

Safeguarding Children and Young People Policy

**Version 2
August 2023**



Title	Safeguarding Children and Young People Policy
Author	Helen Ioannou, Service Director
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Next review date	August 2024
Review schedule	This policy will be reviewed annually, or in line with organisational or legislative changes
Responsibility	Board of Trustees
Responsibility for development, review and implementation	Executive Leadership Team, Senior Leadership Team and Operational Delivery Team, led by the Mind in Bradford Accountable Officer for Safeguarding and the Operational Safeguarding Lead
Target audience	All staff, volunteers, clients, students on placement with Mind in Bradford, visitors to Mind in Bradford, our funding bodies, job and volunteer applicants and the Board of Trustees
Accessibility	Staff: OneDrive – Shared Staff Folder – Policies & Procedures Volunteers: People HR Clients and others: Mind in Bradford website If you would like a copy of this policy, or would like this policy in another format, please request one by contacting us on 01274 730815 or speak to a member of staff or email us at admin@mindingbradford.org.uk
Associated policies	Safeguarding Adults at Risk policy Boundaries Policy Confidentiality Policy Data Protection Policy Recruitment Policy (Staff and Students) Volunteer Policy Whistleblowing Policy and Procedure

1. Purpose and scope

Safeguarding is everyone's responsibility.

Purpose

The policy has been developed by Mind in Bradford to ensure we are fulfilling our duty to children as a provider of mental health services, and keeping child and family voice at the centre of this duty. Its purpose is to:

- Provide a clear statement about how Mind in Bradford will safeguard children from harm.
- Provide Mind in Bradford staff and volunteers with guidance and procedures to follow if they suspect a child may be experiencing, or at risk of harm.

This policy covers all children and young people, referred to as "child" and "children" in this policy, and defined by Mind in Bradford as all individuals under the age of 18, including unborn babies. It covers all Mind in Bradford areas of work, including online, phone and face to face support, events and training and covers children who are not accessing our services.

This policy applies to all people working on behalf of Mind in Bradford; staff, volunteers, trustees, students on placement, interns, contractors, agency workers, trainees and sub-contracted providers, whether they work with children or not. It is essential for our adult-only workforce to be aware that many issues experienced by adults may impact children's safety and wellbeing, such as mental ill-health, domestic abuse, alcohol or drug misuse and criminality.

2. Policy statement

We are committed to safeguarding the welfare of children and young people and actively uphold our responsibility as a provider of mental health services for children, and for adults who have contact with children.

We support and safeguard children in a respectful and dignified way, supporting them in maintaining their human rights under the United Nations Convention on the Rights of the Child.

We recognise that every child is an individual, and when following child safeguarding procedures, we are committed to prioritising child and family voice and experience and keeping them at the centre of decision-making.

This policy provides clear direction about how we will safeguard children from harm. It has been evolved to ensure we are fulfilling our duty as a local mental health charity. **It is in line and should be read in conjunction with:**

Bradford, Airedale and Wharfedale

- West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures <https://westyorkscb.proceduresonline.com/>
- Bradford District Safeguarding Children Partnership (BDSCP) Continuum of need and risk identification tool
- BDSCP Multi-agency information sharing & consent policy, 2022
- Bradford district domestic abuse and sexual violence strategy, 2021-2024

Craven (North Yorkshire)

- North Yorkshire Safeguarding Children Partnership (NYSCP) Procedures <https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/>
- NYSCP Framework for decision-making: right help, at the right time by the right person
- NYSCP Information sharing: one-minute guide
- NYSCP Domestic abuse strategy, 2018-2022

Relevant national and international legislation and guidance, including:

- The Signs of Safety Assessment and Planning Framework
- The Children Act, 1989, The Children Act, 2004, and The Children and Social Work Act, 2017
- Data Protection Act, 2018
- Human Rights Act, 1998
- The UN Convention on the Rights of the Child, 1989
- PREVENT Strategy, 2011
- Safeguarding Vulnerable Groups Act, 2006
- Working Together to Safeguard Children, 2018

