



Safeguarding and Child Protection Policy

Copenhagen Youth Project (CYP)

Last Updated:	May 2026
Approved by Trustees:	May 2026
Review Date:	April 2027

Policy Statement

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

This 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 always protected from harm. CYP believes every adult, 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 is committed to taking a contextual safeguarding approach to understanding and responding to young people's experiences of harm. We recognise that young people can experience harm outside of their families, within wider contexts, including peer groups, communities and organisational contexts.

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.

CYP ensures that children and young people understand their right to be safe and know how to raise concerns. We communicate this through youth-friendly materials, posters displayed in the building, induction conversations, and regular reminders during sessions. Young people are told who the DSLs are and how to contact them.

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;
- The Care Act 2014;
- Safeguarding Disabled Children 2009;
- Safeguarding Vulnerable Groups Act 2006;
- 'Working Together to Safeguard Children' 2023;
- '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).

This policy is also informed by the Data Protection Act 2018, the Prevent Duty Guidance (2015, updated 2023), and the Care and Support Statutory Guidance (updated June 2023).

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. **Governance oversight for safeguarding is held by the Board of Trustees. During transition periods, the Board will appoint an interim lead trustee for safeguarding and may appoint a Safeguarding Consultant to provide expert guidance and act as the primary point of escalation until a permanent Safeguarding Lead Trustee is appointed.**

The lead Safeguarding Trustee provides strategic oversight of safeguarding, ensures compliance with statutory guidance, supports the DSLs in decision-making, and acts as the escalation point for concerns relating to the DSL team.

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.

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 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)

CYP recognises radicalisation and extremism as safeguarding concerns. Radicalisation refers to the process by which a person comes to support terrorism or extremist ideologies. Staff must report Prevent-related concerns to the DSL, who will follow local Prevent procedures and contact the Islington Prevent Team where appropriate.

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.

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.

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.

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

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

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

- Has needs for care and support
- Is experiencing or at risk of abuse or neglect
- Is unable to protect themselves as a result of those needs

Types of abuse include: Physical, Neglect, Sexual, Self-neglect, Emotional/Psychological, Institutional, Financial, Discriminatory, Modern Slavery, Domestic Violence.

If you're not sure whether something is abuse, it is better to report it.

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.

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

Name	Position	Tel	Mob	Email
Stephen Griffith	CEO	02072784000	07921467207	stephen@cyproject.org
Chelsea Sabine	Youth Worker	020 72784000	07533617316	chelsea@cyproject.org
Peter Sogbodjor	Youth Worker	020 72784000	07743101061	pete@cyproject.org

You can also contact them at in writing at:

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

The appointed Safeguarding Trustee for Copenhagen Youth Project is:

Name	Position	Tel	Email
Shivani Lakhani	Chair of Trustees	02072784000	shivani_6446@hotmail.com

Other Useful contacts:

Name / Service:	Tel:	Other Tel:	Email:
Emergency Services	999	/	/
Police (non-emergency)	101	/	/

If, for any reason the Designated Safeguarding Lead is not available then please contact the referral and assessment team, who will advise on the best course of action, including a possible safeguarding referral (see appendix 3 for the Safeguarding Alert Form):

The Children's Services Contact Team (CSCT)	020 7527 7400 (Monday to Friday, 9am-5pm. The phone line will divert to the Emergency Duty Team at all other times.)	Camden & Islington Police Child Abuse Investigation Team(CAIT): 020 8733 4286 Disabled Children's Team: 020 7527 3366 Social and Emotional Mental Health, SEMH: 020 7527 3355	Email: CSCreferrals@islington.gov.uk
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If your concern relates to an adult at risk of harm or abuse, please contact:

Integrated Health and Care Front Door (first point of contact for adult social services)	020 7527 2299 (Monday to Friday, 9am-5pm)	020 7226 0992 (at all other times)	access.service@islington.gov.uk Visit: https://www.islington.gov.uk/social-care-and-health/abuse to raise an adult safeguarding concern online.
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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 - [Children's Safeguarding Contacts London | London SCP](#)

Adult safeguarding teams - <https://www.mecclink.co.uk/london/safeguarding/>

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 / Peter Sogbodjor)
3. Report incident to our Chair, 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.
5. If under 18, inform their parents/carers in a timely manner, once the child is safe.

