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**Adventure Ashram**

**Children, Young People and Vulnerable Adults Safeguarding and Child Protection Policy and Procedures**

June 2019

Jemina Talja, CEO, Adventure Ashram

This policy is divided into five sections, to cover the ways which we protect all children and vulnerable adults that we work with:

1. Introduction
2. Child and Vulnerable Adults Protection Policy:

2.1 Statement of intent;

2.2 Aims of policy;

2.3 Groups protected by this policy

2.4 Groups governed by this policy

1. Types of abuse

3.1 Introduction

3.2 Physical abuse

3.3 Emotional abuse

3.4 Sexual Abuse

3.5 Neglect

3.6 Spiritual abuse

3.7 Sexual exploitation

1. Measures taken to Prevent abuse

4.1 Recruitment of Volunteers, Trustees and Staff for Adventure Ashram

4.3 Safeguarding Officers and contact details

4.4 Supervision of Staff and Volunteers

4.5 Code of Conduct

4.6 Communications Regarding Children

4.7 Protection of Children in Adventure Ashram Child Sponsorship Program

4.8 Visits to sponsored children

1. Responding to suspected cases of abuse

5.1 Indicators of abuse

5.2 Disclosure of abuse

5.3 Disclosure of suspected abuse

5.4 If an allegation is made against an Adventure Ashram representative

5.5 Writing a Report

5.6 Role of the Designated Safeguarding Officer(s) in UK

5.7 Response to media/outside agencies

1. APPENDICES

APPENDIX A – Consent form for photos/images of children

APPENDIX B – Code of Conduct when taking photos/images of children and/or vulnerable adults

APPENDIX C – Code of conduct for all representatives of Adventure Ashram whether paid or voluntary

APPENDIX D – Record of Disclosure/Concern

APPENDIX E – Possible signs of abuse

APPENDIX F – Contact details for Designated Safeguarding Officers

APPENDIX G– Links for access to information on specific topics.

APPENDIX H – Plan of action template

**1. Introduction and aims of Adventure Ashram’s Safeguarding Policy**

**1.1 Introduction**

Adventure Ashram, (UK registered charity: 1122629) is committed to protecting children, young people and vulnerable adults in the UK and in the other countries in which we have a presence or which we visit. Adventure Ashram believes that all people have equal rights and should be educated, protected, respected and valued. Adventure Ashram is committed to empowering and assisting the most vulnerable by putting the welfare and wellbeing of children and young people first.

Adventure Ashram abide by all UK law and the law of the countries in which we work regarding the safeguarding of children and vulnerable adults. The Charity works with the relevant authorities to promote the safety and wellbeing of all people.

Adventure Ashram are committed to the United Nations Convention on the Rights for the Child and the Convention for the Rights of People with Disabilities (CRPD) which explain the rights of children and those with disabilities and we base our work on these principles.

Safeguarding is the umbrella term that relates to the action Adventure Ashram takes to promote the welfare of children and vulnerable adults and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined as:

* Protecting children and vulnerable adults from maltreatment
* Preventing impairment of children's and vulnerable adult's health and development
* Ensuring that children and vulnerable adults grow and live in circumstances consistent with the provision of safe and effective care
* Taking action to enable all children and vulnerable adults to have the best outcomes

The necessity to safeguard children and vulnerable adults applies both in the UK and other countries where children and vulnerable adults may face different or additional risks of abuse or exploitation. These safeguards include a child protection policy and procedures for dealing with issues of concern or abuse together with safe recruitment guidelines.

**2. THE CHILD AND VULNERABLE ADULTS PROTECTION POLICY**

**2.1 Statement of Intent**

This statement demonstrates a commitment to safeguard children and vulnerable adults involved with Adventure Ashram from harm:

* The welfare of the child and/or vulnerable adult is paramount
* No child, group of children, vulnerable adult or group of vulnerable

adults must be treated any less favourably than others in being able to access services which meet their particular needs

* All children and vulnerable adults without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
* This policy is reviewed, approved and endorsed by the board of trustees annually or when legislation changes
* This policy applies to all trustees, staff, volunteers and partners with whom we have an MOU.
* Children, parents, vulnerable adults, and any other agencies involved in their care are informed of the policy and procedures as appropriate
* All concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately – this may require referral to outside agencies including the police.
* A commitment to safe recruitment, selection and vetting

**2.2 Aims**

The key aims of this policy are:

* To create a culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of service delivery.
* Adventure Ashram is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in ‘What to do if you are worried a child is being abused.’ (HMG 2015) and the equivalent procedures in the countries in which we work. <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf>

**2.3 Groups protected by this policy**

This Policy and Code of Practice apply to the following groups:

**Children**

All children under 18 years of age, as defined by UN Convention on the Rights of the Child, are protected by this policy.

