

# The StellaMaris Foundation Safeguarding Policy



Version no.	Date	Approved by	Review Frequency	Review Date
2	26 February 2026	Board of Trustees	12 months	26th February 2027

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## 1. Key Contacts

**For all emergencies, please call 999**

The StellaMaris foundation		
Designated Safeguarding lead	Francess Aboderin	
Trustee		
Trustee	Deborah Famosa	<a href="mailto:info@thstellamarisfoundation.com">info@thstellamarisfoundation.com</a>
Trustee	Esther Adoh	07534364447
Kent contacts		
<b>Email</b> <a href="mailto:social.services@kent.gov.uk">social.services@kent.gov.uk</a>	<b>Phone</b> <a href="tel:03000416161">03000 41 61 61</a> Monday to Friday, 9am to 5pm  <b>Phone (out of hours)</b> <a href="tel:03000419191">03000 41 91 91</a>	<b>Text relay</b> 18001 03000 41 61 61.
Bexley contacts		
For children: Multi Agency Safeguarding Hub (MASH) Tel: 0203 045 5440  Email: <a href="mailto:LADO@bexley.gov.uk">LADO@bexley.gov.uk</a>		
For adults:  Non-emergency concern: 020 8303 7777 (Monday to Friday, 9am to 5pm) and ask for 'screeners', or Email <a href="mailto:screeners@bexley.gov.uk">screeners@bexley.gov.uk</a> .		

## 2. Introduction and Purpose

Our charitable activities include working with vulnerable people, particularly children. The purpose of this policy is to protect them and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

The StellaMaris Foundation recognises its statutory responsibility to safeguard and promote the welfare of all children and young people. Safeguarding is everyone's responsibility. All trustees, staff, volunteers and those working on behalf of the charity play an essential role in creating a safe and protective environment for children and young people.

We maintain a culture where safeguarding is taken seriously and where concerns are never dismissed. All adults involved in our programmes are expected to adopt the mindset that "it could happen here" and to act promptly if they have any concerns about a child's welfare.

The welfare and best interests of children are always our primary consideration. We recognise that all children (under the age of 18) have the right to be heard and to have their wishes and feelings taken into account. We are committed to ensuring that every child, regardless of age, gender, ethnicity, disability, religion, culture, language or background, has equal access to protection and support.

We aim to provide a safe, welcoming and respectful environment in all our activities, including the Summer Enrichment Programme and community events. Children are encouraged to speak openly, and adults working within the charity understand their professional responsibilities and follow safe working practices at all times.

The StellaMaris Foundation is committed to promoting good safeguarding practice, safer recruitment, clear reporting procedures and ongoing vigilance to ensure that children and young people remain safe in our care.

## 3. Policy Context

This policy applies to anyone working on our behalf, including our trustees and other volunteers. Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These include, but are not limited to other [UK regulators](#), if applicable and Safeguarding should be appropriately reflected in other relevant policies and procedures.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

Legislation	What it covers
Children's Act 1989 (and 2004) amendment)	<ul style="list-style-type: none"><li>Provides the framework for the care and protection of children.</li></ul>
Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015 (Section 5B (11))	<ul style="list-style-type: none"><li>Places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.</li></ul>
Rehabilitation of Offenders Act 1974	<ul style="list-style-type: none"><li>Sets out when people with criminal convictions can work with children.</li></ul>
Schedule 4 of the Safeguarding Vulnerable Groups Acts 2006	<ul style="list-style-type: none"><li>Defines what 'regulated activity' is in relation to children</li></ul>

## 4. Definition of Safeguarding

For the purposes of this policy, safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to achieve the best possible outcomes.

Safeguarding is the responsibility of everyone involved with The StellaMaris Foundation. It includes the preventative measures we take to reduce the risk of harm, as well as the actions we take where concerns arise.

Child protection forms part of safeguarding and refers to the specific actions taken to protect children who are suffering, or are likely to suffer, significant harm. For the purposes of this policy, a child is defined as anyone under the age of 18.

The StellaMaris Foundation works in partnership with relevant safeguarding agencies, including the local authority children's services and the police, to ensure appropriate action is taken when concerns are identified.

