

# Birmingham City FC

## Safeguarding Children and Vulnerable Adults Policy

Date of Policy: December 2020

Policy Amended: February 2021

Policy Review Date: December 2021

| This policy has been reviewed and approved in February 2021 by:                                      |                                     |   |
|--|-------------------------------------|---|
| Dong Ren   | CEO<br>Board Safeguarding Lead      |  |
| Lungi Macebo   | COO and Senior Safeguarding Manager |  |
| Danetta Powell   | Club Safeguarding Manager           |  |
| Mike Dodds   | Head of Academy                     |  |
| This policy is to be reviewed in December 2021 or in the event of any serious safeguarding incident. |                                     |   |



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## 1.0 Introduction

### 1.1 Definitions

Safeguarding is the act of promoting children's welfare and protecting them from harm. Safeguarding as defined by NSPCC is:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes

"As per the definitions set out in the Children Act 1989, a 'child' is anyone who has not yet reached their 18th birthday. It also includes unborn children.

Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if he/she:

- Has a learning or physical disability
- Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
- Has a reduction in physical or mental capacity
- Is in the receipt of any form of healthcare
- Is detained in custody
- Is receiving community services because of age, health or disability
- Is living in sheltered or residential care home
- Is unable, for any other reason, to protect himself/herself against significant harm or exploitation" (National Children's Bureau, 2018)

### 1.2 Club's Commitment

Birmingham City Football Club is committed to promoting children's welfare and protecting them from harm. We believe that all children and young people:

- Have the right to be protected from harm, abuse and neglect
- Have the right to an education and to feel safe in their educational setting
- Are supported according to their individual needs
- Should be encouraged to respect the values of other people
- Have the right to express their views, feelings and wishes
- To be supported in nurturing their social, emotional and mental health and well-being

### 1.3 Club's Responsibilities

Birmingham City Football Club will contribute to protecting children and young people through the prevention of abuse, victimisation, bullying (including homophobic, bi-phobic, trans-phobic and cyber-bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviour.

The Club accept that all staff and visitors have a role to play in safeguarding our young people.



## 2.0 Aims of the policy

This policy will contribute to the safeguarding and protection of the young people affiliated with the Club by:

- Clarifying the expected standards of behaviour for staff, players and parents
- Encouraging open and honest relationships between staff, parents and players
- Alerting staff to the signs of abuse
- Detailing best practice procedures for staff

## 2.1 Monitoring of the policy

This policy will be reviewed a year after development and annually thereafter or in the following circumstances:

- Changes in legislation or national guidance
- As required by the Birmingham Safeguarding Children's Board
- As a result of any other significant change in the Club
- As a result of a review of a serious safeguarding failure

## 3.0 Expectations

### 3.1 Club expectations of staff

All staff and visitors will:

- Be familiar with and adhere to all guidance in this safeguarding policy
- Understand their responsibility for safeguarding
- Be subject to Safer Recruitment processes and checks, regardless of whether they are a new starter, volunteer or contractor
- Be alert to signs and of possible abuse
- Record any concern and pass a record of their concern directly to the DSL or a deputy DSL
- Deal with a child/young person's disclosure of abuse in line with the guidance provided in this policy

All staff have a 'Duty of Care' towards all the children and young people you come into contact within the course of your employment.

The Club recognises that:

- Working within professional sport can be attractive for someone who wants to harm children.
- The close proximity of staff in an intense and competitive atmosphere can place child and adults in vulnerable situations.

Relationships between staff and young people must, at all times, be professional.

### 3.2 Staff expectations of the Club

All staff can expect to receive annual Safeguarding training and update briefings as appropriate. Key staff will undertake more specialist safeguarding training as recommended by the FA.



## 4.0 Club Designated Safeguarding Leads

### 4.1 DSL

The Club's DSL is Danetta Powell. Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL. This responsibility should not be delegated.

### 4.2 Deputy DSLs

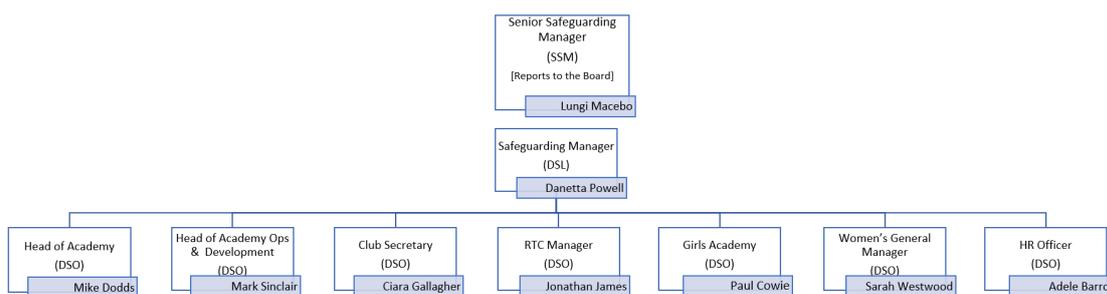
The deputy DSLs will support the DSL within the role and take lead when the DSL is not on site. They are:

- Adele Barron
- Ciara Gallagher
- Mike Dodds
- Mark Sinclair
- Sarah Westwood
- Paul Cowie
- Jonathan James

### 4.3 DSL Training

Our DSL and any deputies must undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated annually.