**Young People**

As children grow to mature through their teenage years we recognise that they may not view themselves as children. Some 16-year olds may be mature and already have responsibilities and may be starting to take their independent place in society. This is a two-way process: young people engage with the world in a more adult way as they mature, and society also begins to treat young people less like children and more like adults. However, we recognise that this is a process and that young people are vulnerable at least until they are 18 and may need protection beyond 18 and into their early 20s. For example, a young person who may have undergone specific trauma or abuse.

**Vulnerable Adults**

Adults who are dependent on others for protection, continuous care and support continue to merit the protection of the programme even beyond the age of 18.

From here on in when child or children is mentioned this refers to young people and vulnerable adults also.

**2.4 Groups governed by this policy**

Any person representing Adventure Ashram, if on an overseas trip or in the UK, must act in accordance with this Safeguarding Policy and Code of Practice. This includes anyone paid by Adventure Ashram or voluntarily carrying out work for the charity and includes staff, trustees, volunteers and consultants.

All people who visit the programmes with Adventure Ashram must be given a copy of this policy and be made aware that they must act in accordance with it at all times.

We work with partners who are not direct representatives of Adventure Ashram but who are linked to the programmes we support. To ensure that they understand the standards required of them in relation to the safety and wellbeing of the children, young people and vulnerable adults with whom they may come into contact, all partners sign to say they have received, read and agree to follow all areas of this policy and code of conduct to safeguard children, young people and vulnerable adults at all times.

**3. TYPES OF ABUSE**

**3.1 Introduction**

Through our contact with children, young people and vulnerable adults we have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the appropriate people and authorities. See appendix E

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**3.2 Physical Abuse:** May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**3.3 Emotional Abuse:** is 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 children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 ill treatment of another. It may involve serious 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.

**3.4 Sexual Abuse:** involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**3.5 Neglect:** is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent failing to:

* provide adequate food, clothing and shelter according to their means
* protect a child from physical and emotional harm or danger.
* ensure adequate supervision (including the use of inadequate care-givers).
* ensure access to appropriate medical care or treatment.

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

**3.6 Spiritual abuse:** occurs when a spiritual leader or someone in a position of spiritual power or authority (whether organisation, institution, church or family) misuses their power or authority, and the trust placed in them, with the intention of controlling, coercing, manipulating or dominating a child. Spiritual abuse is always about the misuse of power within a framework of spiritual belief or practice, in order to meet the needs of the abuser (or enhance his or her position) at the expense of the needs of the child. Spiritual abuse results in spiritual harm to a child and can be linked to other abuse such as physical, sexual and emotional abuse.

<http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20(2015).pdf>

**3.7 Sexual exploitation** Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. This type of abuse is also applicable to vulnerable adults.

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf>

**4. MEASURES TAKEN TO PREVENT ABUSE**

**4.1 Recruitment of Volunteers, Trustees and Staff for Adventure Ashram**

To ensure the safety of all children the following procedure takes place for the recruitment of volunteers, trustees and staff in the UK and all other countries in which we work. All is done to check the backgrounds of all who come into contact with children, young people or vulnerable adults.

Each volunteer, trustee or staff member must:

* Complete an application form (with a self-disclosure clause) and give two 'character' references, one of which should be a current employer or a person holding a position of responsibility.
* Have a valid DBS check specifically for their work with Adventure Ashram. This must be re- issued every three years if the person is still involved as a volunteer with the charity in their original role. Trustees and staff members will be required to sign up to the update service on the renewal of their DBS check.
* Have a face to face interview with specific child protection questions asked
* Employment history must be checked and gaps in employment verified
* Agree to abide by this safeguarding and child protection policy and procedure by returning a signed copy which will be held in their personnel file. This will be updated on an annual basis.
* Where required complete safeguarding training in accordance with their roles and responsibilities

All trustees, staff and volunteers will be provided with suitable ongoing training opportunities in accordance with and as appropriate to their roles and responsibilities.