Abuse is a form of maltreatment of a child. It may involve inflicting harm, or failing to act to prevent harm. Neglect is also a form of abuse and refers to the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development.

Further information on types of abuse, signs and indicators, and specific safeguarding issues is detailed within this policy

## 5. Related Safeguarding Policies

This policy is one of a series in The Hebe Foundation integrated safeguarding portfolio and should be read and actioned in conjunction with the policies as listed below:

- Online Safety
- Health and safety (including First aid and managing medical needs)
- Risk assessments

## 6. Policy compliance, monitoring and review

*For the purposes of clarity, The StellaMaris staff refers to Trustees, seasonal staffs and volunteers.*

All staff will be required to access this policy which is readily available on the charity's website. They will be asked to say they have read and understood its contents, are familiar with The StellaMaris Foundation systems and will adhere to them.

Parents/carers will be signposted to the Safeguarding and Child Protection policy prior to children and young people being enrolled.

Parents/carers can obtain a copy of The StellaMaris Foundation Safeguarding and Child Protection Policy and other related policies, including for online safety, and child-on-child abuse by emailing us. These and other policies are available on request by contacting The StellaMaris Foundation.

Children and young people will be made aware of The StellaMaris Foundations systems in age-appropriate ways.

The StellaMaris Foundation board of trustees will review this policy annually. It will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our procedures.

The designated safeguarding lead and deputy safeguarding lead will ensure children and young people have understood and are aware that they can raise concerns at any time, they will be listened to, taken seriously and their wishes respected (where possible), given the necessary support and kept informed of actions taken.

## 7. Key Responsibilities

**Trustees.** This safeguarding policy will be reviewed and approved by the Board annually.

Trustees are aware of and will comply with the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take](#) to ensure good safeguarding governance.

Trustees have the responsibility for the oversight of all aspects of safety, including whistleblowing and H&SW. This will include:

- Creating a culture of respect, in which everyone feel safe and able to speak up.
- An annual review of safety, with recommendations to the Board.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Ensuring that safeguarding requirements (e.g. DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, beneficiaries, staff, volunteers and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making staff, volunteers and others aware of:
  - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
  - The signs of potential abuse and how to report these.

### All members of staff and volunteers have a responsibility to:

- Provide a safe environment in which children and young people can thrive.
- Be aware it can happen here, and safeguarding is everyone's responsibility.
- Understand the signs and indicators that can signal that a child or young person is experiencing unmet needs, harm or is at risk of harm.
- Have a trauma-informed understanding of the impact of childhood adverse events and experiences on behaviour, achievement and presentation.
- Actively promote welfare and safeguarding, including online safety of children and young people.
- Know what to do if a child or young person tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have.
- Understand the difficulties that children and young people may have in approaching staff about their circumstances and consider how to build trusted relationships that facilitate communication.
- Be prepared to identify children and young people who may benefit from early help.
- Understand The Hebe Foundation safeguarding policies and systems.
- Undertake regular and appropriate training, which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- Know how to maintain an appropriate level of confidentiality and the importance of recording and information sharing.
- Understand the wider definitions of child-on-child abuse and be aware of specific issues such as cyberbullying, sexual violence, sexual harassment and exploitation.

### Children and young people have a right to:

- Feel safe, be listened to, and have their wishes and feelings taken into account.
- Receive help from a trusted adult.
- Understand how to keep themselves safe, including online.

### Parents/carers have a responsibility to:

- Understand and adhere to the relevant The StellaMaris Foundation policies and procedures.
- Talk to their children and young people about safeguarding issues with their children and support the StellaMaris Foundation in their safeguarding approaches.
- Identify behaviours, which could indicate that their child is at risk of harm including online and seek help and support from the Hebe Foundation or other agencies.
- Speak to The StellaMaris Foundation staff if they have any concerns about the welfare, wellbeing and safety of their child.

