



Boho Arts Limited Safeguarding Children and Young People Policy

This Policy should be read alongside the appropriate Procedures Sections and Appendices that follow.

Document Owner: Boho Arts Limited

Document approved by: Ben Dickenson (Trustee), Senior Safeguarding Lead

Date Policy approved: 30.12.23

Last Board Review: 21.3.23

Next Board review: 21.3.24

'Boho Arts Policy for Safeguarding Adults' can be found on the policies page of our [website](#) or provided on request.

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Introduction and Mission Statement

BA is a participatory arts charity that brings together diverse people to connect, collaborate and be creative by taking part in professional creative processes through workshops, performances, community projects and at arts and cultural events. Our vision: a world of creative opportunities where everyone has access to the arts in a more integrated society where they are seen, valued and heard. Our mission: to create accessible spaces and activities where communities, artists and audiences can come together to connect, collaborate, and be creative. By putting access at the heart of what we do, we will be safe, inclusive and encourage participation in the arts to instil confidence, wellbeing and creative fulfilment.

The purpose this policy statement is:

- to protect children and young people who receive BA's services from harm. This includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

The scope of this policy statement:

- applies to anyone working on behalf of, BA including, but not limited to, senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students, collectively referred to as "Associated BA Individuals"
- relates to the safeguarding of children and young people from birth until their 18th birthday. We use the term 'children' to refer to younger children who do not have the maturity and understanding to make important decisions for themselves.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

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

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

they are still legally children and should be given the same protection and entitlements as any other child (Department for Education, 2018a).

A summary of the key legislation and guidance is available from <https://learning.nspcc.org.uk/child-protection-system/england>



Boho Arts Policy Statement:

We believe that:

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

We recognise that:

- the welfare of children is paramount in the work we do and in all the decisions we take
- all children, regardless of age, disability, gender identity, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- working in partnership with children, their parents/carers and other agencies is essential in promoting the children's welfare.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse. Find out more about safeguarding:
 - [Children from Black, Asian and minoritized ethnic communities](#)
 - [d/Deaf and disabled children and young people](#)
 - [LGBTQI+ children and young people](#)
 - [Children with special educational needs and disabilities \(SEND\)](#)

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them.
- appointing designated employees and Trustee senior lead for safeguarding.
- adopting safeguarding best practice through our policies, procedures and code of conduct for Associated BA Individuals.
- developing and implementing an effective online safety policy and related procedures.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all Associated BA Individuals know about and follow our policies, procedures and behaviour codes confidently and competently.
- recruiting and selecting Associated BA Individuals safely, ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- making sure that children and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against Associated BA Individuals appropriately.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy



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and procedure to help us deal effectively with any bullying that does arise.

- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people and Associated BA Individuals by applying health and safety measures in accordance with the law and regulatory guidance.
- building a safeguarding culture where Associated BA Individuals, children and their families, treat each other with respect and are comfortable about sharing concerns.

Safeguarding Team Contact Details

DSO - Designated Safeguarding Officer:

Bev Fox, CEO & Co-Artistic Director, Boho Arts Limited
07766 214 255 / bev@bohoarts.co.uk

Deputy DSO

Ian McLaughlin, COO & Co-Artistic Director, Boho Arts Limited
07879 007 247 / ian@bohoarts.co.uk

Trustee/Senior Lead for Safeguarding and Child protection:

Ben Dickenson, Trustee, Boho Arts Limited (CEO, Theatre Hullabaloo)
07739 485 299 / ben@bohoarts.co.uk

NSPCC Helpline:

0808 800 5000

Boho Arts' board will review our safeguarding policy annually. Safeguarding concerns notifications will be reviewed in the interim at quarterly BA Board Meetings to ensure ongoing good practice and learning from experiences. Boho Arts Safeguarding Management Team (DSO, Deputy DSO, and Senior Lead) will review any safeguarding incidents throughout the year and take appropriate action to resolve them, seeking expert advice if necessary, and adapting policies and procedures if so required.

This policy was last reviewed by the board on 03.01.24

This Policy was approved by:

Ben Dickenson (Trustee), Senior Safeguarding Lead (SSL)

Date: 03.01.23



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SAFEGUARDING POLICY PROCEDURES

1. ROLES AND RESPONSIBILITIES

The responsibilities of BA's Trustees are:

- To read, understand and comply with the requirements of this policy.
- To ensure simple and appropriate procedures are in place for managing any concerns that Associated BA Individuals have about children and young people.
- To take all reasonable steps to promote a safeguarding culture.
- To investigate all disclosures, observations and allegations of abuse.
- To understand, monitor, and review the Safeguarding Policy.

The responsibilities of all Associated BA Individuals are:

- To read, understand and comply with the requirements of this policy.
- To take training as necessary to ensure this policy can be implemented.
- To take all reasonable steps to promote a safeguarding culture.
- To refer immediately any safeguarding concerns to the Designated Safeguarding Officer (DSO).
- To ensure that at all times, an identified Associated BA Individual is present whilst BA activity involving children takes place.
- To understand and abide by the Code of Behaviour for Adults Working with Children, see Appendix 3

The responsibilities of parents and consenting adults are:

- To be ultimately responsible for their child's welfare at all times.

