

The Spring

Safeguarding Policy and Procedures

Last updated: August 24

To be reviewed: August 25 (*must be reviewed annually*)

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1. Policy Statement

The purpose of this policy is:

- To provide protection for the children, young people and adults at risk who visit our venue and take part in our activities.
- To provide staff, volunteers and third parties who support our work (whether as artists, tenants, hirers or otherwise) with a set of principles to adopt to protect children, young people and adults at risk and to provide guidance on procedures they should adopt in the event that they suspect a child, young person or adult at risk may be experiencing, or be at risk of, harm.

This policy applies to all staff, including employees, Trustees and Directors, casual workers and volunteers of both The Spring and Havant Arts Active (our trading subsidiary).

Staff are not expected to deal with abuse situations of children, young people or adults at risk, or have the specialised knowledge to decide if abuse has occurred, However staff do have a responsibility to report any concerns, suspicions or allegations. This applies equally to freelance artists and practitioners, casual staff of The Spring and Havant Arts Active and volunteers. Safeguarding is the responsibility of anybody working with The Spring.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people and adults at risk in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection) and <https://www.scie.org.uk/key-social-care-legislation/safeguarding-adults>

Supporting documents

This policy should be read alongside our organisational policies, procedures, guidance and other related documents.

We believe that:

- children, young people or adults at risk should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children, young people and adults at risk, to keep them safe and practise in a way that protects them.

We recognise that:

- the welfare of children, young people and adults at risk is paramount in the work we do and in the decisions we take
- working in partnership with children, young people, their parents, adults at risk, carers and other agencies is essential in promoting children, young people and adults at risk's welfare
- all children, young people and adults at risk, regardless of age, disability, gender reassignment, ethnicity, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children, young people and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

- extra safeguards may be needed to keep children, young people and adults at risk who are additionally vulnerable safe from abuse.

We will seek to keep children, young people and adults at risk safe by:

- valuing, listening to and respecting them
- appointing a nominated Safeguarding Officer for children, young people and adults at risk, a Board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children, young people and adults at risk and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people, adults at risk and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, adults at risk, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, adults at risk, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people, adults at risk and their families, treat each other with respect and are comfortable about sharing concerns.

Definitions:

- A child is anyone under the age of 18 (as defined by the Children Act 1989)
- An adult at risk of abuse and neglect, as defined in the Care Act (2014) s42, is an adult aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting those needs)
 - Is experiencing or at risk of, abuse and neglect
 - As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse and neglect.
- The Department of Health defines a vulnerable adult as a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. The term vulnerable adult has been superseded in legislation and best practice by adult at risk, but as this term is still in use we have included the definition here.

2. Data Protection

Any information gathered and kept on file in relation to safeguarding concerns, disclosures and outcomes is to be treated as sensitive personal information and as such is to be kept in a secure place by The Spring's Designated Safeguarding Lead (DSL) and locked away or protected digitally with a password.

Information regarding a child, young person or adult at risk that is considered an immediate and significant risk of harm to themselves or others, should be communicated with relevant staff on a need to know basis. If necessary, the DSL will report concerns to the local authority's Duty and Advice Team or Children's or Adult's Social Work Services. Where possible this should be done with the child's/adult at risk's consent.

Children, young people and adults at risk have a right to confidentiality unless The Spring considers they could be at risk of abuse and/or harm.

3. A Named Person for Safeguarding

Name of Designated Safeguarding Lead (DSL): Laura Woodward, Creative Director

Contact details: lauraw@thespring.co.uk 023 9224 9062

Trustee Lead for Safeguarding: Maggie McMurray

Contact details: maggiemcmurray52@gmail.com

4. Additional Useful Numbers

For DSL to make referrals:

- **Regarding a child:** during office hours call Hampshire Children Services on 0300 555 1384. At all other times contact the out-of-hours service on 0300 555 1373. If a child is in immediate danger call 999.
- **Regarding an adult:** contact Adult Social Care on 0300 555 1386. If an adult is in immediate danger call 999.
- **Where there is an allegation against a staff member:** Contact the Local Authority Designated Officer (LADO) by completing a notification form: <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>
- **Where there is a concern about radicalisation or terrorism:** Contact the national Prevent advice line 0800 011 3764.

