



Safeguarding and Child Protection Policy

Copenhagen Youth Project (CYP)

Last Updated:	December 2023
Approved by Trustees:	December 2023
Review Date:	December 2024

Policy Statement

This policy is publicly available to children, young people, and parents on our website and at Copenhagen Youth Project (CYP) premises.

This child safeguarding policy and our child safeguarding procedure applies to all adults involved in CYP. This includes all staff, volunteers (including Trustees) and anyone carrying out any work for us or using our premises. It is the responsibility of the individuals listed to ensure that they follow this policy and behave appropriately.

CYP upholds the key principle that safeguarding is everyone's responsibility. The aim of this policy is to ensure that all staff understand and feel confident enacting their safeguarding responsibilities.

This organisation believes that all children, young people and adults must be protected from harm at all times. CYP believes every child and young person should be valued, safe and happy. Throughout our work, we ensure that children and young people we have contact with know this and are empowered to tell us if they are suffering harm, feeling unsafe or unwell and feel confident that we will act to promote their safety and wellbeing. We want the children and young people we work with to be able to enjoy our services in safety.

CYP's work primarily takes place with children and young people. However, we do also support young adults, parents and carers. Safeguarding adults means helping adults who may be at risk to live in safety, free from abuse and neglect. We support parents and carers who use or attend our organisation to care for their child or young person in a way that promotes their health and well-being and keeps them safe.

We will achieve this by having an effective safeguarding procedure and following National and Local guidance including; the Children Act, 1989 & 2004; HM Government's 'What to Do If You're Worried A Child Is Being Abused', Ref: DFE-00124-2015; 'Working Together to Safeguard Children; Ref: DFE-00195-2018-2018' and with reference to the 'London Child Protection Procedures'. In addition, as a charity registered in England, the Trustees, staff and volunteers at CYP comply with charity law and the Charity Commission Safeguarding Guidance (2017).

CYP's board of trustees support the charity's approach to safeguarding. Their role includes ensuring that all appropriate safeguarding and child protection procedures are being followed and acting as a 'critical friend' to support CYP in decision making. This is achieved through the regular review of the safeguarding reports and support in maintaining and updating the policy on an annual basis. In addition, CYP has appointed a lead trustee for safeguarding, Rachel Haynes.

We will review our child protection policy and procedures every year to make sure they are still relevant and effective.

All staff including volunteers at Copenhagen Youth Project who work with children will be expected to take part in Safeguarding Awareness Training that will cover how to recognise, identify and respond to signs of abuse, neglect or exploitation relating to children within 3 months of appointment. Staff and volunteers must attend a refresher course annually.

Commented [RH1]: I think it is helpful to cover safeguarding children and adults in one policy, so that it is housed together and easy for staff/clients/funders to refer to. I have indicated where pieces from the adult policy could be inserted, if this is something the team want to do.

Commented [RH2]: Moved this up from below

Commented [RH3]: A consultation on working together has just been completed which will likely lead to an update to the guidance so we will need to review and update the safeguarding policy once this comes out

Commented [LG4R3]: Should we note a specific date to revisit this?

Commented [RH5]: I have moved this section up from below

Commented [RH6]: I would recommend annual safeguarding training if this is feasible or at least every two years

This policy refers to anyone under the age of 18 as a child/young person and anyone over 18 as an adult.

Recognition and Types of Child Abuse and Neglect

All staff should be aware of the definitions and signs and symptoms of abuse (see appendix 1 for details):

1. Physical abuse
2. Sexual abuse
3. Emotional abuse
4. Neglect
5. Child Sexual Exploitation (CSE)
6. Child Criminal Exploitation (CCE)
7. Female Genital Mutilation (FGM)

Commented [RH7]: I would recommend expanding this to include other forms of abuse – i.e. child sexual exploitation (CSE), child criminal exploitation (CCE) and female genital mutilation (FGM).

If we discover or suspect a child or young person is suffering harm, we will notify social services and/or the police in order that they can be protected if necessary. This will be done within 24 hours.

Commented [RH8]: I would add a timeframe around this – i.e. as soon as possible or within 24 hours. But I leave this to those involved in operations to decide what is realistic.

A minimum of 2 staff will work at CYP sessions. Where lone working is being considered, staff should communicate with the line manager and/or DSL to confirm the circumstances, action and permission in advance. All aspects of the policy will apply both in-person and online.

