BENEDETTI
FOUNDATION

Child and Young Person Safeguarding Policy and Procedures

Code of Conduct

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Policy Statement

The Benedetti Foundation ('BF') is committed to safeguarding and promoting the welfare and safety of all the children it works with and expects all personnel to share this commitment.

We acknowledge our responsibility for the safety of children and young people whilst engaged in BF sessions and activities.

We aim to provide a safe and secure environment in which all children and young people may flourish and feel comfortable.

We recognise that an environment of good safeguarding and child protection practices and procedures are of benefit to everyone involved with BF's work, especially staff, as they can help protect them from erroneous or malicious allegations.

BF believes that it is never acceptable for a child to experience abuse of any kind and accepts its duty of care to safeguard the welfare of all children, by committing to practices that protect them.

BF Trustees are committed to practices that protect children from harm. The Board has designated a Trustee to take leadership responsibility for safeguarding arrangements at board level, working with the Foundation and Artistic Directors to ensure a clear line of accountability for the policies and procedures it operates to safeguard and promote the welfare of children.

Policies and procedures relating to safeguarding will be reviewed annually and updated as necessary following any relevant change of legislation or guidance or any incident that warrants earlier review.

Safeguarding principles

BF draws on a range of universally recognised initiatives and statements, including:

- Scottish Government's 'Getting It Right For Every Child'
- NSPCC guidance and DSO training
- The United Nations Convention on the Rights of the Child
- Working Together to safeguard children: A guide to inter-agency working to safeguard & promote the welfare of children (2018)
- HM Government: Child sexual exploitation: definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (2017)
- Safeguarding Children - working together under the Children Act 2004 (2007)
- National guidance for child protection in Scotland (2014)

BF remains alert to the UK Government's 'Prevent' guidance for schools on protecting children and young people from radicalisation and being drawn into terrorism. However, BF activities are periodic and are scheduled in different areas of the country. This offers practically no opportunity to observe the behaviour of children over a sufficient period of time for the behaviours contained in the guidance to be observed.

BF will strive to exemplify these safeguarding principles in all of its sessions and activities:

- the welfare of the child or young person is paramount
- all children and young people 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
- working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare

Contents

1.0 Definitions

By **'safeguarding and promoting the welfare of children and young people'** we mean:

- 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
- taking action to enable all children to have the best outcomes

By **'child or young person'** we mean a person up to the age of 18 years. Where the term 'child' is used in this policy it also includes young people

By **'child protection'** we mean the part of safeguarding and promoting welfare policy that refers to the activity that is undertaken to protect specific children who are believed to be suffering, or reasonably considered as likely to suffer, significant harm.

By **'abuse' or 'neglect'** we mean forms 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 family or in an institutional or community setting by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Males and females can be involved in the abuse of children.

By '**DSO'** we mean Designated Safeguarding Officer. This is the person in our organisation who has responsibility to coordinate the response to safeguarding concerns, and support others in doing so.

There are four categories of abuse: physical abuse, neglect, emotional abuse, and sexual abuse. We list detailed examples of abuse in Appendix A, and potential indicators of abuse or neglect in Appendix B.

2.0 Application and responsibilities

BF strives to protect the interests and wellbeing of all children and expects all associated with BF to share this commitment. This policy applies to all staff BF personnel in any capacity: trustees, employees, musical staff and tutors, ambassadors, pastoral staff, assistants and volunteers.

The Foundation Director, Laura Gardiner (laura@benedettifoundation.org), who is also Designated Safeguarding Officer, is responsible for managing and/or having oversight dealing with any concerns about the protection of children. The Foundation Director will be appropriately trained and will undertake refresher training at appropriate intervals.

BF personnel will receive training to appropriate levels in order to be able to fulfil their role.

