Safeguarding Policy

Index

	Page No.
1. Aims	2
2. Legal Framework	2
3. The Purpose and Scope of This Policy	2 / 3
4. Sycamore Trust UK Believe	3
5. We recognise that:	3
6. We Will Seek to Keep Children and Young People and Adults Safe By:	4
7. Recognising and Reporting Abuse	4 / 5
8. Allegations of Abuse	5 / 6
9. Allegations against Sycamore Trust UK	6
10. Missing Person/Absconding	6
11. Contact Details	7
12. Guidelines on procedure to follow	7 / 8
12.1 Recording Information	8
12.2 Reporting/Referring Process	8 / 9
Appendix A – Sycamore Trust Safeguarding Children, Young People and Adults at Risk	10 / 11
Appendix B – Sycamore Trust UK. Section 10 – Contact Details	12
Appendix C – Section 7 – Recognising Signs of Abuse	13
1. Breast Ironing/Flattening	13
2. Bullying & Cyberbullying	13
3. Child Sexual Exploitation	14
4. Criminal Exploitation	14
5. Discriminatory	15
6. Domestic Abuse	15
7. Emotional/Psychological Abuse	15
8. Female Genital Mutilation (FGM)	16
9. Financial/Material Abuse	16
10. Grooming	16 / 17

11. Modern Slavery	17
12. Neglect	17
13. Organisational/Institutional	17
14. Physical Abuse	18
15. Radicalisation	18
16. Sexual Abuse	18 / 19
17. Trafficking	19

1. Aim

Sycamore Trust U.K. are committed to safeguarding and we are invested in promoting the welfare of vulnerable individuals. Our aim is to provide a safe environment for children, young people, and adults. To set correct and effective procedures for those who encounter any issues of safeguarding. We are committed to responding promptly and appropriately to all disclosures and/or concerns of safeguarding that may occur, and to work with statutory agencies in accordance with the procedures.

2. Legal Framework

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

- The Children Act 1989
- Children Act 2004
- Children & Social Work Act 2017
- Care Act 2014
- Safeguarding disabled children 2009
- Working Together to Safeguard Children Act 2018
- Equality Act 2010
- Children and Families Act 2014
- The United Nations convention on the Rights of the Child 1991
- The Human Rights Act 1998
- Keeping Children Safe in Education 2022
- The Education Act 2002

3. The Purpose and Scope of This Policy

The purpose of this policy is to protect children, young people, parents & carers and adults whilst they are in the care of Sycamore Trust U.K.'s services and keep them safe from harm. This includes the children of adults who use our services to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Sycamore Trust U.K., including all paid employees, volunteers, and trustees.

We are committed to reviewing our policy and good practice annually. Everyone has a duty of care, this means:

- Always act in the best interest of individuals and others.
- Never act or fail to act in a way that results in harm.

- Everyone involved has a duty to read the Safeguarding policy.

The policy outlines Sycamore Trust U.K.'s approach to safeguarding children, young people, and adults.

Sycamore Trust UK works with children and families as part of its activities. These include: -

- Parent/ carer support groups.
- Activities for both children and adults with autism and or learning difficulties.
- Training and educational activities.
- Information and sign posting.

This policy should be read in conjunction with:

- Anti-bullying and Cyberbullying Policy
- Behaviour Management Policy
- Code of Conduct Policy
- Communication and E-safety policy
- Complaints Policy
- Confidentiality Policy
- Data Protection Policy
- Health & Safety Policy
- PiPoT Policy
- Managing Allegations Policy
- Safer Recruitment Policy
- The Role of Designated Safeguarding Officer Policy
- Whistleblowing Policy

4. Sycamore Trust UK Believe:

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

5. We recognise that:

- The organisation and everyone working for it has a role to play in Safeguarding and promoting the welfare of children, young people, and adults.
- The welfare of the child and adult is paramount in all the work we do and in all the decisions we take.
- All children and adults regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children and adults are additionally at risk because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, adults and their parents, carers and other agencies is essential in promoting the welfare of children, young people and adults.

