



*Improving Outcomes For
Children And Young People*

SDSA Safeguarding Policy

Last Reviewed: 15/06/2020

Next Review: 15/06/2021

1. Policy Statement

The School Development Support Agency (SDSA) is committed to safeguarding the welfare of children, young people and vulnerable adults accessing services delivered by the organisation. The SDSA has both a Designated Safeguarding Officer (DSO) and Deputy Safeguarding Officer (DDSO) with clearly defined job roles.

Safeguarding is the responsibility of everyone and as such this policy applies to all staff, including senior staff, the board of directors, paid staff, associates, volunteers and casual workers, students or anyone working on behalf of the SDSA. Everyone within the SDSA needs to be alert to the potential of the abuse of children, young people and vulnerable adults both from within their families and from other sources and there is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child, young person or vulnerable adult in accordance with this policy.

The SDSA's Safeguarding Policy is based on the following principles:

- The 'adult at risk of abuse' and child's welfare is a first consideration
- All children and adults at risk of abuse, regardless of age, disability, gender, race, religion or belief, sexual orientation or ethnic origin have a right to be protected from all forms of harm, abuse, neglect and exploitation.

To further ensure the safeguarding of children, young people and adults at risk of abuse, the SDSA has a commitment to safer recruitment, selection and vetting.

2. The purpose of this policy

The key purpose of the policy is:

- To protect children, young people and vulnerable adults who receive SDSA's services. This includes the children and young people of adults who use SDSA's services
- To provide all those working for and on behalf of SDSA including volunteers, casual workers and students with the overarching principles that guide the organisation's approach to safeguarding and child protection

The SDSA believes that children, young people and vulnerable adults should never experience abuse of any kind and that the organisation has a responsibility and duty of care to promote the welfare of all children, young people and vulnerable adults and to keep them safe. The SDSA are committed to practise in a way that protects both individuals who access the Services and those employed by or volunteering for SDSA. By this we mean that SDSA colleagues should ensure that they are not working in isolation with a child/young person, that they are visible or accompanied by another adult/member of staff or in a room that has significant lighting, windows and/or have the door open.

This policy is to accompany the safeguarding policy of the schools that SDSA work with.

3. Safeguarding

Safeguarding does not refer solely to protecting children, young people and vulnerable adults from deliberate harm but also includes a wide range of issues that relates to their welfare, health and safety.

The key foundations of SDSA's approach to Safeguarding are:

- Prevention – maintaining a positive, supportive and safe approach in all aspects of its work including safer recruitment procedures
- Protection – adhering to the organisation's agreed safeguarding procedures, ensuring all staff/volunteers are trained and supported to respond appropriately and sensitively to any safeguarding concerns
- Support- for all children, young people and vulnerable adults accessing the Services plus staff/volunteers and where appropriate, undertaking specific intervention for those who may be at risk of harm
- Working with children, young people, vulnerable adults, parents/carers and other agencies to ensure appropriate communications and actions are undertaken in a timely manner

All members of staff and volunteers have a responsibility to:

- Provide a safe environment for the children, young people and vulnerable adults that access SDSA's range of services
- Undertake regular and appropriate training which is regularly updated
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children, young people or vulnerable adults who may be in need of help or protection
- Know what to do if a child, young person or vulnerable adult informs them that he or she is being abused or neglected
- Know how to maintain an appropriate level of confidentiality
- Be aware of and follow SDSA's Safeguarding and Protection Procedures
- Be aware of the process of making referrals to children's social care under the Children Act 1989 and Adult Social Care in accordance with the Care Act 2014
- Understand the Safeguarding Policies and Procedures of schools being worked with
- Be prepared to identify children or young people who may benefit from Early Help
- Understand the Early Help process within respective Local Authority areas and their role within this

4. Designated Safeguarding Officer

SDSA have appointed a member of staff (Nicola Gale, Project Manager) as the Designated Safeguarding Officer (DSO). The DSO has the overall responsibility for the day to day oversight of safeguarding and child, young person and vulnerable adult protection within the organisation. A deputy DSO (Nicole Dishington, Project Manager) has also been appointed to support the DSO in their role and to take on their responsibilities should the DSO be unavailable.