Commented [RH9]: This is covered above

Commented [RH10]: This is where I would add the info on safeguarding adults from the other policy.

Safeguarding Adults

What is safeguarding adults:

Safeguarding adults means helping adults, who may be at risk, to stay free from abuse and neglect. - The adult's wellbeing should be promoted, including having regard to their views, wishes, feelings and beliefs. Everyone has a responsibility to report suspicions or allegations of abuse.

CYP works primarily with children and young people but we also support young adults, parents and carers. This guide should be read in conjunction with CYP's safeguarding policies and procedures.

Key principle in safeguarding adults:

The Care Act (2014) outlines six key principles, which underpin our adult safeguarding work at CYP:

- **Empowerment** - personalization and the presumption of person-led decisions and informed consent.
- **Prevention** - it is better to act before harm occurs.
- **Proportionality** - proportionate and the least intrusive response appropriate to risk presented.
- **Protection** - support and representation for those in greatest need.
- **Partnership** - local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** - accountability and transparency in delivering safeguarding.

Who is an adult at risk?:

An adult at risk is someone who is 18 years or over, who:

- Has needs for care and support.
- Is experiencing or is at risk of experiencing, abuse or neglect.

As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect (Care Act, 2014).

What is abuse?:

The main types of abuse are:

- | | |
|---------------------------|----------------------------|
| • Physical | • Neglect/acts of omission |
| • Sexual | • Self-neglect |
| • Emotional/psychological | • Institutional |
| • Financial/material | • Discriminatory |
| • Modern Slavery | • Domestic Violence |

(Care and support statutory guidance (updated June 2023)).

Who abuses?:

Lots of different people may abuse adults at risk; some examples are:

- the adult's own family and friends.
- people who are employed to care for them.
- people who deliberately target adults at risk.

Not all abuse is intentional. For example, a paid care worker may not know that a particular procedure or technique can harm a person. It is still important to report these situations as we can help. For example, we might be able to make sure the member of staff gets proper training.

What are the signs of abuse?:

There are many signs of abuse, some examples are:

- The person looks dirty or is not dressed properly.
- The person never seems to have money.
- The person has an injury that is difficult to explain.
- The person seems frightened.

For full definitions of the types of abuse and signs and indicators, please see the Social Care Institute for Excellence 'Safeguarding Adults: Types and indicators of abuse'.

There may be other explanations, but these are often signs of abuse. If you're not sure, it's better to report it to be on the safe side.

Designated Safeguarding Lead (DSL)

Copenhagen Youth Project has a dedicated person to take responsibility for children and young people's safeguarding.

They have knowledge and expertise in the field of children's safeguarding.

Because of their key role in keeping children and young people safe, enhanced level DBS checks will be undertaken and 2 references taken up. -Their role is to:

- Ensure the organisation's child protection policy and procedures are followed.
- Ensure they know how to contact social services and police staff responsible for dealing with child protection concerns both during and after office hours.
- Report any concerns to social services or the police.
- Act as a source of advice on all child protection matters and seek further advice and guidance from local statutory agencies as needed.
- Ensure that a record is kept of any concerns about a child or young person and any conversation or referrals to statutory agencies.

Commented [RH11]: In practice does the DSO always make police reports / CSC referrals? Or is this also done by other CYP staff where appropriate? Best practice would be for the person who became aware of the concern to make the report (supported by a manager / DSO) as they will be able to provide first-hand information

Commented [LG12R11]: Steve advised that a DSO is always on shift and sessional YW report incidents to DSO (its more realistic to our operations) Staff that aren't DSO would complete a written statement/ incident report form. Is this ok? Or should it be changed?

Commented [RH13]: The terms designated safeguarding officer and child safeguarding officer are used at various points in the policy – I would recommend sticking with one for consistency

The Designated Safeguarding Lead (DSL) for Copenhagen Youth Project are:

Name:	Position:	Tel:	Mob:	Email:
Stephen Griffith	Project Director	02072784000	07921467207	stephen@cyproject.org
Chelsea Sabine	Youth Worker	020 72784000	07533 617316	Chelsea@cyproject.org

The Trustee Safeguarding Lead is:

Name:	Position:	Tel:	Mob:	Email:
Rachel Haynes	Safeguarding Lead Trustee	/		rachelchaynes@gmail.com

You can also contact them at in writing at:

Copenhagen Youth Project, 172 Copenhagen Street, London. N1 0ST.

