



Safeguarding Policy and Procedures
Children and Vulnerable Adults

Culture Shift
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Chair of Trustees: Andrew Green

Safeguarding Policy and Procedures - Children and Vulnerable Adults

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Safeguarding Policy

Working with children, young people and vulnerable adults

1. Policy statement

Culture Shift CIO takes responsibility to provide children, young people and vulnerable adults with a safe environment to work in seriously.

We believe that:

- The welfare of children, young people and vulnerable adults is paramount
- All children, young people and vulnerable adults have an equal right to protection from abuse and to be kept safe from harm, regardless of their age, race, religion, beliefs, nationality, ability, gender, language, or sexual orientation/identity
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately
- Employees and associates should be clear about how to respond appropriately to all safeguarding concerns

This Safeguarding Policy is provided as a living document of practical use for all Culture Shift employees and associates (including volunteers), illustrating how we are meeting our legal and moral obligations to provide safe working and protect children, young people and vulnerable adults from harm.

We expect all employees and associates to read, understand and adhere to this policy and related procedures, except when working with partners where it has been formally agreed that another appropriate Safeguarding Policy provides greater protection for children, young people and vulnerable adults.

It is to be used as a resource and guide for all those working directly (e.g. artists, practitioners, contractors, employees, volunteers and delivery partners, trustees) and indirectly (e.g. children, parents, guardians) with Culture Shift.

2. Policy Aims

The aims of this policy are to;

- Promote good practice
- Support all employees and associates to make informed and confident responses to safeguarding issues and take all suspicions and allegations of abuse seriously
- Ensure that Culture Shift employees and associates take all reasonable care and steps to ensure their own and their colleagues' safety and protection
- Ensure that children, young people and vulnerable adults are protected when directly involved in a Culture Shift project or programme or in partnership with other organisations and agencies to deliver joint work with children, young people and vulnerable adults
- Safeguard children, young people and vulnerable adults by:

- valuing, listening to and respecting them
- adopting this policy and adhering to our associated procedures and code of conduct for employees, volunteers and associates
- recruiting all employees, volunteers and associates safely, ensuring all necessary checks are made before employment commences with us
- sharing concerns with agencies who need to know, involving children, school staff and parents appropriately
- providing effective management of employees, volunteers and associates through supervision, support and training
- reviewing and updating this policy and related procedures as and when necessary and at least every 1 year.

2.1 Sharing this policy

Culture Shift will ensure that the Safeguarding Policy is made available to all employees, associates and partners who are involved in the management or delivery of any Culture Shift activity involving children, young people and vulnerable adults. A copy of this document will be available on the Culture Shift website, and can be found here: <https://www.cultureshift.org.uk/privacynoticeandpolicies>

3. Definitions for this policy

An 'employee or associate' is anyone that is directly employed by Culture Shift, is volunteering for Culture Shift or who has been contracted by Culture Shift as a freelance individual or organisation to work on projects delivered by Culture Shift.

A 'child' or 'children', a 'young person' or 'young people' is anyone under the age of 18.

(The Protection of Children Act 1999, 2004 section 11, Duty to safeguard and promote welfare, Working together to Safeguard Children 2010 & Safeguarding Vulnerable Groups Act 2006)

A 'Vulnerable Adult' is 'a person aged 18 years or over who is, or may be, in need of community care services **or** is resident in a continuing care facility by reason of mental or other disability, age, frailty or illness **or** who is, or may be, unable to take care of him or herself **or** unable to protect him or herself against significant harm or exploitation'.

(The Protection of Vulnerable Adults Act 2006 and 'No Secrets' public consultation paper 2006).

Other definitions include an individual who:

- is engaging in substance misuse
- is homeless
- is in an abusive relationship

3.1 Definitions of Abuse

Child Abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse. (NSPCC 2017)

Abuse of a Vulnerable Adult is 'The physical, psychological, emotional, financial or sexual maltreatment, or neglect of a vulnerable adult by another person. The abuse may be a single act or repeated over a period of time. It may take one form or a multiple of forms. The lack of appropriate action can also be a form of abuse. Abuse

can occur in a relationship where there is an expectation of trust and can be perpetrated by a person/persons, in breach of that trust, who have influence over the life of a dependent, whether they be formal or informal carers, staff or family members or others. It can also occur outside such a relationship' (regional guidance issued by the Management Executive, Department of Health and Social Services, 1996)

3.2 The four formal categories of abuse

The four formal categories of abuse are:

- Physical Abuse
- Sexual Abuse, including Child Sexual Exploitation and Female Genital Mutilation (FGM)
- Emotional Abuse, including Radicalisation
- Neglect

Definitions of the Four Formal Categories of Abuse can be found in Appendix One

4. Responsibility for responding to suspicions or allegations of abuse

It is not the responsibility of anyone working for Culture Shift, in a paid or unpaid capacity, to decide whether or not abuse has taken place. Under no circumstances should an employee, associate or volunteer carry out their own investigation into the allegation or suspicion of abuse. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Culture Shift assures all employees and associates that it will fully support and protect anyone who, in good faith, reports concerns about a colleague, creative practitioner or volunteer whom they suspect is, or may be, abusing a child, young person or vulnerable adult.

Culture Shift has a Designated Safeguarding Officer (DSO) with responsibility for child and adult protection, with necessary training.