At BF the Foundation Director has responsibility for the protection of children. She is responsible for:

- supporting BF personnel after they have shared their concerns about a child
- communicating any changes in policy and procedures
- evaluating the effectiveness of safeguarding within the organisation
- reviewing and updating BF's policy and procedures on safeguarding in consultation with the NSPCC and other appropriate organisations
- promoting the importance of safeguarding across the organisation
- managing complaints about poor practice of staff in any capacity
- making decisions about appointing someone who has a criminal record

- ensuring that the organisation meets the requirements of its insurers regarding its safeguarding responsibilities

Third parties (such as photographers) engaged by BF at sessions or events will be appropriately briefed about BF's safeguarding requirements and supervised by BF personnel at all times.

This policy should be used in conjunction with the Safeguarding and Child Protection Procedures that apply in the geographic area in which the particular BF session or event is held.

3.0 Aim of this policy and safeguarding procedures

BF aims to ensure that all BF personnel:

- understand their responsibilities in safeguarding and are supported and/or trained appropriately in fulfilling these responsibilities
- are clear about how to identify and respond to safeguarding concerns about children, especially those that are of a child protection nature
- understand the principles and practice involved in the safeguarding and protection of children
- understand the importance of prevention in responding proactively and efficiently to all concerns
- can communicate the responsibilities of, and approach taken by, BF in the protection of children to people participating in BF events
- understand and can explain to staff, participating groups and children young people that if abuse is disclosed this information cannot remain confidential and that BF will report it to the appropriate authority

4.0 Safeguarding practice at BF

Where concerns or risks have been identified in relation to a child we expect all BF personnel to:

- take all suspicions and/or allegations of abuse or risk to children seriously and respond swiftly and appropriately through the child protection procedures in this document
- support the timely sharing of information, with relevant authorities, when there are concerns about a child's welfare
- contribute to effective partnership working between all those involved in providing services for children
- recognise the effect and implications of the relevant legislation, which state that the 'welfare of the child is paramount'. This means that considerations of confidentiality, which might apply to other situations, should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated

Specific practices and requirements

- parents, carers and children will be made aware of this policy and procedure in pre-event information
- all BF personnel (trustees, employees, musical staff and tutors, ambassadors, pastoral staff, assistants and volunteers) will be expected to study this policy and procedure and to confirm in writing that they understand and will adhere to the provisions they contain
- all BF personnel will adhere to BF's code of conduct in relation to children

- a culture of mutual respect between children and those who represent BF in all its activities will be encouraged, with adults modelling good practice in this context
- all staff and BF personnel roles will be evaluated as to whether they involve 'regulated activity' or not and applicants vetted appropriately for such roles
- BF staff, tutors and Ambassadors, where the role involves 'regulated activity' will undertake the necessary checks for the country we are delivering work with young people and adhere to the guidance from each devolved government [PVG, DBS or Access NI]
- anybody who encounters child protection concerns in the context of their work on behalf of BF will be supported when they report their concerns in good faith

Practical measures to be taken at BF sessions and activities

- this policy, together with referral forms and other associated information will be made available through means of a 'grab folder' at every BF Session or activity where children are present. One of the DSOs will make clear to all staff and participants the existence of the 'grab folder' and where it will be located throughout the activity
- the latest iteration of this policy will be permanently available at www.benedettifoundation.org/policies
- BF will identify at least one (and preferably two as resources permit) Designated Safeguarding Officers (DSOs) with organisation-wide responsibility for safeguarding. At least one identified individual will be present at every BF session or activity and will act following any expression of concern. BF will aim to maintain clear lines of responsibility in respect of child protection
- BF DSO/s will be prepared and have the necessary knowledge to make appropriate referrals to statutory child protection agencies
- Information relating to any allegation or disclosure will be clearly recorded as soon as possible and BF practice will include a procedure setting out who should record information and the timescales for passing it on
- BF's safeguarding policy and procedures will be integrated into all other appropriate policies and practices, which will be openly and widely available to staff and actively promoted within the organisation.