The DSO will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSO and any deputy DSO's training will be updated formally every two years, however, their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.

The Deputy DSO will be trained to the same standard as the DSO. Whilst the activities of the DSO may be delegated to the deputy, the ultimate lead responsibility for safeguarding and child, young person and vulnerable adult protection remains with the DSO and this responsibility will not be delegated.

Role of the Designated Safeguarding Officer

The role of the DSO is to:

- Act as the central point of contact for all staff/volunteers to discuss any safeguarding /protection concerns
- Maintain a confidential recording system for safeguarding and child, young person, vulnerable adults, staff and volunteer protection concerns
- Coordinate any safeguarding action for individuals for whom concerns have been raised
- Liaise with other agencies and professionals in line with Working Together to Safeguard Children 2018
- Ensure locally established referral procedures are followed as necessary
- Ensure all staff access appropriate safeguarding training and relevant updates

5.Safeguarding/Protection Issues

The SDSA Safeguarding Policy recognises a range of specific safeguarding/protection issues including but not limited to:

- Bullying (including cyberbullying)
- Children with family members in prison
- Children Missing Education (CME)
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation
- County Lines (children, young people and vulnerable adults)
- Domestic abuse
- Drugs and alcohol misuse
- Emotional abuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Financial
- Gangs and youth violence
- Gender based abuse and violence against women and girls
- Grooming
- Hate
- Honour based abuse
- Human trafficking and modern slavery
- Institutional
- Mental health
- Neglect
- Online abuse/safety
- Peer on peer abuse
- Physical abuse
- Radicalisation and extremism
- Relationship abuse
- Sexual abuse
- Sexual Violence and Sexual Harassment

- Trafficking/Modern Slavery
- Youth Produced Sexual Imagery or “Sexting”

6. Protecting children, young people and vulnerable adults from abuse

Abuse is any action by another person – adult or child – that causes significant harm to another individual.

Abuse can take a number of forms and can be:

- Physical
- Sexual
- Emotional
- Neglect – usually taking the form of lack of love, care and attention. Whilst often the less obvious form of abuse, neglect can be just as damaging to a child, young person or vulnerable adult as any of the other forms
- Financial
- Institutional

An individual may be experiencing more than one term of abuse.

Recognition of Categories of Abuse and Neglect

Staff and volunteers need to be aware that children, young people or vulnerable adult welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The warning signs and symptoms of abuse and neglect can vary from individual to individual. Children, in particular, also develop and mature at different rates so what appears to be worrying behaviour for a younger child might be normal for an older child.

Parental/carer behaviours’ may also indicate child, young person or vulnerable adult abuse or neglect so staff must also be alert to parent/carer to child, young person or vulnerable adult interactions or concerning parental/carer behaviours. This could include parents/carers who may be under the influence of drugs or alcohol or if there is a sudden change in their mental health. By being aware of and understanding the warning signs, SDSA can respond to problems as early as possible and provide the right support and services for the child, young person or vulnerable adult and their family.

It is important to remember that:

- The role of SDSA in situations where there are safeguarding/protection concerns is NOT to investigate but to recognise and refer – i.e.
 - Inform the individual that you are required to record and report what they are telling you
 - Accurately record the information
 - Write the information verbatim
 - Do not ask leading questions
 - Do not include any of your own comments/views
 - Reassure the individual they have done the right thing by talking with you
 - Confirm the information given with the individual
 - Sign and date the record which should be contemporaneous with the concern identified
 - Pass the record onto the DSO

Remember the information may be used in criminal proceedings

- A warning sign doesn't automatically mean that abuse or neglect is taking place

Identifying Abuse

All staff/volunteers who come into contact with children, young people and/or vulnerable adults have a responsibility to ensure they are able to identify possible abuse. Refer to Signs of Abuse Children and Young People document and of Signs of Abuse Vulnerable Adults document for details of the range of potential abuse.

