



Child a Safeguarding Policy for Delivery Activities

The purpose of this policy:

To protect children and young people who receive Spirals services. This policy applies to all staff, including senior managers and the board of advisors, paid staff and volunteers, agency staff, students or anyone working on behalf of Spiral.

Spiral employees are in regular contact with children and young people are in a position of trust and may be chosen by the young person to share confidence and concerns. Spiral recognises its duty with regards to safeguarding the people that it interacts with. This document describes the approach towards safeguarding children and vulnerable adults taken by Spiral employees and involved in delivery activities. This interaction is primarily through the work in schools and Spiral will ensure that all relevant activities adhere to this statement. We will create a safe environment for young people and staff.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- ☑ Children Act 1989
- ☑ United Convention of the Rights of the Child 1991
- ☑ Data Protection Act 1998
- ☑ Sexual Offences Act 2003
- ☑ Children Act 2004
- ☑ Protection of Freedoms Act 2012
- ☑ Relevant government guidance on safeguarding children

1. Safer staff and volunteers- recruitment, induction and supervision

Any employees/volunteers will go through an application and selection process. The process will require at least 2 referees and 2 forms of identification. Enhanced DBS checks will be carried out for any staff/volunteers that frequently deliver sessions with Spiral. Staff/volunteers will be trained on child protection where appropriate (when running 5 or more sessions) and will be adequately supervised and supported. No volunteer will be left alone with young people prior to receiving their enhanced DBS.

2. Child protection

It is the responsibility of each adult to ensure that their behaviour is appropriate at all times. This document contains a behaviour guide to assist with this. Details of the steps to take if abuse is alleged or suspected are also included in this document. Spiral staff are not investigating officers but should pass on suspicions and allegations to the correct body should they arise.

If there is an allegation or suspicion of abuse then this must be reported immediately to the relevant or nominated person within the setting or school where the allegation or suspicion of abuse arose. The setting or school's nominated person will refer allegations/suspicions to the relevant investigative agencies. At all times the welfare of the young person is paramount. Swift reporting will enable the investigative agency to give advice and take appropriate action. This is in line with our legal duty of care to report any allegations or suspicions of abuse.



In the vast majority of cases, it is anticipated that the school or setting will have their own Child and/or Vulnerable Adult Safeguarding Policy. Students or staff must comply with the relevant policy and follow the procedure therein at all times.

Procedures for reporting suspicions or allegations of abuse in the absence of any specific Child and Vulnerable Adult Safeguarding Policy within the child/vulnerable adult's setting or school.

If a member of staff or student **suspects** that a child or vulnerable adult is being abused they must:

1. Immediately inform one of:
Benjamin Kahn (Director of Operations) 07805063492
Joel Balkwill (COE) 07890352991
2. Write down the known facts (including the usual setting of the child/vulnerable adult concerned if applicable), sign and date them.
3. Be prepared to assist any further investigation if necessary.

If a member of staff or student receives a **disclosure** of abuse from a child or vulnerable adult they must:

1. Inform the young person that they may have to pass anything that they say on to someone else – i.e. that they cannot commit to keeping a secret.
2. Allow the young person to speak without interruption or challenge.
3. Immediately inform one of:
Benjamin Kahn (Director of Operations) 07805063492
Joel Balkwill (COE) 07890352991
4. Write down the known facts, including the account given by the young person, the usual setting of the child/vulnerable adult concerned if applicable, sign and date them.
5. Be prepared to assist any further investigation if necessary.

If a member of staff or student receives an **allegation** of abuse against them they must:

1. Immediately inform one of:
Benjamin Kahn (Director of Operations) 07805063492
Joel Balkwill (COE) 07890352991
1. Write down the known facts (including the usual setting of the child/vulnerable adult concerned if applicable), sign and date them.
2. Be prepared to assist any further investigation if necessary.
3. **Not return to the setting (if applicable) until the conclusion of any investigation. This is to protect the student/staff member as well as the child concerned.**

All staff and students **must** refer such cases to the relevant investigatory body through the designated contact under the setting's particular policy, or through the contacts provided. It is not Spiral's responsibility to judge or investigate cases of abuse. All instances of abuse should be reported to the Local Authority Designated Officer within 24 hours in line with guidance.