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 or safeguarding form (whichever more relevant) in our secure filing system.

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 24 hours.

If you are unable to discuss your 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.

Any safeguarding concern must be reported to a DSL as soon as possible and within 24 hours. If a child or adult is in immediate danger, staff must call 999. If the concern relates to a DSL, it must be escalated to the Trustee Safeguarding Lead. All concerns must be recorded using the Safeguarding Alert Form.

Early Help

CYP recognises the importance of Early Help and will work with families and partner agencies to provide support at the earliest opportunity. Early Help does not replace or delay a safeguarding referral where a child is at risk of harm.

Whistleblowing

CYP is committed to creating an environment where staff, volunteers and young people feel able to raise concerns about unsafe practice, misconduct, or organisational safeguarding failures. Whistleblowers will not face negative consequences for raising concerns in good faith. Concerns about the DSL should be raised with the Trustee Safeguarding Lead. Concerns about the Trustee Safeguarding Lead should be raised with the Chair of Trustees or the Local Authority Designated Officer (LADO).

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, odorous 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 concern 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.

All suspicions of abuse and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board. Confidentiality may be broken if someone is believed to be putting themselves or somebody else in danger, or if a staff member becomes aware of a crime that has taken place that the police are not already aware of.

Information will be shared when necessary to protect a child or adult at risk, in line with the Information Sharing Advice for Practitioners (2018).

CYP complies with the Data Protection Act 2018 and GDPR when storing and sharing safeguarding information. Confidentiality will be respected except where information must be shared to protect a child, young person or adult at risk.

Photography, Video Footage and Consent

Photography and video footage play a significant role in capturing memorable moments during all activities at CYP. However, it is crucial to ensure the safety and well-being of all participants.

Photographs / videos taken for the purpose of recording a young person or group of young people participating in activities or celebrating their achievements is an effective form of recording their progression. It is essential that photographs / videos are taken and stored appropriately to safeguard the young people in our care.

At no time are staff allowed to use personal mobile phones, cameras, or video cameras. Only the designated setting camera(s) / work mobile phone is to be used to take any photograph within the CYP or on CYP outings.

Images taken and stored on the camera device must be downloaded as soon as possible, ideally once a week. All staff must sign out any camera or video camera that they use and are responsible for it until they sign it back in. The cameras must only be used within the CYP premises and immediate vicinity, or when taken on organised trips. They must never be used in the toilets.

CYP will not display images of young people or staff on websites, in publications or in public places without prior consent. When photographs are used, we will avoid naming the child or staff member. If a parent requires that their child is not to have their photograph taken, then they must make this known to the staff so steps can be taken to implement this.

Photography and Image Consent

- Children under 16: Consent must be obtained from a parent or carer before any photograph, video, or digital image of a child is taken, used, or shared. This includes posting on websites, social media, newsletters, or any other public platform.

- Young people aged 16 and over: Individuals aged 16+ are able to provide their own informed consent for photographs or images to be taken and shared. They must still be given clear information about how the image will be used and retain the right to withdraw consent at any time.

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 all DSLs), the concern should be raised With the Safeguarding Trustee.

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 written reports by the individual making the disclosure alongside this information. If there are any concerns about the safety or welfare of a young person or adult 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.

For advice and information about allegations against staff and volunteers please contact Islington's LADO.

Name:	Position:	Tel:	Mob:	Email:
Timur Djavit	Service Manager Children Protection	02075278102	/	LADO@islington.gov.uk

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

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 and ensuring their training is completed and up to date.

CYP maintains a safeguarding risk register and conducts risk assessments for all activities, including online sessions, off-site trips, and any lone-working arrangements. Risk assessments are reviewed regularly and updated when circumstances change.

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

Staff 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.

