**World Jewish Relief Safeguarding Children and Young People Policy**

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# Introduction

World Jewish Relief provides lifesaving and life-changing action to people in crisis around the world. Our work is underpinned by three main values; We Give, We Care and We Act.

Supported by our values, World Jewish Relief is committed to safeguarding children and young people in line with national legislation and relevant national and local guidelines. We recognise that our work not only includes supporting children and young people but even when our programmes focus on adults we acknowledge the wider family, friends and networks that exist around the adults that we support, and which will inevitably include children and young people at times.

We understand that our clients and participants may trust us with information or disclosures about children and young people in their care or within their wider networks and acknowledge there may be times that action to safeguard a child beyond the direct programmes we support may fall within our remit. All organisations that work with, or come into contact with children and young people, should have safeguarding policies and procedures to ensure that every child, regardless of their age, disability, gender, race, religion or belief, sex, or sexual orientation, has a right to equal protection from harm.

For this policy, we will use ‘World Jewish Relief Personnel’ to cover all those who the Policy applies to which is inclusive of Trustees, Staff, Volunteers, Contractors and any others connected with delivery of services. This is a global policy that covers our work both in the UK and Internationally and whether we are implementing activities ourselves or through local partners.

# Policy Statement

World Jewish Relief:

* 1. Acknowledges our duty of care to safeguard, protect and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice approaches. As with our approach to adults at risk, we must recognise, respond, report, and record any safeguarding concerns related to children and young people.
	2. Acknowledges that all people, have the right to live a life free from abuse and exploitation, regardless of their age, culture, disability, gender, racial origin, language, religious belief or sexual orientation, and is committed to uphold these rights by implementing and maintaining a robust system of safeguarding across both children and young people, and adults. Please see World Jewish Relief’s adult safeguarding policy for further information on our approach to safeguarding adults.
	3. Is fully committed to the protection children and young people and we will not tolerate any form of abuse or exploitative acts being perpetrated by World Jewish Relief personnel either directly, or through our partners.
	4. Recognises our responsibility to take all reasonable steps to promote safe practice and to create a working culture and environment in which all clients and participants of programmes are protected from abuse.
	5. States that World Jewish Relief Personnel are bound to uphold this policy and to report people or incidents that they believe contravene it.
	6. Acknowledges our duty to respond appropriately to any allegations, reports or suspicions of abuse (neglect, physical, sexual or emotional harm) and ensure appropriate measures are taken.
	7. Considers it our duty to ensure that partner organisations’ safeguarding approaches are in place and that we will support partners to implement this work. Safeguarding commitments are covered in all Programme Support Agreements
	8. Recognises that reporting can be challenging and difficult for those who have been subject to abuse, neglect or exploitation. World Jewish Relief will seek to ensure that the reporting of safeguarding incidents is a process that should not create additional distress for victims/survivors. While staff and representatives are obligated to report safeguarding concerns, nothing in this policy should be read as compelling or requiring a victim/survivor of abuse to disclose their own experiences of abuse or exploitation against their wishes.
	9. Commits to this Policy and its associated procedure will be reviewed at least every two years or whenever there has been a relevant change to legislation, significant internal change or a significant internal safeguarding incident or event.

**Key Contacts**

**Global Safeguarding Lead:** Stacey Swimer- stacey@worldjewishrelief.org

**UK Programmes Safeguarding Lead:** Emily Cookson – emilyc@worldjewishrelief.org

**Trustee Focal Point:** Dina Shiloh

# Policy Purpose & Principles

The **purpose** of this policy is to demonstrate the commitment of World Jewish Relief to safeguarding children and young people and to ensure that everyone involved in World Jewish Relief’s work is aware of:

* The legislation, policy, and procedures for safeguarding children and young people
* Their role and responsibility for safeguarding children and young people
* What to do or who to speak to if they have a concern relating to the welfare or wellbeing of a child connected with the organisation

World Jewish Relief, through its work and the behaviour of all World Jewish Relief Personnel, is committed to ensure the following **principles**:

* 1. Our approach to safeguarding children and young people incorporates measures that actively prevent abuse and harm.
	2. Every child has the right to safety and protection from abuse and neglect.
	3. Any concern that a child is not safe is taken seriously, responded to promptly, and followed up in line with World Jewish Relief’s Child Safeguarding Policy and Procedure.
	4. Confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored. Information relating to the concern and subsequent incident management will be shared on a need-to-know basis only and should be kept secure at all times. A breach of confidentiality related to a safeguarding incident or complaint may result in disciplinary action.
	5. The child’s needs are the main focus when making any decisions about how best to support them or their wider family.
	6. Where circumstances allow and it is appropriate, we will listen to the voice of the child and ensure they feel heard.
	7. The welfare of the child is paramount, and that children and young people are best looked after within their family environment unless compulsory intervention is needed.
	8. We will cooperate with statutory agencies such as Local/ National Authorities and/ or Police to ensure that a child is safeguarded from harm.
	9. All World Jewish Relief Personnel understand their role and responsibility for safeguarding children and young people and have completed and are up to date with safeguarding children and young people training and learning opportunities appropriate for their role.
	10. Perpetrators of all forms of abuse and exploitation are prevented from being hired, (re)hired or (re)deployed. Safer Recruitment processes and practices are in place such as DBS checks, references, and adherence to the Inter Agency Misconduct Disclosure Scheme.
	11. Ensuring that all partner organisations have appropriate Safeguarding approaches. We are committed to assist in strengthening the capacity of our partner organisations to meet these stringent requirements.
	12. Agree in any partnership agreement that any failure of the Partner to do all they can to prevent, report and respond appropriately to allegations of abuse and exploitation shall constitute grounds for World Jewish Relief to terminate the partnership.
	13. Any breaches of this policy may result in disciplinary action.

# Roles and Responsibilities

World Jewish Relief is committed to supporting all those connected with the organisation to understand this Policy and related documentation, and to providing the opportunity to discuss it with their line manager and colleagues in an open environment. All World Jewish Relief Personnel will be provided a copy of this policy and shown where to access it.

All staff, trustees, volunteers, and partner organisations have a role to play in safeguarding and promoting the welfare of children, young people, and adults at risk. If any person associated with or within World Jewish Relief has any questions or concerns regarding Safeguarding children and young people, they should raise them with:

Stacey Swimer – Global Safeguarding Lead: stacey@worldjewishrelief.org

Emily Cookson – UK Programmes Safeguarding Lead: emilyc@worldjewishrelief.org

* 1. **All Personnel:**
		1. Will be aware of systems within World Jewish Relief which support safeguarding children and young people, and these should be explained to them as part of staff induction.
		2. Will receive appropriate safeguarding training, which is regularly updated as required, but at least every two years, to provide them with relevant skills and knowledge to play their part in safeguarding children and young people, young people and adults at risk effectively.
		3. Will undergo and have a clear Disclosure Barring Service Check or local equivalent at start of employment (as relevant) with World Jewish Relief and every three years thereafter.
		4. Declare any relevant allegations made, or any civil and/or criminal charges or convictions received prior to or during their employment, volunteering with, or representation of World Jewish Relief.
		5. Should not engage or attempt to engage in any form of inappropriate behaviour with people who participate in our activities or with whom we work. All Personnel must act in accordance with the Code of Conduct and this policy.
		6. Are required to report any incidents or suspicions. Failure to report to a relevant person suspicion of safeguarding incident relating to someone else is a breach of this policy and could lead to disciplinary action being taken against employees. There is no obligation for an individual to report any incident that has happened to them. See section 9 for our reporting procedures.
		7. Programme staff are responsible to ensure that partner organisations have appropriate safeguarding mechanisms in place and for assessing risk in relation to programme activities.
		8. Any staff who manage contracts with third parties who may come into contact with children and young people are responsible for ensuring that safeguarding is included in the contract, and they are obligated to report any safeguarding incidents.
	2. **Safeguarding Leads:**
		1. Take lead responsibility for Safeguarding within World Jewish Relief.
		2. Undergo training to provide them with the knowledge and skills required to carry out the role.
		3. Keep secure written records (in line with our data protection policy) of all concerns when noted and reported by staff or when disclosed by an individual ensuring that such records are stored securely and reported onward in accordance with this policy guidance.
		4. Ensure that the safeguarding policy is reviewed annually.
		5. Keep a record of staff attendance at safeguarding training.
	3. **Chief Executive Officer:**
		1. Ensures that the safeguarding policy and procedures are implemented and followed by all staff.
		2. Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with whistle blowing procedures.
	4. **The Board of Trustees:**
		1. Hold overall accountability for this policy and its implementation.
	5. **Volunteers, Donors, Visitors:**
		1. Before visiting any programmes in the UK or internationally, all visitors will be given information and guidance about World Jewish Relief’s safeguarding commitment and asked to sign an acceptance form agreeing to adhere to it.

# Legal Context

* 1. World Jewish Relief recognises and seeks to meet all obligations expected by the Charity Commission for [safeguarding and protecting people](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees), and [due diligence, monitoring and verifying the end use of charitable funds](https://www.gov.uk/government/publications/charities-due-diligence-checks-and-monitoring-end-use-of-funds).
	2. Safeguarding is the action that is taken to promote the welfare of children and young people and protect them from harm. Child protection is part of the safeguarding process. It focuses on protecting individual children and young people identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child. This policy draws on existing legal frameworks such as [Working Together to Safeguard Children and Young People 2018](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2), [The Children and Young People Act 2008](https://www.legislation.gov.uk/ukpga/2008/23/contents), [UNICEF’s Convention of the Rights of the Child 1989](https://www.unicef.org/child-rights-convention) and more. See [Appendix C](#_Appendix_E:_Legal) for further information on legal context.
	3. The [Children and Young People Act 1989](https://www.legislation.gov.uk/ukpga/1989/41/contents) define a child as: *anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or are in hospital.* A summary of the key legislation and guidance is available from <https://learning.nspcc.org.uk/child-protection-system/>**.**

# Child Abuse and Harm

* 1. Child abuse happens when someone harms a child. The following categories of child abuse are taken from[Working Together to Safeguard Children and Young People 2018](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2):
* Physical Abuse or Harm
* Emotional Abuse
* Sexual Abuse
* Neglect
	1. Children who experience abuse may struggle to speak out, so it’s vital that anyone working with children or young people is able to recognise the signs of abuse ([NSPCC](https://learning.nspcc.org.uk/research-resources/briefings/definitions-signs-child-abuse/)). Please refer to [Appendix A](#_Appendix_A:_Safeguarding) for more detailed information on these types and signs of abuse and neglect.
	2. It is highly unlikely that a child will be ‘in need’ or at ‘significant risk’ through one form of abuse. Every form of abuse will have an emotional impact to some degree, and it is important to recognise the broader impact on a child than the factual information that may be presented. Taking a holistic approach to the situation will ensure all factors are considered.

# Digital Safeguarding

* 1. World Jewish Relief supports participants and clients in many ways, including in-person and online. The are many opportunities presented by delivering services in the online world, but the associated risks cannot be overlooked and are acknowledged as part of our Children and Young People’s Safeguarding Policy.
	2. We may pick up on safeguarding concerns when supporting adults through digital mediums or we may find that adults feel more comfortable to disclose difficult safeguarding situations when not in a face-to-face setting. We may also see children and young people within this context when we wouldn’t usually in our face-to-face work. We must be alert to safeguarding risks when working digitally and be aware of:
* Boundaries
* Appropriate professionalism
* Confidentiality
* Personal information
* Inappropriate imagery or content
	1. If any safeguarding concerns involving a child become apparent when supporting participants and clients digitally or working remotely, they must be addressed as per the children and young people’s safeguarding procedures (see [Section 9](#_Procedures)).

# Communications

World Jewish Relief:

* 1. Adheres to the Red Cross Code of Conduct (1995) and will not portray adults or children and young people that we support in a manipulative or sensational manner, neither in words nor images. Everyone has a right to be accurately represented and will only be presented by World Jewish Relief in a manner that preserves dignity.
	2. Commits to keeping the child’s well-being and experience central to any recording on child safeguarding.
	3. Will not depict any participants and clients as helpless victims but instead as dignified humans who we are working in partnership with.
	4. Shall not use any information that could be used to identify a child and cause them to be put at risk in any form of communication for general or public purposes.
	5. Will obtain written consent prior to any involvement in story sharing that may be used in communication materials.
	6. Understands that the purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately.

# Procedures

Guiding our procedures, it is important to remember the ‘4 R’s’ when approaching safeguarding:

|  |  |
| --- | --- |
| **Action** | **Thought** |
| 1. **Recognise**
 | What is going on? |
| 1. **Respond**
 | What action should I take? |
| 1. **Report**
 | Who do I need to tell? |
| 1. **Record**
 | Where should I log this and how quickly? |

* 1. **Recognising a Safeguarding Incident**
		1. Personnel have a responsibility to be aware of and alert to signs that all is not well when thinking about safeguarding children and young people (see Appendix A for signs of abuse or harm).
		2. There are two main ways in which an allegation or suspected incident of abuse may be identified:
* Incidents of suspected abuse may be observed by World Jewish Relief Personnel
* Allegations or incidents of abuse may be disclosed to World Jewish Relief Personnel
	1. **Responding to a Safeguarding Incident**
		1. World Jewish Relief Personnel are not responsible for diagnosing, investigating, or providing a therapeutic response to people at risk, including children and young people. It is also not a staff member or volunteer’s responsibility to ascertain whether an allegation is true. It is their responsibility to report the concern via the process outlined in this policy.
		2. It is often difficult to believe that abuse or neglect can occur. Remember, it may have taken a great amount of courage for the person to tell you that something has happened and the fear of not being believed can cause people not to tell. These can be difficult situations that are hard to feel prepared for. If a child or young person shares something with you, you should:
* Accept what the person is saying.
* Do not question the person or get them to justify what they are saying.
* Reassure the person that you take what they have said seriously.
* Don’t ‘interview’ the person; just listen carefully and calmly to what they are saying. If the person wants to give you lots of information, let them. Try to remember what the person is saying in their own words so that you can record it later.
* You can ask questions to establish the basic facts but try to avoid asking the same questions more than once, or asking the person to repeat what they have said- this can make them feel they are not being believed.
* Don’t promise the person that you’ll keep what they tell you confidential or “secret”. Explain that you will need to tell another person, but you’ll only tell people who need to know so that they can help.
* Reassure the person that they will be involved in decisions about what will happen.
* Do not be judgemental or jump to conclusions.
* If the person has specific communication needs, provide support and information in a way that is most appropriate to them.
	+ 1. All Personnel must seek support from the Safeguarding Leads as soon as possible after becoming aware of an incident and not try to deal with incidents they have responded to in their own way.
	1. **Reporting a Safeguarding Incident**

**All Personnel:**

* + 1. Any incident should be verbally reported **immediately or as soon as possible** after concerns being raised or witnessed to:
* The relevant Safeguarding Lead, Line Manager, or other relevant senior leader. **A written report form must then be completed** [**here**](https://form.jotform.com/240303549312043) **within 48 hours of the initial verbal report.**
* If the incident involves the person reporting’s Line Manager or a Safeguarding Lead, then the person reporting the incident should report to the Chief Executive Officer.
* If the incident involves the Chief Executive Officer, then the person reporting the incident should report to the Safeguarding Lead or the Trustee Focal Point.
	+ 1. In no circumstance should concerns of abuse and inappropriate behaviour be ignored. The need to ensure the immediate physical and psychological safety of a child should always be of paramount importance, and reporting concerns can help to ensure that all appropriate and practical guidance can be sought. We have to remember that the welfare of a child is of paramount importance when it comes to addressing safeguarding concerns.
		2. All World Jewish Relief Personnel are obliged to report any suspicions, allegations or witnessed actions, however uncertain, that might, in any way suggest that a child is at risk of harm. The safeguarding reporting procedures above must be followed. Please see the incident report form [here](https://form.jotform.com/240303549312043). If you are unable to complete the online report form, you can submit a written form via email (see [Appendix B](#_Appendix_B:_)).
		3. It is important to note that if you ever feel that a child associated to a person you are supporting is at significant, immediate risk of harming themselves or others, you should call emergency services in the relevant country and report this immediately before reporting internally.

**Safeguarding Lead Personnel will:**

* + 1. When a report is received or anxiety is first expressed, the seriousness or extent of abuse is often not clear. In addition, not all concerns relate to abuse, there may well be other explanations. It is therefore important, when considering the appropriate intervention, to deal with reports of incidents or allegations with an open mind and be aware of unconscious bias.
		2. When responding to concerns raised, regarding Safeguarding, the best interests of the child at risk/survivor will always be paramount. Decisions will be made that attempt to ensure the best outcomes for the child at risk/survivor.
		3. After receiving an incident report, the Safeguarding Leads will take appropriate action. See [Section 11](#_Confidentiality) for information on how we keep records in line with confidentiality.
		4. Within the UK, **all safeguarding incidents involving children and young people must be reported to the relevant authorities**. If a formal referral is not made to the police or Local Authority, then a clear rationale for this decision must be recorded and signed by the Global Safeguarding Lead. A decision not to report any concerns must involve the CEO and Chair of Trustees.
		5. Internationally, given we work through local partners, any safeguarding incidents involving children and young people will be reported in line with local legislation and procedures.
		6. The Safeguarding Leads will also decide whether any other appropriate support is needed and assess if there should be an investigation internally.
		7. Following an incident or allegation, World Jewish Relief will do everything within its power to ensure that children and young people with safeguarding needs are removed from further harm.
		8. Supervision and support will be provided for World Jewish Relief personnel following an incident or allegation.
	1. **Recording an Incident**
		1. All incidents must be treated with upmost respect for confidentiality (see [Section 11](#_Confidentiality) for more information on confidentiality regarding safeguarding incidents involving children and young people.
		2. Incident reports are recorded safely and securely in line with Data Protection Legislation, stored in a restricted access folder that only Safeguarding Leads have access to.
		3. All personnel must not store incident reports or records on their device. Once an incident has been reported to the appropriate staff member, the records must be deleted.
		4. World Jewish Relief Commits to keeping the child’s well-being and experience central to any recording on child safeguarding. Where appropriate, the child’s voice will be recorded. For example, if a child has made a direct disclosure that World Jewish Relief have been made aware of.
		5. World Jewish Relief will ensure that any recording and reporting decisions made involving a child will ensure the child’s welfare is the paramount concern.

# Misconduct by World Jewish Relief Trustees, staff, volunteers or visitors

World Jewish Relief takes misconduct very seriously and follows certain procedures in any situations that breach our code of conduct and associated Safeguarding Policies:

* 1. In any cases of personnel breaching our Children and Young People’s Safeguarding Policy, the appropriate action will be decided upon by the line manager and the Global Safeguarding Lead (Director of International Programmes and Partnerships) in consultation with Chief Executive and Director of People.
	2. The Chair of Trustees and Trustee responsible for safeguarding must always be notified of the incident who will then, prior to submitting a Serious Incident Report to the Charity Commission, inform all Trustees.
	3. If an investigation concludes that anyone associated with World Jewish Relief has committed an act in relation to participants and children and young people or adults at risk– whether within or outside the context of our work – that is criminal, infringes upon rights or contravenes the principles and standards of World Jewish Relief Safeguarding Policy, World Jewish Relief will take immediate disciplinary action and any other action that may be appropriate.
	4. World Jewish Relief will act against anyone, whether they are the subject of a complaint or not, who seek or carry out retaliatory action against complainants, survivors, other witnesses or the subject of complaint. Employees may be subject to disciplinary action, up to and including termination of employment.

# Confidentiality

* 1. Safeguarding children and young people from harm and abuse often requires information sharing between services and organisations. Sharing information enables professionals to fully understand and assess the risks and make informed decisions about what action needs to be taken. Not sharing information in such circumstances can leave a child at risk of abuse and/ or harm.
	2. World Jewish Relief personnel must always explain that they cannot keep the disclosure secret but can reassure the child or any adults involved in the incident that only those who need to know will be told. Also, that such information will generally only move up the organisation’s safeguarding and investigation teams and be shared with the statutory authorities in line with local or country requirements.
	3. Every effort will be made to maintain confidentiality throughout the investigation process. Information that identifies children and young people involved in the investigation will be accurate and stored securely, with access only to personnel with the absolute need to have such information. Any information regarding a safeguarding incident involving a child that must be shared with the relevant authorities will be shared securely.
	4. Non-identifying information will be shared as per donor and regulatory body reporting requirements.
	5. Staff involved in the complaints process will be made aware of the importance of maintaining confidentiality and may be asked to sign a confidentiality agreement.
	6. Employees who breach confidentiality may be subject to disciplinary action up to and including termination of employment, and others who work with World Jewish Relief may have their relationship terminated.

# Complaints about World Jewish Relief’s Partners

* 1. Where World Jewish Relief receives a complaint about a partner organisation, World Jewish Relief will expect the partner to respond safely, quickly and appropriately. World Jewish Relief will assist the partner to ascertain its reporting obligations.
	2. The same escalation and reporting procedures applies in these instances, where World Jewish Relief Personnel should inform the Safeguarding Lead of any incidents being reported by partners or if they have witnessed something themselves (see [Section 9](#_Procedures)).
	3. Where appropriate, World Jewish Relief will work with the partner to address the issue through an appropriate independent investigation. If the outcome is that abuse has occurred, ongoing work with the partner cannot involve the individual(s) concerned. If there is reason to believe that an allegation of abuse has been dealt with inappropriately by a partner, then they risk withdrawal of funding or ending the relationship.

# Safer Recruitment

* 1. World Jewish Relief is committed to taking robust steps to prevent any perpetrators of abuse from being engaged or re-engaged by World Jewish Relief or any other organisation working with vulnerable people. Including a commitment to procuring and providing accurate references, in line with the Inter-Agency Misconduct Disclosure Scheme, and reporting cases to statutory or appropriate law enforcement agencies.
	2. In addition, UK nationals and residents recruited by World Jewish Relief to perform work that might bring them into contact with adults at risk or children and young people must agree to undergo a Disclosure and Barring Service (DBS) check. The level of check needed will depend on the nature of the position. All Trustees will also undergo DBS checks, and this process will be repeated every three years for all relevant World Jewish Relief Personnel.

# Related Policies

* Safeguarding Adults at Risk Policy
* Code of Conduct
* Whistleblowing Policy
* Anti-bribery and Corruption Policy
* Equal Opportunities and Discrimination policy
* Personal Harassment policy
* Disciplinary Procedure policy
* Recruitment Policy

# Appendix A: Safeguarding Children and Young People: Types of Abuse

Child abuse is when anyone under the age of 18 is either being harmed or not properly looked after. There are four main categories of child abuse: physical abuse, emotional abuse, sexual abuse and neglect. Below are definitions, examples and signs of the aforementioned types of child abuse.

<https://www.met.police.uk/advice/advice-and-information/caa/child-abuse/what-is-child-abuse/>

### Physical abuse

Physical abuse is when someone hurts a child or young person on purpose.

Examples of physical abuse are:

* hitting, slapping, shaking or throwing
* burning or scalding
* drowning, suffocating or choking
* pushing or kicking
* inappropriate restraint or false imprisonment
* using physical force to discipline
* misusing medication
* fabricating or inducing an illness or ill health

Signs and symptoms of physical abuse in children can include:

* unexplained recurrent injuries, marks or burns
* covering injuries with clothing even in hot weather
* fear of physical contact and shrinking back if touched

The above are just a few examples.

### Sexual abuse

Sexual abuse is when a child is enticed or forced to take part in sexual activities. This kind of abuse does not always involve a high level of violence and the child may or may not be aware of what is happening.

The abuse may be committed by adult men and women, or by other children.

Examples of sexual abuse are:

* causing or inciting a child to watch or engage in sexual activities
* encouraging a child to behave in sexually inappropriate ways
* involving a child in looking at sexual images or videos
* involving a child in the production of sexual images or videos
* grooming a child in preparation for abuse (including via the internet)

Signs and symptoms of sexual abuse in children can include:

* extreme reactions such as depression, self-mutilation, suicide attempts, running away, overdoses or anorexia
* personality changes such as becoming insecure or clinging
* being isolated or withdrawn
* medical problems such as chronic itching, pain in the genitals or venereal diseases

The above are just a few examples. Another form of sexual abuse is child sexual exploitation.

### Emotional abuse

Emotional abuse happens in many different ways.  It can affect how a young person or child feels about themselves, or how they fit in with friends, at school, or where they live.

Examples of emotional abuse are:

* being made to feel inadequate, worthless or unloved
* being unfairly blamed
* being bullied, including over the internet (cyber-bullying)
* being made to feel frightened or in danger
* witnessing the abuse of others such as [domestic abuse](https://www.met.police.uk/advice/advice-and-information/daa/domestic-abuse/)

Signs and symptoms of emotional abuse in children can include:

* reduced physical, mental and emotional development
* continual self-depreciation, e.g. 'I'm stupid’, ‘I’m ugly’, ‘I’m worthless’
* inappropriate response to pain, e.g. 'I deserve this'
* neurotic behaviour, e.g. rocking, hair twisting or self-mutilation

### Neglect

Neglect is when a child or young person’s basic needs are persistently not being met by their parent or guardian.

These basic needs include:

* adequate food, clothing and shelter
* protection from physical and emotional harm or danger
* adequate supervision (including not being left at home alone)
* access to appropriate medical care including dental treatment

Signs and symptoms of neglect in children can include:

* constant hunger or tiredness
* poor personal hygiene
* poor condition and cleanliness of clothing
* untreated medical problems
* no social relationships

# Appendix B: Report Form for Suspected Abuse

If you have knowledge that a person at risk’s safety might be in danger, please complete this form to the best of your knowledge within 48 hours of identifying the risk. Please note that person at risk protection concerns must be reported directly to your line manager or Safeguarding Leads immediately (preferably within the same working day). You may wish to complete this form before contacting this person or you may wish to complete the report after contacting this person. This report is to be used as a tool to develop the most unbiased information-based report possible. For confidentiality reasons, the report should be written and signed solely by you. It should be sent only to the designated contact person. It will be held in a safe and secure place and treated in the strictest confidence. Alternatively please follow our whistleblowing policy and procedures.

**About You**

Your name:

Your job title:

Workplace:

Your relationship to the person at risk:

Contact details:

**About the Person at risk**

Name:

Gender:

Age:

Address:

Guardians/Responsible partner org:

**About your Concern**

Was the abuse observed or suspected?

Is this concern based on first hand information or information divulged to you by someone else? (If so who?)

Did the person at risk disclose abuse to you?

Date of the alleged incident:

Time of the alleged incident:

Location of the alleged incident:

Name of alleged perpetrator:

Job title:

Nature of the allegation:

Your personal observations (visible injuries, emotional state, etc.) [N.B. Make a clear distinction between what is fact and what is opinion or hearsay]

Exactly what the person or other source said to you [if relevant] and how you responded to him or her: [Do not lead the victim. Record actual details]

Any other information not previously covered:

Were there any other children and young people/people involved in the alleged incident?

Action Taken:

Signed: Date:

#

# Appendix C: Legal Framework

Safeguarding is the action that is taken to promote the welfare of children and young people and protect them from harm. Child protection is part of the safeguarding process. It focuses on protecting individual children and young people identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child. This policy draws on existing legal frameworks such as [Working Together to Safeguard Children and Young People 2018](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2), [The Children and Young People Act 2008](https://www.legislation.gov.uk/ukpga/2008/23/contents), [UNICEF’s Convention of the Rights of the Child 1989](https://www.unicef.org/child-rights-convention) and:

* Human Rights Act 2008
* The Children and young people Act 1989
* The Children and young people Act 2004
* The Children and young people Order 1995 (Northern Ireland)
* The Children and young people (Scotland) Act 1995 (Updated 2014)
* Domestic Abuse Act 2021
* The Immigration Act 2014

The Children and young people Act 1989 definition of a child is: *anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or are in hospital.* A summary of the key legislation and guidance is available from [**https://learning.nspcc.org.uk/child-protection-system/**](https://learning.nspcc.org.uk/child-protection-system/)**.**

Working Together to Safeguard Children and young people (2018) offers specific guidance on safeguarding children and young people within the voluntary sector. The guidance acknowledges the unique role that voluntary sector organisations play. Within Working Together, safeguarding and promoting the welfare of children and young people is defined as:

* Protecting children and young people from maltreatment.
* Preventing impairment of children and young people's health or development.
* Ensuring that children and young people grow up in circumstances consistent with the provision of safe and effective care.
* Taking action to enable all children and young people to have the best outcomes.

**Child in Need and Child Protection (‘Significant Risk of Harm’)**

‘Child in Need’ and child at ‘risk of significant harm’ are official terms as defined by section 17 and section 47 of the Children and young people Act 1989. In everyday terms, it is important to understand that any circumstances that prevent a child from achieving or maintaining a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of service can fall into this category. Children and young people with a disability may also be classed as a Child in Need or at ‘risk of significant harm’.

**Mental Capacity and children and young people**

The Mental Capacity Act 2005 is a key part of Adult Safeguarding legislation but also applies to children and young people aged 16 and over. The Mental Capacity Act 2005 (MCA) provides a framework to empower and protect people who have capacity impairments. In law, young people aged 16 and over are presumed to have capacity.

**Domestic Abuse and Children and young people**

The introduction of the Domestic Abuse Act 2021 is the first time that children and young people are recognised as victims of Domestic Abuse in their own right. The act defines domestic abuse as occurring when the victim and perpetrator are aged 16 and over. A child over 16 may fall within World Jewish Relief’s child safeguarding policy but be classed as a victim or perpetrator of domestic abuse. If the abuse involves a Child under 16 in any way this would be viewed under Child Abuse rather than Domestic Abuse.

For the first time ever, the act sets out that a child who sees, hears, or experiences the effects of domestic abuse, is also to be regarded as a victim in their own right. This makes it particularly important that World Jewish Relief understands if any children and young people are involved in any allegations or disclosures of domestic abuse as the Local Authority now have a duty to support children and young people in these circumstances.

# Appendix D: Additional Reading and Sources of Support

**Family Rights Group**

A charity that campaigns and offers advice to all family members when Social Care become involved.

Tel: 0808 801 0366

<https://frg.org.uk/>

**The Lucy Faithfull Foundation**

Working to end Child Sexual Abuse

Tel: 01527 591 922

Email: **referrals@lucyfaithfull.org.uk**

<https://www.lucyfaithfull.org.uk/>

**National 24Hour Freephone Domestic Abuse Helplines**

Tel: 0808 2000 247
[www.nationaldahelpline.org.uk/Contact-us](http://www.nationaldahelpline.org.uk/Contact-us)

**NSPCC Helpline**

A national child protection helpline for members of the general public and professionals to seek advice and guidance regarding child protection issues and to make referrals to Local Authorities.

Tel: 0808 800 5000Email: help@nspcc.org.uk

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/nspcc-helpline/#contact-us>

**Project 17**

A national organisation working to end destitution among migrant families with no recourse to public funds

Tel: **07701 330 016**

Email: info@project17.org.uk

<https://www.project17.org.uk/>