to experiencing direct abuse. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

### **Spotting the signs of domestic abuse**



It can be difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around. Children who witness domestic abuse may:

- Become aggressive
- Display anti-social behaviour
- Suffer from depression or anxiety
- Not do as well at school - due to difficulties at home or disruption of moving to and from refuges

## **Bullying and cyberbullying**

Bullying is behaviour that hurts someone else. It usually happens over a lengthy period of time and can harm a child both physically and emotionally. Bullying includes:

- Verbal abuse, such as name calling
- Non-verbal abuse, such as hand signs or glaring
- Emotional abuse, such as threatening, intimidating or humiliating someone
- Exclusion, such as ignoring or isolating someone
- Undermining, by constant criticism or spreading rumours
- Controlling or manipulating someone
- Racial, sexual or homophobic bullying
- Physical assaults, such as hitting and pushing
- Making silent, hoax or abusive calls.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Cyberbullying includes:

- Sending threatening or abusive text messages
- Creating and sharing embarrassing images or videos
- 'Trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- Excluding children from online games, activities or friendship groups
- Setting up hate sites or groups about a particular child
- Encouraging young people to self-harm
- Voting for or against someone in an abusive poll
- Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name

### **Spotting the signs of bullying and cyberbullying**

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault. No one sign indicates for certain that a child's being bullied, but you should look out for:

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

## **Child trafficking**

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children are trafficked for:

- Child sexual exploitation
- Benefit fraud
- Forced marriage
- Domestic servitude such as cleaning, childcare, cooking
- Forced labour in factories or agriculture
- Criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011).

Child trafficking can also be organised by individuals and the children's own families. Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in cases of child trafficking - a child cannot legally consent to their exploitation, so child trafficking only requires evidence of movement and exploitation. Modern slavery is another term which may be used in relation to child trafficking.

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking (HM Government, 2014). The Modern Slavery Act passed in 2015 in England and Wales categorises offences of slavery, servitude, forced or compulsory labour and human trafficking (NCA, 2017).

### **Spotting the signs of child trafficking**

Signs that a child has been trafficked may not be obvious, but you might notice unusual behaviour or events. These include a child who:

- Spends a lot of time doing household chores
- Rarely leaves their house, has no freedom of movement and no time for playing
- Is orphaned or living apart from their family, often in unregulated private foster care
- Lives in substandard accommodation • isn't sure which country, city or town they're in
- Is unable or reluctant to give details of accommodation or personal details
- Might not be registered with a school or a GP practice
- Has no documents or has falsified documents
- Has no access to their parents or guardians
- Is seen in inappropriate places such as brothels or factories
- Possesses unaccounted for money or goods
- Is permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
- Has injuries from workplace accidents
- Gives a prepared story which is very similar to stories given by other children

There are also signs that an adult is involved in child trafficking, such as:

- Making multiple visa applications for different children
- Acting as a guarantor for multiple visa applications for children

- Travelling with different children who they're not related to or responsible for
- Insisting on remaining with and speaking for the child
- Living with unrelated or newly arrived children
- Abandoning a child or claiming not to know a child they were previously with

## Female genital mutilation

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 or cutting.

The age at which FGM is carried out varies. It may be carried out when a girl is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It's used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

### Spotting the signs of female genital mutilation

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:

- A long holiday abroad or going 'home' to visit family
- Relative or cutter visiting from abroad
- A special occasion or ceremony to 'become a woman' or get ready for marriage
- A female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- Missing school repeatedly or running away from home

A girl who has had FGM may:

- Have difficulty walking, standing or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious or depressed
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo normal medical examinations
- Ask for help, but may not be explicit about the problem due to embarrassment

### Reporting requirements

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police (Home Office, 2016)

**Appendix 1**  
**Confirmation form**

<b>Name</b>	<b>Signature</b>	<b>Version</b>	<b>Date</b>