Birmingham City FC Safeguarding Structure



## 5.0 Safeguarding Information

### 5.1 Confidentiality

Safeguarding information will always be treated in a confidential manner. Wider staff will be informed any relevant information as and when the DSL deems this appropriate; and believes that sharing this information will allow staff to better support the child/young person.



## 5.2 Records

Safeguarding records will be stored securely in a central place overseen by the DSL and be kept separate from player files. Individual files will be kept for each child/young person. Records will be kept for at least the period during which the young person is registered with the Club, and beyond that in line with current data legislation.

## 5.3 Sharing Information

Parents should be made aware of what information the Club keeps about their children and should always be informed of any concerns staff may have. However, staff should not disclose any information to parents if the sharing of this information might put the child at risk of significant harm.

In the instance of a player's registration transferring to another Club, Birmingham City FC may share safeguarding records with them in the interests of continuing any support the player needs. A player and/or their parents will be informed should this occur.

## 5.4 Working with partners and commissioned services

We are committed to working closely with other organisations within sport and child protection so that we can identify, address and eradicate bad practice and in turn better protect our children and vulnerable adults.

# 6.0 Club Culture

## 6.1.1 Safer Recruitment

The Club is committed to safer recruitment and follows the NSPCC's Child Protection in Sport's guidance. We will ensure anyone undertaking a role that involves contact with or responsibility for children (or other vulnerable groups) will be taken through a safer recruitment process. A copy of our safer recruitment policy can be sourced from our HR department.

Our safer recruitment procedure includes:

- a clear job description and person specification
- creating an advertisement for the post
- standardised application form to gather relevant information about each applicant
- requirement of specific written references
- interviews of shortlisted applicants
- for relevant posts, undertaking a criminal records check - Disclosure and Barring Service (DBS)
- risk assessment of any concerning information
- verifying qualifications and experience
- recording recruitment decision
- induction to the role (including safeguarding policies and procedures, safeguarding training, staff handbook)
- for relevant posts, attending the FA Safeguarding Children and Welfare workshop
- probationary period

The Club's COO, Safeguarding Manager, HR department and relevant HOD's have all completed safer recruitment training and at least one of these persons will always be involved in a recruitment process and sit on an interview panel.



All staff are to complete an annual YD2 form (self-declaration) and note the conditions under data protection GDPR and the use of data.

Third party contractors such as cleaners, maintenance, etc shall be vetted for suitability to be on site. A service level agreement shall be established with the third party that outlines the club commitment to safeguarding, the club safeguarding statement and reporting concerns procedures.

These contactors must not work unsupervised on club premises. The contractors shall be issued with club I.D. passes whilst on site and shall sign in and out of the site.

Where a contactor or non-organisation staff are engaged on a regular basis consideration should be given for the individual to apply for an enhanced DBS.

### 6.1.2 DBS

Birmingham City Football Club uses the Disclosure Service to assess the suitability of an applicant to work with children and young people.

No applicant who is conditionally offered a position of trust within the Club should commence employment with the Company before satisfactory clearance has been received.

All staff including trustees in a position of trust will be required to undergo regular Enhanced Disclosure Clearances, normally every three years, as a condition of their contract of employment. Should an employee's position of trust change, or they move to another position of trust within the Club, they may be required to undergo further disclosure clearance depending on the nature of their additional duties/new position.

A single central record for the purposes of safer recruitment is maintained by the Club's HR office, which details the DBS clearances for staff.

### 6.1.3 References

At least two references will be required. One should normally be from the applicant's current or most recent employer. If a reference raises any concern the matter should be referred to the Club Safeguarding Manager and/or the Club HR Office.

All staff working or likely to work with Children under 8 years shall be liable to "Disqualification by Association" recruitment process. This requirement will comply with the Local Authority policies for schools as set out by Ofsted.

KCSIE 18 Amended. Updated June 2020. Comes into force on 1st September 2020 and shall apply to the Academy and RTC.

## 6.2 Staff Induction

All staff must be aware of systems within the Club which support safeguarding, and these should be explained to them as part of staff induction. This should include:

- The safeguarding policy
- The staff code of conduct
- The role of the DSL (including the identity of the DSL and any deputies)



## 6.3 Whistleblowing

We are committed to ensuring that all of us have a safe, reliable, and confidential way of reporting any suspicious activity. We want each and every member of staff to know how they can raise concerns.

We all have a responsibility to help detect, prevent and report instances of bribery. If you have a concern regarding a suspected instance of bribery or corruption, please speak up – your information and assistance will help. The sooner you act, the sooner it can be resolved.