Behaviour guidelines

These guidelines are for all Spiral employees and students who work with young people and vulnerable adults.

We will:

- ✓ Treat all children and vulnerable adults with respect.
- ✓ Treat all information and data (including photographs and video footage) pertaining to a young person with sensitivity and, where appropriate, confidentiality.
- ✓ Avoid being alone with a young person or cause someone else to be alone with a young person because of our actions, e.g. being late.
- ✓ Be sensitive to the needs of young people.
- ✓ Respect a young person's right to personal privacy.
- ✓ Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour that are inappropriate.
- ✓ Remember that someone else might misinterpret your actions, no matter how well intentioned.
- ✓ Be aware that any physical contact with a young person can be misinterpreted and should always be avoided.
- ✓ Recognise that caution is required when discussing sensitive issues with young people.
- ✓ Challenge unacceptable behaviour and report all allegations/suspensions of abuse to the nominated person within the setting/school as per their policy, or the University Nursery.
- ✓ Follow the procedures set out in this document to deal with suspicions, disclosures and allegations of abuse.

We will not:

- ✗ Agree to keep disclosures of abuse secret – this is a form of abuse in itself.
- ✗ Act in a manner that excludes the people we are working with.
- ✗ Make suggestive or derogatory remarks.
- ✗ Have inappropriate contact, including physical, verbal and electronic contact, with young people.
- ✗ Undermine other staff members in front of young people.
- ✗ Show favouritism to any individual.
- ✗ Be under the influence of alcohol or other substances when working on activities involving young people and vulnerable adults.
- ✗ Befriend young people on Social media in a personal context
- ✗ Take photographs of young people without the express permission of the school, parents or guardians of children or vulnerable adults as appropriate.
- ✗ Transfer the personal data of young people to third parties without express permission from the young person, vulnerable adult, parents or guardians as appropriate.
- ✗ Allow our personal priorities to compromise the care or well-being of young people.
- ✗ Jump to conclusions about others without checking the facts.
- ✗ Either exaggerate or trivialise child abuse issues.
- ✗ Believe an allegation "could never happen to me."

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 17/08/2016

Signed: JOEL BALKWILL (CEO)



Appendix a) taken from NSPCC Website

Definition of Child Abuse:

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

Domestic Abuse:

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.

It can happen in any relationship, and even after the relationship has ended. Both men and women can be abused or abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Signs

It's often difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around.

Children who witness domestic abuse may:

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do as well at school - due to difficulties at home or disruption of moving to and from refuges.



Neglect:

Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse.

A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.

A child may be put in danger or not protected from physical or emotional harm.

They may not get the love, care and attention they need from their parents.

A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.

Neglect can have serious and long-lasting effects. It can be anything from leaving a child home alone to the very worst cases where a child dies from malnutrition or being denied the care they need. In some cases it can cause permanent disabilities.

Signs

Neglect can be really difficult to identify, making it hard for professionals to take early action to protect a child.

Having one of the signs or symptoms below doesn't necessarily mean that a child is being neglected. But if you notice multiple, or persistent, signs then it could indicate there's a serious problem.

Children who are neglected may have:

Poor appearance and hygiene

Health and development problems

Housing and family issues

Sexual Abuse:

A child is sexually abused when they are forced or persuaded to take part in sexual activities.

This doesn't have to be physical contact and it can happen online.



Sometimes the child won't understand that what's happening to them is abuse.

They may not even understand that it's wrong.

There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse.

Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration. It includes:

- sexual touching of any part of the body whether the child's wearing clothes or not
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes:

- encouraging a child to watch or hear sexual acts
- not taking proper measures to prevent a child being exposed to sexual activities by others
- meeting a child following sexual grooming with the intent of abusing them
- online abuse including making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images
- showing pornography to a child
- sexually exploiting a child for money, power or status (child exploitation).

Signs

Children who are sexually abused may:

Stay away from certain people

- they might avoid being alone with people, such as family members or friends
- they could seem frightened of a person or reluctant to socialise with them.



Show sexual behaviour that's inappropriate for their age

- a child might become sexually active at a young age
- they might be promiscuous
- they could use sexual language or know information that you wouldn't expect them to.

