

# Safeguarding and Child Protection Policy Statement and Procedures

*This is the Safeguarding and Child Protection Policy Statement and Procedure as adopted by the Unloc Senior Team Board on 21st January 2026. This policy will be reviewed within a year of this date or if any legislation related to the policy is updated.*

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# **1. Safeguarding and Child Protection Policy and Statement**

## **1.1 The Purpose and Scope of this Policy**

At Unloc, we believe every young person can be a changemaker. By developing young people's skills and confidence, we empower them to shape their lives and the world around them. To achieve this, we deliver a wide range of programmes focused on leadership, entrepreneurship, youth voice, careers and employability. These activities include in-person and online workshops, bespoke training for schools and colleges, digital learning platforms, and collaborative projects with partner organisations.

This policy applies to all staff including Unloc's Advisory Board, freelancers and unpaid staff such as volunteers, students or anyone working on behalf of Unloc. Safeguarding is everyone's responsibility. The purpose of this policy is too:

- to protect children and young people who receive Unloc's services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Unloc, including senior managers and the advisory board, paid staff, volunteers, freelancers and students. Safeguarding is everyone's responsibility.

Unloc are committed to ensuring that the safety and wellbeing of children and young people is of paramount importance and that all children have the right to protection and to be treated with respect and dignity. We believe that children and young people should never experience abuse of any kind. We all have the responsibility to promote the welfare of all children and young people and keep them safe. Unloc are committed to practice in a way that protects them from harm and operate on a safeguarding culture of "It could happen here".

### **We recognise that**

- The welfare of children is paramount in all the work we do and in all the decisions we take
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- All children, regardless of age, disability, gender reassignment, race, religion or believe, sex or sexual orientations have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

**We will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them
- Appointing a nominated Designated Safeguarding Lead and Deputy Designated Safeguarding Leads
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through support, training and quality assurance so that all staff and volunteers know about and follow our policies, procedures and behavior codes confidentiality
- Recruiting and selecting staff and volunteers safely, ensuring that all necessary checks are implemented
- Recording, storing and using information professionally and securely, in line with data protection guidelines and legislation
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people, their families, staff, anyone connected to young people and Unloc know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns
- All activities involving children will be planned and will be appropriate to their needs and/or enthusiasms. In doing such planning we will have regard to the target age range of each activity.
- We actively work to ensure that any bullying behaviour is challenged and ended by working with our partner schools, colleges and other organisations.

## 1.2. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, Scotland, Northern Ireland and Wales. The key ones set out below as follows:

### England

- The Children Act 1989
- The Children Act 2004
- Children and Social Work Act 2017
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025
- Children's Social Care National Framework
- What to do if you're worried a child is being abused
- Mandatory Reporting of female genital mutilation (FGM)

### Northern Ireland

- The Children (Northern Ireland) Order 1995
- Safeguarding Board Act (Northern Ireland) 2011.
- Children's Services Co-operation Act (Northern Ireland) 2015.
- Criminal Law Act (Northern Ireland) 1967
- Co-operating to Safeguard Children and Young People in Northern Ireland
- Children and Young People's strategy 2020 - 2030
- Regional core child protection policies and procedures
- Understanding the needs of children in Northern Ireland (UNOCINI) framework

### Wales

- The Children Act 1989 (*Part 3 replaced by the Social Services and Well-being (Wales) Act 2014*)
- The Children Act 2004 (*A number of these sections have been amended, repealed or replaced by the Social Services and Well-being (Wales) Act 2014 and the Well-being of Future Generations (Wales) Act 2015.*)
- Social Services and Well-being (Wales) Act 2014
- Rights of Children and Young Persons (Wales) Measure 2011
- Working Together to Safeguard People
- Single Unified Safeguarding Review (SUSR): statutory guidance
- Wales Safeguarding and Procedures and Practices Guides

### All Nations

- United Nations Convention on the Rights of The Child 1991
- Human Rights Act 1998
- Data Protection Act 2018
- Equality Act 2010

