



Kazzum Arts Safeguarding Policy

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Designated Person

KAZZUM ARTS have appointed a Designated and Deputy Safeguarding Officer who are trained to respond to safeguarding concerns. Staff who have safeguarding concerns must raise these with a Designated Safeguarding Officer and should not make a direct referral to any outside agency.

Designated Safeguarding Officer: Lauren Irving, Executive Director

lauren@kazzum.org | 020 7749 1122 | Kazzum, Oxford House, Derbyshire Street, London E2 6HG

Deputy Designated Safeguarding Officer: Alex Evans, Artistic Director

alex@kazzum.org | 020 7749 1119 | Kazzum, Oxford House, Derbyshire Street, London E2 6HG

Trustee: Lynne Roberts | Kazzum, Oxford House, Derbyshire Street, London E2 6HG

Introduction

This policy outlines our approach to safeguarding children, young people and vulnerable adults (for the purposes of this policy children are under the age of 14, young people are 14-17 years old and vulnerable adults are 18-25 years old) and is written in accordance with the [Children Act 1989](#), [Children Act 2004](#) the [Safeguarding Vulnerable Groups Act 2006](#) , [Children and Social Work Act 2017](#)

and with reference to [Working together to Safeguard Children \(2018\)](#)

It will be reviewed, added to, or modified at least annually and when new guidance is released and may be supplemented in appropriate cases by further statements related to the work of KAZZUM ARTS. Copies and subsequent amendments will be made available to all employees.

The success of this policy depends on the active support of all employees to achieve its objectives.

KAZZUM ARTS recognises the need for a well-defined policy setting out the standards it aims to achieve for safeguarding children and young people within our care.

This Safeguarding Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

The definition of a vulnerable adult is a person who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Policy Statement

KAZZUM ARTS believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice, which protects them.

We recognise that

- The welfare of the child, young person or vulnerable adult is paramount
- All children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief or lack thereof, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

- All our staff and volunteers need to be carefully selected and trained and accept responsibility for safeguarding children, young people and vulnerable adults they come into contact with
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All children and young people and vulnerable adults have the right to have fun and be protected when participating in activities that they, their parents or carers have chosen. An environment that allows bullying, shouting, racism, sexism or homophobia is not acceptable.

The purpose of the policy is to:

- Provide protection for the children, young people and vulnerable adults who receive KAZZUM ARTS's services
- Provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm

This policy is mandatory for anybody working for or on behalf of KAZZUM ARTS meaning all paid staff, including staff working on short-term contracts and permanent contractors and volunteers including the Board of Trustees and Advisers. The policy must be applied whenever there is a concern about a child, young person or vulnerable adult or about the behaviour of an adult.

We will endeavour to safeguard children, young people and vulnerable adults by:

- Valuing them, listening to and respecting them
- Using a trauma informed approach and considering the trauma informed principles of care (safety, trustworthiness, choice, collaboration, empowerment and cultural awareness)
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Conducting robust recruitment and selection processes including the necessary safety checks in respect of references, declarations and DBS checks
- Sharing information about child protection and good practice with stakeholders
- Reporting to Social Services any suspicion that a child, young person or vulnerable adult has suffered, is suffering, or is at risk of suffering abuse
- Providing effective management for staff and volunteers through supervision, support and training including guidance on what to do if an individual is worried about a child or young person

This Policy will be reviewed when needed or at least annually.

About Kazzum Arts

Established in November 1989 as a limited company with charitable status, Kazzum is a London based arts organisation, providing opportunities for children and young people impacted by trauma and adversity to explore creativity at times in their lives when they are most in need of support. We believe that creativity is a human right, access to which is never more important than in childhood

and young adulthood which is why we work hard to remove the barriers that prevent young people's creative engagement.

We facilitate multi-disciplinary projects which encourage social and reflective skills, enabling young people to foster positive relationships and experience an increased sense of wellbeing.

Our work includes:

Pathways, which engages young asylum seekers, refugees and new migrants in multi-disciplinary art processes, through creative wellbeing projects, training for young people and awareness raising workshops for schools.

Build, taking place at London East Alternative Provision (Secondary Pupil Referral Unit) using multidisciplinary arts activities to increase positive self-identity and self-esteem.

Speech Bubbles, a creative intervention supporting KS1 children with Speech Language and Communication Needs in Newham.

Apollo, taking place on children's wards, using combined arts processes to increase the wellbeing of children under 16 who are undergoing healthcare and mental health interventions.

Kazzum Arts is a Registered Charity (Number 802941 | Company Number 02447000)

Safeguarding Responsibilities

Trustees

The Charity Commission is clear that Trustees have primary responsibility for safeguarding in their charity. In fulfilling their duty of care to KAZZUM ARTS, trustees need to take steps to safeguard and take responsibility for the children with whom KAZZUM ARTS works.

This means

- acting in their best interests
- taking all reasonable steps to prevent any harm to them
- assessing and managing risk
- putting safeguarding policies and procedures in place
- undertaking ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective
- responding appropriately to allegations of abuse

Within KAZZUM ARTS the Trustee with responsibility for Safeguarding will chair a discussion with the Organisation Sub Committee where all of the above will be monitored. This Trustee with responsibility Safeguarding is also responsible for informing the Charity Commission of any serious incidents.