7. PREVENT

Prevent is a statutory duty for specified agencies, including Local Authorities, NHS Trusts, schools and the police aimed at combating extremism and creating a safe and secure environment. The programme is generally managed by a council's Community Safety Team and has been developed in response to the Counter Terrorism and Security Act (2015) and the Government's Prevent Strategy - a national counter extremism programme aimed at stopping people from becoming violent extremists or supporting extremism, both violent and non-violent.

The Prevent Strategy is aimed at preventing violent and non-violent extremism but is also very much concerned with protecting communities and supporting vulnerable people who may be targeted by extremists trying to recruit or radicalise them. There is no single profile of a person who may be vulnerable to grooming by extremists and the Prevent Programme relies on community support and information to identify and safeguard people.

If there are concerns that an individual is at risk of being exploited for extremist purposes, the Local Authority or the Police should be informed immediately who will then assess the individual and provide them with appropriate support if they are at risk.

Please follow the relevant link below to make a referral.

<https://www.eastmidlandsprevent.co.uk/Refer>

If you have concerns about an adult, please refer to:

<http://www.llradultsafeguarding.co.uk/contact/local-contacts/>

8. Allegations Against Staff

The SDSA will not accept inappropriate behaviour towards staff or volunteers and will ensure that any concerns or allegations of impropriety are dealt with quickly, fairly and sensitively. If staff are unable to raise concerns via their Line Manager, the Designated Safeguarding Officer/Deputy or CEO, the SDSA has a Whistle Blowing Procedure in place to enable any emerging concerns regarding the conduct of an adult to be appropriately addressed.

In any conflict between the needs of the child, young person or vulnerable adult and those of others, the needs of the child, young person or vulnerable adult must come first. Any allegation which may indicate that a member of staff/volunteer behaved in an inappropriate way will be reported to the CEO and appropriate procedures will be followed. The following are examples of concerns that require reporting:

- Abuse of or may have previously abused a child, young person or vulnerable adult

- Possibly committed a criminal offence against or related to a child, young person or vulnerable adult
- Behaved towards a child, young person or vulnerable adult in a way that indicates they are unsuitable to work in regulated activity

In the event that an allegation of abuse is made against a member of staff or volunteer of SDSA, confidentiality within the organisation will be on a strict need to know basis. The individual's line manager will seek advice from the Chief Executive Officer and will agree the procedure to be followed. Where the allegation arises outside of the work setting, the Chief Executive Officer will inform the organisation's designated person. The DSO/Deputy will ensure a referral is made to the local Safeguarding Adult Board (SAB) within one working day and prior to any investigation taking place.

Any staff disclosing information regarding inappropriate behaviour by colleagues will be listened to and supported. Where necessary, parents/carers of a child, young person or vulnerable adult allegedly abused by a member of staff/volunteer will be kept informed of the progress and outcome of any investigation. If a member of staff/volunteer believes that a reported allegation or concern is not being dealt with appropriately by the organisation, they should report this to the Safeguarding Adults Board (SAB).

Subject to restrictions advised by the SAB on information which can be shared, the SDSA will inform the member of staff/volunteer of the nature of the allegation, how enquiries will be conducted and the possible outcome. Any member of staff facing investigation into an allegation of abuse will either be suspended while investigations take place, or at a very minimum, removed from direct contact with children young people and/or vulnerable adults. The SDSA's usual terms and conditions for disciplinary investigations will apply. Should this happen, consideration will be given to suspension on full pay pending the outcome of the investigation.

The SDSA will assess allegations individually taking into account the findings of any criminal investigation and respond to the outcome of the investigation in line with organisational policy and procedures.

Depending on the outcome of the investigation, the SDSA will assess the appropriateness of the staff member/volunteer returning to work in their previous environment. A decision to withdraw permission for the employee/volunteer to work with vulnerable groups may lead to the SDSA having a legal duty to report the person to the Disclosure and Barring Service. This also applies in instances where the organisation has withdrawn permission for the individual to engage in regulated or controlled activity had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated or controlled activity.