Preferably the disclosure will be made and resolved internally (e.g. to your Line Manager/Head of Department). Secondly, where internal disclosure proves inappropriate, concerns can be raised under the Whistleblowing Policy. Raising concerns in these ways may be more likely to be considered reasonable than making disclosures publicly (e.g. to the media). Staff can locate the Whistleblowing Policy in the Staff Handbook which can be found in your induction folder, a copy can also be obtained from the Club's HR department.

Concerns can be anonymous. In the event that an incident of bribery, corruption, or wrongdoing is reported, we will act as soon as possible to evaluate the situation.

Staff who refuse to accept or offer a bribe, or those who raise concerns or report wrongdoing can understandably be worried about the repercussions. We aim to encourage openness and will support anyone who raises a genuine concern in good faith under this policy, even if they turn out to be mistaken.

We are committed to ensuring nobody suffers detrimental treatment through refusing to take part in bribery or corruption, or because of reporting a concern in good faith.

## 7.0 Personal Media

Online technology continues to advance and change the way people communicate and interact on a daily basis. Our Club, coaches and other involved in our provision for young people are increasingly using the internet and social media to communicate with them. Whilst these form of digital media and communication can provide great benefits, we fully appreciate the potential safeguarding risks they pose. As such the Club provides clear guidance for its staff and players to adhere to in the interests of keeping everyone safe.

### 7.1 Staff personal media guidance

The Club makes the following commitments:

- To monitor social networking pages regularly.
- To gain consent from parents before any access is given to a young person under the age of 18 (e.g WhatsApp groups).
- To always use group messages rather than message a young person directly and to ensure that parents and a DSL are copied into any communication with a young person.
- For all communications with young people to only be related to Club specific activities.
- Staff will not 'friend' or 'follow' a young person from their personal social media accounts.
- Staff will not communicate with a young person via personal accounts or private messages.
- Staff will avoid contacting a young person outside of usual office hours.
- All messages to a young person will be signed off in a professional manner.



## 7.2 Young players personal media guidance

The Club wants all its young people to be able to use the internet and social media safely and fully appreciates all the benefits that this can bring.

The Club has an acceptable use statement for internet and social media use (Appendix 1) which must be agreed to by all young players and their parents.

## 7.3 Guidance and procedures for youth produced sexual imagery

Youth produced sexual imagery is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'sexting'.

### 7.3.1 Guidance for staff

What to do if an incident involving 'sexting' comes to your attention:

(In keeping with guidance from the UK Council For Child Internet Safety and KCSIE 2019.)

**Report it to your Designated Safeguarding Lead (DSL) immediately.**

- Never view, download or share the imagery yourself, or ask a child to share or download – this is illegal.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL.
- Do not delete the imagery or ask the young person to delete it.
- Do not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL.
- Do not share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- Do not say or do anything to blame or shame any young people involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSL.

### 7.3.2 Guidance for players

Sexting can be seen as harmless but creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law if they:

- Take an explicit photo or video of themselves or a friend.
- Share an explicit image or video of a child, even if it's shared between children of the same age.
- Possess, download or store an explicit image or video of a child, even if the child gave their permission for it to be created.

## 8.0 Codes of conduct

There are three codes of conducts that are revised and circulated annually:

- Academy Parents and Carers
- Staff and Volunteers



- Academy Players

They are each designed to give clear guidance on the standards of behaviour expected by the Club. The Club will always investigate and action breaches of their codes of conduct.

## 9.0 Prevention of abuse

Whilst we have a DSL and deputy DSLs in place, we will encourage a culture of shared responsibility for the safeguarding of our young people.

We will provide young people to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.

We will ensure all staff are aware of the signs and indicators of abuse and are confident on how to respond.

We will keep accurate records of all concerns, escalating and referring where appropriate.

We will operate an open and honest environment where young people feel they have a trusted adult to confide in.

We will put the well-being of our young people at the centre of all our decisions.

## 10.0 Responding to and reporting concerns

The reporting of concerns is the responsibility of all staff at the Club. All concerns should be reported to a DSL using the incident reporting portal. The Safeguarding Manager will monitor all concerns which have been logged and action accordingly.

The Responding To A Concern flowcharts should be followed in all cases. (Appendices 2.1, 2.2, 2.3)

All allegations or suspicions and concerns are to be treated seriously and without delay. It is imperative that all reporting of an allegation made by a child is recorded in the 'child's voice' (i.e. as they have described it to you, without interpretation, bias or judgement).

Where there is evidence of immediate harm then the employee should phone 999 and report the incident to the Police.

## 11.0 Safeguarding those at risk of radicalisation

It is important that all staff are familiar with what radicalisation is and how to identify early indicators of radicalisation in people they are working with.