The Executive Director

The Executive Director and Lead Safeguarding Officer is responsible for:

- Providing safeguarding advice to all areas of KAZZUM ARTS
- Leading by example in actively promoting safeguarding practices in KAZZUM ARTS
- The implementation, maintenance, monitoring and review of this Policy, across KAZZUM ARTS and reporting any concerns to the Directors
- Making sure they and their staff understand the safeguarding arrangements within KAZZUM ARTS

- Informing, instructing, training and supervising employees
- Reporting to the trustees via the Safeguarding Committee any relevant matters relating to safeguarding
- Informing the Trustee with responsibility for Safeguarding of any referrals to DBS
- Keeping records of concerns raised against a member of staff or volunteer on their staff file
- Making a referral to DBS
- Responding in a timely manner to any suspected abuse allegations
- Ensuring all incidents relating to safeguarding are reported and recorded appropriately and in line with our Data Protection Policy
- Referring a case on to other agencies where necessary

Trustees

All Trustees are responsible for:

- Working with the Executive Director to maintain this policy through planning, implementing, measuring and reviewing performance.
- Ensuring the Executive Director and wider Kazzum team have implemented the Safeguarding Policy and have received the appropriate safeguarding training
- Review the safeguarding Policy at least once a year with the Executive team

All Employees and Freelancers

All employees are responsible for

- Making sure they understand the part they play regarding safeguarding children, young people and vulnerable adults
- Co-operating with managers in following the safeguarding arrangements set out in this policy
- Reporting any suspicions of abuse or neglect to a Designated Safeguarding Officer
- Reporting any concerns about the behaviour of any members of staff, volunteers or contractors towards children, young people or vulnerable adults

Contextual Safeguarding

KAZZUM ARTS recognises that children and young people are at risk of experiencing harm outside of familial contexts and that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. We seek to include these contexts within prevention, identification, assessment and intervention safeguarding activities.

Working in Partnership

KAZZUM ARTS will cooperate and coordinate with all organisations it works in partnership with, to safeguard the children, young people and vulnerable adults it has contact with General Arrangements for Implementing the Safeguarding Policy.

Working Online (Covid-19)

Due to the Covid-19 Pandemic, KAZZUM ARTS will be delivering work online using Zoom. The principles of safeguarding remain the same, however, further safeguarding measures have been implemented and must be followed by all staff participating in online sessions with children and young people.

- Consent from parents/carers and partner organisations will be gathered for children to take part (if they are under 18 years old).
- A minimum of 2 staff members must be present at all sessions. One must lead and the other must monitor the register and attendance.
- all Zoom meetings must be private and only selected and known to group participants will have a link to join each group session
- Staff still require safeguarding training at this time and the organisation will access this online.
- Risk Assessments are undertaken ahead of activity in line with government and The National Youth Agency guidance.
- Our reporting procedures remain the same as outlined on page 9.

KAZZUM ARTS remain committed to safeguarding the children and young people we work with. To safeguard employees and the people we work with, the good practice outlined in the KAZZUM ARTS Code of Conduct and Digital Safeguarding Policy Statement must be followed.

Safer Recruitment

Safeguarding the children, young people and vulnerable adults who KAZZUM ARTS have contact with is considered at the recruitment stage. All staff, volunteers and trustees are required to attend interviews and provide references, as detailed in KAZZUM ARTS's recruitment, selection and induction procedures.

A Disclosure and Barring Service (DBS) check will also be obtained for staff, volunteers and trustees recruited who are working with young people or with access to personal data about young people.. A repeat DBS check will be obtained every two years for all eligible employees, volunteers and trustees. All core staff and Trustees will be registered with the Online DBS Update Service.

During interview all candidates will be questioned regarding their understanding of safeguarding and how that might be a consideration in the role they are applying for.

Safer Working

All staff and volunteers working for KAZZUM ARTS have a responsibility to safeguard the welfare of the children, young people and vulnerable adults that they are working with to ensure their physical, sexual and emotional safety. In order to achieve this all staff and volunteers should follow some simple guidelines.

Staff and Volunteer Code of Conduct

- Do treat everyone with respect
- Do ensure that your own behaviour is appropriate at all times

Good Practice Guidelines for Working with children, young people and vulnerable adults

- Plan activities so that they involve more than one member of staff, volunteer, or other relevant accompanying (e.g. youth leader) adult being present, or are at least in sight or hearing of others
- When meeting with a child, young person or vulnerable adult this should take place as publicly as possible. If privacy is needed other staff and volunteers should be informed of the meeting
- Don't exaggerate or trivialise safeguarding issues
- Don't let allegations made by a child, young person or vulnerable adult go without being addressed and recorded

- Don't deter anyone from making allegations through fear of not being believed
- Don't engage in or permit abusive behaviour between young people e.g. ridiculing, bullying
- Don't engage in sexually provocative or rough physical games with a child, young person or vulnerable adult
- Don't make suggestive remarks or gestures or tell jokes of a sexually inappropriate or discriminatory nature
- Don't show favouritism to any individual
- Don't give a child, young person or vulnerable adult your personal contact details and do not communicate with them outside of the work you are doing with them
- Do respect a person's right to privacy

Physical Contact

Staff and volunteers should not have unnecessary physical contact with child, young person or vulnerable adult. There may, however, be occasions when physical contact is unavoidable or positively desirable or necessary for safety reasons, for example

- Providing reassurance for a distressed person
- When teaching sports
- When working with a person with a disability who requests such assistance
- Administering first aid

Wherever possible there should be an attempt to ask the person to agree to such contact. Where appropriate, staff should explain their actions. This should be conducted openly and ideally with another member of staff or volunteer present. Staff should be aware of their positioning so that, where possible, others can clearly see the assistance being given.