9.Safeguarding Children, Young People and Vulnerable Adults with Special Educational Needs and Disabilities

The SDSA acknowledges that children, young people and vulnerable adults with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. As such, the organisation will ensure that children, young people or vulnerable adults with SEND, specifically those with communication difficulties will be supported to ensure their voice is heard and acted upon appropriately. All members of staff should:

- Explore possible indicators of abuse such as behaviour/mood change or injuries

- Not assume any indicators are related to the child's disability and be aware that children, young people and vulnerable adults with SEN and disabilities may not always outwardly display indicators of abuse
- Be aware that children, young people and vulnerable adults with SEND can be disproportionately impacted by safeguarding concerns such as bullying

10. Legal framework

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

- Children Act 1989
- United Nations Convention on the Rights of the Child (ratified by UK Gov.1991)
- Human Rights Act 1998
- Data Protection Act 1998
- Protection of Children Act 1999
- Sexual Offences Act 2003
- Children Act 2004
- National Service Framework for Children
- Young People and Maternity Services 2004
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012
- Care Act 2014
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 years 2014
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Modern Slavery Act 2015
- Children and Social Work Act 2017
- Child Sexual Exploitation: Definition and Guide for Practitioners 2017
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2019

This policy should be read alongside the SDSA policies and procedures on:

- Recruitment, induction, training and development
- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording and information sharing
- Code of conduct for staff and volunteers

- E-safety
- Anti-bullying
- Complaints
- Whistleblowing
- Health and safety
- Training, supervision and support
- Lone working policy and procedure
- DBS for staff and associates
- Employment of ex-offenders

11. The SDSA recognises that:

For children and young people

- The welfare of the child/young person is paramount, as enshrined in the Children Act 1989.
- All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have an equal right to protection from all types of harm or abuse
- Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, special educational needs, disability, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting and supporting the welfare of children and young people

For vulnerable adults

The term safeguarding adults can include people with learning disabilities, older people, people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems. The adults referred to may find they are more vulnerable to abuse and exploitation.

The emphasis in work involving adults who may be vulnerable is to promote their empowerment and well-being through the services the SDSA provide. Whilst the organisation respects the rights of individuals to have autonomy and self-determination, it also recognises that it has a duty of care for people who are unable to make their own decisions and/or protect themselves, their assets and bodily integrity.

Safeguarding and promoting the welfare of vulnerable adults/adults is the responsibility of all those who work with them. This includes all staff members, trustees, volunteers and third parties.

Sharing Information

Research and experience have repeatedly demonstrated that effective working across agencies is more likely to be achieved on the basis of openness and honesty with vulnerable adults/carers. This is likely to promote positive relationships and partnership working and effective safeguarding of vulnerable adults.

Understanding when information should be shared

Every person has a right to privacy under the European Convention on Human Rights (Article 8) and General Data Protection Regulations 2017. However, if there are any concerns or doubts regarding the wellbeing of a vulnerable adult, the safeguarding vulnerable adult procedure must be followed to decide

whether there is a need to share personal or confidential data with relevant agencies. Sharing information appropriately is key to putting in place effective adult social care services.

Information should always be shared with adult social care when a vulnerable adult is at risk of harm or is being significantly harmed. There must be a clear and legitimate purpose for sharing information and the safety of the vulnerable adult is always paramount.

Informed Consent

Should a member of staff/volunteer of SDSA consider a vulnerable adult requires Adult Social Care intervention in order to protect them from abuse/further abuse they will:

- Discuss the issues identified and agree action to be taken with their Line Manager, DSO/Deputy.
- If the action involves a referral to Adult Social Care Services, the staff member will discuss this with the vulnerable adult concerned to gain informed consent and will need to take into consideration where or not the vulnerable adult has the capacity to make a decision.