2. RECOGNISING AND RESPONDING TO ABUSE, OR CONCERNS ABOUT CHILDREN AND YOUNG PEOPLE'S WELFARE

2.1. Identifying concerns

Children and young people may disclose abuse in a variety of ways, including:

- Directly – making a specific disclosure in a verbal statement about what is happening to them.
- Indirectly – making ambiguous verbal statements which suggest something is wrong.
- Behaviourally – displaying behaviour that signals something is wrong (this can be deliberately, but not always)
- Non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

You should not wait until a child or young person tells you directly that they are being abused before taking action. Instead, ask if everything is okay or discuss your concerns with the DSO.



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Not all concerns or disclosures will lead to a formal report of abuse, but all concerns and disclosures should be taken seriously and reported to the DSO.

If an Associated BA Individual has a concern (where no disclosure has taken place), you should follow this procedure is:

- Discuss the matter with BA's DSO.
- Complete a Safeguarding Concerns Notification Form (Appendix 5)

2.2. Definitions and Signs of Abuse

In order to effectively protect children against harm, all Associated BA Individuals should be familiar with the various types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Child sexual exploitation (including County Lines exploitation)
- Harmful sexual behaviour
- Emotional abuse
- Domestic abuse
- Bullying and cyberbullying
- Child trafficking
- Female genital mutilation

Please refer to Appendix 1 for NSPCC detailed definitions of the types of abuse listed above.

2.3. Responding to Disclosures

A disclosure is when a child makes it known that they have been, or are currently being abused or neglected, that they are at risk of harm from others or from themselves, or that they may cause harm to another person.

A disclosure can be direct, indirect (verbal, written or graphic hints that appear to be about abuse) or third party (a child or young person tells another person they are being abused).

If a child or young person makes a disclosure to you, follow this procedure:

Receive

- Listen and accept what is being said. Take what is being said seriously.
- Give your full attention and keep body language open and encouraging.
- Do not express verbally or non-verbally how it makes you feel, that is a separate issue for you to deal with later.
- Respect pauses and don't interrupt.
- Make notes.

Reassure

- Reassure them as much as you can.
- It is important to let them know you take them seriously.



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- It important to reassure them that they've done the right thing in telling you.
- Make sure they know that abuse is never their fault.
- Be compassionate, understanding and reassure them that their feelings are important.
 - Phrases such as 'you've done the right thing telling me', 'you've shown courage today' can help.
- Do not make false promises, such as 'I won't say anything'.
- Show you understand and reflect back to check your understanding – use their language to show it's their experience.

React

- React to the conversation only so far as is necessary for you to know whether a referral to Social Services is required.
- Ask open-ended questions.
- Do not ask 'leading' questions.
- Make it clear that it is your responsibility to pass on information.
- Make it clear what you have to do next and who you have to talk to.
- Don't criticise the perpetrator who may be a family member or close to the child.
- Do not ask them to repeat anything to other staff.

Record

- Write up notes on the Safeguarding Concerns Notification Form (Appendix 5). Write these notes in as full a way as possible, without throwing away any original notes.
- Use the child's words rather than your words for any body parts or activities described.
- Include the child's details (name, age, address) date, time, place, and any non-verbal behaviour they display whilst talking to you, for example moments of distress and when they occurred in the conversation.
- If there is any bruising or marks noticed, use the body map to show where they are. (Appendix 5). Draw a sketch first if this is not readily available.
- If the child gives consent, take a photograph or video, and ensure you make a record of their consent to do so.

Talk

- Report the disclosure to BA's DSO as soon as possible.

Please be aware that:

- It is not your responsibility to investigate suspected cases of abuse.
- You should not take any action beyond that identified above.
- You cannot promise a young person complete confidentiality – you must explain that you will need to pass information on to someone who is there to help.

2.4. Information Sharing and Consent

Children and young people should be given the opportunity to decide whether they agree to their personal information being shared. If a child doesn't have the capacity to make their own decisions, ask their parent or carer (unless doing so would put the child at risk of harm).



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Tips for getting consent:

- be open and honest
- make sure the person you're asking for consent understands what information will be shared and why
- explain who will see the information and what it will be used for
- make sure the person you're asking for consent understands the consequences of their information not being shared
- get the consent in writing, in case there are any disputes in the future.
 - If consent is only given verbally, make a written record of this.
- make sure the person knows they can withdraw their consent at any time.

2.4.1. Sharing information without consent

If consent is not given, you must share information with relevant professionals in these circumstances:

- If you have reason to believe that the sharing of information will enhance the safeguarding of a child.
- To protect a child from significant harm.
- In life threatening situations.
- Where a serious crime has been or may be committed.

Under these circumstances you are justified in sharing information with relevant professionals without consent and should do this in a timely manner.