Staff and volunteers should avoid doing things of a personal nature that the person can do themselves. However, when working with people with disabilities, personal care and help is sometimes required.

In very rare circumstances there may be a need to physically restrain a young person for their own or other's safety. See Appendix B for further guidance about restraint.

Online Safety

As technology develops, the internet and its range of services can be accessed through various devices including mobile phones, computers and game consoles. Although the internet has many positive uses, it provides the key method for the distribution of indecent images of children.

Furthermore, social networking sites, chat rooms and instant messaging systems are increasingly being used by online predators to "groom" a child, young person or vulnerable adult. In addition, electronic communication is being used more and more by young people as a means of bullying their peers and distributing inappropriate images.

In order to safeguard KAZZUM ARTS employees and the people we work with the good practice outlined in the KAZZUM ARTS Code of Conduct and Online Safety Policies must be followed.

Photography

Photos of young people taking part in KAZZUM ARTS programs and activities are an excellent way of communicating and promoting KAZZUM ARTS but when personal information is added to photographs, these images can be used to identify children, and put their safety and privacy at risk. Photographs can also be adapted for inappropriate use. To manage the risks associated with

photographing children and young people all employees must comply with the KAZZUM ARTS Photography Policy to ensure photographs and images of children are taken, stored and shared appropriately.

Responding to Safeguarding Concerns

Staff and volunteers may become concerned about a person in a number of ways

- A child, young person or vulnerable adult may tell (disclose) that s/he or someone else has been or is being abused
- There may be concerns due to the person's behaviour or presentation
- There may be signs of bullying
- There may be concerns about a child's safety online. Please refer to Kazzum Arts online safety policy
- Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public
- A parent, carer, relative or member of the public might share their concerns about a child, young person or vulnerable adult

In all cases the following procedures must be followed.

When a child, young person or vulnerable adult wants to confide in you

- Stay calm and listen carefully to them
- Show them that you take what they are saying seriously
- Encourage the child, young person or vulnerable adult to talk, but do not interrupt whilst they are recalling events
- Ask questions only to clarify your understanding of what you are being told. Do not investigate. Do not ask them to repeat his/her account
- Do not promise to keep the information secret. Explain that you have to pass the information on to those who can help. Tell the child, young person or vulnerable adult what you are going to do next
- Do not confront any alleged abuser
- As soon as you can, write down what the young person has said, using the child's own words
- Report to your Designated Safeguarding Officer as soon as you can, and definitely before the end of the shift/day (see next section for relevant designated safeguarding officers)

Reporting a young person's disclosure of abuse is not a betrayal of the young person's confidence. It is your duty and is also necessary to allow protective action to be taken in relation to the young person and any other children.

If you feel a young person may be going to tell you about abuse, but then stops or tells you something else, let them know that you are always ready to listen to them and/or remind them of the Childline number 0800 1111

If the child, young person or vulnerable adult has communication difficulties or English is not their first language, pass this information on so that an appropriate interpreter can be identified.

If you become concerned about a child, young person or vulnerable adult (due to the young person's behaviour, presentation or other reason)

- Do not trivialise or dismiss your concerns
- If the behaviour may be sexually harmful to other young people do not explain it away as 'normal'

- Report your concerns to your Designated Safeguarding Officer as soon as you can, and definitely before the end of the shift/day (see next section for relevant designated safeguarding officers)

Information that may seem trivial can frequently form the missing piece of the puzzle and lead to protective action being taken.

Children, young people or vulnerable adults who display sexually harmful behaviour need to have an assessment of their needs, including possible needs for protection.

If you become concerned about the behaviour of an adult

- Do not dismiss your concerns
- Do not confront the person about whom you have concerns
- Report your concerns to your Designated Safeguarding Officer as soon as you can, and definitely before the end of the shift/day (see next section for relevant designated safeguarding officers)

It is VERY IMPORTANT you do not ignore or dismiss suspicions about another professional or colleague, however well or little you know them, or whatever position they may occupy in their organisation.

If your concerns are about:

- The Designated Safeguarding Officer speak to the Artistic Director and the Chair of Trustees.
- A member of core staff speak to the Executive Director
- An artist or facilitator speak to the Executive Director

Your concerns will be taken in confidence and even if they are subsequently seen to be mistaken, you will not suffer any adverse consequences for raising the concern. The only exception to this would be where it could be conclusively shown that the concerns were raised maliciously.

