

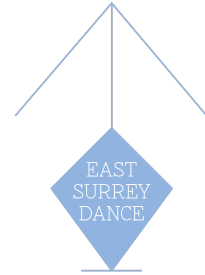
## **Child Protection Policy Statement**

**Policy written by:** School Principal - Hannah Robinson

**Date:** March 2018

**Review Date:** September 2023

**Available:** School enrolment form, school policy file



East Surrey Dance is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. East Surrey Dance acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid freelancers and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

East Surrey Dance recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003). Working Together to Safeguard Children 2013.

East Surrey Dance believes that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- All members of the organisation should be clear on how to respond appropriately

East Surrey Dance will ensure that:

- all children will be treated equally and with respect and dignity;
- the welfare of each child will always be put first;
- a balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;
- enthusiastic and constructive feedback will be given rather than negative criticism;
- bullying will not be accepted or condoned;
- all adult members of the organisation provide a positive role model for dealing with other people;
- action will be taken to stop any inappropriate verbal or physical behaviour;
- it will keep up-to-date with health & safety legislation;
- it will keep informed of changes in legislation and policies for the protection of children;
- it will undertake relevant development and training;

- it will hold a register of every child involved with the organisation and will retain a contact name and number close at hand in case of emergencies.

East Surrey Dance has child protection procedures which accompany this policy. The organisation has a dedicated Child Protection/Welfare Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Hannah Robinson and she can be contacted on 01737 764 668.

In implementing this child protection policy East Surrey Dance will:

- Communicate to all workers/members their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
- Communicate to all workers/members/volunteers/members their responsibility to work to the standards that are detailed in the Surrey Safeguarding Children Board and the need to work at all times towards maintaining high standards of practice in protection of children
- Ensure that all workers/members understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection
- Ensure that the organisations named person for child protection understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care)
- Ensure that any procedures relating to the conduct of workers/members are implemented in a consistent and equitable manner
- Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the organisation's Complaints Procedure.
- Facilitate involvement of parents or carers in the work of the organisation and to make child protection policies and procedures available to them

This policy will be regularly monitored by the principal of East Surrey Dance and will be subject to annual review.

Date: 20 September 2022

## **1. Child Protection and Safeguarding Procedures**

East Surrey Dance believes that:

- The welfare of children is vital
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All freelancers/volunteers working in dance have a responsibility to report concerns to the principal

The dance school has a duty of care to safeguard all children involved in dance from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The dance school will ensure the safety and protection of all children involved in dance through adherence to the Child Protection guidelines. A child is defined as under 18 The Children Act 1989.

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by East Surrey Dance. The procedures recognise that child protection can be a very difficult subject to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. East Surrey Dance is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers/members and volunteers to act appropriately to any concerns that arise in respect of a child/young person. We believe that everyone is equal.

Policy Aims:

The aim of the East Surrey Dance Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the studio
- Allow all teachers/volunteers to make informed and confident responses to specific child protection issues and follow the Code of Conduct and Safeguarding Policy as set out by the Royal Academy of Dance
- To provide teachers and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm.

## **2. Recognising the Signs and Symptoms of Abuse**

See appendix 1. For definitions

### **3. Responsibilities of the Organisation**

At the outset of any production the organisation will:

- undertake a risk assessment, where appropriate, and monitor risk throughout the production process;
- identify at the outset the person with designated responsibility for child protection;
- engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local authority);
- ensure that children are supervised at all times;
- know how to get in touch with the local authority social care services, in case it needs to report a concern.

### **4. Named Person for Child Protection**

East Surrey Dance has an appointed individual who is responsible for dealing with any child protection concerns.

The named person for Child Protection within East Surrey Dance is:

Named Person for Child Protection: Hannah Robinson

Work telephone number: 01737 764 668

The role and responsibilities of the named person is:

- > To ensure that all teachers are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- > Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- > The Named Person will record any reported incidents in relation to a child/young person. These will be kept in a secure place

### **5. Stages to follow if you are worried about a child**

#### **Suspicion of abuse**

- If you see or suspect abuse of a child while in the care of the organisation, please make this known to the person with responsibility for child protection.
- If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the local authority designated officer (LADO)
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the organisation, chaperone, venue staff etc., action will be taken to ensure the individual does not have further

contact with the child until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms, filming location, TV Studio, etc. and will not have any unsupervised contact with any other children in the production.