Hampshire Police - 101

NSPCC help line – 0808 800 5000

Child Line – 0800 1111

5. Role of the Designated Safeguarding Lead

Purpose of the role:

- To raise the profile and promote the safety and welfare of children, young people and adults at risk involved in The Spring's activities across the organisation.
- To take the lead in ensuring that appropriate arrangements for keeping children, young people and adults at risk safe are in place at The Spring.
- To develop a culture of safeguarding at all levels in the organisation.

Duties and responsibilities:

- Make sure that all safeguarding issues concerning children, young people and adults at risk who take part in The Spring's activities are responded to appropriately through policies, procedures and administrative systems.
- Make sure that everyone working or volunteering with or for children, young people and adults at risk at The Spring, understands the procedures and know what to do if they have concerns about a child's welfare.
- Make sure children, young people and adults at risk who are involved in activities at The Spring and their parents/carers know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child, young person or adult at risk who takes part in The Spring's activities.
- Take the lead on responding to information that may constitute a child protection or safeguarding concern. This includes assessing and clarifying the

information and making referrals to statutory organisations as appropriate, consulting with and informing the relevant members of the organisation - in line with the organisation's safeguarding policy and procedures.

- Store and retain child protection and safeguarding records according to legal requirements and the organisation's safeguarding policy and procedures.
- Liaise with, pass on information to and receive information from statutory child/adult protection agencies, such as the local authority children/adult's social care department and the police. This includes making formal referrals to these agencies when necessary.
- Consult the NSPCC Helpline when support is needed.
- Report regularly to the Board on issues relating to safeguarding to ensure that safeguarding is understood to be the responsibility of the Board as well as the Executive team.
- Be familiar with issues relating to child/adult protection and abuse and keep up to-date with new developments in this area.
- Attend regular training in issues relevant to child/adult protection and share knowledge from that training with everyone who works or volunteers with or for children at The Spring.
- Attend team meetings, supervision sessions and management meetings as arranged.
- Work flexibly as may be required and carry out any other reasonable duties.

Appointment to this role is subject to satisfactory vetting and barring checks.

6. Safer Recruitment

All The Spring and Havant Arts Active staff and freelancers will be recruited according to The Spring's standard procedures with an application required, an interview, and references sought.

All The Spring staff, freelancers and volunteers who come into regular contact with children, young people and adults at risk during the course of their work will be required to undertake an enhanced DBS (Disclosure and Barring Service) check. The Spring must only apply for a check if the job or role is eligible for one. They must tell the applicant why they're being checked and where they can get independent advice:

<https://www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service>

What counts as 'regular contact' and therefore the requirement for a DBS check will be judged on a case by case basis dependent on the nature of the role, but will always be required in the following instances:

- All members of The Spring office staff, freelance or otherwise, who plan and manage activities for children, young people and adults at risk and who manage staff who require a DBS check: enhanced disclosure check.

- Tutors, volunteers or support staff for infrequent sessions for children, young people or adults at risk (less than 3 x per month) where parents or carers are not present: enhanced disclosure check.
- Tutors of frequent sessions for children, young people or adults at risk (more than 3 x per month) where parents or carers are not present: enhanced disclosure plus barred list check.
- Volunteers or support staff of frequent sessions for children, young people or adults at risk (more than 3 x per month) where a tutor is supervising and parents or carers are not present: enhanced disclosure check.

If a person has a DBS check at the appropriate level from another organisation and is registered for the update service, it isn't necessary to apply for another DBS. To carry out a check for someone who already has a DBS check and has registered with the update service follow this link:

<https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>

For any areas of uncertainty this tool can be used to assess if a check is appropriate and what level is required: <https://www.gov.uk/find-out-dbs-check>

- For any sessions involving teaching, training or supervision of children, young people or adults at risk where parents or carers are not present, a member of DBS checked staff should be present at all times. If a member of staff, freelancer or volunteer is attending the group on a one off basis then a DBS check does not necessarily need to be undertaken as long as a DBS checked member of staff is present at all times.
- International freelancers working for The Spring with children, young people or adults at risk, where a DBS check is not possible, will need to be accompanied in the workshop and supported by a team member of The Spring or freelancer with an enhanced DBS check.

For staff managing activity described above where a check is required, the same level of check may be carried out for the managing member of staff.