If a parent, carer or other member of the public tells you of their concerns about a young person or the behaviour of an adult

- Do not leave it to them to make their own referral to social care services. You should make your own report
- Take adequate details about their concern and the identity of the young person
- Report your concerns to your Designated Safeguarding Officer as soon as you can, and definitely before the end of the shift/day (see next section for relevant designated safeguarding officers)

Concerns raised by members of the public should always be taken seriously and where necessary KAZZUM ARTS should take responsibility to make the referral to social care services.

Reporting

All safeguarding concerns and Disclosures should be reported to Kazzum's designated Safeguarding Officer as soon as possible (Executive Director). A safeguarding report form must be completed and submitted. Please see Appendix C to view the form.

If you are dissatisfied with the response to any of your concerns above, raise these again with your Designated Safeguarding Officer. If you are unable or unwilling to do this, you can approach the Deputy Designated Safeguarding Officer or the Chair of Trustees.

Managing allegations made against a child

There are many ways that a child may be abusive towards others. A child who is displaying abusive behaviour may not realise they are doing so.

When a child abuses another child, it is sometimes called 'peer on peer abuse' or 'peer abuse' (Department for Education, 2018; Department of Health, 2017).

Talking to a child who tells you they have behaved abusively

Sometimes a child may tell you directly that they have behaved abusively towards someone else. If this happens:

- reassure the child that they've done the right thing by telling you about it
- listen carefully to the child and let them tell their whole story. Don't try to investigate or quiz the child, but make sure you understand what they're saying
- use non-judgmental language
- remember that a child who is telling you they've abused someone else is a child in need of support
- tell them that you now have to do what you can to keep them and the other children involved safe
- explain what you are going to do next and that you will need to speak to other people who can help
- reassure the child that they can get help to change their behaviour and move forward with their life
- you may want to suggest the child contacts Childline for support.
- Never promise to keep what a child tells you a secret.
- Explain that you need to talk to other people who can help keep them and the other children involved safe.

If allegations have been made against a child you should speak to your nominated child protection lead, who can advise you on the best way to proceed. If you confront the child about the allegations before taking advice, it may make the situation worse. Please also refer to our Anti-bullying Policy.

Training

All KAZZUM ARTS staff, volunteers and trustees will be given safeguarding training. The Executive Director is responsible for arranging and monitoring training activity.

Staff are required to complete online safeguarding training through the NSPCC within the first three months of their employment and will be given opportunities to participate in training locally.

Volunteers will be given safeguarding training relevant to the position in which they are volunteering. This could be their manager talking through the KAZZUM ARTS Safeguarding Policy with them or they may need to complete online Safeguarding training.

Trustees are required to complete online Safeguarding Training.

Working with Partner Agencies

Working with partner organisations is a key part of our work. It is important in these circumstances that there is clarity of responsibility for different aspects of safeguarding between the two parties. Safeguarding must be discussed as part of project planning and implemented as required.

Concerns about the behavior of a member of staff or a volunteer

These procedures should be used in respect of all cases where it is alleged that a person who works with children, young people or vulnerable adults has:

- behaved in a way that has or may have harmed a child, young person or vulnerable adult
- possibly committed a criminal offence against or related to a child, young person or vulnerable adult
- behaved towards a child, young person or vulnerable adult in a way that indicates he or she may pose a risk of harm

If the concern is not connected to the person's employment or work activity, these procedures may also apply.

It is in everyone's interest to resolve cases as quickly as possible, consistent with a fair and thorough investigation. All allegations must be investigated as a priority to avoid any delay. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation.

There may be up to three strands in the consideration of an allegation

- a police investigation of a possible criminal offence
- enquiries and assessment by social services about whether a child, young person or vulnerable adult is in need of protection or in need of services
- consideration by an employer or regulatory body of action in respect of the individual

If there is an immediate risk, appropriate actions may need to be taken by the member of staff e.g. urgent involvement of police; suspension of member of staff and removal from KAZZUM ARTS premises; securing evidence; urgent medical attention.

Any allegation or concern which arises should be reported immediately to a Designated Safeguarding Officer.

Where staff receive an allegation against someone from another organisation, this should be reported to the Designated Safeguarding Officer.

Whistleblowing

If you have any concerns about a child in your workplace you should reference Kazzum Arts Whistleblowing Policy and raise your concern with your employer or organisational safeguarding lead as outlined above in the first instance.

The Whistleblowing Advice Line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation.

If you think an organisation is putting children at risk, even if you're not certain, call the advice line to talk through your concerns.

You should call the Whistleblowing Advice Line if:

- your organisation doesn't have clear safeguarding procedures to follow
- you think your concern won't be dealt with properly or may be covered-up

- you've raised a concern, but it hasn't been acted upon
- you're worried about being treated unfairly.

You can call about an incident that happened in the past, is happening now or you believe may happen in the future.

Contact the Whistleblowing Advice Line
Call 0800 028 0285 / Email help@nspcc.org.uk

For more info - <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

Confidential Information and Retaining Records

All children, young people and vulnerable adults, and their families, are entitled to their privacy. However, where there are concerns about the safety or welfare of a child, young person or vulnerable adult, those concerns and the necessary personal information will need to be shared with those who can make decisions about action to safeguard the child, young person or vulnerable adult.