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 and prior agreement from a DSL must be 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, and only on CYP managed social media accounts.
4. Staff must not record or screenshot sessions unless there is a clear, legitimate purpose and prior consent from young people (and parents/carers where appropriate); all approved content must be stored securely and not shared beyond its intended use.
5. There must be a minimum of 2 staff on each online youth club session
6. There must be one lead member of staff on each session and one staff member undertaking a register/checking who has joined the session
7. Staff must arrive 15 mins early for an online session to prepare
8. 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.
9. 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)
10. Staff must ensure they have a private space to engage in online sessions to ensure privacy and no interruptions.
11. Staff must not smoke or vape during online youth sessions.
12. Staff must not drink alcohol before or during online sessions.
13. Staff must wear appropriate clothing that is not revealing.
14. Staff must ensure their language and conduct during sessions are professional at all times.
15. Staff must be clear on their roles prior to the session starting.
16. Staff must be aware of how to report safeguarding concerns.
17. 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 for online sessions.
 7. Use appropriate behaviour (i.e. no alcohol/substances, appropriate language etc.)

Training

All staff, volunteers and mentors working with children, young people and vulnerable adults will be provided with training on safeguarding and child protection. This will include the main indicators of child abuse and how to respond and refer concerns to the appropriate services.

All staff and volunteers will be given a copy of our safeguarding policy and informed who the Designated Safeguarding Leads are for CYP and their contact number and names of those deputising in their absence. Safeguarding responsibilities will be clearly explained during the induction process.

Staff undergo training in safeguarding annually and records of training with dates for renewal are held centrally. This helps to ensure that staff's knowledge is up to date so that they can recognise indicators of abuse and respond appropriately and effectively.

Trustees are required to complete safeguarding training as part of their induction and undertake refresher training annually. The DSL must complete advanced DSL training and refresh this at least every two years. Volunteers must complete safeguarding induction training within their first 3 months.

Safer Recruitment

Copenhagen Youth Project is committed to:

- Following a defined process for appointing staff and volunteers
- Refusing applications from unsuitable candidates
- Maintaining robust safer recruitment arrangements
- Taking into account relevant information from statutory authorities, references and DBS checks

During interviews, notes must be taken and safeguarding questions asked.

New staff must have:

- Two positive references
- A DBS check updated every three years
- A personal enquiry check

Trustees are also subject to appropriate safeguarding checks in line with Charity Commission expectations. Recruitment processes are reviewed annually to ensure continued compliance with safer recruitment standards.

Version Control and Policy Change Log

CYP maintains a version control log for this policy. All updates are recorded, dated, and approved by the Board of Trustees. Staff and volunteers are notified of changes and provided with updated copies.

Version Control Table:

Version	Date	Changes Made	Approved By
1.0	April 2025	Full policy review	Board of Trustees
[UPDATE] 1.1	April 2026	Updates added to reflect London Youth & NCVO requirements (Prevent, Whistleblowing, Training, Risk Assessment, Data Protection, Trustee Responsibilities)	Board of Trustees
[UPDATE] 1.2	April 2026	Early help section, Third-Party / Contractor Safeguarding Requirements, Information Sharing Guidance	Board of Trustees

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. Somebody may abuse or neglect a child 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. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or 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. 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
- 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 so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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 basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
- provide adequate food, clothing, and shelter (including exclusion from home or abandonment).
 - protect a child from physical and emotional harm or danger.
 - ensure adequate supervision (including the use of inadequate caregivers).
 - ensure access to appropriate medical care or treatment .
 - provide suitable education.