Have physical symptoms

- anal or vaginal soreness
- an unusual discharge
- sexually transmitted infection (STI)
- pregnancy.

Online Abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

Signs

Many of the signs that a child is being abused are the same no matter how the abuse happens.

A child may be experiencing abuse online if they:

- spend lots, much more or much less time online, texting, gaming or using social media
- are withdrawn, upset or outraged after using the internet or texting



- are secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.

Physical Abuse

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell – this is known as fabricated or induced illness (FII).

There's no excuse for physically abusing a child. It causes serious, and often long-lasting, harm – and in severe cases, death.

Signs

Bumps and bruises don't necessarily mean a child is being physically abused – all children have accidents, trips and falls.

There's isn't one sign or symptom to look out for that will say a child is definitely being physically abused. But if a child often has injuries, there seems to be a pattern, or the explanation doesn't match the injury then this should be investigated.

Physical symptoms

Bruises

Burns or scalds

Bite marks

Fractures or broken bones

Other injuries and health problems



Emotional Abuse

Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development.

Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.

Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time – but this isn't always the case.

There often aren't any obvious physical symptoms of emotional abuse or neglect but you may spot signs in a child's actions or emotions.

Changes in emotions are a normal part of growing up, so it can be really difficult to tell if a child is being emotionally abused.

Babies and pre-school children who are being emotionally abused or neglected may:

- be overly-affectionate towards strangers or people they haven't known for very long
- lack confidence or become wary or anxious
- not appear to have a close relationship with their parent, e.g. when being taken to or collected from nursery etc.
- be aggressive or nasty towards other children and animals.

Older children may:

- use language, act in a way or know about things that you wouldn't expect them to know for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends.



Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Signs

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour.

Young people who are being sexually exploited may:

- be involved in abusive relationships, intimidated and fearful of certain people or situations
- hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- associate with other young people involved in sexual exploitation
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- go missing from home, care or education.

They may also show signs of sexual abuse or grooming.

Female Genital Mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna.



Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Signs

A girl or woman who's had FGM may:

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

Bullying and Cyber Bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Signs

It can be hard for adults, including parents, to know whether or not a child is being bullied. A child might not tell anyone because they're scared the bullying will get worse. They might think that they deserve to be bullied, or that it's their fault.

You can't always see the signs of bullying. And no one sign indicates for certain that a child's being bullied. But you should look out for:



- belongings getting “lost” or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

Child Trafficking

Child trafficking is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. They are often subject to multiple forms of exploitation.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs, bag theft.

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Signs

Signs that a child has been trafficked may not be obvious but you might notice unusual behaviour or events. These include a child who:

- spends a lot of time doing household chores



- rarely leaves their house, has no freedom of movement and no time for playing
- is orphaned or living apart from their family, often in unregulated private foster care
- lives in substandard accommodation
- isn't sure which country, city or town they're in
- is unable or reluctant to give details of accommodation or personal details
- might not be registered with a school or a GP practice
- has no documents or has falsified documents
- has no access to their parents or guardians
- is seen in inappropriate places such as brothels or factories
- possesses unaccounted for money or goods
- is permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
- has injuries from workplace accidents
- gives a prepared story which is very similar to stories given by other children.

Signs an adult is involved in child trafficking

There are also signs that an adult is involved in child trafficking, such as:

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- travelling with different children who they are not related to or responsible for
- insisting on remaining with and speaking for the child
- living with unrelated or newly arrived children
- abandoning a child or claiming not to know a child they were previously with.

Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation.



Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Groomers may be male or female. They could be any age.

Many children and young people don't understand that they have been groomed, or that what has happened is abuse.

Signs

The signs of grooming aren't always obvious. Groomers will also go to great lengths not to be identified.

Children may:

- be very secretive, including about what they are doing online
- have older boyfriends or girlfriends
- go to unusual places to meet friends
- have new things such as clothes or mobile phones that they can't or won't explain
- have access to drugs and alcohol.

In older children, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

Harmful Sexual Behaviour

Harmful sexual behaviour includes:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- full penetrative sex with other children or adults.

Children and young people who develop harmful sexual behaviour harm themselves and others.