3. Commitment

We are committed to keeping children safe by:

- Valuing, listening to and respecting them.
- Appointing an Accountable Officer for Safeguarding, Operational Safeguarding Lead and Lead Trustee/Board Member for Safeguarding, ensuring each individual understands their role and responsibilities.
- Ensuring everyone involved with Mind in Bradford understands child safeguarding best practice through our policies, procedures and training, and knows what to do and who to contact if they have a concern relating to the welfare of a child.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so all staff and volunteers know about, and follow, our policies and procedures confidently and competently.
- Recruiting and selecting staff and volunteers in line with safer recruitment best practice, ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Using our safeguarding procedure to share information about child safeguarding concerns with the appropriate agencies. For example, the Disclosure and Barring Service, Police, Local Authority and other appropriate services.
- Ensuring we have effective complaints and whistleblowing measures in place.
- Building a safeguarding culture where staff, volunteers and clients treat each other with respect and are comfortable about sharing concerns.

4. Roles and responsibilities

When applying this policy, we are all responsible for seeking and listening to child and family views, wishes and feelings.

Our Board of Trustees are responsible for:

- Having a lead trustee for safeguarding.
- Ensuring safeguarding policies and procedures are reviewed, fit for purpose and up to date.
- Challenging decisions which adversely affect anyone's wellbeing.
- Managing allegations of abuse against someone involved in the organisation.

The Accountable Officer for Safeguarding is responsible for:

- Keeping up to date with relevant safeguarding practice and legislation and updating the board of these
- Taking overall accountability for safeguarding practice within Mind in Bradford.
- Ensuring the Board are consulted and updated to changes of policy and safeguarding concerns.
- Escalating any concerns with external organisations regarding safeguarding.

The Operational Safeguarding Lead is responsible for:

- Keeping up to date with relevant safeguarding practice and legislation.
- Taking the lead in ensuring appropriate arrangements are in place for keeping people safe.
- Deputising for the actions required by the Accountable Officer for Safeguarding if required.

All operational Service and Programme Managers:

- Deciding whether to raise a safeguarding concern with the local authority.
- Making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns.
- Deciding when to share information with other agencies or raise a concern with local authority and, if consent is not given, whether to override and on what basis.
- Providing appropriate direction and coaching to staff to ensure a best practice approach to child safeguarding is integrated into operational practice.
- Ensuring training undertaken and experiences of responding to child safeguarding incidents are discussed in supervision so staff and volunteers' understanding of safeguarding is clearly established and further support identified, if required.
- Ensuring lessons learnt from safeguarding issues are discussed with relevant teams and changes in practice, procedure and policy embedded, where appropriate.
- Ensuring staff and volunteers receive briefings on updates and changes to local authority procedures.

All staff and volunteers are responsible for:

- Keeping children safe from harm.
- Ensuring they are aware of this policy and how to access it.
- Promoting the safety and welfare of children involved at all times.
- Immediately alerting a senior staff member regarding any challenges finding or understanding this policy.
- Knowing what to do if they suspect potential or actual harm, abuse or neglect of a child.

- Undertaking any mandatory safeguarding training as required by Mind in Bradford.
- Familiarising themselves with any local authority child safeguarding policies, procedures and training, which may be available and relevant to their role.
- Taking immediate actions, wherever possible, to ensure children are safe from harm, abuse or neglect.

5. Recognising safeguarding concerns

Safeguarding is broader than ‘child protection’ as it also includes prevention. Safeguarding is taking all reasonable measures to ensure that the **risks of harm** to children’s welfare are minimised.

Harm is the ill treatment or impairment of the health or development of a child. Safeguarding children covers actual or potential harm, harm posed by others and ‘harm to self’ posed by the child.

Harm can occur over a series of repeated incidents or a one-off, they may form a pattern, or be sporadic, they may be happening currently, be historic and/or be potential future harm.