Staff, freelancer and volunteer DBS checks must be renewed every 3 years unless they are registered with the update service, in which case The Spring should be given permission to access the record on request at 3 yearly intervals. We require all staff and volunteers undertaking a DBS check paid for by The Spring to register for the update service. Information on the update service can be found here:

<https://www.gov.uk/dbs-update-service>

A record of DBS certificate dates of issue for all staff, freelancers and volunteers will be kept and reminders issued when they are due for renewal.

An umbrella body can be used to process these checks.

Staff training

All new staff and trustees will be given a copy of this policy to read and an appropriate safeguarding briefing as a key part of their induction, with an opportunity for discussion and questions. This briefing will cover the procedures laid out in the Policy, which must be followed when necessary to ensure that prompt, appropriate and effective help is given to children, young people, adults at risk and their families. A summary of key parts of this policy will also be shared.

All permanent staff members of The Spring who regularly work with children, young people and adults at risk take part in safeguarding training every three years.

Wherever possible all volunteers, whatever their role, should undertake a safeguarding briefing as part of their induction.

All staff and volunteers will be alerted when any changes are made to the policy.

Contractual staff, freelancers and partner organisations

Where work that involves contact with children, young people or adults at risk is sub-contracted or carried out in partnership with others, contracts will ensure adherence to this policy (or ensure that the partner's policy is equivalent to this policy).

When working with other organisations:

- There will be a discussion with the partner organisation regarding their safeguarding policy and procedures
- Contractual clause or agreement in writing will be included re. equivalence of policy

When working with Freelancers:

- All freelancers will be issued with a copy of the Safeguarding policy and receive a briefing on The Spring's Safeguarding policy and good practice guidelines.

7. Allegations Against Staff

There are rare instances of abuse by people working with children, young people or adults at risk, including employees or freelance artists. Workers may also be subject to false allegations of abuse.

Regardless of whether a police and/or Children Social Work Service/Adult Social Services investigation follows, once reported, any allegations will be thoroughly investigated by the appropriate person within The Spring, following our complaints and/or disciplinary procedures.

This may involve an immediate suspension and/or ultimate dismissal from The Spring dependant on the nature of the incident. Whilst investigations are conducted, The Spring will ensure that the child, young person or adult at risk is safe and away from the person against whom the allegation is made.

The investigation will be conducted with the same rigour as a similar allegation made against someone in the community, with an open mind, and without regard for the status of the person concerned.

The DSL should discuss any allegations made against a member of staff with appropriate people from the The Spring Board (i.e. the Chair and Safeguarding lead). They should also inform the Local Authority Designated Officer (LADO).

Any outcomes such as dismissal should be shared with the Local Authority.

8. What To Do If You Are Concerned About A Child, Young Person Or Adult At Risk?

Staff or freelancers may become aware of a safeguarding issue in the following ways:

- a child, young person or adult's appearance, behaviour or statements cause suspicion of abuse and/or neglect
- a child, young person or adult reports an incident(s) of alleged abuse
- a third party or anonymous allegation is received
- a written report is made regarding the serious misconduct of a worker towards a child, young person or adult at risk
- becoming aware that the conduct of a worker towards a child, young person or adult at risk is inappropriate in relation to The Spring's safeguarding policy and has the potential to impact the well-being of those involved.
- a child is not collected at the end of a performance or event or is unaccompanied at a performance
- concerning or poor supervision by organisers of a group visit

If you see anything you're concerned about or a disclosure is made to you please note you're not expected to deal with situations of abuse or decide if abuse has occurred. However, you do have a responsibility to report any concerns, suspicions or allegations. This applies equally to artists and freelancers, part-time casual staff of The Spring and volunteers as it does to employees.

The Spring's procedure for reporting a child/adult protection disclosure or concern is simple.

If working **on site at The Spring**, please follow the steps below:

Complete a Record of Concern and Action Form and give it to the DSL within 24 hours.



If you feel the child/adult is in immediate danger or at risk of significant harm, keep them with you. If the DSL is absent, inform the Trustee with responsibility for safeguarding and send the completed form to them.



Once you have given the form to the DSL or the Trustee, it is unlikely you will need to take any further action. The DSL will inform you should they need any further information from you. Do not discuss the matter with anyone other than the CP team and remember they are there to support you.

If working **off site (i.e. in a community setting or school)**, please follow the steps below:

You must speak to the Designated Safeguarding Lead **before you leave the premises**. The setting will have their own procedures which you will need to follow; this may include completing a form for them.