**4.2 Safeguarding Officers and contact details**

* The designated Trustees for safeguarding matters are the Chair of Trustees and one other member with medical experience
* The designated Safeguarding Officers for Adventure Ashram in the UK are XXX

Contact details can be found under Appendix H

### 4.3 Supervision of staff and volunteers

### For all paid staff and long term (3 months or more) volunteers there will be an appointed line manager. The role of the Line Manager is defined in the staff handbook.

### Regular supervision sessions will take place and appropriate records kept in the staff/long term volunteer personnel folder. Any areas of concern that are identified will be discussed and dealt with at the appropriate level.

### On leaving their role with Adventure Ashram the staff member/long term volunteer will be required to attend a debriefing session. The details of this can be found in the handbook.

### For all short term volunteers supervision will be provided on site by an Adventure Ashram representative

### On their return short term volunteers will have a debriefing session on an informal basis and the outcomes will be used to reflect on and inform future provision. This may take the form of a questionnaire or a face to face meeting.

### 4.4 Code of Conduct

The Code of Conduct includes guidance on appropriate and expected standards of behaviour for all people. This is displayed at the site of our operations and given as a pocket guide to each individual representing Adventure Ashram in any capacity. The Code is reviewed at least annually. Where the code refers to 'children' it also applies to vulnerable adults.

See Appendix C

### 4.5 Communications Regarding Children

### Adventure Ashram values and respects the children, young people and vulnerable adults in the programmes we support and so have the following requirements of photographs.

### Acquire permission of child / guardian / person to use images for publicity / fundraising / awareness (informed consent) as much as possible. Written consent is preferable where possible

### Photographs must give an accurate and balanced portrayal of children, with emphasis on dignity

### Children must be appropriately clothed in images and not in sexually provocative poses

### On public information no personal and physical information to identify location of a child that could put them at risk, to be put on website or in communications

### 4.6 Protection of Children in Child Sponsorship Program

The Adventure Ashram child sponsorship program involves indivudals or companies sponsoring the education of the children from the Grace Charitable Trust program. Permission is given from the families for their child to be on the sponsorship program. Any communications from sponsored children to their sponsors are delivered and screened by Adventure Ashram staff.

Information is only given out about the sponsored children by an authorised Adventure Ashram Representative. It is agreed that communications about children should use pictures and language that are decent and respectful and that Adventure Ashram will not provide children’s personal addresses or contact information to sponsors.

**4.7 Visits to sponsored children**

If the Adventure Ashram child sponsors choose to visit the children they sponsor Adventure Ashram will expect the sponsor to meet their sponsored child in a regulated environment in the presence of partner organisation staff and other children.

**4.8 Risk management**

The risks associated with sending out staff/long term volunteers/short term volunteers will be monitored on a regular basis.

**5. RESPONDING TO SUSPECTED CASES OF ABUSE**

**5.1 Indicators of abuse**

Many of the children we work with are vulnerable or cannot speak for themselves meaning that staff and volunteers must be alert to signs of abuse to protect the children in the best possible way.

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf>

**5.2 Disclosure of abuse**

In all disclosures confidentiality must always be of the highest measure and only those who need to be informed due to investigation purposes should be involved. The safety of the child is paramount.

Key guidelines for handling disclosures include:

* Remain calm – do not express shock, panic or disbelief
* Listen without interrupting
* Believe the child
* Reassure the child that they have done the right thing by telling and that the abuse was not his/her fault
* Avoid leading questions: don’t investigate
* Do not confront the parents/perpetrator – this is best left in the hands of proper authorities
* Do not make promises to the child that you can’t keep and be clear with them about the need to share this with people who can help and support
* Let the child know what will happen next
* Make detailed notes
* Report the abuse and seek support for the child

**5.3 Disclosure of suspected abuse**

It is the responsibility of the charity’s trustees, staff and volunteers to report ANY concerns they have of children and vulnerable adults they come into contact with. These must be reported to the appropriate Designated Safeguarding Officer as soon as possible who will take the necessary action.