### Disclosure of abuse

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually Children's Social care or the Police.
- Never investigate or take sole responsibility for a situation where a child makes a disclosure
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

### Who to tell and what to tell them

- If you have concerns about the wellbeing of a child in your care you have a duty to report it to the organisations welfare officer who will contact the child employment manager. If you are unable to contact them you should contact Surrey County Council Children's Services.
- The telephone number is shown on the 'useful contacts' page in Appendix 2.
- Where you make such a referral, please advise the child employment office at the earliest opportunity. We can offer you the appropriate support and advice where required.

### Recording of information

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the

reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.

- The record will be stored securely and shared only with those who need to know about the incident or allegation.

### **Action When a Child has Suffered or is Likely to Suffer Harm**

If you have concerns about a student's welfare:

1.

- If there is a risk of immediate serious harm to a child, a referral should be made immediately to Children's Social Care. Anyone can make a referral.
- Talk to Hannah about your concerns. DOCUMENT ALL CONCERNS using Child Protection Referral form.

2.

- Refer to Children's Social Care - Surrey
- Monitor the situation
- Children's Social Care decide within one working day what action will be taken and reportback to the referrer.
- Assessment – Social Care Services complete the assessment within 45 working days of the referral (this could be a section 17 or section 47 assessment)
- No Assessment – if no section 17 or section 47 assessment is recommended, an early help assessment may be recommended or onward referral to other services.

### **Listening to children**

#### Schools and Services should:

- Create the opportunity and environment for students to be able to talk about their concerns
- Ensure that teachers adopt good listening techniques
- Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures. Teachers should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action.

#### Always:

- Report to Hannah as soon as you have a concern. This can be done in person or by phone confidentially.
- Record information verbatim using the actual words of the child and noting any questions the child raises.
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance.
- Pass these notes to Hannah Robinson at the earliest opportunity.
- If possible use a silent witness.

#### Never:

- Promise confidentiality to any student who is disclosing Child Protection information/ evidence.
- Ask leading questions.
- Ask the child to write down his/her account
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement
- Arrange a medical examination
- Tape/video record an interview
- Ask a child to remove any clothing.

Freelancers should always be aware of their own vulnerability at this point, and should take steps to minimise risk to themselves whilst supporting the child. We recognise that all matters relating to Child Protection are confidential. Hannah Robinson will disclose any information about a student to other teachers on a need to know basis only. Any teacher or volunteer who has reported a child protection concern using the school's internal procedure and who feels that it has not been appropriately dealt with should contact social services directly or use the NSPCC helpline. East Surrey Dance will ensure the child's wishes or feelings are taken into account when determining what action to take and what services to provide. Responsibility for the protection of a child does not end when a report is made to Hannah. Children will have the opportunity to express their views and give feedback.

### **Reporting Procedures**

It is essential that all concerns around child protection are passed on to the local authority. Usually a teacher/volunteer will pass their concerns to Hannah who will seek advice/make a judgement as to whether a referral to Social Care Services is required, or the need for any other action to be taken. However, all adults have the right to make a referral to Social Care Services.

If a disclosure is made or a teacher/volunteer has reason to believe abuse has occurred a child protection incident report form should be completed as soon as possible and Hannah Robinson should be notified. Any original notes should be signed, dated and securely attached to the incident report form. All must be aware of the high level of confidentiality of notes and individual teachers/volunteers should pass all notes and records onto Hannah. Hannah will make a verbal referral to Social Services by the end of the working day and follow this up with a written referral within 24 hours.

Upon submitting an incident form the teacher/volunteer and Hannah should catalogue the form, sign and date it, in order to prove the procedure has been followed. If the child's situation does not appear to be improving, the teacher/volunteer with concerns should press for reconsideration.

In some circumstances, Hannah may decide, usually with advice from Social Care Services, that a multi-agency approach is required to support a child or family. They will therefore instigate an inter-agency assessment.

## **6. Creating a Safe Organisation**

### Photographs and images of children

- There are risks posed directly and indirectly to children and young people through the use of photographs on web sites and in other publications such as theatre programmes. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, "this is X who goes to such-and-such a school and who likes playing football". This information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way on to child pornography sites.
- Organisations need to develop a policy in relation to the use of images of children and young people on their web sites, programmes and other material. The organisation will need to assess the potential risks to the child when making decisions about the type of images they wish to use and the way they are used. Organisations should ensure that parents support the policy. Use of names of individuals in a photograph should be limited and it is sensible to avoid use of any additional information that might help locate the child. Using only images of children in suitable dress may reduce the risk of inappropriate use. Parental permission to use an image of a young person must be sought in advance.

### Guidelines for use of photographic filming at dance events

- Videoing as a training aid: there is no intention to prevent the use of video equipment as a legitimate coaching aid. However, dancers and their parents/carers should be aware that this is part of the coaching programme and care will be taken in the storage of such films. If any other kind of photographic material or video of your child is required e.g. DVD of a performance or for advertisement material then parental permission will be requested. Students/parents/carers are not allowed to record or take photos during classes or performances unless given explicit permission. When chaperoning, phones should be locked away.
- If parents or other members of the audience are intending to photograph or video an event they should be made aware of the organisation's policy.
- The use of cameras or mobile phones with camera or filming capability in dressing rooms and other inappropriate environments should be expressly forbidden. Safe boxes will be provided for volunteers and chaperones to keep their devices.

### E-Safety

- Most of our children will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.



- The organisations try to keep children safe by not communicating with children via their phone, but with their parents.
- Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying.

### Parents

- The organisation believes it to be important that there is a partnership between parents and the organisation. Parents are encouraged to be involved in the activities of the organisation and to share responsibility for the care of children.
- All parents will be given a copy the organisation's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. The organisation has a responsibility to ensure suitable arrangements are in place to take children home.

### Unsupervised Contact

- The organisation will attempt to ensure that no adult has unsupervised contact with children during events and if possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with a door open.
- During normal weekly dance classes when it is likely that the adult will be unsupervised, other adults such as parents will be nearby.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure from the Disclosure and Barring Service
- All children will be chaperoned at all times

### Gifts made to the children

- Gifts of any sort, including sweets and chocolates given to the children must be made via the chaperone and with consent of the parents
- Chaperones will be mindful of any allergies/food intolerances in the group before accepting gifts for the children
- Favouritism of any child(ren) is not appropriate
- All gifts should be made to all the children rather than any specific child(ren)

### Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity (see Section 7 regarding East Surrey Dance policy)
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

### Managing sensitive information

- The organisation has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The organisation's web-based materials and activities will be carefully monitored for inappropriate use.
- The organisation will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

### Rights & Confidentiality

- If a complaint is made against a member of the organisation he or she will be made aware of his rights under the organisation's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Any possible criminal investigation could be compromised through inappropriate information being released.

### Accidents

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of the organisation, a designated first-aider will administer first aid and the injury will be recorded. This record will be counter-signed by the person with responsibility for child protection.
- If a child joins a production with an obvious physical injury a record of this will be made. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the production.

### Chaperones

- Chaperones registered with their local authority, will be appointed by the organisation for the care of children during the production process. The chaperone is acting in loco-parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- Potential chaperones will be required to obtain a chaperone registration from their local authority and to supply this registration to the organisation once the local authority has approved them as a chaperone.
- Chaperones will be made aware of the organisation's Child Protection Policy and Procedures. • Chaperones may have unsupervised access to children in their care

consequently a criminal record disclosure will be sought as a requirement of the local authority, before the grant approval for the chaperone

- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to stop involving children in dangerous performances, and should contact the local authority.
- During performances, chaperones will be responsible for meeting children and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms. • Chaperones will be aware of where the children are at all times.
- Children are not to leave the place of performance unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the organisation.
- Chaperones should examine accident and update note books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child until arrangements have been made to take the child home.

## **Recruitment and selecting teachers and volunteers**

A vital part of East Surrey Dance culture of keeping children safe is the safe recruitment, selection and pre-employment vetting checks. The school has a recruitment procedure which helps deter, reject or identify people who might abuse children. East Surrey Dance recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. When undertaking pre selection checks the following should be included:

- The use of personal and professional interviews, adhering strictly to a robust safer recruitment checklist
- All self employed freelancers should sign a contract and submit their CV and appropriate information about an applicant's past and a self disclosure about any criminal record
- For most appointments, an enhanced DBS check with barred list information is required, as most teachers will be engaged in regulated activity.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed
- Evidence of identity (passport or driving licence with photo)
- The School follows the definition of regulated activity set out in the document Keeping Children Safe in Education (DfE 2014).
- The school maintains a Single Central Record of appointments that covers all freelancers who work at the school and all others who work in regular contact with children at the school including volunteers and all members of the governing body.

#### Public Insurance Liability

The principal of East Surrey Dance has public liability insurance. Any freelance teacher who takes classes will be covered via this insurance and will have their own personal insurance.

#### **Supporting Teachers**

We recognise that a freelance teacher working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support such teachers by providing an opportunity to talk through their anxieties and to seek further support as appropriate.

#### **Teacher or Volunteer allegations**

All child protection allegations relating to freelancers or volunteers must be reported directly to Hannah without informing the subject of the concern/allegation. The full evidence will be made available to the freelancer or volunteer who is the subject of the allegation, as soon as is agreed appropriate, within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process. In some cases it may be necessary for the teacher or member/volunteer to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend is without prejudice and on full pay, and is not an indication of any proof or of any guilt. Advice should always be taken in this respect. Any complaint or concern of a child protection nature received by any person and relating to the Principal (Hannah) must be passed immediately to the Local Authority Designated Officer.

All teachers including volunteers working within the school need to be aware of their vulnerability to allegations especially when working with students on a one to one basis, escorting students in their own vehicles and engaging with students in inappropriate electronic communications, and must address their practice accordingly. They must adhere to the school's policy/guidance in respect to safe conduct. Reference should be made to the Royal Academy of Dance code of conduct, guidelines on appropriate touch, e-safety and anti-bullying guidance.

Students cannot be expected to raise concerns in an environment where adults fail to do so. All teachers/volunteers should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

It is never acceptable for a freelancer to socialise with students informally off the school site, unless previous friendships between parents/own children exist. This then must be made clear and transparent. Teachers must never visit a student's home or have a student to visit their private accommodation at any time, unless express permission from the School Principal has been granted.

East Surrey Dance has a responsibility to report to the Disclosure and Barring Service (DBS), within one month of leaving the school, any person (whether contracted, volunteer or student) whose services are no longer used because he/she is considered unsuitable to work with children.

### **Parents and Carers**

Parents and carers will be made aware of this policy through published information and in initial meetings with parent and carers of new children. They will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.

### **7. Appropriate Physical Contact in a Dance Class**

Teaching dance is a physical activity and appropriate physical contact between students and teachers in class is essential to dance training. Teachers will use physical contact to illustrate a concept to a student or to adjust parts of a student's body (especially with the younger students). Ballet and dance posture often requires adjusting the rib-cage, lower back and the buttock area simultaneously and it is sometimes necessary to touch the inner thigh, especially with younger students. Teachers may need to demonstrate with students in ways which will involve supporting and lifting. In choreographic teaching, teachers demonstrate positions and movements to the students by moving parts of the students' bodies and by moving dancers in relation to each other: this often involves a good deal of contact with students.

East Surrey Dance recognises that such physical contact is a potentially complex area; and the School also fully recognises its responsibilities for safeguarding students and teachers and for protecting their welfare.

The following principles and procedures are in place to fulfill the School's obligations:

- a) Contact by the teacher is made with particular awareness of the needs of each individual, to assist the young dancer in correcting placement
- b) All teachers will treat any physical contact with due sensitivity and care and with due regard for the wishes of the student

- c) Contact will not involve force or the use of any instrument
- d) Teachers will be mindful of location and avoid situations where they are isolated with a student; all classes should be held in the studios and dance areas
- e) Teachers and students should feel free to discuss any worries or report any concerns to Hannah Robinson.
- f) Teachers will ensure any current COVID-19 regulations are implemented with regards to contact and distancing (See COVID policy).

## **8. Disseminating/Reviewing policies and Procedures**

All policies and procedures are reviewed annually and changes and amendments fed back to teachers and parents.

### **Appendix 1.**

#### Definitions:

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

**Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

**Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non contact activities such as involving children in looking at, or in the production of, sexual images or watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, (including exclusion from home or abandonment) failing to protect a child from physical harm or danger , failing to ensure adequate supervision (including the use of inadequate care-givers) or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of, or unresponsive to, a child's basic emotional needs.

Bullying: Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home 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 and mobile phones, is often called cyber bullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Child Sexual Exploitation: Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, drugs, alcohol, accommodation or gifts as a result of them performing, and/or others performing on them, sexual activities. Child sexual exploitation can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain. Children or young people may be tricked into believing they're in a loving, consensual relationship. Child sexual exploitation is a hidden crime. Young people 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. Children who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/ photographic work and roles in professional stage productions.

## **Appendix 2.**

Useful contacts:

Child employment office 01483 517838

Child employment manager 01483 518464 07971 664861

Multi Agency Safeguarding Hub 0300 470 9100

Children's Services emergency duty team (out of hours) 01483 517898

Education and Safeguarding Team - Surrey - 01483 518158

Surrey safeguarding team contact centre - 0300 200 1004

Childline - 0800 1111

Surrey general line for sexual abuse: 0300 470 9100