The Club requires that all staff working with children and vulnerable adults completes PREVENT training.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Extremism is defined by the Crown Prosecution Service as: The demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;



- Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
- Foster hatred which might lead to inter-community violence in the UK.

### 11.1 The Prevent and Channel Programme

Prevent is the Government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms. Prevent works within the non-criminal space, using early engagement to encourage individuals and communities to challenge violent extremist ideologies and behaviours.

Channel is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour. Channel works in a similar way to existing safeguarding partnerships aimed at protecting vulnerable people.

### 11.2 Risk Reduction and Response

If you believe that someone within the Club is vulnerable to being exploited or radicalised, contact the Safeguarding Manager to escalate your concerns to the appropriate leads, who can raise concerns to Channel if appropriate.

## 12.0 Safeguarding those at risk of exploitation, forced marriage, FGM or trafficking

Our Safeguarding Policy provide the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other.

Our Club keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.

Our staff are supported to recognise warning signs and symptoms in relation to specific issues, and our education programme will include such issues, in an age-appropriate way.

Staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.

Our DSLs know where to seek and get advice as necessary and our school will bring in experts and uses specialist material to support the work we do.

As an education provider we will comply with legislation which subject school to a mandatory reporting requirement in respect of female genital mutilation. If a member of our staff discovers that an act of FGM appears to have been carried out on a girl aged under 18, that staff member has a statutory duty to report it to the Police. Failure to report such cases will result in disciplinary sanctions. They will also discuss the situation with the DSL who will consult Birmingham Children's Trust.

### 13.0 Adults at Risk

Birmingham City FC is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in football in accordance with the Care Act 2014. The policy and procedures apply to all adults, 18 years or older, involved in football and applies to all employees paid and voluntary.



## 13.1 Definitions

For the purpose of this Policy the following definitions apply:

### Adults at risk of harm

A person aged 18 or over who has needs for care and support (whether or not the local authority is meeting any of those needs) and

- is experiencing, or at risk of, abuse or neglect and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

This may include people with learning disabilities, sensory impairments, mental health needs, older people and people with a physical disability or impairment. It may also include people who are affected by the circumstances that they are living in, for example experiencing domestic violence. This list is not exhaustive.

An individual's level of vulnerability to harm may vary over time depending on the circumstances they are in and their needs at that time.

### Abuse

Abuse is defined as a violation of an individual's human and civil rights by any other person or persons. It includes acts of commission (such as an assault) and acts of omission (situations where the environment fails to prevent harm). Abuse may be single act or omission or series of acts or omissions.

### Capacity

Capacity refers to an individual adult's ability to take a specific decision or take a particular action at a particular time even if they are able or not able to make other decisions at other times. The starting point should be that the person has capacity to make a decision unless it can be established that they cannot.

### Abuse specific to adults at risk

Appendix 3 of this policy outlines definitions and indicators of abuse for young people. However the Care Act defines additional types of abuse related specifically to safeguarding Adults at Risk which are described below.

#### *Financial or material abuse*

Stealing from an adult at risk, using them for financial gain, putting pressure on them about wills, property, inheritance or financial transactions, misusing or stealing their property, possessions or benefits. It may include depriving a person access to their money, property or assets. Financial abuse is something more usually related to adults but where professional (and future professional) footballers are concerned, this is a significant area of risk.

#### *Coercive control*

Coercive or controlling behaviour does not relate to a single incident, it is a purposeful pattern of incidents that occur over time in order for one individual to exert power, control or coercion over another. For example, restricting access to money, restricting movements, isolating the victim from family and friends, intercepting messages or phone calls.



### *Modern slavery*

Encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### *Trafficking*

The United Nations (UN) defines Trafficking in people as: the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, or abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments of benefits to achieve the consent of a person having control over another person, for the purposes of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs. The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered 'trafficking in persons' even if this does not involve any of the means as set out above.

### *Organisational*

Neglect and poor care practice within an institution or specific care setting such as a hospital, care home or where care is provided within an Adult at Risk's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.

### *Neglect/acts of omission*

Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services or the withholding of the necessities of life, such as medication, adequate nutrition and heating. Self-neglect: Neglecting to care for one's personal hygiene, health or surroundings, and includes behaviour such as hoarding.

## 14.0 Use of Imagery

The Club is dedicated to the welfare and safety of its young players. As part of this commitment, in accordance with guidance from the Football Association, the only photography allowed at all Club activities will be that taken by designated Club officials. When taking photographs please ensure that:-

- All players are appropriately dressed.
- Images of a player who is subject to a court order must never be used.
- When under the age of 16 images published should not be accompanied by full name and/or personal details of the player.
- Parents have signed and returned the 'Images Permission Form' at the start of each season.



# Appendix 1

## Acceptable use statement for internet and social media use

Birmingham City Football Club understand the importance of online communication for children and young people’s development. However we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social media.

We ask that all parents\* spend a few minutes to read through and discuss this statement with their child and then sign and return this form to the Safeguarding Manager, Danetta Powell.