Responding to a safeguarding concern

When responding to a safeguarding concern, follow the Safeguarding Flowchart, enclosed at Appendix 2.

If a child, young person or adult has a serious injury (for example involving pain and bleeding) or is in immediate danger:

1. Dial 999 and request assistance from the ambulance service and/or police. Report the incident including all names and request a crime/incident number.
2. Report the incident to the Designated Safeguarding Lead (Stephen Griffith / Chelsea Sabine)
3. Report incident to our Chair, Nathan Davies, for data security send nameless information via email. Names can be provided over the phone.
4. Report the incident to Islington Council, for data security send nameless information to Social Services, the Integrated Gangs Team and Youth Services.

For all safeguarding concerns which do not require calling the emergency services, you should consult the DSL as soon as possible or in any event within 24 hours of the concern being identified.

If you know or suspect the child or young person has come to harm through the actions of another, make sure that the professional staff you hand the child or young person over to

understand this and take their name and record it. It will generally be appropriate to inform their parent or carer what has happened once the child or young person is safe with an appropriate professional, unless the professional advises otherwise.

The incident (and crime number if applicable) for all incidents must be logged via an incident form in our secure filing system.

If, for any reason the Designated Safeguarding Lead is not available then please contact the referral and assessment team:

Islington Children's Alerts

Tel: 020 7527 7400 (Mon –Fri – office hours)

Tel: 020 7226 0992 (all other times)

They will advise on the best course of action, including a possible safeguarding referral. See appendix 3 for the Safeguarding Alert Form.

Making a safeguarding referral should always be done following discussion with the DSL. However, inaction or delay could be detrimental to the safety and wellbeing of a young person or child, and any action, including a safeguarding referral, should be treated as a priority and occur as soon as possible after any concerns are raised. At latest this should be done within 48 hours.

If you are unable to discuss young concerns with the DSL in advance, it is best to make a referral based on your concerns as opposed to doing nothing but always discuss your action with the DSL afterwards.

You may become aware that a child or young person has been abused through some of the examples below.

- A direct disclosure by the child or young person.
- Witness to the abuse taking place.
- A complaint or expression of concern by another member of staff, volunteer or member of the public.
- An observation of changes in the young person or child's behaviour by the volunteer or member of staff.

It is important to:

- Assure the person making the disclosure or allegation that they will be taken seriously.
- Listen to the person, taking what they say seriously and keep questions to the minimum to ensure you keep a clear and accurate understanding of what is said.
- Do not interrupt the person who is making the disclosure or ask them leading questions.
- Do not jump to conclusions or be judgemental.
- Don't give any promises of confidentiality.
- Do explain that you have a duty to report what you have been told to the DSL, who may then need to report it further.
- Be aware of the possibility of the need for forensic evidence.
- Make written notes of your conversation at the earliest opportunity.

Remember:

- **Do not** carry out your own investigation by talking to parents or carers etc.
- **Do not** put words in any young person/child's mouth by asking direct questions such as "Did your dad do it?"
- **Do not** feel that you must inform parents/carers if you think it may put the young person or child at risk of further harm or cause them to be silenced.
- **Do not** just ignore your worry.
- **Do** consult with your DSL
- **Do** ask open-ended questions to clarify your concern e.g. "How did you hurt your arm?"
- **Do** listen to the child/young person making a disclosure.
- **Do** Take action.

If the concern is long term rather than immediate, for example a child/young person who is often dirty, smelly or who has disruptive behaviour, you should discuss this with the DSL who will decide whether to make a referral to statutory agencies.

Recording, confidentiality and data protection

All disclosures, safeguarding concerns or witnessed abuse should be recorded and kept on file along with the Copenhagen Youth Project Safeguarding Alert Form. It is important to be careful when writing up notes. Do not write speculative or judgemental comments. Make sure you include the time and the date, and that the information is factual and accurate. Record what the person said using their own words where possible. Describe the circumstances of the alleged abuse then sign and date your report.

A copy of the report will be kept on the individual's file which will be saved in a secure folder. Reports shared with the Local Authority are made through a secure **server**.

Allegations against a member of staff or volunteer

If a member of staff or volunteer has an allegation of abuse made against them or concerns are raised regarding their conduct, the DSL must investigate this, or a Senior member of staff if they are unavailable. -The Chair of Trustees must be informed.