6. We Will Seek to Keep Children and Young People and Adults Safe By:

- Valuing, listening to and respecting them.
- Appointing a nominated designated safeguarding lead (**DSL**), a deputy safeguarding lead and a lead trustee/board member for safeguarding.
- Developing and implementing policies and procedures which reflect best practice.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, adults, parents, families, and carers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Promote services which ensure children, young people and adults achieve the outcome to stay safe.
- Developing and implementing an effective online safety policy and related procedures.
- Sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- Recruiting staff and volunteers safely, ensuring all necessary DBS checks are carried out on staff and volunteers working with young people and adults at risk or with access to personal data.
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures.
- Implementing a code of conduct for staff and volunteers.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, adults, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Recording and storing information professionally and securely, inline with our GDPR policy.

7. Recognising and Reporting Abuse

All staff, volunteers and trustees will be vigilant regarding the welfare of all service users. Staff, volunteers, and trustees will be trained in recognising signs of abuse. Safeguarding is a mandatory training course for all staff, volunteers, and trustees.

Abuse may take a variety of forms, such as (but not limited to): **(refer to Appendix C)**

- Child Sexual Exploitation
- Criminal Exploitation
- Emotional/Psychological Abuse
- Financial/Material

- Neglect
- Physical Abuse
- Radicalisation
- Sexual Abuse

Any member of staff, trustee or volunteer who knows or believes abuse is occurring to any persons within the organisation must report the matter to the Designated Safeguarding Lead (DSL) as quickly as possible, either directly or via their line manager (see section 8 below). The DSL will determine what action to take in accordance with the local authority guidance and in line with information sharing. If the allegation is against the DSL, then the matter should be reported to the CEO.

If the person is in imminent danger the police should be called, and the Local Authority must be notified.

8. Allegations of Abuse

If an allegation is made of abuse, be it adult to adult, adult to child, or child to child, they must be listened to and taken seriously and must be reported immediately. Wherever possible, allegations should be managed by two members of staff and the child or adult and if required should always have an advocate/support worker or parent/carer present. Leading questions must not be asked otherwise it could make it inadmissible in court and you must only write down the facts of what the person has said not your opinion. Taking the strategy from 'TEDS PIE':

- **T**ell me…
- **E**xplain to me…
- **D**escribe to me…
- **S**how me…

- **P**recisely…
- **I**n detail…
- **E**xactly…

Depending on the severity of the abuse/concern or the project the person is attending, and the arrangements already agreed with their line manager at their supervisions, the allegation needs to be reported to:

- Your Team Leader or Line Manager who will then report it to the DSL.

or directly to:

- Sycamore Trust U.K. Designated Safeguarding Lead (DSL) – **Matt Dyde**

or if DSL not available report to:

- Sycamore Trust U.K. Deputy Designated Safeguarding Lead (DSL) – **Jan Hawkins**

The DSL will then share with:

- Sycamore Trust U.K. Chief Executive Officer (CEO) - **Cheryl Kearney**
- Sycamore Trust U.K. Trustee Chairperson – **Richard George**
- Local Authority Safeguarding Team
- Police

- Sycamore Trust U.K.'s Board of Trustees at their monthly meetings, the DSL will provide an anonymised report of any safeguarding incidents that have occurred. Trustees' duties are to take reasonable steps to protect from harm people who come into contact with the charity.

If the concern is in relation to the DSL, then the issue must be reported to the CEO, this can be via email, letter, or private meeting, however if these means are not possible a telephone call.

9. Allegations against Sycamore Trust U.K.

Any allegation that a Sycamore Trust U.K. worker has committed abuse will be taken very seriously. Such allegation will be investigated, and the necessary action taken.

