

The Brunswick Club for Young People

Safeguarding Children Policy

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The Brunswick Club for Young People Safeguarding Children Policy

1. Introduction

The policy has been developed with the involvement and support of the Club members, users, staff and Management Committee. It is an agreed document and signed by the Chair of the Management Committee.

It was originally implemented in 2003 and continues to be reviewed and, if required, updated on an annual basis. The current version was reviewed and updated in November 2020.

The designated person for overseeing safeguarding children issues contained within this policy is the Senior Youth & Development Worker. In his or her absence the Club Manager or the Chair of the Management Committee will act as a supervising deputy.

2. Policy Statement

The Brunswick Club believes that all its members have the right to enjoy the Club's activities and programme in a friendly, safe and secure environment.

The Club recognises:

- the importance of providing an environment that will help children feel safe and respected;
- the importance of enabling children to talk openly and to feel confident that they will be listened to;
- that both mental and physical health are relevant to safeguarding and the welfare of children; and
- that all permanent staff, sessional staff, volunteers, parents and trustees, have a full and active part to play in protecting members from harm.

The Club's stated aims and objectives towards its youth membership support the above statement.

This policy applies and relates to management, full and part time employed staff, volunteers, members, visitors and any person using the premises.

The policy has been developed and implemented for the following reasons:

- Parents and carers must be confident that Brunswick Club staff are vetted, trustworthy, responsible and will keep their children safe from harm.
- To protect everyone involved in the Club, including safeguarding employed and voluntary staff from false allegations.
- To ensure the Brunswick Club continues to receive public liability insurance cover for its work with its youth membership.

- To reflect and endorse the Management Committee’s Health and Safety Policy in providing a safe environment for its users.

The Brunswick Club will implement this policy by:

- Nominating a ‘designated person’ and Deputies for overseeing safeguarding children issues.
- Providing level 3 safeguarding training for the designated person at least every two years.
- Adopting safe staff and volunteer recruitment procedures.
- Providing induction and training for staff and volunteers.
- Ensuring all staff and volunteers understand and abide by the Club’s “Code of Behaviour” guidance.
- Providing staff and volunteers with clear “Incident Reporting Procedures”
- Undertaking a review of this policy on an annual basis.

3. DBS Checks

All staff working at the Brunswick Club, and all volunteers who have unsupervised access with other people’s children, will be subject to criminal record checks through the Disclosure & Barring Service (DBS).

No employee or volunteer will work unsupervised with children or young people until their DBS check has been received and checked by the Club Manager or Chair of the Management Committee.

4. Staff Recruitment Procedures

These procedures will be applied to any adult, either staff or volunteer, engaged or seeking engagement at the Brunswick Club to work with its youth membership:

- (a) A written application form must be completed for all posts.
- (b) All application forms must include a declaration of past convictions, cautions, reprimands, final warnings, pending cases and complaints of abuse.
- (c) All applicants being considered for a post must be interviewed and all interviews must include questions about their motivation for working with children.
- (d) All applicants offered a post must:
 - provide proof of identity;
 - provide two written references which shall be kept on file;
 - have their previous employment and relevant experience fully investigated;
 - be police checked through the DBS prior to commencing employment.

- (e) All newly appointed staff should receive an induction pack including copies of the Club's Safeguarding Children and Health and Safety policies.

5. Training and Information

The Brunswick Club will ensure that all staff and volunteers who work with its youth membership:

- (a) Read, understand and agree to follow this policy, including the Code of Behaviour and the Reporting Procedures.
- (b) Read and understand the Club's Health & Safety policy.
- (c) Received appropriate training in working with children and young people.
- (d) Received appropriate training in recognising, responding to, and reporting suspected abuse.

All staff and volunteers will receive appropriate support and supervision, including annual appraisals.

Attendance on relevant training courses will be a condition of employment for all staff and volunteers who work with the Brunswick's youth membership.

Safeguarding Children / Child Protection training will be provided for staff, volunteers and Management Committee members on an annual basis.

The Brunswick Club, its staff and volunteers will ensure that all who take part in its activities and services – children, young people, parents and carers – are aware of this policy and know how to use it.

6. Code of Behaviour

This code of behaviour is intended to help staff minimise the risk of being accused of improper conduct towards the children and young people with whom they come into contact during their work.