### 1.3 Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

Title	Description
<a href="#">Digital Delivery Policy</a>	Outlines the practices Unloc follows when delivering digital services
<a href="#">Social Media &amp; Communications Policy</a>	Outlines the guidelines Unloc must follow with their social media use, both professionally and personally
<a href="#">Safer Recruitment Policy</a>	Outlines how we safeguarding young people through our Recruitment Process for new staff.
<a href="#">Data Protection Policy</a>	Outlines how Unloc captures personal data and the storage and use of such data.
<a href="#">Unloc Disciplinary and Grievance Policy &amp; Procedures</a>	Outlines the process for Unloc to enact formal disciplinary and staff to submit a Grievance.
<a href="#">Unloc Whistle Blowing Policy</a>	Outlines the process for how those connected to Unloc can raise an issue that they feel is dangerous, unlawful or unethical.

### 1.4 Definitions

**Safeguarding** and promoting the welfare of children is defined for the purposes of this policy as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment whether that is within or outside the home, including online;
- Preventing the impairment of children’s mental and physical health of development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; are
- Taking action to enable all children to have the best outcomes.

**Child Protection** is an aspect of safeguarding, but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm.

**Staff** applies to all those working for or on behalf of Unloc, full time or part time, in either a paid or voluntary capacity. This also includes our advisory board members and freelancers.

**Child and young person** refers to all young people who have not yet reached their 18th

birthday.

**Parent** refers to birth parents and other adults in a parenting role for example adoptive parents, step parents, guardians and foster carers.

**Abuse** could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care.

**Victim** is used within the policy, but we recognise not everyone who has been subjected to abuse considers themselves to be a victim or want to be described in this way. Staff should be prepared to use any term with which the individual child is comfortable.

**Designated Safeguarding Lead or Deputy Designated Safeguarding Leads** are allocated senior staff within the organisation with overall responsibility for child protection, acting as the main point of contact for concerns, ensuring policies are in place and reviewed, providing staff training, liaising with external agencies, with deputies covering when the lead is unavailable.

### 1.5. Roles and Responsibilities

Role	Name	Contact
Designated Safeguarding Lead	Jessica Cowling	02394 008 180 07909918278 jess@unloc.org.uk
Deputy Designated Safeguarding Lead	Tony Shrubsall	02394 008 180 07918 791155 tony@unloc.org.uk
Deputy Designated Safeguarding Lead	Ben Dowling	02394 008 180 07918 922361 ben@unloc.org.uk

### 1.6 Confidentiality

We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the 'working together' guidance. There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection. Information is to be shared with individuals within the organisation who 'need to know'. All staff are aware that they cannot promise a child to keep a disclosure confidential.

## 2.Safeguarding and Child Protection Procedures

### 2.1 Recruiting staff and volunteers

1. This procedure applies to any director, employee, freelance/contractor or volunteer whose work with Unloc entails delivering services in person or virtually to children
2. All staff and volunteers who are to have any direct contact with children must undergo a Children's Barred list check with a clear response in order to work at Unloc.
3. All staff and volunteers who are to have any direct contact with children must undergo an enhanced check through the Disclosure and Barring Scheme (DBS) resulting in no adverse report and no soft data "brown envelope" received from the police
4. No staff member will commence work of any kind with Unloc until their DBS has returned and Unloc are satisfied with the outcome of their DBS check.
5. All appointments will be made pending references. No work with children will be undertaken by any appointee until positive references are received in response to a specific question about the appointee's suitability and motivation for working with children
6. Any DBS checks will be renewed in accordance with Independent Safeguarding Authority guidelines.
7. Further information can be found in Unloc's Safer Recruitment Policy and Procedures

### 2.2 Training staff and volunteers

All staff at Unloc are expected to be aware of the signs and symptoms of abuse, neglect and exploitation and must be able to respond appropriately. A summary of these signs and symptoms is provided in Section 3 of this document.

