

## APPROACH

Association for the Protection of all Children (APPROACH) Ltd

# CHILD SAFEGUARDING CHILD PROTECTION POLICY & PROCEDURES

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# APPROACH

## Child Safeguarding and Child Protection Policy and Procedures

### 1. Principles

APPROACH works in the UK and globally to protect children and young people from physical punishment and all other injurious, humiliating or degrading treatment and acts as an umbrella body for the Global Initiative to End All Corporal Punishment of Children (GI: [www.endcorporalpunishment.org](http://www.endcorporalpunishment.org)) and the Children Are Unbeatable! Alliance, England (CAU: [www.childrenareunbeatable.org.uk](http://www.childrenareunbeatable.org.uk)).

*States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse, while in the care of parent(s), legal guardians or any other person who has the care of the child.*

*Article 19 - United Nations Convention on the Rights of the Child (UNCRC) 1989*

### Introduction

APPROACH is committed to promoting the human dignity of all children and aims to work in a way that prevents abuse and protects children from harm.

This policy is designed to provide a framework of standards and guidelines on which to base individual and organisational good practice. It aims to provide guidance to all staff, trustees, consultants and volunteers working under the umbrella of APPROACH in the United Kingdom and/or abroad.

APPROACH believes effective safeguarding of children can only be achieved by putting children at the centre of the system and that a child-centred approach should be based on a clear understanding of children's human rights and their entitlement to equal protection under the law.

APPROACH does not work directly with children on a regular, daily basis but there are occasions when children and young people are involved in activities and events organised under the umbrella of APPROACH and in partnership with other organisations.

### Language and terminology

Throughout, "**this policy**" refers to this child safeguarding and child protection policy.

"**Staff and trustees**" will be used to describe all staff, trustees, consultants or contractors and volunteers working under the umbrella of APPROACH for any of its projects, in the United Kingdom and abroad.

APPROACH aims to use language and terminology that demonstrates respect for children, including:

- APPROACH uses the term “**non-recent child abuse**” instead of “historic child abuse”. Survivors prefer this term as they may be living with the physical, emotional and psychological consequences of abuse every day. The abuse is not historic for them even if it took place many years ago.
- APPROACH uses the terms “**child abuse images**” or “**indecent images of children**” not “child pornography” as this term makes a comparison with adult sexual imagery and tends to normalise it; this diminishes what is a gross violation of a child. Children by definition cannot consent to their own abuse. All child abuse images are crime scenes.
- APPROACH uses the term “**sexually exploited child**”. The term “child prostitute” stigmatises and infers blame when the child concerned has been exploited by adults for profit.

### The purpose and scope of this policy

This policy applies to all staff and trustees of APPROACH and provides guidance to ensure compliance under legal and policy obligations when representing APPROACH in the UK and abroad. This policy seeks to:

- protect the children with whom staff, consultants, trustees and volunteers come into contact during the course of their work;
- provide staff and trustees with the overarching principles which guide our approach to safeguarding;
- inform the planning of any events which involve work with children including consulting with children and encouraging child participation; and
- ensure children and staff and trustees understand that if abuse against a child is disclosed to staff, the information cannot remain confidential and must be reported to the appropriate authority.

### Legal framework

APPROACH recognises that “**safeguarding**” is a term which is broader than “**child protection**” and relates to the actions taken to promote the welfare of children and protect them from harm. “Child protection” involves recognising signs of physical, sexual, emotional abuse and neglect and acting upon them.

APPROACH recognises that safeguarding children is everyone’s responsibility.

As a Charity registered in England and Wales, APPROACH complies with UK law and guidance that seeks to protect children.

Law and guidance that seeks to protect children in the UK includes the following:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1989
- Data Protection Act 1998 / Data protection changes 2017
- Sexual Offences Act 2003

- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Female Genital Mutilation Act 2015
- The Protection of Children Act 1978 – amended 1994
- Serious Crime Act 2015
- Children and Social Work Act 2017

APPROACH recognises that all UK organisations and charities are expected to comply with the current government inter-agency statutory guidance [Working together to safeguard children](#) (2015). This policy aims to adhere to and incorporate Working Together to Safeguard Children. When working abroad, staff should also take due account of local safeguarding and reporting mechanisms. Staff based permanently out of the UK must adopt the standards and codes of conduct of this APPROACH policy but also be conversant with and comply with guidelines, procedures and reporting mechanisms that apply locally.

England, Wales, Northern Ireland and Scotland each have their own guidance for organisations to keep children safe. For further information see “Protecting Children in the UK” (<https://www.nspcc.org.uk/preventing-abuse/child-protection-system>).

“Safeguarding” is defined in “Working Together to Safeguard Children” (2015) as:

- protecting children from maltreatment;
- preventing impairment of children’s health and development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcome.

Versions of Working Together to Safeguard Children for children are available on the [Government website](#).

This policy, and all the work of APPROACH, is also based on the principles of the **UN Convention on the Rights of the Child**.

Article 3 of the Convention on the Rights of the Child states:

*1. In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration.*

*2. States Parties undertake to ensure the child such protection and care as is necessary for his or her well-being, taking into account the rights and duties of his or her parents, legal guardians or other individuals legally responsible for him or her and to this end, shall take all appropriate legislative and administrative measures.*

*3. States Parties shall ensure that the institutions, services and facilities responsible for the care or protection of children shall conform to the standards established by competent authorities, particularly in the areas of safety and health, in the number and suitability of their staff, as well as competent supervision.*

The UN Convention on the Rights of the Child defines a child as everyone under 18 unless “under the law applicable to the child, majority is attained earlier”. However, there are a number of different laws across the UK that specify an age limit in different circumstances. These include child protection, age of consent and age of criminal responsibility.