Anyone may harm a child and harm may take place anywhere, including over the phone and online.

Abuse and neglect are forms of maltreatment. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

There are four main categories of abuse and neglect of a child:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

Other categories of abuse covered by child safeguarding include:

- Bullying
- Child sexual exploitation
- Child criminal exploitation
- Domestic abuse
- Female genital mutilation
- Modern slavery
- Online abuse
- Radicalisation
- Harm to self (self-harm, suicidal behaviour or ideation, substance misuse, eating disorders)

See **Appendix 1 “Types of abuse and how to recognise them”** for more detailed information about how to identify the four main categories of abuse.

6. Disclosures

Disclosure is the process by which children share their experiences of abuse with others. If a child discloses abuse or neglect, you should follow NSPCC guidance:

- **Listen carefully to the child.** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause them to 'shut down', retract or stop talking.
- **Let them know they've done the right thing.** Reassurance can make a big impact to the child who may have been keeping the abuse secret.
- **Tell them it's not their fault.** Abuse is never the child's fault and they need to know this.
- **Say you believe them.** A child could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person to believe them and help them.

- **Don't talk to the alleged abuser.** Confronting the alleged abuser about what the child has told you could make the situation a lot worse for the child.
- **Explain what you'll do next.** Explain to the child that you'll need to report the abuse to someone who will be able to help.

Other ways a child safeguarding concern may arise

Disclosures are only one way in which safeguarding concerns may arise. Other ways include:

- Observations of possible signs/indicators that harm has or may take place.
- Reports by a third party that harm has or may take place.
- Through online posts or during a live chat.

Sometimes it is not immediately clear if there is a child safeguarding concern. For example, you may **suspect** abuse or neglect through observation of signs, such as a suspicious injury, or someone (the child or a third party) may appear to make a **possible disclosure**. In these situations, you must gather enough additional information to ascertain whether or not there is a child safeguarding concern. Think carefully about how and what questions you ask:

- Avoid anything that can be interpreted as 'leading' - ask only non-leading questions.
- Use the acronym 'TED' to encourage people to 'Tell', 'Explain' and 'Describe' the concern.
- Ask only enough questions to clarify whether there is a child safeguarding concern.
- Remain aware that our role is to recognise and respond to abuse, not to investigate.

7. Responding to concerns

Making a professional judgement about next steps

In the event of a child safeguarding concern you must make a professional judgement about the level of need and risk and respond accordingly. You should use a **Signs of Safety** approach; assessing risk and identifying solutions by answering four straightforward questions:

1. What are we worried about?
2. What is working well?
3. What needs to happen?
4. What is our level of concern for the child, from 0-10? (0 = certainty of significant harm to child, 10 = confidence child is safe and not at risk of significant harm).

You may wish to speak with a senior member of Mind in Bradford staff to help with this.

You may also wish to use local authority guidance to help you identify the level of need/risk and appropriate response to ensure the child/family get the right support at the right time. For Bradford Children and Families Trust, this is the BDSCP's **Continuum of Need and Risk Identification Tool**, available online at <https://bso.bradford.gov.uk/userfiles/file/CoNaRIT-v9-8Jul19.pdf> and for Craven, it is NYSCP's **Framework for decision-making: right help, at the right time by the right person**, available online at https://www.safeguardingchildren.co.uk/wp-content/uploads/2022/02/85943-Framework-for-Decision-Making_Infographic-Amend.pdf.

Responding to safeguarding concerns

In the event of a child safeguarding concern, where it is safe to do so, take immediate action to ensure the safety of the child/children who may be at risk.

In the event of an emergency, call 999 and follow the steps in section 8 below; **Responding to an emergency**. An emergency is defined as when a child may be at immediate risk of significant harm.

In the event of a non-emergency, follow the **Procedure** detailed in steps 1 to 7 below.