5.0 Other relevant BF policies

Other policies that relate to safeguarding should be read in conjunction with this policy include:

i. Data Protection Policies and Procedures
ii. Online Policy [produced in response to Covid-19]
iii. Recruitment Policy
iv. Disciplinary & Capability Policy & Procedure
v. Grievance Policy & Procedure
vi. Whistleblowing
vii. Equality and Diversity
viii. Health and Safety
ix. Bullying

6.0 Code of conduct for BF personnel in relation to safeguarding

BF personnel are expected to following the guidance given below.

Attention is drawn to the position of trust you hold in working with children and the power and influence you hold. BF expects this responsibility to be at the forefront of the minds of all personnel to ensure that these positions of trust are never abused.

You should be aware that concerns you have may not always be of the same nature and consequently may not require the same course of action. In practical terms, concerns are likely to arise in a number of ways:

- general well-being concerns: these are concerns that may arise as part of the child's involvement in a session or activity and are not concerns to do with safeguarding or child protection, e.g. homesickness, anxiety about a performance or rehearsal. Overall, these concerns will be dealt with immediately by a member of staff as part of their relationship and engagement with that child
- safeguarding concerns: these concerns will go beyond those that are dealt with as above and will usually arise where a member of BF personnel becomes aware of a point of vulnerability in a child's behaviour, and where it is felt that vulnerability needs further assessment and possible action, e.g. a child not eating or being withdrawn
- child protection concerns: these will arise when staff or volunteers are worried or have evidence that a child has been harmed, or appears to be suffering from neglect, or is likely to be harmed or where a child makes a disclosure

All personnel have a responsibility to ensure concerns about children are passed on and assessed. BF personnel should not undertake any investigations. The responsibility of BF personnel is to be vigilant, recognise, respond, report and record only.

BF personnel should:

- value and respect children as individuals
- wherever possible ensure that there is more than one adult present during activities with children and young people and avoid spending any time with children when you cannot easily be observed
- invite the young person to bring a friend, move into view of others or leave the door open in situations where it is absolutely necessary to be with a child without another adult present
- watch out for each other - are colleagues being drawn into situations that could be misinterpreted? How colleagues view each other's practice will be how outsiders will view it, including parents
- give guidance and support to less experienced staff
- be aware of any physical contact with a young person. Where necessary, for example when there has been an accident and you are administering first aid, ensure that you are treating the person for the injury only. Do not continue with any additional contact wherever it is unnecessary
- follow the guidelines on the use of touch given below when tutoring a child
- wear identification badges and/or clothing as supplied to you by BF at all times
- be aware that sometimes children can behave in an inappropriate way towards an adult, e.g. being overly friendly, challenging or aggressive. If this situation arises staff must be sensitive to, but firm with the child in discouraging any inappropriate behaviour on the part of the child. Any incident of this nature, regardless of how trivial it may appear must be reported to the Designated Safeguarding Officer and a record of it made. The DSO will determine whether the matter needs to be discussed with a parent/guardian and/or brought to the attention of an external agency (the police, child welfare support services etc.)
- inform the DSO immediately if it becomes apparent that a child/member on a course/event is known to you away from the course/event

Staff must not:

- have, or be perceived to have, favourites
- make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted
- take photographs, video or any image of any child at a BF session or activity on their personal phone or device unless expressly authorised in writing and in advance, and aware of the specific circumstances in which this is permitted
- record any personal information (such as address, teacher, phone number) of any child
- take young people to your home or your car, unless written permission has been expressly given by the child's parents/guardians in advance
- use physical punishments or any action that involves locking up or restraining a child
- arrange meetings outside working hours, except in the case of a prior teaching or working relationship
- develop social relationships with young people that participate in BF events. If you come into contact with a participant in a social setting, try and move away. If this is not possible try and maintain a professional distance. Pay attention to your own behaviour in such a setting
- have any contact with children encountered at a BF session or activity through email, phone or social media, e.g. Facebook, Instagram, Snapchat, TikTok, Twitter etc., unless in the circumstances of a prior relationship disclosed to the BF
- accept any money or gifts from BF participants. Should anything be offered you should tell the young person of BF's policy and ensure the participant does not feel offended. Report the incident to the DSO as quickly as possible
- give money or gifts to BF participants. If in a situation where a participant is stranded with no money to get home, the DSO will discuss the situation with the participant's parents and make a written record of conversations leading to a decision
- borrow money from BF participants

BF expects that all staff will be aware of this code of conduct and adhere to its principles of good practice in their approach to all children.