Should a member of staff/volunteer of SDSA consider a child/young person requires Police, Children's Social Care or Early Help intervention in order to protect them from abuse/further abuse/causing significant harm to others, they will follow the agreed organisational procedure making their best endeavours to gain parental/carer consent

Sharing Information Without Consent

If the vulnerable adult refuses to allow information regarding themselves to be shared with other agencies, the staff member/volunteer must decide whether they can lawfully disclose information without consent. In making this decision, careful and robust consideration must be given to the nature of the concerns for the vulnerable adult and the reasons given for refusing consent.

In making decisions relating to sharing information, the safety and needs of the vulnerable adult is always the primary consideration. Information can be disclosed without consent where there is a well-founded concern that disclosure is necessary to:

- Prevent a criminal act taking place or (seeking consent) would interfere in criminal enquiries
- Prevent harm to staff
- Prevent a vulnerable adult being at increased risk of harm

In making decisions relating to sharing information regarding a child or young person, the safety and needs of the child/young person is always paramount. Information can be disclosed without parental/carer consent where there is a well-founded concern that to do so:

- Is likely to place the child/young person at increased risk of harm
- May put the member of staff in a vulnerable position and in risk of harm/abuse

Personal information disclosed without consent must be:

- Legally justifiable, with the reasons recorded
- Appropriate and proportionate for the purpose
- To the extent needed to safeguard the vulnerable adult or prevent a crime
- In line with the organisation's Safeguarding Procedure

12. SDSA will seek to keep children, young people and vulnerable adults safe by:

- Valuing, listening to and respecting them

- Appointing a Designated Safeguarding Officer (DSO) for children, young people and vulnerable adults together with a deputy
- Adopting children, young people and vulnerable adult protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made (including DBS)
- Recording and storing information professionally and securely and sharing information regarding safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- Using the SDSA safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, young people, vulnerable adults, parents, families and carers appropriately
- Using the SDSA procedures to manage any allegation against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that the organisation has a policy and procedure to help it deal effectively with any bullying that might arise
- Ensuring that effective complaints and whistleblowing measures in place
- Ensuring that the organisation provides a safe physical environment for our children, young people, vulnerable adults, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance

13. Recruitment and Training of Staff

Where a member of staff/volunteer's role entails having contact with children, young people and/or vulnerable adults, the SDSA will ensure the individual has completed the section on their application regarding the Rehabilitation of Offenders Act 1974 and have undertaken a DBS Check relevant to the work they are undertaking prior to taking up their position.

If the duties within a member of staff/volunteer's job/role description come under The Disclosure and Barring Services definition of 'regulated activity,' the SDSA will obtain an Enhanced DBS and Barring List Check.

The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children, young people and/or vulnerable adults where it is a requirement of the job will be obtained prior to their starting in the role.

A log will be maintained of all staff who hold a DBS Check, when they were issued and when they are due to be re-assessed. All staff working with children, young people and/or vulnerable adults should make sure they hold a valid DBS check relevant for their post.

The SDSA believes that staff training is an essential component in providing high quality safe services and in the development of the organisation and its staff/volunteers. Consequently, all staff/volunteers will be required to have attended and/or undertake the relevant safeguarding training appropriate to their role and that this is current.



14. DBS Checks

SDSA employees/volunteers who have regular direct contact with a child/young person/vulnerable adult are required to have the relevant enhanced DBS check. All DBS checks will be up-dated every 3 years.

Should there be any disclosures during this process, the following procedure will take place:

1. Any disclosures are to go to the CEO, Peter Chilvers
2. A discussion will take place between the CEO and Assistant Director
3. A follow-up discussion will take place between the CEO and the employee
4. A decision will be made regarding the suitability of the employee to the company/organisation
5. If necessary, a discussion will take place between the CEO and any relevant members of staff as to which projects this employee is able to work on based on the disclosure

15. Risk Assessments

Before working with children, young people and vulnerable adults, a risk assessment must be carried out on the proposed activity and relevant safeguards put in place to minimise any potential risk. Should the risk be deemed to be too high, the activity must not be undertaken. All risk assessments are to be approved by the Designated Safeguarding Officer /Deputy Safeguarding Officer.