When sharing information without consent it is good practice to explain to the individual or their parent / guardian that you intend to do this, if you feel it is safe and appropriate to do so.

When sharing information without consent, you must keep a written record explaining:

- what steps you took to get consent
- the person's reasons for not giving consent (if known)
- why you felt it was necessary to share information without consent.
- This can be passed on to the relevant services if necessary.

2.4.2 Confidentiality

Never promise a child or young person that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help.

Remember you must share any concerns you have about a child or young person, even if they ask you not to. Information must only be shared with people who need to know.



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2.5. Reporting allegations, suspicions or concerns

Record any safeguarding concerns immediately using the Safeguarding Concerns Notification Form in Appendix 5.

BA recognises it is not the role of a Associated BA Individual to decide whether a child or young person has been subjected to abuse or neglect. However, Associated BA Individuals have an obligation to report any justified concerns regarding children and young people they are working with, especially when a disclosure has been made.

2.5.1. Making a referral to Social Services

Once the DSO has been made aware of a disclosure, concern or observation, it is their responsibility to determine whether to formally report this concern to Social Services. BA will make all referrals within 24 hours and fully comply with Social Services.

If a concern is allayed and the decision is taken not to make a referral to Social Services, details of the concern and details as why a referral was not made will be retained.

2.6. Whistleblowing and Complaints

If an Associated BA Individual feels that a safeguarding concern isn't being acted upon, dealt with properly, may be being covered up, or you are worried that you might experience repercussions, you are encouraged to contact the NSPCC Whistleblowing Advice Line on 0800 028 0285 or help@nspcc.org.uk.

3. PREVENTING AND RESPONDING TO BULLYING

BA aims to create environments and cultures where it is clear that bullying will not be tolerated, and that any child or young person knows they can speak to someone if they have a problem.

Bullying will not be tolerated in any environment, event or activity delivered by BA. BA Associated Individuals are reminded to be aware of the various behaviours and actions associated with bullying:

- Verbal abuse (i.e. name calling)
- Physical abuse (i.e. hitting/pushing)
- Emotional abuse (i.e. making threats, excluding children from groups/activities)
- Cyberbullying/online bullying (i.e. sending threatening, upsetting or abusive messages, 'trolling', creating up fake accounts, etc.)

3.1. Recognising, Responding and Preventing Bullying

Any child or young person can be bullied, particularly those seen by others as 'different' in some way. This might include physical appearance, race, faith/culture, gender identity, sexuality or disability. Bullying can also occur when a child or young person appears anxious or has low self-esteem, lacks assertiveness or is shy/introverted.



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All Associated BA Individuals should be familiar with the following indicators in Children to support in recognising bullying:

- Being distressed or anxious
- Losing confidence or becoming withdrawn
- Having problems eating/sleeping
- Having unexplained injuries
- Changes in appearance
- Changes in performances/engagement with BA events and activities.

If an Associated BA Individual has concerns about bullying, contact the DSO to discuss.

4. ALLEGATIONS OF MISCONDUCT OR ABUSE

4.1. Allegations of misconduct or abuse by an Associated BA Individual

If a child or young person has a concern about an Associated BA Individual, you should discuss the matter with BA's DSO immediately. If the allegation concerns the DSO, they should contact the Trustee responsible for safeguarding (Ben Dickenson).

Follow the procedure for Responding to Disclosures (2.3). In addition:

- Keep the child or young person making the allegation and the alleged perpetrator separate
- Keep all information confidential from other members of staff and other participants

4.2. Allegations of misconduct or abuse by a child

If a child or young person has a concern or makes an allegation about another child, then you should discuss the matter with BA's DSO immediately.

Follow the procedure for Responding to Disclosures (2.3). In addition:

- Keep the child making the allegation and the relevant child the allegation is made towards, separate
- Keep all information confidential from other members of staff and other participants

5. DATA SHARING AND INFORMATION

5.1 Sharing information about safeguarding and good practice

BA is committed to ensuring a safeguarding culture within the organisation. In order to do this, BA has in place the following procedures.

- BA will publish our Safeguarding Policy on [BA'S website policies page](#).
- BA will provide in consent forms to parents/guardians how they can access BA's Safeguarding Policy.
- BA will include in any consent forms how children's data will be stored.



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5.2. Holding Information

- All data will be stored in line with BA's Privacy Policy.
- All Safeguarding Concerns Notifications, including records of actions taken, will be reviewed quarterly as part of the BA Board Meetings to ensure ongoing good practice and learning from experiences.
- All child protection records will be kept confidential and stored securely. Electronic files will be password protected.
- Information about child protection concerns will be kept separate from a child's general record, but a note will be added to the general record to indicate that there is a separate child protection file.

6. USE OF WORK AND IMAGES

- BA will not use images of children or young people without written consent from parents/guardians.
- Children should also be consulted about the use of their image and give consent to it being used and shared.
- BA will store any images and video recordings of children securely.
- Any social media posts sharing work and images of children should be from an official BA account.
- Work produced by children will only be used with the informed consent of its producer.

