

orchestra of the  
**SWAN**

# **Child Protection Policy**

**March 2005**  
*Updated September 2010*

# Orchestra of the Swan - Child Protection Policy

## Introduction

This policy has been created with guidance from the NSPCC publication **first**check which is a step by step guide for organisations seeking to safeguard the welfare of children, and a similar guide produced by Arts Council England - 'Keeping Arts Safe', copies of which can be found in the Orchestra of the Swan's (OOTS) office. The policy is also largely based on a template policy provided by Sport England. The aim is twofold; to safeguard children from abuse and to protect OOTS members of staff and freelance artists from false allegations.

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## **Policy Statement**

Orchestra of the Swan (OOTS) works with children and young people in education and community settings. We are committed to the well-being and safety of every child we work with, and this policy outlines the principles we work to. It is supported by a Code of Conduct and Good Practice Guidelines.

## **Principles**

In all our work with children we adhere to the following principles:

- the well-being and safety of each child is our primary concern
- we respect the rights of every child we work with
- all children are treated equitably and sensitively, in line with our equal opportunities policy
- relationships between our staff and artists and children should be based on mutual trust and respect
- the feelings and concerns of any child or their parent/carer are listened to and acted upon
- all our staff and artists have a responsibility to prevent the physical, sexual or emotional abuse of any child with whom they come into contact. Any suspicions of abuse are taken seriously and responded to swiftly and appropriately
- training in child protection will be offered to employees whose jobs involve working closely with children, young people and vulnerable adults
- staff and artists recruitment and selection processes will include Criminal Records Bureau checks where appropriate

## **Legal context**

- OOTS uses the term 'child' to refer to anyone under the age of 18, as defined by the children Act 1989
- The safety of the children we work with is our priority. Although not legally required to do so, we take every reasonable step to ensure a level of care that is comparable to the requirements of the Protection of Children Act 1999

## **Code of Conduct for Good Practice**

### **Promoting good practice**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important that OOTS employees understand these feelings and do not allow them to interfere with their judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the wider community. Some individuals will actively seek employment or voluntary work with young people in order to harm them. An artist, teacher or workshop leader could have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

### **Good practice guidelines**

All people working for OOTS should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how OOTS can create a positive culture and climate. This policy and these guidelines apply to anyone who works for OOTS on a permanent, temporary or freelance contract.

#### **OOTS will:**

- undertake to assess risks at the outset of any project with young people or vulnerable adults and monitor risks throughout
- identify the people with designated protection responsibility at the outset
- engage in effective recruitment practices, including appropriate vetting of staff and volunteers through the Criminal Records Bureau
- know how to get in touch with local authority services, in case there is a need to report a concern to them
- always ensure that someone from the school/educational establishment or care setting is present at projects where appropriate
- have agreed procedures for reporting suspicion or allegations of abuse
- have a policy and set of procedures for taking, using and storing photographs or images of children or young people
- offer training to staff whose jobs involve working closely with children
- make clear who is the Designated Person responsible for dealing with any concerns about the protection of children, young people or vulnerable adults
- ensure confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in arts projects) as part of the recruitment process

**Artists and staff will:**

- treat all children and young people with respect
- be excellent role models for dealings with other people
- give enthusiastic and constructive feedback rather than negative criticism
- put the welfare of each participant first, before achieving goals
- ensure that someone from the school/establishment, youth organisation or care setting is present or a member of the OOTS staff
- ensure that wherever possible there is more than one adult present during activities, or at least that an artist working on their own is within sight or hearing of others i.e. the door is kept open
- 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 they do not like
- remember that someone else might misinterpret their actions no matter how well intentioned
- be aware that physical contact with a child or young person may be misinterpreted
- only touch participants when it is absolutely necessary in relation to the artform and seek agreement from them before doing so
- recognise that special caution is required when discussing sensitive issues with children or young people
- be aware of OOTS's Child Protection principles, guidance and procedures and operate within those procedures
- challenge unacceptable behaviour and report all allegations/suspensions of abuse

**Artists and staff should not:**

- have inappropriate physical or verbal contact with children or young people
- allow themselves to be drawn into inappropriate attention-seeking behaviour
- make suggestive or derogatory remarks or gestures in front of children
- jump to conclusions about others without checking facts
- exaggerate or trivialise child abuse issues
- show favouritism to any individual
- believe 'it could never happen to me'
- take a chance when common sense, policy or practice suggests a more prudent approach

## **Recruitment and Induction of Staff and Freelance Artists**

OOTS recognises that anyone may have the potential to abuse children in some way and will take reasonable steps to ensure unsuitable people are prevented from working with children. The following applies to all employees of the Group who in some way work with children or vulnerable adults.

### **Permanent Staff**

Pre-selection checks must include the following:

- Permanent staff applicants should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau
- Two confidential references should be requested, including one regarding previous work with children where applicable. These references must be taken up and confirmed through telephone contact
- Evidence of identity should be provided (e.g. passport or driving licence with photo)

### **Freelance Artists**

Pre-selection checks must include the following:

- Consent should be obtained from artists to seek information from the Criminal Records Bureau
- If the freelance artist is working with OOTS for the first time and is not known to the Group a confidential reference should be requested, regarding previous work with children. This reference must be taken up and confirmed through telephone contact
- If the freelance artist is working with OOTS for the first time and is not known to the Group evidence of identity should be provided (e.g. passport or driving licence with photo)

## **Interview and induction**

### **Permanent Staff**

All permanent staff will be required to undergo an interview carried out to acceptable protocol and in line with the Group's Equal Opportunities Policy. All employees should receive a formal or informal induction, during which:

- A CRB check should be completed
- Child protection procedures should be explained and training needs identified

## **Freelance Artists**

Freelance artists should:

- produce a CRB certificate if working for the group for the first time. If the last CRB check was over two years ago a new check will need to be completed
  - complete a CRB check if they do not already have a certificate or if they haven't been checked for three years
  - have Child Protection procedures explained to them and training needs identified
  - sign to show that they have read, understood and agreed to follow OOTS's Code of Conduct and Child Protection procedures as part of their contract
- 

## **Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help permanent staff and freelance artists working with children to:

- work safely and effectively with children
- analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- respond to concerns expressed by a child or young person

### **In practice this means:**

- Employees working directly and regularly with children whether permanent or freelance will be offered a half-day good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection. Freelance artists will be paid to do the training
  - Employees will receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person
  - OOTS's Designated Person should be kept up to date with first aid training
-

## **The taking of, use and storage of images of children**

- Photographs will only be taken with the permission of the child and their parent. This permission will be obtained through a Consent Form *(see Appendix I)*
  - The photographs or video recordings will only be used for the purposes set out in the Consent Form
  - All photographers taking photographs or videoing children will be CRB checked
  - All photographs or videos of children will be stored in a secure place
  - Only parents, guardians, relatives or the official photographer will be allowed to take photographs or videos of performances. Those wishing to take photographs or videos of children will be asked to fill out a form confirming their relationship to the child and confirming that the images will be for private use only
- 

## **Information for children, young people, parents/guardians, carers, schools and community workers**

- OOTS recognises that an effective Child Protection Policy requires it to work with parents, teachers and the wider community
  - OOTS will communicate its Child Protection Policy to parents, carers, children, young people, schools and community workers through leaflets which outline our commitment to child protection and explain what to do if there are any concerns *(see Appendix II & III)*
  - OOTS's Child Protection Policy will be made available to anyone who would like to read it
-

## **Responding to possible abuse of a child and to disclosure by a child**

It is **not** the responsibility of anyone working for OOTS to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Details on what constitutes abuse and neglect and how to spot their signs can be found in *Appendices IV & V*. Guidelines on how to behave when a child 'discloses' to you can be found in *Appendices VII & VIII*. Further information can be found in the Arts Council England publication **Keeping Arts Safe – Protection of children, young people and vulnerable adults** a copy of which can be found in the OOTS office.

### **What does 'disclosure' mean?**

In the above context the word is used when a child tells someone (discloses) information about themselves or another which could give rise to concerns about a child's welfare.

### **First point of contact for suspicions or concerns**

Any OOTS employee working directly with children, young people or vulnerable adults should always have recourse to a contact person with legal responsibility for the child, young person or vulnerable adult. No OOTS employees should ever assume sole responsibility for a child, young person or vulnerable adult.

At the outset of any project the relevant person with legal responsibility will be established and all project workers informed. If OOTS is working in a school or community setting it may be the teacher or care worker who is the first point of contact. If the project is being run by OOTS where teachers or care workers are not present then the parents remain legally responsible but OOTS has a duty of care. In this instance any suspicions or concerns should be directed to OOTS's Education Manager who is the **Designated Person** (see below) within OOTS with responsibility for child protection issues and will take the matter further. In the instance of suspicions or concerns in a school or community setting the Designated Person at OOTS should be informed in addition to the person with legal responsibility. *(See Appendix IX for flow chart for responding to child protection concerns)*

If an OOTS employee suspects that the person with legal responsibility i.e. the teacher, youth or care worker is actually the source of the problem, they should make their concerns known to the Designated Person at OOTS who will take appropriate further action which may include informing another member of staff employed at the site. However, in situations where there is

an immediate and serious danger to the child, the OOTS employee should immediately inform another member of staff at the site.

Employees should make a note of what they have witnessed or what has been disclosed to them on a form supplied by OOTS and make the Designated Person at OOTS aware of the situation. There is one form for reporting a disclosure and another for reporting suspicions of abuse (see *Appendices VI & VIII*)

### **Accidents and injuries**

If a child, young person or vulnerable adult is injured while involved in an OOTS project a record of the injury must be made in the OOTS accident book. Records must be counter-signed by the person with duty of care for the individual. The accident book record should to be kept for 21 years.

If a child, young person or vulnerable adult arrives at an OOTS project with an obvious physical injury, a record of the injury must be made in the OOTS accident book. Records should be counter-signed by the person with duty of care for the individual. This record can be useful if a formal allegation is made later. It will also be record that the individual did not sustain the injury whilst at taking part in an OOTS project. The accident book record should be kept for 21 years.

### **Rights and confidentiality**

It should remembered by OOTS employees that no matter how they feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only. This could include the following people:

- OOTS Designated Person
- the parents/guardian of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the alleged abuser (and parents if the alleged abuser is a child)

Social services advice should be sought on who should approach the alleged abuser. All information should be stored in a secure place with limited access

to designated people, in line with data protection laws that state for example that information is accurate, regularly updated, relevant and secure.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, OOTS will follow the procedures as elsewhere and report the matter to the social services or the police. This is because other children may be at risk from the alleged abuser. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

### **Support to deal with the aftermath of abuse**

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: [bac@bacp.co.uk](mailto:bac@bacp.co.uk) Internet: [www.bacp.co.uk](http://www.bacp.co.uk)
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

### **Responsibilities of the Designated Person**

The Designated Person should:

- Receive information from staff, children, parents, carers, teachers and community workers who have child protection concerns and record it
- Assess the information promptly and carefully, clarifying and seeking more information about the matter as appropriate
- Where appropriate consult initially with statutory child protection agencies such as local social services department or health board, or the NSPCC
- Where appropriate make a formal referral to a child protection agency or the police without delay
- Be aware of the local statutory child protection network and the role of the Area Child Protection Committee
- Be aware of relevant contact numbers and addresses (see Appendix X)
- Have up to date training on child protection awareness

**The designated person at OOTS is the Education Manager who at present is Louise Braithwaite. If for any reason she is not available OOTS's Artistic Director should be the first point of contact.**

## **Responding to allegations or suspicions of abuse by a OOTS member of staff or freelance artist**

OOTS will fully support and protect all staff and artists who in good faith report their concerns that a colleague is, or may be, abusing a child. Appropriate support will be also given to any employee who is the subject of an allegation. Where there is a complaint against a member of staff there may be three types of investigation:

- a disciplinary or misconduct investigation
- a child protection investigation
- a criminal investigation

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

### **Concerns about poor practice:**

- If, following consideration, the allegation is clearly about poor practice, the OOTS Designated Person will deal with it as such
- If the matter has been handled inadequately or concerns remain OOTS's Artistic Director in consultation with the Designated Person will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings
- If the allegation is about poor practice by the OOTS Designated Person, it should be reported to OOTS's Artistic Director who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings

### **Concerns about suspected abuse:**

- Any suspicion that a child has been abused by either a member of OOTS staff or a freelance artist should be reported to OOTS's Designated Person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk
- OOTS's Designated Person will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department
- The OOTS Designated Person will also notify OOTS's Artistic Director
- If the OOTS Designated Person is the subject of the suspicion/allegation, the report must be made to OOTS's Artistic Director

## **Internal enquiries and suspension**

The OOTS Artistic Director in consultation with the Designated Person will make an immediate decision about whether any individual accused of abuse should be removed from working with children or temporarily suspended from all OOTS employment (in line with OOTS's disciplinary procedure) pending further police, social services and internal enquiries. However, in situations where there is an immediate and serious danger to the child and the Artistic Director is not available, the Designated Person carries responsibility for deciding whether or not to remove immediately the individual from working with children

Irrespective of the findings of any social services or police enquiry the Artistic Director in consultation with the Designated Person will assess all individual cases and recommend to the Board whether the member of staff or freelance artist should or should not be reinstated and how this can be sensitively handled. The ultimate responsibility for deciding on reinstatement rests with the Board. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police, and the decision must be based upon the available information. The welfare of the child should remain of paramount importance throughout

# Appendix 1

## Consent form

### PERMISSION TO TAKE AND USE PHOTOGRAPHS AND VIDEO FOOTAGE (A copy will be retained by OOTS)

**Name of Project:**

**Use of images: (e.g.** OOTS concert brochure, general OOTS publicity, education displays/exhibitions, reports to funders)

- I give my permission for photograph(s)/video footage/audio recordings (delete as applicable) to be taken for the purposes described above YES/NO
- I give my permission for photograph(s)/video footage/audio recordings for any future use of a similar nature YES/NO
- I give my permission for photograph(s) to be used by other arts/education organisations YES/NO

- I give my permission for photograph(s) to appear on the OOTS website YES/NO
- I give my permission for photograph(s) to appear on the websites of related arts/education organisations e.g. Arts Council YES/NO

**If applicable**

- I give consent for my child's name(s)/age/name of setting (*please delete as applicable*) to be published as supplied by myself

PLEASE PRINT

**Child's First Name**.....**Child's Surname**.....

**Child's age**.....**Name of school/setting**.....

**Signed**.....(parent/carer)      **Date**.....

**Print Name:**.....(parent/carer)      **Relationship to Child**.....

**Contact Address:** .....

.....**Contact Telephone No.** .....

**Any comments:**

**Return forms c/o School /Teacher to Louise Braithwaite, Education Manager, OOTS, Civic Hall, Rother Street, Stratford-upon-Avon CV37 6LU.** Under the data protection act 1998, this information will not be used for any other purpose than that stated on the form. Any queries about the form please contact Louise Braithwaite 07880 893472 or email [louise@orchestraoftheswan.org](mailto:louise@orchestraoftheswan.org)

## **Appendix II**

### **Information for children and young people**

#### **PARTICIPATING IN PROJECTS WITH ORCHESTRA OF THE SWAN**

##### **Information for children & young people**

Orchestra of the Swan (OOTS) works with children and young people in many different ways – for example you might take part in a workshop or project in your school.

We want everyone taking part in our projects to have fun, make new friends, learn new things and treat each other with respect. You have a right to expect things of us too, and this leaflet explains what you can expect while taking part in our projects.

- You will be treated with respect by everyone working with OOTS, including other children
- You will be safeguarded from harm
- If you have any worries you will be listened to and taken seriously
- We will try to make sure that you are working in a pleasant place

##### **What should you do if you have any worries or concerns?**

Make sure you talk to someone about them. This is especially important if you are being bullied or treated in a way you don't like.

##### **Who should you speak to?**

If you are taking part in a project with OOTS speak to the OOTS artist/musician/composer you are working with, or to your teacher or youth worker.

#### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

## **Appendix III**

### **Information for parents, carers, teachers and community workers**

#### **CHILDREN & YOUNG PEOPLE PARTICIPATING IN PROJECTS WITH OOTS**

##### **Information for parents, carers, teachers and community workers**

Orchestra of the Swan (OOTS) works with children and young people in schools, community settings and at our base Stratford Civic Hall. The well-being and safety of every child we work with is important to us and we have a **Child Protection Policy** which outlines the principles we work to. Written **Good Practice Guidance** is also given to OOTS staff, musicians, composers and other artists to make sure that children are protected while they are participating in our projects. The Policy and Guidance are for our staff, but are available to any parents, carers, teachers and community workers who would like to see them.

##### **In all our work with children we adhere to the following principles:**

- the well-being and safety of each child is our primary concern
- we respect the rights of every child we work with
- children are treated equitably and sensitively in line with OOTS's equal opportunities policy
- relationships between OOTS staff and artists and the children they work with are based on mutual trust and respect
- the feelings and concerns of any child or their parent/carer are listened to and acted upon
- all OOTS staff and artists have a responsibility to prevent the physical, sexual or emotional abuse of any child with whom they come into contact. Any suspicions of abuse are taken seriously and responded to swiftly and appropriately

##### **Training and recruitment of staff**

- training in child protection is offered to OOTS staff and artists whose jobs involve working closely with children, young people and vulnerable adults
- staff recruitment and selection processes includes **Criminal Records Bureau** checks where appropriate

##### **Other information:**

- OOTS uses the term 'child' to refer to anyone under the age of 18, as defined by the Children Act 1989
- The principles above apply equally to our work with vulnerable adults, for example adults with learning difficulties

##### **If you have a concern:**

If you have a concern about a child or young person who is working with OOTS you should contact one of the following designated people:

**Louise Braithwaite:** Education Manager  
**David Curtis:** Artistic Director  
**Telephone:** 01789 267567

If you would like to see our Child Protection Policy and Good Practice Guidance, please contact Louise Braithwaite.

## **Appendix IV**

### **Abuse and Neglect**

#### **What is abuse?**

The government guidance, *Working Together to Safeguard Children*, categorises abuse as:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

These categories are expanded upon in the definitions below, which are largely taken from the NSPCC document, *firstcheck*, pp 33-34. Remember that in all forms of abuse there are elements of emotional abuse and that it is possible to be subjected to abuse in more than one way at a time. These four categorisations and the definitions below do not minimise other forms of maltreatment.

The NSPCC notes that there are other sources of stress for children and families such as, domestic violence, the mental illness of a parent or carer, or drug or alcohol misuse. All these may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's wellbeing is being damaged by any of these areas, the same procedures as for abuse should be followed.

Vulnerable adults may also be subject to other types of abuse as well as to the four types of abuse listed above. They may be manipulated financially or discriminated against because of a disability or other factor that makes them vulnerable. Further information is in the Department of Health and Home Office guidance on protecting vulnerable adults *No Secrets*.

#### **What is physical abuse?**

Physical abuse includes hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

### **What is emotional abuse?**

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless or unloved, inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

### **What is sexual abuse?**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts or non-penetrative acts. Sexual abuse also includes non-contact activities, such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Sexual abuse of vulnerable adults can be rape and sexual assault or sexual acts to which the person does not consent or cannot consent or is pressured into consenting.

Sexual abuse may be same-sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

### **What is neglect?**

Neglect is the persistent failure to meet a child's, young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the severe impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child, young person or vulnerable adult from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

It may also include neglect of a child's, young person's or vulnerable adult's basic emotional needs.

## **Appendix V**

### **Recognising abuse**

#### **What might be physical signs of abuse?**

NSPCC notes that there are often bruises and small cuts on children or young people – typically on elbows, knees, shins – areas where accidents often occur. Bruises and cuts on areas such as cheeks or thighs may be cause for concern, as would bruises that are caused by hand marks or fingertips as the possible result of slapping or pinching. Other signs to be concerned about are cigarette burns, bite marks, broken bones and scalds.

A child, young person or vulnerable adult who is being sexually abused may show physical signs such as stomach pains, discomfort in the genital or anal area as well as medical conditions that would probably be hard to spot in comparatively casual contact.

A child, young person or vulnerable adult suffering neglect might show signs of constant hunger, always being unclean, loss of weight or constant underweight, inappropriate dress for the weather.

Signs of emotional abuse might be a failure to thrive or grow, sudden speech disorders, or developmental delay either physically or emotionally.

#### **If a child or young person is being abused, will they behave differently?**

NSPCC notes the following changes in behaviour that can indicate physical abuse: fear of parents being asked for an explanation of an injury or behaviour; aggressive behaviour/temper tantrums; flinching when being approached or touched; reluctance to get changed or wearing long sleeves in hot weather; depression; being withdrawn; and running away from home.

Sexual abuse is most often 'spotted' as a result of the individual's behaviour as opposed to physical symptoms. Behaviour which may indicate sexual abuse includes sudden or unexplained changes in behaviour (such as becoming aggressive or withdrawn), fear of being left with a specific person or group, nightmares, running away from home, sexual knowledge inappropriate to age or development level, sexual drawings or language, bedwetting, eating disorders, self-harm, talking of 'secrets', substance or drug abuse, having sudden and unexplained sources of money, not being allowed to have friends (particularly in adolescence), acting in a sexually explicit way towards adults.

Emotional abuse might show in neurotic behaviour (for instance hair-twisting or rocking), inability to play, being frightened of making mistakes, self-harm or fear of the parent or carer being approached about their behaviour.

Behavioural signs of neglect may include complaining of being tired all the time, not requesting or making use of medical assistance, having few friends, mentioning that they have been left alone or unsupervised.

**Appendix VI**  
**Reporting suspected abuse form**

Name of child .....

Age and date of birth ..... Ethnicity .....

Religion ..... First language.....

Disability ..... Any special factors .....

Parent's/carer's name(s) .....

Home address (and phone no. if available)

.....  
.....  
.....

Are you reporting your own concerns or passing on those of somebody else? Give details

.....  
.....  
.....

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents

.....  
.....  
.....

Any physical signs? Behavioural signs? Indirect signs?

.....  
.....  
.....

Have you spoken to the child? If so, what was said?

.....  
.....  
.....

Have you spoken to the parent(s) If so, what was said?

.....  
.....  
.....

Has anyone been alleged to be the abuser? If so, give details

.....  
.....  
.....

Have you consulted anybody else? Give details

.....  
.....  
.....

Your name and position

.....

To whom reported and date of reporting

.....

Signature ..... Today's date .....

## **Appendix VII**

### **What to do when a child or young person discloses to you**

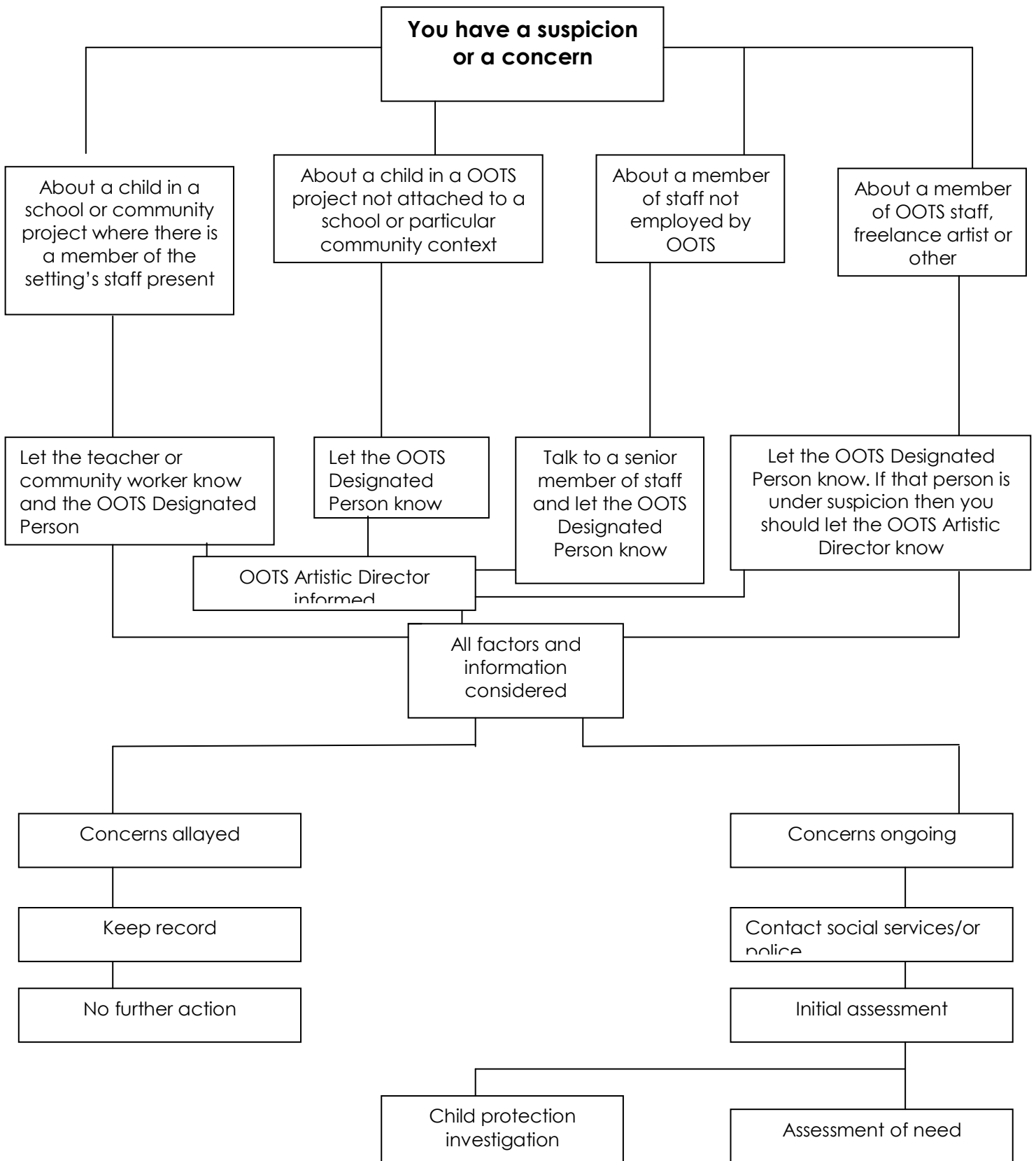
#### **If someone discloses to you;**

- **stay calm**
- **listen** carefully to what is said
- find an appropriate early moment to explain that it is likely that the information will need to be shared with others – **do not promise to keep secrets**. Make it clear that you will only share the information with people who need to know and should be able to help
- **allow** the child to continue at her/his own pace
- **ask questions for clarification only**, and at all times avoid asking questions that suggest a particular answer
- **reassure** the child that they have done the right thing in telling you
- **tell them** what you will do next and with whom the information will be shared
- **record** in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated. OOTS has a form for such incidents please use one of these
- **speak immediately** to the person in the school/education setting, youth or care setting who has designated responsibility for the protection of children, young people or vulnerable adults. It is that person's responsibility to liaise with relevant authorities, usually social services. If that person is the source of the problem then you should make your concerns known to another member of staff employed on the site.
- **in confidence**, make the OOTS Designated Person aware of the situation. If the project is not being run with an external partner such as a school/education setting or care setting this person should be the first person that you inform



## Appendix IX

### Flow chart for responding to child protection concerns



## Appendix X

### Appropriate contacts outside of the organisation

For Social Care and Health enquiries or access to specialist support or assessment, please contact your nearest Social Care and Health office 9.00am - 5.30pm Monday to Thursday and 9.00am - 5.00pm on Fridays. If you need to contact us in an emergency, outside office hours please call our Emergency Duty Officer on **07880 893472**

The out of hours District Emergency number is **01926 886922** from 5.30pm – 9.00am

#### Our nearest office is:

Social Services 8 Rother Street Stratford-upon-Avon CV37 6LU  <b>Emergency Outside Hours Duty Team</b>	Stratford	01789 269391 01926 413602 (FAX)  <b>01926 886922</b>	CHILDREN & FAMILIES
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<b>STRATFORD AND ALCESTER CHILDREN'S TEAM</b>			
<b>OFFICE ADDRESS</b>	<b>AREAS COVERED</b>	<b>TELEPHONE &amp; FAX NUMBERS</b>	<b>ACCESS POINT FOR SERVICES FOR</b>
Social Services 8 Rother Street Stratford-upon-Avon CV37 6LU  <b>Emergency Outside Hours Duty Team</b>	Stratford District	01789 269381 01926 413602 (FAX)  <b>01926 886992</b>	CHILDREN & FAMILIES

<b>SOUTHAM AND SHIPSTON CHILDREN'S TEAM</b>			
<b>OFFICE ADDRESS</b>	<b>AREAS COVERED</b>	<b>TELEPHONE &amp; FAX NUMBERS</b>	<b>ACCESS POINT FOR SERVICES FOR</b>
The Grange Coventry Road Southam CV47 1QB  <b>Emergency Outside Hours Duty Team</b>	Southam Shipston	01926 813110 01926 815895 (FAX)  <b>01926 886992</b>	CHILDREN AND FAMILIES