- (i) Private meetings with young people
 - (a) Youth workers should be aware of the dangers which may arise from private interviews with individuals. It is recognised that there will be occasions when confidential interviews must take place, but where possible such interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people.

- (b) Where such conditions cannot apply youth workers are advised to ensure that another adult knows that the interview is taking place.
 - (c) Where possible another young person or another adult should be present or nearby during the interview.
- (ii) Caring for young people with particular problems.
 - (a) Youth workers who have to administer first aid should ensure wherever possible that other young people or another adult are present if they are in any doubt as to whether necessary physical contact could be misconstrued.
 - (b) It is accepted that there will be some situations where young people will present particular problems for youth workers and the emphasis will be on what is reasonable in all the circumstances.
- (iii) Reporting incidents.
 - (a) Following any incident where a youth worker feels that his/her actions have been, or may be, misconstrued he/she should discuss the matter with the Worker in Charge. Where requested, the youth worker should provide a written report of the incident.
 - (b) It is especially important to speak with the Club Manager in cases where a youth worker had been obliged to restrain a young person physically and where a complaint has been made by a young person, parent or other adult.
- (iv) Where physical contact may be acceptable.
 - (a) There may be occasions where a distressed young person needs comfort and reassurance, which may include physical comforting such as a caring parent would give. Youth workers should use their discretion in such cases to ensure that what is normal and natural does not become unnecessary and unjustified contact, particularly with the same young people over a period of time. Where a youth worker has a particular concern about the need to provide this type of care and reassurance he/she should seek the advice of the Club Manager.
 - (b) Some youth workers are likely to come into physical contact with young people from time to time in the course of their duties. Examples include: showing a young person how to use a piece of apparatus or equipment; demonstrating a move or exercise during a session, and other contact activities such

as Team Challenges. Youth workers should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.

- (c) There may be occasions where it is necessary for youth workers to restrain a young person physically to prevent him/her from inflicting injury to others or self-injury. In such cases only the minimum force necessary may be used and any action taken must only be to restrain the young person. When a youth worker has taken action to restrain a young person he/she should discuss the matter as advised in paragraph 6(iii) above.
- (v) Gratuitous physical contact with young people
 - (a) Physical contact might be misconstrued by a young person, other staff, parent or observer. Such contact can include well intentioned, informal and formal gestures such as putting a hand on the shoulder or arm which, if repeated with an individual young person, could lead to serious questions being raised. Therefore as a general principle youth workers must not make gratuitous physical contact with their charges and it is unwise to attribute physical gestures such as touching to their style of work or as a way of relating to young people.
 - (b) Any form of physical punishment of young people is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. A loss of temper or personal control on the part of a youth worker whilst having or making contact with a young person would at law be classed as an assault, which could give rise to a civil claim for damages and is also a criminal offence. It is particularly important that staff understand this, both to protect their own position and the overall reputation of the Club.
- (vi) Where conversations of a sensitive nature may be appropriate
 - (a) A pastoral responsibility for young people is inherent within our daily work and in order to fulfil that role effectively there will be occasions where conversations will cover particularly sensitive matters.
 - (b) Youth workers must in these circumstances use their discretion to ensure that, for example, any probing for details could not be construed as unjustified intrusion.
- (vii) Inappropriate comments and discussions with young people

- (a) As with physical contact, comments by youth workers to young people either individually or in groups can be misconstrued. As a general principle therefore youth workers must not make unnecessary comments to and/or about young people which could be construed to have a sexual connotation. It is also unacceptable for youth workers to introduce or to encourage debate amongst young people, which could be construed as having a sexual connotation that is unnecessary given the context of the session being undertaken, or the circumstances generally. At the same time it is recognised that a topic raised by a young person is best addressed rather than ignored.
 - (b) Use of insensitive, disparaging or sarcastic comments is unacceptable.
- (viii) Choice and use of teaching materials
- (a) When using teaching materials of a particularly sensitive nature youth workers should be aware of the danger that their selection could be misinterpreted and may be criticised after the event. For this reason staff should discuss the use of such materials in advance with the Club Manager.
- (ix) General relationships and attitudes
- (a) Youth workers should be particularly careful when supervising young people in a residential setting such as Hindleap and Woodrow, and also in any off-site situation. The less formal approach adopted by all staff in such activities generally can be open to misinterpretation. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of youth workers will need to be such that young people do not feel uncomfortable or threatened.
- (x) Summary
- (a) It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which youth workers/volunteers relate to young people and where opportunities for their conduct to be misconstrued might occur.
 - (b) In all circumstances professional judgement will be exercised. For the vast majority of youth workers / volunteers this code of conduct will serve only to confirm what has always been their practice. If youth workers have any doubts about the advice contained in this document they should consult the Club Manager.