Any suspicions or concerns reported must be followed up in writing as soon as possible. This must happen within 48 hours of the initial report being made. Any suspicions or allegations of abuse will be taken seriously. On receipt of the reported concern the Designated Safeguarding Officer will put in place a plan of action which will be shared with the person making the initial report to ensure accountability. Both parties will sign and date this plan which will then be kept according to Data Protection Act guidelines and reviewed within the timescale set.

**5.4 If an allegation is made against an Adventure Ashram representative**

Any allegation or suspicion must be reported to the appropriate Designated Safeguarding Officer as soon as possible. A written, dated and signed record will be made of the allegation and any discussions that take place. The person who is the subject of the allegation will be suspended pending the conclusion of an investigation. Staff will continue to receive full pay during this time.

The necessary authorities will be informed and allowed access to information considered to be relevant. This includes notifying the Charity Commission under the 'serious incident reporting procedure ([RSI@charitycommission.gsi.gov.uk](mailto:RSI@charitycommission.gsi.gov.uk) ) and the Disclosure and Barring Service ([https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs)](https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs)%20) if a person is dismissed or leaves their role before investigations can be completed. All aspects of the investigation must be treated confidentially and all records kept in line with the Data Protection Act and Information Sharing legislation.

It is important that during the investigation it is remembered that the safety of the child is of the utmost importance.

If it comes to light that anyone associated with the organisation has committed acts in relation to children and/or vulnerable adults - whether within or outside the context of Adventure Ashram’s work - which are criminal, grossly infringe children’s rights, or contravene the principles and standards contained in this document, the organisation will take immediate disciplinary action and any other action which may be appropriate to the circumstances.

This may mean:

* Employees - disciplinary action / dismissal
* Volunteers and Trustees - ending the relationship with the organisation
* Partners - withdrawal of funding / support
* Contractors - termination of contract
* Depending on the nature, circumstances and location of the case, Adventure Ashram will involve appropriate authorities to ensure the protection of children and vulnerable adults and criminal prosecution will be pursued where this is appropriate.
* The decision to suspend is not subject to challenge. When investigating and determining the concerns or complaints, the process should always be fair and any adverse determination should be open to challenge through an appeals process.

**5.5 Writing a Report**

When recording a disclosure the following points need to be considered:

* any records made at the time of the disclosure can become court evidence, it is therefore important that such records are clear, legible, free from biased opinion and a true reflection of what actually happened. All records are kept confidential and are locked away in a secure area.
* use the child’s own words/phrases and vocabulary even though they may not make sense, and not your interpretation of them. Record words that are repeated.
* record your verbal and non-verbal responses
* record the environmental context in which the disclosure was made and the emotional state of the child concerned.

Concerns may be built up over a period of time so it is important that every concern, no matter how small, should be recorded and reviewed on a regular basis.

**5.6 Role of the Designated Safeguarding Officer in UK**

Once an allegation has been made it is the role of the Designated Safeguarding Officer to:

* Make sure the child is safe and not in a place of danger
* Put in place an action plan showing how the matter is going to be dealt with and the timescales involved
* Inform Safeguarding trustee, Chair of Trustees and, if deemed appropriate, CEO
* Collect evidence and establish facts of the matter – if there is case hand over to the appropriate authorities. See "What to do if you're worried about a child..."
* May consult with other agencies and seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised e.g. CCPAS.
* Work with other agencies and attend case conferences
* Ensure the matter is followed through until an acceptable outcome for the child is reached
* Ensure the correct authorities are notified as and when required e.g. Charity Commission and DBS.

**5.7 Response to media and outside agencies**

Any contact from media or outside agencies around any safeguarding matters should be referred to the designated persons.

### The policy is reviewed annually.

### This policy is accepted by the Trustees of Acdventure Ashram.

### Signed by …................................... Chairperson of Trustees

### Print name………………………………….

### Date …..........................................

**APPENDIX A**

**PARENTAL CONSENT FORM FOR USE OF IMAGES OF CHILDREN**

\*I/We………………………………………………........................................................................................................

the parent(s)/guardian(s) of:

……………………………………………………………………..........................................................................................