Culture Shift's Designated Safeguarding Officer (DSO) is Julia Roberts

The Deputy Designated Safeguarding Officer (Deputy DSO) is Clare Towner

The Lead Safeguarding Trustee is Linda Salway

Their contact details are as follows

Julia Roberts, Chief Executive Officer, julia@cultureshift.org.uk, mob 07808 317603, land 07517346842

Clare Towner, Programme Assistant, clare@cultureshift.org.uk mob 07946596324 land 07517346842

They will be responsible for liaising with local Child Protection Teams and Safeguarding Adults Boards.

Culture Shift will provide training updates for the DSO and Deputy DSO as necessary, and at least every two years.

4.1 Where the project/activity is delivered directly by Culture Shift

Concerns must be recorded in writing on the Disclosure Form (see Appendix Three), and reported to the **Designated Safeguarding Officer (DSO) Julia Roberts**, or, in her absence, to the **Deputy Designated Safeguarding Officer (Deputy DSO) Clare Towner**. This needs to be done as soon as possible after the concern or disclosure and at least within 24 hours.

If the suspicions in any way involve the **Designated Safeguarding Officer (Senior DSO)**, then the report should be made to the **Deputy Designated Safeguarding Officer (Deputy DSO)**, AND a report should be made to the Chair of the Board of Trustees.

Where there is a complaint against an employee or associate or a concern about a Culture Shift member of staff there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

Complaints against an employee or associate will always and without exception be investigated. The police and other agencies will be informed at the discretion of the school/setting and Culture Shift and the Designated Safeguarding Officers will be informed in all cases. The results of the police and child protection investigation may influence the disciplinary investigation, but not necessarily.

4.2 Partnership working and safeguarding

Where the project/activity is delivered by Culture Shift staff or freelance staff paid by Culture Shift, but in a partner or host organisation (school, secure home, youth centre, adult day services centre, arts venue which takes responsibility for recruiting or engaging participants)

Prior to the commencement of the project, course or activity, Culture Shift will liaise with the partner/host organisation to establish the most robust Safeguarding Procedures and Designated Safeguarding Lead for the duration of the project, course or activity.

Regardless of whether the Designated Safeguarding Lead is from the partner organisation or from Culture Shift ALL concerns or disclosures must be recorded in writing on the Disclosure Form (see Appendix Three), and reported to the **Senior Designated Safeguarding Officer (Senior DSO) Julia Roberts**, or, in her absence, to the **Deputy Designated Safeguarding Officer (Deputy DSO) Clare Towner**. This needs to be done as soon as possible after the concern or disclosure and at least within 24 hours.

In every situation, Culture Shift **volunteers** who have concerns must first report to the Culture Shift staff member who is supporting them. This staff member will follow the next stage of the process.

5. Procedures for responding to allegations or suspicions of abuse

Recognising abuse

A guide to recognising physical, emotional, sexual abuse and neglect is contained in Appendix Two.

Suspicions of abuse

If a Culture Shift employee or associate sees or suspects abuse of a child, young person or vulnerable adult, they should follow the 'Taking a Disclosure' procedure set out in 5.1.

5.1 Taking a disclosure

The following good practice guidelines and procedures should be followed to ensure that the person making the disclosure and the person taking the disclosure can

remain safe, and that accurate information is collected and passed on quickly and confidentially. It is not your responsibility to carry out an investigation or to 'solve' the problem.

The information gathered in a Disclosure can form part of the legal process so it is important that you follow these procedures.

1. **Remain calm and in control** – don't panic.

2. **Listen carefully to what is being said** – you need to remember as much as you can.

3. **Don't give you own view or opinions** – remain silent during the disclosure if possible, it is often helpful to nod or make sounds to show you understand what is being said.

4. **Only ask questions if you don't understand what is being said** – perhaps they said something very quietly, perhaps you didn't understand a word they used (people quite often use a range of words you may not be familiar with to describe sexual acts of parts of their body)

5. **Don't promise to keep a secret** – You cannot keep this a secret, so let them know that you can't and you will have to pass it on to the lead child protection person (give the name of that person if appropriate). The welfare of the child or vulnerable adult is paramount and takes precedence over confidentiality.

6. **It is common that the child or young person will start to disclose to you whilst you are on your own** It is not appropriate to call another worker over – but equally you may be putting yourself at risk of a later allegation if you are locked away in a private place with a child or young person. Ideally try to make sure the door of the room you are in is not shut. It is usually easy to have a private conversation with other people still able to see you.

7. Try to **reassure them that they have done the right thing.**
You could say something like, "I'm glad you have told me this."

8. Even if what they are saying is shocking to you **try not to show this.**

9. **Do not talk to the alleged abuser.**

10. **Make notes straight after your meeting with the child, young person or vulnerable adult** - Try to use their words. Write it up as clearly as possible including their name, address and date of birth. Sign and date the disclosure and **pass this information on to the DSO as soon as possible.**

11. **Remember that it is not your job to prove if this information is true or not** – nor is it up to you to notify the police or social services. However, if you feel that the child or vulnerable adult is in **immediate danger**, then call the police on 999.