7. SAFE EVENTS AND ACTIVITIES

BA understands its duty to ensure our events and activities keep children and young people safe. The Associated BA Individual will consider and action the following when organising a BA event or activity:

- Ensuring anyone working or volunteering on the event/activity is suitable to do so.
- All BA Associated Individuals are aware of this Safeguarding Policy and Procedures.
- Consent from parents/carers is sought and received for the involvement of children and young people in BA events/activities.
- Create a list of emergency contact numbers for children and young people involved in BA events/activities.
- Utilise good record keeping to ensure information is handled appropriately and in accordance with BA'S Privacy Policy.
- Ensure all necessary health and safety measures are in place, including, but not limited to first aid cover, risk assessments and fire safety.

8. SUPERVISION: ADULT TO CHILD RATIOS

BA will ensure appropriate supervision levels for any BA events/activities. This will take into consideration:

- The competence and experience of the Associated BA Individuals
- The nature and duration of the event/activity
- The location of the event/activity



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- Any additional needs of the children
- Any specialist equipment required

The following ratios, as recommended by the NSPCC, will be adhered to by BA when organising events/activities:

- Under 2 years – one adult to three children
- 2-3 years – one adult to four children
- 4-8 years – one adult to six children
- 9-12 years – one adult to eight children
- 13-18 years – one adult to ten children

When delivering an event/activity in a school setting, BA will adhere to the relevant ratios outlined in the school's risk assessment.

BA will ensure that all relevant licenses and chaperones are in place for any performing arts activities that involve children and young people.

9. TRAVEL AND TRANSPORT

On most occasions, parents/carers will be responsible for the travel and transport arrangements of children and young people to and from BA activities.

BA will ensure an orderly handover of children and young people to parents/carers once a BA activity has ended. This will involve ensuring the children and young people leave a session with an identified family member. BA will not allow a child to leave with unauthorised people without first speaking to the child or young person's parent/carer.

There may be some instances where a children and young people will travel to and from a BA activity unaccompanied. Where this is the case, BA will ensure that a parent/carer has indicated they are happy with this arrangement as part of the consent form they complete to enable their child or young person to take part in a BA activity.

When BA is arranging and providing transport to get children and young people to and from a BA activity, a reputable bus, coach or taxi company will be used. BA will ensure these companies have the correct insurance and drivers are appropriately vetted.

10. ONLINE SAFETY

BA understands that there are many benefits to engaging with children and young people via social media and other online platforms, but recognises the risks associated to using these tools also.

If BA is providing or hosting activities that involve direct interaction with children and young people online, consent should be sought from parents/carers or the child themselves as appropriate.



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10.1. Creating an online community

If it is deemed appropriate for BA to create an online community, hosted either on an online forum, website or social media platform, BA will take appropriate measures to keep everyone who uses it safe.

This will include:

- Carefully considering who can join the community
- Using the most appropriate online platform (referring to <https://saferinternet.org.uk/blog/net-aware-update-from-the-nspcc> for guidance)
- Encouraging children, young people and their parents/carers to utilise security settings on online accounts.
- Ensure appropriate moderation is in place to make sure children and young people are not exposed to harmful or inappropriate content.
- Ensure Associated BA Individuals are appropriately checked and trained to run and moderate online communities.

10.2. Using Social Media

If it is necessary to communicate with children and young people via social media, Associated BA Individuals will:

- Use social media accounts that have been authorised by your organisations and never use personal accounts.
- Utilise privacy settings on social media accounts that are used to interact with children people, such as 'request to join' features.
- Use organisational devices to communicate with children. If this isn't possible; a member of the Senior Management Team should authorise Associated BA Individuals to use a personal device on a case-by-case basis and keep a record of this authorisation and who can see the communication.
- Ensure all communications are relevant to the work of BA and related projects/activities.
- Use age-appropriate language.

Associated BA Individuals should also:

- Be aware of their digital footprint as it is possible children and young people may look up personal social media accounts.
- Ensure these are free of inappropriate or harmful content and do not include any personal information such as personal email addresses or phone numbers.
- Not accept children and young people as "friends" on social media platforms.

11. SAFER RECRUITMENT

BA follows a range of procedures to ensure that all BA Associated Individuals are recruited safely and fairly. This includes:

- Defining the role – providing a job description and person specification, highlighting the



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importance of understanding safeguarding issues.

- Asking applicants to provide at least two referees as part of vetting checks.
- Shortlisting processes and interviews include at least two people.
- Candidates identity will be checked during the recruitment process.
- Any offers of work are made subject to satisfactory completion of vetting checks.
- Induction – Associated BA Individuals will cover Safeguarding Policies and Procedures and BA's commitment to creating a strong safeguarding culture.
- Regular and ongoing training is provided to Associated BA Individuals in relation to safeguarding.