Such action will include:

- Referral to the Local Authority Designated Officer (LADO).
- Consideration of suspension of the accused worker pending completion of the investigation to protect both the person making the allegation and the accused member of staff, possible disciplinary action, including dismissal, to protect the integrity of the trust.
- Reporting the matter to the police.
- Reporting to Sycamore Trust U.K. board of Trustees.
- We will be open, honest and transparent in our findings.

If the allegation is found to be true, then Sycamore Trust U.K. is legally bound to refer the worker or former worker to be placed on the adults and children's barred lists which are maintained by the Independent Safeguarding Authority.

10. Missing Person/ Absconding

Where a child/adult is in the Sycamore Trust's care or accessing our services and has absconded or is missing, every effort must be made by staff and volunteers to locate the child/adult.

The Safeguarding lead worker at Sycamore Trust UK must assess the circumstances surrounding the child's disappearance or absconding to inform judgements about the level of risk to the child/adult.

An alert must be placed with Sycamore Trust CEO and senior / line managers and, where appropriate, the child's parent(s)/ carers or an adults emergency contact should be informed that the child/adult is missing or has absconded.

If the child/adult cannot be located, a 'missing person's report' must be made to the local police office. If there are circumstances of high risk, a report must be made immediately.

In all circumstances the Sycamore Trust UK, child protection or adult safeguarding lead worker is responsible to make sure the report is made, and the CEO is informed.

11. Contact Details

For contact details **Refer to Appendix B**.

12. Guidelines on procedure to follow when dealing with safeguarding / child protection.

Safeguarding Issues must take priority over all other work.

A young person or adult may choose to disclose information, or staff and volunteers may observe indicators or behaviour that raises concerns around possible abuse. Staff and volunteers must not try to investigate but rather listen and explain to the young person/ adult that they will have to pass on the information, to the safeguarding lead. Staff and volunteers should ensure that the young person's or adult safety is the priority.

An immediate response to the young person/adult at risk is required as we have a duty of care.

It is vital that any staff actions do not abuse the child/adult further or prejudice further enquiries, for example:

- Stay calm and be reassuring.
- Find a quiet place to talk.
- Believe in what you are being told.
- Listen, but do not press for information or ask leading questions, but it is okay to ask for a little more detail to clarify certain things i.e. if a young person says they are 'touched down below' it is okay follow up with a question 'please can you tell me where they touched you?'. This will avoid confusion as to what 'down below' means.
- Say that you are glad that they have told you and thank them.
- Listen to them, if you are shocked by what is being said, **do not** show it.
- It is acceptable to observe bruises but not to ask a child or adult to remove or adjust their clothing to observe them; (injuries must be recorded on a body map and on a Safeguarding Cause for Concern form.)
- Do not under any circumstances question the child or adult in a way that will introduce new words, phrases, or concepts into their minds.
- Do not challenge, confront, or criticise their information, even if it seems unlikely or if there are obvious errors. They may be unable to give accurate timescales or dates.
- If a disclosure is made the pace should be dictated by the individual, whilst considering any communication difficulties they may have, without them being pressed for detail by being asked such questions as "what did they do next?" or "where did they touch you?" The staff and volunteer's role is to listen not to investigate.
- Accept what the individual says. Staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Acknowledge how hard it was for them to tell you this.
- Do not criticise the perpetrator, this may be someone they have affection for.

- Do not promise confidentiality, reassure the individual that they have done the right thing in disclosing to you, explain whom you will have to tell and why. It is important that you do not make promises such as "I'll stay with you all the time" or "it will be alright now".

12.1 Recording Information

- Verbally inform the senior person that you are working with at the time, who will inform the Designated Safeguarding Lead (DSL) **Matt Dyde**.

- Make some brief notes at the time or immediately afterwards developing / maintaining an Action Plan that supports focused action and accountability; record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Any notes must be signed and dated and given to the Designated Safeguarding Lead. Write down what has been discussed. If it is appropriate write the conversation down as it is being said but as this is not always possible, it is better to listen and write down immediately afterwards.