- I will be responsible for my behaviour when using the internet and social media at the Club, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to a member of staff.
- I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
- I understand that I should only use the Club’s official social media or website communication channels to contact them and should not seek out individual members of staff or coaches.
- I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach or other staff members at the Club.
- I will not give out any of my personal information (such as name, age, address or telephone number online), or that of anyone else.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone that I have met online unless accompanied by a parent.
- I understand that these rules are designed to keep me safe, and if they are not followed my parents may be contacted.
- I will avoid using my mobile or smartphone during activities as I understand that it will have an impact on my safety and my opportunity to develop and achieve.
- I am aware that if I am experiencing bullying behaviour or abuse online, I can contact Danetta Powell.
- I know I can contact Childline on 0800 11 11 if I have any worries about something I’ve seen or experienced online.

We have discussed this statement and .....(Insert child’s name) agrees to support the safe use of the internet and social media at Birmingham City Football Club.

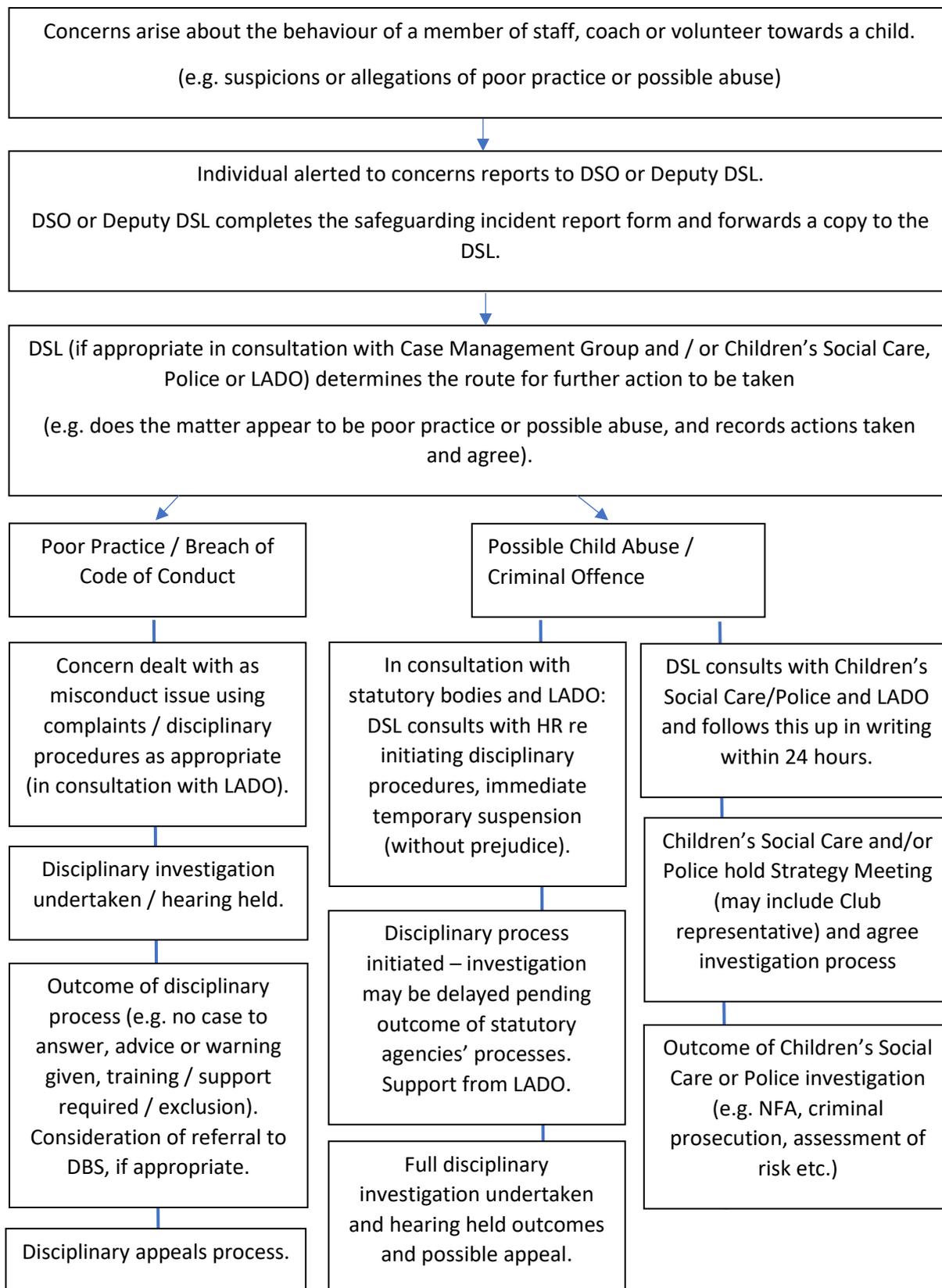
|                    |  |                    |  |
|--------------------|--|--------------------|--|
| Parent’s* name:    |  | Child’s name:      |  |
| Parents signature: |  | Child’s signature: |  |
| Date:              |  | Date:              |  |