**Everyone.** To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately.

## 8. Recognising Indicators of abuse and neglect

All staff and volunteers at The StellaMaris Foundation are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018). The StellaMaris Foundation recognise that when assessing whether a child may be suffering actual or potential harm, abuse can take many forms, such as

physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1. All members of staff are expected to be aware of and follow this approach if they are concerned about a child:

- Be alert
- Question behaviours
- Ask for help
- Refer

## 9. Child Protection Procedures

The StellaMaris Foundation adheres to the safeguarding procedures of the relevant local safeguarding partnerships in the areas in which we operate, including:

- **Kent Safeguarding Children Multi-Agency Partnership (KSCMP)**
- **Bexley Safeguarding Children Partnership (BSCP)**

We follow the statutory guidance set out in *Working Together to Safeguard Children* and, where relevant, *Keeping Children Safe in Education*.

All trustees, staff, volunteers and anyone working on behalf of the charity must follow the procedures outlined in this policy if they identify or have concerns about a child's safety or welfare. Safeguarding responsibilities form part of induction and ongoing training. The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, other regulator. They are aware of the Government [guidance on handling safeguarding allegations](#).

If anyone is unsure about reporting concerns, they must speak to the Designated Safeguarding Lead (DSL) immediately.

The StellaMaris Foundation recognises that some children may have additional or complex needs and may require access to specialist or multi-agency support services.

### Action if a Child is in Immediate Danger or at Risk of Significant Harm

If a member of staff or volunteer becomes aware that a child is in immediate danger, or is suffering or likely to suffer significant harm:

- They must inform the Designated Safeguarding Lead (DSL) immediately.
- A clear, factual record must be made of what the child has said (ideally at the time of disclosure) and submitted to the DSL as soon as possible.
- The DSL will review the concern and decide on the next steps.

Where a child is in immediate danger, a referral will be made without delay to:

- The relevant local authority children's social care team (Kent or Bexley), and/or
- The Police (999 in an emergency).

If the DSL is unavailable and the risk is urgent, any member of staff or volunteer may contact children's social care or the police directly. The DSL must be informed as soon as possible afterwards, and a written record provided.

When contacting children's social care, advice will be sought regarding informing parents or carers, recognising that in some cases informing parents may increase risk to the child.

### **Action if a Concern Does Not Indicate Immediate Danger**

Not all safeguarding concerns involve immediate risk. Staff and volunteers may observe:

- Changes in behaviour
- Unusual comments or disclosures
- Signs of neglect or emotional distress
- Indicators of harm or vulnerability

No concern is too small to share.

All concerns must:

- Be recorded factually and promptly
- Be reported to the DSL

The DSL will review the information alongside any existing concerns and determine whether further action, monitoring, or referral is required.

### **Recording a Concern or Disclosure**

All safeguarding concerns must be recorded in writing.

If a child makes a disclosure:

- The exact words used by the child should be recorded as accurately as possible
- Records must be factual and not include personal opinion
- Records must be signed and dated

Safeguarding records will be stored securely and separately from general records.

### **Informing Parents and Carers**

Parents and carers will normally be informed of safeguarding concerns involving their child. However, they will not be informed if doing so:

- Would place the child at further risk of harm
- Would compromise a police investigation
- Is advised against by children's social care

The DSL will liaise with the relevant local authority safeguarding team before deciding not to inform parents or carers.

## 10. Confidentiality, Information sharing and record keeping

### Confidentiality

All trustees, staff and volunteers must understand that while they have a duty to respect confidentiality, they also have a professional responsibility to share information where necessary to safeguard a child.

No member of the organisation may promise absolute confidentiality to a child or young person were doing so could place them at risk of harm. If a disclosure is made, the child will be reassured that information will only be shared with those who need to know in order to keep them safe.

The Designated Safeguarding Lead (DSL) will ensure that information is shared on a strictly “need to know” basis, balancing confidentiality with the duty to protect children.

### Information Sharing

The StellaMaris Foundation recognises its duty to share relevant information with appropriate statutory agencies, including children’s social care and the police, in line with national safeguarding guidance.

The safety and welfare of the child is always paramount. Concerns about sharing information must never prevent appropriate action being taken to protect a child.