- Ensure that this information is transferred to the relevant document either a Cause for Concern Form or a Safeguarding Report Form and should be signed, dated, and passed on to the DSL. At this point the DSL will triage the content of the report and decide if it is a Child Protection/ Safeguarding matter or a Concern.

- Observed injuries and bruises are to be recorded on a Safeguarding Cause for Concern Form (including the body map section) and be attached to the report.

- Staff and volunteers should note any non-verbal behaviour and ensure that that the language used by the individual (do not translate into correct terminology) is recorded.

- The DSL will ensure that the Safeguarding / Child Protection report reflects decisions made and actions taken in response, including if no further action will be taken.

12.2 Reporting / Referring Process

During normal working hours (Mon-Fri 9.00 am to 4.30 pm) staff should immediately inform their line manager or the DSL (see section 8). If the DSL is not available, contact Jan Hawkins (Deputy Safeguarding Officer). Outside these hours staff must immediately contact the Lead Person on Duty, who will inform the DSL of the concern.

On the basis of the information, the DSL will consider which route to take with regards to safeguarding and protecting the individual in question:

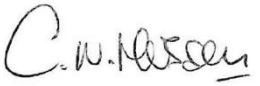
- Where alleged/suspected abuse has taken place on site, the DSL will liaise with staff/volunteers and, where appropriate, consult the Police or MASH team, in order to formulate an appropriate plan of action.

- Where alleged/suspected abuse has taken place in the young person's or adult home area, then the DSL may consult the MASH team to consider an appropriate plan of action.

Local Authority Social Care Departments will assess referrals and if it meets their threshold, will investigate in accordance with Section 47 of the Children Act (1989).

This may involve speaking with the worker to whom the allegation was made or who observed the abusive behaviour.

For Approval:-

Signed:  (Chair) Date: 12 May 2026

For and on behalf of the Trustees of Sycamore Trust U.K.

Signed: (CEO) Date: 12 May 2026

This policy will be reviewed in **April 2027** or if legislation should change whichever is sooner. As part of our reviewing criteria, we will look at any amendments in legislation, reflect on any incidents that may have happened and how they were dealt with, any improvements or necessary changes will then be incorporated into updating the policy and procedure and then approved by the trustees.

Appendix A

Sycamore Trust Safeguarding Children, Young People and Adults at Risk

This statement outlines Sycamore Trust UKs approach to safeguarding children and young people aged under 18 or 25 years old if they are a disabled person.

All Sycamore Trust UK services for children and young people operate within the 'Every Child Matters' (ECM) framework (England) Sycamore Trust UK policies are written to ensure that our service enables children to achieve the five ECM outcomes: Stay safe, be healthy, Enjoy and achieve, make a positive contribution, and achieve economic well-being.

Sycamore Trust UK recognises that the organisation, and everyone working for it, has a role to play in safeguarding and promoting the welfare of children and young people. In particular, this role relates to:

- Children and Young people who have a disability and for whom Sycamore Trust UK provides a service.
- Any other children or young people with whom Sycamore Trust UK workers come into contact with through their work.
- Supporting volunteers and staff who are under 25 and have a disability or 18 if they are not disabled if they is a safeguarding concern or issue.

Therefore, Sycamore Trust UK will:

- Work in accordance with the principle 'that the welfare of the child is paramount at all times' (children Act 1989).
- Be section 11 compliant in line with London Safeguarding Children procedures, it is the duty of the Children's Safeguarding Lead (DSL) to update this audit on a regular basis and ensure managers are aware of their duties and any actions needed to remain compliant.
- Work in accordance with local arrangements and systems for the safeguarding of children as set out by the relevant Local Safeguarding Children Board (LSCB).
- Sycamore Trust UK safeguards children and adult through good recruitment practices.
- Carry out Enhanced DBS checks on all appropriate staff and volunteers.
- Ensure all staff, volunteers and trustees follow detailed procedures and guidance which is provided alongside this policy document. This will take place through our induction process, regular supervision, annual appraisals, and team meetings.
- All staff including volunteers are required to complete Safeguarding training prior to commencing direct work with clients and this must be updated annually.