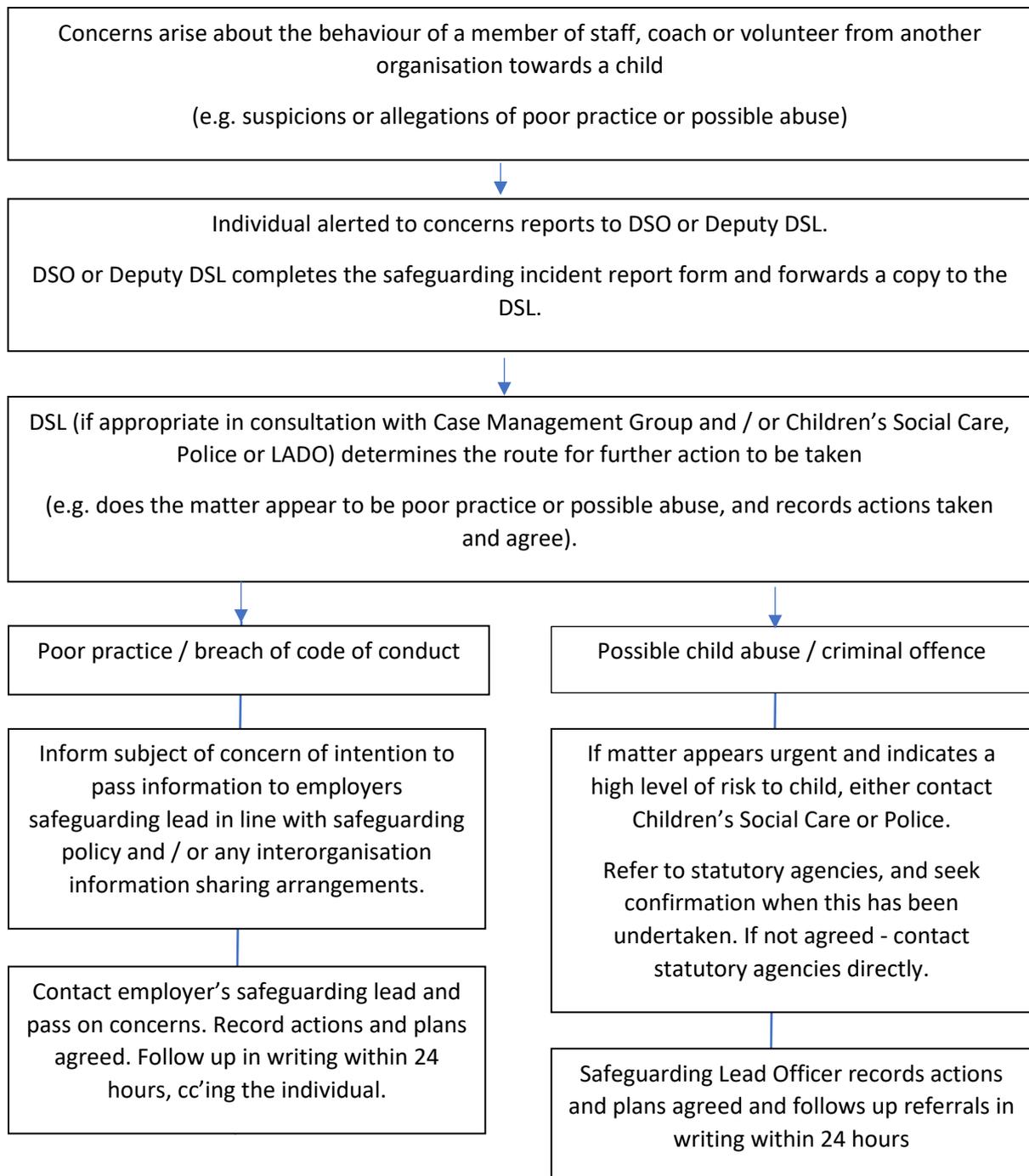
## \*Appendix 2: Safeguarding Procedures – Responding to Concerns

