



THE WATERMILL THEATRE

Child and Adults at Risk
Safeguarding Policy and
Operational Procedures

THE WATERMILL THEATRE CHILD SAFEGUARDING & OPERATIONAL PROCEDURE POLICY

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POLICY STATEMENT

A child is defined as someone under the age of 18. For the purposes of this policy the term ‘participant’ should be understood to include children and adults at risk, and ‘guardians’ to include parents and carers.

The Watermill Theatre Limited (WTL) has a duty of care to safeguard from harm all children, and adults at risk whilst involved in WTL activities or whilst under its care. We strongly believe that all participants have the right to be treated fairly, justly and have the right to freedom from harm. The welfare of participants is paramount in all the work we do and in all the decisions we take regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation and all participants have an equal right to protection from all types of harm or abuse.

We recognise that some participants are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs and/or additional needs.

Parents and guardians have a right to expect that the organisations to which they entrust their children are safe and WTL is committed to ensuring the safety and protection of all participants involved in WTL activities.

Children and adults at risk will be treated with respect and dignity and encouraged to communicate openly thereby avoiding situations where abuse could occur.

This policy details the legal requirements, organisational procedures, and best practice as applicable to all staff. This policy applies to all WTL staff, including those who work on a volunteer and freelance basis as well as WTL’s Board of Trustees.

WTL has the following designated Safeguarding leads. Contact details can be found in Appendix 1.

Role	Name
Designated Safeguarding Officer	Paul Hart
Deputy Safeguarding Officer	Clare Lindsay

WTL review policies on an annual basis by the Designated Safeguarding Officers and, where necessary, changes and additions are made.

Last updated: 16th November 2020

Review Date: 1st November 2021

1. RECRUITMENT & TRAINING

Safe recruitment and selection practice is vital in safeguarding and protecting participants. WTL recognises that anyone may have the potential to cause abuse in some way and all reasonable steps will be taken to ensure suitable staff are employed.

- Advertisements for roles that involve work with children and adults at risk will state that applicants will be expected to have a current DBS check.
- All applicants for paid or unpaid positions involving work with children and adults at risk should be asked at interview to disclose information about any convictions, cautions or pending cases that may affect their suitability.
- Permission must be sought, and given, to seek disclosure from the *Disclosure and Barring Service* about any criminal records or other relevant information they may hold regarding the applicant. If permission is not granted the applicant cannot be considered further for the position.
- Once a DBS check has been processed, it is the responsibility of the employee to register with the online update service. WTL will check this Online DBS annually.
- References must be asked for and taken up, including at least one regarding previous work with children/adults at risk. (See Appendix 4).
- Photographic documentation to confirm identity should be asked for and provided.

After recruitment, safeguarding procedures must be explained and training needs identified. Staff will have access to advisory information outlining good practice and informing them what they should do if they have concerns about the welfare of a participant.

WTL will require staff and volunteers to attend awareness training sessions on safeguarding of children.

Sometimes young people who have taken part in activities may be encouraged to become volunteers. The same principles should apply regarding their suitability to work with children and adults at risk.

2. IDENTIFYING & RESPONDING TO CONCERNS

At times WTL staff may have to respond to concerns about the welfare of a participant. This could relate to the actual or alleged harm of a child or adult at risk. Alternatively, a participant may disclose abuse directly to a member of staff. This section provides information and guidelines on our procedures in these situations.

2.1 IDENTIFYING TYPES & INDICATORS OF ABUSE

To effectively protect children and adults at risk against harm, all staff should be familiar with the various types and key signs of abuse. The Government's *Working Together to Safeguard Children* (2018) and *The Care Act* (2014) detail these key categories of abuse:

- Physical
- Sexual
- Emotional
- Neglect

Additional categories for adults at risk:

- Domestic violence or abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Self-neglect

All staff are required to familiarise themselves with indicators of abuse (please see Appendix 2).