All Sycamore Trust UK staff, volunteers and trustees will be vigilant regarding the welfare of all children, young people, and adults with whom their work brings them into contact with. Staff and volunteers involved in any way with service provision will be trained to recognise the signs of abuse. Sycamore Trust UK believes that abuse may take a variety of forms: physical abuse, sexual abuse, emotional abuse, neglect radicalisation, sexual exploitation and cyber bullying.

Sycamore Trust UK also recognises that the following is important with regards to safeguarding young people and adults at risk:

- Managers will ensure that any allegations of abuse or neglect are listened to and taken seriously and are reported to the Safeguarding Designated Named Lead Officer.

- Any allegations that a Sycamore Trust UK worker has abused a child or young person will be treated seriously. Such allegations will be investigated, and the necessary action taken.

- Safeguarding children, young people and adults at risk will be included in induction training. This training will be updated every two years and delivered by the Sycamore Trust UK Children Safeguarding Designed Named Lead. External training will be provided through the LSCB or NSPCC.

Appendix B

Sycamore Trust U.K. Safeguarding Policy - Section 10 - Contacts

Sycamore Trust U.K. Safeguarding Contact Details			
Designated Safeguarding Lead		Name	Matt Dyde
Phone	0208 517 9317 or 07356 139402	Email	matt.dyde@sycamoretrust.org.uk
Deputy Safeguarding Lead		Name	Jan Hawkins
Phone	0208 517 9317	Email	jan.hawkins@sycamoretrust.org.uk
Senior Safeguarding Lead		Name	Richard George (Trustee)
The Senior Safeguarding Lead can be contacted through the DSL – see info above.			
London Borough of Barking & Dagenham Safeguarding Contacts			
LADO		Name	Lorraine Giles
Phone	0208 227 2265	Email	lado@lbbd.gov.uk
Children & Young People MASH Team (Multi Agency Safeguarding Hub)			
Phone	0208 227 3811	Email	childrensservices2@lbbd.gov.uk
Out of Hours Duty Team		Phone	0208 215 3000
Adult Safeguarding Team			
Phone	0208 227 2915	Email	intaketeam@lbbd.gov.uk
Out of Hours Duty Team		Phone	0208 215 3000
London Borough of Havering Safeguarding Contacts			
LADO		Name	Lisa Kennedy
Phone	01708 431653	Email	lado@havering.gov.uk
Children & Young People MASH Team (Multi Agency Safeguarding Hub)			
Phone	01708 433222	Email	tmash@havering.gov.uk
Out of Hours Duty Team		Phone	01708 433999
Adult Safeguarding Team			
Phone	01708 433550	Email	safeguarding_adults_team@havering.gov.uk
Out of Hours Duty Team		Phone	01708 433999
London Borough Of Redbridge Safeguarding Contacts			
LADO		Name	Helen Curtis
Phone	0208 708 5350	Email	lado@redbridge.gov.uk helen.curtis@redbridge.gov.uk
Children & Young People MASH Team (Multi Agency Safeguarding Hub)			
Phone	0208 708 3885	Email	cpatreferrals@redbridge.gov.uk
Out of Hours Duty Team		Phone	0208 708 5897
Adult Safeguarding Team			
Phone	0208 708 7333	Email	adults.alert@redbridge.gov.uk
Out of Hours Duty Team		Phone	0208 553 5825
NSPCC Helpline: 0808 800 5000			

Appendix C

Forms of Abuse. Definitions & Indicators

1. Breast Ironing/Flattening

Definition:
The process during which young pubescent girls' breasts are ironed, massaged, flattened and/or pounded down over a period of time (sometimes years) in order for the breasts to disappear or delay the development of the breasts entirely.