Should staff or volunteers have concerns that relate to one of the DSLs, they should raise their concern with the other DSL in the first instance. If this is not possible (where, for example, their concern relates to both DSLs), the concern should be raised directly with the lead trustee for safeguarding, Rachel Haynes.

There may be three types of investigation, depending on the complaint:

- **Criminal** - police are immediately involved.
- **Safeguarding/Child protection** – the Local Authority Designated Safeguarding Lead (LADO), social services (and possibly) the police will be informed.
- **Disciplinary or misconduct** – dealt with by CYP.

The DSL should record the date and time of the observation or the disclosure, the exact words spoken by the individual making the disclosure as far as possible, the name of the person to whom the concern was reported (with date and time), the names of any other person present at the time and wider relevant knowledge or background information. They should store any

Commented [RH14]: This may be covered the data protection policy, but could be worth including here how long records are kept for (i.e. identifiable information is deleted from our records after x years, in accordance with our data protection policy)

Commented [LG15R14]: Our data protection policy doesn't seem to provide a specific timeframe:

1. Kept for no longer than is necessary. We understand what data we need to retain, for how long and why.
 - We only hold data only for as long as we need to.
 - That includes both hard copy and electronic data.
 - Some data must be kept for specific periods of time (eg accounting, H&SW).
 - We have a process that ensures data no longer needed is destroyed.

I spoke to Steve and it's difficult to pinpoint a timeframe as some young people may stay on our files, they may come when they are 10 and then not return until they are 20 etc. is there a best practice here?

written reports by the individual making the disclosure alongside this information. If there are any concerns about the safety or welfare of the child then it will be reported to the local authority.

If the concern relates to a safeguarding matter, the Designated Safeguarding Lead (DSL) will liaise with the LADO to determine whether the threshold is met for a LADO report. It is not appropriate at this stage to conduct formal interviews.

After an investigation by the Designated Safeguarding Lead, if appropriate, this information will be shared with social **services**.

Commented [RH16]: Is it not likely that the LA may be informed prior to an internal investigation being complete? Particularly if it is a LADO matter

Commented [LG17R16]: Steve said it would depend on severity of the allegation, i.e. if staff argued with young person it would not go to LA. How do you recommend we word this part?

Areas of Responsibility

Staff and Volunteers

Every member of staff and volunteer at Copenhagen Youth Project has a duty to make an alert if they suspect or witness abuse of any kind to a child, young person, or adult. All staff and volunteers have a responsibility to have a good understanding and awareness of Copenhagen Youth Project and the Local Authority's safeguarding procedures. Staff members and volunteers also have a responsibility to attend training in relation to safeguarding. Line managers will be responsible for sending their staff to safeguarding training.

Line Manager

Managers have a duty not only to make an alert if appropriate but to support a member of staff to make or who has made an alert. Managers also have a duty to follow the recruitment policy to ensure safer recruitment.

Code of Conduct for Staff and Volunteers Working with Children and Young People

Adults who fail to implement the Code of Conduct or safeguarding procedures may have the matter drawn to the attention of the Designated Safeguarding Lead (DSL) who will take appropriate disciplinary action.

Commented [RH18]: Do you have a separate code of conduct policy? Some of the points below, although important, are not directly linked to safeguarding (i.e. not smoking)– but fine to include here if there isn't a separate code of conduct policy

Commented [LG19R18]: We don't seem to specifically have a separate code of conduct but I searched this keyword in the staff and book and it cropped up a few times. What would be best?

1. Always remember that while you are caring for other people's children/young person you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
2. Report all allegations, suspicions and concerns to your line manager immediately.
3. Do not smoke in front of any child or young person.
4. Do not be under the influence of alcohol or allow anyone under the age of 18 to consume alcohol when you are responsible for children and young people or on CYP's premises.
5. Do not use any racist, sexist, discriminatory or offensive language. Do not use inappropriate, suggestive or threatening language, whether verbal, written or online.
6. Avoid having 'favourites' or showing preferential treatment to specific individuals.
7. You should not invite a child or young person to your home or arrange to see them outside of the working relationship.
8. You should not engage in any sexual activity (this would include using sexualised language) with a child/young person you meet through your duties or start a personal relationship with them, this would be an abuse of trust.