There is nothing in any legislation that prohibits the sharing of confidential and personal information where there are concerns about the safety or welfare of a child, young person or vulnerable adult, or where a criminal act may be, or may have been committed.

Employees should make written notes at the earliest opportunity and these should be passed to the Designated Safeguarding Officer. The Designated Safeguarding Officer must keep all written documents relating to a safeguarding issue in a secure place.

These detailed records should be kept until KAZZUM ARTS is confident that the information is held accurately with the agency responsible for taking further action to safeguard the child, young person or vulnerable adult i.e. partner agencies, social services or the police. A chronology of decisions made and actions taken can then be kept on file, once the detailed records are deleted or destroyed. This record should be held for 50 years.

More information can be found in the government document [Working Together to Safeguard Children](#)

Where concerns have been raised about a member of staff or a volunteer and these relate to behaviour that has harmed, or may have harmed a child, young person or vulnerable adult; possibly committed a criminal offence against, or related to a child, young person or vulnerable adult; or behaved in a way that indicates s/he is unsuitable to work with children, young people or vulnerable adults, then:

- The Designated Safeguarding Officer and Executive Director must be informed
- A clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and of any action taken and decisions reached, will be recorded
- This record will be kept in the person's confidential personnel file and a copy should be given to the individual
- Such information will be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for ten years if that is longer

The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future DBS disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

KAZZUM ARTS have a Duty to Refer to DBS any employees or volunteers who have been dismissed, redeployed, retired/redundant or resigned where KAZZUM ARTS believe that this person has either:

- Engaged in relevant conduct or
- Satisfied the harm test or
- Received a caution for, or been convicted of, a relevant offence

(As defined in the [Safeguarding Vulnerable Groups Act 2006](#)).

The Executive Director is responsible for making this referral to DBS and for informing the Trustee with responsibility for Safeguarding.

The Trustee with responsibility for Safeguarding is responsible for notifying the Charity Commission of any serious incidents relating to safeguarding in line with the Charity [Commission's Reporting Serious Incidents Policy](#).

Appendix A Recognising Signs and Symptoms of Abuse (Including Digital)

Definitions of Abuse

“Child abuse and neglect” is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child’s health or development. Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child. Working Together to Safeguard Children sets out definitions and examples of the four main categories of abuse

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

These categories can overlap and an abused child does frequently suffer more than one type of abuse.

Physical Abuse

Physical abuse may involve poking, pushing, hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. It can also include “fabricated” or “induced” illness where a parent or carer simulates the symptoms of, or deliberately causes, ill health in a child.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development. This may involve

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Serious bullying, causing children frequently to feel frightened or in danger - e.g. witnessing domestic violence
- Exploitation or corruption of children

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes penetrative and non-penetrative acts. It may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways. Sexual abuse includes abuse of children through sexual exploitation.

Sexually Harmful Behaviour

A significant proportion of sexual abuse is carried out by children and young people on their peers. Such abuse should always be taken as seriously as that perpetrated by an adult. The behaviour should not be dismissed as "normal". A referral to social services should always be made.

Abuse of Trust

All members of staff and volunteers with KAZZUM ARTS have a relationship of trust with the children and young people who use our services. It is an abuse of that trust, and could be a criminal offence to engage in any sexual activity with a young person aged under 18, or a vulnerable young person under the age of 25, irrespective of the age of consent and even if the relationship is consensual.

Organised Abuse

This is sexual abuse where there is more than a single abuser and the adults concerned appear to act in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

Child Sexual Exploitation (CSE)

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main

by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Neglect

Neglect involves 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 and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

Recognising Signs of Abuse

Recognising possible abuse is a complex and complicated procedure and it is not the responsibility of KAZZUM ARTS employees to decide whether a child or young person has been abused or is at risk. However, there is a responsibility to act on any concerns and report them to a Designated Person. The following information is designed as a guide to help raise awareness of the different signs of abuse.

Physical Abuse

Most children collect accidental injuries and bruises from time to time, and bruises caused in this way are likely to be on the external bony parts of the body such as the knees, shins, elbows and forehead. Most children who have developed language skills will be able to describe how an injury was caused. Any injury should be considered in the context of the child's history and developmental stage, and any explanation given.

The following circumstances are possible indicators of physical abuse and should trigger concerns

- Delay in the presentation of the injury
- An injury which is not consistent with the explanation given
- Changing or differing accounts of how the injury occurred
- An unexplained injury

Types of bruising which may indicate physical abuse include

- Bruising in babies and young children who are not independently mobile
- Bruising to the soft tissue area where there is no bony prominence, e.g. face, back, arms, buttocks, genitalia, ears and hands
- Multiple bruises in clusters, or of uniform shape
- Bruises that carry an imprint, for example of an implement, a hand or a cord
- Grip marks; in a young baby this could indicate that the child has been shaken, risking injury to the brain
- Frequent bruising for which the child is unwilling to offer an explanation
- Regular "accidental" bruising or injury with or without a history of how the injury occurred

Types of injury which may indicate child abuse include

- Multiple burns, and burns on unusual areas of the body such as back, shoulders or buttocks
- Scalds where the child appears to have been "dipped" in too hot water
- Cigarette burns
- Bite marks
- Damage to mouths

Emotional abuse

This form of abuse almost always accompanies other forms of abuse. It includes persistent criticism, denigration, rejection and scapegoating. It has an important impact on a child's mental health, behaviour and self-esteem.