2.2 RADICALISATION

WTL recognises the positive contribution it can make towards protecting children and adults at risk from radicalisation to violent extremism. Radicalisation is the process by which individuals come to support terrorism or violent extremism.

Although several possible behavioural indicators are listed below, staff should use their professional judgement and discuss with the safeguarding leads if they have any concerns:

- Use of inappropriate language
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

2.3 FEMALE GENITAL MUTILATION

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure – Female Genital Mutilation Act 2003. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood.

A child/adult at risk may disclose that she is at risk of FGM, has suffered FGM or that she has a sister or family member who is at risk. Staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM
- They may talk about a long holiday to a country where the practice is prevalent
- They may confide that she or a sister or family member is to have a 'special procedure' or to attend a special occasion
- Any girl born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM may be at potential risk

Any information or concerns must be reported to the Designated or Deputy Safeguarding Officer.

2.4 RESPONDING TO CONCERNS

Abuse can occur in many situations including the home, at school or online and can arouse strong emotions in those facing such situations. It is important for staff to understand their own feelings and not allow them to interfere with judgements about the correct course of action to take.

If a child or adult at risk says or indicates that he or she is being abused, or information is obtained which gives concern that a child or adult at risk is being abused,

You should:

- Listen carefully, believe what is said and take it seriously.
- Reassure them that they have done the right thing to say something.
- Give them time to talk and do not probe or ask leading questions.
- Do not promise to keep secrets.
- Tell the child or adult what you are going to do next, explaining that you will need to let the relevant staff at The Watermill know to help keep them safe.

If you are not concerned the child/adult is at risk of immediate danger, contact The Watermill's Designated Safeguarding Officers: Artistic Director, Paul Hart or General Manager, Clare Lindsay straight away. If you are unable to reach Clare or Paul, please call another member of the Outreach Team.

- As soon as you can afterwards, fill in a Record of Concern, recording the child/adult's own words as accurately as you can.
- Report the concern to one of The Watermill's Designated Safeguarding Officers: Artistic Director, Paul Hart or General Manager, Clare Lindsay, in person, by phone or using this form (please don't email or leave answerphones with any details)

You should not:

- Talk to the parents/carers about the disclosure.
- Investigate or interrogate the child.

Finally, ensure that the information you have is kept confidentially and only shared with people who need to know.

2.5 REPORTING ALLEGATIONS, SUSPICIONS OR CONCERNS

It is not the responsibility of anyone working for WTL to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns. The safeguarding of children/adults at risk is the responsibility of everyone in the community in which they live. Therefore, a disclosure may form part of a larger picture regarding their safety and wellbeing. WTL will ensure that all staff are made aware of their responsibilities to take all suspicions and allegations of abuse seriously and to respond swiftly and appropriately.

Therefore, staff must report all suspicions or allegations to the WTL's *Safeguarding Officer* or in their absence the *Deputy Safeguarding Officer*, who will be responsible for assessing and recording all information received and contacting relevant services.

If you are working in a school or for a partner organisation and have any suspicions or allegations, you must report your concerns to their *Designated Safeguarding Officer* and inform WTL's *Safeguarding Officer* of the actions you have taken.

WTL will fully support any member of staff, who in good faith reports his or her concerns that a child or adult at risk may be being abused. The protection of children/adults takes precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner and in good faith, the law will protect you.

Every effort will be made to ensure confidentiality is maintained for all concerned. Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

3. CONCERNS ABOUT A STAFF MEMBER OR VOLUNTEER

3.1 CONCERNS ABOUT SUSPECTED ABUSE

Any suspicion that a child/vulnerable adult has been abused by a member of staff should be immediately reported to the Safeguarding Officer, who will take steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Safeguarding Officer will refer the allegation to the Local Authority Designated Officer for advice and guidance. The Local Authority may involve the police.

The parents or carers of the child or vulnerable adult will be contacted as soon as possible following advice from the Local Authority.