As a minimum, Unloc staff are expected to attend and understand:

- Annual safeguarding training relevant to each local authority where our Changemaker Studios are located; Portsmouth, Westminster and Leeds.
- Training and refreshers on Unloc's procedure for spotting and reporting concerns
- Training on how to respond to disclosures or accusations made by a child or adult
- How to keep children and themselves safe online including the use of online learning platforms such as Unloc.online and Google Classroom as well as video conferencing platforms such as Google Meet, Microsoft Teams and Zoom
- Any additional whole team safeguarding training set out by Unloc which are specifically focused around certain themes or topics
- A safeguarding induction training session led by the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead
- Bi-annual Prevent Training (online training)
- Staff safeguarding updates via whole team calls or emails
- Training specific to either roles or projects/programmes staff may be delivering on
- Continued training opportunities throughout the year

## 2.3 Behaviour around children

All members of Unloc staff and volunteers must adhere to Unloc's code of behaviour for working with children:

- No physical contact may be made with a child, including hugs or arms round a young person, and any initiated by the child should be politely ended at the earliest possible moment.
- One-to-one lone working with a child will take place only when other adults are present in the building. Where possible, this work will take place in a room which has a visibility panel or an open door. Another adult should be present in the building when delivering at the Changemaker Studios. No one-to-one working with a child should take place via video conferencing platforms; another adult should be present on the call with a young person
- Staff may not provide transport to young people using their personal cars, unless in the event of an emergency and a young person needs to be escorted to safety or hospital (for example). If providing transport in the Unloc Car, there must be two adults present.
- No member of staff or volunteer shall take a child to use the toilet.
- Personal relationships with children – including visits to the staff member's / volunteer's home, exchanging gifts, lending or borrowing money and any kind of exclusive, secretive or sexual relationship – are not allowed. Any pre-existing relationships e.g. neighbour, niece, nephew must be declared to a manager at the earliest possible time.
- If contacting a young person, this must be done through an official Unloc account and work device, no personal phone numbers should be shared with young people.
- If creating a group WhatsApp with young people, there must be another Unloc staff member present in the group. See [WhatsApp safe use guidelines](#) for more information.

## 2.4 Working Digitally

All policy and procedures in this detailed document remain applicable to work involving children and young people undertaken via digital means, whether that be through online portals such as Unloc.Online or through video conferencing platforms such as Zoom, Google Meet and Microsoft Teams. The Four C's as described in Keeping children Safe in Education (Guidance Document) September 2025; content, contact, conduct and commerce, are properly observed. The **Unloc Digital Delivery Policy** provides answers to the most frequently asked questions.

## 2.5 Responding to Concerns

The following procedures apply to all staff working at Unloc and will be covered by training to enable staff to understand their roles and responsibilities.

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interest between the child and an adult, the interests of the child must be paramount.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside their primary environment, e.g school, college or at an Unloc session and/or can occur between children outside of these environments. Behaviours linked to issues such as drug taking and/or alcohol misuse, unexplainable and/or persistent absences from education or sessions or programmes, serious violence, radicalisation and consensual and nonconsensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk. All staff should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence.

The following procedure and the flowchart outlined in **Appendix A**, is to be used if a member of staff:

- Suspects abuse, spots signs or indicators of abuse
- Has a disclosure made to them
- Suspects a child might be at risk from or is being sexually or criminally exploited by an individual or a group and/or
- Is concerned that a child is being radicalised and at risk of being drawn into terrorism

There is a specific procedure to follow if a child discloses they have been a victim of female genital mutilation or visually identifies a case whereby the member of staff will be required to report this directly to the police themselves with support from the DSL.

There are specific rules about how to deal with instances of children sharing nudes or near nude images (sexting). All staff must understand these (**See section 3.15**).