At Risk Indicators:

- A girl is embarrassed about her body.
- A girl is born to a woman who has undergone breast ironing/flattening.
- A girl has an older sibling or cousin who has undergone breast flattening.
- References to breast ironing/flattening in conversation, for example a girl may tell other children about it.
- A girl from an affected community is withdrawn from PSHE and/or Sex & Relationship Education as her parents may wish to keep her uninformed about her rights.
- One, both parents or an elder influential family members consider breast ironing integral to their cultural identity.
- A girl/family has limited level of integration within the UK community.

2. Bullying & Cyberbullying

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

- Verbal abuse such as name calling.
- Non-verbal abuse such as hand signs or glaring.
- Physical abuse such as hitting.
- Emotional abuse, such as threatening, intimidating, or humiliating someone.
- Exclusion, such as ignoring or isolating someone.
- Undermining, by constant criticism or spreading rumours.
- Controlling or manipulating someone.
- Racial, sexual, or homophobic bullying.
- Online bullying, known as **Cyberbullying**:
  - Sending threatening or abusive text messages, or message via an online platform.
  - Creating & sharing embarrassing videos.
  - Creating fake social media accounts.

Indicators: No one sign indicates for certain that a person is being bullied, but you should look out for:

- Belongings getting 'lost' or damaged.
- Physical injuries such as unexplained bruises.
- Being afraid to attend places they used to enjoy.
- Asking for or stealing money (to give to a bully).
- Being nervous, losing confidence or becoming distressed or withdrawn.
- Problems with eating or sleeping.
- Bullying others.

3. Child Sexual Exploitation

Definition:
Child Sexual Exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status, or affection in exchange for taking part in sexual activities. Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

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

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

4. Criminal Exploitation

Definition:
Criminal exploitation covers acquisitive crimes (offences for which the offender derives material gain), cannabis cultivation and financial exploitation, including unlawful receipt of benefits within the UK welfare system. Criminal exploitation of children, young people and vulnerable adults for the supply of drugs, and transportation of the associated money and weapons. The victim is exploited into committing criminal acts such as stealing or dealing in illicit drugs. It can be connected to "County lines" which is a violent and exploitative form of drug distribution. A common feature of county lines is the exploitation of children, young people and vulnerable adults who are instructed to deliver and/or store drugs, and associated money or weapons, to dealers or drug users, locally or in other counties. "County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Indicators:

- Go missing from home, care, or education.
- Be involved in abusive relationships.
- Hang out with groups of older people or have older boyfriends or girlfriends.
- Be involved in gangs or anti-social groups.
- Spend time at places of concern, such as hotels or known brothels.
- Be involved in petty crime such as shoplifting.
- Have access to drugs and alcohol.
- Have new things such as clothes and mobile phones, which they aren't able to easily explain.
- Have unexplained physical injuries.
- Behaving like they are being instructed by someone else, picked up/dropped off at the same time and place every day, or don't have access to money or identification.

5. Discriminatory

Definition:

Unequal treatment based on age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010)

Indicators:

- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic.
- Harassment or deliberate exclusion on the grounds of a protected characteristic.
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic.

6. Domestic Abuse

Definition:

Defined as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in a lot of cases by a partner or ex-partner, but also can be by a family member or carer. Witnessing domestic abuse can negatively affect a child or family member and those affected should be treated as victims under these circumstances.

Indicators:

- Acts of assault, threats, humiliation, and intimidation.
- Harming, punishing, or frightening the person.
- Isolating the person from sources of support, such as friends or family.
- Regulating everyday behaviour.
- Low self-esteem – feeling that you deserve to be treated this way.

7. Emotional / Psychological Abuse

Definition:

Emotional / Psychological abuse is the ongoing emotional maltreatment of a person which can have a severe and persistent negative effect on a person's emotional health and development. Most forms of abuse contain an emotional element. There are several types of emotional abuse.