The following are possible indicators of emotional abuse

- Abnormal attachment between a child and parent/carer, e.g. anxious, indiscriminate or no attachment
- Carer shows a persistently negative attitude towards the child
- The child consistently experiences low warmth and high criticism from its parent/carer(s)
- A fixed stare
- Older children may show evidence of mental health issues such as depression, self-harm or eating disorders, or may have behavioural or educational difficulties
- Acting out aggressive behaviour
- A child who is consistently reluctant to go home after school or nursery
- A child who struggles to engage in normal social activity and conversation with peers or adults
- A child who runs away from home
- A child with a very low self esteem and or who will consistently describe themselves in very negative ways such as "I am stupid, naughty, hopeless, ugly"
- A child living in an environment of domestic abuse, alcohol or substance misuse

Sexual abuse

Although there are some indicators relating to sexual abuse, in many cases this form of abuse is well hidden, with the only overt signs being a child's behaviour in general or towards an individual, and this may be attributable to many things unrelated to sexual abuse. This makes sexual abuse very difficult to identify

The following may be indicators of sexual abuse

- Bruising or bites to breasts, buttocks and around the genital area could be signs of sexual abuse as well as physical abuse
- Sexually abusive behaviour
- Sexually explicit play, continual open masturbation or aggressive sex play with peers (as distinct from normal sexual curiosity)
- Extreme use of sexually explicit language and/or detailed descriptions or drawings of sexual activity
- Self harm
- Running away or regular absences from home or school (particularly in the case of organised abuse)
- Pregnancy
- A sexually transmitted infection

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour.

Young people who are being sexually exploited may

- be involved in abusive relationships, intimidated and fearful of certain people or situations
- hang out with groups of older people, or antisocial groups, or with other vulnerable peers

- associate with other young people involved in sexual exploitation
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- go missing from home, care or education.

Neglect

There are no specific features which indicate neglect, other than that the child's basic needs are not adequately met. Neglect is a pattern, not an event, so it is important to consider the standard of care the child received over time; a pattern of neglect may be missed if each individual event is considered in isolation.

The following may be indicators of neglect

- Exposure to danger, for example cold (inappropriate clothing for the weather) or starvation
- Repeated failure to attend to the physical and developmental needs of the child, to provide warmth, appropriate clothing, food and consistent care
- Faltering growth (failure to thrive) in babies or toddlers
- The child has responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings
- Poor supervision of young children resulting in frequent accidental bruising or injury
- The child is always dirty and/or hungry
- The child is left at home alone or with inappropriate carers
- The child is regularly not collected from care settings
- Eating disorders, including stealing and/or hoarding food
- Failure to attend routine medical appointments
- Failure to attend to the child's medical needs and refusal of appropriate treatment

Recognising Potential Risk to an unborn Child

In some circumstances, agencies or individuals are able to anticipate the likelihood of significant harm with regard to an expected baby. Indicators may include

- Domestic abuse within the household
- Alcohol and substance misuse by mother, leading to possible harm to the unborn child, or by others with risk to newborn
- Secret or hidden pregnancy or the mother's mental health problems

These concerns should be addressed as early as possible in order to provide sufficient time for full assessment and support so as to enable the parents (wherever possible) to provide safe care.

People with Disabilities

KAZZUM ARTS is wholly committed to upholding the rights of children, young people and vulnerable adults with disabilities who use our services and particularly their right to be free from violence, abuse or neglect by their parents or anyone else who looks after them. Research suggests that children and young people with disabilities are more vulnerable to physical, emotional or sexual abuse or neglect than a non-disabled child. The level of risk may be raised by

- A need for practical assistance in daily living, including intimate care from what may be a number of carers
- Carers and staff lacking the ability to communicate adequately with the child
- A lack of continuity in care leading to an increased risk that behavioural changes may go unnoticed
- Physical dependency with consequent reduction in ability to be able to resist abuse
- An increased likelihood that the child is socially isolated
- Lack of access to "keep safe" strategies available to others
- Communication or learning difficulties preventing disclosure
- Parents' or carers' own needs and ways of coping conflicting with the needs of the child

In addition to the indicators of abuse and neglect listed above, the following indicators must also be considered in relation to disabled children:

- Force feeding, or impatience in feeding leading to under feeding/under nourishment
- Unjustified or excessive physical restraint
- Rough handling
- Extreme behaviour modification, including the deprivation of liquid, medication, food or clothing or social contact
- Misuse of medication, sedation, heavy tranquillisers
- Invasive procedures against a child's will
- Deliberate failure to follow medically recommended regimes
- Misapplication of care programmes or regimes
- Ill-fitting equipment (e.g. callipers, sleep board causing injury or pain, inappropriate splinting)
- Undignified or culturally inappropriate intimate care practices.

Some sex offenders may target children and young people with disabilities in the belief they are less likely to be detected.