(Child's full name)

hereby give Adventure Ashram permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above for the purposes of:

* Advertisements,
* marketing,
* leaflets, or,
* any other use such as for training, educational or publicity purposes.

Adventure Ashram will take all steps to ensure these images are used solely for the purposes they are intended for. If you become aware that these images are being used inappropriately please inform the Designated Safeguarding Officer.

The above consents will apply throughout the world and be for an \*indefinite period/expire on (date)

…………………………………….

\*delete as appropriate

Signed………………………………………....Date…………………………………

Signed………………………………………....Date…………………………………

Address………………………………………………………………………………

………………………………………………………………………………………...

**APPENDIX B**

**CODE OF CONDUCT WHEN TAKING AND SHARING PHOTOGRAPHS/IMAGES OF CHILDREN AND/OR VULNERABLE ADULTS**

Before taking any photographs/images the following consents need to be sought:

1. Permission in writing of parent/guardian of a child where possible (see form under Appendix A)
2. Permission of the adult and child whose photograph/image you will be taking
3. Permission of the head of the partner organisation

The following statement must be signed by the person taking the photographs or images: -

"I understand that photographs/images must give an accurate and balanced portrayal of children and/or vulnerable adults, with emphasis on dignity. Children or vulnerable adults featured in photographs/images must be appropriately clothed and not in sexually provocative poses.

My purpose for taking these photographs/images is

…............................................................................................................................................................................and I intend to share them by means of

…............................................................................................................................................................................I understand that no personal and/or physical information to identify a child/vulnerable adult or their location will be posted on public information, including social media, websites or in communications, that may put them at risk."

Signed ….............................................................................................. Dated …..................................................

Please print name …............................................................................................................................................

**APPENDIX C**

**CODE OF CONDUCT**

**Adventure Ashram Representatives will:**

* Treat children with dignity and respect
* Provide an enabling environment for children’s personal, physical, social, emotional, moral and intellectual development.
* Listen to children and take their concerns seriously
* Ensure to abide by local and national laws especially in regards to child protection and child labour
* Ensure they don’t put themselves in a position where there is a risk of an allegation being made
* Ensure they are never alone with a child by following the "two-adult rule"
* Comply with communication guidelines, including guidance around the use of social media and when needed, ensuring there is informed consent from the child and his/her parents/guardians before photographing or filming a child. Always refer to the person in charge of the facility in which you are volunteering/working before taking photographs or filming.
* Immediately report any concerns or allegations of abuse in accordance with the policy
* Respect and uphold the measures designed to create a safe and protective environment for children
* Be sensitive to others and cease any behaviour that is making someone else feel uncomfortable.

**Adventure Ashram Representatives will not:**

* Engage children under the age of 18 in any form of sexual activity
* Touch a child in a way that is unnecessary or inappropriate to the culture or circumstance
* Initiate physical contact (e.g. holding hands) unless initiated by the child.
* Hit, smack or otherwise physically assault, punish or abuse children
* Use language that will mentally or emotionally abuse any child.
* Do things of a personal nature that a child can do for him/herself including dressing, bathing and grooming
* Stand aside when they see inappropriate actions inflicted by children on other children because it is frequent and commonplace
* Be intoxicated or under the influence of alcohol or drugs immediately prior to, or whilst engaging with, any child
* Sleep in the same bed or same room as a child
* Show favouritism to children or give certain children preferential treatment
* Exchange personal contact details with children unless approved by Adventure Ashram/leader of the partner organisation
* Use language or behaviour towards children that is inappropriate or sexually provocative
* Conduct or be part of harmful traditional practices, spiritual or ritualistic abuse
* View or access child pornography through any source or medium

Signed........................................................................................................ Dated ….........................................

Please print name ................................................................................................................................................

**APPENDIX D**

**RECORD OF DISCLOSURE**

Name: …………………………………………………………………………………………………………

Email address: ……………………………………………………………………….........………………………

Telephone number: ………………………………………………………………………...……………………..

Please answer as many of the questions below as you can. If you do not know the answers please do not delay in reporting your concern – the information can always be obtained afterwards.

Name of child/ adult about whom you have a concern:

………………………………………………………………………....……………………………......…………….............................................