- (c) From time to time, however, it is advisable for all youth workers / volunteers to reappraise their styles, relationships with young people and their manner and approach to individual young people, so as to ensure that they give no grounds for any doubts in the minds of colleagues, young people or parents.

7. General Supervision

- (i) A register will be kept of all children, staff, volunteers and visitors attending a Brunswick Club service or activity.
- (ii) Written consent forms will be obtained from parents/carers for all organised off-site Club activities.
- (iii) A minimum of three staff will be on duty within the premises at all times whilst young people are present.
- (iv) Health and Safety procedures will be adhered to and equipment will be checked on a regular basis.
- (v) No photographs, video or other images of young people will be taken without the consent of parents/carers and children.
- (vi) The safety of the children who attend the Brunswick Club is of paramount importance and staff and volunteers are expected to do everything possible to ensure the safety of children in their care.

8. Definitions of Child Abuse

A child is defined as being between 0 and 18 years inclusive and is considered to be at risk of abuse using the following criteria:

- **Neglect:** The persistence or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.
- **Physical Abuse:** Actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child, including deliberate poisoning, suffocation or Munchausen's syndrome by proxy.
- **Sexual Abuse:** Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.
- **Emotional Abuse:** Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category should be used where it is the main or sole form of abuse.

- **Children with Disabilities:** It is important that children with disabilities are afforded the same rights as all children in need who are subject to these protection procedures.

9. Signs of Child Abuse

It must be remembered that children of all ages can be abused irrespective of their background and this can occur in any setting, at home as well as away from home, and so for the protection of children staff must at all times be vigilant to the signs of abuse and child disclosure. A list of possible signs of abuse is contained in **Appendix A** of this policy.

When undertaking any assessment the particular vulnerability of children with disabilities needs to be recognized and taken into account. Disabled children are more likely to be isolated physically, geographically and socially and to experience feelings of rejection because of this. They are less likely to use mainstream facilities with resources and they are most likely to have communication difficulties. Children with disabilities may suffer more severely from having little confidence and low esteem.

It is important, therefore, that extra care is taken when undertaking investigations concerning children with disabilities. Assumptions and explanations about their behaviour should not be made simply on the basis of their disabilities. A wide range of professionals will be potentially involved with a child who has a disability and it is important to seek their views and assistance throughout the investigation and related assessment whenever appropriate.

Knowledge of different cultural patterns of childcare is crucial to assessment.

10. Guidance on How to Respond to Disclosures of Abuse

All staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated person (or deputy) and children's social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child.

Young people should not feel inhibited from reporting any abuse against them, including abuse by staff. This will include not only serious abuse but also any incident where a young person has grounds to believe that a member of staff has crossed the boundary of acceptable behaviour. The Club will do all it can to ensure an environment that encourages and supports truthful reports of inappropriate behaviour.

DO:

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.

- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child what you are doing and when, and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your designated person immediately.
- Do write down everything that was said and everything that was done.

DON'T:

- Don't make promises you can't keep.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services who have experience in this.
- Don't cast doubt on what the child has told you; don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't do nothing – make sure you tell your designated child protection person immediately – they will know how to follow this up and where to go for further advice.

11. Reporting Procedures

It is not the responsibility of anyone working with children in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision. If in any doubt about sharing information, staff should speak to the designated person or deputy. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety of children.

It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority. Therefore, in any case where an allegation is made, or someone at the Brunswick Club has concerns:

- (a) A record should be made on a Child Protection Report Form (**Appendix B**), the details of which must include, as far as practical:
- Date and time of the disclosure.
 - Name of child or young person.
 - Age and date of birth.
 - Home address.
 - Name/s and address of parent/s or person/s with parental responsibility.
 - Telephone numbers if available.
 - Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details.
 - What has prompted the concerns? Include dates, times and details of any specific incidents.
 - Has the child or young person been spoken to? If so, what was said?
 - Record the discussion accurately, as soon as possible after the event. Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
 - Has anybody been alleged to be the abuser? If so, record details.
 - Who has this been passed on to, in order that appropriate action is taken? e.g. designated person, LBHF's Family Services, etc.
 - Has anyone else been consulted? If so, record details.
- (b) Report your concerns / suspicions to the designated person, or in their absence, one of the designated deputies. The designated person may then discuss the concerns / suspicions with LBHF's Family Services and / or the police.
- (c) If either the designated person or the designated deputies are not available, or it is inappropriate to approach them, the volunteer / member of staff with the concerns / suspicions should contact the NSPCC Child Protection Helpline to seek advice.
- (d) If it is thought returning home would put a child in immediate danger, advice should be sought from the NSPCC or LBHF's Family Services.
- (e) Record any discussions or actions taken within 24 hours.
- (f) Where relevant, record reasons why the concerns / suspicions are not referred to LBHF's Family Services or the police.

- (g) All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- (h) Only the designated person and designated deputies will have access to these files.

12. Whistle Blowing Procedure

The Brunswick Club assures all staff / volunteers that it will fully support and protect anyone who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Any concerns about a member of staff or a volunteer at the Brunswick Club should be reported to the designated person and recorded in accordance with the procedures laid out in section 11 above.

If the concerns are about the designated person, they should be reported to one of the designated deputies or in their absence, the Chair of the Management Committee.

Where a concern is raised about a member of staff it may lead to one of three types of investigation

- A disciplinary or misconduct investigation.
- A child protection investigation.
- A criminal investigation.

The results of any criminal or child protection investigation may well influence the disciplinary investigation, but not necessarily so.

- (i) Poor practice
 - (a) Allegations or concerns about bad practice by staff / volunteers, such as shouting or inappropriate punishment of children, must be taken seriously. Any such concerns must be investigated by the Senior Worker and advice sought on the appropriate course of action.
 - (b) If, following consideration, the allegation is clearly about poor practice, the issue will be dealt with as a misconduct issue.
 - (c) If the allegation is about poor practice by the Senior Worker, or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair of the Management Committee who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

- (ii) Suspected abuse
 - (a) Any suspicion that either a member of staff or a volunteer has abused a child should be reported to the designated person, who will take such steps as are considered necessary to ensure the safety of the child in question and any other child who may be at risk.
 - (b) The designated person will refer the allegation to LBHF's Family Services, who may involve the police, or direct to the police. The parents or carers of the child will be contacted as soon as possible following advice from LBHF's Family Services.
 - (c) If the designated person is the subject of the suspicion/allegation, the report must be made to one of the designated deputies, or in their absence, the Chair of the Management Committee who will refer the allegation to LBHF's Family Services, who may involve the police, or direct to the police.
- (iii) Internal enquiries and suspension
 - (a) The management committee will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and LBHF's Family Services enquiries. Suspension is intended as a neutral act taken as a precautionary measure.
 - (b) Where suspension takes place a colleague will be nominated to provide information and support to the person suspended. The person nominated as the contact will discuss with the person suspended any welfare needs he/she may have and will act as a liaison point between that person and the management committee.
 - (c) Irrespective of the findings of LBHF's Family Services or police enquiries, the management committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the management committee must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.
- (iv) Confidentiality
 - (a) Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled

and disseminated on a need to know basis only. This includes the following people:

- The Chair of the Management Committee.
 - The parents of the person who is alleged to have been abused.
 - The person making the allegation.
 - LBHF's Family Services / police.
 - The alleged abuser (and parents if the alleged abuser is a child).
- (b) LBHF's Family Services advice should be sought on who should approach an alleged abuser.
- (c) Information should be stored in a secure place with limited access to designated people, in line with the reporting procedure in section 11 above.
- (v) Support to deal with the aftermath
- (a) Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Help Lines, support groups and open meetings will maintain an open culture and help the healing process.
- (b) The person raising the concerns should be reassured that they are a witness rather than a complainant.
- (c) Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.
- (vi) Where there is uncertainty
- (a) Should any uncertainty about how to proceed with a whistle-blowing situation arise, immediate advice from LBHF's Family Services or the NSPCC should be sought.

13. Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the above procedures should be followed and the designated person should report the matter to LBHF's Family Services or the police. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

17. Other Useful Numbers

NSPCC Child Protection Helpline

A free 24-hour service, 7 days a week that provides counselling, information and advice to anyone concerned about a child at risk from abuse.

0808 800 5000
Text: **88858**
help@nspcc.org.uk
www.nspcc.org.uk
@NSPCC

ChildLine

Counselling service for young people up to 18, who can contact the service with any problem, such as bullying, exam stress, family problems etc.

