



# EDGBASTON PRIORY CLUB

# Safeguarding Policy & Supporting Procedures

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# SECTION 1 – OUR SAFEGUARDING POLICY

## OUR POLICY STATEMENT

Edgbaston Priory Club acknowledges the duty of care to safeguard and promote the welfare of children and at-risk adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority and legislative requirements.

The policy recognises that the welfare and interests of children and at-risk adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all individuals:

- Have a positive and enjoyable experience of at Edgbaston Priory Club in a safe and centred environment.
- Are protected from abuse whilst participating in activities provided by Edgbaston Priory Club, or outside of the activity while attending or representing the club.

We acknowledge that some children and / or at-risk adults, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Actions taken by Edgbaston Priory Club will be consistent with safeguarding principles, ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the those concerned.

We expect contractors, suppliers, sponsors and any other partner organisation to adopt and demonstrate their commitment to the principles and practice as set out in this policy and associated procedures.

All bound by this policy are responsible for upholding high standards of conduct and professionalism and raising safeguarding concerns and allegations in accordance with our reporting procedures.

## KEY DEFINITIONS

### Child / Children

In England, a child is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

they are still legally children and should be given the same protection and entitlements as any other child (Department for Education, 2023).

### Parent / Guardian

A parent or legal guardian is a person who has the legal authority to make decisions on behalf of a child. This person can be a biological or adoptive parent, a guardian, a legal custodian, a resource family parent, a stepparent, or any person who has assumed responsibility for the care, custody, or control of a child.

### Adult at-risk

An adult at-risk is a person who is aged 18 year or over who;

'may be in need of community care services by reason of mental or other disability, age or illness,'

*and*

'is or may be unable to take care themselves, or unable to protect themselves against significant harm or exploitation.'

## SAFEGUARDING PRINCIPLES

Our safeguarding policy is underpinned by six key principles:

- The safety and welfare of children and adults at-risk is paramount above all else.
- All children and adults at-risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Everybody is responsible for safeguarding.
- All safeguarding concerns or allegations will be taken seriously and responded to swiftly and appropriately.
- We strive to create a culture and environment where everyone is empowered to protect themselves and others and feel confident raising concerns.
- We actively promote working together, and collaboratively work with our partner organisations, to ensure all children and adults at risk are safeguarded.

## MONITORING AND REVIEW

This policy will be reviewed annually, or before in the following circumstances:

- As a result of a change in legislation and / or government guidance.
- As required by the local safeguarding partnership, UK Sport, The Lawn Tennis Association, Squash England, or any other regulatory stakeholder.
- As a result of any other significant change or event.

## EXPECTATIONS

This Policy is applicable to all staff, coaches, committee members, volunteers, stakeholders, club members and visitors.

All staff, coaches, committee members, volunteers, stakeholders will:

- Be familiar with this Safeguarding Policy.
- Understand their role in relation to safeguarding.
- Be subject to Safer Recruitment processes and checks.
- Be subjected to an Enhanced DBS check should their role require one.
- Be alert to signs and indicators of possible abuse (See Section Two: Understanding different types of abuse and potential indicators).

Advice, guidance, and support is available from the Designated Safeguarding Lead, or the Deputy Safeguarding Lead(s).

## RESPONSIBILITY FOR POLICY IMPLEMENTATION

### **SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.**

- The Edgbaston Priory Club Board has overall accountability for this Policy and its implementation.
- The Designated Safeguarding Lead is responsible for updating this Policy in line with legislative and club developments.
- The Board Member for Safeguarding is responsible for ensuring this Policy is reviewed annually, or sooner as required.
- All individuals involved in / present at the Club are required to adhere to the Policy and their relevant Code of Conduct.

The Designated Safeguarding Lead for Edgbaston Priory Club is **John Lawrence**.