11.1. Disclosure and Barring Service – Criminal Record Checks

- BA requests DBS checks for positions that bring Associated BA Individuals into contact with Children and Young People.
- If it is not practical to wait for a DBS check to come through, or pay for one, an Associated BA Individual with another organisation's DBS will be accompanied by one who has been DBS checked by BA
- BA's DBS applications are verified by a BA programme manager, processed confidentially by Independent Theatre Council (ITC) and the information is tracked and securely stored by BA's DSO.

12. CONTACT DETAILS

BA's main contacts for the purposes of safeguarding are:

DSO - Designated Safeguarding Officer:

Bev Fox, CEO & Co-Artistic Director, Boho Arts Limited

07766 214 255 / bev@bohoarts.co.uk

Deputy DSO

Ian McLaughlin, COO & Co-Artistic Director, Boho Arts Limited

07879 007 247 / ian@bohoarts.co.uk

SSL - Trustee/Senior Lead for Safeguarding and Child protection:

Ben Dickenson, Trustee, Boho Arts Limited (CEO, Theatre Hullabaloo)

07739 485 299 / ben@bohoarts.co.uk

NSPCC Helpline: 0808 800 5000

NSPCC Whistleblowing Line: 0800 028 0285

If a child is in immediate danger, call the Police on 999.

Newcastle City Council: Children's Social Care

0191 277 2500 (weekdays 8.45am to 5pm)

[Professional Online Referral Form](#) (weekdays 8.45am to 5pm)

0191 278 7878 (out of office hours)



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Care and Support for Adults

0191 278 8377 (8am to 5pm Helpline)
07968 474 891 (mobile)
0191 278 7878 (Emergency Duty Team Helpline)
0191 278 8156 (Emergency Duty Team report abuse of neglect)

This Policy and associated procedures were last reviewed and approved on 03.01.24

Subject to review, monitoring and revision by:	Ben Dickenson	Every:	12	months or sooner if work activity changes
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Appendix 1

NSPCC Definitions & Signs of Abuse

Definitions and signs of child abuse

Guidance for professionals who work with children on how to recognise the signs of child abuse

July 2020

What is child abuse?

Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect.

Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers.

General signs of abuse

Children experiencing abuse often experience more than one type of abuse over a period of time.

Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child's wellbeing, you should report them following your organisation's safeguarding and child protection procedures.

➤ [Find out more about recognising and responding to abuse](#)

Physical abuse

What is physical abuse?

Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating.

It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Spotting the signs of physical abuse

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern.

Injuries that are more likely to indicate physical abuse include:

Bruising

- bruises on babies who are not yet crawling or walking
- bruises on the cheeks, ears, palms, arms and feet
- bruises on the back, buttocks, tummy, hips and backs of legs
- multiple bruises in clusters, usually on the upper arms or outer thighs
- bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- large oval-shaped bite marks.

Burns or scalds

- any burns which have a clear shape of an object, for example cigarette burns
- burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times.

If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

➤ [Find out more about physical abuse](#)

Neglect

What is neglect?

Neglect is not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not:

- providing adequate food, clothing or shelter
- supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers)
- making sure the child receives appropriate health and/or dental care
- making sure the child receives a suitable education
- meeting the child's basic emotional needs – this is known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Spotting the signs of neglect

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- children who appear hungry - they may not have lunch money or even try to steal food
- children who appear dirty or smelly
- children whose clothes are inadequate for the weather conditions
- children who are left alone or unsupervised for long periods or at a young age
- children who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of development
- children who live in an unsuitable home environment.

➤ [Find out more about neglect](#)

Sexual abuse

What is sexual abuse?

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.

Child sexual abuse can involve contact abuse and non-contact abuse.

Contact abuse happens when the abuser makes physical contact with the child. It includes:

- sexual touching of any part of the body whether the child is 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 or touch someone else's genitals.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- encouraging or forcing a child to watch or hear sexual acts
- making a child masturbate while others watch

- not taking proper measures to prevent a child being exposed to sexual activities by others
- showing pornography to a child
- making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images.
- meeting a child following online sexual grooming with the intent of abusing them.

Online sexual abuse includes:

- persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- having sexual conversations with a child by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Spotting the signs of sexual abuse

There may be physical signs that a child has suffered sexual abuse.

These include:

- anal or vaginal soreness or itching
- bruising or bleeding near the genital area
- discomfort when walking or sitting down
- an unusual discharge
- sexually transmitted infections (STI)
- pregnancy.

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age.

For example:

- they could use sexual language or know things about sex that you wouldn't expect them to
- they might become sexually active or pregnant at a young age.

Emotional abuse

What is emotional abuse?

Emotional abuse involves:

- humiliating, putting down or regularly criticising a child
- shouting at or threatening a child or calling them names
- mocking a child or making them perform degrading acts
- constantly blaming or scapegoating a child for things which are not their fault
- trying to control a child's life and not recognising their individuality
- not allowing a child to have friends or develop socially
- pushing a child too hard or not recognising their limitations
- manipulating a child
- exposing a child to distressing events or interactions
- persistently ignoring a child
- being cold and emotionally unavailable during interactions with a child
- not being positive or encouraging to a child or praising their achievements and successes.