Age and date of birth of child/ adult. If not known an estimate will suffice:

………………………………………………………………………..................................................................................................

Your relationship to the child/ adult concerned - if relevant:

….........................................................................................................................................................................

Who does the child/ adult live with?

………………………………………………………………………....……………………………......……………............................................

Address/place of residence of child/ adult (and telephone no. if available):

………………………………………………………………………....……………………………......……………...........................................

………………………………………………………………………....……………………………......…………… ….......................................

Are you reporting your own concerns or passing on those of somebody else? Give details.

………………………………………………………………………....……………………………......……………..........................................

Brief description of what has prompted the concerns (include dates and times of any specific incidents and any other persons involved):

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Are there any external agencies involved? Please give details of person reported to, name of organisation and the date and time of reporting

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Does the child/adult require medical attention or have they had medical attention as a result of your concern? If so, please give details of where and when this was administered.

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………………………………………………………………………....……………………………......……………......................................

Signature……………………………………………………………………….........……………………………...

Date……………………………………………………………………….........…………….........……………......

On completion of this form please ensure it is kept in a confidential manner until you are able to pass it on to the relevant Designated Safeguarding Officer

**APPENDIX E**

### POSSIBLE SIGNS OF ABUSE

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

**Signs of possible physical abuse**

* Any injuries not consistent with the explanation given for them
* Injuries which occur to the body in places which are not normally exposed to falls or rough games
* Injuries which have not received medical attention
* Reluctance to change for, or participate in, games or swimming
* Bruises, bites, burns and fractures, for example, which do not have an accidental explanation
* The child gives inconsistent accounts for the cause of injuries
* Frozen watchfulness

**Signs of possible sexual abuse**

* Any allegations made by a child concerning sexual abuse
* The child has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age, or regularly engages in sexual play inappropriate for their age
* Sexual activity through words, play or drawing
* Repeated urinary infections or unexplained stomach pains
* The child is sexually provocative or seductive with adults
* Inappropriate bed-sharing arrangements at home
* Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations
* Eating disorders such as anorexia or bulimia.

**Signs of possible emotional abuse**

* Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
* Obsessions or phobias
* Sudden underachievement or lack of concentration
* Seeking adult attention and not mixing well with other children
* Sleep or speech disorders
* Negative statements about self
* Highly aggressive or cruel to others
* Extreme shyness or passivity
* Running away, stealing and lying

**Signs of possible neglect**

* Dirty skin, body smells, unwashed, uncombed hair and untreated lice
* Clothing that is dirty, too big or small, or inappropriate for weather conditions
* Frequently left unsupervised or alone
* Frequent diarrhoea
* Frequent tiredness
* Untreated illnesses, infected cuts or physical complaints which the carer does not respond to
* Frequently hungry

**APPENDIX F**

**CONTACT DETAILS FOR DESIGNATED SAFEGUARDING OFFICERS**

**UK**

Chair of Trustees – Colin Taylor [colin@adventureashram.org](mailto:colin@adventureashram.org)

Nominated Trustee – XX

Paid Employee – Jemina Talja, CEO [jemina@adventureashram.org](mailto:jemina@adventureashram.org) 07990 077 521

**APPENDIX G**

**LINKS FOR MORE INFORMATION ABOUT SPECIFIC TOPICS**

**What to do if you're worried a child is being abused – signs and symptoms**

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf>

**Government Guidance**

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**Spiritual Abuse:**

<http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20(2015).pdf>

**Sexual Exploitation:**

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf>

**Female Genital Mutilation:**

<https://www.gov.uk/female-genital-mutilation-help-advice>

**Charity Commission guidance:**

<https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-including-children>

**Government guidance on modern day slavery**

<https://www.gov.uk/government/collections/modern-slavery>

**APPENDIX H**

**PLAN OF ACTION TEMPLATE**

Name of Safeguarding Officer in charge of plan

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Name of person making initial report

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Brief notes on the concerns that have been reported

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Plan of action with suggested timescales

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**Signed by Safeguarding Officer**

…........................................................................ Dated........................................................

Print name....................................................................................

**Signed by person who made initial report**

…......................................................................... Dated.........................................................

Print name......................................................................................