

ABILITY CONSULTANCY (NW) LTD

Safeguarding Policy, Procedure and Information Pack

Ability Consultancy (NW) Ltd Safeguarding Policy

Ability Consultancy (NW) (Ltd) acknowledges the duty of care to safeguard and promote the welfare of everyone and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Sport England requirements.

The policy recognises that the welfare and interests of all participants are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background. Everyone will,

- have a positive and enjoyable experience of activity that Ability Consultancy (NW) Ltd carries out in a safe and learning centred environment
- are protected from abuse whilst participating in any session ran by Ability Consultancy (NW) Ltd either practical or theory activity

Ability Consultancy (NW) Ltd acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Ability Consultancy (NW) Ltd will

- promote and prioritise the safety and wellbeing of all participants
- ensure everyone delivering on behalf of Ability Consultancy understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Ability Consultancy (NW) Ltd. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

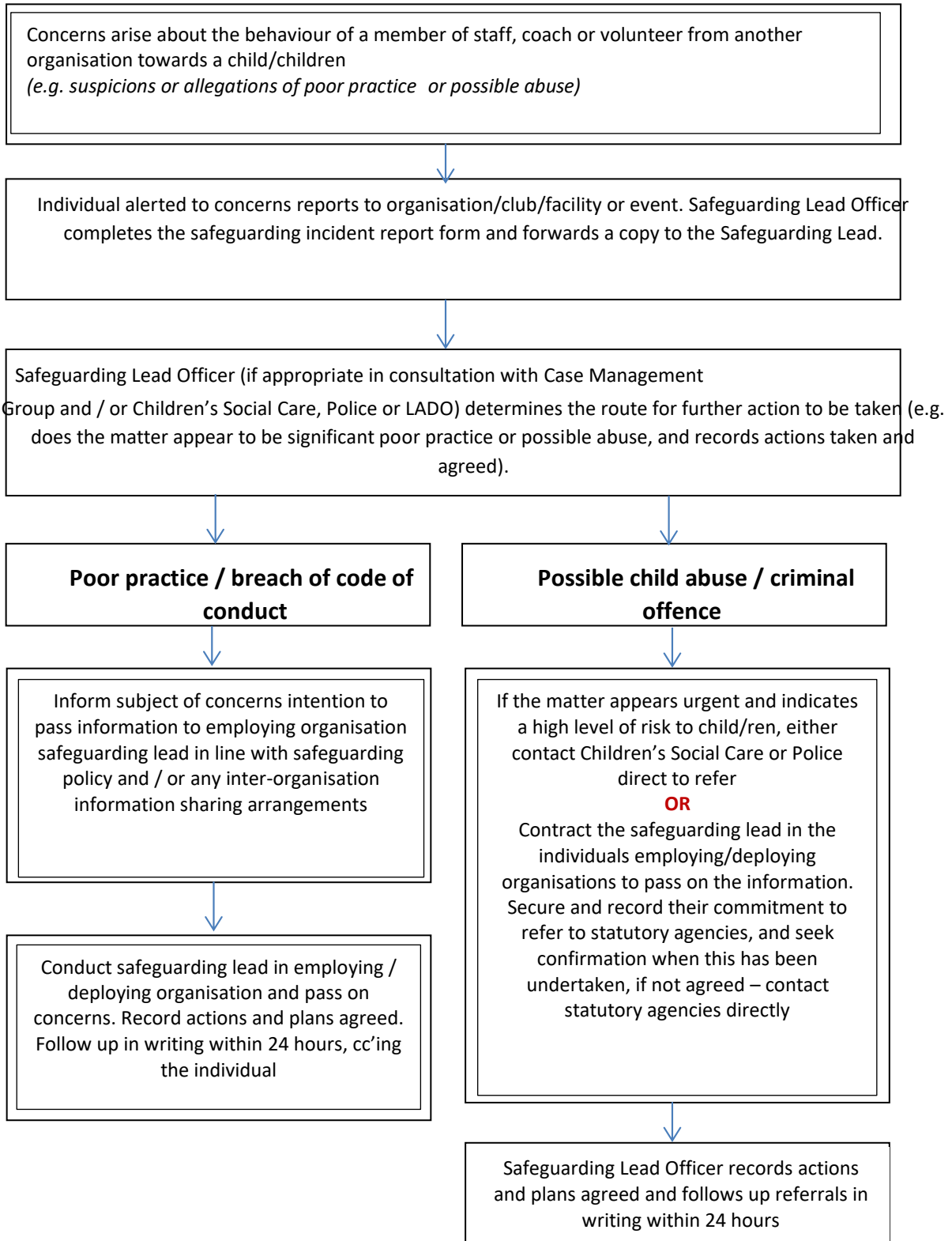
Monitoring

The policy will be reviewed a every year, or in the following circumstances:

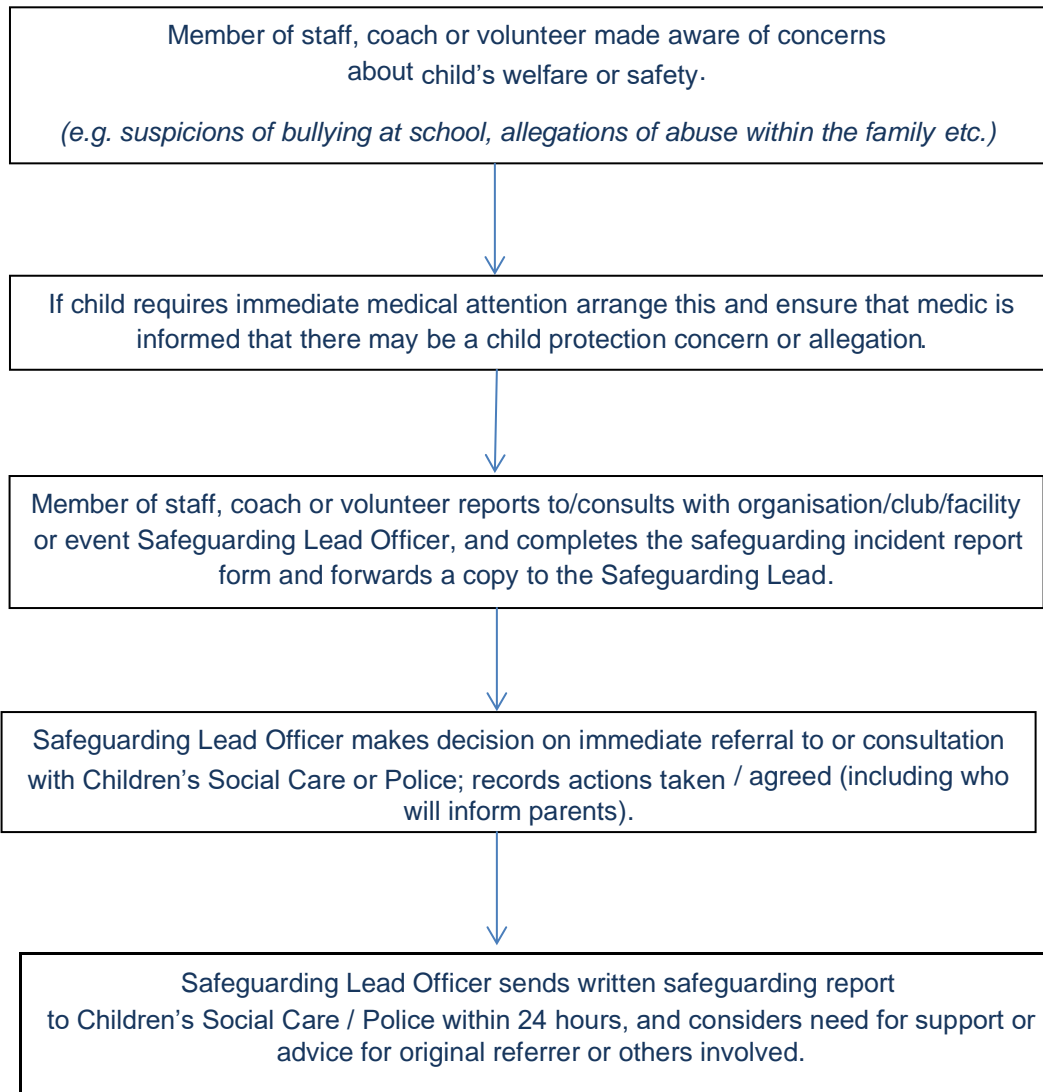
- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils.
- as a result of any other significant change or event.

Safeguarding reporting procedure

About the behaviour of another organisation’s staff member or volunteer
 (e.g. allegations reported about an individual working for a partner organisation)



About children and young people arising outside of environment (e.g. at home, school or in the community)



Safeguarding disclosure Report

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons. In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Safeguarding Lead within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1 Your Details – the person completing the form			
Name	<input type="text"/>		
Position	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

2 Details of the person affected			
Name	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>	Date of birth	<input type="text"/>

3 Details of where the incident took place			
Venue	<input type="text"/>		
Address	<input type="text"/>		
Date	<input type="text"/>	Time	<input type="text"/>

3 Details of the incident (please describe in detail using only the facts)

4 Other present or potential witnesses

Name	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

5 Additional relevant information (please detail anything else that you believe to be helpful or important)



I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print
Name

Signature

Date

On completion of this form please email a copy to the Safeguarding lead on info@ability-consultancy.co.uk with the subject title "FAO Safeguarding Lead" with a protect password.

On receipt of this – it will be acted upon and all necessary authorities contacted, then it will be electronically saved on the lead safeguarding computer in the password protected file.

If you require any help or support please contact Ability Consultancy (NW) Ltd directly.

Types of abuse and harm - Brief definition, examples, signs & indicators

This document provides information about what constitutes abuse and harm and the signs and behavioural indicators that indicate abuse or harm may be occurring. Specifically, it includes information about:

Abuse

Abuse can refer to:

- Sexual abuse including:
 - Exploitation/trafficking/modern slavery
 - Sexual exploitation
 - Sexual exploitation online
 - Grooming
 - Abuse of trust
 - Harmful sexual behaviour
- Emotional/psychological abuse
- Physical abuse
- Neglect and acts of omission
- Honour based violence including:
 - Female genital mutilation (FGM)
 - Forced marriage
- Financial/material abuse
- Abuse of rights/discriminatory abuse
- Domestic violence and abuse
- Witnessing domestic violence and
- Institutional abuse

Other types of harm

Some forms of harm aren't necessarily abuse but they can still have a significant effect on safety and wellbeing so you should make sure you are familiar with each of these issues. You can read about each one in more detail, including signs and behavioural indicators in this guidance.

- Bullying
- Harassment
- Online and social media including
 - Bullying
 - Grooming
 - Sexting
 - Sexual exploitation
- Drug, alcohol and substance misuse
- Self-harm
- Radicalisation (Prevent)
- Domestic violence
- Gambling
- Gambling addiction
- Teenage pregnancy
- Smacking and physical punishment

Unless you receive a direct disclosure of abuse or harm taking place or you witness it yourselves, it can be difficult to know whether an individual is being abused or harmed or is at risk. This guidance document aims to help you understand more about the types of risk and harm that children, young women and adults can be exposed to and to draw your attention to some of the possible signs and behavioural indications that abuse or harm is taking place.

It is important to consider the following points when reading the information in this guide about abuse and harm.

- It is difficult to create an exhaustive list of all possible types of abuse and harm or of all possible signs and indicators and this guidance document should never be considered to be a checklist in any way.
- Abuse and harm can be carried out both deliberately and intentionally, or it can be unintentional and without malice.

- Abuse and harm can also occur when a parent or carer tries to prevent another individual from being abusive or causing harm.
- Physical signs and behavioural indicators may be cause for concern that an individual is being harmed or abused so it is important to build positive relationships with others and to remain vigilant.

Common signs and behavioural indicators

There are some signs and behavioural indicators of abuse and harm that you may notice in almost any instance and in any age group. These include:

- Suddenly behaves differently
- Becoming withdrawn
- Low self-worth and self-confidence
- Increased anxiety
- Seeming stressed
- Depression
- Aggression and anger management issues
- Not trusting others
- Erratic and unpredictable behaviour
- Increased drug, alcohol or substance use or misuse
- Noticeably seeks out a lot of comfort and reassurance from other (eg. hugs, hand-holding)
- Self-harm
- Suicidal thoughts
- Poor sleep including nightmares
- Missing appointments/not turning up
- Physical ill health increases eg. headaches, stomach aches
- Eating disorders
- Poor performance at school or work
- Frequently seeks additional attention from others
- Is over-attached; particular to a key individual
- Missing school or work

Whilst signs and indicators can be related to particular types of abuse or harm it is important to remember that you must not be tempted to try and 'diagnose' abuse based on a checklist approach. Remember that you do not need to know what type of abuse or harm is happening in order to report your concerns, you simply need to be able to explain what you have seen or heard that has concern.

Types of abuse

Sexual abuse including sexual exploitation, grooming, abuse of trust and harmful sexual behaviour. Sexual abusers force or persuade others to take part in sexual activities. This doesn't have to involve physical contact and can take place online. Abuse that involves contact can include sexual touching of any part of the body, penetration using body parts or objects, rape, making someone undress, being forced to touch someone's genitals or to masturbate. Non-contact abuse can include forcing, encouraging, allowing or not preventing a child from viewing or hearing sexual acts or images, grooming online with the intention of exploiting and making or distributing pornography. Abusers exploit their power and use vulnerable people, especially children and disabled people, to gratify their own needs, to exert power and to gain control. Abuse can occur to both females and males of all ages, cultures and abilities.

Sexual exploitation occurs when one party gains financial or other material benefit from the sexual activity of another. An example of this is someone who is paid to find underage girls to be used for sex.

Sexual exploitation online occurs when someone is forced or persuaded to post or send sexual images of themselves, take part in sexual activity via webcam or smartphone or take part in sexual conversations by message or text.

Grooming is the processes by which someone builds an emotional connection with, and gains the trust of, a child or adult for the purpose of sexual abuse, sexual exploitation or trafficking. Grooming behaviours can include buying them presents and singling them out from their peer group for special attention, pretending to be someone they are not (for example saying they are the same age online), using their professional status to build up relationships, taking the individual on trips, holidays or activities outside the organised activities of the organization they work for.

Abuse of trust occurs when an adult in a position of authority, such as a teacher, doctor, social worker or police officer, engages in sexual activity with a child or young person in their care. It can also occur when someone in a position of authority exerts pressure on an adult to engage in a sexual relationship that they do not want to take part in, by making them feel they will be in some way disadvantaged or penalised if they do not. For example an adult student fearing lower grades if they don't engage in sexual activity with a teacher when asked to.

Harmful sexual behaviour: this occurs when one child or young person mistreats another sexually and can include things like using inappropriate sexual language, inappropriate touching and sexual violence.

The physical signs and changes in behaviour that may indicate sexual abuse may include:

- Stomach pains, discomfort when walking or sitting down
- Bleeding, pain, itching or complaints or soreness to genitalia or bottom
- Bruising or injuries to parts of the body that are not normally seen
- Pregnancy, especially in a woman who is unable to consent to sexual contact
- Infections
- Acting in a sexually inappropriate way with peers or adults (especially professionals or those they are seeking to please)
- Indicating that they have secrets that cannot be told to anyone
- Bedwetting
- Nervousness or fear of being left with specific persons or groups
- Discussing feelings of shame about engaging in sexual activities
- Sexual behaviours vastly differ from cultural 'norm' and peer group
- For children and young people or for adults with learning difficulties; vivid knowledge, drawings and language that is beyond their age and expected level of development
- Unlikely or unexplained money or gifts
- Deleting or hiding user accounts, photos and videos, changing or having multiple phone numbers or having multiple online identities

Emotional/psychological abuse

Emotional abuse is the ongoing maltreatment of an individual and it can be very difficult to identify. It may involve telling a person they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the person opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a person. These may include interactions that are beyond a child's developmental capability as well as overprotection or preventing a person from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may also involve serious bullying (including cyberbullying), causing the person frequently to feel frightened or in danger.

Often those being emotionally abused, such as by being repeatedly put down or belittled, may appear well cared for. Emotional abuse is particularly difficult to identify in individuals who are unknown to us. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

The physical signs and changes in behaviour that may indicate emotional abuse may include:

- A failure to thrive or grow
- Sudden speech disorders such as stuttering
- Exhibiting neurotic behaviour such as hair twisting or rocking
- Delayed development, either physically or emotionally
- Exhibiting a lack of confidence or the need for approval or attention; withdrawal or significant changes mood
- Fear of making mistakes
- Reluctance to have their parents or carers contacted or approached regarding their behaviour
- Insomnia
- Low self esteem
- Exhibiting self-harming behaviour
- Viewing intimate partner violence
- Highly self-deprecating
- Underachieving and low levels of ambition for the future
- Inability to express emotions
- Problems with anger management

For those attending international activities or travelling away from home for the first time, especially those unaccustomed to travel and being away from loved ones, many of these indicators, if demonstrated in a mild manner, could be indicative of culture shock or inability to apply normal coping strategies eg. those at risk specifically are those suffering with emotional disorders such as self-harm.

Physical abuse

Physical abuse occurs when the abuser intentionally inflicts harm and pain on the abused. It can include all kinds of physical acts such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. It is quite normal for girls, young women and adults to get cuts and bruises as part of their daily life. However, some will have non-accidental injuries. Important indicators are where on the body the bruises or injuries occur, whether any explanation given, or the lack of explanation, fits the injury, whether there was a delay in seeking medical treatment when treatment may be quite necessary and also how often injuries occur. Physical abuse also includes the misuse of medication, restraint, or inappropriate sanctions.

The physical signs and changes in behaviour that may indicate physical abuse may include:

- Bruises which reflect hand marks or fingertips from slapping or pinching - accidental injuries are generally in places where the bone is close to the surface of skin (i.e. Shins, knees, forearm, etc). Non accidental injuries in tend to be on neck, shoulders, chest, upper and inner arm, stomach, front thighs and buttocks
- Injuries that cannot be explained on any part of the body
- A fear of approaching parents or caregiver for an explanation or generally not discussing visible injuries
- Significant fear of medical attention
- Other injuries - cigarette burns, bite marks, broken bones, scalds, restraint marks etc
- Flinching when touched or approached
- Reluctance to get changed in appropriate situations
- Inappropriate clothing for weather (dependent on cultural context)
- Anger management problems
- Aggressive behaviour
- Parent or carer fabricating medical conditions and enforcing unnecessary treatments

Neglect and acts of omission

When an individual is deprived of the means to meet their basic physical and psychological needs this is neglect. This can be a difficult form of abuse to recognise, and yet it can have some of the most lasting

and damaging effects. Neglect can be caused intentionally, for example deliberately withholding food, or medical care or failing to protect the vulnerable from danger. It can also be a consequence of other circumstances, for example, being financially unable to provide sufficient nutrition through meals or adequate clothing. With children and young people neglect also occurs when they are left without adequate supervision for their age leaving them vulnerable to harm.

The physical signs and changes in behaviour that may indicate neglect may include:

- Constantly hungry; perhaps stealing , food from others
- Inappropriately dressed for the weather conditions
- A loss of weight or being constantly underweight
- Being tired all the time
- Failure to attend medical appointments or not requesting them
- Untreated medical or dental issues
- Accumulation of untaken medication
- Mentioning being left alone or unsupervised
- Pressure sores, bed scabs or ulcers
- Constantly dirty or in an unkempt unwashed state
- Hanging around outside at inappropriate times or for unacceptable periods of time
- Poor language and communication skills
- Failure to thrive; being below expected height or weight (most relevant to younger children)
- Inappropriate home environment, such as very poor standard of hygiene or excessively damp
- Spending unacceptable amounts of time caring for others

Institutional abuse

This is the abuse or mistreatment of individuals brought about when care and other services are either not provided or are inadequate. It includes instances when systematic poor practice affects a whole organisation. It can also occur when an individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation. Institutional abuse is more likely to occur when an organisation is overcrowded or overstretched, where there are financial difficulties and where facilities are run-down or outdated. Staff shortages or lack of appropriately skilled staff can also lead to institutional abuse. Example of institutional abuse include; failure to attend to medical needs or give medication as needed, lack of respect for dignity and privacy, inappropriate use of restraints or 'room arrest', inadequate food and drink or not providing sufficient support to enable eating and drinking, disregard for cultural, religion or ethical needs and wishes, interfering or blocking personal correspondence and communication, preventing or discouraging visits and involvement with family and friends, discouraging or preventing independence and authoritarian management and rigid regimes.

The physical signs and changes in behaviour that may indicate institutional abuse may include:

- Unable to make autonomous decisions due to lack of choice and overly rigid regimes
- Loss of contact with friends and family
- Medical conditions untreated
- Don't have access to necessary medication or other aids such as glasses or hearing aids
- Unplanned weight loss
- Hungry or dehydrated
- Physical evidence of being restrained such as bruising or chafing
- No access to means of communication
- Unreliable; doesn't turn up when expected
- Poor personal hygiene

Exploitation, trafficking and modern slavery

This happens when an individual is recruited, moved or transported and then exploited, forced to work or sold. They are usually powerless to make it stop and in many cases will have their passport and other official papers taken away to prevent them from fleeing. Usually they will be manipulated or even forced into some kind of activity from which others will benefit financially such as domestic servitude, agricultural labour, prostitution, criminal activity and arranged marriages. Those who are isolated, have low self-esteem and a poor support network are at particular risk of being exploited as they are easier to manipulate and less likely to be missed or reported missing. Exploitation will often happen alongside sexual, physical and emotional abuse.

The signs and changes in behaviour that may indicate exploitation include:

- Injuries such as bruises cuts from being beaten
- Restraint marks such as from having hands or feet bound
- Gifts and money
- Sudden marriage
- Hanging around with new, unknown friends or peers
- Describing being singled out for excessive special attention, praise and flattery and having a 'special' relationship with someone new
- Unplanned pregnancy, including repeated pregnancies
- Repeated sexually transmitted infections
- Travelling away from home unexpectedly on repeat occasions
- Out of character criminal behaviour

Honour based abuse

Honour based abuse is an incident or crime which has or may have been committed to protect or defend the honour of the family and or the community. Often the abuse is a way to prevent a person from bringing shame to a family or community, or punish them for doing so. Examples include:

- Female genital mutilation
- Forced marriage
- Honour based violence

Female genital mutilation (legal duty to report in under 18s)

"Female genital mutilation (FGM) is the partial or total removal of external female genitalia for nonmedical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health." [This definition is provided by the NSPCC](#). Those most at risk are unmarried and have not yet had any babies. FGM is practiced in 42 African, Asian and Middle Eastern countries and it is often carried out by a family member or close family friend. It can happen both at home and abroad.

The signs and changes in behaviour that may indicate FGM may include:

- Talking about 'going home' for a long visit or holiday with family
- Discussing a visit from a 'cutter' or family member who performs the procedure
- Talking about taking part in a special ceremony or getting ready for marriage
- Sharing information about a family member or friend being cut
- Unexpected or prolonged absences from usual activities
- Unusually behaviour following a prolonged absence

- Decline in performance such as suddenly getting lower grades in school that would be expected
- Difficulty walking, standing or sitting
- Increased amount of time spent in the toilet, difficulty urinating, incontinence
- Avoiding routine medical examinations and/or using public changing rooms such as in sports facilities
- Withdrawn, anxious or depressed
- Developing a sudden, serious illness through infection or blood loss
- Frequent or chronic vaginal, pelvic or urinary infections including cysts and abscesses
- Menstrual problems including excessive menstrual pain

Forced marriage

A forced marriage is where one or both people do not consent to the marriage and pressure or abuse is used. It also applies in cases of people who are mentally incapacitated or have a severe enough learning disability that they cannot consent to marriage. A forced marriage is not the same as an arranged marriage. In an arranged marriage, the families take a leading role in choosing the marriage partner, but the marriage is entered into freely by both parties. Forced marriage is illegal in England and Wales. It is an abuse of human rights and a form of domestic violence. Forced marriage cannot be justified on either religious or cultural grounds. In the majority of cases of forced marriage, the marriage takes place abroad. A large proportion of people affected by forced marriage come from the Middle East, South Asia, East Asia and Africa.

The signs and changes in behaviour that may indicate forced marriage include:

- History of forced marriage in the family
- Not being allowed to leave the house
- Attempts to run away from home
- Constant monitoring by the family
- Request for extended leave of absence at school and/or failure to return from the country of origin after holidays
- Surveillance by siblings or family members who are in the same school
- Attempted suicide or suicidal tendencies
- Fear about forthcoming school holidays
- Being withdrawn from school or prevented from continuing with higher education
- Not engaging in school activities
- More frequent absence from school for longer periods of time
- Hyper-vigilance by the young person

Financial/material abuse

When an individual's money or material goods are subject to theft, fraud or exploitation, this is financial / material abuse. Adults may be especially at risk of financial abuse. Abuse often results in the individual experiencing a loss of control over their assets; especially relative to their peers in the community. Examples include: pressuring an individual to amend their will or other financial document, claiming to have lost money someone else asked you to look after or selling someone's possessions without their knowledge or consent.

The signs and changes in behaviour that may indicate financial or material abuse may include:

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Another individual is managing the individual's financial affairs and is acting evasively or uncooperatively
- Rent arrears and eviction notices
- Disparity between the person's living conditions and their financial resources, eg. insufficient food in the house
- Appearing to be disorganised and forgetful about money or possessions

Abuse of rights/discriminatory abuse

Discriminatory abuse denies opportunities to some individuals or groups through a misuse of power based on values, beliefs or culture. When discrimination is demonstrated on grounds such as gender, race, age, disability, colour, language, culture, religion, politics, appearance or sexual orientation abuse can occur especially if this discrimination leads to failure to meet basic needs through the denial of essentials such as food, shelter, warmth and medical services or results in a hate crime. Discriminatory abuse can take the form of any other type of abuse such as physical, sexual or emotional abuse; the difference is that it is motivated by discriminatory attitudes and feelings. Often individuals from minority or socially excluded groups are at greater risk of other forms of abuse due to their identity.

Discriminatory abuse is often culturally acceptable and deeply ingrained in social and cultural norms. The specific minority groups at risk of unequal treatment will vary by country.

The signs and changes in behaviour that may indicate discriminatory abuse may include:

- Unequal treatment or deliberate exclusion based on individual identity
- Verbal abuse, derogatory remarks or inappropriate language related to their identity
- Treated in a noticeable different way to peers
- Becoming withdrawn
- Isolated
- Showing signs of fear and anxiety
- Resistance or refusal to access services that are required to meet need
- Being refused access to services or excluded inappropriately
- Frustration possibly leading to anger management issues

Being a victim of domestic violence and abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship which can be physical, emotional, psychological, sexual or financial. Domestic abuse often takes place behind closed doors in the family home and those who carry out the abuse can behave very differently when other people are around. Domestic abuse is characterised by a partner (or ex-partner) in a relationship being coercive, controlling, threatening, intimidating and manipulating towards the other and it can occur in any age group. Many of the signs and changes in behaviour that indicate being a victim of domestic violence and abuse are similar to those already described as domestic abuse can be physical, emotional, psychological, sexual or financial. Domestic abuse is not limited to adults; there is an increasing awareness of domestic violence within teenage relationships and this is an emerging area of knowledge and practice within safeguarding.

The signs and changes in behaviour that may indicate being a victim of domestic violence and abuse may include:

- Physical injuries occurring frequently or not being treated appropriately
- Injuries to parts of the body that are unseen or attempts to hide body parts with clothing unsuited to the weather or circumstances
- Injuries that cannot be explained or for which there is an implausible or inconsistent explanation
- Very low sense of self-worth
- Unable or unwilling to make autonomous decisions even about seemingly trivial matters
- Unable or unwilling to be assertive or assert own rights, views, needs or wants
- Shy, unwilling to speak to others and withdrawn
- Stops doing usual activities such as sports or hobbies or attending social events
- Appears constantly worried or anxious; unwilling to talk about why
- Changes the subject when talk is about home life or deflects attention to others to avoid talking about this topic
- Anxious to please
- Seem surprised by praise or reward
- Frequently checking in with their partner, for example texting or telephoning them, and appear worried about missing their call or not responding quickly enough to a text
- Miss school or work on a frequent basis
- Talk about their partner's temper, jealousy or possessive behaviour but without revealing the full details; may even try to make light by joking about it or describing these traits in a positive manner
- Rarely seen without their partner in public
- Never have access to money or bank cards
- Don't have access to or aren't allowed to use the family car or other vehicle
- Personality changes

Being witness to domestic violence and abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship which can be physical, emotional, psychological, sexual or financial. In homes where an adult is a victim of domestic violence or abuse, others in the home may well be witness to this happening either through what they see or the things they hear happening and this can have a significant impact on them and their wellbeing. Witnessing domestic violence and abuse is a form of child abuse. Domestic abuse can be particularly stressful and difficult to deal with because those who see or experience it usually have a close relationship with the abuser and feel a sense of loyalty towards them.

The signs and changes in behaviour that may indicate being a witness to domestic violence and abuse may include:

- Avoiding spending time at home
- Not allowing others to come into the sounds home environment
- Becoming violent or aggressive with others
- Anti-social behaviour
- A decline in achievement at school or in the workplace
- Frequently moving house or spending time at a lot of temporary residences
- Refusing to speak about home life and avoiding answering questions
- Becoming shy and withdrawn
- Flinching around sudden movements or sounds
- Unable to form healthy relationships with those around them others
- Bullying others
- Poor sleep; having nightmares or flashbacks and bed wetting
- Tantrums and anger management issues
- Not eating properly
- Anxious not to be separated from a particular family member
- Truancy from school or work

Other types of harm

Bullying

Bullying occurs when several things all happen; bullying is always intentional, deliberately hurtful behaviour that singles out a specific individual or group, bullying is repeated either because it happens multiple times or because it is carried out by multiple people at the same time and the person who is being bullied feels powerless to prevent it. Bullying can be physical, emotional or psychological and can take place in person or remotely such as over the internet and this is known as Cyberbullying. There is no single 'type' of person who is most likely to get bullied however those who are socially isolated, who have low self-esteem, who have a disability or who are seen as different in some way to the majority of their peers may be more likely to be a victim. Similarly those who have unusual family or relationship circumstances, such as same sex relationship or living in extreme deprivation, may also be more vulnerable. Many types of bullying behaviour are also criminal offenses.

The signs and changes in behaviour that may indicate bullying is taking place may include:

- 'Losing' money or belongings a lot, or belongings, such as clothing, being regularly damaged
- Asking to borrow money
- Physical injuries such as bruises, bite marks and cuts
- Actively avoiding going to certain places or mixing with certain groups of people and becoming visibly upset when asked to do so
- Truancy from school, work or volunteering
- Reduced performance at school, at work or in leisure activities
- Problems with sleeping or eating
- Frequently complaining of physical ailments such as headaches or tummy aches to avoid certain situations
- Suddenly losing interest in a well-established hobby, leisure activity or social group
- Seeming nervous, distressed or anxious without being willing to explain why
- Self-destructive and risk taking behaviours increase such as running away, petty crime and vandalism
- Show physical or verbal aggression to others including bullying others
- Appear to often 'zone out' and stop focussing on their immediate situation
- Left out of social activities and events; not invited to birthday parties for example
- Shows anxiety about checking their mobile phone or email or avoids / refuses to answer telephone calls
- Deleting social media accounts and changing telephone number
- Try to 'blend in' and avoid drawing hand to answer questions or attention to themselves as much as possible; for instance not putting up their hands to answer questions or volunteering to help.

Harassment

Often referred to as being the same thing as bullying, harassment is closely related to bullying but there are some notable differences. Specifically, harassment involves violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Also of importance is the fact that harassment is usually linked to a protected characteristic, such as age, sex, disability, race, gender, religion or sexual orientation. Harassment is also more likely to involve physical violence or the threat of a physical element. Sexual harassment is a very common form of harassment which includes any unwanted conduct of a sexual nature or based around sex, from men or women, and which affects the individual's dignity. For example; being called a 'sexy' nickname in the workplace to humiliate you or being groped in the street by a stranger. Harassment can be a one-off incident or it can be repeated. Harassment can take place in private, in the street, in schools, in the workplace and pretty much anywhere. Often the signs and indicators of harassment will overlap with bullying.

The signs and changes in behaviour that may indicate harassment is taking place may include:

- Lower than expected performance at work or school
- Complaining about how another person treating them
- Actively avoiding particular people or places
- Becomes less friendly and open
- Is reluctant to attend group activities
- Increased absence levels
- Poor punctuality and timekeeping
- Talks about feeling ashamed and is useless
- Overly tired and lacking any enthusiasm
- Irritable
- Not thinking straight or indecisive

General negativity Online and social media

Online harm can come in many different forms including online sexual abuse and grooming, emotional abuse, online bullying and online exploitation. Almost anyone can become a victim online both because of people they know and strangers; you don't even have to use the internet yourself to become a victim online. Those who are more likely to be affected by online abuse are those who are less clear about their right to be safe online and how to take steps to protect themselves from and report abuse. Most of these have already been described and defined elsewhere in this guide however it is worth noting some of the specific signs and indicators of online abuse and harm.

Bullying online and cyberbullying is like other types of bullying, it is deliberate, intended to hurt, repeated or from multiple sources and the person being bullied often feels powerless to prevent it. Bullying online can be in the form of comments, posts and private messages on social media, posting humiliating photos and videos, sending abusive or threatening messages via instant messenger services, creating fake user accounts and profiles or hacking genuine user accounts and profiles, deliberately excluding someone, setting up hate websites, blogs and groups about someone, spreading lies and gossip, encouraging self-harm,

Grooming is when someone builds up a relationship and an emotional bond with someone else for the express purpose of a sexual abuse, sexual exploitation or trafficking. Online it can take place in many different forms such as in chat rooms, on social media sites, in public and private groups, on gaming sites, in instant messaging apps and on dating websites. The individual can be male or female and of any age and will create a fake identity, including using fake photos, to hide their real identity and will use information they have found on their intended victims online accounts to suggest they have shared interests and experiences to help an initial friendship develop. Groomers don't need to organise a face to face meeting in order to abuse or exploit, it can be done entirely online.

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops - any device that allows you to share media and messages. Images and videos may be of the sender or of another person. Creating or sharing sexually images and videos of anyone under 18 is always illegal, even if the person in the image has given their consent or if you are sharing images of yourself.

Sexual exploitation online occurs when someone is forced or persuaded to watch, post or send sexual images of themselves, take part in sexual activity via webcam or smartphone or take part in sexual conversations by message or text. Often, abusers will threaten to send copies, videos or images showing the individual taking part in sexual or explicit acts or conversations in order to get them to cooperate. Once videos, images and conversations have taken place online it can be almost impossible to remove them from the internet as they can be copied and shared so easily.

The signs and changes in behaviour that may indicate online abuse or harm is taking place may include:
Spending a lot more or a lot less time online

- Are secretive about what they do online and who they communicate with and will hide their screen when anyone else is around
- Are upset, angry, anxious or withdrawn after using the internet or their phone
- Are secretive about who they are meeting and where they are going or starting spending a lot of unexplained time away from home
- Come home with gifts or money but won't say where they came from
- Deleting user accounts and profiles or creating lots of new ones
- Have an out of character user account or profile - this may have been created by
- Are possessive about their phone, tablet or computer to the point of aggression and won't allow anyone else to touch or use it
- Have a lot of new people and contact details stored on their device
- Are spending a lot of money online when they can't afford to someone else as a means to abuse them
- They send or receive messages, images or videos with inappropriate content such as sexual images or abusive words
- Talk about a new friend or friends online but they tell you it is a secret or they can't provide many details about them

Self-harm

Self-harm is unusual because it doesn't appear to involve anyone else in causing the harm, however, often those who self-harm do so as a result of the way they are treated, or perceive themselves to be treated, by people around them. Self-harming behaviour is very common in victims of any type of abuse. Self-harm is any behaviour by an individual that is deliberately intended to inflict pain or cause injury such as cutting, burning, biting or hair pulling. It can also come in the form of excessive risk taking, such as experimentation with drugs, excessive alcohol consumption and deliberate exposure to the possibility of catching sexually transmitted infections. Those who self-harm often do so as a way of coping and may find it difficult to express themselves or put important thoughts into words. They may find it hard to deal with emotional thoughts or feelings in a positive way, they may be trying to come with a traumatic experience or want punish themselves for being worthless or 'bad'. Individuals from minority groups may be more likely to self-harm as well as those living in difficult situations. Extremely low self-esteem is also very common although some will experiment with self-harm out of curiosity rather than a desire to cause themselves pain or injury. Without early intervention self-harm can become a compulsion.

The signs and changes in behaviour that may indicate self-harm is taking place may include:

- Injuries in places easy to cover such as arms, legs and torso
- Cuts; often deliberate clean lines such as from a razor blade
- Burn marks; often from easily accessed objects such as cigarettes, matches and lighters
- Bite marks
- Sores from picking or scratching skin
- Hair loss from pulling out strands or clumps of hair; often from underneath sections of hair to avoid detection
- Being poisoned or overdosing
- Over-dressed for the circumstances in order to hide evidence of harming
- Deliberate over or under eating
- Serious bruising and other injuries from situations self-inflicted events such as running into walls, throwing yourself down

stairs or the upper trapping your hand in a door

- Always tired from deliberate sleep deprivation or excessive exercise
- Attempting suicide
- Explaining injuries with unconvincing or inconsistent stories

- Appear emotionally 'numb' and disconnected from themselves and those around them
- Unable to talk about feelings or difficult thoughts
- Angry or frustrated
- Tearful but can't explain why
- Low levels of motivation
- Isolate themselves and avoid social

Drug, alcohol and substance abuse

Drug, alcohol and substance abuse is often seen as another form of self-harm in the sense that it doesn't have to involve any other people however, like other forms of self-harm, it is often in response to how the individual is treated by those around them. However, in some circumstances drugs, alcohol or other substances can be given without knowledge or consent. As well as shop-bought and homebrewed alcohol, this issue also concerns over the counter and prescribed drugs and medications being used for unintended purposes and other intoxicating substances such as aerosols and Novel

Psychoactive Substances (sometimes referred to as Legal Highs). Use and abuse of drugs, alcohol and other substances can be experimental, regular or excessive and may be perceived to be very common, particularly amongst teenagers, however the consequences can be extremely serious and the issue

shouldn't be ignored. Those suffering from anxiety or feeling lacking in social skills can be more likely to use and abuse and problems are more likely to occur where there is family history.

The signs and changes in behaviour that may indicate use or abuse of drugs, alcohol or other substances is taking place may include:

- Behaving in an intoxicated manner including swaying, slurred speech, stumbling and falling
- Making poor decisions, behaving impulsively or erratically and missing appointments and scheduled events
- Having no money for essentially like food or bills
- Illness in the morning; a 'hangover' or 'come-down' including headaches, nausea, vomiting and dehydration
- Red rimmed eyes
- Deterioration in family relationships and friendships
- Reduced performance in school or work
- Impaired mental function; appears unable to think clearly or articulate thoughts
- Engaging in anti-social, dangerous, criminal or promiscuous behaviour
- Unpredictable and unreliable
- Decreased involvement in leisure time activities and family life
- Secretive about what they do with their time
- Restless
- Aggressive or violent
- Blackouts or memory loss; being unable or unwilling to explain what they have been doing for periods of time
- Frequently unless
- Hanging around with a new group of people
- Seeming more relaxed, outgoing and chatty, particularly with new people
- Seeming more anxious, upset or worried and becoming tearful more often
- Disturbed sleep, excessive tiredness or over-sleeping
- Poor eating habits including under-eating, over-eating or forgetting to eat
- Secretive

Radicalisation (Prevent)

Radicalisation describes an individual adopting extreme political, social or religious ideals. People of any age are vulnerable to being radicalised, those who may perhaps be at greater risk are those individuals who are isolated, feel disenchanting by the world around them, have been let down or betrayed by people they trusted. Those who radicalise will exploit these vulnerabilities and often try to create a feeling of belonging, security and protection that the vulnerable individual is otherwise lacking.

The signs and changes in behaviour that may indicate radicalisation is taking place may include:

- Spending vast amounts of time on the internet and a lot of time in chat rooms
- Being secretive about their online activity, deleting search histories and hiding the screen when other people are present
- Mistrust of mainstream media including discussing conspiracy theories
- Being seen in the company of people very different from the normal peer group
- Making extreme statements on religious political or social matters
- Holding strong views that are contradictory to those previously held and expressed
- Reluctant to talk about who they spend their time with and where
- Discriminating against, bullying or committing hate crimes against those other religions or those with differing viewpoints and values
- Spending a lot of time on social media
- Talking a lot about a particular individual for whom they hold extremely high regard and seem willing and eager to please
- Having expensive gifts or unexpected amounts of money
- Planning to travel abroad to countries known for their extremist groups
- Express a strong sense of being treated unfairly or marginalised by others
- Seem emotionally volatile
- Seen in the company of others who are known to hold extremist views
- Sudden and significant change in appearance or adopting the appearance or clothing of another religious, social or political group
- Has fallen out with family members or long standing friends over opposing points of view from Possesses articles, books, videos and other materials expressing extreme viewpoints

Teenage pregnancy

Pregnancy in teenagers under the age of 16 can indicate that the young woman has been abused or raped for which the young woman will need appropriate help and support. However, it would be wrong to assume that this was true in all cases as the pregnancy could also be a result of a consensual sexual relationship with another adolescent under the age of 16 which, whilst still not legal, is regarded less severely in law. However a teenager has become pregnant, there are significant physical and psychological risks both to the pregnant young woman and to the unborn baby.

The signs and changes in behaviour that may indicate a risky teenage pregnancy may include:

- Concealing pregnancy or refusing to discuss it
- High levels of stress, anxiety and worry
- Isolation from family and friends
- Excessive weight gain or loss
- Poor eating habits; making nutritionally poor food choices
- Signs of drug, alcohol or substance misuse
- Not accessing specialist services
- Higher risk of complications during pregnancy affecting the both and the child's health
- No stable home address or environment
- Unable to cope with decision making
- Frequently unwell

- Constant references to feeling unable to cope or unsuited to being a parent
- Poorly informed and unaware of choices and services

Smacking and physical punishment

It is unlawful for a parent or carer to smack a child except where this amounts to 'reasonable punishment'. The term 'reasonable' is not further defined in law making it something of a grey area and circumstances such as the age of the child and the nature of the smack would be taken into account when considering whether a smack was unlawful. There are, however, strict guidelines about the severity of punishment that can be considered reasonable and where a physical punishment results in wounding, actual bodily harm, or grievous bodily this is considered to be physical abuse. It is never legal for a professional or other person providing child care to smack or physically punish them.

The signs and changes in behaviour that may indicate unreasonable smacking or physical punishment may include:

- Flinching around sudden movements and sounds
- Showing fear around parent/carer
- Striking others
- Grazes
- Scratches
- Abrasions
- Minor bruising
- Swellings
- Reddening of the skin
- Superficial cuts
- Black' eye
- Loss, or breaking of tooth or teeth
- Temporary loss of sensory functions i.e loss of consciousness
 - Injuries resulting in long term treatment or ongoing incapacity
- Extensive or multiple bruising
- A broken nose
- Minor fractures
- Minor cuts, that are probably going to require medical treatment, like stitches
- Injury resulting in a permanent disability, or permanent loss of a sensory function such as sight or hearing loss
- Injuries such as broken or displaced limbs or bones, including fractured skull
- Compound fractures, broken cheek bone, jaw, ribs
- Injuries which cause substantial loss of blood

Gambling addiction

Gambling addiction is a newly emerging harm for young people with the popularity of online gambling leading to a sharp rise in the number of under 18s developing a problem. An individual with a gambling addiction feels a compulsion to gamble that, to others, will seem to be irrational and unadvised. The nature of addiction leaves the individual with a far weaker resistance to the temptation of gambling so, as with other types of addiction, simply being told to 'stop' will not suffice. When an individual is addicted to gambling they will often build up significant debts and 'owe favours' to a wide range of people including friends, family members, colleagues and even strangers. They are open to exploitation at the hands of others who may bribe or blackmail them to carry out crimes or take part in sexual acts. Many people gamble online these days meaning their problem may be harder to spot. People with certain characteristics are more likely to become addicted to gambling including those with impulsive behaviour problems such as ADHD and those who enjoy risk taking behaviours.

The signs and changes in behaviour that may indicate gambling addiction may include:

- Being unusually well off - having lots of cash or new things
- Being suddenly very short of cash
- Selling personal belongings for cash
- Asking to borrow money
- Secretive about how they spend their time and who with
- Hiding the screen on the mobile, tablet or computer

- Seen in the company of unknown peers or adults
- Loss of interest in other activities
- Breakdown of relationships with friends or family who disapprove
- Unreliable; late for school or work, forget to turn up as agreed
- Stealing and shoplifting - including from family and friend



Safeguarding Lead Details

Ability Consultancy (NW) Ltd has one Safeguarding officer, with a second named as a back up in case the first one is unavailable. Where possible all safeguarding concerns and reports should be reported to:

Name: Claire Buckle

Email: claire@ability-consultancy.co.uk

Tel: 07799770362

In the event that the Safeguarding lead is unavailable please contact:

Name: Elizabeth Hughes

Email: info@ability-consultancy.co.uk

Tel: 07855302709

This Document was agreed by Ability Consultancy Directors in March 2021 and will be reviewed on a yearly basis unless anything changes during the year.

Signed by Safeguarding Lead:

A handwritten signature in black ink that reads "CBuckle".

Date: 29/03/2021