The appointed deputies are:

- Charlotte Brown
- David Lawrence
- Abbey Marshall

## **RECRUITMENT**

We operate a Safe Recruitment Policy and are committed to ensuring that people who work with children or adults at risk (including volunteers and self-employed individuals who we engage) are appropriately qualified for that role. This means that, where necessary, they will be required to undergo Criminal Records Checks through the Disclosure and Barring Service (DBS) in England and Wales, the Protection Vulnerable Groups (PVG) Scheme for those in Scotland, or the equivalent Overseas Criminal Records Check in their country of origin before being allowed to work.

## **TRAINING**

Edgbaston Priory Club appoints a Designated Safeguarding Lead (also known as Welfare Officer) who is trained to an appropriate standard and is re-accredited every three years. Deputies are also appointed and trained to the same standard.

An induction, which includes our safeguarding policies and procedures, reporting and recording arrangements, and details for the Welfare Officer, is also provided to all new staff, volunteers, coaches and any self-employed individuals who we engage.

## **SUPERVISING CHILDREN AND ADULTS AT-RISK**

Children under the age of 8 are required to have parental supervision whilst at our venue and not participating in any venue sessions, such as coaching lessons or holiday camps.

For coaching activities, we comply with the LTA guidance on coach-to-player ratios. For children aged under 8, children must be delivered directly into the care of the coach by the parent and picked up directly from the coach. Please note that it is not enough to drop off outside or at the front door of the venue. Parents must ensure that their child has been delivered to the coach.

Children under the stipulated age will not be allowed to leave a coaching session or camp unattended unless permission has been given in writing.

For other activities, e.g. away trips/matches, we will use the following adult-to-child ratios:

- 2:8 for children 10 and under.
- 2:10 for children aged 11 and over.

We may decide to have a greater adult-to-child ratio dependent on the needs of the children or identified risks. At least one of the supervising adults will, where possible, be the same gender as the children. Situations where a child has to leave a venue session, for example, to use the toilet, will also be supervised.

## **POSITIONS OF TRUST**

A person aged 18 or older who holds a position of authority or responsibility over a child or adult at risk is in a position of trust. Positions of trust are not defined by a qualification or job title, but by reference to the activity which the adult is carrying out in relation to the child or adult at risk, namely, coaching, teaching, training, supervising or instructing (including as a volunteer) on a regular basis.

People who are in a position of trust must be aware of the power imbalance they hold over children and adults at risk and not use this for personal advantage or gratification.

In June 2022, the Sexual Offences Act 2003 was changed to extend the abuse of position of trust offences to include where an adult is coaching, teaching, training, supervising or instructing a child under 18 years old within sport or religious settings. This means that under the Sexual Offences Act 2003, in England and Wales it is a criminal offence for a person in a position of trust to have a sexual or intimate relationship with a child under 18 years old, even if the relationship is deemed consensual. Therefore, any sexual activity (including online activity) between someone in a position of trust and a child under 18 years old will be formally reported as it may be a criminal offence.

## **MAKING SAFEGUARDING PERSONAL**

Legislation recognises that adults make choices that may mean that one part of their well-being suffers at the expense of another. Similarly, adults can also make a decision to risk their personal safety, for example to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

The concept of 'well-being' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

'Making Safeguarding Personal' means engaging an adult at risk in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Their views, wishes, feelings and beliefs will be taken into account when decisions are made about how to support them to be safe and finding the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If an adult at risk has difficulty making their views and wishes known, they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

Being able to live free from abuse and neglect is a key element of well-being. Any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of Harm.

## **MENTAL CAPACITY**

It is important to make sure an adult at risk has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell us their views.

If we are concerned that an adult at risk who has a lot of difficulty making their own decisions is being abused or neglected, we will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

Where possible, we will always seek to obtain the consent from an adult at risk before sharing information about them with others, however there are some circumstances where we will need to act without their consent and these include where:

- it is not safe to contact them to gain their consent – i.e. it might put them or the person making contact at further risk.
- we believe they or someone else is at risk, including children · we believe the adult at risk is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult at risk does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

When information is shared without the consent of the adult at risk this will be explained to them, when it is safe to do so, and any further actions should still fully include them.