7.0 Use of touch when tutoring a child at a BF session or activity

Physical touching of a child by an adult who is not known to the child is generally to be avoided.

In some circumstances however, which would include a teaching environment such as that operated at BF sessions and activities, touching child appropriately may be permissible. It may also be vital to help correct or develop a child's musical technique, or to avoid the potential for a child to acquire postural habits that might restrict musical development or lead to injury longer term.

BF personnel are expected to be considerate, selective, and proportionate in their use of touch in teaching.

Guidelines are:

- BF personnel may only touch a child in a teaching context
- if in doubt about whether to touch a child in these circumstances, ask a BF staff member first
- never touch a child who is anxious or distressed
- only consider touching a child in an environment where other BF personnel are present and can act as observers/witnesses

- touch should be for the purposes of correcting technique or posture only – never, for example, hug a child to indicate approval of something learned
- a child should be asked if it is ok to touch, for example, their hand or arm. An explanation of why you wish to touch them should be given first and approval gained
- if a child says no, never touch
- touch must be gentle and for the reason you have explained
- you should tell the child when you have finished

8.0 What to do if you are concerned about a child

There are essentially four key steps to remember and they are outlined here. They are referred to as the 4 Rs:

1. **Recognising** abuse or neglect
2. **Responding** to the concerns
3. **Referring** concerns on – within BF and beyond
4. **Recording** any actions taken and outcomes

To assist staff in their child protection responsibilities BF has a DSO at each event with responsibilities across the organisation. This individual will clearly make themselves known to all staff during the Safeguarding briefing at the beginning of each activity and will wear a distinctive red and white lanyard throughout the activity.

8.1 Recognising abuse or neglect

These are some examples of circumstances where concerns about a child may arise:

- You may observe a child who shows signs of neglect (eg is particularly unkempt, dirty, inadequately dressed for the weather or hungry)
- a child may tell you about something that has upset them, or has happened to another child
- someone else might report that a child has told them, or they strongly believe a child has been or is being harmed in some way
- a child may show signs of injury for which there appears to be no satisfactory explanation
- the behaviour or attitude of a member of staff or another adult towards a child worries you or makes you feel uncomfortable in some way
- you witness concerning behaviour between children

See Appendix B for additional guidance on the potential indicators of abuse.

8.2 Responding to concerns

If a child is telling you about abuse that they have suffered or that another child has suffered abuse, then you should:

- stay calm and listen to what is being said
- find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – but only those who need to know about it. Do not promise to keep secrets or any confidentiality
- allow the child to continue at their own pace
- ask questions for clarification only and avoid asking questions that suggest a particular answer. Do not *lead* the child, let them tell you
- reassure the child that they have done the right thing in telling you

- tell the child what you will do next and with whom the information will be shared
- record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- pass your written record to the Designated Safeguarding Officer (DSO) who will identify and take the appropriate action (Eg. they will contact the Head of Safeguarding in the local area, who will in turn contact children's social care)
- keep the discussion confidential, following the procedure for reporting concerns, aside from this do not discuss with others
- record any subsequent events/incidents where you or BF are involved affecting the child

Allegations of harm arising from allegations of or reports of underage sexual activity are likely to raise difficult issues and should be handled particularly sensitively. A child under 13 years is not legally capable of consenting to sexual activity. Any concern or allegation about this is very serious and the DSO must be reported on to children's social care in the manner outlined in this procedure.

Sexual activity with a child under 16 years is also an offence. Where it is consensual it may be less serious than if the child were under 13 years but may nevertheless have serious consequences for the welfare of the children involved. Consideration should be given in every case of sexual activity involving a child aged 13 -15 years as to whether there should be a referral to children's social care. Within this age range the younger the child the stronger the presumption must be that sexual activity will be a matter of concern. The considerations which need to be taken into when determining whether to make a referral to children's social care are outlined in appendix D. The DSO is responsible for determining the action to take.