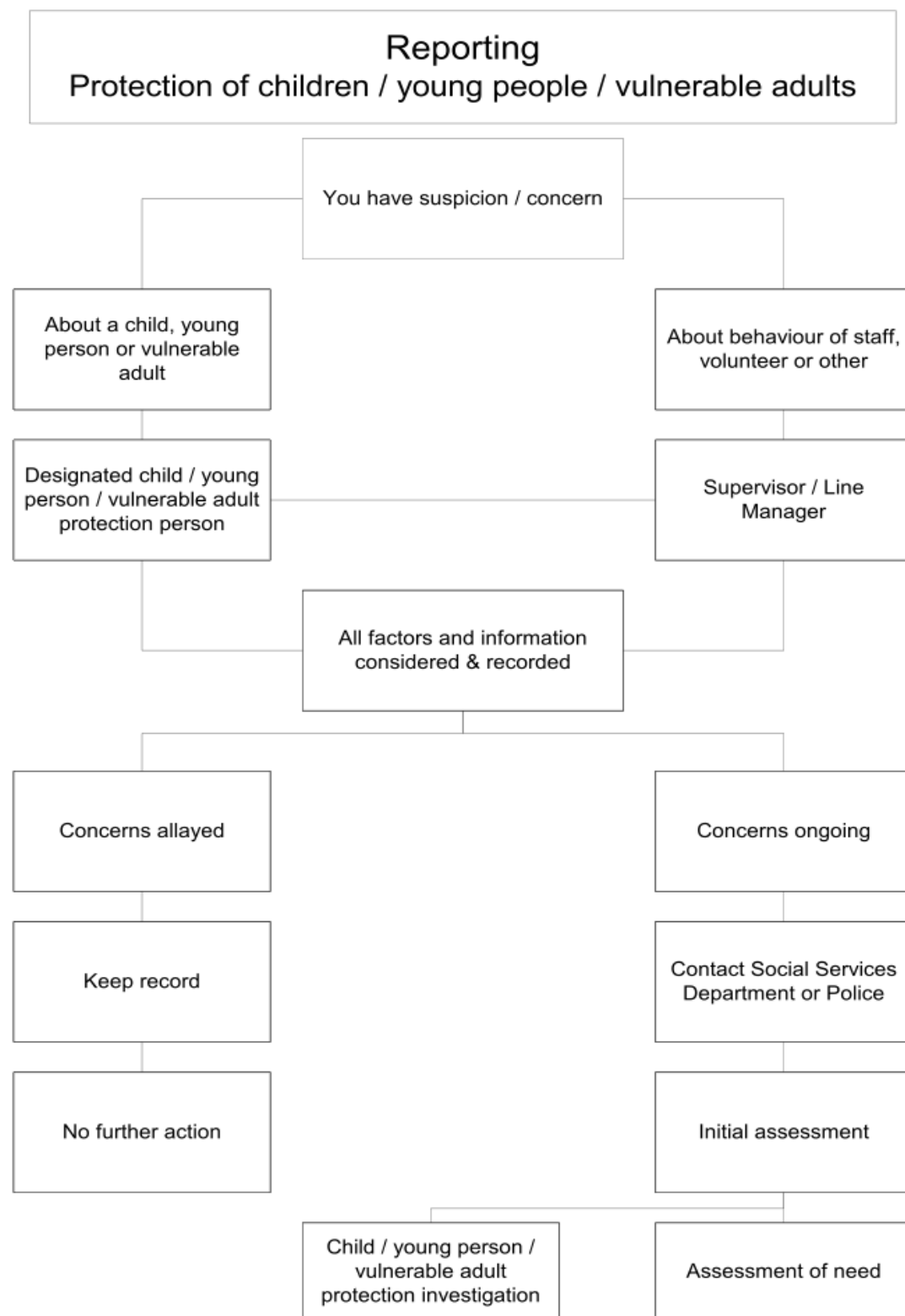
5.2 Support for staff who have taken a disclosure

Culture Shift recognises that staff, associates and volunteers who become involved with disclosure incidents may find the incident difficult and distressing. Culture Shift's senior management will provide opportunities for anxieties to be discussed and seek further professional advice as required.

5.3 Culture Shift will comply with the duty to refer

If Culture Shift or an organisation it is working with removes an individual (paid worker or unpaid volunteer) from work involving contact with children and vulnerable adults because the person poses a risk or harm to children or vulnerable adults, then it has a duty to make a referral to the Disclosure and Barring Service. It is an offence to make a referral without good reason.

5.4 NSPCC Flowchart: Reporting Safeguarding Concerns



5.5 Accidents and Incidents raising safeguarding concerns

Whilst staff and associates will be responsible for responding to and recording incidents and accidents, following Health and Safety Procedures, it is recognised that some of these may refer to Safeguarding concerns.

All accidents, incidents and injuries should be documented on an Incident/Accident Record form. This can be found in Appendix Five. Copies of the forms should also be found with the registers and official documents used in each session. The completed form should be held in the usual manner, and the incident reported to the Culture Shift DSO or Deputy DSO to be included in the Accident/Incident Record file.

If a child, young person or vulnerable adult arrives for a Culture Shift activity with an obvious physical injury, a record must be made on an Accident/Incident Record form. This record should be counter-signed by the person with responsibility for the individual. This record can be useful if a formal allegation is made later. It will also be a record that the individual did not sustain the injury whilst working with Culture Shift.

5.6 Lone working and working unsociable hours

Culture Shift will endeavour to ensure that no member of staff will work alone with a participant. Where you are working unsociable hours, the DSO or Deputy DSO will be contactable from 30 minutes before until 1 hour after the activity finishes. If you are unable to contact them, or you feel that the child or vulnerable adult is in immediate danger, call the Police on 999.

6. Rights and confidentiality

If a complaint or allegation is made against a Culture Shift employee or associate, they should be made aware of their rights under both employment law and internal disciplinary procedures. This is the responsibility of the Chief Executive Officer of Culture Shift. Both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

7. Complaints and allegations

Families and individuals experiencing safeguarding processes may be under a significant amount of stress. Even though they may have been responsible for the potential abuse or neglect of an individual, they still have a right to complain about issues they are unhappy with. These issues can only be in regard to the process and not the issues related to the lead up to and details of, the allegations of abuse.