If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the WTL's Executive Director (or in the case of the Executive Director holding the position of Safeguarding Officer, to the most senior member of staff not implicated) who will refer the allegation to Social Services.

Appropriate action will be taken and reported to external agencies and board of trustees if necessary.

3.2 INTERNAL ENQUIRIES AND SUSPENSION

The Chief Executive will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Local Authority inquiries. Independent of those inquiries, the WTL will investigate all individual cases to determine the appropriate action to be taken.

This may be a difficult decision: particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Executive Director and where appropriate, Board of Trustees, must reach a decision based upon the available information as to whether, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

3.3 CONCERNS ABOUT POOR PRACTISE

If, following consideration, the allegation is clearly about poor practice, the Safeguarding Officer will refer the matter on as a misconduct issue to the appropriate Line Manager or as detailed in the disciplinary and grievance procedures.

If the allegation is about poor practice by the Safeguarding Officer or deputy, or if the matter has been handled inadequately and concerns remain, it should be reported to WTL's Executive Director (or in the case of the Executive Director holding the position of Safeguarding Officer, to the most senior member of staff not implicated) who will decide how to deal with the allegation.

4. OUTREACH WORKING GUIDELINES

Staff and facilitators should read and follow WTL's Outreach Working Guidelines when working with all participants. These are available from the Outreach team.

4.1 EXPECTATIONS

Whilst our priority is to engage everyone in our community where possible, for the safety and wellbeing of all our participants and staff, we expect everyone to adhere to the expectations detailed below.

Participants

The Watermill's expectation is that all participants have the **capacity to engage in group work**. This will be demonstrated by participants:

- Listening to and respecting all facilitators and other participants
- Focusing on the set task or asking for support as necessary

- Staying in the designated working space

In the event that the above expectations are not met by participants, The Watermill will respond with the following protocol:

Step 1: Verbal warning given in the room and concern raised with Outreach Director.

Step 2: If issue is raised again, concern flagged with Outreach Director and addressed with parents/guardians or participant.

Step 3: Outreach team to talk with parents/guardians or participant about group suitability, discussing alternative options for the participant where applicable or signposting to relevant services.

Facilitators

Our expectation of facilitators is that they **treat participants with respect**. This will be demonstrated by facilitators:

- Listening and respecting individuals' contributions
- Not tolerating bullying or inappropriate behaviour between participants or staff
- Supporting participants individual needs as necessary

Where facilitators are not adhering to expectations, this will be addressed by The Watermill Outreach Director or a member of management.

4.2 OUR SAFE TOUCH POLICY

It is in the nature of theatre work that moments of appropriate physical touch may occur between participants and facilitators. The four main areas where touch may occur: If a participant is upset and turns to a facilitator for comfort and reassurance, such as holding a hand or a giving a hug, a facilitator may offer appropriate physical comfort for that moment.

- If the facilitator needs to intervene to prevent the participant from hurting themselves or others.
- Within the imaginative realm, such as when two characters in a story or improvisation hug/hold hands. Participants and facilitators may initiate or receive touch within the narrative.
- Touch might occur within warm-ups/movement exercises. E.g. Back to back, high fives, Handshakes etc.

It is the responsibility of the facilitator that only appropriate touch occurs between facilitators and participants and between two or more participants within the context of the session.

Facilitators should gauge permission and vocalise what they are doing to encourage agency. For example, "Would it be alright if I put my hand on your shoulder to demonstrate this exercise?"

4.3 SAFE WORKING PRACTISE

Prior to a session, Facilitators will speak to the outreach team and refer to the registers to ensure they are aware of any additional or specific needs of participants.

Facilitators will always work in pairs. They should not place themselves in a position where they are working alone (unless agreed with an external organisation or in exceptional circumstances).

If they do find themselves alone, for example if a participant asks to speak with them privately, they will ensure the door is left open and a colleague is close by.

