Safeguarding Children & Young People Policy & Procedure

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Contents

Section 1: Safeguarding Children & Young People Policy 3
1.1 Policy Statement 3
1.2. Purpose and scope 3
1.3. Implementation 4
Section 2: Safeguarding Procedures 12
2.1. Safeguarding Leads 12
2.2. If you have an urgent safeguarding concern 12
2.3. If you have a concern but there is no immediate risk 13
2.4. Responding to a Direct Disclosure 14
2.5. Allegations against members of staff and workers 14
2.6. How to report and record a concern 15
2.7. What happens next (for the Safeguarding lead) 15
2.8. Storing information and Data protection 16
Section 3: Understanding Abuse and neglect 17
3.1. Legal Framework 17
3.2. What constitutes safeguarding and child protection? 17
3.3. Abuse and Neglect 17
3.4. Recognising signs of abuse 21
3.5. Prevent 23
Section 4: Appendices 24
Appendix 1 – Reporting a concern- Flowchart 1 24
Appendix 2- Procedure for Safeguarding Lead- Flowchart 2 25
Appendix 3- Safeguarding Report Form 27
Appendix 4- Safeguarding Contact Details 28

Section 1: Safeguarding Children & Young People Policy

1.1 Policy Statement

High Trees is committed to safeguarding children and young people in line with national legislation and relevant national and local guidelines. We will safeguard children and young people by ensuring that our activities are delivered in a way which keeps all children and young people safe and that we do all we can to recognise and respond to concerns about potential harm to children and young people whether within our services or in any other setting.

This policy and the regular staff training that sits alongside it outlines our practices and processes designed to create a culture of zero-tolerance of harm to children and young people which necessitates: the recognition of children and young people who may be at risk and the circumstances which may increase risk; knowing how child abuse, exploitation or neglect manifests itself; and obligation to report safeguarding concerns. This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

High Trees is committed to best safeguarding practice and to uphold the rights of all children and young people to live a life free from harm from abuse, exploitation and neglect. Actions taken by High Trees will be consistent with the principles of child safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the child or young person concerned.

1.2. Purpose and scope

This Policy applies to children under 18 years who attend our services, and young people up to the age of 24 who are part of one of our children and young people related projects including our young leaders programme, Building Young Brixton, Lambeth Peer Action Collective and Build Your Future Youth Employment Support.

The purpose of this policy is to lay out High Trees approach to safeguarding children and young people and to ensure that everyone involved in the organisation 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 or young person.

This policy and associated procedures applies to all individuals involved in High Trees including Board members, staff, tutors, volunteers and service users, whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Children and Young People Policy and associated procedures.

1.3. Implementation

We will ensure robust safeguarding procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice. We commit to developing and maintaining our capability to implement this policy and procedure through:

- A clear line of accountability within the organisation for the safety and welfare of all children and young people.
- Assigned Safeguarding Lead and Delegated safeguarding lead for children and young people (see Section 2).
- Ensuring everyone involved with the organisation is aware of the safeguarding children and young procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of a child or young person.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Ensuring all Board members, staff, freelancers and volunteers understand their role and responsibility for safeguarding children and young people and have completed and are up to date with safeguarding training and learning opportunities appropriate for their role.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Sharing information about safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- Codes of conduct or formal guidance for Board members, Staff, Tutors, Volunteers and service users that specify zero tolerance of abuse in any form.
- Safe recruitment practices to assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation.
- Regular management reports to the Board detailing how risks to children and young people safeguarding are being addressed and how any reports have been addressed.
- Acting accordance with best practice advice from Lambeth Safeguarding Board and that we cooperate with the relevant bodies in taking action to safeguard a child.
- Maintaining confidential, detailed and accurate records of all safeguarding securely stored in line with our GDPR Policy.
- Actively identifying and challenging racism and discrimination as part of effective safeguarding practice, and fostering an inclusive organisational culture, in line with Working Together to Safeguard Children 2026.

This policy is reviewed no less than on a two yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board or as a result of any other significant change or event. Actions taken under this policy are reviewed by senior management on an annual basis.

This policy is to be read alongside the following organisation Policies and procedures which are referenced with this Safeguarding Children and Young People policy:

- Safeguarding Vulnerable Adults Policy
- Equality, diversity and inclusion
- Code of Conducts
- Disciplinary and grievance
- Complaints Policy
- Whistleblowing
- Safer recruitment and selection
- E-safety Policy
- Critical Incident Policy
- GDPR Policy

Section 2: Safeguarding Procedures

These procedures must be followed in any circumstances where a child or young person is at risk of harm and details the steps to be taken in responding to any concern that an child or young person involved in High Trees or its activities, is at risk of or is experiencing harm.

2.1. Safeguarding Leads

High Trees Safeguarding Leads are:

Role	Name	Contact
Designated Safeguarding Lead Co-CEO	Grace English	T:07984 932 367 E: grace.english@high-trees.org
Deputy Safeguarding Lead- Children Head of Children & Young People	Faye Maher	T: 0208 674 3975 E: faye.maher@high-trees.org
Safeguarding Lead- Adventure Playground (day-to-day) Adventure Playground Manager	Zakir Noorali	T: 0208 674 3975 E: zakir.noorali@high-trees.org
Safeguarding Lead- 16–24 Senior Youth Worker		
Deputy Safeguarding Lead- Adults Head of Learning, Skills & Employment	Darsh Ratna	T: 0208 671 3132 E: darsh.ratna@high-trees.org
Safeguarding Lead- Adults (day-to-day) Adult Learning Manager	Rochelle Robshaw	T: 0208 671 3132 E: rochelle.robshaw@high-trees.org
Safeguarding Officer- Adults Learning, Skills & Employment	Marina Miatudila	T: 0208 671 3132 E: marina.miatudila@high-trees.org

If the Safeguarding Lead or DSL is implicated or you think has a conflict of interest, then report to the Board of Trustees Safeguarding Lead:

Name	Contact
Ewa Pawliczko	T:020 8671 3132. E: safeguarding@high-trees.org

The information is presented in flow charts in the **Appendix 1-3** with accompanying text. Please refer to both as the text contains more detail.

2.2. If you have an urgent safeguarding concern

Please see **Appendix 1- Reporting A Concern Flowchart 1**

If you think that an child or young person is at risk of immediate harm, in need of immediate medical attention
or a crime is being committed contact the police on 999 straight away.

If you have urgent concerns about the safety of a child and are unable to contact one of the Designated Safeguarding Leads, contact the Lambeth Council safeguarding response team or the police to determine an appropriate course of action and to advise you on next steps, using the following numbers:

Lambeth Safeguarding Team (for use by professionals): 020 7926 3100
Lambeth Safeguarding Team Public line: 020 7926 5555 (24 hours)
Police: 999

Once the immediate action has been taken, the Deputy Safeguarding Lead must be contacted (or the day-to-day Safeguarding Lead for your service, who will inform them) and the concern must be recorded, following **2.3 How to record and report a concern.** If the matter is referred to local authority or the police, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

2.3. If you have a concern but there is no immediate risk

Please see **Appendix 1- Reporting A Concern Flowchart 1**

You may be concerned about a child or young person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them. Please see **Section 3** for more information on signs of Abuse and Neglect.

Some safeguarding concerns will evidently reached a clear threshold as a standalone incident, but it is important to understand that some harm – particularly but not only neglect – will only be understood if patterns of behaviour are noticed over time, potentially by different staff members (for example children and young people who are regularly hungry, or in dirty clothes, or have a pattern of minor injuries). It is important to proactively log even minor concerns that over time may (or may not) amount to a concern to take action on. Logging a minor concern will not necessarily result in any action and there is no need to make a judgement call of whether or not something reaches the threshold of concern. It is preferable to use our system to over report rather than under report.

If you have any concern about a child or young person, please follow the guidance below:

- It is not your responsibility to prove or decide whether the child or young person has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- Depending on your relationship you have with the child or young person, and how the safeguarding concern has come to your attention, it may be appropriate to discuss the safeguarding concern with the child or young person in the first instance, but you may wish to take a note of what you have witnessed or heard and discuss it with the Safeguarding Lead (or DSL) first.
- If discussing the safeguarding concern with the individual, inform them that you have to pass on your concerns to the Safeguarding Lead.
- The safeguarding concern should be recorded as soon as you can following **2.3 How to report and record a concern.**

2.4. Responding to a Direct Disclosure

If an child or young person indicates that they are being harmed or abused or information is received which gives rise to concern, the person receiving the information should:

- Listen carefully to what is said, allowing the child or young person to continue at their own pace,
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next and explain what you would like to do next.
- Explain that you will have to share the information with High Trees Safeguarding Lead.
- Make an arrangement as to how you/the Safeguarding Lead can contact them safely.
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the child or young persons own words as soon as possible following **2.3 How to report and record a concern.**

It is important not to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Discuss the safeguarding concern with individuals other than the safeguarding leads.

2.5. Allegations against members of staff and workers

It is essential in all cases of suspected abuse by a member of staff, tutor, volunteer or trustees, that action is taken quickly and professionally whatever the validity to ensure a thorough investigation. If you share a concern that a person may have behaved inappropriately, or you are concerned that a member of staff or any other person is harming or abusing a child or young person, or you have received information that may constitute an allegation you should:

- report it to the Designated Safeguarding Lead (DSL) as soon as possible, however trivial it may seem. If the allegation concerns one of the Designated Safeguarding Leads, the matter should be discussed the other Safeguarding Leads and referred and if the allegation concerns one of the Co-CEOs, the concern should be discussed with the other CEO and with the Chair of the Board of Trustees.
- make a signed and dated written record of your concerns, observations, or the information you have received to pass on to the DSL.

- maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols.

The Designated Safeguarding Lead will pass on all concerns relating to staff to the Local Authority Designated Officer **(Appendix 4).**

If a decision is made to pursue an allegation of abuse against a member of staff, this will be dealt with under High Trees disciplinary procedures.

2.6. How to report and record a concern

The safeguarding concern should be reported to the Safeguarding Lead as soon as possible, completing the following steps:

- If the concern is urgent contact the Designated Safeguarding Lead over the phone in the first instance.
- All concerns should be recorded within the **My Concern** platform. Staff should access the portal using their log in details.
- Volunteers and sessional workers should contact their Deputy Designated Safeguarding Lead or day-to-day Safeguarding Lead, who will take the details of the concern and log it on MyConcern
- Use the questions in the portal to describe the circumstances in which the concern came about and what action you took/ advice you gave. A summary of these can be found in **Appendix 3-** Safeguarding Children and Young People Report Form which should also be used if My Concern is not available or you are unable to access.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) attach this as part of the My Concern form.
- The report must be objective, with descriptions of specific and observable incidences and should distinguish fact from opinion.
- Concerns should be logged in the portal as quickly as possible and not more than 24 hours after the concern arises.
- Concerns logged in the My Concern platform will be reviewed by the Designated Safeguarding Lead, who will decide on the appropriate course of action.
- Be mindful of the need to be confidential at all times- this information must only be shared with your Safeguarding Lead and others that have a need to know –e.g. to keep the person safe whilst waiting for action to be taken.

2.7. What happens next (for the Safeguarding lead)

Please see **Appendix 2- Procedure for Safeguarding Lead Flowchart 2**

Once a concern has been passed to the Safeguarding Lead, they will coordinate the Safeguarding Children and Young People Procedure. The Safeguarding Lead will keep clear records of decision making, actions taken, and the outcomes achieved via My Concern.

The Safeguarding Lead, where appropriate, will take the following actions:

- Ensure any immediate actions necessary to safeguard anyone at risk have been taken.
- Check all the necessary sections on My Concern have been completed.
- If they are being contacted directly by a member of staff, they will also request that they log the concern via My Concern, or if not available to complete a Safeguarding Report Form if they have not already done so as soon as possible and/or support the member of staff to complete it.
- Inform, reassure, and advise the person making the report e.g. what to do/what not to do, and explain what will happen next.
- Consider what is known about the situation, what the risks are, what is known of the views of the child or young person
- Decide if they need to contact the child or young person to get more information or explain what actions need to be taken.
- If possible and appropriate, inform the child's parents of the need to make a referral and why it is being made
- If necessary, consult with the Local Authority/Police and decide which of the following actions need to be taken.
- Make a referral/report to the Local Authority Safeguarding Children & Young Peoples Team or Multi-Agency Safeguarding Hub (MASH) This support is now delivered through the Family Help pathway, which brings together Early Help and Section 17 support under a named lead practitioner (Working Together to Safeguard Children 2026).
- If the person who may be causing harm is a person involved in High Trees in whatever capacity they will inform the CEO's and report the individual to the Local Authority Designated Officer (LADO), and also follow necessary processes in the High Trees staff handbook
- Agree what short term arrangements can be put in place to support and enable the child or young person to be able to continue participating our services.
- If statutory agencies are involved work together with them to agree the next steps.
- Decide who in the organisation will maintain contact with the child or young person and/or their parent/carers to consult with them, keep them informed and make sure they are receiving the support they need, unless advised not to by the Police or Local Authority.
- Ensure records are complete and stored securely.
- Collate monitoring information, including feedback from the person who was at risk of harm and report to senior management team/ the Board as requested.
- Where a young person known to our services is a care leaver up to age 24, ensure any duty to notify the death of a care leaver to the relevant local authority is understood and followed, in line with Working Together to Safeguard Children 2026.

2.8. Storing information and Data protection

All safeguarding information, including incidents, are stored securely electronically on the organisation's server and/or on My Concern. All documents are password protected and the Safeguarding folder is only visibleto the Co-CEOs and Safeguarding Leads.

Section 3: Understanding Abuse and neglect

3.1. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. This includes Working Together to Safeguarding Children (Working Together 2026) and Section 11 of The Children Act (2004). A summary of the key legislation and guidance is available from NSPCC.

3.2. What constitutes safeguarding and child protection?

Safeguarding concerns relate both to children at risk of abuse or neglect and to children who are at risk of not being able to thrive and meet positive outcomes in their lives. For the purposes of this policy, it is defined as action that is taken to promote the welfare of children and protect them from harm (NSPCC 2024).

Safeguarding means:

- protecting children from abuse and maltreatment.
- preventing harm to children's health or development.
- ensuring children grow up with the provision of safe and effective care.
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Child protection relates mainly to the four categories of abuse identified:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

3.3. Abuse and Neglect

Abuse is form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children[1].

[1] Working Together to Safeguard Children, 2026

Physical abuse: A form of abuse which 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[2].

Emotional abuse: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature 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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone[3].

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children[4].

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:

a) provide adequate food, clothing and shelter (including exclusion from home or abandonment).
b) protect a child from physical and emotional harm or danger.
c) ensure adequate supervision (including the use of inadequate caregivers).
d) ensure access to appropriate medical care or treatment.
e) provide suitable education.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs[5].

[2] Working Together to Safeguard Children, 2026
[3] Working Together to Safeguard Children, 2026
[4] Working Together to Safeguard Children, 2026
[5] Working Together to Safeguard Children, 2026

Other forms of abuse

Beyond the four main categories of abuse and neglect, there are a range of other forms of abuse that are important to be aware of in relation to safeguarding and child protection:

Domestic Abuse: The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members. All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse. Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse. Depending on the age of the young people, this may not be recognised in law under the statutory definition of domestic abuse (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support[6].

Child sexual exploitation: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology[7].

Female genital mutilation (FGM): FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death[8].

Bullying and cyberbullying: Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often

[6] Working Together to Safeguard Children, 2026
[7] Working Together to Safeguard Children, 2026
[8] Multi Agency Statutory Guidance on Female Genital Mutilation (2020)

motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences[9].

Child trafficking: is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Grooming: Grooming is when a person builds a relationship with a child, young person or an adult who is at risk so they can abuse them and manipulate them into doing things. Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional[10].

Harmful sexual behaviour: Children's sexual behaviour exists on a wide continuum, ranging from normal and developmentally expected, to inappropriate, problematic, abusive, and violent. Problematic, abusive, and violent sexual behaviour is developmentally inappropriate and may cause developmental damage. A useful umbrella term is "harmful sexual behaviour" (HSB[11]).

Radicalisation: refers to the process by which a person comes to support terrorism and forms of extremism**. (See Prevent 3.5 for information)**

Criminal Exploitation: As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact. It can also occur through the use of technology[12].

Child-on-child abuse: is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment

Further information about forms of abuse and neglect is available from the NSPCC website. https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse.

[9] Preventing and Tackling Bullying (2017)
[10] Working Together to Safeguard Children, 2026
[11] Keeping Children Safe in Education 2023
[12] Working Together to Safeguard Children, 2026

3.4. Recognising signs of abuse

All staff and volunteers need to be vigilant to possible indicators of abuse and neglect in children at different stages of child development. If you're worried that a child is being abused, watch out for any unusual behaviour. Indicators of abuse include, but are not limited to, those listed below, which are sometimes seen in Play and Youth settings.

Behavioural signs

- extremely challenging behaviour (where the child replicates abusive or violent behaviour through their play, e.g. in role play, fantasy play or socio-dramatic play). This can be an indicator that the child has been on the receiving end of this behaviour themselves.
- difficulties interacting with other children/staff or responding to play cues, where the child persistently misreads or responds in a negative way to other children, e.g. persistently destroying or disrupting other children's play. This can be indicative of low resilience linked with emotional abuse.
- excessive risk-taking behaviours in play, e.g. we would have concerns where the child is either unable to make reasonable judgements about risk for themselves or engages in extreme levels of risk taking that could be a cry for help or an attempt at self-harm.
- play behaviours that are inconsistent with the age range of the child, e.g. younger children exhibiting adolescent behaviours.
- attempting to bring drugs, alcohol, or weapons onsite (please remove these from the child and report immediately).
- aggressive, evasive, or inappropriate behaviour by parents when they are dropping off or collecting, either towards children or towards our staff, e.g. shouting, humiliating, violence, threats, being under the influence of drugs or alcohol, failing to respond or engage about concerns about the child's welfare.
- disclosures from parents, e.g. that they are experiencing domestic violence, mental health problems, drug or alcohol problems, that they have concerns about their child or that our staff are unable to contact parents or get them to respond to concerns in a timely way.
- unexplained disappearance or absences. Please be aware that in some cases we may be the only professionals who are in regular contact with a child or family, e.g. particularly in the case where a child is being home schooled or is out of school due to moving home or exclusion. In these cases it is even more important to be alert and to report any concerns about the child's safety and wellbeing.

Physical Abuse – signs and symptoms

- unexplained recurrent injuries or burns.
- improbable excuses or refusal to explain injuries.
- wearing clothes to cover injuries, even in hot weather.
- bald patches.
- chronic running away.
- fear of medical help or examination.
- self-destructive tendencies.
- aggression towards others.
- fear of physical contact - shrinking back if touched.

- admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study').
- fear of suspected abuser being contacted.

Emotional Abuse – signs and symptoms

- physical, mental, and emotional development lags.
- sudden speech disorders.
- continual self-depreciation ('I'm stupid, ugly, worthless, etc.').
- overreaction to mistakes.
- extreme fear of any new situation.
- inappropriate response to pain ('I deserve this').
- neurotic behaviour (rocking, hair twisting, self-mutilation).
- extremes of passivity or aggression.

Sexual Abuse – signs and symptoms

- being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age.
- medical problems such as chronic itching, pain in the genitals, venereal diseases.
- other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia.
- personality changes such as becoming insecure or clinging.
- regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys.
- sudden loss of appetite or compulsive eating.
- being isolated or withdrawn.
- inability to concentrate.
- lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or childminder.
- starting to bed wet again, day or night/nightmares.
- become worried about clothing being removed.
- suddenly drawing sexually explicit pictures.
- trying to be 'ultra-good' or perfect.
- overreacting to criticism.

Neglect – signs and symptoms

- constant hunger
- poor personal hygiene
- constant tiredness
- poor state of clothing
- emaciation
- untreated medical problems
- no social relationships
- compulsive scavenging
- destructive tendencies

Further information about signs and symptoms of abuse and neglect is available on the NSPCC website and provided via High Trees Safeguarding training.

3.5. Prevent

Prevent is one part of the government's overall counter-terrorism strategy which aims to:

- tackle the ideological causes of terrorism
- intervene early to support people susceptible to radicalisation
- enable people who have already engaged in terrorism to disengage and rehabilitate

The Prevent duty requires all education providers (which includes High Trees Adult Learning Service) 'to help prevent the risk of people becoming terrorists or supporting terrorism'. This includes safeguarding children and young people from extremist ideologies and radicalisation.

At High Trees, we consider radicalisation concerns in line with our existing safeguarding processes. To comply with the Prevent duty, we:

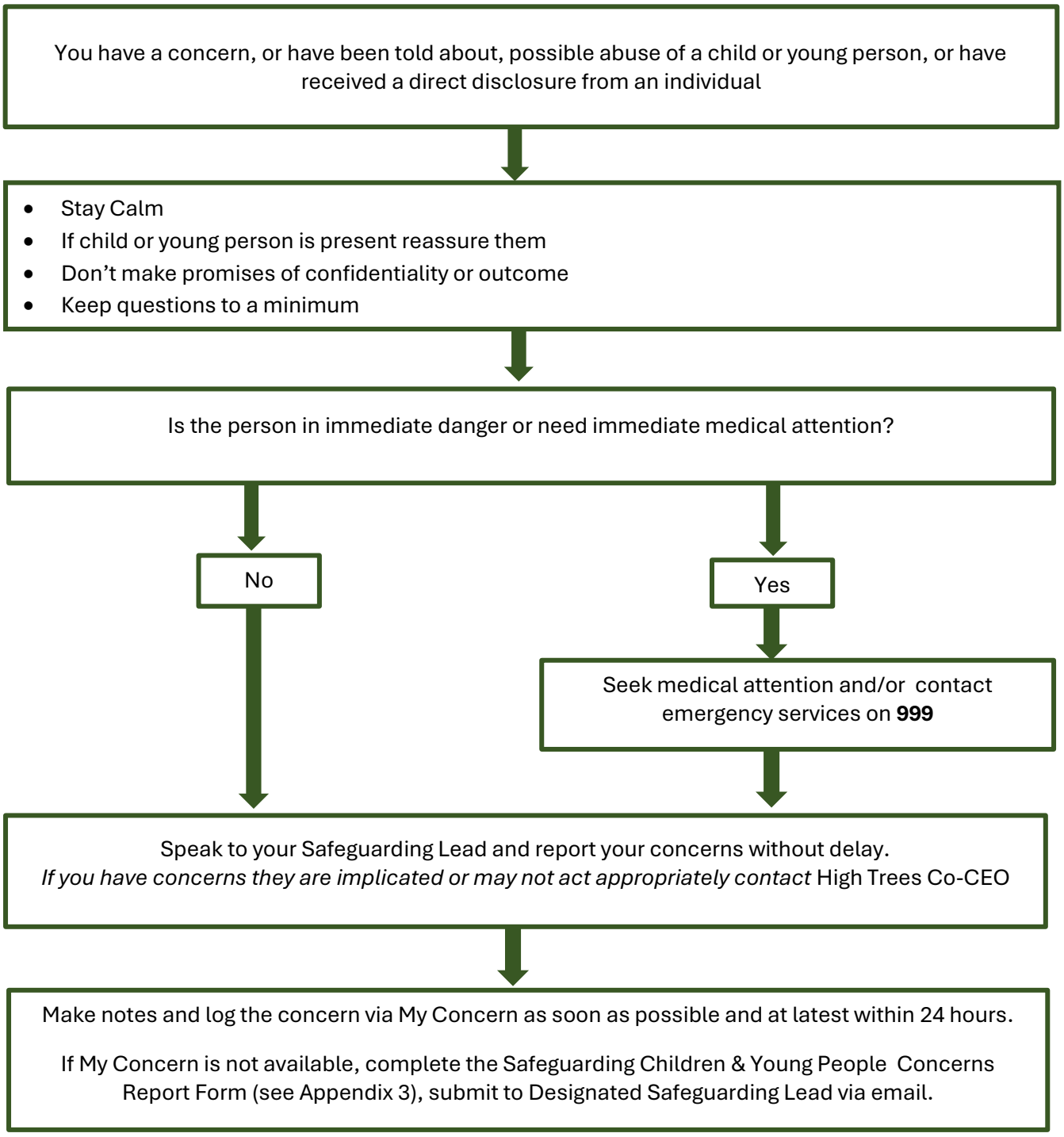
- Ensure all staff are trained in Prevent as part of their safeguarding training
- Ensure productive co-operation, in particular with local Prevent staff, the police and local authorities where required.
- Ensure look out for concerning changes in behaviour and report them to the designated safeguarding lead.

Any concerning changes in behaviour may indicate a safeguarding concern. These changes can be emotional, verbal or physical. A child or young person may be vulnerable in certain ways that could make them more susceptible to a range of harms. These could include sexual exploitation, extremism and radicalisation, or serious violence.

For more information, read understanding and identifying radicalisation risk in your educational setting.

Section 4: Appendices

Appendix 1 – Reporting a concern- Flowchart 1



Appendix 2- Procedure for Safeguarding Lead- Flowchart 2

Steps 1-4 **Initial response** (as soon as you receive the Safeguarding referral)

Step 1- A safeguarding concern is raised
Is someone at immediate risk of harm/ danger or in need of immediate medical attention?

NO

YES

Call emergency services 999/112

If harm is occurring within the organisation use relevant procedures e.g. breach of code of conduct to prevent further harm.

Step 2 – Safeguarding Report Details

If you have been sent a concern via My Concern or a Safeguarding Report Form check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly request a completed Safeguarding Report Form (staff and volunteers) or fill in the form with the person making the report.

Step 3- Person Making the Report

Inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

Step 4- Child or young person at Risk

Consider the concerns and risks and appropriate next steps.
Do you need to contact the child or young person directly and/or do you need to notify their parent/carer? Is it safe for you to do so?
If it is safe to do so - ensure the person at risk has information about what will happen next.

Steps 5- 12 **Taking Action**

Step 5 – Consult and Decide

As needed consult involved staff/chair/ Local Authority/ Police and decide which one or more of the following actions need to be taken.

Step 6

If a crime is suspected contact the police

Criminal enquiry, investigation, proceedings

Step 7

If you believe there is a child at risk make a safeguarding report to the Local Authority

Safeguarding children & young people process led by Local Authority

Step 8

If harm is suspected of being caused within High Trees e.g. by an employee, contracted worker, volunteer or beneficiary report to relevant manager/s

Take **short term steps** within relevant policy to **prevent harm** e.g. suspend employee, coach, volunteer or member

Step 9

Consult with and inform the child or young person and/or their parent/carer if appropriate

Decide who will maintain regular contact with the child or young person who have been at risk of harm

Step 10

Take advice from and **coordinate actions** taken by High Trees with those of **other agencies.**
Attend and contribute to any required Multi-agency meetings

Steps 11 and 12

Recording and reporting
Ensure decisions made, actions taken, and outcomes logged.
Report to funders where required.

Possible outcomes: e.g.

- Criminal Caution or Conviction
- Police referral back to organisation
- Unsubstantiated– no further action

Possible outcomes e.g.

- LA enquiries triggered
- Multi-agency meetings to coordinate actions
- Referral to Early Help or Social services
- Referral to other specialist organisation
- Child or young person not deemed at risk – information and advice provided
- Support plan in place

Possible outcomes: e.g.

- Informal resolution
- Education and training
- Formal warning
- Dismissal
- Role conditions applied
- Contract ended
- Referred to Independent Barring Board
- Unsubstantiated – no further action

Possible Outcomes: e.g.

- Child/young person and/or family receives information about the process
- Child/young person supported to have their views and experience heard
- Child/young person supported to gain support from other agencies
- Child/young person continues to participate in organisation

Appendix 3- Safeguarding Report Form

This form is only be to used if the My Concern portal is not available and should be emailed to the Safeguarding lead. The Safeguarding Lead will then look at the information, load it only My Concern when available and start to plan a course of action.

Your name	Your position
Place of work	Contact phone number
The child's details	
Full Name	Date of birth
Address/phone number	
Other relevant details about the child: *Eg family circumstances, physical and mental health, any communication difficulties.*	
Parent/guardian/carers details	
Details of the allegations/suspicions	
Details of the concern. *State as closely as possible what you were told/observed and what was said. Use the child/young person's own words as much as possible.*	
Date and time of disclosure:	Date and time of incident:
Location of concern: *(use additional sheet if necessary)*	
Were any other children or young people involved in this concern? Y/N Name/(s):	
Action taken so far: *(use additional sheet if necessary)*	
Signed	Date

Appendix 4- Safeguarding Contact Details

Designated Safeguarding Lead	Name: Grace English Role: Co-CEO Contact: grace.english@high-trees.org Tel: 02086713132 Mobile: 07984932367
Deputy Safeguarding lead	Name: Faye Maher Role: Head of Children, Young People & Families Contact: faye.maher@high-trees.org Tel: 0208 674 3975 Mobile: 07415308551 Name: Darsh Ratna Roles: Head of Learning, Skills & Employment Contact: darsh.ratna@high-trees.org Tel: 02086713132 Mobile: 07415308549
Day-to-day Safeguarding Leads and Officer	Name: Zakir Noorali Role: Adventure Playground Manager- day-to-day Safeguarding Lead, Adventure Playground Contact: zakir.noorali@high-trees.org Tel: 0208 674 3975 Name: Rochelle Robshaw Role: Adult Learning Manager- day-to-day Safeguarding Lead, Adults Contact: rochelle.robshaw@high-trees.org Tel: 02086713132 Name: Marina Miatudila Role: Safeguarding Officer- Adults Contact: marina.miatudila@high-trees.org Tel: 02086713132
Lead Trustee for safeguarding and child protection	Name: Ewa Pawliczko Tel: 0208 671 3132 Email: safeguarding@high-trees.org
Lambeth Children's Services First Response Team	Professional's Line: 02079263100 Public Line (24 hours): 02079265555 Referral forms available at: https://www.lambethscb.org.uk/
Local Authority Designated Officer	Contact: 02079264679 / LADO@lambeth.gov.uk Referral form available at: https://www.lambethsaferchildren.org.uk/lado-referrals
NSPCC Helpline	0808 800 5000

Appendix 5-Training and Resources

Lambeth Safeguarding Board

- Lambeth Safeguarding Children Partnership: Training Programme
- Lambeth Adult Safeguarding Board: Training Programme