The term “child” will be used throughout this policy when referring to children and young people who are under 18. It is intended that this policy will set a minimum global standard for all APPROACH staff and trustees working in the UK and abroad. When working out of the UK, the standards of this policy will be upheld and will be complementary to local legislation. Local law or local practices may enhance the standards set out in this policy.

## **Our commitment to Child Safeguarding and Child Protection**

### **The welfare and best interests of the child are the primary considerations.**

- The welfare and best interests of the child are primary considerations, as enshrined in the Children Act 1989 (England and Wales) and the UN Convention on the Rights of the Child.
- Every person working on behalf of APPROACH is expected to report any concerns about a child, using the procedures laid down.
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- Some children are particularly vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, guardians and other agencies is essential in promoting young people’s welfare and best interests.

### **APPROACH is committed to safeguarding children through the following means:**

- **Awareness:** ensuring that all staff and those who work with APPROACH are aware of the problem of child abuse and the risks to children;
- **Prevention:** ensuring, through awareness and good practice, that staff, trustees and those who work with APPROACH minimise the risks to children;
- **Reporting:** ensuring that all staff are aware of what steps to take when concerns arise regarding the safety of children; and
- **Responding:** ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

### **APPROACH seeks to keep children and young people safe by:**

- valuing children and young people, listening to them and respecting them;
- promoting the Convention on the Rights of the Child and providing opportunities for children and adults to be conversant with it;
- ensuring that the portrayal of children during events and activities and in images and publications promotes respect for children and their views and reflects the principles of this policy;

- ensuring that language used about children and when communicating with them is respectful;
- adopting child protection/safeguarding practices during all activities that concern children including direct contact with children;
- informing staff about any changes to Government guidelines on child safeguarding and child protection and providing effective support and training for staff, trustees and volunteers;
- ensuring staff work in an open and transparent way and monitor and review their own standards and practice;
- encouraging a culture where concerns are readily listened to, discussed and raised without fear of reprisal;
- appointing a designated person for safeguarding (DPS) who is responsible for implementing this policy;
- recruiting staff and trustees safely and ensuring that all necessary checks are made as outlined in this document and as indicated in the APPROACH recruitment policy;
- sharing information about child protection and good practice with children, parents, staff, trustees and volunteers;
- raising any safeguarding concerns with relevant agencies and involving parents and children when appropriate; and
- ensuring staff, trustees, volunteers, parents and children are informed about the procedures for reporting a concern and making a complaint against APPROACH.

We are committed to improving practice and reviewing this safeguarding policy and the following procedures annually. APPROACH will keep abreast of new government guidelines and revise this policy accordingly.

**This policy was last reviewed on: 12<sup>th</sup> October 2017**

**Signed: Chair of Trustees:**



**Designated person for safeguarding (DPS):** Anna Henry, Director, Global Initiative to End All Corporal Punishment of Children

**Contact details:** [anna@endcorporalpunishment.org](mailto:anna@endcorporalpunishment.org), 07904 351246

**Designated trustee for safeguarding:** Suresh Patel

**Contact details:** [1.suresh.patel.1@gmail.com](mailto:1.suresh.patel.1@gmail.com), 07540 815493

## 2. Code of Conduct for working Safely with Children

APPROACH's child protection and safeguarding policy and procedures outlines the key responsibilities of all staff and trustees of APPROACH whether the UK or abroad. This section outlines the organisation's Code of Conduct for working safely with children.

All staff and trustees must have a clear understanding of what it means to safeguard children. APPROACH's policy and the Code of Conduct is binding on all staff and trustees in the UK or abroad. All staff and trustees are expected to be personally and collectively responsible for safeguarding, abiding by this Code.

All our work with children and young people is based on the principles of the Convention on the Rights of the child. Staff and trustees are expected to consistently demonstrate high standards of personal, ethical and professional conduct and to share a common commitment to preventing misconduct and to safeguarding children.

### Standards of behaviour

#### Staff and trustees must never:

- sexually exploit or sexually abuse any individual;
- engage in any sexual activity with a child or children regardless of the age of majority or age of consent locally (mistaken belief in the age of the child is not a defence);
- act in a way that may place a child at risk of abuse, including not undertaking a proper risk assessment before implementing activities or events with children;
- engage in behaviours and actions that are violent towards children. These include, but are not limited to using inappropriate language or behaviour when dealing with a child or children, bullying and harassing a child verbally or physically, persuading a child to engage in activities which are not age-appropriate or child affirming, physically punishing a child, exposing a child to indecent images, online grooming and trafficking;
- consume, purchase, sell, possess and distribute any forms of indecent images of children; or
- engage in any forms of humiliating, degrading or exploitative behaviour against children.

#### Staff and trustees must always:

- use IT technology solely for appropriate professional or private use; and
- adhere to the APPROACH policy on obtaining and using images of children.

### Misconduct

Any breach of this policy and its Code of Conduct is a form of misconduct, and if substantiated, will lead to disciplinary measures including possible termination of employment or legal action if required. See the APPROACH Disciplinary Policy for further guidance.

## Criminal records

Individuals must notify APPROACH of any criminal convictions or charges prior to employment and of any criminal charges that arise during employment. Individuals must also notify APPROACH of any former complaints concerning suspected or substantiated misconduct including non-recent child abuse.