Any sexual relationship between BF staff and a BF participant is an offence. BF staff hold the role of Trusted Person/ Position of Responsibility status preventing relationships between teachers and students.

8.3 Referring concerns on

An outline flowchart of what steps to take should a concern arise is provided in Appendix F.

Action staff must take (immediately, or at least within the same working day) when a concern arises:

- If you work as a member of the pastoral staff: report the concern immediately to the Designated Safeguarding Officer (DSO) at the event – contact information of the relevant members of staff are provided to all staff on the front page of workshop schedules
- If you are aware of a concern that is anonymous or that relates to something historical (e.g. relating to previous staff or an incident that happened some time ago) this should not be ignored and must be reported to the DSO at the event, preferably using the BF reporting form (see appendix E)

To be as helpful as possible the information should include:

- The nature of the allegation or concern
- A description of any visible bruising or other injuries (location, size, colour or any other significant factor)
- The child's account, if they can give it, of what happened and how any bruising or other injuries occurred
- Any times, dates, or other relevant information
- Whether the parent, carer, child or adult is aware of the concern and a referral having been made
- A clear distinction between what is fact, opinion, or hearsay

Remember – do not delay reporting the matter by trying to obtain more information. Under no circumstances should you physically examine the child where they are alleging injuries. This is a role for medical personnel only.

If for any reason you believe the Designated Safeguarding Officer has not responded appropriately to your concerns, then you must contact the BF Trustee with responsibility for Safeguarding (see appendix C and front-page contact details).

If you are worried about sharing your concerns about possible abuse within the organisation you should **contact the NSPCC on 0808 800 500** which operates a helpline service.

8.4 Recording and actions taken and outcomes

A form for recording this information is included as Appendix C.

9.0 The role of the Designated Safeguarding Officer

This person is responsible for:

- taking action when a safeguarding incident is identified or reported
- being the first point of contact for staff concerned about the safety and welfare of a child
- providing advice and guidance to staff and parents/carers concerned about a child protection matter
- consulting with other relevant staff at the event in order to determine appropriate action to take at the event
- keeping and making an accurate record of concerns and actions taken
- ensuring appropriate information is available when making a child protection referral and that the referral is made within one working day and confirmed in writing within two working days
- liaising with children's social care and the police, as appropriate
- briefing the BF Board and keeping relevant senior staff within BF informed about any incidents, action taken, and any further action required
- advising the Board on the appropriateness of any Serious Incident Report to the Charity Commission or any other relevant regulatory body and preparing any such report/s
- ensuring that an individual case record is maintained of the concern, action taken, liaison with other agencies and the outcome
- dealing with the repercussions of an incident in the organisation
- collating monitoring data on safeguarding activities
- keeping up to date and briefed about changes to government guidance on safeguarding and child protection and good practice
- providing information and advice on child protection within BF
- advising the organisation of child protection training needs
- updating the organisation's policy and procedures on safeguarding

Contact details of key safeguarding personnel in the organisation are given at the beginning of this policy.

10.0 Concerns or allegations made against BF personnel

All safeguarding concerns must be passed to the DSO immediately whether the complaint arises during, or after the event.

It is possible that parents or carers may raise concerns about the care or treatment of their child or the behaviour of a staff member during or after a session or activity. However a complaint arises, the DSO must decide how to respond to the complaint and how to address it with the staff member concerned.

The welfare of the child must remain as the central concern. Child abuse can and does occur outside the family setting and may involve anyone who has the opportunity to have contact with children through their work. Evidence indicates that abuse that takes place within an organisation is rarely a one-off event. It is crucial those involved in BF are aware of this possibility and that all allegations (current or historical) are taken seriously and appropriate action taken.