Procedure

1. Seek consent to share information

Immediately following the disclosure/concern, seek consent from the child and parent/carer to share information with the relevant external agencies, if safe to do so.

- While it is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child, it is good practice to be transparent and inform children, parents/carers that you are sharing information for safeguarding reasons and seek to work co-operatively with them.
- If a child or parent/carer declines to give consent, explain our legal duty to share the information and let them know what will happen next.
- There are some circumstances in which you do not need to seek consent:
 - If informing the parent/carer would place a child at significant risk of harm, or
 - If the child is not of an age or level of understanding to provide consent.

2. Report to local authority

Immediately after seeking consent to share, report the disclosure/concern via referral to the relevant local authority children's social care team.

You may wish to speak with a senior member of Mind in Bradford staff prior to reporting to the relevant local authority, for advice or guidance prior to referral.

Bradford Children and Families Trust

- Office hours: call 01274 433999. Ask the call handler to email you a written record of the call.
- Out of office hours: refer online: <https://ehmportal.bradford.gov.uk/web/portal/pages/home>
- Out of hours advice: call the Emergency Duty Team via 01274 431010.

North Yorkshire Children's Social Care

- Phone 0300 131 2 131 or complete a **Universal Referral Form** here: <https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/>
- Phone referrals must be followed up in via the **Universal Referral Form** within 24 hours of the phone call.

You may wish to speak with a senior member of Mind in Bradford staff prior to reporting to the relevant local authority, for advice or guidance prior to referral.

3. Report to statutory mental health service

For disclosures/concerns about deliberate self-harm, suicidal ideation/behaviours or eating disorders, after notifying the local authority immediately notify statutory mental health services:

- Office hours: CAMHS Bradford - 01274 723241, CAMHS Keighley and Craven - 01535 661531.
- Out of office hours: First Response – 0800 952 1181.

4. Notify a senior staff member

If you have not already done so, immediately notify a senior staff member via phone or in person:

- This may be your line manager, the relevant Manager/Coordinator responsible for the service in which the concern came to light or the Operational Safeguarding Lead.
- Out of office hours, you must inform the On-Call Manager via 01274 952 100.
- Ask the senior staff member for guidance about who else to notify and next steps.
- If the concerns relate to a Mind in Bradford manager, staff member or volunteer, you must immediately raise the concerns with either the HR Manager, Deputy Chief Executive Officer (DCEO) or Chief Executive Officer (CEO).

5. Notify relevant others

After notifying a senior staff member, immediately notify relevant third parties. These may include:

- The person who referred the child to Mind in Bradford.
- Key workers involved with the child/family.
- Key staff at the child's school.

Some third parties should not be notified, for example, those who do not have a legitimate purpose to know under data protection legislation, and those who may cause harm to the child if they are made aware of the concern.

6. Record the incident

Immediately after following steps 1-5, record details on the child's MYMUP profile, complete a Mind in Bradford incident report and send it to the relevant managers with a written copy of the safeguarding referral.

Record keeping is essential in relation to child safeguarding. Your recordings must include:

- Full name of child/children at risk of harm and their parent/carer, and if consent has not been given, provide the rationale for this.
- The nature of the concerns; add as much detail as practically possible, including potential future harm
- The time(s) and date(s) of disclosures/observations.
- The date(s) and location(s) where suspected abuse took place.
- Where known, the full name of alleged abuser and relationship to child.
- Who the concerns have been discussed with within Mind in Bradford, what advice was given, and what decisions were made.
- Actions taken, including contact with statutory partners (local authority, police, NHS) and any other third parties, and reasons for these actions.
- Child and family voice, wishes and feelings.

Once the initial recordings are made, record all updates relating to the safeguarding concern on the child's MYMUP as and when they occur and make your manager aware of any updates as and when they occur.

7. Follow-up and debrief

After the concerns have been reported and recorded, follow guidance given to you from the relevant statutory agencies and senior member/s of Mind in Bradford staff.