### 1. A concern about the behaviour of a member of staff or volunteer

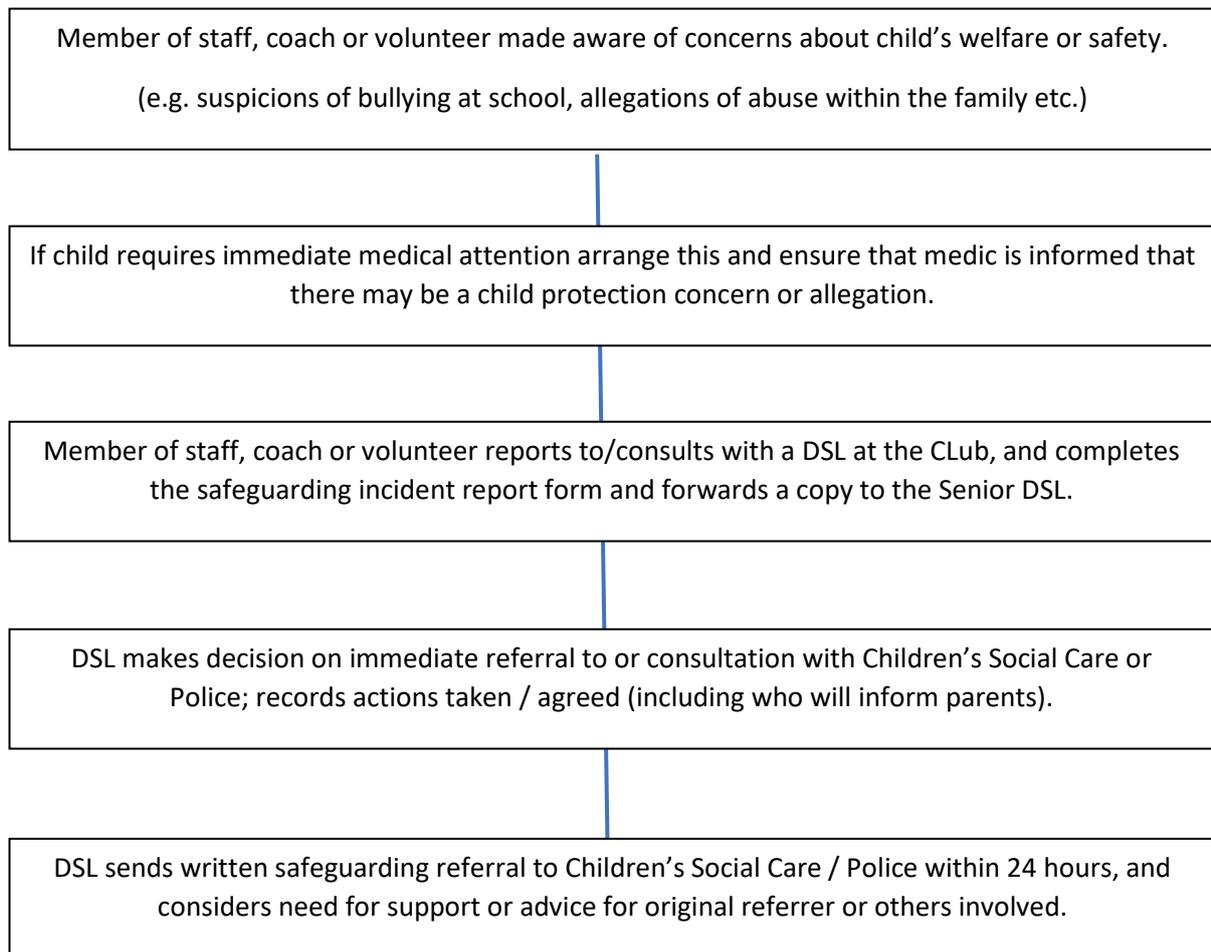
(e.g. allegation about a coach's behaviour towards a young player)



## 2. About the behaviour of another organisation’s staff member or volunteer (e.g. allegations reported about an individual working for a partner organisation)



### 3. About children and young people arising outside of football (e.g. at home, school or in the community)



## Appendix 3: Definitions and Indicators of Abuse

\*as defined in NSPCC guidance

### General signs of abuse

Children who suffer abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be vigilant to the signs listed below.

- regular flinching in response to sudden but harmless actions, for example someone raising a hand quickly
- showing an inexplicable fear of particular places or making excuses to avoid particular people
- knowledge of ‘adult issues’ for example alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development
- angry outbursts or behaving aggressively towards other children, adults, animals or toys
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or thoughts about suicide
- changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- in older children, risky behaviour such as substance misuse or criminal activity
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child’s behaviour such as a bereavement or relationship problems between parents/carers. In assessing whether signs are related to abuse or not, they need to be considered in the context of the child’s development and situation.

### Physical Abuse

| Definition   | Signs   |
|--|---|
| <p>Physical abuse happens when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating.</p> <p>It’s also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don’t need, making them unwell. This is known as fabricated or induced illness (FII).</p> | <p>All children have accidents which may cause cuts, bumps and bruises and are not usually a cause for concern. Injuries that are more likely to indicate physical abuse include:</p> <ul style="list-style-type: none"><li>• Bruises on the cheeks, ears, palms, arms, back, buttocks, tummy, hips and backs of legs</li><li>• Multiple bruises in clusters or which looks like it has been caused by fingers, a hand or an object</li><li>• Burns or scalds</li><li>• Frequent and unexplained injury</li></ul> |

