

Safeguarding and Child Protection Policy

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Policy Owner	Ruth Etzioni, HR Manager & Daniel Tysman, Head of Education

Safeguarding Trustee	Simon Alberga
Safeguarding Champion	Natasha Shaw

Contents

Our Safeguarding Commitment	3
Our Work with Children and Young People	4
Scope and Publication	4
Equality Statement.....	5
Confidentiality and Information Sharing	6
Legislation and Policy Context	6
Roles and Responsibilities	7
Recognising Abuse and Taking Action	9
Record Keeping.....	12
Online Safety.....	13
Training	13
Safe Recruitment	14
Concerns about a Staff Member or Volunteer	14
Whistleblowing.....	16
Due Diligence for Donors and Beneficiaries (including affiliated schools)	17
Monitoring and Evaluation.....	18
Further Information	19
Appendix 1: Definitions of Abuse and Neglect	20
Appendix 2: Concern Report Form.....	23

Our Safeguarding Commitment

1. We recognise that the young people and adults that we work with may be vulnerable and that we have a responsibility to ensure that they can access the best opportunities to grow, live, and learn safe from harm.
2. There is a commitment throughout our organisation to keeping children and young people safe, and everybody recognises the role that they have to play in achieving this.
3. We have clear expectations of those who work with us and we make this known throughout our safer recruitment process. We ensure that all staff and volunteers have the right training to be able to recognise abuse, and safeguard to a high standard.
4. We ensure that everyone in our organisation is supported to safeguard effectively with policies and procedures that are regularly reviewed and updated. Our safeguarding champions promote this culture throughout our activities.
5. We robustly and proactively assess our activities to make sure that they are safe and suitable for the health and security of those who participate in them.
6. We ensure that when working with children and young people, there is always an adult around that is ready and able to listen and respond to any concerns or disclosures.
7. We recognise that all children should be protected from bullying, and we promote a culture of tolerance and train our staff and volunteers to actively ensure this.
8. We ensure that all personal information about the young people that we work with is kept securely and confidentially, but available to those that need it to be able to protect them and keep them safe.
9. We actively encourage feedback from all those that we work with and use this to continually consider how we can improve our safeguarding culture.
10. We ensure that all of our staff and volunteers remain vigilant and are supported to raise concerns, or 'whistle blow' about anything that may not reflect this commitment.

Our Work with Children and Young People

World ORT is a global education network driven by Jewish values. We are passionate about unleashing the potential of young people so they can lead fulfilling lives and have a positive impact on the world around them.

Since our foundation in 1880, ORT has been transforming lives through training and education. From focussing on teaching 19th century Russian Jews essential trades and professions, we have evolved to provide 21st century skills to empower people and strengthen communities.

Our network now reaches over 300,000 people a year in more than 30 countries. We provide a combination of high-level science and technology education with strengthened Jewish identity; bridging the gap between ability and opportunity – and ensuring the continuity of Jewish life worldwide.

We work within four 'pillars' of activity:

- Jewish identity
- Sharing knowledge
- STEM education
- Further education

Scope and Publication

This policy applies to all staff (whether temporary or permanent), volunteers and representatives of World ORT and to all World ORT activities, events and programmes involving children and young people, in an international context. This policy applies in all contexts and locations of World ORT work.

This policy is made available to all staff, volunteers and representatives and published on World ORT's website. It can also be made available, on request, in large print or another accessible format if required.

World ORT endorses the UK Department for Education (DfE) (2018) definition of safeguarding and promoting the welfare of children as:

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

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect children who are suffering, or are likely to suffer, significant harm.

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children through all of their activities, so that the need for action to protect children from harm is reduced.

The Trustees take seriously their responsibility to safeguard and promote the welfare of children, and to work together with other agencies to ensure adequate arrangements within our activities to protect, identify, and respond to those children who are suffering harm.

Equality Statement

World ORT are committed to protecting all children and young people irrespective of age, race, gender and gender identity, disability, religion and belief, sexual orientation or socio-economic background. We recognise that some children have an increased risk of abuse, and additional barriers can exist for them with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs or disabilities
- Are young carers
- Are looked-after or post looked-after children
- May experience discrimination due to their race, ethnicity, religion, gender identity or sexuality
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of Female Genital Mutilation (FGM), sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers

Confidentiality and Information Sharing

World ORT will ensure that all child protection records are kept confidential and only allow disclosure to those who need the information in order to safeguard and promote the welfare of children. We will cooperate with police and other statutory agencies where appropriate to ensure that all relevant information is shared for the purposes of child protection investigations.

Regardless of any duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Safeguarding Champion in accordance with this policy.

Legislation and Policy Context

World ORT's work with children and young people is in an international context and we recognise that different local legislation may apply in these areas. However, we expect and ensure the highest standards of safeguarding in all areas of our work and have drawn on a range of documents, legislation (including UK law) and guidance to support the production of this policy. This includes the Child Safeguarding Standards ([Keeping Children Safe \(KCS\), 2014](#)), which provides standards for child protection in international contexts.

World ORT recognise that child protection is only one aspect of safeguarding and the provision of a safe environment for children. To this end, this policy must be seen in light of the following other World ORT policies:

- Online safety and social media policy
- Risk assessment policy
- Safer recruitment policy
- Code of conduct
- Staff handbook

Roles and Responsibilities

Our responsibilities to ensure that we safeguard children and young people are effectively outlined within the international Keeping Children Safe standards (KCS, 2014)

"All organisations whose work affects children need to develop a clear child safeguarding policy that prevents harm to children and outlines what measures are in place to respond when safeguarding concerns arise."

World ORT actively promotes the responsibility of every member of staff and every person involved in our work to safeguard and protect children from harm.

It is also the responsibility of all to ensure that efforts and measures put in place to protect children from harm are monitored effectively, including those who lead on safeguarding and our Trustees.

Trustees

- Assessing the safeguarding risks that might arise from World ORT's activities and operations (including risks to beneficiaries, donors, and anybody who comes in contact with our work);
- Ensuring that safeguarding receives the correct profile with World ORT and is embedded in all that we do, including assurance of the expertise and training of staff and volunteers;
- Ensure that beneficiaries know how to raise a safeguarding concern;
- Ensure that all staff and volunteers working with children and young people through World ORT activities are recruited safely;
- Developing and implementing policies and procedures to handle allegations and incidents, and monitor them to ensure that they are effectively implemented;
- Taking steps to ensure that both the Board of Trustees and people working within World ORT respond appropriately when allegations and incidents arise;
- Ensuring the review of policies and procedures both periodically and following any serious incidents, to learn and drive continuous improvements.

Our Trustee with lead safeguarding responsibility is:

Name: Simon Alberga

Contact: salberga@youngassoc.com

Safeguarding Champion

- Ensure appropriate action is taken in the event of safeguarding incidents/concerns and, as appropriate, provide support to the individual/s who raise or disclose a concern;
- Refer all safeguarding concerns involving adults (staff & volunteers) to the police or other local or national statutory agencies as appropriate;
- Receive appropriate training at least every two years, and remain abreast of developments in safeguarding;
- Ensure each member of staff and each volunteer has access to and understands World ORT's safeguarding and child protection policy;
- Ensure that staff and volunteers are 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;
- Encourage a culture among all staff of listening to children and taking account of their wishes and feelings, and any measures that may need to be put in place to protect them;
- Maintain secure written records of concerns and referrals and ensure actions are recorded and acted upon;
- Provide updates to the Board of Trustees on any relevant actions, information and incidents to enable them to support World ORT's safeguarding efforts;
- Work in partnerships with other professionals, as required.

The Safeguarding Champion within World ORT is:

Name: Natasha Shaw

Contact: natasha.shaw@ort.org

Deputy: Daniel Tysman

Contact: daniel.tysman@ort.org

Staff (including volunteers)

All staff and volunteers will uphold and safeguard children's wellbeing and promote their welfare and protect them from maltreatment.

All staff and volunteers will:

- Be aware of our systems which support safeguarding, including the staff code of conduct, and the safeguarding contacts within World ORT;

- Understand the process for raising concerns about safeguarding, including the role that they might be expected to play;
- Understand what to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals;
- Recognise the signs of different types of abuse and neglect, as well as other specific safeguarding issues;
- Receive basic safeguarding training as part of their induction, and be expected to read and understand this safeguarding and child protection policy.

Recognising Abuse and Taking Action

The definitions of abuse and neglect are set out in Appendix 1.

In addition to this, World ORT recognise that the risks posed to a child can be associated with wider factors in their life and environment, so-called 'contextual safeguarding' factors.

All staff, and especially the Safeguarding Champion when assessing concerns, should consider the context within which any safeguarding concerns occur, where this information is reasonably available to them. This recognises that environmental factors in a child's life may influence their safety and welfare.

These contextual factors that may include:

- Children missing education
- Children with family members in prison
- Child sexual exploitation
- Child criminal exploitation and gangs
- Domestic abuse
- Homelessness
- So-called 'honour-based' violence including female genital mutilation (FGM), forced marriage, and practices such as breast ironing
- Preventing radicalisation
- Peer-on-peer abuse

Reporting of concerns and referral

Staff and volunteers must follow the procedures set out below in the event of a safeguarding issue.

World ORT recognise that the processes for making a referral of a concern regarding the safety or welfare of a child may be different, dependent on the location in which the concern arises. The process illustrated below is our standard approach, but the specific agency or school informed of a concern may be different within specific contexts. For advice on a specific contact, speak with the Safeguarding Champion.

We choose to refer via the Safeguarding Champion in the majority of cases because they may have wider knowledge about the family/circumstances that is unknown to the rest of staff. This also ensures that the person responsible for safeguarding and child protection has a comprehensive picture of what is happening within World ORT.

If there is any doubt as to whether a referral should be made, the Safeguarding Champion may consult with the local World ORT team, the safeguarding contact at the school for the child involved, or the relevant local child protection agency. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay. If the initial referral is made by telephone, the Safeguarding Champion will confirm the referral in writing within 24 hours. If no response or acknowledgment is received within one working day, the Safeguarding Champion will make contact again to ensure action is being taken.

Early identification of abuse and neglect is vital. Staff and volunteers will always speak to the Safeguarding Champion to escalate their concerns. In exceptional circumstances, such as in an emergency or if they believe that a genuine concern that they have has not be appropriately addressed, they will speak *directly* to police and the relevant child protection agency (e.g. social services) or school. Tell the Safeguarding Champion as soon as possible if you make a referral directly.

If a child is in immediate danger or at risk of harm a referral should be made immediately to the local statutory child protection agency (e.g. social services) and/or the police.



If a child makes a disclosure

If a child discloses a safeguarding issue to you, you should:

- Listen to them and allow them time to talk freely. Staff and volunteers should not take a decision as to whether or not the abuse has taken place.
- Do not promise confidentiality; explain that you may have to share information with others in order to protect them.
- Stay calm and do not show that you are shocked or upset. Avoid being judgemental or critical of the alleged perpetrator.
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner.
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and try to avoid your own judgement on it. Where you do include your own judgement or opinion, make this clear in your written notes. The record should include:
 - the date, time and place of the conversation;
 - the essence of what was said and done by whom and in whose presence;
 - any key facts or statements, in the child's own words;
 - the record should be signed by the person making it and should use names, not initials.
 - sign and date the write-up and pass it on to the Safeguarding Champion.
- the record and any evidence must be kept securely and handed to the Safeguarding Champion as soon as possible.

Do not investigate suspicions regarding child protection issues yourself.

In speaking to the child, try to avoid asking leading questions. Instead, use the T.E.D. method:

- **T**ell me what happened?
- **E**xplain to me what happened next?
- **D**escribe to me anything else that happened?

Record Keeping

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the Safeguarding Champion.

Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

Child protection records will be stored separately to any other information held about a child to ensure that it is only accessible to designated members of staff.

Disclosure will only be made to those who need the information in order to safeguard and promote the welfare of children. World ORT will cooperate with police, relevant local child protection agencies and the child's school, where appropriate, to ensure that all relevant information is shared for the purposes of child protection investigations and efforts and the detection and prevention of crime.

Safeguarding records relating to individual children will be retained for a reasonable period of time and only long enough that is necessary to enable effective safeguarding - not longer than the date at which the child turns 25-years of age. At this point, records will be destroyed securely.

Online Safety

World ORT recognise the potential for harm to children that is posed by the use of online platforms, and the need to protect children and young people online. The steps that we take to try to ensure this are detailed further in our Online Safety and Social Media Policy.

The aims of this policy are:

- To protect all young people involved with our organisation and who make use of technology whilst in our care (including the period before, during and after an event such as online groups and programmes);
- To provide staff, volunteers and representatives with policy and procedure regarding online safety and how to respond to concerns or incidents;
- To ensure that we are operating in line with our values

Training

All staff and volunteers will undertake safeguarding and child protection training at induction to ensure they understand World ORT's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be updated every three years to ensure that knowledge remains current and that all are aware of the most recent developments in safeguarding.

Where appropriate, staff will receive email or other updates about changes to World ORT's safeguarding practices and procedures and to provide any important information about child protection.

The Safeguarding Champion and any deputies will undertake child protection and safeguarding training at the appropriate level at least every two years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other Safeguarding Champions, or taking time to read and digest safeguarding developments).

Trustees will also undertake safeguarding awareness training at least every three years, with specific focus on their roles in the governance of safeguarding.

Safe Recruitment

World ORT recognise the importance of a safely recruited workforce in safeguarding children and young people. The steps that we take to try to ensure this are detailed further in our Safer Recruitment Policy.

The aims of this policy are:

- To protect, and ensure the safety and wellbeing of, all young people involved with our organisation's educational activities;
- To ensure that the best individuals are recruited based on their merits, experience and suitability for the position and organisation;
- To provide staff, volunteers and representatives with guidance and procedure on safe recruitment practices;
- To ensure that all prospective staff, volunteers (including chaperones) and representatives are treated fairly.

Concerns about a Staff Member or Volunteer

Our responsibility to ensure that we effectively manage allegations against staff or volunteers is outlined within the international Keeping Children Safe standards (KCS, 2014):

To reduce this risk, your organisation must make it clear through the organisation's codes of conduct, recruitment procedures, training and internal communications that child abuse

by staff, volunteers and associates will not be tolerated. It must also be made clear that this obligation on staff, volunteers and associates to keep children safe extends to their conduct towards children with whom they have contact, outside the work environment as well as inside.

Any concerns regarding the conduct or behaviour of a member of staff or volunteer, in relation to a child, must be made to the Safeguarding Champion in the first instance, who will involve the Chief Executive Officer and, where appropriate, the Board of Trustees. In the absence of the Safeguarding Champion, or where such a concern relates to the Safeguard Champion themselves, this must be made directly to the Chief Executive Officer.

In responding to these allegations, a balance is struck between the need to protect children from abuse and the need to protect staff and volunteers from false, malicious or unfounded allegations. There remains a duty of care to an employee who is the subject of an allegation, and so such matters should be managed with confidentiality regarding the employee and the child or young person.

An assessment will be made on whether the allegation relates to a member of staff or a volunteer who has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Where one or more of these criteria are met, the Safeguarding Champion or more senior manager within World ORT will inform the relevant authority (e.g. police or relevant social services authority) for the country in which the member of staff is based or resident, within one working day of the allegation being made. In the UK, this is the Local Authority's Designated Officer (LADO) and the referral will be made to the LADO in the area where the person subject to the allegation is working with children, even if the alleged event took place in another local authority. World ORT will work closely with the relevant authority in the conducting of any investigation and follow any advice of this authority.

The Safeguarding Champion and Chief Executive will consider if immediate measures need to be put in place to ensure safety. This may include immediate suspension or removal from specific duties pending further investigation. Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:

- The safety and welfare of the child or children concerned and;
- The need for a full and fair investigation.

A possible outcome of such an allegation, if substantiated, will be to dismiss the member of staff or volunteer. In the UK, a barring referral to the Disclosure and Barring Service will be considered and undertaken as appropriate. Further information on this process can be found [here](#).

Where a concern does not meet the criteria for referral, or where the authority advise that this is a disciplinary matter for World ORT, internal investigation and disciplinary procedures may be followed. Further information on this is contained with the *World ORT Handbook*.

Detailed guidance is given to staff and volunteers to ensure that their behaviour and actions do not place children or themselves at risk of harm, or of allegations of harm. This guidance is contained in the *Code of Conduct* and *World ORT Handbook*.

Whistleblowing

Whistleblowing is when someone raises a concern about a potentially unsafe activity or any wrongdoing within an organisation. It is an important process for identifying risks to people's safety and can be the first step in helping an organisation to make improvements, as part of its culture of safeguarding. This applies to both staff and volunteers alike.

All staff and volunteers are encouraged, in the first instance, to raise any concerns with their line manager or World ORT contact. There will be no retribution or disciplinary action taken against a member of staff or volunteer for making such a report provided that it is done in good faith. If you have any concerns about the response you receive to the raising of such concerns, you should escalate this to the Board of Trustees using the contact details included in this policy.

Further advice on whistleblowing and your rights can be found here:

<i>In the UK:</i>	<i>International:</i>
<p>Protect Website: https://www.pcaw.org.uk/ Advice line: 020 3117 2520</p> <p>NSPCC Advice line: 0800 028 0285</p>	<p>Whistleblowing International Network (WIN) Website: https://whistleblowingnetwork.org/</p>

Due Diligence for Donors and Beneficiaries (including affiliated schools)

World ORT recognise their responsibility, as both recipients of charitable donations and grants, and providers of support to beneficiaries, to conduct due diligence. This extends to considering whether a potential donor or beneficiary is appropriate and suitable for our organisation, and in-keeping with our values, and in fulfilling our responsibility to protect children and adults at risk, with whom our partners may come into contact with.

World ORT's responsibility is effectively summarised through the international Keeping Children Safe standards (KCS, 2014):

Partners, including implementing partners, funding partners or those organisations that contribute to business operations, should have child safeguarding measures, which are consistent with these standards.

World ORT will seek to achieve this in its relationships with partners by:

- Being clear about the nature of the partnership relationships entered into and conducting an assessment of the partner's contact with, and impact on children during the partnership and what this means for child safeguarding;
- An agreement on how World ORT and the partner will support each another to achieve compliance and competence around child safeguarding;
- Clarity in partnership agreements on reporting and responding to child safeguarding concerns. For instance: what is the line of responsibility for reporting between partners and what are the implications for the partnership agreement of concerns being reported and confirmed

In conducting due diligence prior to entering into an agreement, World ORT employ a risk-based approach that is proportionate to both the level of donation or activity and the potential risk of harm involved. In a safeguarding context, this may include seeking assurances that the organisation has:

- Evidence of donor source of funds (i.e. funds not a result of terrorist financing or crime);
- A plan for beneficiary fund use (i.e. funds not directly or indirectly supporting crime or terrorism)

- Evidence of a commitment to safeguarding including in values, ethics and behaviours
- A publicised and communicated safeguarding policy that details the processes, procedures and controls that ensure a safe environment for all people engaged with (including dealing with misconduct from staff, volunteers and others);
- Safeguarding awareness training (which includes procedures on receiving and reporting safeguarding concerns);
- Processes that enable children to report safeguarding concerns;
- Procedures for reporting safeguarding concerns outside of the organisation;
- A register of safeguarding concerns;
- Procedures for whistleblowing;
- Safer recruitment procedures and checks;
- Risk assessment and risk management processes;
- Code of conduct for staff and volunteer behaviour when working with children;
- A designated safeguarding officer;
- Evidence of safeguarding governance, including a Board of Trustees or Governors with safeguarding and risk management oversight.

World ORT understand that, as part of the due diligence of potential donors, we may be asked to provide similar assurances.

In fulfilling, where applicable, regulatory requirements of donors to report incidents of harm connected with their activities (e.g. Charity Commission in England and Wales), World ORT will inform donors of any such safeguarding incidents occurring as part of activities or projects funded by such donations or grants.

Monitoring and Evaluation

Any child protection incidents will be followed by a review of the safeguarding procedures within World ORT and a prompt report to the Board of Trustees. In addition, the Board of Trustees, with the support of the Safeguarding Champion, will monitor the operation of this policy and its procedures.

World ORT will undertake an annual review of this policy and how their duties under it have been discharged. They will ensure that any deficiencies or weaknesses with regard to child protection arrangements at any time are remedied or reported without delay.

Further Information

<p>Keeping Children Safe https://www.keepingchildrensafe.global/</p>	<p>International safeguarding standards</p>
<p>NSPCC https://www.nspcc.org.uk/</p>	<p>Advice and resources to support in safeguarding children</p>
<p>Contextual Safeguarding Network www.contextualsafeguarding.org.uk</p>	<p>Advice and resources on issues of contextual safeguarding</p>
<p>BOND https://www.bond.org.uk/resources-support/safeguarding</p>	<p>Safeguarding resources and training to support organisations working in international contexts</p>

Appendix 1: Definitions of Abuse and Neglect

The information contained in this appendix is based on the UK statutory document, [Keeping Children Safe in Education \(2019\)](#)

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.

Physical abuse:

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

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- Seeing or hearing the ill-treatment of another.
- Serious bullying (including cyberbullying peer to peer abuse and sexting.), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

- Exploitation or corruption.
- Psychological abuse including radicalisation.
- Honour-based violence used to control behaviour within families to protect perceived cultural or religious beliefs or honour, including forced marriage and FGM.

Sexual abuse

This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve:

- Physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- Female genital mutilation (FGM)
- Child Sexual Exploitation (CSE)
- Forced marriages

NB: Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)

- Ensure access to appropriate medical care or treatment.

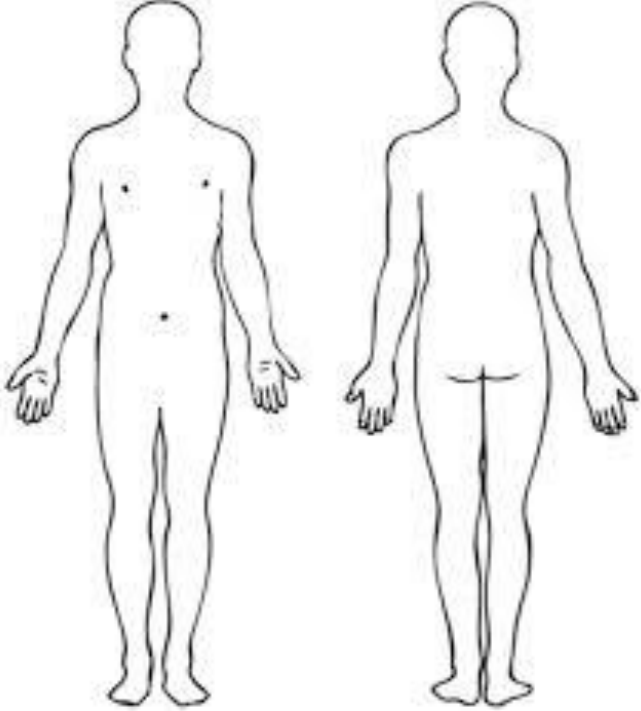
It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2: Concern Report Form

Child Protection: Concern Report Form

Date of record:	
Date of incident:	

Name of referrer:		Role of referrer:	
Child name:			
Activity/ location:		School (if known):	
Details of concern: what are you worried about?	<p><i>Describe who is/was involved; what are the events, behaviours or observations have been which led you to make this report. Include the date of any incident. Ensure you are clear about what is a fact, and what is your opinion:</i></p> <ul style="list-style-type: none"> <i>use body map if appropriate</i> <i>use initials for other children / young people involved, unless there is a specific need to name them in full</i> 		

<p>Body map:</p>			
<p>Any action taken by you:</p>			
<p>Reported to:</p>		<p>Role of person reported to:</p>	
<p>Signed:</p>			