### **At all times staff, trustees and others working for or representing APPROACH must:**

- respect and promote fundamental human and child rights and act with integrity;
- respect and abide by national and international laws and standards;
- treat all people fairly and with respect, courtesy, dignity;
- positively represent APPROACH when working in the UK and abroad and do nothing that will bring the organisation or its work into disrepute;
- develop a safe working environment where concerns can be reported in confidence, following APPROACH guidelines;
- report immediately any knowledge, concerns or suspicions of breaches of this policy to the Designated Safeguarding Person (DSP) as set out in Section 3 of this policy;
- cooperate with any investigation into alleged breaches related to this Code of Conduct; and
- ensure that all measures are taken to prevent misconduct and promote the implementation of this policy.

## Working with children

### **When carrying out the activities of the organisation:**

- Staff and trustees must always place the rights of the child at the centre of the organisation's work and activities, and all activities should be in the best interests of children.
- Language used with children and about children (both written and spoken) must always be inclusive and respectful.
- All children should be treated with equal respect regardless of their age, gender, ethnicity, abilities or other factors. Children who are disadvantaged or marginalised should have opportunities to have their voices heard.
- Children should not be shown differential treatment such as favouritism or be singled out for particular attention.
- Staff and trustees must not spend time alone with children and must make every effort to be visible to others when in contact with children. If privacy is requested, for example by a child making a disclosure, other staff or an appropriate person, must be informed of the meeting and its location.
- Staff and trustees must not have inappropriate physical contact with children.
- Staff must not make unsolicited, personal contact with children via any means, including social media. Contact with children and young people during campaigns, via bulletins or in response to direct requests from children and young people via social media, must be approved by the DPS, parents or guardians as appropriate and only conducted using the organisation's email account.

- Photographs of children must never be taken without the consent of children, parents or guardians, and must not be publicised without the permission of children, parents or guardians. Images of children which are obtained commercially or from another NGO must be checked to ensure they are from a reliable source. See section 5 on use of images of children in this policy.
- When working with children, staff and trustees must make explicit their commitment to respecting the privacy and confidentiality of contributions made by children, but must make it clear to children that if a child's protection is at stake, steps will be taken to share that information with the relevant authorities. Children should also be told how to raise concerns or make complaints themselves, and what they can expect to happen in response.

### Safeguarding children and promoting participation

APPROACH does not organise activities for children on a regular basis, but the following principles and guidelines should be used to promote the participation of children as set out in the Convention on the Rights of the Child, and to govern event planning, safeguarding and risk assessment, which should be carried out prior to all events and activities arranged by APPROACH.

Participation is one of the guiding principles of the Convention on the Rights of the Child. The principle affirms that children are persons who have the right to express their views in all matters affecting them and to participate as actors of change. APPROACH recognises that child participation requires effective actions to enable children to participate and is committed to the promotion of safe, meaningful participation of children.

*1. States Parties shall assure to the child who is capable of forming his or her own views the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child.*

*2. For this purpose, the child shall in particular be provided the opportunity to be heard in any judicial and administrative proceedings affecting the child, either directly, or through a representative or an appropriate body, in a manner consistent with the procedural rules of national law*

*UN Convention on the Rights of the Child, Article 12*

### Principles for child participation

#### When carrying out the activities of the organisation:

- All activities should be in the best interests of the child.
- All children should be treated with equal respect regardless of their age, gender, ethnicity, abilities or other factors. Children who are disadvantaged or marginalised should have opportunities to have their voices heard.
- The involvement of children must be completely voluntary and based on a participatory process. Child participation should be free from pressure or manipulation; children

should be given opportunities to express their views, but they should not be pressured into doing so.

- Event planning should include ways of following up on children's recommendations and concerns and feeding back to them.
- Staff and trustees should ensure that child delegates are given equal standing with adult delegates, and child representatives at public activities should be free to speak on their own without adult direction.
- Assistance should be offered to children who wish to enhance their communication skills to speak on issues that they find important.
- Children should have access to relevant information and material in an appropriate language to enable children to form independent views.
- Child representatives should be encouraged to be involved in the planning and coordination of activities and events and in decision-making processes in all matters that affect them.
- Children should be fully involved in negotiating, agreeing and establishing rules for safe participation, and understand the steps that will be taken if there is a safeguarding issue.
- Responsible adults should be present during children's activities to ensure their safe participation and to ensure that the needs of children are met.
- Children should have the opportunity to collectively analyse and process their experiences.
- Proper briefing and debriefing should be conducted with all children who participate in APPROACH activities and events.
- No child shall be subjected to media exposure without his/her expressed consent and the approval of a parent or guardian. Written consent must be given by the child and parent or guardian, and contact must be supervised by a responsible adult as appropriate (see Appendix *Form 6. Consent Form*).
- Complaints and grievances mechanisms must be available for children involved in APPROACH events along with opportunities for children to give feedback about the activities in which they have taken part.

#### **Safeguarding processes when involving children in events:**

- Assess the risks of the venue and the planned activities using the risk assessment (see Appendix *Form 3. APPROACH Risk Assessment Form - Safeguarding children at events*).
- A designated person for safeguarding must be appointed for each event who will be responsible for implementing this policy, and any national safeguarding requirements if overseas.
- The designated person for safeguarding should also ensure that all participants (children and adults) know how to contact them with any concerns, and the steps that will be taken for safeguarding.
- All child protection concerns should be followed up as set out in section 3 of this policy *Child Safeguarding and Child Protection Procedures*.
- Ensure that responsible adults who are involved in the event have had DBS checks or the equivalent. If based out of the UK, ensure local safeguarding measures are in place.