If you believe the child/adult is in immediate danger or at risk of significant harm, keep them with you. Do not leave the premises until you are satisfied that the DLS is responding to the matter.



You must Complete a Record of Concern and Action Form. This must be completed and returned to the DSL at The Spring **within 24 hours**.



If you send the completed form to the DSL via email, you must write the following in the subject "Confidential: Safeguarding Concern". Do not use names in the body of the email as this is not secure.

9. Record of Concern And Action Form

Please complete this form to ensure any allegations or disclosures are fully documented and return it to the Designated Safeguarding Lead. They will follow up with the Local Authority if appropriate.

If an allegation has been made about the Designated Safeguarding Lead, please report to the Advisory Board and report to the local authority directly

If you know your DSL isn't available and you are concerned the situation can't wait, please contact the **NSPCC on 0800 800 5000** or the local authority Child or Adult Social Services (numbers in section 4).

If a child/young person or adult at risk is in immediate harm call the Police on 999.

Please then update the DSL as to your actions at the earliest possible opportunity.

SECTION A to be completed by the member of staff who is raising a concern or the member of staff to whom a child makes a disclosure	
Your name:	Position:
Date:	Time:
Event:	Seat Number (if relevant and known):
Name of child/young person or adult at risk:	Name of parent/carer (if known): If unknown can you describe who the child was with?
Date of birth/age (if known):	If unknown how old do they look?
Can you describe what you are concerned about? (eg Has there been a change in their behaviour? What have you observed?) Please attach additional pages should you need to.	

If a disclosure has been made please record exactly what the child, young person or adult at risk said in their own words and what questions you asked:

What action you have taken: (please tick any that apply)

Discussed concern with the DSL

(They will make a referral to Social Services if appropriate)

Contacted the Children's/Adult's Social Work Service directly if the above can't be reached immediately (please inform the DLS that you have done so)

In an emergency contacted the Police

Please provide the date/time and who you reported the concern to:

Other actions taken

Please list:

Signed:

Date:

SECTION B to be completed by designated personnel who made a referral to Social Services the Emergency Children's/Adult's Social Work Service	
Your name:	Position:
Date referral made:	Time referral made:
<p>Referral made to Child/Adult Social services (by DSL)</p> <p>Referral made to the Children's/Adult's Social Work Service (by staff in the absence of the above)</p> <p>Details of discussion held:</p>	
Signed:	Date:

SECTION C to be completed by the DSL	
Action taken or follow up required:	
Signed:	Date:

10. Good Practice Guidelines

Good practice guidelines for specific activities which regularly engage children, young people or adults at risk, such as creative programmes, artistic projects or productions:

Good Practice Advice:

- Always put the welfare of each child, young person or adult at risk first.
- Treat all children and young people and adults at risk equally, fairly and with respect and dignity.
- Always make sure you are working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets).
- Avoid contact or conduct that may be interpreted as having sexual connotations or which others may perceive as inappropriate.
- Any personal services if needed (taking to toilet etc) should be carried out only by an appropriately trained support worker.
- Be aware that any physical contact with a child, young person, or adult at risk may be misinterpreted. Given the physical nature of performance (drama and dance), some physical contact by freelance practitioners and other students may be necessary, but should never be inappropriate, of a sexual, threatening or aggressive nature.
- Physical contact will only take place with the consent of the child, in an open setting, and the purpose of the contact should be made clear.
- Build an appropriate relationship equally with all children, young people or adults at risk, avoiding favouritism.
- To ensure The Spring fulfils its responsibilities for safeguarding, all staff have an obligation to report any occasion on which the procedures in which they have been trained are not being followed by others.

Staff will not:

- Take photos, sound recordings or videos of children or adults at risk unless the appropriate consent forms have been completed and returned by a parent/carer.
- Use behaviour that frightens, embarrasses, demoralises or negatively affects an individual's self-esteem. Do not allow any bullying to take place.
- Restrain a young person or adult at risk

If you have concerns:

1. If you have any concerns that a child, young person or adult at risk is experiencing abuse, follow the flow chart and report to the DSL

2. Responding appropriately to a disclosure:

If a child, young person or adult at risk discloses anything to you, listen and reassure them that they are not to blame. Keep questions to a minimum but ensure you understand what they have said. For example, you could say: *"I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions. Listen carefully to what the child, young person or adult at risk has to say and take it seriously. Act at all times towards the child, young person or adult at risk as if you believe what they are saying. Don't promise to keep secrets and let them know that you'll need to tell someone else. Then follow the flow chart.