5. COMMUNICATION WITH CHILDREN

5.1 PHONE

Under no circumstances should Staff make or receive calls or texts to or from participants using their personal mobile phones. A WTL mobile is provided in sessions for this purpose.

When talking to participants, staff members who use the WTL's mobile should, where possible, take the call in an open environment where the conversation can be witnessed.

5.2 EMAIL

Under no circumstances should staff use a personal email address to contact a participant. All email correspondence should be sent from a WTL email account, via the Outreach Department.

5.3 SOCIAL MEDIA

WTL recognises that social media can be an effective way to communicate with participants. Current social media applications frequently used by participants and WTL include Twitter, Facebook and Instagram. Contact with participants through such forums should only take place through organisational accounts.

WTL staff must not do any of the following:

- Send or accept any friend requests from participants on Facebook
- Request to follow WTL participants on other social media platforms
- Send or respond to any private messages from an WTL participant on social media, unless it is to decline a friend request.

For further information on Social Media, please refer to WTL Social Media Policy.

6. PHOTOGRAPHY & VIDEO

Parental/guardian consent for photography or video recording of any participant is obtained at Enrolment. Photographs or videos of children will be stored in a designated folder that is only accessible by designated WTL staff.

Any camera owned by the WTL and used by staff for the purpose of photographing participants, must have its memory wiped as soon as content has been transferred to the designated WTL folder.

WTL will ensure that any professional photographers or video-makers contracted by WTL to make photos/videos of children have an Enhanced Disclosure and Barring Service (DBS).

7. SAFE ONLINE WORKING GUIDELINES

We use Zoom Pro to deliver Online sessions. To protect participants, WTL have the following online safeguarding measures in place:

- Waiting room featured enabled and participants can only enter with the hosts permission. The 'join before host' feature has been disabled.
- All group sessions that involve children and adults at risk have two DBS checked facilitators present. These facilitators are first to log onto the session and present throughout.
- Each group has their own Zoom Login and meeting ID. Parents/guardians and participants requested not to share this information.
- We have turned off the ability for participants to share screen.
- The host will have the ability to remove a participant from the session and they will not be able to re-enter.
- WTL will never record an online session without permission of all parents and guardians.
- Where the 'breakout rooms' feature is used, numbers will be kept to a minimum of three participants.
- All facilitators have had an online working induction and have been reminded of the importance of online safeguarding.
- If WTL encounters a case of online bullying, parents/guardians will be informed and the incident will be treated as seriously as any other type of bullying and all stages of reporting allegations or concerns will be adhered to.

Facilitators asked to:

- Consider their backdrop carefully and where possible keep it as blank as possible.
 - Dress appropriately, as they would dress for a session outside their home.
 - Always keep language appropriate.
 - Respond to all safeguarding and bullying concerns promptly, in line with WTL safeguarding policy.
- WTL will contact Parents/Guardians and Participants with an introduction email.

Parents/Guardians and participants asked to:

- Not share Meeting ID or Password
- Log their child onto the session via a parent or guardian's account.
- Virtually 'sign in' and 'sign out' their child in with the facilitator.

- Ensure that their child is dressed appropriately, as they would for a session outside their home.
- Find an appropriate space for participants to take part online, preferably in a public space or a bedroom where the door is open.
- Remind participants that they should not record or take photos of the sessions.
- Remind all participants to keep language appropriate.

8. CHILD PERFORMANCE LICENSING

Requirement to licence All children who perform on stage or in television, films, commercials or who work as models, have their welfare and safety protected by the following children in entertainment legislation:

- Children & Young Persons Act 1933 & 1963
- Children (Performances) Regulations 1968
- The Children (Performance) (Miscellaneous Amendments) Regulations 1998(1)
- The Children (Performance) Amendment Regulations 2000
- The Children (Performance) (Amendment) (No.2) Regulations 2000
- Statutory Instruments: 1968 No. 1728, 1998 No. 1678, 2000 No. 10, & No. 2384

For the purposes of children in entertainment a child is a person aged from birth until the end of their compulsory schooling.