## Neglect

| Definition  | Signs   |
|---|---|
| <p>Neglect is persistently failing to meet a child's basic physical and/or psychological needs usually resulting in serious damage to their health and development. Neglect may involve a parent's or carer's failure to:</p> <ul style="list-style-type: none"> <li>• provide adequate food, clothing or shelter</li> <li>• supervise a child (including leaving them with unsuitable carers) or keep them safe from harm or danger</li> <li>• make sure the child receives appropriate health and/or dental care</li> <li>• make sure the child receives a suitable education</li> <li>• meet the child's basic emotional needs – parents may ignore their children when they are distressed or even when they are happy or excited. This is known as emotional neglect.</li> </ul> | <p>Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.</p> <p>Some of these signs include:</p> <ul style="list-style-type: none"> <li>• children who often appear hungry</li> <li>• children who appear dirty or smelly and whose clothes are unwashed or inadequate for the weather conditions</li> <li>• children who are left alone or unsupervised</li> <li>• children who fail to thrive or who have untreated injuries, health or dental problems</li> <li>• children with poor language, communication or social skills for their stage of development</li> <li>• children who live in an unsuitable home environment, for example the house is very dirty and unsafe, perhaps with evidence of substance misuse or violence</li> </ul> |

## Sexual Abuse

| Definition   | Signs   |
|--|---|
| <p>Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.</p> <p>Child sexual abuse can involve contact abuse and/or non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child.</p> <p>Non-contact abuse involves non-touching activities. It can happen online or in person.</p> <p>Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.</p> <p>Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.</p> | <p>There may be physical signs that a child has suffered sexual abuse.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>• anal or vaginal soreness or itching</li> <li>• bruising or bleeding near the genital area</li> <li>• discomfort when walking or sitting down</li> <li>• an unusual discharge</li> <li>• sexually transmitted infections (STI)</li> <li>• pregnancy</li> <li>•</li> </ul> <p>Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• they could use sexual language or know things about sex that you wouldn't expect them to</li> <li>• a child might become sexually active at a young age</li> <li>• they might be promiscuous.</li> </ul> |

## Child Sexual Exploitation (CSE)

| Definitions  | Signs  |
|--|--|
| <p>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 activities.</p> <p>Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.</p> <p>Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.</p> | <p>CSE can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour. Young people who are being sexually exploited may:</p> <ul style="list-style-type: none"> <li>• go missing from home, care or education</li> <li>• be involved in abusive relationships, appearing intimidated and fearful of certain people or situations</li> <li>• hang out with groups of older people, or anti-social groups, or with other vulnerable peers</li> <li>• get involved in gangs, gang fights, gang membership</li> <li>• have older boyfriends or girlfriends</li> <li>• spend time at places of concern, such as hotels or known brothels</li> <li>• not know where they are, because they have been moved around the country</li> <li>• be involved in petty crime such as shoplifting</li> <li>• have access to drugs and alcohol</li> <li>• have new things such as clothes and mobile phones which they can't or won't explain</li> <li>• have unexplained physical injuries</li> </ul> |

## Emotional Abuse

| Definitions   | Signs   |
|---|---|
| <p>Emotional abuse is persistent and, over time, it severely damages a child's emotional health and development. It involves:</p> <ul style="list-style-type: none"> <li>• humiliating, putting down or constantly criticising a child</li> <li>• shouting at or threatening a child or calling them names</li> <li>• constantly blaming or scapegoating a child for things which are not their fault</li> <li>• not allowing them to have friends or develop socially</li> <li>• pushing a child too hard or not recognising their limitations</li> <li>• exposing a child to distressing events or interactions such as drug taking, heavy drinking or domestic abuse</li> <li>• being cold and emotionally unavailable during interactions with a child</li> <li>• never saying anything kind, positive or encouraging to a child and failing to praise their achievements and successes.</li> </ul> | <p>There aren't usually any obvious physical signs of emotional abuse but you may spot signs in a child's actions or emotions.</p> <p>It's important to remember that some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.</p> <p>Children may:</p> <ul style="list-style-type: none"> <li>• use language, act in a way or know about things that you wouldn't expect for their age</li> <li>• struggle to control strong emotions or have extreme outbursts</li> <li>• seem isolated from their parents</li> <li>• lack social skills or have few, if any, friends</li> <li>• fear making mistakes</li> </ul> |

## Appendix 4: Dealing with a disclosure of abuse

When a young person tells me about abuse they have suffered, what should I remember?

- Stay calm.
- Do not communicate shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record in writing, all you have heard, though not necessarily at the time of disclosure.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language.
- Include any questions you may have asked. Do not add any opinions or interpretations.
- If the disclosure relates to a physical injury do not photograph the injury but record in writing as much detail as possible.

NB. It is not staff member's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

Immediately afterwards you should not deal with this yourself. Clear indications or disclosure of abuse must be reported to Birmingham Children's Trust without delay, by the DSL, a deputy DSL or in exceptional circumstances by the staff member who has raised the concern.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved. Support for you will be available from your DSL.