16. Policy Review

This policy will be reviewed annually by the Senior Management Team and DSO/Deputy unless one of the following occurs:

- Changes to national legislation/safeguarding boards
- Changes to the Safeguarding Policy
- An issue is identified with the current policy

17 Contact details

Safeguarding Lead

Nicola Gale, Project Manager
0116 299 5948, nicola.gale@sdsa.net

Deputy Safeguarding Lead

Nicole Dishington, Project Manager
0116 299 5945, nicole.dishington@sdsa.net

Signed:

Position

Chief Executive Officer

Date

15th June 2020

Annex A:

SDSA Safeguarding Procedure - Children and Young People



CYP Procedure.pdf

Annex B:

SDSA Safeguarding Procedure – Vulnerable Adults:



VA Procedure.pdf

Annex C:

Categories of Abuse – Children and Young People

Overview

Abuse is a violation of a person's human and civil rights by any other person. Abuse can take many forms. The following information is only a guide and you should not consider it a complete list of forms or signs of abuse.

Domestic abuse - Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.

Signs of domestic abuse

- 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.

Physical abuse - Physical abuse is deliberately hurting a child or young person causing injuries such as bruises, broken bones, burns or cuts.

Signs of physical abuse

Bruises

- Burns or scalds – in less obvious places
- Bite marks
- Fractures and broken bones
- Other injuries and health problems
- Appearing withdrawn
- Sudden change in behaviour – may become violent, scared, jumpy, shy, introvert etc.
- Missing from school
- Self-harm

Emotional abuse - Emotional abuse is the ongoing emotional maltreatment of a child or young person. It is sometimes called psychological abuse and can seriously damage a child or young person's emotional health and development.

Signs of emotional abuse

Babies/pre-school children:

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

Older children/young people:

- Use language, act in a way or know about things that you wouldn't expect them to know for their age
- Struggle to control strong emotions or have extreme outbursts
- Appear isolated from their parents
- Lack social skills or have few, if any, friends.

Sexual abuse - A child is sexually abused when they are forced or persuaded to take part in sexual activities.

Signs of sexual abuse

- Avoid being alone with people, such as family members or friends
- Appear frightened of a person or reluctant to socialise with them
- Become sexually active at a young age
- Be promiscuous
- Use sexual language or know information they would not be expected to

Child sexual exploitation - Child sexual exploitation (CSE) is a type of sexual abuse. Children or young people in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Signs of child sexual exploitation

- Go missing from home, care or education.
- Be involved in abusive relationships, intimidated and fearful of certain people or situations
- Hang out with groups of older people, or antisocial groups, or with other vulnerable peers

- Associate with other young people involved in sexual exploitation
- Become involved in gangs, gang fights, gang membership
- Have older boyfriends or girlfriends
- Spend time at places of concern, such as hotels or known brothels
- Have no understanding of where they are, because they have been moved around the country
- Be involved in petty crime such as shoplifting
- Have unexplained physical injuries
- Have a changed physical appearance, for example lost weight, gained weight in a direct attempt to appear unattractive

Peer on Peer Abuse

SDSA recognises that children and young people are capable of abusing their peers and that this can take many forms, including but not limited to, bullying, cyberbullying, gender-based abuse, hazing (initiation type violence), sexually harmful behaviour, violence and 'sexting' (Youth Produced Sexual Images) and that some potential issues may be affected by gender, age, ability and culture.

Harmful sexual behaviour – Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't.

Harmful sexual behaviour includes:

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

Signs of harmful sexual behaviour

- Showing curiosity regarding private body parts
- Touching, rubbing or showing off their genitals or masturbating as a comforting habit.
- Using swear and sex words they have heard other people say
- Asking about relationships and sexual behaviour
- Looking for information regarding sex - this might lead to finding online porn
- Masturbating in private and/or experimenting sexually with the same age group
- Using sexual language and talking about sex with friends

Neglect - Neglect is the ongoing failure to meet a child or young person's basic needs and is the most common form of abuse towards children and young people