9. Exercise caution about being alone with a child or young person. –Do not plan to be alone with a child. In situations where this may be needed (e.g. where a child/young person wants to speak in private), include a third individual, ensure you are within sight and hearing of others or ensure you're in a room with CCTV and lastly note the conversation in the log. You may plan to be alone with a young person but there must be a risk assessment for this situation in place. This also applies when interacting with children online and over social media.
10. Never use any kind of physical punishment or chastisement such as smacking or hitting. Physical contact should only ever be initiated by the child/young person, e.g. for a hug when upset.
11. Do talk explicitly to children and young people about their right to be kept safe from harm.
12. Do listen to children and young people and create an environment where they feel safe to voice their concerns.
13. Do work as a team with your co-workers/volunteers. Agree with your Line Manager what you expect from children and young people and be consistent in enforcing it.
14. Staff must wear appropriate clothing that is not revealing.

Online Youth Work and Social Media

CYP also engages with young people remotely through a variety of channels. The following section is relevant to all online activity, remote interactions and social media platforms, including but not limited to Instagram, TikTok, WhatsApp, email, text and phone calls.

Staff and volunteer Code of Conduct for Online Youth Work

1. Staff should not engage in one-to-one conversations with young people in remote interactions or over social media; a second adult should always be included
2. Staff should always conduct themselves on the internet, both in and out of their CYP role, as they would face-to-face and be aware of what they say and how they say it. If you wouldn't say or do something in the "real" world, then don't do it online
3. Staff should only engage with children/young people on social media platforms which are age appropriate to the individual
4. There must be a minimum of 2 staff on each online youth club session
5. There must be one lead member of staff on each session and one staff member undertaking a register/checking who has joined the session
6. Staff must arrive 15 mins early for an online session to prepare
7. Staff must de-brief with the lead worker at the end of the online session using a different online session / invite to ensure it is private.
8. Staff must ensure their physical background does not show anything private or inappropriate or that some would find offensive (e.g. posters/artwork, books, their bedroom etc.)
9. Staff must ensure they have a private space to engage in online sessions to ensure privacy and no interruptions.
10. Staff must not smoke or vape during online youth sessions.
11. Staff must not drink alcohol before or during online sessions.
12. Staff must wear appropriate clothing that is not revealing.
13. Staff must ensure their language and conduct during sessions are professional at all times.
14. Staff must be clear on their roles prior to the session starting.
15. Staff must be aware of how to report safeguarding concerns.

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Commented [RH20]: We could also add that staff must ensure they have a private space to engage in online sessions to ensure privacy and no interruptions

Commented [LG21R20]: Done

16. Staff must be aware and adhere to CYP's E-Safety Policy at all times.

Young People Code of Conduct for Online Youth Club

The following rules will be stipulated to young people attending online youth club.

1. Do not send offensive, violent, sexual or any other form of inappropriate material to young people or staff. If this occurs, you will be removed from the session and your parents will be contacted. If the material is of a violent or sexual nature the police may need to be contacted.
2. If you are video calling, please use a blank background or use the function to change the background so you are not sharing your personal space – your bedroom is a private space.
3. You must join the waiting room to sign into a session before the session begins. This is so we can make sure that only people we know take part.
4. You must not share invite links for our sessions with people who do not attend the youth club normally. If you have a friend who wants to join they must get in touch with Chelsea Sabine by phone or email because they will need their parents to complete a membership form before they take part in our activities.
5. Do not, under any circumstances, record or screen shot online sessions. Doing this is a serious breach of the Data Protection Act 2018 and will lead to parents/carers being notified.
6. Dress appropriately dress for online sessions.
7. Use appropriate behaviour (i.e. no alcohol/substances, appropriate language etc.)

Commented [RH22]: We could also add a note about appropriate dress for online sessions, and appropriate behaviour (i.e. no alcohol/substances, appropriate language etc.)

Commented [LG23R22]: Please see across, is this suitable?

Safer Recruitment

It is the policy of Copenhagen Youth Project to check all adult volunteers and staff to ensure that only adults appropriate for a role are permitted to undertake responsibilities with CYP, and that regular reviews are undertaken of adult volunteers and staff to ensure their continued suitability.

Copenhagen Youth Project is committed to:

- following a defined process for appointing adult volunteers and staff that establishes the applicant's suitability taking into account the Safeguarding Policy, Health and Safety Policy and the Equal Opportunities Policy;
- Refusing applications from applicants that are found to be unsuitable;
- Putting in place robust safer recruitment arrangements and ensuring that these arrangements are made clear to applicants and the public;
- Taking into account relevant information from our records, police forces, relevant statutory authorities, personal references and other credible sources.