## 2.6 How to Respond

- Child protection concerns may arise in one of two different settings:
  - A. Where Unloc is invited into a setting wherein other adults continue to take primary responsibility for the welfare of children e.g. when delivering workshops to children in schools, colleges or sixth forms.
  - B. Where one or more Unloc staff have the primary responsibility for children e.g. when on a trip elsewhere in the country or on a community based, open access programme.
- When a child protection concern is raised in a setting such as those outlined in 1a, the correct course of action is to report it fully and rapidly to the designated safeguarding lead in the host organisation **immediately or as soon as reasonably practicable**. This should also be followed up by completing Unloc's safeguarding report form to record the interaction **within 24 hours**.
- When a child protection concern is raised in a setting such as that outlined in 1b, the staff member(s) who initially came into contact with the concern, incident or disclosure should report this via phone call to the Designated Safeguarding Lead **immediately or as soon as reasonably practicable**. If you suspect the child is in immediate danger, ring 999.
- The staff member, alongside the Designated Safeguarding Lead where required, is responsible for keeping a confidential written record of it using our template Child Protection & Safeguarding Record (**Appendix C**) or the digital form available at [www.unloc.org.uk/safeguardingform](http://www.unloc.org.uk/safeguardingform). The record will

include details of the child's identity, the date and time the concern was raised, and details of evidence (including any statements by the child). This report may be use in future cour proceedings. All confidential information and data to be kept in a secure location. Record forms to be stored centrally and all data kept in line with the requirements of the Data Protection Act and the Information Sharing Protocol. This should be submitted **within 24 hours**.

- The Designated Safeguarding Lead will respond to the concern within 24-48 hours and take the appropriate action. If appropriate (such as when the harm threshold is met), pass the concern onwards to the relevant Local Authority Social Care Information and Assessment Team or, in an emergency, the local police. The Designated Safeguarding Lead will continue to keep written updates of the case via the monday.com form in which only Designated Safeguarding Leads have access too.
- If the concern relates to the behaviour of the Designated Safeguarding Officer, or the person raising the concern is unhappy with the way the Designated Safeguarding Officer has dealt with a situation, the concern should be referred onwards to the Chief Executive Officer Hayden Taylor, who can be contacted via email: [hayden@unloc.org.uk](mailto:hayden@unloc.org.uk).
- It is clear that even when Unloc staff do not hold primary responsibility, they still have a safeguarding role as a professional working with children. If they are not happy with the way in which an external agency has dealt with the safeguarding concern, they must report this to Unloc's Designated Safeguarding Lead.
- Where necessary, members of the Unloc team will also follow the Safeguarding policies and procedures, including the relevant local safeguarding children's partnership boards protocols, practice notes, threshold of needs guide and escalation policy of our partners and other local authorities in areas we work.
- Where there is reason to believe that a child or young person is in immediate danger, all standard reporting timelines are overridden. Immediate action must be taken to secure the child or young person's safety, including contacting emergency services and informing the Designated Safeguarding Lead as soon as possible.
- Where a child or young person requires immediate medical attention, that should be prioritised over reporting the incident.

## 2.7 Responding to a disclosure

A member of staff who is approached by a child or young person should listen proactively and try to reassure them. Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference. All staff should know who the DSL is and who to approach if the DSL is unavailable. Ultimately, all staff have the right to make a referral to the police or social care directly and should do this if, for whatever reason, there are difficulties following the agreed protocol, e.g. they are the only adult on the Unloc or institution premises at the time and have concerns about sending a child home.

If receiving a disclosure:

- Listen to what the child is saying, without displaying shock or disbelief. Let them tell their whole story
- Take the allegation seriously
- Re-assure the child or young person that they have done the right thing in telling you
- Do not try to investigate or quiz the child, but make sure you understand what they are saying. Do not use leading questions but can use clarifying questions
- Use non-judgemental language
- Tell them that you now must do what you can to keep them and other children safe
- Never promise to keep what a child tells you a secret, or keep a promise you can't keep, e.g "it will all be okay"
- Explain that you will need to speak to other people who can help
- Follow the procedure outlined above
- Take time for yourself if required

## **2.8 Allegations or accusations involving a member of staff and/or volunteer**

In the event of a sustained or unsustained accusation or allegation involving a member of Unloc staff(s) or volunteer(s) that requires further investigation, the following steps will be taken:

1. The staff member(s) or volunteer(s) in question will be suspended immediately with all access to Unloc provided electronic devices and accounts being disabled in order to protect all parties.