## **CONFIDENTIALITY**

All safeguarding concerns and allegations will be dealt with confidentiality by the Designated Safeguarding Lead, or in their absence one of the Appointed Deputies, on a need-to-know basis, not only to maintain the privacy of the individuals involved but also to ensure that evidence or any investigation is not compromised. All people involved in a safeguarding concern or allegation should similarly ensure they maintain high levels of confidentiality.

There may be circumstances where an individual raising a safeguarding concern or allegation does not wish to be named. It is not possible to assure anonymity, as in some circumstances individuals will need to be named (for example, where it is necessary in order to carry out a fair disciplinary process).

## **INFORMATION SHARING AND RETENTION**

In certain situations, we may be required to also information with statutory agencies and other relevant organisations where it is considered necessary and proportionate to prevent or manage the risk of harm to children or adults at risk.

We follow the UK Government's Information Sharing Advice for Safeguarding Practitioners which describes the '7 Golden Rules' of information sharing:

- Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk.
- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Further details on the above guidance can be found at:

<https://www.gov.uk/government/publications/safeguardingpractitioners-information-sharing-advice>

When sharing safeguarding information, we will keep a dated record of:

- what has been shared;
- with whom; and
- for what purpose.

This should include, where applicable, a record of any steps taken to secure, protect or minimise personal data, any express limitations placed on the onward use of the information, and a record of the basis for sharing.

Where safeguarding information is concerned, we operate in line with best practice which is for long term (e.g. lifetime) retention of relevant documentation.

## **WHISTLEBLOWING**

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This can include:

- your or another organisation doesn't have clear safeguarding procedures to follow.
- concerns aren't dealt with properly or may be covered up.
- a concern that was raised hasn't been acted upon.
- you are worried that repercussions are likely to arise if you raise a concern.

This applies to incidents that happened in the past, are happening now, or may happen in the future.

Whistleblowers should contact the Designated Safeguarding Lead (Welfare Officer) in the first instance. If the whistleblower does not wish to speak to someone within the venue or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## **DIVERSITY AND INCLUSION**

Edgbaston Priory Club has a standalone Diversity & Inclusion Policy that sets out our commitment to Diversity and Inclusion, and includes our Safe and Inclusive Standards, Code of Conduct and Reporting Procedures, and it supports our overall aims for diversity and inclusion that are to ensure that:

- Edgbaston Priory Club is diverse and inclusive.
- Diversity and inclusion are embedded in our club's culture and our behaviours.

- We create a culture where inclusive leadership thrives.
- We take a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.

To achieve these aims we believe that everyone involved in Edgbaston Priory Club has a vital role to play in promoting diversity and inclusion and we ask everyone to become Safe and Inclusive Champions – proactively promoting a Safe and Inclusive environment and taking action against all forms of discrimination.

We are proud to have a Diversity and Inclusion Policy that demonstrates our commitment to making Edgbaston Priory Club diverse and inclusive.

These commitments are fully supported by the Edgbaston Priory Club Board.

Together we can make a positive difference to people from different backgrounds to participate in activities at our Club.

*The full version of this policy can be viewed on request.*



# SECTION 2 – SAFEGUARDING IN PRACTICE

## THE SAFEGUARDING TEAM

Edgbaston Priory Club appoints a Designated Safeguarding Lead (also known as Welfare Officer) who is trained to an appropriate standard and is re-accredited every three years. Deputies are also appointed and trained to the same standard.

## DESIGNATED SAFEGUARDING LEAD, DEPUTIES AND CONTACT DETAILS

The Designated Safeguarding Lead for Edgbaston Priory Club is:

<b>Name</b>	John Lawrence
<b>Job Role</b>	Head Groundsman
<b>Telephone No.</b>	07837 263 637
<b>Email Address</b>	<a href="mailto:John.lawrence@edgbastonpriory.com">John.lawrence@edgbastonpriory.com</a>

The nominated Deputies are:

<b>Name</b>	Charlotte Brown
<b>Job Role</b>	Head of Operations
<b>Telephone No.</b>	
<b>Email Address</b>	<a href="mailto:Charlotte.brown@edgbastonpriory.com">Charlotte.brown@edgbastonpriory.com</a>