Spotting the signs of emotional abuse

There aren't usually any obvious physical signs of emotional abuse but you may spot changes in a child's actions or emotions.

Some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.

Babies and pre-school children who are being emotionally abused may:

- be overly-affectionate towards strangers or people they haven't known for very long
- not appear to have a close relationship with their parent, for example when being taken to or collected from nursery
- lack confidence or become wary or anxious
- be unable to play
- be aggressive or nasty towards other children and animals.

Older children may:

- [Find out more about child sexual abuse](#)
- [Find out more about online abuse](#)

Child sexual exploitation

What is child sexual exploitation?

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

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 (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

- [Find out more about grooming](#)

Spotting the signs of child sexual exploitation

Sexual exploitation can be very difficult to identify. Young people who are being sexually exploited may:

- go missing from home, care or education
- be involved in abusive relationships
- hang out with groups of older people
- be involved in gangs or anti-social groups
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- be involved in petty crime such as shoplifting
- have access to drugs and alcohol
- have new things such as clothes and mobile phones, which they aren't able to easily explain

- have unexplained physical injuries.

➤ [Find out more about child sexual exploitation](#)

Harmful sexual behaviour

What is harmful sexual behaviour?

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults.

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

Spotting the signs of harmful sexual behaviour

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates and some may be slightly more or less advanced than other children in their age group. Behaviours which might be concerning depend on the child's age and the situation.

➤ [Find out more about harmful sexual behaviour](#)

- use language, act in a way or know about things that you wouldn't expect for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- fear making mistakes
- fear their parent being approached regarding their behaviour
- self-harm.

➤ [Find out more about emotional abuse](#)

Domestic abuse

What is domestic abuse?

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Spotting the signs of domestic abuse

It can be difficult to tell if domestic abuse is happening, because abusers can act very differently when other people are around.

Children who witness domestic abuse may:

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

➤ [Find out more about domestic abuse](#)

Bullying and cyberbullying

What are bullying and cyberbullying?

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.

Bullying includes:

- verbal abuse, such as name calling
- non-verbal abuse, such as hand signs or glaring
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Spotting the signs of bullying and cyberbullying

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault.

No one sign indicates for certain that a child's being bullied, but you should look out for:

- belongings getting 'lost' or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

➤ [Find out more about bullying](#)

Child trafficking

What is child trafficking?

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children may be trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011). Child trafficking can also be organised by individuals and the children's own families.

Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in

cases of child trafficking - a child cannot legally consent to their exploitation so child trafficking only requires evidence of movement and exploitation.

Modern slavery is another term which may be used in relation to child trafficking. Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking (HM Government, 2014). The **Modern Slavery Act** passed in 2015 in England and Wales categorises offences of slavery, servitude, forced or compulsory labour and human trafficking.

Spotting the signs of child trafficking

Signs that a child has been trafficked may not be obvious but you might notice unusual behaviour or events.

Children who have been trafficked may:

- have to do excessive housework chores
- rarely leave the house and have limited freedom of movement
- not have any documents (or have falsified documents)
- give a prepared story which is very similar to stories given by other children
- be unable or reluctant to give details of accommodation or personal details
- not be registered with a school or a GP practice
- have a history with missing links and unexplained moves
- be cared for by adults who are not their parents or carers
- not have a good quality relationship with their adult carers
- be one among a number of unrelated children found at one address
- receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation.

There are also signs that an adult is involved in child trafficking, such as:

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- having previously acted as the guarantor on visa applications for visitors who have not left the UK when the visa expired.

➤ [Find out more about child trafficking and modern slavery](#)

Female genital mutilation

What is 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.

The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.

Spotting the signs of female genital mutilation

A child at risk of FGM may not know what's going to happen. But they might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- missing school repeatedly or running away from home.

A child who has had FGM may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

Reporting requirements

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police (Home Office, 2016).

➤ [Find out more about FGM](#)

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+ More about protecting children from abuse and neglect



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Boho Arts Limited | Code of Behaviour for Adults Working with Children

Appendix 2

Code of Behaviour for Adults Working with Children



Boho Arts Limited | Code of Behaviour for Adults Working with Children

CODE OF BEHAVIOUR FOR ADULTS WORKING WITH CHILDREN

The purpose and scope of behaviour code

This behaviour code outlines the conduct Boho Arts Limited (BA) expects from all our staff and volunteers. Referred to “Associated BA Individuals”, this includes trustees, employees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

This code relates to working with children and young people from birth until their 18th birthday. We use the term 'children' to refer to younger children who do not have the maturity and understanding to make important decisions for themselves.

The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people.

BA is responsible for making sure Associated BA Individuals have seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of Associated BA Individuals

In your role at BA, you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by children and young people and are expected to act appropriately.