0800 1111
www.childline.org.uk

Anti-bullying alliance (UK-wide)

Works to stop bullying and create a safer environment in which children and young people can live, grow, play and learn.

23 Mentmore Terrace, London E8 3PN
aba@ncb.org.uk
www.anti-bullyingalliance.org.uk
@ABAonline

Cybersmile (UK-wide)

Cyberbullying charity, offering practical help, support and advice for anybody affected by cyberbullying and hate campaigns including parents, children, teachers and carers.

The Cybersmile Foundation
3 London Bridge Street, 3rd Floor
London SE1 9SG
help@cybersmile.org
www.cybersmile.org
@CybersmileHQ

Mosac

Voluntary organisation supporting all non-abusing parents and carers whose children have been sexually abused. Provides support services and information to parents, carers and professionals.

20 Egerton Drive, Geenwich, SE10 8JS
Helpline: **0800 980 1958**
enquiries@mosac.org.uk
www.mosac.org.uk
@MosacUK

Stop It Now (UK & Ireland)

Campaign dedicated to preventing child sexual abuse. Provides a confidential helpline for parents, carers and professionals.

Bordesley Hall, The Holloway, Alvechurch,
Birmingham, B48 7QA
Helpline: **0808 1000 900**
www.stopitnow.org.uk
@StopItNowUK

Family Lives

Offers help and support on parenting and family life. The helpline provides a confidential information, advice and support services.

15-17 The Broadway, Hatfield, AL9 5HZ
01163 666087
Helpline: **0808 800 2222**
www.familylives.org.uk
@FamilyLives

Protect

(Public Concern at Work)

Can give free confidential advice on how to raise a concern about malpractice at work

The Green House,
244-254 Cambridge Heath Road, London E2 9DA
Telephone Advice Line: **020 3117 2520 (*option 1)**
E-mail Advice Line: whistle@protect-advice.org.uk
www.protect-advice.org.uk
@WhistleUK

18. Consultation and Commitment to Review

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 16th November 2020.

This policy will be reviewed by the Management Committee in November 2021.

APPENDIX A: Examples of Child Abuse

Neglect

Some signs may be children who are:

- Not receiving adequate food consistent with their potential growth.
- Exposed through lack of supervision to injuries, including ingestion of drugs or toxic substances.
- Exposed to an inadequate, dirty and/or cold environment.
- Left in circumstances without appropriate adult supervision that are likely to endanger them. This includes children who are abandoned or left "home alone".
- Whose parents/carers are failing or refusing to seek medical advice or treatment.

Neglect and medical treatment

Where parent / carers or others refuse, withdraw or actively withhold commonly available foods or fluids or fail to co-operate with appropriate medical treatment, such that a child suffers or is likely of suffer significant harm or die, this is neglect.

Physical abuse

Some signs, which may be due to physical abuse, are:

- Delay in reporting accidents
- Discrepancy between the history and the physical signs
- History of previous injuries to child or sibling
- Abnormal parental attitudes and behaviour
- Indications of social stress
- Signs of poor care, e.g. failure to thrive, severe nappy rash
- Bruising/abrasions/bite marks
- Injuries to mouth
- Bums (mainly cigarette bums)
- Retinal haemorrhages
- Bulging fontanelles
- Unexplained convulsions
- Fractures - particularly multiple, spiral, "metaphysical"
- Exposure to dangerous situations (e.g. "accidental" poisoning)
- Repeated visits to the GP, Infant Welfare Clinic or Hospital with a list of trivial complaints.

Sexual abuse

Child Sexual Abuse may be defined as:

"The involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles"

Kempe, 1978.

Child Sexual Abuse is the exploitation of a child for the sexual gratification of an adult. It should not be confused with affectionate or playful contact between an adult and a child.

NB: Sexual abuse is found in all socio-economic categories

Some characteristics of sexual abuse are:

- Secrecy
- Misuse of power, e.g. children may take adult roles and responsibilities within the family. Parents/Carers may be extremely dominant, rigid, authoritarian and over protective.
- Adults who were sexually abused as children.
- Prolonged habitual absence of one parent or carer due to work commitments, marital separation, etc.
- Multiple family problems including heavy use of or addition to drugs/alcohol, psychiatric, sexual or relationship problems.
- Adults may have poor self-esteem, low impulse control and unmet emotional needs.