<b>Name</b>	David Lawrence
<b>Job Role</b>	Head of Facilities
<b>Telephone No.</b>	07772 833 645
<b>Email Address</b>	<a href="mailto:David.lawrence@Edgbastonpriory.com">David.lawrence@Edgbastonpriory.com</a>

<b>Name</b>	Abbey Marshall
<b>Job Role</b>	Racquets & Junior Coordinator
<b>Telephone No.</b>	0121 446 3193
<b>Email Address</b>	<a href="mailto:Abbey.marshall@edgbastonpriory.com">Abbey.marshall@edgbastonpriory.com</a>

## CODES OF CONDUCT

Edgbaston Priory Club has codes of conduct related to safeguarding which everyone associated with the club is expected to abide by. These include specific codes of conduct for staff & coaches, parents & guardians, and juniors.

These codes of conduct can be viewed within the appendices of this policy.

## TYPES OF ABUSE

The NSPCC identifies 12 types of abuse that children may be at risk of experiencing:

- Bullying and cyberbullying.
- Child sexual exploitation.
- Child trafficking.
- Criminal exploitation and gangs.
- Domestic abuse.
- Emotional abuse.
- Female genital mutilation.
- Grooming.
- Neglect.
- Non-recent abuse.
- Online abuse.

- Physical abuse.
- Sexual abuse.

The Social Care Institute for Excellence (SCIE) identifies 10 types of abuse that adults at risk may be at risk of experiencing:

- Physical abuse.
- Domestic violence or abuse.
- Sexual abuse.
- Psychological or emotional abuse.
- Financial or material abuse.
- Modern slavery.
- Discriminatory abuse.
- Organisational or institutional abuse.
- Neglects or acts of omission.
- Self-neglect.

Further information on types of abuse, and potential indicators, can be found via the below resources:

NSPCC – [www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/](http://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/)

SCIE - [www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse](http://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse)

## LOW LEVEL CONCERNS

**No matter how insignificant a potential concern may seem, it is imperative that it is reported to the Designated Safeguarding Lead or a Deputy so that it can be investigated.**

**Minor seeming concerns may form part of a bigger picture.**

A low-level concern (which can also be known as poor practice) is behaviour that falls short of abuse towards a child and does not meet the allegation threshold or a referral to the Local Authority Designated Officer (LADO, England and Wales only), but which nevertheless harms or places a child at risk of harm or has a negative effect on the safety and well-being of children.

An 'allegation' means that it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Have behaved in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to a child but could, for example, include an arrest for possession of a weapon.
- Have, as a parent or carer, become subject to child protection procedures.

A low-level concern is any concern - no matter how small, and even if no more than a 'nagging doubt' - that an adult may have acted in a manner which:

- Is not consistent with the relevant Code of Conduct, and/or.
- Relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children.

Low level concerns are not acceptable and should be reported to the Designated Safeguarding Lead or a Deputy. Reporting such concerns should allow any potential patterns of concerning, problematic or inappropriate behaviour to be identified, and ensure that no information is potentially lost.

## RESPONDING TO A SAFEGUARDING CONCERN OR ALLEGATION

Everyone has a responsibility to ensure the safety and welfare of children and adults at risk and to take appropriate steps to ensure that safeguarding concerns and allegations are taken seriously and responded to quickly and appropriately, even if the safeguarding concern or allegation may not have occurred recently.

It is advisable to discuss safeguarding concerns or allegations with the adult at risk, or the child's parents in the first instance except where this may place the adult at risk, a child, or someone else, at increased risk.

**It is not the responsibility of any individual staff to investigate any safeguarding concern or allegation, nor determine whether abuse has taken place.** All concerns must be responded to in accordance with the Reporting a Safeguarding Concern Procedure.

Once a safeguarding concern has been reported to the Designated Safeguarding Lead (or Deputy) they will triage and determine next steps, including whether further escalation / reporting to external bodies is appropriate, or whether another course of action is required.