- If your concerns remain in place and are not addressed within timescales agreed by statutory agencies or you are not satisfied with the follow-up actions taken by them, report this to your manager immediately so they can escalate the matter.
- A senior staff member will offer a 1-1 debrief with staff and volunteers involved in the concern to ensure any welfare issues are addressed and followed up.
- Staff and volunteers can also access clinical supervision.

Timescales

All the steps above should be followed within the timescales given. Sometimes this may require you to work beyond your scheduled work hours/pattern. In these circumstances, following the child safeguarding procedure described above must always take priority. You should notify your line manager or the on-call manager if you are you are working over your hours, and they will advise on next steps.

See Appendix 2 “**Safeguarding Children & Young People – Procedure**” for a summary flowchart of our procedure for responding to child safeguarding concerns.

8. Responding in an emergency

Where there are significant concerns about the immediate safety or welfare of a child, you must contact emergency services on 999 without delay. Then follow the steps below:

- Take any steps to protect the child from harm, as advised by emergency services.
- After reporting to emergency services, immediately inform your line manager or other relevant senior staff member, out of office hours this is the on-call manager, on 01274 952100.
- Report the concerns and actions taken to the relevant local authority (step two of the procedure above).
- Follow steps three to seven in the procedure above.

9. Concerns involving staff or volunteers

Allegations and concerns about staff or volunteers may arise in the context of their work or in their life outside work or at home.

If allegations or concerns are raised about abuse or neglect of a child by a Mind in Bradford staff member or volunteer, you must immediately report it to the HR Manager, DCEO or CEO. If the HR Manager or DCEO are implicated in the allegations or concerns, you must raise the concerns with their line manager, the CEO. If the CEO is implicated, you must raise the concerns with the Chair of the Board of Trustees.

If there is an immediate risk to people using the service and it is not possible to contact the HR Manager, DCEO or CEO, it is appropriate to take action such as sending the staff member or volunteer home. A Service/Programme Director must be involved in this decision.

Full details of the allegations or concerns should be recorded on an incident report and submitted via email to the senior staff member to whom you escalated the matter. Do not record the allegations or concerns on MYMUP unless directed to do so by the HR Manager, DCEO or CEO.

After you have reported the matter to an appropriate senior staff member, they will report the matter to the relevant Local Authority Designated Officer (LADO) within one working day, prior to any internal investigation taking place. The senior staff member will then liaise with the LADO, children's social care and/or police as necessary, around next steps.

Any staff or volunteers implicated in child safeguarding allegations or concerns will be subject to the Mind in Bradford **Disciplinary and Grievances Procedure**, a copy of which is in the Mind in Bradford Employee Handbook on OneDrive (Shared Staff Folder: Policies and Procedures).

10. Concerns involving people who use our services

The procedure above should be followed in response to all child safeguarding concerns, including those in which a Mind in Bradford client is the alleged perpetrator of harm.

These circumstances require escalation to the Accountable Officer for Safeguarding and an **Individual Risk Assessment** to be completed, a copy of which is on OneDrive (Shared Staff Folder: Master Documents). This must be undertaken collaboratively with staff who know the alleged perpetrator, and a senior member of staff.

The purpose of the risk assessment, is to understand the likelihood and severity of harm, the level of risk and the measures required to mitigate this risk. The risk assessment will lead to an outcome that both safeguards the child and supports the perpetrator to access the support they need. The support does not have to be provided by Mind in Bradford.

11. Confidentiality

Sometimes, to protect children and keep them safe, we may need to share information with statutory and other external organisations. It is important that when we do this, we speak to the child and their parent/carer and seek to gain permission, if safe to do so. If we have been unable to gain permission, but still feel there is a need to breach confidentiality, we will do so as carefully and sensitively as possible; ensuring we comply with our confidentiality policy and relevant guidance and legislation at all times.