- Seek the consent of parents or guardians before children are involved in or attend an event (see Appendix *Form 6. Consent Form*).
- Whenever possible, involve children in the planning, management and monitoring of the event.
- Treat all children with respect, listen to them and value their views and wishes.
- Staff and trustees must avoid being alone with a child or out of sight or hearing of others.
- Staff and trustees should not remain in contact with a child after the event. Any contact should be with the child and parent/guardian's permission and through the organisation's contact mechanisms (e.g. [info@endcorporalpunishment.org](mailto:info@endcorporalpunishment.org)).
- Only keep a minimum of information about the child and ensure compliance with data protection in storing and using the information.

### Guidelines for working with partners

When working in partnership with other NGOs and organisations to coordinate events such as workshops, APPROACH has a responsibility to make sure that safeguarding and child protection measures are upheld by the partner organisation/s. When working with partners and sharing or delegating some of the planned activities, APPROACH should ensure that the partners in question have child protection and safeguarding policies in place, and that there is mutual understanding of the need to place the welfare of children at the centre of all activities, and of the steps to take should problems or concerns occur.

#### Key steps to agree with partners

1. The accountable, lead organisation for safeguarding should be agreed at the outset of all partnership working that includes events. In most cases, this will be the event organiser in the host country or local partner who has the language, correct experience and procedural knowledge to carry out an effective safeguarding role according to national requirements. Details of their safeguarding policy should be included Partnership Working Form (see Appendix *Form 4. APPROACH form for Partnership Working*).
2. If it is not possible or appropriate for the lead organisation for safeguarding to be the national or local partner, then APPROACH should take this role.
3. A designated person for safeguarding will be appointed for the duration of each event (usually from the lead organisation, but they may be from a secondary partner, particularly if one is used to arrange the participation of children). All participants, both children and adults will be given the person's contact details.
4. The information for participants will also include details of the safeguarding policy, procedures and guidelines in place for safeguarding children/child protection, including how any concerns should be reported.
5. The potential risks of any joint event should be assessed in cooperation with the lead partner organisation and set out in the Partnership Working Form (see Appendix *Form 4. APPROACH form for Partnership Working*).
6. A risk assessment process should establish:
  - Details of the involvement of children in the event.

- Details of all other participant organisations and individuals.
- Child safeguarding induction/training planned for all staff, volunteers and other participants.
- Any aspect of the programme that should be taken into account e.g. site visits, media presence, filming, outdoor activities etc.
- Specific safe recruitment procedures to minimise the risk of employing someone unsuitable to work with children.
- Confidential reporting and complaints mechanisms to allow staff and children to raise child safeguarding concerns.

6. To ensure that APPROACH and partner organisation have a common understanding of the terms “child protection” and “safeguarding”, establish a common language and meaning for these terms as an essential part of ensuring that partnership arrangements comply with necessary child protection and safeguarding standards. A standard statement to this effect is included in the Appendix *Form 7. APPROACH statement of safeguarding for Partnership Working*.

7. Following the review, map out any changes that need to be made to the event arrangements and develop an action plan in the ‘Risk Assessment’ plan on the form.

8. Any written agreements between APPROACH and other organisations, partners, alliances and/or agencies should reflect a strong commitment to safeguarding children. The policies and procedures adopted by APPROACH should be reflected in all partnership agreements. A copy of the APPROACH Safeguarding and Child Protection policy should be included as part of the partnership documentation. Any written agreement should list the minimum child safeguarding standards with which partners must comply and an assessment of how these requirements will be met.

9. An assessment of child safeguarding and child protection should be part of the event/workshop evaluation and debrief process.

10. All child safeguarding concerns must be immediately reported to the designated person for safeguarding the event. APPROACH staff and trustees should confirm that steps have been taken to address the concerns according to local procedures, and that provision has been made to address any potential long-term effects on the child concerned.

### **APPROACH staff and trustees working outside of the UK**

In addition to the guidance for working with partners set out above, generally, members of staff or trustees when working abroad must ensure before leaving the UK that they are familiar with, understand and obtain information about local procedures and reporting mechanisms for responding to individual concerns and/or cases of child abuse in the country in which they are working.

Local safeguarding procedures for allegations and complaints should be followed and must include:

- Guidance on when and how to report concerns and to whom;

- Identification of country-specific issues around safeguarding;
- Details of local inter agency child protection/safeguarding groups;
- Reporting routes, procedures and contact details;
- In situations/events where children are participants, details of the local risk management and a child safeguarding plan for the event should be requested and approved by the designated person for safeguarding (DPS).

Before leaving the UK, staff must complete Appendix *Form 5. APPROACH form for working outside the UK.*

### **Code of Conduct - Training and Review**

The APPROACH DPS and lead Trustee for safeguarding have a responsibility to ensure that all staff and trustees are made aware of this Code of Conduct, that they understand what it means in behavioural terms and how it applies to the work of APPROACH in the UK and abroad.

- The Code of conduct will be a mandatory part of induction of new staff and trustees, and all new staff and trustees should undertake safeguarding training.
- Staff contracts make it clear that this policy and Code must be followed by staff; Trustees will sign a declaration on appointment to abide by the policy and Code.
- Additionally, both policy and Code should be part of regular supervision of staff and trustees, in particular in terms of debriefing after events where children have been participants.
- Both policy and Code will also be part of work-planning and staff development (e.g. regular and ongoing assessment of training needs and in annual appraisals), and trustee skills audits and training plans.
- The policy and Code of Conduct will be reviewed and revised annually as a minimum, and staff and trustees will be involved in the annual review of this policy.

### **3. Child Safeguarding and Child Protection Procedures**

**APPROACH child protection and safeguarding procedures aim to:**

- Set out the clear steps that constitute an effective response to child safeguarding and child protection concerns and allegations;
- Provide clear and consistent guidance for staff and trustees to respond to and take action for the protection of children; and
- Prevent any ambiguity about the way in which particular situations or issues should be handled in the organisation.
- Keeping children safe is everybody's business and all staff should know how to report any concerns they may have about a child being harmed or of a child at risk of being harmed, whether the member of staff is working in the UK or abroad.