The aforementioned legislation requires licences to be issued by each Local Authority (LA) for children who take part in one of the following categories:

broadcast performances (films, TV, video) covers performances that will be broadcast

non-broadcast performances (theatre, modelling) covers performance that are not broadcast.

It is the responsibility of WTL to establish contact with the relevant local authority in which a child resides to obtain instructions as to whether a license is required. It should be noted that there will be occasions when a licence is not required, see EXEMPTION sections below.

The Children (Performances) Regulations 1968 only apply to actual performances and therefore the following information does not apply to rehearsals or regular workshops. Rehearsals are, however, affected by the Regulations, if they take place during the currency of a licence (between first and last performing day). Rehearsals are then subject to the same restrictions and conditions applicable to that licence i.e. time at place of performance, performing times and so forth. Rehearsals also count as a performance when calculating length of working week i.e. 5 days broadcast, 6 days theatre/other.

8.1 CHAPERONES

All licensed children need to be chaperoned in law while taking part in a performance. Chaperones acts in loco parentis and should exercise the care which a good parent might be reasonably expected to give that child. Regulations require a ratio of 1 chaperone to 12 children.

A chaperone's first priority is always to the child and the chaperone must not take part in any activity that would prevent them from proper supervision and care of the children they are responsible for. A chaperone will have total charge of a child – unless the child is being chaperoned by his/her parent/carer – whilst the child is at the theatre/performance location, and is responsible for the child's care and control. If the child has completed his performance and is then handed into the care and control of his parent/guardian who is outside of the stage performance area, the chaperone will no longer have responsibility for the child.

Chaperones are required by law to keep a record for each child, per performance:

- It is a requirement under the Regulations that these records be kept and made available, together with each child's Licence, at every place of performance where a child is present, for inspection by an officer of the Local Authority in whose area the performance takes place.
- Upon completion of the production, the daily record sheet/s should be stored at the Licence Applicant's main company address for a period of not less than 6 months after the final performance date for which the Licence has been granted.

Licensed Chaperones are approved by Local Authorities and will be familiar with the law regarding children in entertainment.

8.2 LICENCE EXEMPTIONS

EXEMPTION ONE - THE FOUR DAY RULE:

The "four-day rule" is an exemption that can be considered for use by both professional and amateur companies. This exemption states that a licence is not required for a child if:

- they perform for only 4 days in any 6-month period; and
- they do not need time off from school to undertake the performance; and
- they do not receive any payment other than expenses.

NYT will use the four day rule where appropriate; however this will only be done in consultation with relevant Local Authority Education Welfare Teams who will be required to know the names of the children taking part in the production, and the production dates.

EXEMPTION TWO - BODY OF PERSONS LICENCE:

The Children & Young Persons Act 1963 gives a local authority under Section 37(3)(b) the power to issue a licence to a Body of Persons e.g. a group of responsible adults (youth organisations, amateur dramatics, etc) to enable them to engage children and young people in non-broadcast and recorded performances without the need to apply for separate licences for each child for each production.

Where appropriate, WTL will apply for a Body of Persons Licence. The Body of Persons must then provide the Education Authority with the following information in advance:

- names, addresses and dates of birth of all the children who will be performing;
- venue and dates of performances;
- names and addresses of the adults forming the Body of Persons.

Approval can be granted providing:

- the child performers receive no payment other than expenses.
- the performance is for a stage production.
- the performances all take place within the local authority that is granting the Body of Persons licence.
- the child performers are supervised by the adults who form the Body of Persons or licensed chaperones.
- the organisation complies with the regulations on days and permitted hours of performance contained in the Children (Performance) Regulations 1968 (see section 7 of Good Practice).
- that the Child Employment Team agreed that the rehearsal/performance venue(s) are suitable places for children to perform.
- the organiser has ensured appropriate arrangements are in place to transport child performers to and from the venue and for them to be released into the care of an appropriate person.
- the organiser will not use the children in performances that may be dangerous.
- the organiser can demonstrate that it can meet any health, safety and welfare conditions set by the local authority.
- the Body of Persons ensure that arrangements are made to transport young performers to and from the venue.
- the Body of Persons does not use children in performances that maybe dangerous.