## RESPONDING TO A DISCLOSURE OF ABUSE

If a child or adult at risk discloses that he or she has been abused or is at risk of abuse:

- Listen carefully and calmly to what is said.
- Reassure them that they have done the right thing and what they have told you is very important.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Ask for their consent for the information to be shared (adults only).
- Let them know that you will need to speak to the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.
- Do not seek to investigate it yourself or let doubt/personal bias prevent you from reporting the allegation.
- Make an arrangement as to how you can contact them safely (adults only).
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support, etc).
- Ensure that their immediate needs are met and that the priority is their safety and protection from further risk of harm.
- Record details of the disclosure as soon as possible (but not during the disclosure) and report to the Designated Safeguarding Lead (or Deputy).

# SECTION 3 – RELATED POLICIES AND PROCEDURES

## USE OF REASONABLE FORCE

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and / or at-risk adults. The term 'reasonable force' covers the broad range of actions used by individuals that involves a degree of physical contact to control or restrain those at risk of harm, or of causing harm. This can range from guiding a child or at-risk adult to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child or at-risk adult needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between individuals or blocking an individual's path, or active physical contact such as leading an individual by the arm out an area.

**In all circumstances, the use of force is only permissible as a last resort.**

Edgbaston Priory Club has a full 'Reasonable Force Policy' which can be viewed independently of this document.

## USE OF TRANSPORT

It is the responsibility of parents to ensure appropriate transport arrangements are in place for their children when travelling to and from the venue. Similarly, it is the responsibility of the adult at risk (or their carer) to ensure transport arrangements are in place.

Coaches and other staff / volunteers are not responsible for transporting children or adults at risk to and from the venue or other locations (except if it is an emergency) unless it is as part of a venue organised trip in which case the following measures will be in place.

- The adult at risk or child's parents are informed of the destination, reason for the journey and who the driver will be.
- The adult at risk or child's parents returns a completed consent form and the driver will have a copy of this and emergency contact details during the journey.
- There will be two adults in the front of the car, irrespective of the number of children or adults at risk being transported.
- Children or adults at risk are always seated in the back of the vehicle.
- If there is a mixture of female and male children or adults at risk, we will seek to have adults of matching gender where possible.
- There is an established procedure in the event of a breakdown/emergency.
- The driver has a valid UK driving license, DBS, correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints.

Edgbaston Priory Club has a full 'Transport Policy' which can be viewed independently of this document.

## DOMESTIC & INTERNATIONAL TRIPS (INCLUDING OVERNIGHT STAYS)

Edgbaston Priory Club operates a 'Travel Policy' for trips organised directly by Edgbaston Priory Club. Where a domestic or international trip is organised by Edgbaston Priory Club this policy must be followed, and the pre-trip information pack completed by the trip leader and approved by the Designated Safeguarding lead.

## REGIONAL PLAYER DEVELOPMENT CENTRE (RPDC)

Edgbaston Priory Club operates an LTA Regional Player Development Centre (RPDC). The lead coach for the RPDC is **David Brewer**. The RPDC is subject to the overall Edgbaston Priory Club Safeguarding Policy and associated policies and procedures.

## THE NEST (CRECHE)

Edgbaston Priory Club operates its own onsite creche (The Nest). The member of staff with overall responsibility for the operation of the creche is the Head of Operations, **Charlotte Brown**.

The creche is subject to the overall Edgbaston Priory Club Safeguarding Policy and associated policies and procedures. In addition, the creche has its own supplementary safeguarding policy and guidelines related specifically to its intended clientele.