**A concern should be raised if evidence, reports, allegations or any indication of the following come to the attention of staff or trustees through disclosure or during events or activities with children.**

- physical abuse
- domestic abuse (child witnessing abuse or caught in crossfire)
- emotional abuse
- neglect
- sexual abuse
- online abuse
- spiritual abuse
- child sexual exploitation
- female genital mutilation/ cutting
- bullying and cyberbullying
- child trafficking
- harmful sexual behaviour
- grooming

Detailed definitions of forms of child abuse are available on the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect>.

**A concern may be raised in any of the following way (this is not exhaustive):**

- a child may disclose something that has upset her/him or caused harm;
- a person may report a child's disclosure or they may believe a child is being harmed;
- a child may show signs of physical injury for which there appears to be no explanation;
- a child's behaviour may suggest she or he is being abused;
- the behaviour or attitude of a person towards a child may cause concern;
- a child's behaviour towards other children may cause concern.

**Allegations of non-recent child abuse (historic child abuse) should be responded to in the same way as contemporary concerns.**

## Procedural steps in response to a disclosure or allegation:

**The first priority of any person to whom child protection concerns are reported is to address the immediate safety and welfare of the child.**

The following steps provide guidance for members of staff who may be in a situation where a child makes a disclosure of abuse.

- **Listen carefully and calmly to the child without interrupting.** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking.
- **Let the child know she/he has done the right thing in talking to you.** Reassurance is important especially for a child who may have been keeping the abuse secret.
- **Tell the child it is not his/her fault.** Abuse is never the child's fault.
- **Listen respectfully to the child.** A child could keep abuse secret because of the fear of not being respected or believed.
- **Ask questions for clarification only.** Avoid asking questions that suggest a particular answer.
- **Explain what you'll do next.** Explain to the child that you will need to report the abuse to someone who will be able to help.
- **It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred.** That is a task for the professional child protection agencies after a referral from the designated person for safeguarding (DPS) has been made.

Staff and trustees are required to understand that the nature of their work places them in a position of trust and they therefore have a duty to disclose any concerns about the conduct of staff and trustees of APPROACH towards children. These procedures for managing concerns about a member of staff or trustee should be the same as set out in this section and include all cases in which a person has:

- behaved in a way that has harmed a child, or where there are sufficient grounds to suggest that the person may have harmed a child;
- committed a criminal offence against a child or committed a criminal offence relating to a child; or
- behaved towards a child in a way that indicates she/he is unsuitable to work with children.

### **Report the disclosure or concern to the designated person for safeguarding (DPS).**

- Staff and trustees are responsible for sharing their concern with the designated person for safeguarding (DPS) who will explore the seriousness of the allegation/concern.
- Don't delay reporting the abuse.
- Using form 1 in the appendix, write your report as soon as possible so that details are fresh in your mind and action can be taken quickly.
- Record the child's words as accurately as possible without using your own interpretation.

Those involved in managing the concern are not permitted to discuss the situation with others but must co-operate fully with those performing the enquiry.

### **The Designated Person for Safeguarding (DPS)**

The DPS is the first point of contact for all staff and others working on behalf of APPROACH if they are concerned about a child. The DPS must have received appropriate training and be fully conversant with current UK Government guidelines. The current guidelines are [Working Together to Safeguard Children](#) (2015). See latest updates (16 February 2017): <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>.

#### **Responsibilities of the designated person for safeguarding (DPS)**

- Ensure the organisation's safeguarding policy is kept up to date.
- Check that the organisation complies with safe recruitment procedures for new staff and trustees and take part in their induction.
- Support staff and trustees to report any concerns about a child. For incidents outside the UK the appropriate statutory authority should be contacted.
- In consultation with the lead Trustee for Safeguarding, the DPS will assess whether the police, relevant Local Authority Duty and Advice Team or advice agency (NSPCC) should be informed about the concern or disclosure.
- Make a formal referral as appropriate to the police or Local Authority Duty and Advice Team (or other appropriate service) whose qualified social workers have training and experience to discuss with other practitioners whether or not there are concerns that a child is at risk of significant harm. They will make a decision about the best way forward to ensure the child is safeguarded and the child's needs are met.
- Ensure concerns are logged and that reports are stored securely.
- Take joint responsibility with the Board of Trustees (through the Trustee lead for Safeguarding) to ensure that the organisation's safeguarding policy and related policies and procedures are followed and regularly evaluated and updated.
- Take responsibility for promoting a safe environment for children.
- Ensure that all organisations entering into partnership with APPROACH have child safeguarding measures in place. Ensure staff use the guidelines for working with partners and complete the partnership-working assessment form (form 4).
- Keep up-to-date contact details of relevant statutory agencies. In the UK this includes Children's Social Work Services (CSWS), Police, Local Safeguarding Children Board (LSCB), and the Local Authority Designated Officer (LADO).
- Ensure that all APPROACH staff based out of the UK and/or travelling abroad on behalf of APPROACH have information and contact details for the local statutory child protection agencies in their expected places of work. Ensure that form 5 in the appendix is completed before a staff member leaves the UK.
- Ensure that risk assessment, partnership working and consent forms in the appendix are completed as part of the planning process for all activities or events in which children are involved.