Signs of neglect

- Poor appearance and hygiene
- Health and development problems
- Housing and family issues
- Being left alone or in the care of other young children
- Eating more than usual at a meal or saving food for later
- Poor weight gains or growth

Online abuse - Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Signs of online abuse

- Spend a great deal of time, much more or much less time online, texting, gaming or using social media
- Appear withdrawn, upset or outraged after using the internet or texting
- Are secretive regarding who they are talking to and what they're doing online or on their mobile phone
- Have a lot of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet

Bullying and cyber/online bullying - Cyberbullying is bullying that takes place online. Unlike bullying in the real world, online bullying can follow the child or young person wherever they go, via social networks, gaming and mobile phone.

Signs of bullying and cyber/online bullying

- Belongings becoming '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 whoever's bullying them)
- Being nervous, losing confidence
- Becoming distressed and withdrawn
- Problems with eating or sleeping
- Bullying others.

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.

Signs of Female Genital Mutilation –

- Have difficulty walking, standing or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious or depressed
- Ask for help but may not be explicit about the problem due to embarrassment or fear
- Severe pain
- Shock
- Bleeding

Grooming - Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking.

Signs of Grooming–

- Being very secretive including what they are doing online

- Having older boyfriends or girlfriends
- Going to unusual/unlikely places to meet friends
- Having new items such as clothes or mobile phones that they can't or won't explain
- Having access to drugs and alcohol.

Gangs, County Lines, Violent Crime and Exploitation

The SDDA recognises the impact that gangs, county lines, violent crime and exploitation can have on children and young people and that the initial response to any individual disclosing involvement in these activities is crucial. Any disclosures or allegations must be taken seriously and staff/volunteers should always work in ways that support children and young people to keep them safe.

Signs of involvement/coercion into gangs, county lines, violent crime and exploitation

This may include, but not exclusively:

- Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs
- Change in attitude and relationship
- Signs of self-harm/significant change in wellbeing
- Signs of assault/unexplained injuries
- Returning home late or staying out all night
- Often missing and regularly located in rural areas or out of county areas

Individuals at particular risk

This may include, but not exclusively:

- Youths vulnerable due to age and easily influenced by finance, lifestyle and kudos
- Younger siblings of those known to be involved in drug dealing
- Looked after children/young people
- Children/young people missing from education

Child trafficking - Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Signs of child trafficking–

- Spending a lot of time doing household chores
- Rarely leaving their house
- Having no freedom of movement and no time for playing
- Is orphaned or living apart from their family often in unregulated private foster care
- Living in substandard accommodation
- Is unable or reluctant to give details of accommodation or personal details
- Having no access to their parents or guardians
- Gives a prepared story which is very similar to stories given by other children

Annex D:

Categories of Abuse – Vulnerable Adults/Adults

Overview

Abuse is a violation of a person's human and civil rights by any other person and can take a number of forms. The following information is only a guide and should not be considered as a complete list of forms or signs of abuse.

Domestic Abuse

Domestic abuse is defined as 'Any incident or pattern of incidents controlling, coercive or threatening behaviour or abuse between those aged 16 or over who are or have been intimate partners or family members.' If the person is a victim of domestic abuse and a vulnerable adult, the SDSA organisation procedure should be followed. If they are not a vulnerable adult, referral to specialist services for domestic abuse should be offered.

Physical Abuse

Description	Possible Signs
<ul style="list-style-type: none"> • Hitting • Slapping • Pushing • Kicking • Burning • Giving medication that may harm • Disciplining in an inappropriate way 	<ul style="list-style-type: none"> • Fractures • Bruising • Burns • Pain • Marks • Not wanting to be touched

Psychological Abuse

Description	Possible Signs
<ul style="list-style-type: none"> • emotional abuse • verbal abuse • humiliation • bullying • the use of threats 	<ul style="list-style-type: none"> • being withdrawn • too eager to do everything they are asked • showing compulsive behaviour • not being able to do things they used to • not being able to concentrate or focus