The same procedures about managing cases of allegations or concerns about the behaviour of BF personnel should be used in respect of all cases in which it is alleged that a staff member has potentially or allegedly:

- behaved in a way that has harmed a child, or may have harmed a child
- committed a criminal offence against or related to a child
- behaved towards a child in a way that indicates s/he may be unsuitable to work with children
- undermined a child's welfare or wellbeing, for example be isolating him/her, poking fun or undermining the child in front of others
- acting in breach of the letter of spirit of BF's safeguarding policies and procedures – for example by sharing personal phone numbers

In any such circumstances, personnel are responsible for:

- sharing their concern with the DSO who will explore the seriousness of the allegation/concern
- sharing their concern with the nominated BF trustee for safeguarding, if the DSO is the subject of the concern

The DSO or nominated BF trustee will be responsible for coordinating the management of the concern, including the decision-making about any immediate protective actions that are warranted, for example:

- informing and supporting the parents/guardian and child/ren
- taking appropriate action against the adult in question, such as suspension, confinement, change of duties
- determining if the police and/or the Local Authority Designated Officer[1] (LADO) based in the local authority should be contacted
- ensuring there is a written, signed and dated account from the member of staff/manager hearing the allegation/concern and a summary of any available additional information including the names and addresses of any potential witnesses
- ensuring any Investigation is speedy, fair and impartial. The member of staff should be informed about the allegation or concern as soon as possible but not before consultation with the Head of Safeguarding and children's social care/police where necessary, in respect of timing and content. The police and children's social care investigation will usually need to take place prior to any disciplinary enquiry and the results may inform the disciplinary enquiry. Any disciplinary enquiry should follow the BF Capability and Disciplinary Procedure. The outcome of any investigation must be recorded, and a copy kept on the member of staff's personnel file

The fact that a member of BF personnel tenders their resignation or ceases to provide their services will not prevent an allegation/concern from being followed up in accordance with these procedures and a

[1] The LADO exists in England only. The equivalent children's social care body should be contacted if the person lives in any other UK country.

conclusion reached. A so called 'compromise agreement' by which an individual agrees to resign and an employer agrees not to pursue disciplinary action and both agree to a form of words to be used in future references will never be used by BF in situations where there are concerns about their behaviour towards children.

If an allegation/concern is substantiated, then the DSO will seek professional advice and then make a judgement on whether a referral should be made to the Disclosure and Barring Service, or Disclosure Scotland. If a referral is appropriate the referral should be made within one month. A referral must always be made if BF thinks that the individual has harmed a child or poses a risk of harm to children.

There may be circumstances where allegations are about poor practice rather than child abuse. If the investigation shows that the allegation is clearly about poor practice then BF will determine how best to remedy this, e.g. as part of its performance management, or disciplinary procedures.

11.0 Support for personnel raising concerns

BF operates a Whistleblowing Policy to support and protect personnel who raise concerns.

Under no circumstances will retaliation or attempts to orchestrate a reaction to or against any personnel who are involved in a safeguarding concern be tolerated.

If any member of staff does not feel able to share their concern with their supervisor, manager or the DSO then they should speak directly to the Foundation Director or Chair of Trustees

Personnel involved in any concern are reminded of their duty of confidentiality and may not discuss or disclose any circumstances expect as required to investigate the matter.

12.0 Data protection and confidentiality – specific matters relating to safeguarding

Data protection legislation provides for the disclosure of personal information without the consent of the subject in certain conditions, including for the purposes of the prevention and detection of a crime, for example where there is a child protection concern.

Any report/records regarding abuse shall be kept confidential and disclosure should be restricted to only those that have authority for dealing with the incident.

Usual practice is to ask for consent from the child, parent or carer guardian, or member of BF personnel concerned before any personal information relating to them is shared with another authority. However, BF is not required to ask for consent to share information if it might be unsafe to seek (e.g. seeking consent might increase the risk to the child) or cause an unjustified delay or if it would prejudice the prevention, detection or prosecution of a serious crime.

Further advice will be sought from children's social care or the NSPCC as required.