You should:

- Support the development of a culture in which staff and volunteers feel comfortable to point out inappropriate attitudes and behaviours to each other.
- Familiarise yourself with the process to follow should children and young people make a disclosure to you; Receive, Reassure, React, Record and Talk (outlined in more detail in section 2 in the Safeguarding Policies and Procedures).
- Seek advice from the Safeguarding Lead if you don't understand any of the information in the Safeguarding Policy or have any questions.



Boho Arts Limited | Code of Behaviour for Adults Working with Children

Responsibility of Associated BA Individuals

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures
 - including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all inappropriate behaviour, and reporting any breaches of the behaviour code to Bev Fox (Safeguarding and Child Protection Lead)
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Our Behaviour Code for children and young people

Familiarise yourself and your participants with BA's Behaviour Code for Children and Young People (Appendix 3). Print and display a copy of the Dos and Don'ts in your activity space.

Respecting children and young people

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect children's right to personal privacy as far as possible.
 - If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child at the earliest opportunity.



Boho Arts Limited | Code of Behaviour for Adults Working with Children

Diversity and inclusion

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.
- Find out more about safeguarding:
 - [Children from Black, Asian and minoritised ethnic communities](#)
 - [d/Deaf and disabled children and young people](#)
 - [LGBTQI+ children and young people](#)
 - [Children with special educational needs and disabilities \(SEND\)](#)

Appropriate relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
 - if a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
 - if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible
 - unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.



Boho Arts Limited | Code of Behaviour for Adults Working with Children

Inappropriate behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive
 - including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- approach children on social networking websites or online.
 - Use BA's website and social network pages, not personal accounts, to make arrangements or share information.
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- tolerate bullying in any shape or form, including but not limited to verbal, physical, social and cyber bullying.
- give gifts or money to children and young people.
 - If gifts are offered from a child to an Associated BA Individual this must be declared immediately to the Safeguarding Lead.
- meet up with any children or young person outside of designated sessions, unless agreed in advance with the Safeguarding Lead who will confirm appropriate conditions.
- engage in unobserved situations of one-to-one contact with a child.
 - If it is unavoidable, keep a door open and ensure you are within hearing (but ideally sight) of other adults.
- if it is necessary to do things of a personal nature for children (E.G.: help with toileting if very young or disabled) this should ideally be carried out by a trained support worker. If this is not possible, then any support of this nature should be carried out in consultation, and with the knowledge and approval of the parent/carers and your line manager.
- offer to take a children and young person alone in your vehicle. In the case of emergency, book a taxi and accompany the children and young people in the taxi.
- restrain a child unless they are at risk of inflicting immediate harm to themselves or to others.
- enter a room where children may be changing their clothes or not be fully dressed. Clearly getting their consent to enter when they are ready.



Boho Arts Limited | Code of Behaviour for Adults Working with Children

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave BA. We might also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to Bev Fox (DSO). If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

Should the breach of the code involve the CEO, report to Ben Dickenson (Trustee/senior lead for safeguarding and child protection)



Boho Arts Limited | Behaviour Code for Children and Young People

Appendix 3

Code of Behaviour for Children and Young People



Boho Arts Limited | Behaviour Code for Children and Young People

Why we have a behaviour code

This code of behaviour is there to let anyone who takes part in Boho Arts' activities know what is expected of them so that everyone feels safe, respected and valued.

Boho Arts aims to make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand what will happen if there is inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

This code of behaviour aims to:

- identify acceptable and unacceptable behaviour
- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to take responsibility for your own behaviour
- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

Dos and don'ts for children and young people

You should:

- be supportive and kind to others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to your group leader about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.



Boho Arts Limited | Behaviour Code for Children and Young People

What happens if you do not to follow the code of behaviour?

This code of behaviour is part of our process for making sure everyone who takes part in our activities gets the support they need.

Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to change your behaviour.

This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity.

We will make a record about what happened and inform your parents or carers if it is appropriate. We will also talk with you about what happened and agree what support you need to improve your behaviour in the future.

We might also decide that further steps should be taken, such as restricting you from taking part in some activities.

Final warning

If the support we have put in place isn't helping you to change your behaviour, we might need to give you a final warning. Again, this will be recorded and we'll inform your parents or carers as appropriate.

At this point, we might need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

Child protection procedures

If any member of staff or volunteer becomes concerned that your behaviour suggests you might be in need of protection or that you might present a risk of harm to other children and young people, they will follow our child protection procedures. This might involve making a referral to the local authority.

If child protection procedures are necessary, we will talk this through with you and your parents as soon as possible, unless doing so would put you in danger or interfere with a police investigation.



Boho Arts Limited | Behaviour Code for Children and Young People

The role of parents and carers

We see parents and carers as important in encouraging positive behaviour and will involve them as appropriate.

We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.



Boho Arts Limited | Example Safeguarding Scenarios

Appendix 4

Example Safeguarding Scenarios



Boho Arts Limited | Example Safeguarding Scenarios

Let's take a look at some example safeguarding scenarios. Often, looking at scenarios can help us to imagine similar situations that may occur, solidify our understanding, and help us to be prepared.