The Data Protection Act 2018 and UK GDPR do not prevent information sharing for safeguarding purposes. Personal information may be shared without consent where there is lawful basis to do so in order to safeguard a child.

Where possible and appropriate, parents or carers will be informed of information sharing decisions, unless doing so would place the child at greater risk.

### Record Keeping

Accurate and timely record keeping is essential in safeguarding children.

All safeguarding concerns, disclosures, observations or incidents must:

- Be recorded in writing as soon as possible
- Include dates, times, factual details and the names of those involved
- Record the exact words used by a child where possible
- Avoid opinion or assumption
- Be signed and dated by the person making the record

All safeguarding records will be:

- Stored securely and separately from general programme records
- Accessible only to the DSL and authorised trustees
- Retained in accordance with data protection requirements

Where concerns are referred to external agencies, records of actions taken, referrals made, and advice received will also be securely documented.

If any staff member or volunteer is unsure about recording or information sharing requirements, they must seek guidance from the Designated Safeguarding Lead without delay.

## 11. Multi-Agency Working

The StellaMaris Foundation recognises its responsibility to work in partnership with local safeguarding agencies, including:

- Kent Safeguarding Children Multi-Agency Partnership (KSCMP)
- Bexley Safeguarding Children Partnership (BSCP)
- Local Authority Children's Social Care
- The Police

The Designated Safeguarding Lead (DSL) will establish and maintain effective working relationships with relevant professionals in line with statutory guidance.

Where required, the charity will cooperate with multi-agency safeguarding processes, including:

- Child Protection Conferences
- Child in Need meetings
- Strategy discussions
- Early Help meetings

We are committed to providing timely information and working collaboratively to safeguard children.

## 12. Complaints

All safeguarding concerns or complaints will be taken seriously and considered under the appropriate procedures.

Any allegation against a trustee, staff member or volunteer will be managed in line with our Allegations Against Staff and Volunteers procedure and, where necessary, referred to the Local Authority Designated Officer (LADO).

## 13. Staff Induction, Awareness and Training

All trustees, staff and volunteers will:

- Receive safeguarding information as part of induction
- Be made aware of this safeguarding policy
- Understand reporting procedures
- Know the role of the Designated Safeguarding Lead

Safeguarding training will be provided proportionate to role and refreshed periodically.

All staff and volunteers are expected to maintain safe and professional standards at all times.

## 14. Safer working practice

All staff and volunteers must adhere to the charity's Code of Conduct and safer working guidelines.

Any physical intervention must:

- Be reasonable
- Be proportionate
- Be used only to prevent harm
- Be recorded appropriately

## 15. Staff supervision and support

The StellaMaris Foundation recognises that safeguarding responsibilities can be demanding.

Staff and volunteers:

- May seek advice and support from the DSL
- Will receive appropriate supervision during programme delivery
- Will be supported if involved in safeguarding cases

External professional advice may be sought where necessary.

## 16. Safer recruitment

The StellaMaris Foundation is committed to creating a safe culture and ensuring that all individuals working with children are suitable to do so.

Where roles involve direct contact with children:

- Enhanced DBS checks will be obtained where required
- References may be requested
- Safeguarding responsibilities will be clearly communicated

### Allegations Against Staff or Volunteers

The Local Authority Designated Officer (LADO) will be informed where a member of staff or volunteer is alleged to have:

- Harmed or may have harmed a child
- Committed a criminal offence against a child
- Behaved in a way that indicates they may pose a risk to children
- Behaved in a way that questions their suitability to work with children

Such concerns will be handled promptly and in line with local authority procedures.

### Whistleblowing

The StellaMaris Foundation promotes an open and transparent culture. Staff and volunteers should feel able to raise concerns about unsafe practice without fear of reprisal.

Concerns may be raised with:

- The Designated Safeguarding Lead
- The Chair of Trustees
- The relevant Local Authority

If internal reporting is not appropriate, staff may contact the NSPCC Whistleblowing Helpline (0800 028 0285). Failure to report safeguarding concerns may be treated as a disciplinary matter.