Behavioural indicators:

- Lack of trust in adults.
- Fear of a particular individual.
- Withdrawal and introversion.
- Running away from home.
- Child takes over the parenting role.
- Sudden school problems, truanting and falling standards.
- Low self-esteem and low expectations of others.
- Stealing.
- Drug, alcohol or solvent abuse.
- Display of sexual knowledge beyond the child's years, e.g. sexualised behaviour.
- Sexual drawing.
- Prostitution.
- Vulnerability to sexual and emotional exploitation.
- Revulsion towards sex.
- Fear of school medical examinations.
- Sleeplessness, nightmares and fear of dark.
- Depression/suicide attempts.
- Anorexia Nervosa.
- Eating disorders or change in eating habits.

Physical symptoms and signs of sexual abuse:

- Itchiness or soreness in the genital area.
- Signs of acute or chronic injury in the genital or anal areas or to other 'sexual' areas such as the breasts and lips.
- Teenage pregnancy, particularly with reluctance to name the father
- Venereal Disease, or any other sexually transmitted diseases

Child sexual abuse should always be considered in children with:

- Recurrent vaginal discharge
- Recurrent urinary tract infection
- Vague aches and pains

Sexual abuse is profoundly damaging to the child in terms of psychological and emotional development and may leave him or her emotionally damaged in adulthood.

Organised Abuse

This is sexual abuse where there is more than a single abuser and the adults concerned appear to act in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

Child Sexual Exploitation (CSE)

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Emotional abuse

Emotional abuse occurs when a child's need for love, security, praise and recognition is unmet. Such abuse can exist in the absence of physical ill treatment. Children who grow up in an emotionally abusive or rejecting environment find their needs are met with indifference, hostility or perhaps an inconsistent and unpredictable manner. Parents may be verbally hostile and their attitudes encompass ridicule, sarcasm, shaming, belittling, frightening, threatening, tantalizing, etc. The results can cause damage to a child's self-esteem with serious implications for any subsequent relationship made by the child. Children suffering from emotional abuse may show:

- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders, e.g. soiling with faecal smearing, excessive drinking,
- Inappropriate appetite, i.e. persistent eating of inedible substances, self-mutilation.
- Severely delayed social development, poor language and speech development attributable to actions/inactions of parent/carer.
- Weight and height which is disproportionately low that cannot be explained by medical reasons.
- Nervous behaviour e.g. excessive self-criticism

All staff and volunteers should be aware of the above diagnostic clues and are expected to discuss any observations with the Senior Worker and / or designated person.

APPENDIX B: Child Protection Incident Record Form

The following pro-forma must be completed in cases of suspected child abuse even if no further action is taken. This report is confidential and must be kept in a secure place, such as a locked filing cabinet.

The worker concerned must complete reports as soon as possible after an incident but definitely within 24 hours. Senior Workers must countersign the report.

Date of incident		Place of incident	
Name of child			
Age of child		Gender of child	
Name of School attended			
Names and ages of siblings			
Name of parent/carer			
Address			
Telephone No		(H)	(M)
Name of member of staff involved			
Child's level of contact with project			
What took place (Source of information, i.e. indirect or direct disclosure)			
Verbatim account of direct or indirect disclosure			

Observed behavioural concerns			
Action taken (Time, Date and name of Duty Social Worker to whom report was made)			
Time:	Date:	Name of Duty Social Worker:	
Have parents/carers been contacted?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, Date of contact:		Time of contact:	
Has the Chair of the Management Committee been Contacted?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Was anyone else contacted (e.g. Police, Doctor, etc)?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, Date of contact:	Time of contact:	Name of contact:	
Advice given			
Summing up (remember it is important to separate fact from opinion)			
Name of the worker making the report			
Signed:		Dated:	
Signed by Senior Worker:		Dated:	

APPENDIX C

Hammersmith & Fulham Child protection

(from LBH&F website – 10 November 2020)

Anyone can contact us if they are worried that a child may be at risk.

Our family services front door service are told about cases of possible abuse or neglect by teachers, doctors, health visitors and members of the public. They also hear from parents needing support, other family members concerned about a child's welfare and sometimes children themselves.

They also help with any queries you may have about support for children in the borough. Regardless of who contacts us, we take the information seriously.