2. The Local Authority Designated Officer (LADO) will be informed within one working day of the allegation coming to our attention. The purpose of this initial discussion is for the LADO and Unloc to consider the nature, content and context of the allegation and agree a course of action and to consult police and children's social care as appropriate. This conversation will take place before any investigation or statements are taken and the LADO will provide advice on whether the circumstances meet the threshold to be a safeguarding allegation, a concern or conduct matter. Basic enquiries in line with the LADO procedures may be conducted to establish the facts, to help determine whether there is any foundation to the allegation, being careful not to jeopardise any potential future police investigation. Information is also contained in the LADO notification form, including the following advice. When receiving an allegation:-

- Treat it seriously and keep an open mind.
- Do not investigate.
- Do not make assumptions or offer alternative explanations.
- Do not promise confidentiality.
- Record the details using the child/adult's own words.
- Note time/date/place of incident(s), persons present and what was said.
- Sign and date the written record.
- Do not inform the subject if this might place the child at risk of further harm

or jeopardise any future investigation.

3. If the allegation or concern meets the threshold for safeguarding, a safety plan will be developed and The Designated Safeguarding Officer(s) at Unloc will conduct a full investigation involving all parties, with the intention of completing the investigation as thoroughly and quickly as possible. Suspension of the staff member(s) or volunteer(s) may be required. A full investigation may include, but is not limited to, contacting and obtaining statements from

- The staff member(s) or volunteer(s) involved in the allegation/accusation
- Any young people involved
- Any other witnesses to the incident
- Parents/guardians or caregivers of those involved
- Other staff member(s) or volunteer(s)

When dealing with an allegation or concern, Unloc will apply common sense and judgement, deal with allegations quickly, fairly and consistently and provide effective protection for the child(s) and support the person subject to allegation. Wherever possible, the staff member(s) or volunteer(s) will be kept informed about the progress of the investigation.

Please note, The LADO will provide advice and guidance to schools when considering allegations against adults working with children. The LADO's role is not to investigate the allegation, but to ensure that an appropriate investigation is carried out, whether that is by the police, children's social care, the school, or a combination of these. The LADO will follow the local and relevant children procedures manual.

4. The outcome of the investigation will be determined using the following definitions:

- Sustained: there is sufficient evidence to prove the allegation
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- False: There is sufficient evidence to disprove the allegation
- Unsustained: there is insufficient evidence to either prove or disprove the allegation. This term, therefore, does not imply guilt or innocence.
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made

5. At the conclusion of the investigation, the Designated Safeguarding Officer will compile a report to be handed to the Director of People and Resources internally at Unloc who will then either follow the disciplinary procedure as outlined in the relevant policy, liaise with the staff member(s) or volunteer(s) to return them to work at the earliest possible opportunity and/or complete any other relevant follow up actions. The Designated Safeguarding Officer will also complete an Internal Investigation Outcome's form to submit to the LADO.

Reporting processes for concerns about an adult can be found in **Appendix B**.

### 3. What to look out for and when to be concerned

#### 3.1 Physical Abuse

##### *What it is*

Physical abuse is when someone hurts or harms a child or young person on purpose. It includes:

- Hitting with hands or objects
- Slapping and punching
- Kicking
- Shaking
- Throwing
- Poisoning
- Burning and scalding
- Biting and scratching
- Breaking bones
- Drowning
- Making up symptoms of an illness or causing a child to become unwell

##### *Indicators of abuse*

Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, or the child is being secretive about it, then this should be reported. There isn't just one sign or symptom to look out for but some symptoms include, but are not limited to:

- Bruises: standalone, multiple or cluster (e.g finger tip bruising)
- Broken or fractured bones
- Burns or scalds
- Marks indicating injury by an instrument e.g., linear bruising (stick), parallel bruising (belt), marks of a buckle
- Bite marks
- Scarring
- The effects of poisoning, such as vomiting, drowsiness or seizures
- Breathing problems from drowning, suffocation or poisoning.
- Untreated injuries

##### *Further indicators to raise level of concern could include:*

- The child being reluctant to parents contacts
- Runs away or shows fears of going home
- Is aggressive towards themselves or others
- Flinches when approached or touched
- Wears long sleeves during hot weather
- Is unnaturally compliant in the presence of parents/carers
- Has a fear of medical help or attention
- Admits to punishment that appears excessive