Commented [RH24]: I would move this below the responding to safeguarding concern section below

During each interview, notes should be taken and at the end of the interview a form should be completed for each candidate, assessing their response to the topics and themes raised. They must answer specific questions pertaining to their suitability for the role and if appropriate their understanding of the safeguarding process. These should be reviewed at the end of the interview process by the panel to see that each candidate has been treated fairly.

When a new member of staff has been recruited, they will be subject to two quality reference checks. References must come back as positive until they can start work. They will also have a Disclosure & Barring check which must be updated every three years, as well as a personal enquiry check.

Appendix 1: Categories of Abuse

All staff should be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

1. **Abuse:** a form of maltreatment of a child or young person. Somebody may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. They may be abused by an adult or adults or another child, children, young person or young people. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women, young people and children.
2. **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs that may indicate Sexual Abuse:

- Sudden changes in behaviour
 - Displays of affection which are sexual and age inappropriate
 - Self-harm, self-mutilation or attempts at suicide
 - Alluding to secrets which they cannot reveal
 - Tendency to cling or need constant reassurance
 - Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
 - Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger
 - Unexplained gifts or money
 - Depression and withdrawal
 - Fear of undressing for Sports activities
 - Sexually transmitted disease
 - Fire setting
3. **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Signs that may indicate physical abuse:

- Bruises and abrasions around the face
- Damage or injury around the mouth

Commented [RH25]: As per my comment above, I would recommend adding CSE, CCE and FGM. If in agreement, the definitions can be taken from Working Together Appendix A.

Commented [LG26R25]: Done

- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for - inadequate, inconsistent, or excessively plausible explanations or a delay in seeking treatment should signal concern.

4. **Emotional abuse:** the persistent emotional maltreatment of a child/young person such as to cause severe and adverse effects on their emotional development. It may involve conveying to a child/young person 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 and young people. These may include interactions that are beyond a child's/ young person's developmental capability as well as overprotection and limitation of exploration and learning or preventing the Child/ young person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children/ young people frequently to feel frightened or in danger, or the exploitation or corruption of children/ young people. Some level of emotional abuse is involved in all types of maltreatment of a child/ young person, although it may occur alone.

Signs that may indicate emotional abuse:

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play / participate in activities
- Excessive need for approval, attention and affection

5. **Neglect:** the persistent failure to meet a child's/ young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's/ young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child

from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's/ young person's basic emotional needs.

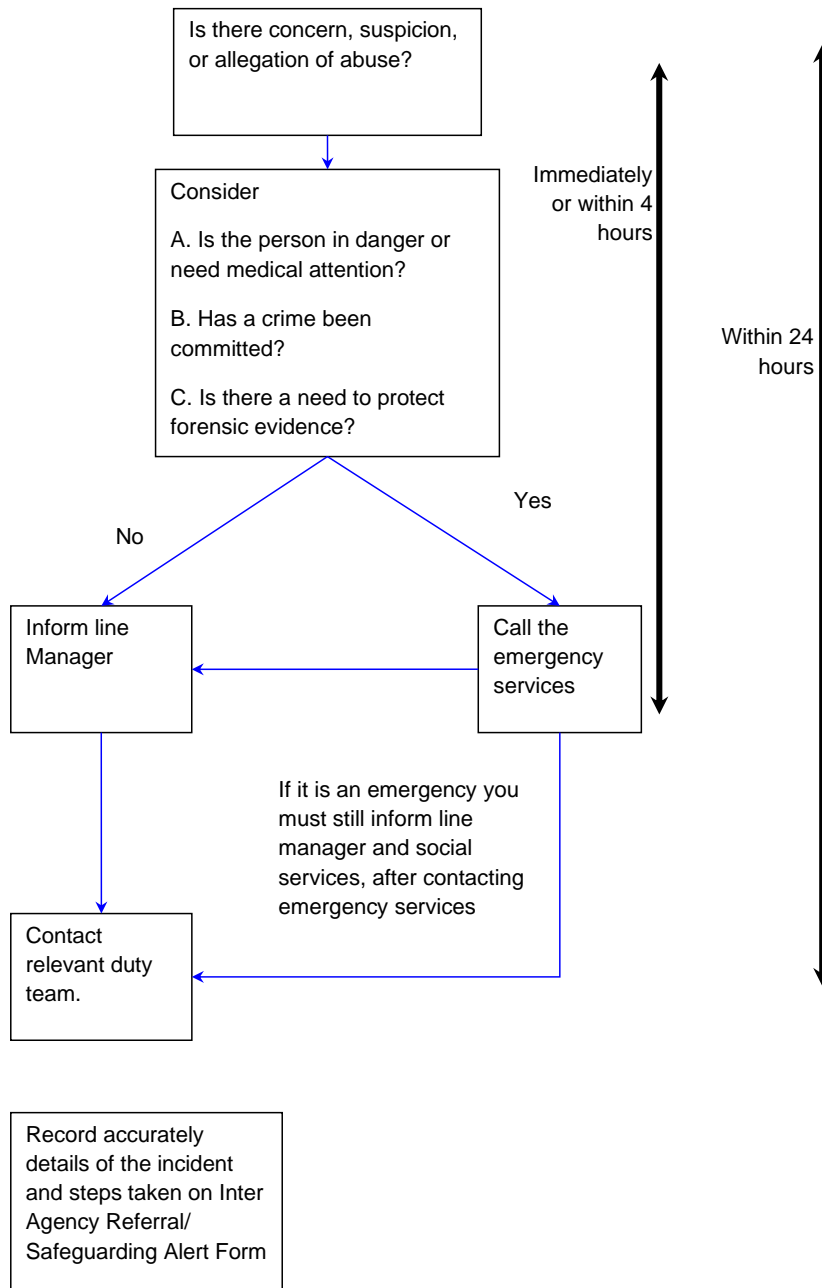
Signs that may indicate neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Missing from home, school/college/ youth club, medical appointments
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