**RELATED POLICY REGISTER AND REVIEW SCHEDULE**

<b>Policy No.</b>	<b>POLICY / GUIDANCE DOCUMENT</b>	<b>DATE OF ISSUE</b>	<b>NEXT REVIEW DATE</b>
1	Anti-bullying policy	January 2024	January 2026
2	Behaviour policy	January 2024	January 2026
3	Child-on-child abuse policy	January 2024	January 2026
4	Code of conduct – juniors (members / non-members)	January 2024	January 2026
5	Code of conduct – adults (parents / guardians / members)	January 2024	January 2026
6	Code of conduct - staff	January 2024	January 2026
7	Creche (The Nest) safeguarding policy and procedures	TBC	TBC
8	Diversity and inclusion policy	January 2024	January 2026
9	Online safety policy	January 2024	January 2026
10	Photography and filming policy	January 2024	January 2026
11	Reasonable force policy	October 2018	January 2026
12	Safeguarding at events	January 2024	January 2026
13	Safeguarding concern form	January 2024	January 2026
14	Safer recruitment policy	January 2024	January 2026
15	Travel policy	January 2024	January 2026
16	Travel policy risk assessment template	January 2024	January 2026
17	Use of changing facilities policy	January 2024	January 2026
18	Whistleblowing policy	March 2019	March 2024

# SECTION 4 – TYPES OF ABUSE

## CHILDREN & YOUNG PEOPLE

The NSPCC identifies 13 types of abuse that children may be at risk of experiencing:

- Bullying and cyberbullying.
- Child sexual exploitation.
- Child trafficking.
- Criminal exploitation and gangs.
- Domestic abuse.
- Emotional abuse.
- Female genital mutilation.
- Grooming.
- Neglect.
- Non-recent abuse.
- Online abuse.
- Physical abuse.
- Sexual abuse.

Further information, including potential signs of abuse, can be found by visiting the NSPCC website (<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-sexual-abuse/>)

### Bullying & Cyberbullying

Bullying is intentional 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.

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 phone. A person can be bullied online and offline at the same time.

### Child sexual exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. It happens when a child or young person is coerced, manipulated or deceived into sexual activity in exchange for things that they may need or want like gifts, drugs, money, status and affection. Children and young people are often tricked into believing they're in a loving and consensual relationship so the sexual activity may appear consensual. This is called grooming and is a type of abuse. They may trust their abuser and not understand that they're being abused. CSE does not always involve physical contact, and can also occur through the use of technology.

### Child Trafficking

Trafficking is where children and young people are tricked, forced or 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.

### Criminal Exploitation and Gangs

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

### Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. It can also happen between adults related to one another. It can seriously harm children and young people, and experiencing domestic abuse is child abuse.

It's important to remember that 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.

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

- kicking, hitting, punching, cutting or throwing objects
- 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 to another family member or pet.

Being exposed to domestic abuse has serious consequences for children and young people; and it can affect how they feel, think and behave in harmful ways.

### Emotional Abuse

Emotional abuse is any type of abuse that involves the continual emotional 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 a 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.

### Female Genital Mutilation

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.

### Grooming

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Children and young people who are groomed can be sexually abused, exploited or trafficked.

Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

### Neglect

Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse<sup>2</sup>. 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.

### Non-recent Abuse

Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: there's no excuse for abuse.

You might have known you were abused for a very long or only recently learnt or understood what happened to you. Whether the abuse happened once or hundreds of times, a year or 70 years ago, whatever the circumstances, there's support to help you. It's never too late.

### Online Abuse

Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- live-streaming sites.

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

### 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.

It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell.

### Sexual Abuse

When a child or young person is sexually abused, they're forced, tricked or manipulated into sexual activities. They might not understand that what's happening is abuse or that it's wrong for the abuser to do this to them. They might be afraid to tell someone or behave as though this is normal for them to experience, both are valid for the child to be displaying. Sexual abuse can happen anywhere – and it can happen in person or online.

It's never a child's fault they were sexually abused – it's important to make sure children know this.

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

### Adults at risk

The Social Care Institute for Excellence (SCIE) identifies 10 types of abuse that adults at risk may be at risk of experiencing:

- |                                     |  |
|-------------------------------------|--|
| • Physical abuse.                   | • Modern slavery.                        |
| • Domestic violence or abuse.       | • Discriminatory abuse.                  |
| • Sexual abuse.                     | • Organisational or institutional abuse. |
| • Psychological or emotional abuse. | • Neglects or acts of omission.          |
| • Financial or material abuse.      | • Self-neglect.                          |