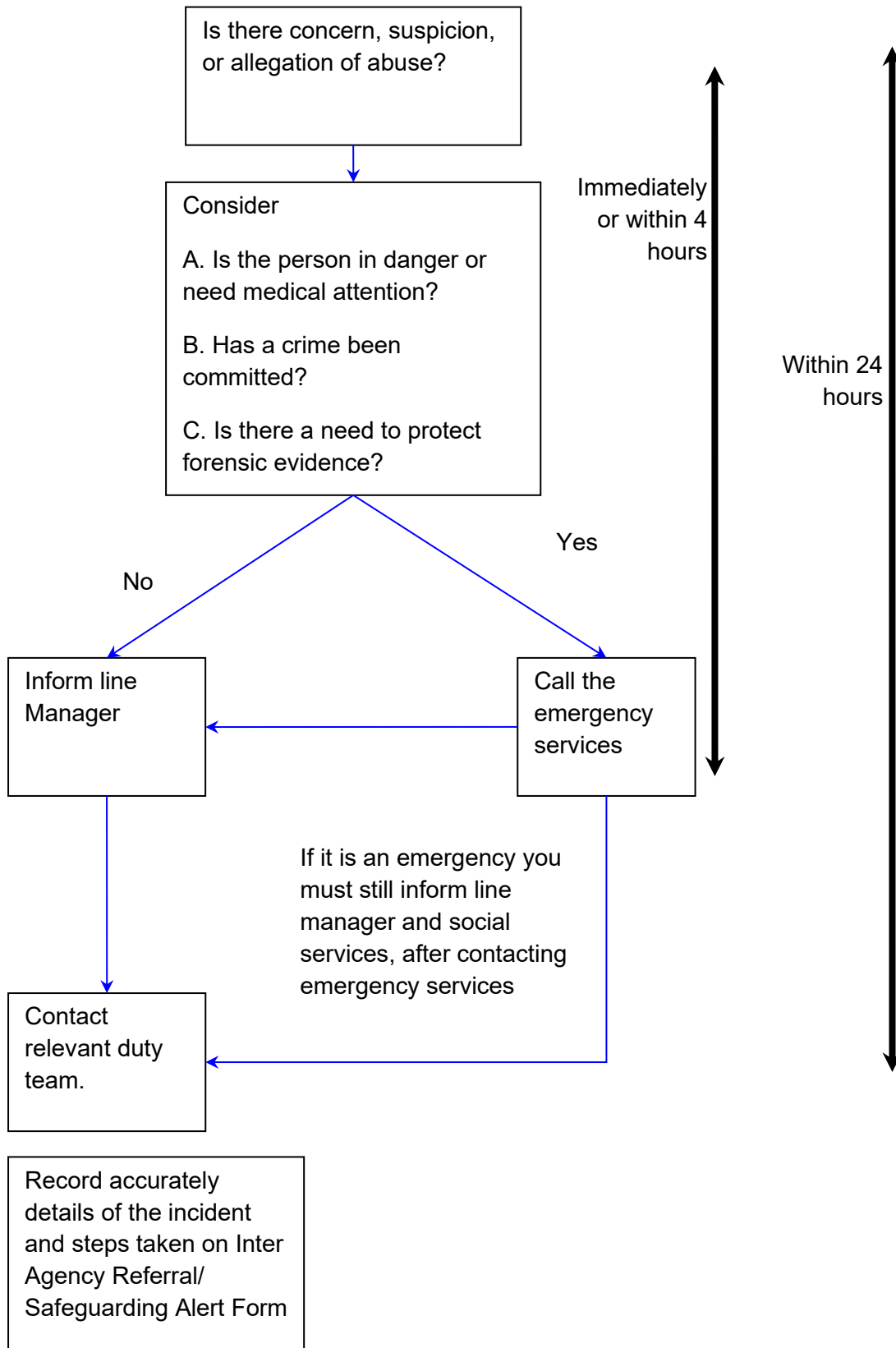
It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

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) 230 Serious Violence Strategy 155 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)** - As set out in the Serious Violence Strategy²³⁰, published by the Home Office, 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)** - FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death.

Appendix 2 – Safeguarding Flow Chart



Appendix 3 - Safeguarding Alert Form

**All correspondence should be marked
'STRICTLY CONFIDENTIAL'**

Name of alleged victim:		Known as:
Details	Ethnicity:	
D.O.B: __/__/__		
Age:	Contact number:	
Address:		
First Language:		
Is an interpreter or signer required? Yes ☐ No ☐		
Does the person have a disability? Yes ☐ No ☐ 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	Ethnicity:	
D.O.B: __/__/__		
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 ☐ No ☐	
Does the person have a disability? Yes ☐ No ☐	

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):	<u> </u> / <u> </u> / <u> </u>

Name (please print):
Signature
Date:

Distribution

1. Fax or email a copy to safeguarding/social services immediately and send the signed original within 24 hours by 1st class post.
2. Send a copy to the CEO at Copenhagen Youth Project.
3. Islington Children's Alerts
Tel: 020 7527 7400
Fax: 020 7527 7042
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 - Children's Safeguarding Contacts London | London SCP
Adult safeguarding teams - <https://www.mecclink.co.uk/london/safeguarding/>