Sexual Abuse

Description	Possible Signs
<ul style="list-style-type: none"> • Direct or indirect sexual activity where the vulnerable adult cannot or does not agree to it 	<ul style="list-style-type: none"> • Genital itching, soreness or having a sexually transmitted disease • Using bad language • Not wanting to be touched • Behaving in a sexually inappropriate way • Changes in appearance

Neglect or Acts of Omission

Description	Possible Signs
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<ul style="list-style-type: none"> • Withdrawing or not giving the help that a vulnerable adult needs so causing them to suffer 	<ul style="list-style-type: none"> • Having pain or discomfort • Being very hungry, thirsty or untidy • Failing health
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Financial or Material Abuse

Description	Possible Signs
<ul style="list-style-type: none"> • Stealing from the individual • Cheating the individual • Using the individual for financial gain • Putting pressure on the individual regarding wills, property, inheritance or financial transactions • Misusing or stealing the individual's property, possessions or benefits 	<ul style="list-style-type: none"> • Having unusual difficulty with finances • Not understanding their own finances • Not having sufficient money • Being too protective of money and items they own • Not paying bills • Not having normal home comforts

Discriminatory Abuse

Description	Possible Signs
<ul style="list-style-type: none"> • Abusing a person because of their ethnic origin, race, religion, language, age, sexuality, gender or disability 	<ul style="list-style-type: none"> • The individual is not receiving the care they require • The individual's carer is over critical or makes insulting remarks about them • The individual is made to dress differently from how they wish

Institutional Abuse

Description	Possible Signs
<ul style="list-style-type: none"> • Abuse or mistreatment by an organisation or by any individual within a building where the individual is living or receiving care 	<ul style="list-style-type: none"> • The individual has no personal clothing or possessions • There is no care plan in place for the individual • The individual is often admitted to hospital • There are instances of professionals having treated the individual badly or unsatisfactorily or acting in a way that causes harm • The needs of the institution/staff are prioritised over the individual

County Lines and Organised Criminal Gangs

County Lines is a term used to describe Organised Criminal Gangs (OCGs), gangs and criminal networks involved in the supply of illegal commodities in to one or more market separate from that gang or network's point of origin. The supply is facilitated through the exploitation of vulnerable children and

adults. County Lines are defined through use of dedicated “deal lines” between the supply network and the user market. They will often use coercion, intimidation, violence (including sexual violence) and weapons (including knives, corrosives and firearms).

Signs of County Lines Involvement Use of sexual, drug related or violent language the individual would not normally be expected to know/use

- More violent or aggressive, unexplained injuries
- Regularly getting new clothes, technical items/gadgets or unexplainable cash
- In possession of hotel cards or keys
- In possession of multiple phones and phones constantly ringing
- New ‘friends’ or relationships.
- In fear or self-harming
- Unexplainable or multiple social media profile

Individuals at particular risk

Persons with vulnerabilities due to:

- Addictions
- Mental health difficulties
- Learning difficulties
- Disabilities
- Debt bondage

Modern Slavery and Human Trafficking

Modern Slavery is defined as individuals being:

- Forced to work through mental or physical threat
- Owned or controlled by an 'employer' usually through mental or physical abuse or the threat of abuse
- Dehumanised and treated as a commodity or bought and sold as ‘property’
- Physically constrained or have restrictions placed on his/her freedom

The following definitions are encompassed within the term 'modern slavery' for the purposes of the Modern Slavery Act 2015. These are:

- 'Slavery' is where ownership is exercised over a person
- 'Servitude' involves the obligation to provide services imposed by coercion
- 'Forced or compulsory labour' involves work or service extracted from any person under the menace of a penalty and for which the person has not offered himself voluntarily
- 'Human trafficking' concerns arranging or facilitating the travel of another with a view to exploiting them

Human Trafficking is defined as:

- Recruitment, transportation, transfer, harbouring or receipt of persons

- By means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person.

For the purposes of exploitation which includes but is not exhaustive:

- Prostitution
- Other sexual exploitation
- Forced labour
- Slavery (or similar)
- Servitude etc.
- Removal of organs