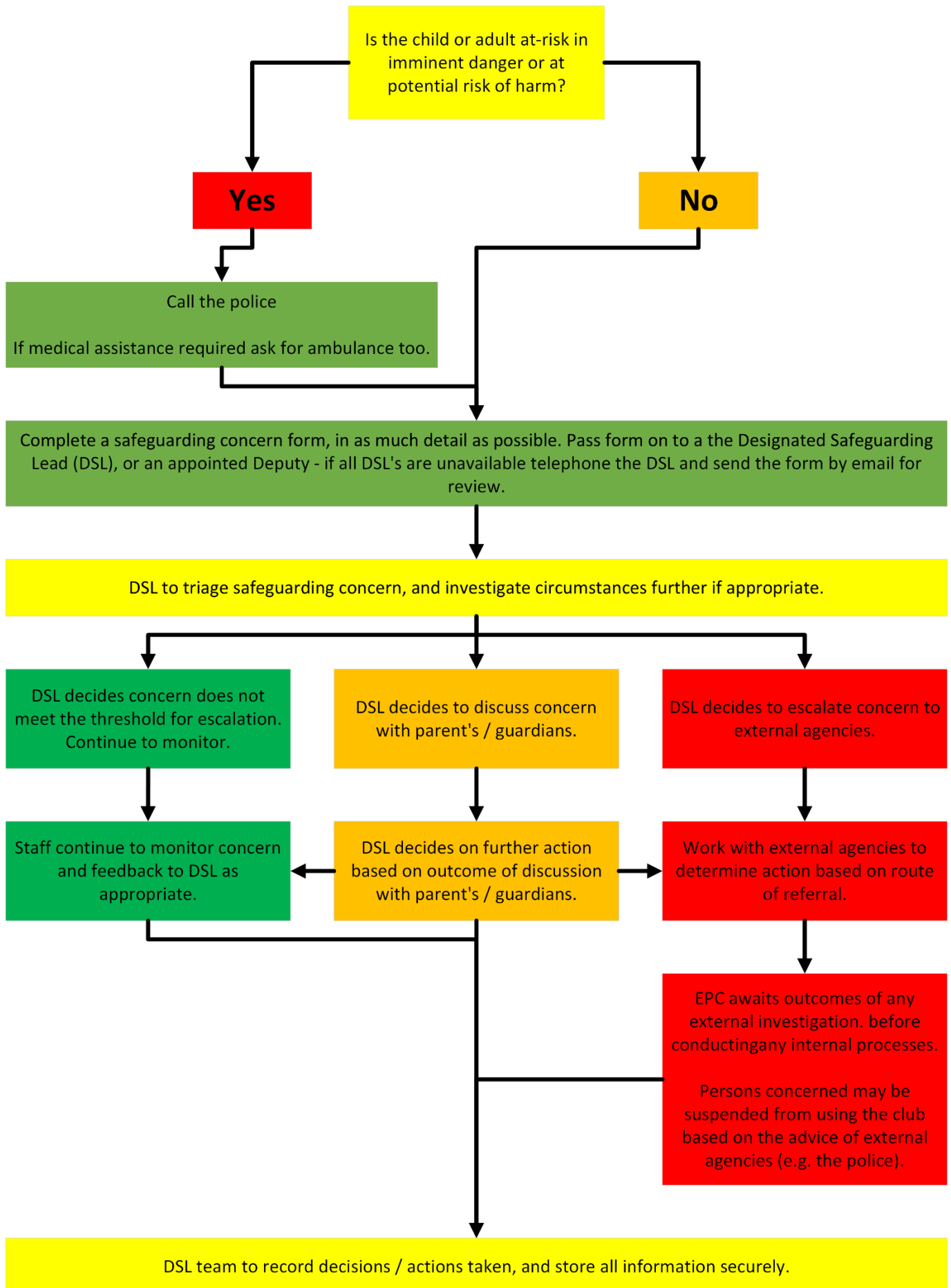
Further information on types of abuse, and potential indicators, can be found by visiting the SCIE website ([www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse](http://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse)).