These matters will be considered within the Safeguarding Policy.

High standards of professional practice and confidence in safeguarding policy and procedures are part of a good preventative strategy to avoid complaints.

Complaints can appear trivial where others are of a more serious nature. They should all be given fair and equal attention. There should not be nervousness about complaints, as they provide an opportunity for better understanding and learning.

7.1 Dealing with complaints

Staff and associates are expected to act professionally at all times, and to follow the Code of Conduct. If the complaint can be dealt with during the session, the staff member with responsibility for the group should do this. Details of the complaint should be discussed with a member of Culture Shift staff as soon as possible afterwards, including outcomes of the discussion.

More serious or more complex complaints should be referred to Culture Shift staff, with assurances to the complainant that they will be contacted and that every effort will be made to resolve any issues.

7.2 Allegations against staff

Culture Shift advises all staff and associates to follow the Code of Conduct set out in Appendix Five in order to avoid allegations of abuse and misinterpretation.

In the event of an accusation of abuse or professional misconduct being made against any Culture Shift employee or associate, the individual accused will be automatically suspended pending further investigations. Their temporary suspension no way implies guilt or innocence. It is a measure intended to protect and reassure staff and children, young people and vulnerable adults.

- Where the staff member against whom the allegation has been made is working directly with children, it is vital the DSO or Deputy DSO records the nature of the allegation and reports to the Safeguarding Lead at the relevant Local Safeguarding Children's Board (LSCB). Neither the DSO nor Deputy DSO should investigate the allegation. The Safeguarding Lead from the LSCB will provide support and guidance to the DSOs on the next steps. At all times the welfare of children, young people and vulnerable adults must be of paramount importance.
- Where there is an allegation concerning a vulnerable adult, Adult Social Services should be involved
- Where the staff member whom the allegation has been made is working directly with the vulnerable adult, any allegations should be reported to the DSO or Deputy DSO as appropriate. It is vital the DSO or Deputy DSO records the nature of the allegation and reports to the Adult Social Care Services without delay. They will provide support and guidance to the DSOs on the next steps.

7.3 Action if bullying suspected

The same procedure set out in 'Responding to Allegations or Suspicions', earlier in this policy, should be followed if bullying is suspected.

8. Recruitment

Culture Shift recognises that anyone may have the potential to abuse children, young people and vulnerable adults in some way. All reasonable steps are taken to ensure suitable people are recruited. The following applies to all staff, non-executive directors, freelance staff and volunteers;

8.1 Interview and recruitment

- Consent will be obtained for an applicant to apply to Disclosure and Barring Service (DBS) Enhanced Disclosure if necessary for the activities the applicant will be taking part in.

- Two confidential references will be required, of which one should be regarding previous work with children, young people and vulnerable adults (for posts in which there will be direct contact with this group)
- Evidence of identity (passport or driving licence with photo) will be required
- All employees/associates will be required to undergo an interview
- The job requirements and responsibilities will be clarified, including responsibilities for safeguarding children, young people and vulnerable adults
- Child protection procedures are explained and any training needs are identified
- Successful candidates will receive a copy of and sign up to the Culture Shift Safeguarding Code of Conduct (see Appendix Five).
- If there are serious concerns about the candidate's suitability to work with children or vulnerable adults Culture Shift will follow the Duty to Refer procedures (see 5.3)

8.2 Training

All Culture Shift staff who have contact with children, young people and vulnerable adults will be expected to undertake safeguarding training every two years (or more frequently, if appropriate).

The Designated Safeguarding Lead is expected to undertake training for those leading in safeguarding within an organisation. This should be refreshed every 2 years to ensure the organisation is abreast of any changes.

Culture Shift trustees will be expected to also undertake appropriate safeguarding training.

Any freelancer working with Culture Shift who has contact with children, young people and vulnerable adults who has not done any safeguarding training within 2 years of time of appointment will be asked to attend a course or undertake online training should there be not be a suitable course in the timeframe available.

Volunteers will also be made aware of training courses and encouraged to undertake online training every 2 years.

Employees and associates will receive training to

- Analyse their own practice against established good practice and to ensure their practice is likely to protect them against false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child, young person or vulnerable adult
- Work safely and effectively with children, young people and vulnerable adults
- Understand their right to confidentiality if they have concerns about another employee or associate

8.3 Supervision

- Employees and associates will have access to the Culture Shift Grievance Policy and procedures

- If an employee or associates position should change and they are required to work with children, young people or vulnerable adults, where they didn't before, appropriate additional training and advice will be available

8.4 Disclosure and Barring Service (DBS)

Disclosure and Barring Service (DBS) acts as a 'one-stop-shop' for organisations, checking police records and, in relevant cases, information held by the Independent Safeguarding Authority (ISA). The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children, young people or other vulnerable members of society, via any 'disclosures' revealed on their DBS check.

Where appropriate Culture Shift ensure that any employee or associate (including non-executive directors and volunteers) over the age of 18 working with children, young people and vulnerable adults will have a DBS check to the appropriate level. Where necessary Culture Shift will support the application process through the registered umbrella body.

Accepting a previously issued DBS check

Culture Shift will accept a DBS check administered on behalf of another organisation, so long as it is no more than 2 years old. We will ensure that the level of the check, and the workforce stipulated corresponds with the role we are recruiting to, that the identity details on the certificate match those of our applicant and we will check with the issuing organisation that there have been no police disclosures since the date of issue of the certificate. We will encourage people to take up the DBS certificates that are reviewed annually.