## 3.2 Neglect

### *What is it?*

Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger and have long term effects on their physical and mental wellbeing

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
- Ensure their child is given an education

### *Indicators of abuse*

Neglect can be really difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. If you notice multiple signs that last for a while, then there may be a cause for concern. Children and young people who are neglected might have (but are not limited to):

- Poor appearance and hygiene
  - Being smelly or dirty
  - Being hungry or not given money for food
  - Having unwashed clothes
  - Having the wrong clothing, such as no warm clothes in the winter
  - Having frequent and untreated nappy rash in infants
- Health and development problems
  - Anaemia
  - Body issues, such as poor muscle tone or prominent joints
  - Medical or dental issues
  - Missed medical appointments, such as for vaccinations
  - Not given the correct medicines
  - Poor language or social skills
  - Regular illness or infections
  - Repeated accidental injuries, often caused by lack of supervision
  - Skin issues, such as sores, rashes, flea bites, scabies or ringworm
  - Thin or swollen tummy
  - Tiredness
  - Untreated injuries
  - Weight or growth issues

- Housing and family issues
  - Living in an unsuitable home environment, such as having no heating
  - Being left alone for a long time
  - Taking on the role of carer for other family members
- Change in behaviour
  - Becoming clingy
  - Becoming aggressive
  - Being withdrawn, depressed or anxious
  - Changing in eating habits
  - Displaying obsessive behaviour
  - Finding it hard to concentrate or take part in activities
  - Missing school or sessions/programmes
  - Showing signs of self-harm
  - Using drugs or alcohol

### 3.3 Sexual Abuse

#### *What is it?*

When a child or young person is sexually abused, they're forced, tricked or manipulated into sexual activities. There are two types of sexual abuse, contact and non-contact abuse. Sexual Abuse can happen in person or online.

Contact abuse is where an abuser makes physical contact with a child or forces the child to make physical contact with someone else. This includes:

- Sexual touching of any part of a child's body, whether they're clothed or not
- Using a body part or object to rape or penetrate a child
- Forcing a child to take part in sexual activities
- Making a child undress or touch someone else
- Touching, kissing, masturbation or rubbing

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:

- Exposing or flashing
- Showing pornography
- Exposing a child to sexual acts
- Making them masturbate
- Forcing a child to make, view or share child abuse images or videos
- Making, viewing or distributing child abuse images or videos
- Forcing a child to take part in sexual activities or conversations online or through a phone

## Indicators of abuse

- Emotional and Behavioural signs
  - Avoiding being alone with or frightened of people or a person they know
  - Poor trust or fear concerning certain types of adults
  - Suddenly drawing or acting out explicit pictures or scenarios
  - Language or sexual behaviour you wouldn't expect them to know for their age and stage of development
  - Having nightmares or bed-wetting
  - Alcohol or drug misuses
  - Self-harm
  - Changes in eating habits or developing an eating problem
  - Changes in their mood, feeling irritable and angry, or anything out of the ordinary
  - Changes in normal behaviour for the child, for example suddenly not attending education or regular sessions/'programmes or avoiding wanting to go home/run away
- Physical signs
  - Bruises
  - Bleeding, discharge, pains or soreness in their genital or anal area
  - Sexually transmitted infections, including in the throat
  - pain/soreness in throat
  - Unexpected Pregnancy
  - Difficult in walking/sitting that are not usual for the child
- If a child is being or has been sexually abused online, they might:
  - Spend a lot more or a lot less time than usual online, texting, gaming or using social media
  - Seem distant, upset or angry after using the internet or texting
  - Be secretive about who they're talking to and what they're doing online or on their mobile phone
  - Behaving as though they have to be online at a certain time, or rushing to get on their phone
  - Have lots of new phone number, texts or email addresses on their mobile phone, laptop or tablet
  - Expressing the need for money, this may be used if they are being blackmailed.

## 3.4 Emotional Abuse

### What is it?

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.

Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can happen on its own. Emotional abuse can include:

- Humiliating or constantly criticising a child
- Threatening, shouting at a child or calling them names
- Making the child the subject of jokes, or using sarcasm to hurt a child
- Blaming and scapegoating
- Making a child perform degrading acts
- Not recognising a child's own individuality or trying to control their lives
- Pushing a child too hard or not recognising their limitations
- Exposing a child to upsetting events or situations, like domestic abuse or drug taking
- Failing to promote a child's social development
- Not allowing them to have friends
- Persistently ignoring them
- Being absent
- Manipulating a child
- Never saying anything kind, expressing positive feelings or congratulations a child on successes
- Never showing any emotions in interactions with a child, also known as emotional neglect

### ***Indicators of abuse***

There might not be any obvious physical signs of emotional abuse. As children grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused. Children who are being emotionally abused might:

- Seem unconfident or lack self-assurance
- Struggle to control their emotions
- Have difficulty making or maintaining relationships
- Act in a way that is inappropriate for their age

Signs in older children may include (not not be limited to)

- Use language that you wouldn't expect them to know for their age
- Act in a way that or know about things you wouldn't expect them to know for their age
- Struggle to control their emotions
- Have extreme outburst
- Seem isolated from their parents
- Lack social skills have few or no friends

### 3.5 Child-on-child abuse

#### *What is it*

Child-on-child abuse is any form of physical, sexual, emotional, or psychological abuse that occurs between children or young people. It can happen both inside and outside of school or care settings and can include online abuse. This type of abuse may involve one child targeting another repeatedly, but it can also occur in a single incident. Child-on-child abuse can take many forms, including bullying (including cyberbullying), sexual harassment, sexual violence, harmful sexual behaviour, physical assaults, and initiation or hazing rituals. All children involved, whether perpetrator or victim, should be treated as being at risk and protected from harm.

Children may abuse their peers for many reasons, including wanting to gain power or control, peer pressure, or as a reflection of abuse they themselves have experienced. It is important to remember that abuse between children is never acceptable or “just part of growing up” and should always be taken seriously.

#### *Indicators of abuse*

Some signs that a child may be experiencing abuse from another child could include, but are not limited to:

- Being frightened of, or avoiding, certain children or groups
- Physical injuries such as bruises, cuts, or marks with unexplained causes
- Emotional changes such as anxiety, withdrawal, low self-esteem, or aggression
- Changes in behaviour, including reluctance to attend school or participate in normal activities
- Unexplained gifts, money, or items received from peers
- Complaints of being touched or spoken to inappropriately

Further indicators to raise level of concern could include

- Evidence of sexualised behaviour or sexual activity that is inappropriate for their age
- Self-harm, suicidal thoughts, or expressions of hopelessness
- Involvement in risky online activity or exposure to harmful content
- Reports of threats, intimidation, or peer pressure to perform certain acts
- Reluctance to be alone with certain children or groups

### 3.6 Bullying & Cyber Bullying

#### *What is it?*

Bullying and cyberbullying are repeated behaviours that intentionally hurt, intimidate, demean, exclude, or control a child or young person. These behaviours can occur offline (in person) or online (via digital technology) and both can cause significant harm to a child's

wellbeing.

Examples of bullying behaviours can include:

- Physical bullying: hitting, slapping or pushing someone  
Verbal bullying: name-calling, gossiping, threatening someone
- Non-verbal abuse: hostile hand signs or text messages
- Emotional abuse: threatening, intimidating, humiliating someone  
Exclusion: purposefully ignoring or isolating someone
- Undermining or constant criticism
- Spreading rumours about a person  
Controlling or manipulative behaviour  
Making silent, hoax or abusive phone calls
- Hate-based bullying (e.g., racial, sexual, homophobic, transphobic, disability-related)

Examples of cyberbullying behaviours can include:

- Sending threatening, upsetting or abusive messages online or by text
- Creating and sharing embarrassing or malicious images or videos
- 'Trolling'; sending menacing or upsetting communications on social media, chat rooms or online games
- Excluding children from online games, activities or friendship groups
- Shaming someone publicly online
- Setting up hateful sites or groups targeting a specific child
- Encouraging young people to self-harm through online actions
- Voting for or against someone in an abusive online poll
- Creating fake accounts, hijacking or stealing someone's digital identity to embarrass them
- Sending explicit messages or pressuring a child to send sexual images or engage in sexual conversations (sexting-related pressures)