Institutional Abuse

Children and young people with disabilities are particularly vulnerable to this kind of abuse where practices and behaviours by staff in organisations have become institutionalised or commonly

accepted practice. However those behaviours may cause significant harm (as above) and/or may be an abuse of the child's rights. Examples of the latter could be

- Where a child's communication board does not accompany the child everywhere
- Staff who assume a child's wishes or communication and speak for them
- Staff who do not facilitate a child's own communication because of the difficulty or time it takes
- Attributing difficult or challenging behaviour to the child's condition rather than identifying it as communication

All staff and volunteers within KAZZUM ARTS must be alert to signs of institutional abuse or unprofessional practices or behaviour and raise their concerns as per the procedures outlined above.

Specific Forms of Abuse

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed 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.

Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, radicalisation or to perform criminal acts.

Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female and they could be any age.

Many children and young people don't understand that they have been groomed or that what has happened is abuse. Groomers will hide their true intentions and may spend a long time gaining a child's trust. Groomers may try to gain the trust of a whole family to allow them to be left alone with a child and if they work with children they may use similar tactics with their colleagues.

Online

Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices (Department for Education, 2018; Department of Health, 2017; Scottish Government, 2014; Welsh Assembly Government, 2018).

It can happen anywhere online that allows digital communication, such as:

- social networks
- text messages and messaging apps
- email and private messaging
- online chats
- comments on live streaming sites
- voice chat in games.

Bullying and cyber bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – e.g. at school, at a youth club, at home, in the workplace or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Sexting

Sexting means sending or posting sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet

If a young person tells you they have received a Sext never view, download or print the image – you can ask them to describe the content.

CEOP, Childline and Internet Watch Foundation are available to give advice and support to young people affected by Sexting.

Creating and sharing sexual photos and videos of under-18s is illegal and therefore causes the greatest complexity for youth organisations when responding. It also presents a range of risks which need careful management. On this basis the phrase 'youth produced sexual imagery' has been introduced to ensure clarity.

'Youth produced sexual imagery' best describes the practice because:

- 'Youth produced' includes young people sharing images that they, or another young person, have created of themselves.
- 'Sexual' is clearer than 'indecent.' A judgement of whether something is 'decent' is both a value judgement and dependent on context.
- 'Imagery' covers both still photos and moving

The types of incidents which may be encountered are:

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18

The sharing of sexual imagery of people under 18 by adults constitutes child sexual abuse and the police should always be informed.

A referral should always be made if

- An adult is involved
- The child is under 13
- It involves unusual sexual acts
- The young person is being coerced, blackmailed or groomed
- The young person has special needs
- There is immediate risk of harm, e.g. suicide

Police now have discretion (Outcome 21) whether to prosecute as they do not want to criminalise young people unnecessarily

Female Genital Mutilation

Female genital mutilation (**FGM**) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). Also referred to as 'cutting' or 'female circumcision'.

It is illegal to perform FGM or allow it to happen.

It can be carried out when a girl is newborn, during childhood or adolescence, just before marriage or during pregnancy. It is common for it to be done to girls around the time of puberty

Breast Ironing

In the procedure, hot objects, including stones and hammers, are used to pound and beat girls' breasts to stop them growing, in the belief it makes them less desirable to men and discourages premarital pregnancy and rape. Performed on girls as young as 8 until the end of puberty

Breast ironing is both physically and psychologically damaging. It can cause infections and abscesses and has been linked to breast cancer, problems with breastfeeding, and severe depression

Forced Marriage

Forced marriage is a marriage in which one or both of the parties is married without his or her consent or against his or her will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of their parents or a third party (such as a matchmaker) in identifying a spouse.

Peer on peer abuse

There is no clear boundary between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying, sexual experimentation etc. This is a matter of professional judgement.

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a young person's behaviour as abusive if:

- There is a large difference in power (for example age, size, ability, development) between the young people concerned; or
- The perpetrator has repeatedly tried to harm one or more other children; or
- There are concerns about the intention of the alleged perpetrator.
- If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether or not severe harm was actually caused.

Organised Abuse

Organised or multiple abuse involves one or more abusers and a number of children. Organised and multiple abuse occur as part of a network of abuse across a family or community and within institutions such as residential homes, schools, sports clubs and voluntary groups

Radicalisation

Radicalisation is when someone starts to believe or support extreme views. They could be pressured to do things by someone else. Or they might change their behaviour and beliefs.

This could happen if they feel:

- isolated and lonely or wanting to belong
- unhappy about themselves and what others might think of them
- embarrassed or judged about their culture, gender, religion or race
- stressed or depressed
- fed up of being bullied or treated badly

- angry at other people or the government
- confused about what they are doing.

Someone who has been radicalised might believe that sexual, religious or racial violence is OK. They might have links to extreme groups that preach hate like Nazi groups or Islamic extremists like Daesh, also known as ISIS or IS.

Having extreme views can be dangerous and can often lead to harmful and illegal activities involving violence, attacks, discrimination or hate

Honour Based Violence

Honour based violence is the term used to describe murders in the name of so-called honour, sometimes called 'honour killings'. These are murders in which predominantly women are killed for perceived immoral behaviour, which is deemed to have breached the honour code of a family or community, causing shame.