In situations where a request is made by another organisation for information about an individual, the Foundation Director and Trustee with responsibility for Safeguarding must be informed, and their decision (including the reasoning for this decision) should be recorded and stored securely.

In all cases where information is shared the following information should be recorded:

- Date and time

- Summary of information shared
- Who the information was shared with
- Whether you are sharing with or without consent
- If sharing without consent, whether the child or family were informed
- How the information was shared and any receipt of it having been received.

APPENDIX A

Examples of abuse or neglect

Statutory guidance[2] offers four defined areas of abuse:

1. Physical abuse: Physical abuse 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.

2. Emotional abuse: Emotional abuse is 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 children 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 the 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.

3. Sexual abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of 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 when an individual or group takes advantage of an imbalance of power to coerce, manipulator 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.

4. Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. 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

[2] England – Working Together to safeguard children: A guide to inter-agency working to safeguard & promote the welfare of children, 2018, HM Government.: Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation, February 2017 Wales – Safeguarding Children - working together under the Children Act 2004 (2007) Scotland – National guidance for child protection in Scotland 2014

- Ensure adequate supervision (including the use of inadequate caregivers); or
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional need

5. Bullying: (in some circumstances bullying can be considered as emotional, physical or sexual abuse) Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). The damage inflicted by bullying (including bullying via the internet) can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

The NSPCC outlines that:
Peer-on-Peer abuse includes bullying, sexual violence and sexual harassment, physical abuse, sexting and so-called initiation ceremonies.

Female genital mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse.

APPENDIX B

Potential Indicators of abuse or neglect

The following signs may be indicators or signs that abuse has taken place although some of these indicators can also be caused by other factors, e.g. a bereavement, family breakdown or illness. It is not the role of BF staff to decide if abuse or neglect has taken place rather this is a complex task undertaken by skilled professionals working together across agencies. However, if any of these signs are present then staff should share these concerns as outlined in the procedure. In deciding if something may be a concern it is always helpful to think about the child's age, abilities and stage of development too. It is important to keep in mind that abuse may be committed against children by members of the child's family or party, by other children or by staff.

Physical Abuse

Physical signs of abuse:

- Injuries which occur to the body in places which are not normally exposed to falls or games
- Most children will collect cuts and bruises in their daily life, particularly on bony parts of their body like elbows, knees and shins. You should be more concerned by bruising which can almost only have been caused non-accidentally, is unexplained, or the explanation does not fit the injury, or where treatment isn't being sought. Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may be needed
- Patterns of bruising that are suggestive of physical child abuse include:
- bruising children who are not independently mobile
- bruising in babies
- bruises that are seen away from bony prominences
- bruises to the face, back, stomach, arms, buttocks, ears and hands
- multiple bruises in clusters or of uniform shape, or carrying the imprint of an implement used, hand marks or fingertips
- Unexplained bruising, marks or injuries on any part of the body
- Cigarette burns, bite marks, broken bones, scalds
- Injuries which have not received medical attention
- Repeated urinary infections or unexplained stomach pains

Changes in behaviour which may indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example, wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Emotional Abuse

The physical signs of emotional abuse may include:

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

- Development delay, either in terms of physical or emotional progress

Changes in behaviour that may indicate emotional abuse include:

- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Obsessions or phobias
- Being unable to play
- Attention-seeking behaviour
- Fear of making mistakes
- Self-harm
- Fear of parent being approached regarding their behaviour

Sexual Abuse

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour that may indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond his/her age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as over-eating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way with adults

Neglect

The physical signs of neglect may include:

- Constant hunger, or stealing food from other children
- Constantly dirty or smelly
- Loss of weight or being constantly underweight
- Inappropriate dress for the conditions
- Under nourishment, failure to grow, inadequate care

Changes in behaviour that can also indicate neglect include:

- Complaining of being tired all the time

- Untreated illnesses, not requesting medical assistance and/or failing to attend medical appointments
- Having few friends
- Being left alone, being unsupervised or being supervised by an unsuitable adult or young person