11. Social Media and Communications

As social media sites are widely used by adults and children, The Spring has put in place the following procedures to protect both staff, freelancers and children, young people and adults at risk:

- No staff, freelancers or volunteers working with children, young people or adult at risk will become a 'friend' or 'follower' of a child or adult at risk on any social networking site, or with anyone you have previously worked with under the age of 18yrs. This also includes private messages (DMs).
- Any member of staff using their personal technology to upload images to The Spring's networking pages, relating to our work with children, young people or adults at risk, will seek permission from the DSL. Images should be deleted immediately once uploaded from personal technology. Staff will not use these images for their own personal use or networking pages.
- If staff/freelancers are in a position of responsibility or influence with young people, they should consider having 'business' and 'private' social media accounts. However, please be aware that young people can follow public Twitter and Instagram accounts so be mindful of this.
- Staff will disclose to the DSL if a young person attempts to friend/follow or DM them on any social media platform.
- The Spring has active Facebook and Instagram accounts that anyone on these platforms can like or follow. Anything that gives a safeguarding concern will be flagged with the DSL.
- Cyberbullying will not be tolerated and will be taken very seriously. Inappropriate messages will be screenshotted and then deleted immediately backed by an email to the young person to explain why. Social media group members can be

removed if they've been inappropriate or abusive backed by an email explaining why.

- Staff must not exchange personal phone numbers or email addresses with children and young people. All communication should be between parent/carer and the relevant staff member at The Spring and will go through the appropriate channels which are The Spring telephone and email accounts.
- Audience members and parents/carers attending 'sharings' of children's work are only permitted to take photographs or videos of performances if permissions are obtained for all children participating, and parents are asked not to share these via any social media platform.
- In the event that the public areas of The Spring are being photographed or video recorded, staff should fully endeavour to ensure that all subjects of photos/filming are made appropriately aware that this is taking place – methods include written consent, signage, verbal consent, announcements made.
- For engagement events, where participants are likely to be participating without the attendance of carer, parent or school supervisor, The Spring's photo permission form should be completed by parents/carers of all children and young people who may appear in images/footage. If it is not possible to obtain written consent for all children or consent is refused, these children must not feature in any images.

12. General visits to The Spring

The Spring is a public space. All staff are aware of the need to protect children who visit The Spring. The presence of The Spring staff does not replace the need for parents or carers to supervise the children/adults in their care while on The Spring premises.

- Parents and guardians must stay with their children at all times, including in the theatre, museum, gallery spaces, play space and café.
- With the exception of participatory workshops, unaccompanied children under 16 will not be admitted to the theatre.
- All The Spring staff wear a name badge and are easily identifiable. Lost children should contact an easily identifiable member of staff.
- If a child is thought to be lost, The Spring staff will approach the child and look for the nearby parent/guardian. Lost children will be accompanied to the box office where an announcement will be made. If a person is thought to be behaving suspiciously our incident reporting policy will be implemented.
- The Spring has full Public Liability Insurance.

- Risk assessment of our premises and activities is carried out on a regular basis and action plans put in place to address specifically identified hazards and the means of eliminating or minimising them.

Accidents and illness

In the event of a child, young person or adult at risk suffering an accident during a visit to The Spring:

A member of staff trained in first aid will be on the premises during all public events. They will establish what further action needs to be taken and will put those measures in place.

First Aid Kits are located around the building as detailed in our Health and Safety Policy.

In most cases, injuries sustained can easily be treated by the first aider. If this is not the case the first aider will promptly contact the emergency services and the responsible parent/guardian and will ensure that the child is comforted until further help arrives. The first aider will stay with the family if possible.

Details of all accidents are entered in an accident book, kept in the Box Office. The accident book is reviewed quarterly by our Operations Manager.

The Spring staff cannot administer any form of medication, including paracetamol or aspirin.

13. Third Parties

All external companies, hirers, tenants and partner groups must make available a copy of their safeguarding policy for children, young people and adults at risk, to The Spring and to their users.

Where a partner group does not work with children, young people or adults at risk we do not expect the group to have such a policy, but all members must abide by The Spring's safeguarding policy. Members of such groups shall not be left in any position which would enable them exclusive access to vulnerable people.