A child who is at risk of honour based violence is at significant risk of physical harm (including being murdered) and/or neglect,

The perceived immoral behaviour which could precipitate a murder include:

- Inappropriate make-up or dress;
- The existence of a boyfriend;
- Kissing or intimacy in a public place;
- Rejecting a forced marriage;
- Pregnancy outside of marriage;
- Being a victim of rape;
- Inter-faith relationships;
- Leaving a spouse or seeking divorce.

Murders in the name of 'so-called honour' are often the culmination of a series of events over a period of time and are planned. There tends to be a degree of premeditation, family conspiracy and a belief that the victim deserved to die.

Victims are sometimes persuaded to return to their country of origin under false pretences, when in fact the intention could be to kill them.

Children sometimes truant from school to obtain relief from being policed at home by relatives. They can feel isolated from their family and social networks and become depressed, which can on some occasions lead to self-harm or suicide.

Families may feel shame long after the incident that brought about dishonour occurred, and therefore the risk of harm to a child can persist. This means that the young person's new boy/girlfriend, baby (if pregnancy caused the family to feel 'shame'), associates or siblings may be at risk of harm.

Appendix B - Internal Safeguarding Report Form



Safeguarding Report Form

Name of Child	
Name of worker	
Position of worker	
Workers Contact Details	
Location	
Date and Time of Report	

Nature of Concern – Please complete the following section with as much detail about the specific safeguarding concern as possible. Use additional sheets and attached if necessary.

Who have you spoken to about your concerns?

Child Member of staff on site Designated Safeguarding Officer on Site Mash (Multi agency safeguarding hub) Social services

Feedback – Please provide details of who you shared the safeguarding concern with

For Kazzum Use only

Follow up undertaken – Please detail what action has been undertaken since the safeguarding concern was raised.

DSL Signed

Date

Appendix C - Local Safeguarding Children Boards and Other External Agencies

KAZZUM ARTS comes within the remit of the Tower Hamlets Local Safeguarding Children Board - <http://www.childrenandfamiliestrust.co.uk/the-lscb/>

The Child Protection Advice Line is a service provided as part of Tower Hamlets Children's Services Directorate's Multi-Agency Safeguarding Hub (MASH) - 0207 364 3444 (direct line 9.00am-5.00pm weekdays, not including bank holidays)

Important contact telephone numbers are:

Multi-Agency Safeguarding Hub (MASH)

020 7364 2972

020 7364 2904

020 7364 5601

020 7364 5606

[Safeguarding Adults Board](#) - If you think you or someone you know is being abused or neglected, you should call the telephone hotline on 0300 303 6070. Safeguarding enquiries or referrals should be emailed to enquiry@towerhamletsconnect.org.

Children's Social Care Emergency Out of Hours Duty Team (5.00pm onwards)

020 7364 4079

Police Child Abuse Investigation Team (CAIT)

020- 8217 6484 (or use 999 if not available)

Prevent

Contact the Prevent Team via email to Prevent@towerhamlets.gov.uk or on 020 7364 2040

Concerns about an adult who works with you

If you are concerned about an adult who works with or has direct contact with children in their place of work, either as a paid staff member or volunteer – Please Contact Melanie Benzie who is the Local Authority Designated Officer (LADO for allegations against professionals, staff or volunteers (LADO) on LADO@towerhamlets.gov.uk or Tel: 020 7364 0677 / 07903 238827

If they are unavailable, please contact the Child Protection Advice Line on Tel: 020 7364 3444 / 5601 / 5606.

The London Safeguarding Children Board has published child protection procedures for the City of London and the 32 London Boroughs. Procedures can be found on their website.

External Agencies who can offer support

[The Disclosure and Barring Service \(DBS\)](#)

[NSPCC](#) Tel: 0844 892 1026

NSPCC Child Protection Helpline (24 hours): To report or discuss concerns about a child's welfare.
Tel: 0808 800 5000 or textphone: 0800 056 0566 or email: help@nspcc.org.uk

[Childline](#) Tel: 0800 1111 Childline is a free, private and confidential service where children can talk about anything. They are online and, on the phone, anytime.

[Save The Children](#). Tel: 020 7012 6400 Freephone: 0800 814 8148

[Child Exploitation Online & Protection Centre \(CEOP\)](#)

[Internet Watch](#) - You can anonymously and confidentially report: Child sexual abuse pictures or videos on the internet and non-photographic child sexual abuse images

[UK Safer Internet Centre](#) Tel: 0344 381 4772

[Female Genital Mutilation](#) - It is recommended that you make a report orally by calling 101, the single non-emergency number.

[Prevent](#) - Prevent is all about keeping people and communities safe from the threat of terrorism. If you have any concerns about a vulnerable child or adult, contact the Multi-Agency Safeguarding Hub on 020 7364 3009 or via email to Mash@towerhamlets.gov.uk.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Code of conduct for staff and volunteers
- Designated Safeguarding Officer responsibilities
- Anti-bullying policy and procedures
- Online Safety policy
- Photography and filming policy
- Whistleblowing policy
- Trauma Informed policy statement

We are committed to reviewing our policy and good practice annually.

Signed... 

Date.....19/04/2023.....

Date of review.....18/04/2024.....