- The designated person for safeguarding should follow the relevant guidelines for reporting child abuse in the country where the abuse takes place. In the UK the National Guidelines for Reporting Child Abuse should be followed: <https://www.gov.uk/report-child-abuse>.
- If a child is suffering, or at risk of suffering significant harm, the law supports the person who shares the information with appropriate agencies or professionals, without obtaining the child's or parent's consent.
- **It is not the responsibility of the designated person for safeguarding (DPS) to decide whether a child has been abused or not.** In the UK, that is the responsibility of investigative statutory agencies such as the Children's Social Work Services or the police. When working out of the UK contact the relevant local services.

## Whistleblowing

If a member of staff, consultant or volunteer is not satisfied with ways in which the DPS, the Board of Trustees or the organisation as a whole have responded to concerns about a child they can call the [Whistleblowing Advice Line](#) to discuss their concerns.

The Whistleblowing Advice Line was commissioned by the Home Office and is a direct response to the recommendation for a new whistleblowing national portal for child abuse related reports set out in the Government's "Tackling child sexual exploitation" report (HM Government, 2015).

The Whistleblowing Advice Line is not intended to replace any current practices or responsibilities of organisations working with children. It encourages professionals to raise any concerns about a child to their own employer in the first instance. When working abroad the relevant local services should be accessed.

## Complaints

A complaint can be submitted to APPROACH via email, letter or telephone or in person. [info@endcorporalpunishment.org](mailto:info@endcorporalpunishment.org).

Complainants must be able to lodge a concern without fear of reprisals or unfair treatment. As far as possible, APPROACH will ensure that complaints are handled with confidentiality and without risking effects on employment.

Confidentiality is crucial as it protects the complainant, the subject of the complaint and other witnesses. The fact and nature of the complaint, the identities of those involved and documentation resulting from the investigation remain confidential and are only shared for the purpose of performing the necessary administrative investigation.

## The management of allegations against APPROACH staff or trustees

APPROACH employment guidance and procedures will be followed in the case of a member of staff who is under police investigation.

Where an investigation requires the suspension of the member of staff implicated, APPROACH employment/disciplinary procedures must be followed.

Investigations will be dealt with quickly, fairly and impartially. The member of staff or against whom an allegation has been made should be informed about the allegation as soon as possible, but not before consultation with the DPS and children's social care/police as appropriate. The police and children's social care investigation will usually need to take place prior to any disciplinary enquiry by APPROACH; the results may inform the disciplinary enquiry. The outcome of any investigation must be recorded, and a copy kept on the staff member's file.

Under no circumstances should the accused or their colleagues make contact with those who have raised the concern.

If an allegation has been made and the accused staff member requires advice/support, they should speak with the DPS. The DPS will keep the member of staff informed of the progress of the case.

If the allegation or concerns are about the DPS, the concern should be raised with nominated safeguarding lead on the Board of Trustees who will take on the role of the DPS.

The case of a staff member tendering his/her resignation or ceasing to provide their services will not prevent a concern from being followed up in accordance with this policy and the procedures set out in this section.

"Compromise agreements" where a person agrees to resign without any disciplinary action and agreed future reference, must not be used in these cases.

The DPS, in consultation with the designated trustee for safeguarding, will determine if the police need to be contacted and/or the Local Authority Designated Officer (LADO) based in the local authority of the home address of the member of staff. For APPROACH staff based out of the UK the relevant local statutory authority should be contacted. There may need to be one or more types of inquiry depending on the nature of the concern. These may include a child protection inquiry, police investigation and/or actions that conform to the APPROACH disciplinary process.

#### 4. Safe Recruitment of Staff and Trustees

APPROACH takes a preventative approach to child protection through the application of a safe recruitment process, code of conduct and its human resources policies. All those involved in the recruitment and selection of staff should be aware of safe recruitment procedures.

- Applicants should receive a clear job role and person specification which sets out the boundaries and expectations of the role including a statement of responsibility and requirements for safeguarding.
- The organisation's commitment to safeguarding should be included in all job advertisements for staff and trustees.
- Applicants should receive an information pack containing the safeguarding policy and other related policies.
- Overseas applicants and UK applicants who have lived abroad should be asked to obtain a criminal records check, or "Certificate of Good Character", from their country of origin. It may also be possible to get such a check through the relevant embassy in the UK but the applicant must give their permission. The London Diplomatic list contains the addresses and contact details of all Embassies and High Commissions in London.
- Processes for getting criminal records checks abroad vary between countries. UK nationals who live abroad, or non-UK Nationals who have previously lived in the UK and are not eligible for a DBS check can now apply for an ICPC - International Child Protection Certificate UK: <https://www.acro.police.uk/icpc>.
- Ensure face-to-face interviews are conducted. Always have two or more people on the interviewing panel.
- Discuss the safeguarding and child protection policy during the interview.
- Convey clear messages to candidates about the organisation's commitment to safeguarding.
- Request and take up written references from at least two people. Verify references in person and record them in staff files. Ensure the reference request asks about the prospective employee's suitability to work in a role that may bring them, directly or indirectly, into contact with children and young people.
- Use an application form rather than a CV.
- APPROACH requires a DBS (Disclosure and Barring Service) check for all staff and trustees before commencement of employment/service.
- In addition to the DBS check all successful job applicants, staff, volunteers, consultants and trustees must sign a declaration form stating that they have never committed an offence against a child.
- All staff and trustees representing APPROACH must be committed to the prohibition of all corporal punishment of children.

## 5. Use of Images of Children

It is children's and young people's right to participate fully in the social and cultural life of the society in which they live, and images of children are one of the ways of promoting participation. Media provide effective tools with which to promote a child's right to express his/her opinions and to make a difference in decisions that affect children. The requirement to protect must be balanced with the right to participate. Concerns about images of children include the protection of a child's identity and the prevention of exploitation of children.