Indicators:

- Making a person feel worthless and unloved by the action or inaction of another.
- Withholding of affection by another.
- Isolating and putting restriction on a person's freedom or social interaction.
- Withdrawing or denying access to any aid a person requires to support them with any disability.
- Failure to respect privacy.
- May be withdrawn and quiet, have low self-worth.
- Difficulties with making & maintaining relationships.
- Appear isolated from others.
- Signs of religious abuse, including witchcraft.

8. Female Genital Mutilation (FGM)

Definition:

All procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. There are four different types of FGM.

At Risk Indicators:

- A girl is born to a woman who has undergone FGM.
- A girl has an older sibling or cousin who has undergone FGM.
- One, both parents or elder influential family members consider FGM integral to their cultural identity.
- References to FGM in conversation, for example a girl may tell other children about it.
- A girl from an affected community is withdrawn from PSHE and/or Sex & Relationship Education as her parents may wish to keep her uninformed about her rights.
- A girl/family has limited level of integration within the UK community.
- A girl states that she is to have a 'special procedure' or to attend a special occasion to 'become a woman'.
- Parents state that they, or a relative, will take the child out of the country for a prolonged period and are evasive why.
- A girl is taken abroad to a country with a high prevalence of FGM, especially during the summer holidays, which is known as 'the cutting season'.

Indicators:

- Frequent need to go to the toilet and taking longer than usual.
- Urinary Tract Infections.
- Noticeable change in behaviour.
- Menstrual problems.
- Difficulty sitting down properly.
- Complain of pain between legs.
- Change of dress, from tight to loose-fitting clothing.

9. Financial / Material Abuse

Definition:

A person being exploited for the perpetrators financial or material gain.

Indicators:

- Theft of money, financial assets, or material possessions.
- A person being denied access to their finances, such as bank accounts, benefits etc.
- Misuse of a person's home, such as someone uninvited moving in or staying.
- Misuse of a power of attorney, deputyship, guardianship, or other legal authority.

10. Grooming

Definition:

Grooming is when someone builds a relationship, trust and emotional connection with a child, young person or adult at risk so they can manipulate, exploit and abuse them. Children, young people and adults at risk can be groomed online, in person or both – by a stranger or someone they know. A person is unlikely to know they are being or have been groomed. They might be worried or confused and less likely to speak to an adult they trust.

Indicators:

- Being very secretive about how they are spending their time, including when online.
- Having an older boyfriend or girlfriend.
- Having money or new things like clothes and mobile phones that they can't or won't explain.
- Underage drinking or drug taking.
- Spending more or less time on their devices.

- Being upset, withdrawn, or distressed.
- Sexualised behaviour, language, or an understanding of sex that's not appropriate for their age.
- Spending more time away from home or going missing for periods of time.
- Having a new friend that no one has met.

11. Modern Slavery

Definition:

Modern Slavery is the illegal exploitation of people for personal or commercial gain. It covers a wide range of abuse and exploitation, including sexual exploitation, domestic servitude, forced labour, criminal exploitation and organ harvesting. Victims of modern slavery can be any age, gender, nationality, and ethnicity. They are tricked or threatened into work and may not recognise themselves as a victim.

Indicators:

- Looking scruffy & unkempt, malnourished, or injured.
- Acting anxious, afraid, or unable to make eye contact.
- Working long hours, wearing unsuitable clothing, or having the wrong equipment for the job.
- Is where they live overcrowded, poorly maintained or are the curtains always closed?
- Behaving like they are being instructed by someone else, picked up/dropped off at the same time and place every day, or don't have access to money or identification.

12. Neglect

Definition:

Neglect is not meeting a person's basic physical and psychological need. Neglect can occur before a child is born. Adults can also suffer from self-neglect.

Indicators:

- Lack of appropriate clothing.
- Lack of food.
- Not providing for everyday needs, such as medical or educational.
- Unsuitable home environment, such as not heated in the winter.
- Use of drugs & alcohol, by the victim or perpetrator.
- Lack of personal hygiene, unkempt appearance.