We acknowledge that while the people we support have a right to confidentiality, the safety and welfare of children overrides all other considerations. We must therefore explain to children and their parents/carers that we may need to breach confidentiality and share information with external organisations to protect them and get them necessary support.

12. Subcontracted service provision

Mind in Bradford subcontracts a range of providers to deliver support to people of all ages on our behalf. All Agreements and other contracting documents used by Mind in Bradford to subcontract other providers require a clear commitment to safeguarding children and provide detailed information about providers' safeguarding responsibilities. They also include mandatory expectations relating to child safeguarding, which include:

- Having an up-to-date child and adult safeguarding policies, aligned with legislation and local procedures, that are reviewed annually.
- Ensuring all staff and volunteers have the mandatory training as stipulated in the contract.
- Having appropriate recruitment safeguards in place, relating to enhanced disclosure checks with the Disclosure and Barring Service.
- Annual completion of the NHS Safeguarding Self Declaration and a remedial action plan in place to address partially met or un-met standards, where required.
- Providing Mind in Bradford with information about all Serious Incidents, Patient Safety Incidents and Notifiable Safety Incidents within agreed timescales.

Compliance with the above is monitored and reviewed by the relevant Mind in Bradford contract manager, and any concerns immediately escalated to the Operational Safeguarding Lead.

13. Implementation and monitoring

Implementation

All Mind in Bradford staff and volunteers will be made aware of this policy and be expected to read and understand it in their first week of induction. The policy is accessible to staff via the Shared Staff Folder on OneDrive, and to volunteers via People HR.

Consideration is given to the level of safeguarding training required for staff based on their varying degrees of exposure to frontline work. All staff and volunteers undertake child safeguarding training, appropriate to their role, including:

- Safeguarding children, levels 1, 2 & 3 and annual refresher.
- Mind in Bradford safeguarding children training.
- Domestic violence and abuse.
- Preventing radicalisation: basic prevent awareness.
- Suicide prevention.
- Understanding the impacts of the trio of vulnerabilities.
- Working with children with learning difficulties and disabilities.
- Safeguarding children assessment & analysis framework.
- Understanding and supporting emotional safety and resilience.

Monitoring

We monitor our performance in relation to concerns via:

- Weekly reviews by Service Managers of incidents within their service areas.
- Fortnightly Operational Leadership Meetings.
- Monthly Operational Delivery Team Meetings.
- Monthly reviews performed Service/Programme by Directors.

- Monthly reports submitted to the Executive Leadership Team, identifying themes, trends, issues and actions to drive development.
- Quarterly reports to the Board of Trustees which includes demographic data, themes, reports by exception and recommendations.

Additionally, safeguarding is a standing item on the agenda of all team meetings and on all supervision agendas. To promote ongoing learning and service improvement, teams and individuals are encouraged to discuss, reflect on and learn from safeguarding incidents.

14. Important contacts

Mind in Bradford

Accountable Officer for Safeguarding and Deputy Chief Executive Officer

Frankie Hill | frankie@mindinbradford.org.uk | 01274 730815

Operational Safeguarding Lead and Service Director

Helen Ioannou, Service Director | heleni@mindinbradford.org.uk | 01274 730815

Trustee Lead for Safeguarding and Chair of the Board of Trustees

Ruth Mulryne | ruth@mindinbradford.org.uk | 01274 730815

Chief Executive Officer

Helen Davey | helen.davey@mindinbradford.org.uk | 01274 730815

HR Manager

Susan Sumner | susan@mindinbradford.org.uk | 01274 730815

Office

01274 730815

On-Call Manager

01274 952100

External

Bradford Children and Families Trust

Office hours: 01274 433999

Out of office hours, Emergency Duty Team: 01274 431010

Out of office hours, online referral: <https://ehmportal.bradford.gov.uk/web/portal/pages/home>

North Yorkshire Children's Social Care

Office hours and out of hours: 0300 131 2 131

Universal Referral Form: <https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/>

Appendix 1: Types of abuse and how to recognise them

The four main types of abuse

The following definitions and indicators are taken from **Working Together to Safeguarding Children** (2018) and **What to do if you're worried a child is being abused: advice for practitioners** (2015).