The following guidelines set out the APPROACH policy for the use of images of children, and for making, displaying and storing images of children. Good practice involves making sure that images of children are not misappropriated and that children's right to privacy and dignity are respected. Child safeguarding and child protection should always be at the forefront of decisions about the use of images of children

### Images of children in social media, publications or other communications:

APPROACH policy is to use graphics, drawings and images in publications, on social media and on our website **which do not reveal a child's personal identity** by showing their face or other identifying features.

APPROACH should always use images which are respectful, non-discriminatory and inclusive, which give a fair, diverse and balanced picture of children globally, and which promote the rights of children.

Children have the right to privacy:

- Staff and trustees must obtain the child's permission and the informed consent of a parent or guardian, in writing, before taking or using an image, including video footage (see Appendix form 6).
- Children should be consulted about the use of images and they should understand how and where the image/s will be used.
- Child protection and child safeguarding issues should always be at the forefront of any decision to publicise images of children
- Staff and trustees should not use personal equipment to take photographs or recordings of children. Always use cameras or devices belonging to APPROACH and ensure these are stored securely.
- Do not use children's names in photograph captions. Personal information about a child such as the identity of the child and the child's home location must not be made publicly available.
- Images or video recordings of children should be stored securely. Images should not be stored on unencrypted portable equipment.
- Professional photographers must be given this policy, briefed on APPROACH's safeguarding commitments and Code of Conduct and should not be contracted if they do not have their own child protection policy or refuse to sign up to APPROACH's policy. Do not allow photographers to have unsupervised access to children.

- In general, media and press presence at events involving children should be avoided. If absolutely necessary, members of the press should be given a copy of this policy and comply with the requirement to seek consent if taking pictures of children in accordance with this policy. They should be required to provide copies of their own code of practice

Information on the UK Data Protection Act can be found on: <https://www.gov.uk/data-protection/the-data-protection-act>. Other privacy regulations can be found at The Information Commissioner's Office (ICO): <https://ico.org.uk/>.

### Images of child sexual abuse

The Protection of Children Act 1978 – amended 1994 states “It is an offence for a person to take, or permit to be taken, or to make any indecent photographs or pseudo-photographs of a child and/or to distribute or show such indecent photographs or pseudo-photographs”.

**On 3<sup>rd</sup> April 2017** a new law came into force under Section 67 Serious Crime Act 2015 which inserts a new offence into Section 15A Sexual Offences Act 2003 relating to sexual communication with a child. Any adult found guilty of this offence could face up to 2 years imprisonment and automatic inclusion on the sex offenders' register. Under the Act, it is an offence to take, permit to take, distribute, show, possess with intent to distribute or to advertise indecent photographs of children under 18.

#### **Types of internet activity which may be related to offending include:**

- Websites
- Usenet newsgroups and bulletin boards
- Internet relay chat (chat rooms)
- Peer to peer or P2P software such as Lime Wire
- Mobile devices
- Multi-player online games
- Social networking

For up-to-date information and to report the viewing of or display of sexual images online, contact:

- **Internet Watch Foundation:** [www.iwf.org.uk](http://www.iwf.org.uk)
- **CEOP – Child Exploitation and Online Protection Centre:** [www.ceop.gov.uk](http://www.ceop.gov.uk)
- **The National Crime Agency to report online sexual abuse:**  
<https://www.ceop.police.uk/safety-centre/>

**The UK Government** has provided guidance for children on indecent images online:  
<https://www.gov.uk/government/publications/indecent-images-of-children-guidance-for-young-people/indecent-images-of-children-guidance-for-young-people>

## 6. Helpful Information

References for APPROACH safeguarding/child protection policy:

- **NSPCC – Safeguarding Children**  
<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>
- **NSPCC - Detailed definitions of forms of child abuse**  
<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>
- **NSPCC online child protection training**  
<https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-introduction>
- **Save the Children – Child Safeguarding**  
<https://jobs.savethechildren.org.uk/our-policies/childsafeguarding/>
- **The Charity Commission**  
<https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>
- **UK Government – Working Together to Safeguard Children**  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>
- **Save the Children Safeguarding Policies**  
[www.https://resourcecentre.savethechildren.net](http://www.https://resourcecentre.savethechildren.net)
- **ACT Alliance Code of Conduct**  
[www.actalliance.org](http://www.actalliance.org)
- **NAPAC – National Association of People Abused in Childhood**  
<https://napac.org.uk/>

### UK contacts and support organisations

#### Reporting a concern

Contact the Local Authority Designated Officer (LADO) for the child's home address – based within local authority children's social care services. The telephone number and out of hours service is publicly available on each local authority website.

- **Local Authority for APPROACH - SE11 5RR (Lambeth)**  
In and out of hours Children's Social Care Team: 020 7926 5555  
Please follow up a referral by filling in [Multi-agency referral form](#) and send it to [helpandprotection@lambeth.gov.uk](mailto:helpandprotection@lambeth.gov.uk).
- **Police** – If a child is in immediate danger phone 999  
For the Local child protection investigation unit (CPIU)
- **NSPCC Helpline** Phone 0808 800 5000
- **NSPCC online safety line** 0800 800 5002
- **UKCCIS Council for Child Internet Safety**  
<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>
- **Childline** - Confidential counselling and advice for children  
Phone 0800 11 11

- **FGM helpline** 0800 028 3550
- **National Human Trafficking hotline** 1 888 373 7888
- **NAPAC – National Association for People Abused in Childhood**  
Offers support for survivors of all types of childhood abuse  
0808 801 0331  
10am – 9pm (Monday – Thursday) 10am – 6 pm (Friday)

### International contacts

- **Children and Families Across Borders**  
Free and confidential advice and information helpline for enquiries concerning children and family welfare matters across international borders  
Tel: 0207 735 8941  
[info@cfab.org.uk](mailto:info@cfab.org.uk)
- **Child Helpline International (CHI)**  
Provides child helplines and works to strengthen national child protection systems in 142 countries. Website includes helpline numbers for individual countries.  
<http://www.childhelplineinternational.org/>
- **INHOPE – International Association of Internet Hotlines**  
<http://www.inhope.org/gns/home.aspx>  
To report suspected child sexual abuse images on the internet [click here](#).