13. Organisational / Institutional

Definition:

Organisational abuse is the inability to provide a good level of care to an individual or group of people in a care setting such as a hospital, care home, day service, or in a person's own home if they receive care assistance there. It may be a one-off incident, repeated incidents, or on-going ill-treatment. It could be due to neglect or poor care because of the arrangements, processes, and practices in an organisation.

Indicators:

- A lack of dignity or respect in a care setting.
- Rigid routines or processes organised to meet staff needs rather than the individuals.
- Disrespectful attitudes towards individuals receiving care.
- A culture of abusive behaviour or tolerance of abusive behaviour.
- Repeated failure to prevent abuse or neglect within a service, including incorrect use of restraint, isolation, or unauthorised deprivations of liberty.
- Treating adults like children.

14. Physical Abuse

Definition:

Physical abuse happens when a person is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning, or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in a person. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness.

Indicators:

- Bruises on babies who are not yet crawling or walking.
- Bruises on the cheeks, ears, palms, arms, and feet.
- Bruises on the back, buttocks, tummy, hips, and backs of legs.
- Multiple bruises in clusters, usually on the upper arms or outer thighs.
- Bruising which looks like it has been caused by fingers, a hand, or an object, like a belt or shoe.
- Bite marks.
- Burn marks, such as cigarette burns, or liquid burns.
- Burns to the backs of hands, feet, legs, genitals, or buttocks.
- Frequent bruising or injury such as fractures.

15. Radicalisation

Definition:

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Indicators:

- Spending increasing amounts of time talking to people with extreme views (this includes online and offline communication).
- Change their style of dress or personal appearance.
- Lose interest in friends and activities that are not associated with an extreme cause.
- Try to recruit others to join the cause.

16. Sexual Abuse

Definition:

Forcing or enticing a person to take part in sexual activities. It doesn't necessarily involve violence and the person may not be aware that what is happening is abuse. Sexual abuse can involve contact abuse and non-contact abuse.

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

- Sexual touching of any part of the body whether the person is wearing clothes or not.
- Rape or penetration (or attempted), by putting an object or body part inside a person's mouth, vagina or anus.
- Forcing or encouraging a child to take part in sexual activity.
- Making a child take their clothes off or touch someone else's genitals.
- Making a child watch or view pornographic material.
- Any sexual activity that a person lacks the capacity to consent to – A child under the age of thirteen is legally presumed to be incapable of informed consent.

Indicators:

- Bruising, particularly to the thighs, buttocks and upper arms.
- Torn, stained or bloody underclothing.
- Bleeding, pain or itching in the genital area.
- Unexplained genital discharge.

- Displays of sexualised behaviour, including those that are beyond their stage of development.
- Unexplained difficulty in walking or sitting.
- Pregnancy in a woman who is unable to consent to sexual intercourse.
- Reluctance to be alone with a particular person.
- Emotional changes, such as withdrawal or self-harming.
- Alluding to 'secrets'.
- Unexplained changes in behaviour.

17. Trafficking

Definition:

Human Trafficking is the recruitment, transportation, transfer, harbouring or receipt of people through force, fraud, or deception, with the aim of exploiting them for profit. Men, women, and children of all ages and from all backgrounds can become victims of this crime, which occurs in every region of the world. The traffickers often use violence or fraudulent employment agencies and fake promises of education and job opportunities to trick and coerce their victims. Many individuals are trafficked into the UK from overseas, but people can also be trafficked from one part of the UK to another.

Indicators:

- Have to do excessive housework chores.
- Rarely leave the house and have limited freedom of movement.
- Not have any documents or have falsified documents.
- Gives a prepared story which is very similar to stories given by others.
- Unable or reluctant to give details of accommodation or personal details.
- Not be registered with a school or GP practice.
- Move around frequently and at short notice.

Disclaimer: This is not a full list of forms of abuse and does not give all indicators within each form listed.