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Some of the following signs may be indicators of physical abuse:

- Frequent injuries.
- Unexplained or unusual fractures or broken bones.
- Unexplained bruises, cuts, burns, scalds or bite marks.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of children such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving children 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. These may include interactions that are beyond a children's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve the child seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Some of the following signs may be indicators of emotional abuse:

- Children being excessively withdrawn, fearful, or anxious about doing something wrong.
- Parents or carers who withdraw their attention from their child, giving them the 'cold shoulder'.
- Parents or carers blaming their problems on their child.
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

Sexual abuse

Sexual abuse involves forcing or enticing children to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is 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 also include non-contact activities, such as involving children in looking at, or in the production of,

sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming children in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Some of the following signs may be indicators of sexual abuse:

- Displaying knowledge or interest in sexual acts inappropriate to their age.
- Using sexual language or having sexual knowledge that you wouldn't expect them to have.
- Asking others to behave sexually or play sexual games.
- Having physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or pregnancy.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Studies have shown that neglect can be life threatening and must therefore be treated with the same level of urgency as other forms of maltreatment. Neglect often co-exists with other forms of abuse and is often a precondition to other abuse taking place. Some of the following signs may be indicators of neglect:

- Living in a home that is indisputably dirty or unsafe.
- Being left hungry or dirty.
- Being left without adequate clothing, such as not having a winter coat.
- Living in dangerous conditions, such as around drugs, alcohol or violence.
- Often being angry, aggressive or self-harming.
- Failing to receive basic health care.
- Parents who fail to seek medical treatment when their children are ill or are injured.

Appendix 2: Safeguarding children & young people – Procedure

<p>If you require support, advice or guidance at any point in this procedure, please speak with a senior member of staff.</p>	
<p>In the event of a child safeguarding concern, where it is safe to do so, take immediate action to ensure the safety of the child/children who may be at risk. Then follow the steps below:</p>	
<p>If safe to do so</p>	<p>1. Seek consent to share information from the child and parent/carer immediately following the disclosure or concern</p>
<p>Immediately</p>	<p>2. Report the safeguarding concern to the local authority children’s social care team:</p> <p>Bradford Children and Families Trust</p> <ul style="list-style-type: none"> Office hours: call 01274 433999. Ask the call handler to email you a written record of the call Out of office hours: refer online: https://ehmportal.bradford.gov.uk/web/portal/pages/home Out of hours advice: call the Emergency Duty Team via 01274 431010 <p>North Yorkshire Children’s Social Care</p> <ul style="list-style-type: none"> Phone 0300 131 2 131 or complete a Universal Referral Form here: https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/ Phone referrals must be followed up in via the Universal Referral Form within 24 hours of the phone call
<p>If relevant, immediately</p>	<p>3. Report to statutory mental health service for disclosures/concerns about deliberate self-harm, suicidal ideation/behaviours or eating disorders, if relevant</p> <ul style="list-style-type: none"> Office hours: CAMHS Bradford - 01274 723241, CAMHS Keighley and Craven - 01535 661531 Out of office hours: First Response – 0800 952 1181
<p>Immediately</p>	<p>4. Notify a senior member of MIB staff if you have not already done so. Do this in person or over the phone and out of hours, contact the on-call manager on 01274 952 100</p>
<p>If relevant, and safe to do so, immediately</p>	<p>5. Notify relevant others</p>
<p>Immediately</p>	<p>6. Record the incident on MYMUP and on an Incident Report</p>
	<p>7. Debrief and follow up as guided by statutory services and senior staff member/s</p>

In an emergency

If you have reason to believe a child is at immediate risk of significant harm, the matter is an emergency, and you must contact emergency services immediately and without delay, by calling 999