## **17. Safeguarding children with special educational needs and disabilities (send)**

The StellaMaris Foundation recognises that children with SEND may face additional safeguarding challenges.

Staff will:

- Be alert to potential increased vulnerability
- Ensure children with communication difficulties are supported to express concerns
- Avoid making assumptions that behavioural changes are solely related to a disability

Additional pastoral support will be considered where needed.

## **18. Child-on-child abuse**

The StellaMaris Foundation recognises that children may harm other children.

Abuse is never tolerated.

All allegations of child-on-child abuse will be:

- Taken seriously
- Recorded
- Investigated proportionately
- Managed in line with safeguarding procedures

Both the child affected and the child displaying harmful behaviour will be supported appropriately. Where necessary, parents and statutory agencies will be informed.

## **19. Gangs, county lines, serious violence and exploitation**

The charity recognises the risks of:

- Criminal exploitation
- County lines
- Serious youth violence
- Sexual exploitation

Staff will remain vigilant for warning signs such as:

- Unexplained gifts or possessions
- Sudden behavioural change
- Missing episodes
- Association with risky individuals
- Signs of self-harm or unexplained injuries

Concerns will be referred in line with safeguarding procedures.

## 20. Mental health

Staff and volunteers understand that mental health difficulties may indicate underlying safeguarding concerns.

If a mental health concern raises safeguarding issues, the DSL must be informed immediately.

Children's wellbeing will be supported through:

- Safe adult relationships
- Structured activities
- Positive engagement

## 21. Children with a social worker

The StellaMaris Foundation recognises that some children attending our programmes may have a social worker due to safeguarding or welfare needs.

The DSL will work collaboratively with social workers to ensure the child's safety and wellbeing are prioritised.

## 22. Looked after children

The charity will ensure staff understand the additional vulnerabilities of looked-after and previously looked-after children. Relevant information will be shared on a need-to-know basis to ensure appropriate support.

## 23. Online safety

The StellaMaris Foundation recognises that technology presents safeguarding risks.

Online safety risks include:

- Exposure to harmful content
- Inappropriate online contact
- Cyberbullying
- Online exploitation
- Financial scams

We will identify and manage online risks by ensuring:

- Volunteers, staff and trustees understand how to keep themselves safe online. We may use high privacy settings and password access to meetings to support this.
- The online services we provide are suitable for our users. For example, use age restrictions and offer password protection to help keep people safe.
- The services we use and/or provide are safe and in line with our code of conduct.
- We protect people's personal data and follow data protection legislation.
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. If you are unsure, you can contact one of [these organisations](#), who will help you.
- We have adopted and comply with the [Charity AI Ethics & Governance Framework](#).

## 24. Security

All staff and volunteers are responsible for maintaining a safe physical environment during programmes.

- Visitors must be appropriately identified
- Unfamiliar individuals will be challenged politely
- Unsafe behaviour will not be tolerated

The charity reserves the right to refuse access to individuals who pose a risk to children or staff.

## 25. Local support

Staff and volunteers will be made aware of:

- Kent and Bexley MASH contact details
- Local Authority safeguarding teams
- National safeguarding helplines

Contact details will be listed within this policy and reviewed annually.

## 26. Fundraising

We will ensure that:

- We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- **Staff and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [vulnerable people and fundraising](#).**
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

## Appendix 1 – Signs of Abuse

### Physical Abuse.

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- Child / vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors and / or professionals to see a child / vulnerable adult alone.
- Signs of starvation or food being used as a weapon

### Sexual Abuse.

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- A child / an individual's report of being sexually assaulted or raped.

### Mental Mistreatment/Emotional Abuse.

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- A child / an individual's report of being verbally or mentally mistreated.

### Neglect.

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- A child / an individual's report of being mistreated.

## Self-Neglect.

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

## Exploitation.

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a child / a vulnerable adult's possession.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- Child / an individual's report of exploitation.

for any loss or detriment that may arise from using it. I have included links to regulatory guidance and you can find pro bono support using the Charity Excellence Help Finder.