Individuals contracted through partner organisations

If a DBS check is administered on behalf of a partner organisation Culture Shift will not share the contents of the disclosure with that organisation. It remains the individual's responsibility to share relevant information with the organisation involved. Culture Shift requests that all partner organisations and schools ensure they see Disclosure certificates before directly contracting individuals to work in schools and ensure they have a written agreement with individuals working for them that states disclosure information will be shared

8.5 Disclosure for international individuals

The Disclosure and Barring Service can only check the records of non-British residents over the period they have lived in the UK; i.e. if they have been in the UK for two years, the Enhanced Disclosure will be for these two years.

Where a DBS certificate is required, Culture Shift will ask individuals visiting from overseas to provide a 'certificate of good conduct', which they can obtain from their embassy. They will ensure that this person is supervised by a team member who is DBS checked.

8.6 Health and Safety

All employees and associates must agree to work in accordance with the Culture Shift Health and Safety Policy (see separate document) and to work without causing danger to themselves, to other representatives or to the general public.

Risk assessments are part of planning any project and should take into account all aspects of the activity, but particularly any risks relating to the protection of children, young people and vulnerable adults.

9. Images of children, young people and vulnerable adults

Formal permissions must be in place for all images (photographs, video and film) which are obtained as part of a project or an event supported by Culture Shift and involving children, young people or vulnerable adults. This includes images intended for use on the web.

Before images are taken, schools/other activity settings will be asked on behalf of parents/guardians of children, young people or vulnerable adults to give their permission for images to be taken (see Appendix Six).

All photographers and filmmakers contracted by Culture Shift must adhere to the above. Participants' names will not accompany images unless they are, for example, prize winners or where we have the express permission of that particular parent/guardian or school/setting.

10. Recording and storing information

Culture Shift ensures we have safe procedures for storing all personal or sensitive information. This conforms with our data protection policy.

All registers of personal information about children, young people or vulnerable adults is kept as hard copy in one place and securely stored. Any digital registers are only accessed with username and password.

No personal information is shared without consent.

Any safeguarding concerns are logged and kept on a case file for the duration of a project.

11. Information and Useful Contacts

NSPCC 24hr Helpline: 0808 800 5000

Childline: 0800 1111

Crimestoppers: 0800 555 111

Brighton and Hove Local Safeguarding Children's Board

www.brightonandhovelscb.org.uk

01273 292379

East Sussex Local Safeguarding Children's Board

www.eastsussexlscb.org.uk

01323 464222

Single Point of Advice for children and young people

0-19.SPOA@eastsussex.gov.uk

Out of hours children and families 01273 335906/01273 335905

ASC 0345 608 0191 8am – 8pm 7 days a week

West Sussex Local Safeguarding Children's Board

www.westsussexscb.org.uk

0330 222 779

Working Together To Safeguard Children Document (March 2013) -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281368/Working_together_to_safeguard_children.pdf

Disclosure and Barring Service - www.gov.uk/disclosure-barring-service

DBS Update Service Employer Guide -

<https://www.gov.uk/government/publications/db-update-service-employer-guide>

CEOP (Child Exploitation and Online Protection)- www.ceop.police.uk/

Parent Info (in collaboration with CEOP and The Parent Zone - information for carers, education providers on supporting children's safety, wellbeing and resilience

www.parentinfo.org

NSPCC - www.nspcc.org.uk

United Nations Convention on the Rights of the Child (Summary, 10.15)

www.unicef.org.uk/Documents/Publication-pdfs/UNCRC_summary.pdf

NSPCC - Children's Legal Rights - Legal Definitions -

www.nspcc.org.uk/preventing-abuse/child-protection-system/legal-definition-child-rights-law/legal-definitions/

Safer Internet - tips, advice and resources to support children and young people stay safe online www.saferinternet.org.uk

Prevent Duty information - Anti-radicalisation training -

www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf and

[/www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance) which includes an introductory anti-radicalisation training through an e-learning package

Information on Female Genital Mutilation (FGM) -

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/what-is-fgm/>

Information on Child Sexual Exploitation (CSE) -

https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-exploitation/what-is-child-sexual-exploitation/?t_id=1B2M2Y8AsgTpgAmY7PhCfq%3d%3d&t_q=child+sexual+exploitation&t_tags=language%3aen%2csiteid%3a7f1b9313-bf5e-4415-abf6-aaf87298c667&t_ip=88.106.65.167&t_hit.id=Nspcc+Web+Models+Pages+TopicPage/9c160259-c292-4f9c-a0f6-e9be56c4f1c8+en-GB&t_hit.pos=2

Statutory Guidance for the Education Sector on Child Protection and

Safeguarding (useful to read for guidance) -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf

Information on Duty to Refer

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#referrals>

Support for adult survivors of abuse - The National Association for Adults Abused in Childhood - <http://napac.org.uk>

Safeguarding Policy

Appendices

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7. Good Practice Checklist
8. Media Consent Form

Appendix One: Definitions of Abuse

i) Physical Abuse

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

ii) Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say and how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. This may include interactions that are beyond a child'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 seeing or hearing the maltreatment of another. 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. (HM Government (2015))

iii) Radicalisation

Defined as "the process by which a person comes to support extremist ideologies associated with terrorist groups" (Prevent Duty Guidance; HM Government 2015)

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family. (NSPCC 2017)

iv) Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not 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 a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

(HM Government (2015) Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. London: Department of Education (DfE))

There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse.

Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration. It includes:

- sexual touching of any part of the body whether the child's wearing clothes or not
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes:

- encouraging a child to watch or hear sexual acts
- not taking proper measures to prevent a child being exposed to sexual activities by others
- meeting a child following sexual grooming with the intent of abusing them
- online abuse including making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images
- showing pornography to a child
- sexually exploiting a child for money, power or status (child exploitation).

(NSPCC 2017)

v) Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. (NSPCC 2017)

vi) Female Genital Mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

The term FGM covers all harmful procedures to the female genitalia for non-medical purposes. There are 4 types - all are illegal and have serious health risks.

FGM ranges from pricking or cauterizing the genital area, through partial or total removal of the clitoris, cutting the lips (the labia) and narrowing the vaginal opening. Even partial removal or 'nipping' can risk serious health problems for girls and women.

The cutting is made using instruments such as a knife, pair of scissors, scalpel, glass or razor blade.

FGM is usually performed by someone with no medical training. Girls are given no anaesthetic, no antiseptic treatment and are often forcibly restrained.

vii) Neglect

Neglect is the ongoing failure to meet a child's basic needs.

Types of Neglect

- **Physical neglect**
Failing to provide for a child's basic needs such as food, clothing or shelter.
Failing to adequately supervise a child, or provide for their safety.
- **Educational neglect**
Failing to ensure a child receives an education.
- **Emotional neglect**
Failing to meet a child's needs for nurture and stimulation, perhaps by ignoring, humiliating, intimidating or isolating them. It's often the most difficult to prove.
- **Medical neglect**
Failing to provide appropriate health care, including dental care and refusal of care or ignoring medical recommendations.

Source: Horwath, 2007

For more information regarding Child Abuse, visit

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

Appendix Two: Recognising abuse and neglect

Although these signs do not necessarily indicate that a child, young person or vulnerable adult has been or is being abused, they may help you recognise that something is wrong.

Please note: It is not your responsibility to seek out these indicators, but it is important that you are familiar with the signs which will raise concerns.

Concerns for the wellbeing of the child or vulnerable adult, including suspicions of abuse should be reported to your DSO as soon as possible, through the procedures outlined in this Safeguarding Policy.

i)Physical Abuse

Abuse which causes physical harm as well as fabrication of symptoms of or deliberately causing ill health to a child, young person or vulnerable adult.

Visible signs:

- Injuries to any part of the body
- Finding it painful to walk, sit down, to move their jaws or are in some other kind of pain
- Injuries which are not typical of the bumps and scrapes associated with children's and vulnerable adults' activities
- Regular occurrence of unexplained injuries
- Frequently injured, where even apparently reasonable explanations are given

Behavioural signs:

- Furtive, secretive behaviour
- Uncharacteristic aggression or withdrawn behaviour
- Compulsive eating or sudden loss of appetite
- Suddenly becoming ill co-ordinated
- Finding it difficult to stay awake
- Repeatedly absent
-

ii) Emotional Abuse

Abuse that causes adverse effects on emotional development, particularly from emotional ill-treatment of a child, young person or vulnerable adult

Awareness of Indicators and behaviours:

- Emotional indicators such as low self esteem, unhappiness, fear, distress, anxiety
- Attention seeking, opposing, withdrawn, insecure
- Failure to thrive/faltering growth, delay in achieving developmental, cognitive or educational milestones
-

iii) Radicalisation

Defined as "the process by which a person comes to support extremist ideologies associated with terrorist groups" (Prevent Duty Guidance; HM Government 2015)

Spotting the signs

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others

- increased levels of anger
- increased secretiveness, especially around internet use

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

However, these signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong.

(NSPCC 2017)

iv) Sexual abuse

Involves forcing or enticing a child, young person or vulnerable adult to take part in or witness sexual activities, whether or not they are aware of what is happening.

Physical signs:

- Signs of blood or other discharge on/through underclothes
- Awkwardness in walking or sitting down
- Tummy pains
- Tiredness

Behavioural signs:

- Extreme variations in behaviour (e.g. anxiety, aggression, or withdrawal)
- Sexually provocative behaviour or knowledge that is incompatible with the child, young person or vulnerable adult's age and understanding
- Drawings and/or written work which are sexually explicit (indirect disclosure)
- Direct disclosure; It is important to recognise that children should have neither the experience or the understanding to be able to make up stories about sexual assault

v) Neglect

Is the persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of the child, young person or vulnerable adult's health or development.

Physical signs:

Abnormal growth including failure to thrive

- Underweight or obesity
- Recurrent infection
- Unkempt dirty appearance
- Smelly
- Inadequate/unwashed clothes
- Hunger
- Listlessness

Behavioural signs:

- Attachment disorders
- Indiscriminate friendliness
- Poor social relationships
- Poor concentration
- Developmental delays
- Low self esteem

In addition, **particularly in relation to vulnerable adults**, it is vital to recognise and report the following;

- **Psychological abuse** – includes threats of harm or abandonment, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks. Possible indicators include: anxiety, confusion or general resignation; loss of confidence; excessive or inappropriate craving for attention.
- **Financial Abuse** – includes theft, fraud, pressure around wills, property or inheritance, misuse or misappropriation of benefits. Possible indicators include: unexplained or sudden inability to pay bills; sudden withdrawal of money from accounts: personal possessions going missing.
- **Acts of Omission** – includes failure to access medical care or services, failure to give prescribed medication, poor nutrition or lack of heating. Possible indicators include: poor hygiene and cleanliness; repeated infections, reluctant contact with health and social care agencies