If you have a concern about a child or young person, you can contact us:

020 8753 6600

Fax: 020 8753 4209

Familyservices@lbhf.gov.uk

Walk-in: Ground Floor, 145 King St, Hammersmith, W6 9XY

Out of hours service: 020 8748 8588

If you have an immediate concern for the well-being of a child or young person, call the police on 999.

Local safeguarding children board

The Local Safeguarding Children Board has a separate website - please go to [LSCB Hammersmith & Fulham](#).

Contact and assessment service

All councils have a legal duty to investigate if any child is suspected to be at risk of significant harm. If significant concerns are raised, they will be forwarded to the contact and assessment service to assess the concerns. It may be that the concerns are unfounded and that no further action is necessary, although all concerns are taken seriously.

020 8753 6600

Fax: 020 8753 4209

2nd floor, 145 King Street, Hammersmith, W6 9XY

Family support and child protection service

If some intervention or further support is needed, the family will be referred to the family support and child protection service that works with the most vulnerable children and families in the borough to help protect children from neglect and abuse. These families often need a lot of support. In some cases it may be necessary for a child protection case conference to be held to make sure that all the agencies involved with a family share information and develop a plan to make sure that the child is protected.

What happens when a child is referred to us?

We recognise that our involvement can be stressful for families but our first priority is to keep children safe.

We explain to parents why we have been asked to help them and try to involve the whole family in working out what is best for the child. Where necessary we also speak to other professionals such as nursery or school teachers, doctors or health visitors.

This is to help us build up a clear picture of how the child is being cared for to find out what support the family needs.

If we believe that a criminal offence has been committed against a child we may need to involve the police. They work with us in cases where a child needs urgent protection.

What happens next?

This varies from case to case. The social worker who has been assigned will work with the family to develop the best plan for the child and will put them in touch with the services they need.

We will hold regular meetings to make sure that we continue to provide the right support for the child and his or her family.

It is very unusual for a child to be removed from their home. We believe that children are usually best brought up in their own families and will provide support to help keep families together wherever possible.

In extreme cases, and where no other option is available, social workers can apply for a court order to look after a child away from their family home.

Contacts for Safeguarding: Hammersmith & Fulham

(from LSBC website – 10 November 2020)

Safeguarding and Child Protection Contacts in Hammersmith and Fulham

Consultation and Advice about a child/young person resident in Hammersmith and Fulham

For a discussion about any concerns you have regarding a child, please contact our Initial Contact and Advice Team (ICAT) where you will get straight through to a Social Worker on tel: 020 8753 6610 (Out of hours – 020 8748 8588) .

For case consultations please contact the Child Protection Advisers:

Tricia Hunte

Charlotte Holt

Piyush Bhattacharya

Telephone: 020 8753 5125

Megan Brown

Safer Organisations (incorporates LADO) and Safeguarding in Education Manager

Telephone: 020 8753 5125

Mobile: 07776 673 020

Email: megan.brown@lbhf.gov.uk

For LADO consultations and referrals please contact the duty Child Protection Adviser on:

Telephone: 020 8753 5125

email: LADO@lbhf.gov.uk

If you cannot reach a duty CP Adviser you can reach:

Named LADO

Megan Brown

Safer Organisations (incorporates LADO) and Safeguarding in Education Manager

Telephone: 020 8753 5125

Email: megan.brown@lbhf.gov.uk

CSE Lead

Emily Harcombe

Family Support and Child Protection Advisor (Monday to Wednesday only)

Telephone: 020 8753 6918

Mobile: 07467 734 648

Email: emily.harcombe@lbhf.gov.uk

Tri-borough FGM

Rochelle-Ann Naidoo

Tri-borough Senior Practitioner

Telephone: 020 7641 1610

Email: rnaidoo@westminster.gov.uk

Bi-borough PREVENT

Contact the local team on:

Telephone: 020 8753 5727

Email: prevent@lbhf.gov.uk

Tri-borough Multi-Agency Safeguarding Hub (MASH)

Karen Duncan

Tri-borough MASH Business Support Officer

Telephone: 020 7641 3991

Email: kduncan1@westminster.gov.uk

**Hammersmith and Fulham School Admissions, Attendance, Child employment,
Elective home education and children missing education (ACE) Team**

Elizabeth (Liz) Spearman

Hammersmith and Fulham Head of ACE and Admissions

Telephone: 020 8753 6231

Email: elizabeth.spearman@lbhf.gov.uk

In an emergency call the police on 999.