## Appendix 2: Statutory Guidance

[Gov.UK – The role of other agencies in safeguarding CC: Infographic; 10 actions trustees need to take.](#)

[CC: Safeguarding duties of charity trustees](#)

[CC: Safeguarding - policies and procedures CC: How to protect vulnerable groups CC: Managing online risk.](#)

## Appendix 3: National support Organisations

The following links are sources of further advice and support for staff, volunteers, trustees and parents/carers.

### Support for staff and volunteers

- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)
- DfE: [Whistleblowing for employees - GOV.UK \(www.gov.uk\)](#)
- DfE: The online tool Report Child Abuse to Your Local Council directs to the relevant local children's social care contact number: [Report child abuse to a local council - GOV.UK \(www.gov.uk\)](#)
- NSPCC: [Safeguarding children and child protection | NSPCC Learning](#)

### Support for Children and Young People

- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)
- Fearless: [www.fearless.org](http://www.fearless.org)

### Support for adults

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)

### Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

## Domestic Abuse

- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)
- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadvice.org.uk](http://www.mensadvice.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
- National Domestic Abuse Helpline: [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)
- Respect Phonenumber: <https://respectphonenumber.org.uk>

## Honour Based Abuse and FGM

- Forced Marriage Unit: [www.gov.uk/guidance/forced-marriage](http://www.gov.uk/guidance/forced-marriage) • FGM Factsheet: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496415/6\\_1639\\_HO\\_SP\\_FGM\\_mandatory\\_reporting\\_Fact\\_sheet\\_Web.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf)
- Mandatory reporting of female genital mutilation: procedural information: [www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilationprocedural-information](http://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilationprocedural-information)

## Contextual Safeguarding, Child-on-Child abuse, Sexual Exploitation and Criminal Exploitation

- Contextual Safeguarding Network: <https://contextualsafeguarding.org.uk>
- National Crime Agency: [www.nationalcrimeagency.gov.uk/who-we-are](http://www.nationalcrimeagency.gov.uk/who-we-are)
- Rape Crisis: <https://rapecrisis.org.uk>
- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Brook: [www.brook.org.uk](http://www.brook.org.uk)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Disrespect Nobody: [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)
- Upskirting – know your rights: [www.gov.uk/government/news/upskirting-know-your-rights](http://www.gov.uk/government/news/upskirting-know-your-rights)

## Serious violence, gangs, county lines child exploitation

- Home Office: [Advice to schools and colleges on gangs and youth violence - GOV.UK](http://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence) ([www.gov.uk](http://www.gov.uk))
- DfE: [Criminal exploitation of children and vulnerable adults: county lines - GOV.UK](http://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines) ([www.gov.uk](http://www.gov.uk))
- Home Office: [Serious Violence Strategy - GOV.UK](http://www.gov.uk/government/publications/serious-violence-strategy) ([www.gov.uk](http://www.gov.uk))

## Substance Misuse

- We are with you (formerly Addiction): [www.wearewithyou.org.uk/services/kent-for-youngpeople/](http://www.wearewithyou.org.uk/services/kent-for-youngpeople/)
- Talk to Frank: [www.talktofrank.com](http://www.talktofrank.com)

## Mental Health

- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- Moodspark: <https://moodspark.org.uk>
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)

## Online Safety

- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)
- Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- Childnet: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Report Harmful Content: <https://reportharmfulcontent.com>
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- NSPCC/ Net Aware: [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety) and [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- UK Council for Internet Safety (UKCIS) 'Education for a Connected World Framework' [Education for a Connected World - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- UK Council for Internet Safety (UKCIS): [Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## Radicalisation and hate

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

## Appendix 4 – Incident/Suspected Abuse Record Sheet

**Incident/Suspected Abuse Record Sheet**

Project.....

Name of Worker.....

Name of Child.....

Age.....

Address & Tel no.....

Parent/Guardian Name.....

Description of Incident/conversation that led to this report.....

What is the response from the child in question, if any?.....

Is anyone else involved in this situation? If yes, in what way?.....

Have you spoken to anyone else about this matter? Give details.....

Signature.....

Date.....

Action taken/to be taken.....

Any other information to be noted.....