Culture Shift Designated Safeguarding Officer for Child and Vulnerable Adults

Name: Julia Roberts
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Mobile: 07808 317603

Culture Shift Deputy Designated Safeguarding Officer for Child and Vulnerable Adults

Name: Clare Towner
Job Title: Programme Assistant
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Everyone has a part to play in children, young people and vulnerable adult's welfare and keeping them safe from abuse or neglect. If you have concerns that a child, young person or vulnerable adult may be being neglected or abused - **don't keep it to yourself.**

Guidelines for taking a Disclosure:

*Give a clear description of disclosure, including date, time, location and how the disclosure came about (eg. how did the child, young person or vulnerable adult come to you to disclose?)

*Write in child, young person's words where possible. Don't worry if you can't remember something, write down as much as you remember.

*Don't include your opinions. You can state his or her behaviour; eg. if s/he was upset, how s/he showed this (how you could tell)

The following good practice guidelines and procedures should be followed to ensure that the person making the disclosure and the person taking the disclosure can remain safe, and that accurate information is collected and passed on quickly and confidentially. It is not your responsibility to carry out an investigation or to 'solve' the problem.

The information gathered in a Disclosure can form part of the legal process so it is important that you follow these procedures.

1. **Remain calm and in control** – don't panic.
2. **Listen carefully to what is being said** – you need to remember as much as you can.
3. **Don't give your own view or opinions** – remain silent during the disclosure if possible, it is often helpful to nod or make sounds to show you understand what is being said.

4. **Only ask questions if you don't understand what is being said** – perhaps they said something very quietly, perhaps you didn't understand a word they used (people quite often use a range of words you may not be familiar with to describe sexual acts of parts of their body)

5. **Don't promise to keep a secret** – You cannot keep this a secret, so let them know that you can't and you will have to pass it on to the lead child protection person (give the name of that person if appropriate). The welfare of the child is paramount and takes precedence over confidentiality.

6. **It is common that the child or young person will start to disclose to you whilst you are on your own**

It is not appropriate to call another worker over – but equally you may be putting yourself at risk of a later allegation if you are locked away in a private place with a child or young person. Ideally try to make sure the door of the room you are in is not shut. It is usually easy to have a private conversation with other people still able to see you.

7. **Try to reassure them that they have done the right thing.**

You could say something like, "I'm glad you have told me this."

8. Even if what they are saying is shocking to you try not to show this.

9. **Do not talk to the alleged abuser.**

10. **Make notes straight after your meeting with the child, young person or vulnerable adult** - Try to use their words. Write it up as clearly as possible including their name, address and date of birth. Sign and date the disclosure and **pass this information on to the DSO as soon as possible.**

11. **Remember that it is not your job to prove if this information is true or not** – nor is it up to you to notify the police or social services. However, if you feel that the child or vulnerable adult is in **immediate danger**, then call the police on 999.

(Points 1-11 provided by NSPCC)

Culture Shift: Disclosure Form

Name of child, young person or vulnerable adult:
Age/Date of Birth:
Home address and home number (if known):
Location and time the disclosure took place;
Description of disclosure, using person's own words where possible;

Continued: description of disclosure, using person's own words where possible;

Name and role of person taking the disclosure	
Signature	Date of disclosure
Please pass this form to the Culture Shift's Designated Safeguarding Officer or Deputy Safeguarding Officer as soon as possible. All information is strictly confidential.	

Culture Shift Designated Safeguarding Officer for Child and Vulnerable Adults

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Culture Shift Deputy Designated Safeguarding Officer for Child and Vulnerable Adults

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Appendix 4: Policies and Code of Conduct Declaration

Culture Shift induction

To be signed by anyone employed and contracted by Culture Shift to work with children, young people or vulnerable adults.

Our commitment

All employees and associates will be encouraged to demonstrate exemplary and professional behaviour whilst working in any environment with children, young people or vulnerable adults. This declaration must be signed before any work with children, young people or vulnerable adults can commence.

Declaration

I have received, read and understood the following (please tick each box accordingly):

- Culture Shift safeguarding Policy and Procedures
- Culture Shift Staff Code of Conduct
- Culture Shift Health and Safety Policy

I will adhere to the above for the duration of the work we/I are undertaking with Culture Shift.

Name (please print)	
Signed	
Organisation (if applicable)	
Date	

Appendix Six: Safeguarding Code of Conduct

All employees and associates will be encouraged to demonstrate exemplary behaviour to uphold good practice when working with children, young people and vulnerable adults and to protect themselves from false allegations. The following Code of Conduct illustrates how to create a positive culture and climate.

If you are working directly for Culture Shift, as a Project Manager for example, but in partnership with a school or similar setting you should also ensure you familiarise yourself with the setting's safeguarding policy and code of conduct in addition to the Culture Shift policy. This is particularly relevant if a school or setting has a specific approach to behaviour management, for example, or if you are working in a special needs setting where the guidelines on physical interaction with children and young people may need to be slightly different.

Please note that an individual school or setting's policy may supersede the Culture Shift policy as an individual school/setting's policy will have been tailored to the needs of the young people or vulnerable adults in their care. Should the expectations of the setting's policy fall short of those required in Culture Shift's policy this should be raised with your Line Manager.

Conduct in and around children, young people or vulnerable adults' settings

You are an ambassador for Culture Shift and a role model for the children, young people and vulnerable adults. Everything you do should reflect this.