FGM

Physical signs of FGM

A child or woman who has had female genital mutilation (FGM) may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- display unusual behaviour after an absence from school or college
- be particularly reluctant to have routine medical examinations
- ask for help but may not be explicit about the problem due to embarrassment or fear

A child at immediate risk of FGM may ask you directly for help. But even if they don't know what's going to happen, there may be other signs. You may become aware of:

- a relative or 'cutter' visiting from abroad
- a special occasion or ceremony to 'become a woman' or prepare for marriage
- a female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt
- a family arranging a long holiday or visit to family overseas during the summer holidays
- unexpected, repeated or prolonged absence from school
- a girl struggling to keep up in school and the quality of her academic work declining
- a child running away from or planning to leave home

Additional vulnerabilities

It is also important to be mindful that some children are particularly vulnerable to abuse because of their age or their living circumstances or characteristics. Disabled children are a greater risk of abuse that non-disabled children. Children living in homes where there are adverse parental circumstances may also be more at risk, in particular children living in homes where there is domestic violence, substance misuse and/or severe parental mental illness. Children from particularly isolated or new communities may also be at increased risk of abuse as well as those children who show challenging behaviour.

APPENDIX C

Benedetti Foundation safeguarding concerns report form

Name of Child/ren at risk:		
Gender: ◯ Male ◯ Female	Age:	Date of Birth:
Religion:	Ethnicity:	Any additional needs (e.g. disability, language spoken, interpreter required):
Parent's/Carer's name(s):		
Home address of child/ren at risk:		
Child/ren at risk legal status (e.g. Looked After Child):		
Is child at risk the subject of any of the following e.g. child protection plan/on a child protection register/ a care order/care and support plan or other?		
Your Name:	Your Position:	Your contact details:
Are you reporting your concerns or responding to concerns raised by someone else?		
◯ Responding to my concerns ◯Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name, role and contact details (if known):	
Please provide details of the concerns you have for the child/ren at risk safety and/or welfare, including times, dates or other relevant information (describe any injuries, whether fact, opinion or hearsay). Please add other relevant information known about the family/child/ren at risk circumstances:		

The child/ren at risk account (e.g. of any incident, injury, disclosure, behaviour – use the child/ren's words where possible):	
Please provide details of the person alleged to have caused the incident/injury if known (e.g. name(s)/address/incident address/relationship to child/ren at risk etc.):	
Please provide details (name, role, contact details if known) of any witnesses to the incident/concerns:	
State any risk of immediate danger:	
If you took immediate action please describe this e.g. contact with Police, Children's Social Care, NSPCC etc.:	
Is the child/ren at risk or family/carer aware that a report has been made:	
Any known previous history:	
Is there anything else of importance the Designated Safeguarding Officer (DSO) should be made aware of:	

APPENDIX D

Allegations of harm arising from underage sexual activity

Considerations included in the following checklist should be taken into account by the Designated Safeguarding Officer, Designated Safeguarding Lead and/or Trustee with responsibility for safeguarding when determining whether a referral should be made to children's social care about underage sexual activity. BF is not responsible for conducting a formal investigation:

- The age of the child
- The level of maturity and understanding of the child
- Age imbalance, in particular where there is a significant age difference
- Overt aggression or power imbalance
- Coercion or bribery
- Behaviour of the child
- The misuse of drink or drugs as a disinhibitor
- Whether the child denies, minimiSes or accepts concerns
- Whether any attempts to secure secrecy have been made by the sexual partner beyond what would be considered usual in a teenage relationship
- Whether the methods used are consistent with grooming

APPENDIX E

How to report any urgent concerns of a child protection/safeguarding nature:

- **Call the police by dialling 999**
- **Call the NSPCC (Monday – Friday 08:00 – 22:00 or Weekends 09:00 – 18:00) by dialling 0808 800 5000**
- **Search on the internet for the "MASH team" of the local authority in which the activity is taking place and contact the phone number provided (multi-agency support hub)**
- **Email help@NSPCC.org.uk**

APPENDIX F

What to do when you have concerns about a child flowchart