14. Recognising the Signs and Symptoms of Abuse

Children And Young People

Recognising child abuse is not always easy. However, it is important that all staff, freelancers and volunteers understand the different forms of abuse that some children may experience and the signs and symptoms of such abuse.

Types of abuse include:

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child or young person.

EMOTIONAL ABUSE: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child or young person's emotional development. It may involve conveying to children or young people that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child or young person opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children or young people. These may include interactions that are beyond the child or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

NEGLECT: Is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury does not seem right.
- The child or young person discloses abuse or describes what appears to be an abusive act.

- Someone else (child or adult) expresses concern about the welfare of another child or young person.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

Other forms of abuse sometimes take place without there being obvious signs such as the cases where adults download inappropriate images of children or young people.

Peer on peer abuse

Peer-on-peer (often referred to as child on child) abuse is a safeguarding issue. Such abuse is most likely to include, but is not limited to:

- abuse in intimate personal relationships between peers
- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape and sexual assault
- sexual harassment, such as sexual comments, remarks and jokes either in person or online
- 'sexting' (also known as sharing self-generated indecent images)
- initiation/hazing-type violence and rituals
- upskirting
- criminal and sexual exploitation

Where there are any concerns about peer on peer abuse, these must be reported to the DSL following the steps on the flow chart.

Extremism and Radicalisation

Staff and volunteers should be vigilant to ensure that no person in the setting is exposed to extremism or is at risk of radicalisation. Extremists, driven by harmful ideologies, promote or justify actions which run directly contrary to our shared values (defined by the Government as democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs). This causes harm to society in general and is used to radicalise vulnerable people. Radicalisation is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Children can become exposed to extremist material and views associated with terrorist groups online and there is a risk that they will share this harmful content with their peers, but you should also be vigilant to the risk of other staff members promoting such views to the children in your setting. This exposure may be through sight of criminal acts that encourage or justify violence as well as, activities or information that glorify or incite terrorism, advocate honour killings, call for the deaths of members of the British armed forces, or actively promote hatred towards, other people or groups on the basis of their belief, opinion or background, or distribution of inflammatory materials.

Where there are extremism-related concerns, these should be reported to the DSL who will liaise with the local authority's Prevent lead or designated officer.

Adults At Risk

Abuse of adults can take many different forms, including:

PHYSICAL ABUSE: including hitting, slapping, pushing, kicking, misuse of medication, illegal restraint, or inappropriate physical sanctions;

DOMESTIC VIOLENCE: including psychological, physical, sexual, financial, emotional abuse; as well as so called 'honour' based violence, forced marriage and female mutilation;

SEXUAL ABUSE: including rape and sexual assault or sexual acts to which the Adult at Risk has not consented, or could not consent or was pressured into consenting. Sexual acts would include being made to watch sexual activity;

EMOTIONAL/PSYCHOLOGICAL ABUSE: including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks;

FINANCIAL AND MATERIAL ABUSE: including theft, internet scamming, coercion in relation to an adult's financial affairs or arrangements, such as wills, property, possessions or benefits; the misuse of an enduring power of attorney or a lasting power of attorney, or appointee ship;

MODERN SLAVERY: including human trafficking, forced labour and domestic servitude.

DISCRIMINATORY ABUSE: including abuse based on a person's race, gender, gender identity, age, disability, sexual orientation or religion or other forms of harassment, slurs or similar treatment or hate crime/hate incident.

NEGLECT AND ACTS OF OMISSION: including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;

ORGANISATIONAL ABUSE: including neglect and poor practice within, e.g. an institution or specific care setting such as a hospital or care home or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill – treatment. It can arise through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

SELF-NEGLECT: including a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

15. Whistleblowing

Whistleblowing is when someone raises a concern about dangerous or illegal activity or any wrongdoing within their organisation. It is a vital process for identifying risks to people's safety. It enables The Spring staff, freelancers, artists and young people to raise concerns that they may not feel able to raise through the organisation's standard safeguarding procedures.

The NSPCC has a dedicated safeguarding whistleblowing line

You should contact the Whistleblowing Advice Line if:

- your organisation doesn't have clear safeguarding procedures to follow
- you think your concern won't be dealt with properly or may be covered-up
- you've raised a concern but it hasn't been acted upon
- you're worried about being treated unfairly.

0800 028 0285

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>