6. **Child Sexual Exploitation (CSE)** - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
7. **Child Criminal Exploitation (CCE)** - Where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.
8. **Female genital mutilation (FGM)** - Comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. The practice has no health benefits for girls and women and cause severe bleeding and problems urinating, and later cysts, infections, as well as complications in childbirth and increased risk of newborn deaths.

Appendix 2 – Safeguarding Flow Chart

Commented [RH27]: This is great – very clear and easy to follow



Appendix 3 - Safeguarding Alert Form

All correspondence should be marked
'STRICTLY CONFIDENTIAL'

Name of alleged victim:		Known as:
Details D.O.B: __/__/__	Ethnicity:	
Age:	Contact number:	
Address:		
First Language:		
Is an interpreter or signer required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does the person have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> Please describe:		

Carer details (if known):

Carer's name:	
Relationship to person	

Family Details

	Name:	D.O.B.	Address:
Mother:		__/__/__	
Father:		__/__/__	
Siblings:		__/__/__	
Relevant others:		__/__/__	

Details of GP / Health Visitor (if known):

Name of GP/ Health Visitor	
Address	
Telephone number	

Reason for referral:	
Detail of allegation, suspicion or concern: (including time, date, venue & other witnesses)	
<u>Please continue on a separate sheet if necessary. This should be signed and dated.</u>	

Have these concerns been discussed with a family member or carer?
Does the alleged victim know a referral is being made?
If not, what is the reason for this?

Name of alleged perpetrator:	Known as:
Details of alleged perpetrator D.O.B: __/__/__	Ethnicity:
Age:	Contact number:

Address:	Does the alleged perpetrator live with the victim: If yes do they care for the alleged victim:
First Language:	
Is an interpreter or signer required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the person have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Service making referral	
Contact details of service / person making referral	
Signed by member of staff reporting incident	
Date and time	

Date and time discussed with Line Manager	
Signed by Line Manager	

Name of person contacted in Social Services, police etc:	
Date and time of contact:	
Action agreed to be taken and by whom?	
Date confirmation letter sent to Social Services (if applicable):	__/__/__

Name (please print):
Signature
Date:

Distribution

1. Fax or email a copy to safeguarding/social services immediately and send the signed original within 48 hours by 1st class post.
2. Send a copy to the Project Director at Copenhagen Youth Project.
3. Islington Children's Alerts
Tel: 020 7527 7400
Fax: 020 7527 7042

Out of hours: 020 7226 0992

Secure email: csct@islington.gcsx.gov.uk

If the alert relates to a child or adult outside of Islington please contact the relevant safeguarding or duty team in that Borough.

Children's safeguarding teams - <http://www.londonscb.gov.uk/contacts/referrals/>