The holders of the licence must ensure that they keep records of each child's performance as required by Schedule 3 Children and Young Persons, The Children (Performances) Regulations 1968 (see ECC pro forma). Approval can only be granted for children who perform solely for the holder(s) of the Body of Persons Licence.

Although the law does not place a statutory obligation on organisations to ensure that chaperones are provided for unlicensed children, local authorities prefer that all children be provided with a chaperone as a condition of granting a Body of Persons licence. The local authority believes this preference is justified as a matter of good practice and to ensure that all children benefit equally from child protection procedures.

WTL will obtain a Body of Persons licence where appropriate and upon the advice of relevant Local Authority Education Welfare Teams.

APPENDIX 1 – CONTACT DETAILS

1.1 CONTACT DETAILS FOR WATERMILL THEATRE LTD.

Role	Name	Contact Information
Designated Safeguarding Officer	Paul Hart	Email: paul.hart@watermill.org.uk Direct Line: 01635 570926
Deputy Safeguarding Officer	Clare Lindsay	Email: clare@watermill.org.uk Direct Line: 01635 570929

1.2 CONTACT INFORMATION FOR EXTERNAL ORGANISATIONS

If you are worried about sharing concerns about abuse you can contact the following organisations for help and advice:

CHILDREN

Organisation	Contact Information
NSPCC Child Protection Helpline	Email: help@nspcc.org.uk 0808 800 500
Childline	0800 1111
West Berkshire CAAS team	Email child@westberks.gov.uk 01635 503090
Police	101 (non-emergency) or 999 (emergency)

ADULTS AT RISK

Organisation	Contact Information
West Berkshire Safeguarding Adults team	Email: safeguardingadults@westberks.gov.uk 01635 51905
Police	101 (non-emergency) or 999 (emergency)

APPENDIX 2 - DEFINITIONS & SIGNS OF ABUSE

2.1 Categories of abuse in Child Safeguarding

Physical abuse Physical child abuse occurs when a child is purposely physically injured or put at risk of harm by another person.

Sexual abuse. Sexual child abuse is any sexual activity with a child, such as fondling, oral-genital contact, intercourse, exploitation, or exposure to child pornography.

Emotional abuse. Emotional child abuse means injuring a child's self-esteem or emotional well-being. It includes verbal and emotional assault — such as continually belittling or berating a child — as well as isolating, ignoring, or rejecting a child.

Neglect. Child neglect is failure to provide adequate food, shelter, affection, supervision, education, or dental or medical care.

Symptoms

A child who is being abused may feel guilty, ashamed, or confused. They may be afraid to tell anyone about the abuse. That is why it is vital to watch for red flags, such as:

- Withdrawal from friends or usual activities
- Changes in behaviour — such as aggression, anger, hostility, or hyperactivity — or changes in school performance
- Depression, anxiety or unusual fears, or a sudden loss of self-confidence
- An apparent lack of supervision
- Frequent absences
- Reluctance to leave activities, as if he or she does not want to go home
- Attempts at running away
- Rebellious or defiant behaviour
- Self-harm or attempts at suicide

Physical abuse signs and symptoms

- Unexplained injuries, such as bruises, fractures or burns
- Injuries that do not match the given explanation

Sexual abuse signs and symptoms

- Sexual behaviour or knowledge that is inappropriate for the child's age
- Pregnancy or a sexually transmitted infection
- Statements that he or she was sexually abused
- Inappropriate sexual contact with other children

Emotional abuse signs and symptoms

- Delayed or inappropriate emotional development
- Loss of self-confidence or self-esteem
- Social withdrawal or a loss of interest or enthusiasm
- Depression