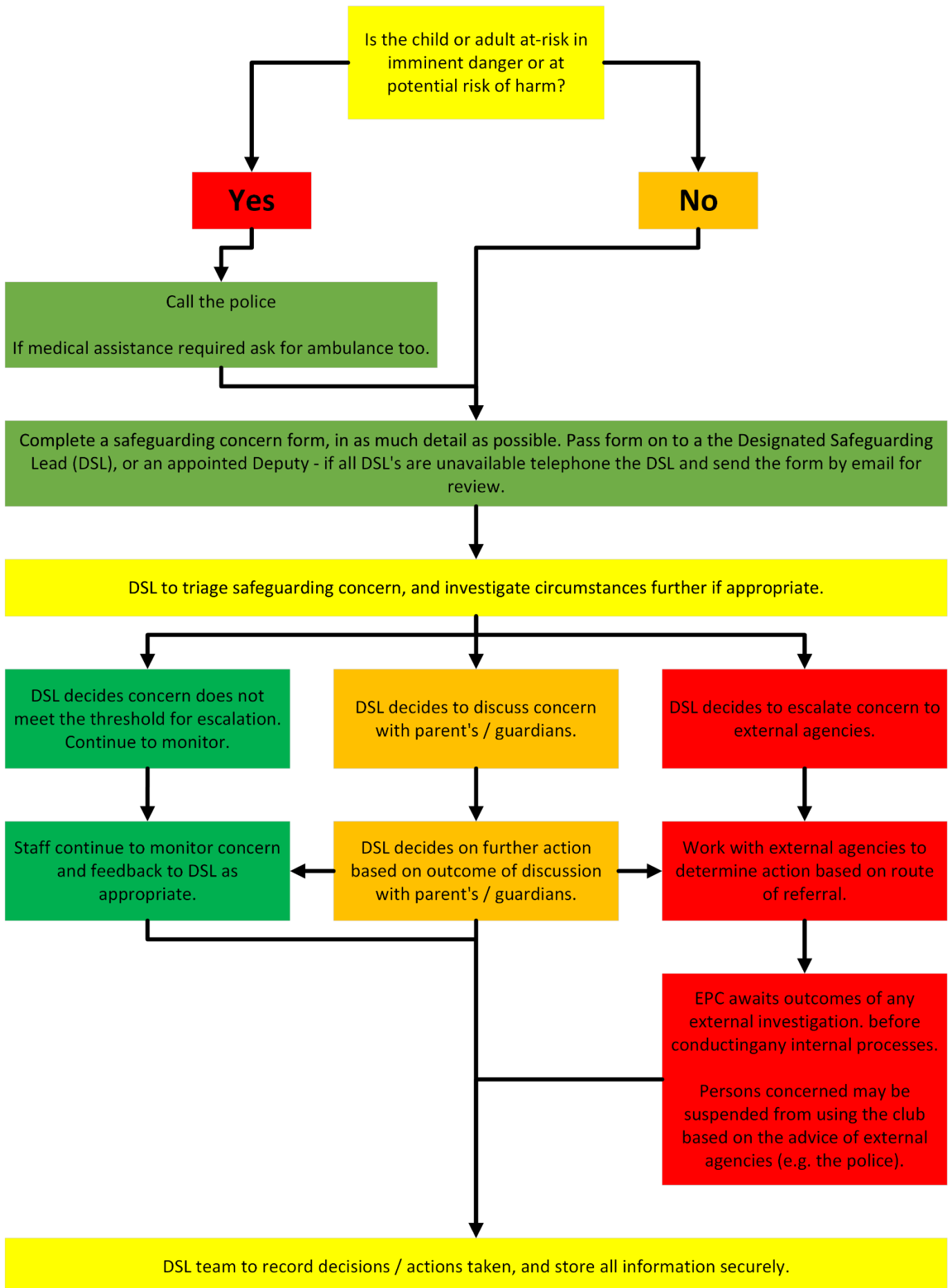
# SECTION 1 – APPENDIX

Quick reference flow charts

**Child or adult at-risk makes a disclosure to you regarding potential abuse**



**You're made aware of safeguarding concerns relating to a child or at-risk adult by a third party.**



**You're made aware of concerns relating to the suitability of another person to work with / be around children or adults at risk**