When working with children, young people and vulnerable adults

- Follow Culture Shift's or the setting's (whichever has been deemed more robust) Safeguarding Policy and Procedures
- Make sure language and conversation is appropriate. This extends to music choices
- Listen to and respect children and vulnerable adults at all times
- Avoid favouritism
- Treat children and vulnerable adults fairly and without prejudice
- Value and take children's and vulnerable adults' contributions seriously
- Ensure that any contact with children and vulnerable adults is appropriate and in relation to the work of the project
- Challenge unacceptable behaviour
- Report all allegations or suspicions of abuse to the Designated Safeguarding Officer in line with the safeguarding procedures
- Respect children's and vulnerable adults' rights to privacy
- Encourage children and vulnerable adults to feel comfortable and caring enough to point out attitudes or behaviour they don't like..
- Recognise that special caution is required when discussing sensitive issues with children and vulnerable adults
- Ensure that

You must not

- Allow allegations to go unreported
- Develop inappropriate relationships such as contact with children and vulnerable adults that is not part of working with Culture Shift

- Spend time with a child or vulnerable adult away from others
- Conduct a sexual relationship with a child or vulnerable adult or or indulge in any form of sexual contact with a child or vulnerable adult
- Let children or vulnerable adults have your personal details
- Make sarcastic, insensitive, derogatory or sexual comments or gestures to or in front of children or vulnerable adults
- Act in a way that could be perceived as threatening or intrusive
- Jump to conclusions about others without checking facts
- Make inappropriate promises to children or vulnerable adults, particularly in relation to confidentiality
- Either exaggerate or trivialise abuse issues
- Make arbitrary physical contact with children or vulnerable adults
- Engage in rough, physical or sexually provocative activities, including horseplay
- Take photographs or film documentation on your own devices
- Share any personal details with children or vulnerable adults (including social media). If there is a requirement to be linked via Facebook etc, this needs to be agreed and planned in advance and a professional profile/account will be set up for this purpose so that appropriate boundaries can be maintained.

Physical Contact

All physical contact must be relevant to the activity. Ensure that the touch is

- Necessary
- Permitted
- Clear
- Contextual

Always check that your reason for using touch is understood and has been effective way of learning for the participant

Health and Safety

Health and Safety is a vital and important part of project planning and delivery, all employees and associates must:

- promote health and safety considerations to children, young people and vulnerable adults
- agree to work in accordance with the school or setting's relevant health and safety policy and to work without causing danger to themselves, to children, young people and vulnerable adults or to the general public
- carry out a full risk assessment as part of planning any project and should take into account all aspects of the project, paying particular attention to any risks relating to the protection of children, young people and vulnerable adults

Appendix Seven: Culture Shift's Good Practice Checklist

Before Activity	Employees/Freelancers · DBS checks undertaken · References taken up · Signed Policies/Code of Conduct declaration received · Relevant training provided, as required Health & Safety · Know emergency procedures for building · Undertaken risk assessments · Obtained emergency contact information · Assessed needs of group Communication · Consent forms issued · Culture Shift office aware of activity
During Activity	Employees/Freelancers · Easy to identify · Welcoming and friendly · Correct ratio to children, young people and vulnerable adults · Good and appropriate skills and experience · In possession of consent forms for participants · Using appropriate language Space · Space is accessible with ramps if appropriate · Suitable size for activity · Access to toilets · Clearly signed, including emergency exits · Appropriate temperature · Clean and Well-lit Health & Safety · First aid personnel identified and on hand · Register of participants – know names and numbers in building · Risk assessment evident during session · Safe materials and equipment used (PAT tested if appropriate) · Young people made aware of health and safety issues · Regular supervised breaks
Activity	· Well planned and starts and finishes on time · Aware of and responsive to children, young people, vulnerable adults' needs · Appropriate for group's age and ability · Makes use of different learning styles · Challenging and supportive

Appendix Eight: MEDIA CONSENT FORM

Photo permission form

Culture Shift would like your permission for photographs or video of you, or someone you support or care for, to be used to let other people know about our work.

This form is for consent for use of your image by Culture Shift CIO. We use stories (words, photography and film) in our communications and impact reporting activities.

Your image may be used in our printed publications for promotional purposes, in press releases, on videos, on social media channels, in presentation materials and on our website. It may also appear in our advertising.

The image(s) will remain the property of Culture Shift CIO and will only be used for increasing awareness about the impact of our work. Your personal contact details will remain strictly confidential.

- I consent for my image to be used for the following purposes:
In Culture Shift CIO publications, on our social media channels, Instagram, facebook linked in and on our website.
- By signing this release form, I hereby grant Culture Shift CIO the absolute right to reproduce and display in any traditional or electronic media format, my likeness as shown in the photographs/films captured at this time for the purposes given above.
- If I decide at any point in the interim or the future that I no longer wish my image to be used, I will contact Culture Shift CIO, in writing at The Manor House, Moulsecoombe Place, Lewes Road, Brighton, BN2 4GA or email office@cultureshift.org.uk

Full name

Email address

Signed Date

If under 18 years of age or guardian, carer consent is required.

I confirm that I am the legal guardian of the individual named above and therefore may grant permission on their behalf.

Name of guardian

Relationship to individual

Guardian signature Date

Personal information provided will be held and processed in accordance with the General Data Protection Regulation 2018. For more information, you can request a copy of Culture Shift's Privacy Policy by emailing office@cultureshift.org.uk.