## 7. Appendix - Forms:

### Form 1. APPROACH form for recording concerns/allegations of child abuse

<b>Name of duty person</b>	
<b>Date and time</b>	
<b>Name of person making allegation/raising concern</b> <b>Date and time</b>	
<b>Name of child allegedly at risk</b> <b>Date of birth</b>	
<b>Nature of concern/allegation</b>	
<b>Action taken</b> <b>Dates and times</b>	
<b>Signed</b> <b>Date</b> <b>Time</b> <b>Witness</b>	

## Form 2. Declaration for employees, consultants and trustees

In signing this form, I confirm that the information provided is true to the best of my knowledge.

I have read the APPROACH Safeguarding/ Child Protection Policy and Procedures and understand my responsibilities to safeguard children.

I understand that I must notify APPROACH immediately if I have knowingly committed an offence against a child, been involved in any incident of non-recent child abuse or any incident or action now or in the future that affects, or might affect, my suitability to work for APPROACH, including any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working for APPROACH and/or having contact with children in the course of my duties.

I understand that failure to notify APPROACH is a serious matter and considered as gross misconduct under the disciplinary processes of APPROACH and could result in summary dismissal.

Signed:

Date

Print full name:

**Form 3. APPROACH Risk Assessment Form - Safeguarding children at events**

**Names of organisers:**

**Event name:**

**Location:**

**Name of the designated person for safeguarding at this event:**

**Contact details:**

**Date:**

**Signed:**

<b>Event profile</b>	<b>Assessment of potential risks to children</b>	<b>Risk rating H/M/L</b>	<b>Child protection / safeguarding children measures</b>	<b>Risk management options</b>	<b>Evaluation and review  Further action</b>

#### Form 4. APPROACH form for Partnership Working

<b>Name of partner organisation:</b>	<b>Contact details</b>
<b>Name of main contact person:</b>	<b>Contact details:</b>
<b>Event/activity</b>	<b>Location</b>
<b>Child Protection/ Safeguarding Policy details</b>	<b>Comments:</b>
<b>Child Protection/Safeguarding lead for the event</b>	<b>Contact details:</b>
<b>Risk assessment</b>	<b>Comments</b>
<b>Signed:</b>	<b>Date:</b>

## Form 5. APPROACH form for working outside the UK

(to accompany APPROACH travel policy form)

<b>Name:</b>	<b>Contact details:</b>
<b>Destination:</b>	<b>Address:</b>
<b>Event:</b>	<b>Location:</b>
<b>Lead organiser:</b>	<b>Contact details</b>
<b>Safeguarding lead for the event:</b>	<b>Contact details:</b>

<b>Assessment</b>	<b>Details</b>	<b>Comments</b>
<b>Country specific issues on safeguarding</b>		
<b>Details of local inter-agency safeguarding groups</b>		
<b>Reporting routes, procedures and contact details</b>		
<b>Details of local risk management and child safeguarding plan</b>		
<b>Level of child participation</b>		

## Form 6. Consent Form

I agree to take part in this EVENT/INTERVIEW/ PROJECT/ACTIVITY [DELETE AS APPROPRIATE]

I would like to take part in [INSERT OPTIONS IF APPLICABLE]

(Please tick one or more of the following)

[EXAMPLE] a group discussion

[EXAMPLE] a media interview

[EXAMPLE] a survey

With one of my parents/carers I have read and understood the accompanying information about this activity.

I know what the activity is about and the part I will be involved in.

I know that I do not have to undertake all the activity/answer all of the questions and that I can decide not to continue at any time.

Name \_\_\_\_\_

Age \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and understood the accompanying information about this activity and give permission for the child (named above) to be included.

Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Form 7. APPROACH statement of safeguarding for Partnership Working

### STATEMENT OF SAFEGUARDING:

#### Safeguarding and promoting welfare and child protection

In all its work, including that conducted with partners/partnerships, APPROACH uses the standard UK definition of 'safeguarding and promoting the welfare of children' [\[1\]](#):

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

#### Safeguarding is everyone's responsibility

Everyone who works with children – including teachers, GPs, nurses, midwives, health visitors, early years professionals, youth workers, police, Accident and Emergency staff, paediatricians, voluntary and community workers and social workers – has a responsibility for keeping them safe.

No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

In order that organisations and practitioners collaborate effectively, it is vital that every individual working with children and families is aware of the role that they have to play and the role of other professionals. In addition, effective safeguarding requires clear local arrangements for collaboration between professionals and agencies.

Any professionals with concerns about a child's welfare should make a referral to the relevant authority responsible for children's social care. Professionals should follow up their concerns if they are not satisfied with the local authority children's social care response.

#### Definitions:

**Children** Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

**Safeguarding and promoting the welfare of children** Defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best life chances.

**Child protection** Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or 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 persistent 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 participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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, though it may occur alone.

**Sexual abuse** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**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 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

[i] This definition is taken and adapted from *Working Together to Safeguard Children' (2015)* [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/592101/Working\\_Together\\_to\\_Safeguard\\_Children\\_20170213.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf)