



SHARe KNOWSLEY

Supporting and Helping Asylum seekers and Refugees

Children and Young People Safeguarding Policy

Purpose of the policy:

To inform SHARe Knowsley staff and Volunteers of their duties when working with children and young people.

Policy applies to:

All trustees, staff and volunteers within SHARe Knowsley who work with children and young people.

Date of Approval: 24/01/23

Date of Review: January 2024

Safeguarding Lead: Margaret Roche – SHARe Knowsley Manager

Named Trustee for Safeguarding: Ann Henders



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1. Introduction

SHARe Knowsley is a local charitable organisation supporting asylum seekers and refugees living in the Knowsley area. A key element of SHARe Knowsley's work is to assist clients to make appropriate decisions about different aspects of their lives and to enhance their independence and integration.

SHARe Knowsley recognises that an individual's health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that the clients we support have many additional needs being asylum seekers and refugees, which makes them vulnerable and at risk of abuse and exploitation. Many of our clients have experienced significant life changing experiences which may include, trauma, abuse, distress, violence and rape in their country of origin or on their journey to the UK. and unsurprisingly they often have mental health problems. Coming from minority ethnic groups and encountering a hostile immigration system and environment they also face many barriers, especially around communication.

SHARe Knowsley strives to be an effective advocate of the rights of refugees and asylum seekers and believes in its responsibilities to safeguard vulnerable adults, children and young people.

2. Policy Statement

SHARe Knowsley is committed to protecting all the children, young people and vulnerable adults that use our services as well as volunteers, staff members and donors. We are committed to undertaking all the appropriate steps to create and maintain a safe and positive environment that promotes and supports the wellbeing for all.

SHARe Knowsley recognises the personal dignity and rights of all vulnerable people to have their privacy respected, to be appropriately supported and to have the protection of the law. We strive to ensure that all children, young people, and vulnerable adults have the same protection regardless of immigration status, age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

SHARe Knowsley is committed to creating a culture of zero-tolerance of harm to adults and children which necessitates: the recognition of the additional needs of children and vulnerable adults with refugee or asylum status, minority ethnic groups and disabilities, the barriers they may face, especially around communication; the recognition of who may be at risk and the circumstances which may increase risk; knowing how abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns. This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

We believe that safeguarding is everybody's responsibility and that everyone working and volunteering for SHARe Knowsley has a responsibility to promote the welfare of all children, young people, and the adults we work with to keep them safe and to operate in a way that prioritises their safety and upholds their rights to live a life free from harm, abuse, exploitation and neglect.



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We are committed to undertaking all the appropriate steps to maintain a safe environment that promotes and supports the wellbeing for all. We accept and recognise our responsibilities to develop awareness of the issues which cause vulnerable adults, children and young people harm.

SHARe Knowsley will endeavour to safeguard all children, young people and vulnerable adults we work with by:

- Ensuring that safer recruitment practices and safeguarding policies and procedures set out a culture of vigilance and challenge and follow local authority and national guidance.
- Providing induction and regular training that enable all adults working in SHARe Knowsley to recognise signs of abuse and neglect; act in the interests of the client and maintain an attitude that 'it could happen here'.
- Providing effective management for staff and volunteers through supervision, support and training.
- Sharing information about protection and good practice with children and vulnerable adults, parents and carers, and volunteers.
- Working collaboratively with other agencies to promote early help for young people, vulnerable adults and their families before their needs escalate to a point where intervention would be needed via a statutory assessment.
- Challenging ourselves and others to ensure actions are completed in a timely way and press for reconsideration if the situation does not improve
- Ensuring all adults working with clients follow an agreed code of conduct that promotes safe working practices and makes responsibilities and expectations clear, including the understanding that anyone can make a safeguarding referral
- SHARe Knowsley is committed to creating and maintaining an open, listening culture where people feel able to share concerns without fear of retribution.

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

This policy and related procedures are applicable to the trustees, manager, employees and volunteers of SHARe Knowsley. It sets out the roles and responsibilities of SHARe Knowsley in working together in promoting the clients' welfare and safeguarding them from abuse and neglect. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

3. Implementation of the Policy

The Board of Trustees of SHARe Knowsley is ultimately accountable for ensuring that SHARe Knowsley abides in full with its legal and regulatory safeguarding obligations. It discharges that responsibility by:

- ensuring this policy is legally compliant and consistent with best safeguarding practice at all times,
- regarding safeguarding as a governance and risk management priority for the organisation,
- delegating operational responsibility for the implementation and periodic review of this policy to the Senior Management Team and Designated Safeguarding Officers of the charity. The Manager, Margaret Roche is the named Designated Safeguarding Officer and Lindsay Kelly is the named trustee for Safeguarding. This role is also responsible for reviewing the effectiveness of this policy and procedure, including improving service delivery following incidents or client feedback.



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- requiring the manager and deputy manager at SHARe Knowsley to complete training courses in safeguarding children and adults as well as Prevent training provided by HM government.

4. Aims

This policy exists to help SHARe Knowsley to address current risks to our clients, prevent and respond to concerns of abuse, harm, exploitation or neglect of children and young people using our services or when accessing other services. We believe in the principles enshrined in the 'Every Child Matters' guidance which include:

- To allow children to be healthy
- Allowing children to remain safe in their environments
- Helping children to enjoy life
- Assist children in their quest to succeed
- Help make a contribution – a positive contribution – to the lives of children
- Help achieve economic stability for our children's futures

The aims of Child and Young People Safeguarding are to:

- Stop abuse or neglect wherever possible.
- Prevent harm and reduce the risk of abuse, neglect and/or exploitation of children and young people with care and/or support needs.
- Raise awareness so that everyone plays their part in preventing, identifying and responding to abuse and neglect.
- Provide information and support in accessible ways to help the adults in a child's or young person's life understand the different types of abuse, how to keep the child or young person safe and what to do to raise a concern about the safety or well-being of a child or young person.
- Address what has caused the abuse

SHARe Knowsley upholds the six key principles of Safeguarding which are:

- Empowerment: children are supported and encouraged to make their own decisions, allowing them to say 'no' or speak up when faced with uncomfortable positions.
- Prevention: it is better to take action before harm occurs. This can be done through staff training, raising awareness of abuse, making sure there is sufficient information which is easily accessible and creating an environment where everyone is encouraged to seek help.
- Proportionality: the least intrusive response is made appropriate to the level of risk presented.
- Protection: Children, especially those who are victims of abuse, need to be provided with the support they need to prevent further abuse support. These need to be key measures such as access to healthcare, provision of social workers and other key child protection services.
- Partnership: working closely with local services to prevent and detect abuses Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability: accountability and transparency to ensure the smooth progress of delivering safeguarding

These principles are critical to prevent abuse and neglect from occurring, while also ensuring the best possible level of care is given. By following the key safeguarding principles, we can be sure that we are



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doing the best we can to protect vulnerable children from harm. It is the responsibility of everyone to act if we have concerns about the safety of anyone.

In our support of children at SHARe Knowsley, we will ensure that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, age, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- Our working practices are anti-discriminatory and we recognise the additional barriers children may face to having their needs met, such as disability and communication needs.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers have a responsibility to report concerns to their line manager and the Designated Safeguarding Officer.

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

5. Legislation and Context

At SHARe Knowsley we recognise the rights of the child.

All children have needs and rights:

- The need for physical care and attention
- The need for intellectual stimulation
- The need for love and security
- The need for social contact and relationships
- The right to have their needs met and safeguarded
- The right to be protected from neglect, abuse and exploitation
- The right to be protected from discrimination
- The right to be treated as an individual

SHARe Knowsley recognises that there is a legal framework within which they need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures. SHARe Knowsley is aware of and acts in accordance with the provisions of the following Acts:

- The Children Act 1989
- The Children Act 2004
- The Children and vulnerable adults Act 1989
- The Safeguarding Vulnerable Groups Act 2006
- The Children and Young Person Act 2008
- Human Rights Act 1998 & the United Nations Convention on the Rights of the Child
- Protection of Children and vulnerable adults Act 1999
- Rehabilitation of Offenders Act 1974
- Care Act 2014



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6. Recruitment and vetting

SHARe Knowsley considers the tasks and skills necessary for each role undertaken by volunteers and therefore, what kind of person is most suited to the post. The selection process in place has been designed to consider and measure all applicants against these key selection criteria.

Process:

- Application form
- References
- Interview
- Probationary period
- Ongoing supervision
- Appraisal meeting
- Regular quarterly volunteer meeting

All applicants are asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and vulnerable adults if this is appropriate to the position being applied for. This declaration states the requirements under the Rehabilitation of Offenders Act 1974 to disclose any relevant convictions. Offers of volunteering roles are, where appropriate, made subject to successful police checks. All information is treated in strict confidence and accordance with GDPR guidelines

Volunteers are asked to provide documentation to confirm their identity e.g. birth certificate, national insurance number, passport and photograph.

References are obtained from two non-family members and referees are specifically asked to comment on the applicant's suitability to work with vulnerable adults and children, if this is relevant to the role.

In accordance with DBS guidelines, volunteers who are working in an outreach capacity or 1:1 basis are required to have a current DBS check. In addition, substantial unsupervised access to clients is not allowed until DBS checks are received. All DBS checks are updated at least every three years.

7. Training

The manager (Safeguarding lead) and deputy manager are required to attend a safeguarding course for adults and another course for children at least annually. These courses are provided via Knowsley Council. Both the manager and deputy also attend Prevent training, as provided by HM Government.

Once recruited, those volunteers and staff who work with clients receive initial training. This training includes Safeguarding children and vulnerable adults. Staff and volunteers are kept well-informed by regular team meetings and quarterly update meetings for all volunteers. They receive supervision and support so that they are less likely to become involved in actions which can lead to harm or be misinterpreted and possibly lead to false allegations being made against them. Volunteers are expected to attend relevant update training annually.

SHARe Knowsley ensures that volunteers are clear about their roles and the limits that apply to them through training. They are made aware of the organisations Safeguarding Policy and their obligations to other policies such as Health and Safety.



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All appointments are subject to a three-month trial period during which time the volunteer is supervised and particular attention is given to their approach to working with our service users.

SHARe Knowsley holds regular volunteer meetings and all staff have the opportunity to meet on a one-to-one basis, giving both volunteers and SHARe Knowsley the opportunity to address training needs, voice any concerns and agree any action points. All meetings are regarded as confidential and as such, enable the Manager and volunteers to share any concerns they may have regarding another colleague's behaviour, with a designated person.

It is the intention of the organisation that all staff, volunteers and as many trustees as practical, will have access to further training opportunities in addition to the initial and annual training we provide as a minimum.

8. Code of Conduct and good practice

SHARe Knowsley has strict safeguarding principles and these are made known to all adults, young people, children, staff and volunteers. These principles include the right of everyone to be listened to, that they have the right to be valued and respected as individuals, that adults have the right to be involved in decision making processes as appropriate and that they have the right to praise and encouragement. All concerned, including volunteers, service users, their children and visitors are given clear guidelines on what is expected, and what is not acceptable with respect to their behaviour. SHARe Knowsley operates a discipline policy that is positive and non-violent. It will not tolerate bullying in any form, neither will it tolerate prejudice or oppressive behaviour.

All staff and volunteers should behave in a professional and appropriate manner. Professional integrity will guard against allegations of misconduct and abuse and create a positive climate for all our service users. All staff and volunteers working with clients are given training and clear guidelines regarding good practice when working with children and vulnerable adults and young people and SHARe Knowsley takes every precaution to ensure that these guidelines are adhered to. All trustees, staff and volunteers are given our volunteer handbook during their training, which they must sign for, to confirm that they have read and understood the policies.

The following are examples of good practice, when working with children:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets). There may be occasions when a confidential interview or a one-to-one meeting is necessary and, in such circumstances, the
- interview should be conducted in a room with an open door or visual access. Where this is not possible, the member of staff should ensure that there is another adult nearby. Never make gratuitous physical contact with a participant. (There may be occasions where a
- distressed participant needs comfort which may include physical comforting and staff should use their discretion to ensure that it is appropriate and not unnecessary or unjustified contact.) Be cautious about physical contact in games. Where physical contact is inescapable (e.g., to demonstrate equipment) staff should be aware of the limits within which such contact should take place and of the possibility for misinterpretation of such contact.
- Treat all children equally, and with respect and dignity. SHARe Knowsley will take positive action to eliminate discrimination against any person or group of people. Staff should ensure that children are protected from discrimination on any grounds, including ability and challenge discriminating



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comments and behaviour. Activities should be designed to include all children and to promote positive attitudes towards differences.

- Ensure that if children of mixed genders are to be supervised, they are accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Never use physical force against a child. If it is necessary to restrain a child because they are an immediate danger to themselves or others, then the minimum amount of restraint should be used for the shortest amount of time. Remain calm and get the attention and support of other staff. The incident should be recorded in writing, with a witness statement (where possible), immediately afterwards.
- Never use physical punishment.
- Secure parental or guardian consent if the need arises to administer emergency first aid and/or other medical treatment where the participant is under the age of 16. First aid given should be recorded in writing and reported to the lead member of staff and a written record of any injury should be kept along with the details of any treatment given.

Practices never to be sanctioned:

- Engaging in rough, physical, or sexually provocative games, including horseplay.
- Engaging in any form of inappropriate touching.
- Children's inappropriate use of language and/or behaviour. This should always be challenged.
- Sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Failing to challenge, record and act on allegations made by a child.
- Undertaking task of a personal nature for children that they can do for themselves (e.g., apply sun cream).
- Inviting or allowing children to stay with you at your home or arranging meetings outside of SHARe Knowsley business.

9. Types of Abuse

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. SHARe Knowsley recognises that abuse can take many forms and may be perpetrated as the result of deliberate intent, negligence, omission or ignorance. SHARe Knowsley accepts that the following behaviour is damaging to children:

- **Child sexual exploitation (CSE):** is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status, or affection in exchange for taking part in sexual activity.
- **Child trafficking:** Child trafficking and modern slavery are child abuse. Children are recruited, moved, or transported and then exploited, forced to work or sold. Children can be trafficked into the UK and within the UK.
- **Criminal exploitation and gangs:** Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes (predominately drug related).
- **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



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includes emotional, physical, sexual, financial, or psychological abuse. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

- **Emotional abuse:** Actual or risk of severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection.
- **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 or cutting.
- **Grooming**
- **Neglect:** Leaving a child uncared for, disregarding her/his needs or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of a child's health or development.
- **Physical abuse:** Actual or risk of physical injury to a child, intentional physical abuse of a child, failure to prevent physical suffering or injury to a child.
- **Radicalisation:** Children may be groomed or coerced to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is a form of harm.
- **Sexual abuse:** Child sexual abuse (CSA) is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

10. Possible Indicators of Abuse

All staff and volunteers who work with SHARe Knowsley clients are made aware, through appropriate training, of the various ways in which they may become aware of the actual or likely occurrence of abuse, of the need to stay alert and of the action that should be taken. There are several ways in which abuse may come to light:

- A child discloses abuse.
- Someone else discloses that a child has told him/her or that he/she strongly believes a child has been or is being abused.
- A child may show signs of physical injury for which there appears to be no satisfactory explanation.
- A child's behaviour may indicate that it is likely that he/she is being abused.
- A member of staff's behaviour or in the way in which he/she relates to a child causes concern.

For further information please see **Appendix 2**

11. Child Protection

SHARe Knowsley will follow the procedures outlined below to:

- Ensure all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the lead staff member. However, staff should remember that they are not trained to deal with situations of abuse or to decide if abuse has occurred.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.



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- Keep written records of concerns about children, even where there is no need to refer the matter immediately. Ensure all records are kept securely.
- Ensure procedures are followed where an allegation is made against a member of staff or volunteer.
- Ensure procedures are followed when dealing with concerns about possible abuse.

12. Procedures - Dealing with safeguarding concerns about the abuse or neglect of children

Becoming aware of abuse can cause a multitude of emotional reactions, which are personal to the individual. Whatever the reaction and however the abuse has become apparent, actual, or suspected, it must be responded to in the correct manner according to the procedure outlined in Appendix 1.

We recognise that the identification of child abuse and dealing appropriately with abused children requires skill and sensitivity and a timely response.

Diagnosis of abuse is left to qualified professionals; staff, or volunteers do not have an investigative role. SHARe Knowsley will therefore ensure that all staff and volunteers are given the necessary information, training and support needed to ensure they will be able to fulfil their duty to protect the children they work with.

13. Disclosures of Abuse

Respond: If a child or anyone discloses abuse, it is important that the individual is treated sympathetically. Do not promise confidentiality but reassure the individual that you will only tell those people that can help them. You must not investigate or ask leading questions.

Record & Report: A record of the conversation should be made using the safeguarding report form (Appendix 3). Any disclosures of abuse must be reported to the manager on duty at the earliest opportunity, who will report to the Designated Safeguarding Officer. Whatever the source of the information or suspicion, the safeguarding form must be logged on our CRM system (Charitylog). This includes anonymous information or information from people who do not want to be identified. Take care to record what is said in the words used by the person disclosing.

Refer: All safeguarding issues should be reported as soon as possible and within 24 hours. Discuss with the designated safeguarding officer whether to refer externally to social services, or the police, emergency services. If a child is at immediate risk, then the police and the MASH team should be called immediately.

14. Suspicions of Abuse

Staff who suspect abuse, neglect, exploitation or have any concerns regarding the safety of any child should share this with the manager on duty at the earliest opportunity, who will report it to the Designated Safeguarding Officer. Information may be gathered from other volunteers, carers, service users, adults or children who may have any safeguarding concerns and logged using SHARe Knowsley's Safeguarding Form, see Appendix 3 and collecting as much of the details noted on the form as is practically possible. All records must be submitted to the Designated Safeguarding Officer who is responsible for dealing with allegations or suspicions of abuse.



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The Designated Safeguarding Officer will then assess the information promptly and carefully, clarifying or obtaining more information about the matter. They will then consult immediately with a statutory agency such as the local social services department or health board, to test out any doubts or uncertainty about the concerns as soon as possible.

If appropriate, the manager will then make a formal referral to the statutory agency concerned and/or the police without delay. If the children are under the care of the Home Office, due to their immigration status then safeguarding referrals should also be made to the Home Office and to SERCO, the accommodation provider. It is not the role of the any member of SHARe Knowsley to carry out an investigation or to decide whether an adult or child has been the subject of abuse, trafficking or exploitation. That is the responsibility of the statutory services.

If a child is at immediate risk, then the police and the MASH team should be called immediately.

Safeguarding referrals may be made to the Knowsley MASH team, using their online referral form and by phone and if they have asylum seeker status to the Home Office and SERCO Safeguarding teams.

KMBC Multi Agency Safeguarding Hub (MASH) contact details

Telephone: **0151 443 2600** (24 hours/7 days a week).

Online referral: Where possible, it is good practice to also complete an online referral form to the MASH team. The online safeguarding referral form for adults can be found at:

<https://forms.knowsley.gov.uk/AdultSafeguarding> (be advised that submitted forms are only monitored from 9am to 5pm excluding Bank Holidays.)

Home Office Safeguarding contact details: AsylumSafeguarding@homeoffice.gov.uk

SERCO Safeguarding contact details: aasc.safeguarding@serco.com

Stop Hate UK is an organization dealing with Hate Crime and can be contacted on 0800138 1625.

Hate crimes and incidents can be reported on the Stop Hate UK Hate Crime App for Merseyside where photographs and video can be included in the report.

Merseyside police can be contacted on 101 or dial 999 in an emergency.

Our Safeguarding protocols and procedures are clearly outlined in Appendix 1



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Some useful Do's and Dont's

Do

- ✓ Act on any concerns, suspicions or doubts.
- ✓ In an emergency, if there is actual or immediate risk of abuse, call 999.
- ✓ Try to ensure the immediate safety of those concerned – but not at the risk of your own safety.
- ✓ Provide first aid if necessary and someone is available with appropriate skills.
- ✓ Listen and clarify what the concern is / what has happened.
- ✓ Provide reassurance and comfort; offer a cup of tea.
- ✓ Assure the person that the matter will be taken seriously.
- ✓ Ask the person what they want done.
- ✓ Explain what you will need to do and who you may need to inform others
- ✓ Try to gain consent to share information as necessary.
- ✓ Consider the person's mental capacity to consent and seek assistance if you are uncertain.
- ✓ Actively preserve any evidence.
- ✓ Respect privacy as far as possible.
- ✓ Arrange support for the alleged victim.
- ✓ Contact the local authority children's services if a child is, or may also be, at risk.
- ✓ Report all your concerns to a manager in line with organisational and local multi-agency procedures.
- ✓ Make an accurate record of what has occurred (or what has been disclosed/alleged) and what action has been taken.

Don't

- ✗ Ignore.
- ✗ Promise confidentiality – explain how and why the information might need to be shared.
- ✗ Rush the person.
- ✗ Probe or question – just record the facts and seek clarification where necessary.
- ✗ Contaminate or disturb any evidence.
- ✗ Interview witnesses – but do record any information volunteered by them.
- ✗ Panic or show shock /disbelief.
- ✗ Be judgemental.
- ✗ Jump to conclusions.



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- ✘ Approach the alleged abuser (unless they also have care and support needs and are in your care or they are a member of your staff).
- ✘ Gossip, only inform others on a need to know basis.
- ✘ Put management or organisational interests before safety.

Further reading:

- Every Child Matters 2003
- Every Child Matters: Next Steps 2004
- Safeguarding Children who may have been trafficked 2011



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APPENDIX 1 - Types and Signs of Abuse

Types and Signs of Abuse

All information from nspcc.org.uk

Bullying and Cyber Bullying

What is bullying?

Bullying is behaviour that hurts someone else. It includes 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.

What is Cyber Bullying?

Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phones.

Types of Bullying

Bullying can take different forms. It could include:

- Physical bullying: hitting, slapping or pushing someone
- Verbal bullying: name calling, gossiping or threatening someone
- Non-verbal abuse: hand signs or text messages
- Emotional abuse: threatening, intimidating or humiliating someone
- Exclusion: ignoring or isolating someone
- Undermining, constant criticism or spreading rumours
- Controlling or manipulating someone
- Making silent, hoax or abusive calls
- The following types of abuse are also a hate crime:
- Racial, sexual, transphobic or homophobic bullying
- Bullying someone because they have a disability

Types of Cyber Bullying

Cyberbullying can include:

- Sending threatening or abusive text messages
- Creating and sharing embarrassing images or videos
- Trolling – the sending of menacing or upsetting images on social networks, chat rooms or online games
- Excluding children from online games, activities or friendship groups
- Shaming someone online
- Setting up hate sites or groups about a particular child
- Encouraging young people to self-harm
- Voting for or against someone on an abusive poll



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- Creating fake accounts, hijacking or stealing online identities to embarrass a young person or causing trouble using their name
- Sending explicit messages, also known as sexting
- Pressuring children into sending sexual images or engage in sexual conversations.

No single sign will indicate a child is being bullied, but watch 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 whoever's bullying them)
- Being nervous, losing confidence or becoming distressed and withdrawn
- Problems with eating or sleeping
- Bullying others

Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they are being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join the groups.

Types of Child Sexual Exploitation

CSE can happen in person or online. An abuser will gain a child's trust or control them through violence or blackmail before moving onto sexually abusing them. This can happen in a short period of time.

When a child is sexually exploited online they may be persuaded or forced to:

- Send or post sexually explicit images of themselves
- Film or stream sexual activities
- Have sexual conversations

Once an abuser has images, videos or copies of conversations, they might use threats and blackmail to force the young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online.

Gangs use sexual exploitation:



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- To exert power and control
- For initiation
- To use sexual violence as a weapon

Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading.

Signs of Child Sexual Exploitation

Sexual exploitation can be difficult to spot and sometimes mistaken for 'normal' teenage behaviour. Knowing the signs can help protect children and help them when they've no-one else to turn to.

- Unhealthy and inappropriate sexual behaviour
- Being frightened of some people, places or situations
- Being secretive
- Sharp changes in mood or character
- Having money or things they can't or won't explain
- Physical signs of abuse, like bruises or bleeding on their genital or anal area
- Alcohol or drug misuse
- Sexually transmitted infections
- Pregnancy
- Having an older boyfriend or girlfriend
- Staying out late or overnight
- Having new groups of friends
- Missing from home or care, or stopping going to school or college
- Hanging out with older people, other vulnerable people or antisocial groups
- Involved in a gang
- Involved in criminal activities like selling drugs or shoplifting
- They may not know where they are, because they've been moved around the country, and seem frightened, angry or confused.

A child might not know they are being sexually exploited. They might be worried or confused and less likely to speak to an adult they trust.

Child Trafficking

Trafficking is where children and young people are tricked, forced and persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- Sexual exploitation
- Benefit fraud
- Forced marriage
- Domestic slavery like cleaning, cooking and childcare
- Forced labour in factories or agriculture
- Committing crimes, like begging, theft, working on cannabis farms or moving drugs



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Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Types of Child Trafficking

Traffickers often groom children, families and communities to gain their trust. They may also threaten families with violence or threats. Traffickers often promise children and families that they'll have a better future elsewhere.

Trafficking is also an economic crime. Traffickers may ask families for money for providing documents or transport and they'll make a profit from money a child 'earns' through exploitation, forced labour or crime. They'll often be told this money is to pay off a debt they or their family 'owe' to the traffickers.

Traffickers may:

- Work alone or in small groups, recruiting a small number of children, often from areas they know and live in.
- Be medium sized groups who recruit, move and exploit children and young people on a small scale
- Be large criminal networks that operate internationally with high-level corruption, money laundering and a large number of victims

Signs of Child Trafficking

It may not be obvious that a child has been trafficked but you might notice unusual or unexpected things. They might:

- Spend a lot of time doing household chores
- Rarely leave their house or have no time to play
- Be orphaned or living part from their family
- Live in low-standard accommodation
- Be unsure which country, city or town they're in
- Cant or are reluctant to share personal information or where they live
- Not be registered with a school or a GP
- Have no access to their parents or guardians
- Be seen in inappropriate places like brothels or factories
- Have money or things you wouldn't expect them to have
- Have injuries from workplace accidents
- Give a prepared story which is very similar to stories given by other children.

Criminal Exploitation and Gangs

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.

Signs of criminal exploitation:

- Frequently absent from school and doing badly at school.
- Going missing from home, staying out late and travelling for unexplained reasons
- In a relationship or hanging out with someone older than them
- Being angry, aggressive or violent



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- Being isolated or withdrawn
- Having unexplained money and buying new things
- Wearing clothes or accessories in gang colours or getting tattoos
- Using new slang words
- Spending more time on social media and being secretive about time online
- Making more calls or sending more texts, possibly on a new phone or phones
- Self-harming and feeling emotionally unwell
- Taking drugs and abusing alcohol
- Committing petty crimes like shop lifting or vandalism
- Unexplained injuries and refusing to seek medical help
- Carrying weapons or having a dangerous breed of dog

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between two people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It's important to remember, domestic abuse:

- Can happen inside and outside the home
- Can happen over the phone, on the internet and on social networking sites
- Can happen in any relationship and can continue even after the relationship has ended
- Both men and women can be abused or abusers

Types of Domestic Abuse

Domestic abuse can be, emotional, physical, sexual, financial or psychological, such as:

- Kicking, hitting, punching or cutting
- Rape (including in a relationship)
- Controlling someone's finances by withholding money or stopping someone earning
- Controlling behaviour, like telling someone where they can go and what they can wear
- Not letting someone leave the house
- Reading emails, text messages or letters
- Threatening to kill someone or harm them
- Threatening another family member or pet

Signs of Domestic Abuse

It can be difficult to tell if domestic abuse is happening and those carrying out the abuse can act very differently when other people are around. Children and young people might also feel frightened and confused, keeping the abuse to themselves.

Signs that a child has witnessed domestic abuse can include:

- Aggression or bullying
- Anti-social behaviour
- Anxiety, depression or suicidal thoughts
- Attention seeking
- Bed-wetting, nightmares or insomnia
- Constant or regular sickness, like colds, headaches and mouth ulcers



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- Drug or alcohol use
- Eating disorders
- Problems in school or trouble learning
- Tantrums
- withdrawal

Emotional Abuse

Emotional abuse is any type of abuse that involves the continual mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.

Emotional abuse is often part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.

Types of Emotional Abuse

- humiliating or constantly criticising a child
- threatening, shouting at a child or calling them names
- making the child the subject of jokes, or using sarcasm to hurt the child
- blaming and scapegoating
- making a child perform degrading acts
- not recognising a child's own individuality or trying to control their lives
- pushing a child too hard or not recognising their limitations
- exposing a child to upsetting events or situations, like domestic abuse or drug taking
- failing to promote a child's social development
- not allowing them to have friends
- persistently ignoring them
- being absent
- Manipulating a child
- Never saying anything kind, expressing positive feelings or congratulating a child on successes
- Never showing any emotions in interactions with a child, also known as emotional neglect

Signs of Emotional Abuse

There might not be any obvious physical signs of emotional abuse or neglect. And a child might not tell anyone what's happening until they reach 'crisis point'. That's why it's important to look out for signs in how a child is acting.

As children grow up, their emotions change, this means it can be difficult to tell if they're being emotionally abused. But children who are being emotionally abused might:

- Seem unconfident or lack self-assurance
- Struggle to control their emotions
- Have difficulty making or maintaining relationships
- Act in a way that's appropriate to their age

The signs of emotional abuse can also be different for children at different ages.

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



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- Be over affectionate to strangers or people they don't know well
- Seem unconfident, wary or anxious
- Not have a close relationship or bond with their parent
- Be aggressive or cruel towards other children or animals

Older children might:

- Use language you wouldn't expect them to know for their age
- Act in a way or know about things you wouldn't expect them to know for their age
- Struggle to control their emotions
- Have extreme outbursts
- Seem to isolate from their parents
- Lack social skills
- Have few or no friends

Female Genital Mutilation (FGM)

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. Its also known as 'female circumcision' or 'cutting', but has many other names. FGM is a form of child abuse. It's dangerous and a criminal offence in the UK. We know:

- There are no medical reason to carry out FGM
- It's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades
- Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained
- It's used to control female sexuality and can cause lone-lasting damage to both physical and mental health

FGM can happen at different times in a girl or woman's life, including:

- When a baby is new born
- During childhood or as a teenager
- Just before marriage
- During pregnancy

Signs FGM might happen:

- A relative or someone known as a 'cutter' visiting from abroad
- A special occasion or ceremony takes place when the girl 'becomes a woman' or is 'prepared for marriage'
- A female relative, like a mother, sister or aunt has undergone FGM
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays
- A girl has an unexpected or long absence from school
- A girl runs away – or plans to run away – from home

Signs FGM might have taken place

- Having difficulty walking, standing or sitting
- Spending longer in the bathroom or toilet
- Appearing quiet, anxious or depressed



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- Acting differently after an absence from school or college
- Reluctance to go to the doctors or have routine medical examinations
- Asking for help – though they might not be explicit about the problems because they're scared or embarrassed

Grooming

Types of Grooming

Children and young people can be groomed online, in person or both – by a stranger or someone they know. This could be a family member, a friend or someone who has targeted them – like a teacher, faith group leader or sports coach. When a child is groomed online, groomers may hide who they are by sending photos or videos of other people. Sometimes this'll be someone younger than them to gain the trust of a 'peer'. They may target one child online or contact lots of children very quickly and wait for them to respond.

The relationship the groomer builds can take different forms. This could be:

- Romantic relationship
- As a mentor
- An authority figure
- A dominant or persistent figure

A groomer can use the same sites, games and apps as young people, spending time learning about a young person's interests and use this to build a relationship with them. Children can be groomed online through:

- Social media networks
- Text and messaging apps, like Whatsapp
- Email
- Text, voice and video chats in forums, games and apps

Whether online or in person, groomers can use tactics like:

- Pretending to be younger
- Giving advice or showing understanding
- Buying gifts
- Giving attention
- Taking them on trips, outings or holidays

Groomers might also try and isolate children from their friends and family, making them feel dependent on them and giving the groomer power and control over them. They might use blackmail to make a child feel guilt and shame or introduce the idea of 'secrets' to control, frighten and intimidate.

It's important to remember that children and young people may not understand they've been groomed. They may have complicated feelings, like loyalty, admiration, love, as well as fear, distress and confusion.

Signs of Grooming

It can be difficult to tell if a child is being groomed - the signs aren't always obvious and may be hidden. Older children might behave in a way that seems to be 'normal' teenage behaviour, masking underlying problems.



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Some of the signs you might see include:

- Being very secretive about how they are spending their time, including when online
- Having an older boyfriend or girlfriend
- Having money or new things like clothes and mobile phones that they can't or won't explain
- Underage drinking or drug taking
- Spending more or less time than usual online or on their devices
- Being upset, withdrawn or distressed
- Sexualised behaviour, language or an understanding of sex that's not appropriate for their age
- Spending more time away from home or going missing for periods of time

Neglect

Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.

Types of Neglect

Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking there are 4 types of neglect.

Physical neglect

A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe

Educational neglect

A parent doesn't ensure their child is given an education

Emotional neglect

A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.

Medical neglect

A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

Signs of Neglect

Poor appearance or hygiene:

- Being smelly or dirty
- Being hungry or not given money for food
- Having unwashed clothes
- Having the wrong clothes, such as no warm clothes in winter
- Having frequent and untreated nappy rash in infants

Health and Development Problems:



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- Anaemia
- Body issues, such as poor muscle tone or prominent joints
- Medical or dental issues
- Missed medical appointments, such as for vaccinations
- Not given the correct medication
- Poor language or social skills
- Regular illness or infections
- Repeated accidental injuries, often caused by lack of supervision
- Skin issues, such as sores, rashes, flea bites, scabies or ringworm
- Thin or swollen tummy
- Tiredness
- Untreated injuries
- Weight or growth issues
- Housing and family issues
- Living in an unsuitable home environment, such as having no heating
- Being left alone for a long time
- Taking on the role of carer for other family members

Changes in behaviour:

- Becoming clingy
- Becoming aggressive
- Being withdrawn, depressed or anxious
- Changes in eating habits
- Displaying obsessive behaviour
- Finding it hard to concentrate or take part in activities
- Missing school
- Showing signs of self-harm
- Using drugs or alcohol

Physical Abuse

Physical abuse is when someone hurts or harms a child or young person on purpose. It includes:

- Hitting with hands or objects
- Slapping and punching
- Kicking
- Shaking
- Throwing
- Poisoning
- Burning and scalding
- Biting and scratching
- Breaking bones
- Drowning

Signs of Physical Abuse

- Bruises



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- Broken or fractured bones
- Burns or scalds
- Bite marks

It can also include other injuries and health problems, such as:

- Scarring
- The effects of poisoning, such as vomiting, drowsiness or seizures
- Breathing problems from drowning, suffocation or poisoning

Head injuries in babies and toddlers can be signs of abuse so its important to be aware of these. Visible signs include:

- Swelling
- Bruising
- Fractures
- Being extremely sleepy or unconscious
- Breathing problems
- Seizures
- Vomiting
- Unusual behaviour, such as being irritable or not feeding properly

Sexual Abuse

When a child or young person is sexually abused they are forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online.

Types of Sexual Abuse

There are two types of sexual abuse – contact and non-contact abuse. And sexual abuse can happen in person or online.

Contact abuse is where an abuser makes physical contact with the child. This includes:

- Sexual touching of any part of a child's body, whether they're clothed or not
- Using a body part or object to rape or penetrate a child
- Forcing a child to take part in sexual activities
- Making a child undress or touch someone else

Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse is where a child is abused without being touched by the abuser, This can be done in person or online and includes:

- Exposing or flashing
- Showing pornography
- Exposing a child to sexual acts
- Making them masturbate
- Forcing a child to make, view or share child abuse images or videos
- Making, viewing or distributing child abuse images or videos



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- Forcing a child to take part in sexual activities or conversations online or through a smartphone

Signs of Sexual Abuse

Emotional and Behavioural Signs:

- Avoiding being alone with or frightened of people or a person they know
- Language or sexual behaviour you wouldn't expect them to know
- Having nightmares or bedwetting
- Alcohol or drug misuse
- Self-harm
- Changes in eating habits or developing eating problems
- Changes in their mood, feeling irritable and angry, or anything out of the ordinary

Physical Signs:

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

If a child is being or has been sexually abused online, they might:

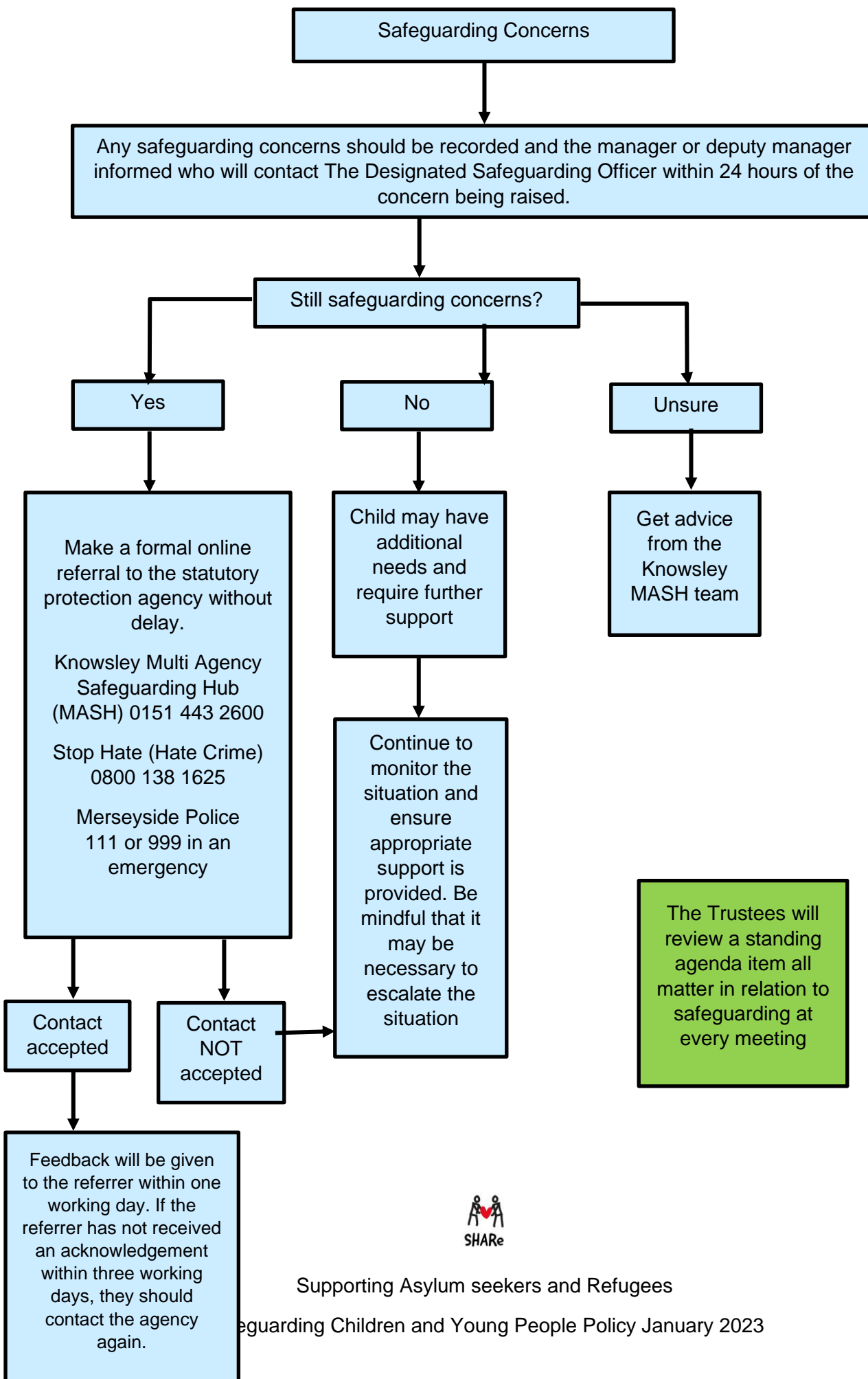
- Spend a lot more or less time than usual online, texting, gaming or using social media
- Seem distant, upset or angry after using the internet or texting
- Be secretive about who they're talking to and what they're doing online or on their mobile phone
- Have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet
- Children and young people might also drop hints and clues about the abuse.



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APPENDIX 2 – Safeguarding concerns flowchart



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APPENDIX 3 – Children’s Safeguarding Report Form



SHARE Knowsley Children’s Safeguarding Reporting Form

| Your details – the person completing the form | |
|---|--|
| Name | |
| Position | |
| Telephone | |
| Email | |

| Details of the child affected | |
|-------------------------------|--|
| Name | |
| Address | |
| Age/D.O.B. | |
| Telephone | |
| Email | |

| Parent/Caregiver’s Details | |
|----------------------------|--|
| Name | |
| Address | |
| Telephone | |
| Email | |
| Port Reference (if approp) | |

| | |
|------------------------|--|
| Date(s) of Incident(s) | |
|------------------------|--|



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| | |
|----------------------|--|
| Date Reported | |
|----------------------|--|

| |
|--|
| Details of the incident or concern including dates and times (please describe in detail using only the facts) |
| |

| | |
|--|--|
| Other present or potential witnesses | |
| Name | |
| Address | |
| Telephone | |
| Email | |
| Additional relevant information (please detail anything else that you believe to be helpful or important) | |
| | |
| 3. Actions Taken: please state clearly any immediate/proposed action taken | |
| | |



| | | | | |
|--|--|-----------------|--------------------------|--|
| | | | | |
| 4. What agencies, if any have been notified/involved? | | | | |
| NHS/GP | | Pharmacy | Partner Agency (specify) | |
| Police/Fire | | Social Services | Other (specify) | |
| Please give details (including dates) | | | | |
| | | | | |

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

| | |
|-----------------------|--|
| Name | |
| Signature | |
| Date Completed | |

| | |
|---|--|
| Name Of Parent/Carer (if applicable) | |
| Signature | |
| Date Completed | |