Scenario A: Jacob, Aged 7

Jacob is usually a bright, bubbly child and has a lot of friends. At breaktimes he usually enjoys playing with a group of children. Yesterday, you noticed that Jacob was watching but not joining in the games. Whilst you weren't initially concerned, today he is sitting apart from the group, quietly alone. This has raised your concern as Ben's behaviour has changed from his usual routines.

Is this a safeguarding issue? Yes, this has the potential to develop into a safeguarding issue.

Action: Have a chat with Jacob and check everything is okay. What he says or displays will dictate the urgency of the next action.

This could just be a simple falling out with friends, or there could be something more to it. If Jacob says he's fine and just doesn't feel like playing, reassure him he can always talk to you if there a problem. Follow up with a conversation with the DSO to ensure that the behaviour change is noted and Ben is closely monitored.

If Jacob discloses something more sinister, for example, he shows signs of distress and says he doesn't want to go home, this immediately escalates the situation. Follow the 4 R's procedure in section 2.3: Receive, Reassure, React, Record, and report the disclosure immediately to the DSO.

Scenario B: A'isha, Aged 13

A'isha is known to be disruptive during sessions. Behavioural concerns have been raised in the past. The DSO believes that due to her parents' recent divorce A'isha has been acting up as a way to get attention from others. During breaktime, you witness A'isha showing her friends her new mobile phone and telling them how her boyfriend bought it for her as a gift. As you leave work you see A'isha kissing a man who looks to be in his 20s in his car, and they drive off.

Safeguarding Issue? Yes. This is a safeguarding issue. And an urgent one.

Because A'isha's 'boyfriend' drives a car you know he is at least 17 years old, though he looks far older. Because A'isha is under 16, she cannot give consent to a potentially sexual relationship with someone who is significantly older. It appears that the potential abuser is grooming A'isha through the excessive gifts and attention that she is being given. You know that A'isha is a vulnerable child seeking attention and you are concerned she may be a victim of sexual exploitation, and is in immediate danger.

Action: Call the Police. Record what you have seen and heard in the notification form. Report immediately to the DSO.



Boho Arts Limited | Example Safeguarding Scenarios

Scenario C: Freddie, Aged 17

Freddie is youth theatre regular who you have taught several times before. You notice how he has recently become more vocal and has seemingly gained confidence. During a break, Freddie and his friends are laughing loudly amongst themselves. As you pass by, you see that they are looking at a nude picture that looks to be one of your female colleagues on a mobile phone. When you ask what they are laughing about, Freddie, brags that the teacher sent him the photo and that they're seeing each other, before moving on.

Safeguarding Issue? Yes. This is a safeguarding issue.

Here, it has been alleged that a teacher is abusing their position and behaving inappropriately with Freddie, a student in their care. It is against the law for a person aged 18 or over to have any sexual contact with someone under 18 if the older person holds a position of trust, even if that young person is over 16. As Freddie is 17 years, and a student of the teacher with whom he may be romantically involved, he is considered as a young person who has been taken advantage of. It is also possible that Freddie has gotten hold of the photo without the knowledge of the teacher, but it is not up to you to investigate or jump to conclusions.

Action: Record what you have seen and heard. Report immediately to the DSO.



Boho Arts Limited | Safeguarding Concerns Notification Form & Body Map

Note: Please do not interpret what is seen or heard, simply record the facts. After completing the form, pass on immediately to the DSO.

Name of child	
Name of person completing the form	
Date of disclosure	
Place of disclosure	
Please record the nature of incident, details of disclosure, safeguarding concerns and any relevant background information. Please record the child's words verbatim where possible. (Continue on another sheet if necessary.) Support this, by using the body map to sketch areas of any marks or injuries. Take a photo if consent is given by them, and record or get written confirmation of their consent.	
Action taken	
Signed:	Date:



Boho Arts Limited | Safeguarding Concerns Notification Form & Body Map

Name of BA Safeguarding Officer / Lead	
Action taken by Safeguarding Officer / Lead	
Reason for this action	
Outcome of action	
Follow up and outcome	



Boho Arts Limited | Safeguarding Concerns Notification Form

Appendix 5

Safeguarding Concerns Notification Form



Boho Arts Limited | Safeguarding Concerns Notification Form

Note: Please do not interpret what is seen or heard, simply record the facts. After completing the form, pass on immediately to the DSO.

Name of child	
Name of person completing the form	
Date of disclosure	
Place of disclosure	
Please record the nature of incident, details of disclosure, safeguarding concerns and any relevant background information. Please record the child's words verbatim where possible. (Continue on another sheet if necessary.) Support this, by using the body map to sketch areas of any marks or injuries. Take a photo if consent is given by them, and record or get written confirmation of their consent.	
Action taken	
Signed:	Date:



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Name of BA Safeguarding Officer / Lead	
Action taken by Safeguarding Officer / Lead	
Reason for this action	
Outcome of action	
Follow up and outcome	