- Avoidance of certain situations, such as refusing to take part
- Desperately seeking affection
- A decrease in performance or loss of interest in an activity
- Loss of previously acquired developmental skills

Neglect signs and symptoms

- Poor growth or weight gain or being overweight
- Poor hygiene
- Lack of clothing or supplies to meet physical needs
- Hiding food for later
- Poor record of attendance
- Lack of appropriate attention for medical, dental or psychological problems or lack of necessary follow-up care

2.2 Additional categories for Adults at Risk

Physical abuse including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual abuse including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Modern Slavery

- Illegal Exploitation of people for personal/ commercial gain. Victims trapped in servitude they were deceived or coerced into.
- Criminal Exploitation pick pocketing, shoplifting, drug trafficking
- Domestic Servitude forced to work in private houses with restricted freedoms, long hours, no pay
- Forced labour long hours, no pay, poor conditions, verbal and physical threats
- Sexual Exploitation prostitution and child abuse
- Other forms: Organ removal, forced begging, forced marriage and illegal adoption

Financial or material abuse - including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Neglect and acts of omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self - Neglect - this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.

Domestic Violence

Domestic violence is officially classified as "any incident of threatening behaviors, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality".

We think of domestic violence as hitting, slapping and beating, but it can also include emotional abuse as well as forced marriage and so-called "honour crimes".

It's abuse if a partner, ex-partner or a family member:

- Threatens/frightens an individual
- Shoves or pushes an individual
- Makes an individual fear for their physical safety
- Puts an individual fear for their physical safety
- Puts an individual down, or attempts to undermine their self-esteem
- Controls an individual, for example by stopping them seeing friends and family
- Is jealous and possessive, such as being suspicious of friendships and conversations

Discriminatory abuse - including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

Organisational abuse - including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment

APPENDIX 3 – RECORD OF CONCERN FORM

Record of Concern

To be completed if you have concern for a child or adult at risk.

Form completed by:

Date and time of completion:

Date and time of incident	
Your name	
Names and ages of child(ren)/adult(s)	
Nature and details of incident/ concern, in chronological order if appropriate How was the child/adult affected?	
Any known previous history/ contextual information?	
Is there a risk of immediate danger to child? If YES, has action been taken yet? Nature of possible risks: - to child/adult - to parent/other?	
Is the child/children or family aware that you are raising this concern?	

APPENDIX 4 – REFERENCE FORM

Name of Applicant			
Position Applied for			
Name of Referee			
Company Name			
Candidate's job role with you			
Are you the applicant's line manager?	YES	NO	
If no, please state your position/relationship to the applicant			
Please confirm dates of applicant's employment <i>(NB/ please confirm the exact employment dates for safeguarding purposes)</i>			
Has the applicant been the subject of any disciplinary procedures?	YES	NO	If yes, please give details
Do you have any reservations recommending the applicant?	YES	NO	If yes, please give details
Have there been any allegations expressed about the candidate relating to the safety or welfare of young people or vulnerable adults?	YES	NO	If yes, please give details
Would you re-employ?	YES	NO	If no, please state why:

Are there any other comments you would like to make?			
Signed:		Date:	
Name:		Position:	

APPENDIX 5 – LEGISLATION & GUIDANCE

West Berkshire Council's CHILD PROTECTION PROCEDURES can be found at www.proceduresonline.com/berks/

The Children Act 1989 & 2004 (England & Wales)

The Protection of Children Act 1999 (www.doh.gov.uk/scg/childprotect)

Criminal Justice & Court Services Act 2000 (www.hmso.gov.uk)

The Police Act 1997

The Data Protection Act 1984 & 1998

The Human Rights Act 1998 (www.homeoffice.gov.uk/hract/hramenu.htm)

Safeguarding Vulnerable Young Groups Act 2006

Working Together To Safeguard Children (2013)

Safeguarding Children and Young People (July 2014)

The Care Act (2014)

Working Together to Safeguard Children (2018)