### ***Indicators of bullying & cyberbullying***

Signs that a child may be experiencing bullying or cyberbullying include, but are not limited to:

- Being afraid of attending school, repeatedly claiming to be unwell, or avoiding specific places
- A sudden change in behaviour, such as appearing withdrawn, anxious, distressed or unusually quiet
- A drop in academic performance or reluctance to participate in normal activities
- Damaged or "lost" belongings without reasonable explanation
- Unexplained physical injuries such as bruises or cuts
- Changes in eating or sleeping habits
- Evidence of distress after using a phone, tablet, computer or social media
- Avoidance of social interactions or becoming isolated from peers
- Noticeable changes in self-esteem or confidence

***Further indicators to raise level of concern could include:***

- Repeated reports or evidence of threatening, abusive or humiliating messages or posts online
- Evidence that social media accounts have been used to shame, exclude, harass or victimize a child

- A child showing fear or reluctance to be alone with certain individuals or groups of peers
- Persistent requests for money, resources or items which may indicate extortion by a bully
- Reports from a child that they have been manipulated, coerced or pressured into sharing personal images or information
- Signs of increased emotional distress such as self-harm behaviour or expressions of hopelessness
- A child's sudden withdrawal from previously enjoyed activities or friends
- Frequent unexplained absences from school or other activities

### 3.7 Child Sexual Exploitation

#### ***What is it?***

Child sexual exploitation (CSE) is a form of child sexual abuse in which a young person is coerced, manipulated, or deceived into taking part in sexual activities. These activities are often presented as being a consensual relationship but are driven by an imbalance of power, control, or dependency. Exploitation may be in exchange for items such as gifts, money, drugs, alcohol, status or affection, or for the financial advantage or increased status of the person exploiting the child. CSE does not always involve physical contact and can occur online through technology, including pressure to send sexual images or engage in sexual conversations. Perpetrators may use grooming, intimidation, threats, violence or blackmail to maintain control, and the child may not recognise that they are being abused.

It is important to recognise that although the age of consent is 16 years old, children and young people over 16 can still be exploited.

When a child is sexually exploited online, they might be persuaded or forced to:

- Send or post sexually explicit images of themselves
- Film or stream sexual activities
- Have sexual conversations

Once an abuser has images, videos or copies of the conversations, they might use threats and black to force young people to take part in other sexual activities. They may also share the images and videos with others or circulate them online.

#### ***Indicators of abuse***

Possible signs that a child or young person may be experiencing sexual exploitation include (but are not limited to):

- Unexplained or inappropriate gifts, money or new possessions with no clear source
- Sudden changes in mood or behaviour, including becoming secretive or withdrawn
- Being frightened of certain people, places or situations
- Unhealthy or inappropriate sexual behaviour for their age
- Changes in family dynamics or relationships
- Evidence of alcohol or drug misuse

- Sexually transmitted infections or signs of sexual activity
- Physical signs of abuse such as unexplained bruising or injury
- A sudden request for contraception or pregnancy indicators

***Further indicators to raise level of concern could include:***

- Associating with older individuals or groups not previously known to the child
- Frequent absence from school or care, staying out overnight without explanation
- New or different peer groups that cause concern  
Having unexplained hotel key cards, mobile phones, or unusual contact numbers  
Involvement in criminal activities such as selling drugs or shoplifting
- Regular use of social media or messaging platforms with unknown contacts
- Withdrawal from family, previously enjoyed activities or interests

### **3.8 Child Trafficking**

***What is it?***

Child trafficking is a form of child abuse and modern slavery in which children and young people are:

- Tricked, forced or persuaded to leave their homes and moved within or into the UK to another area or country for exploitative purposes.
- Recruited, transported, received or harboured with the intention of exploiting them. Exploited in multiple ways, including for:
  - Sexual exploitation
  - Benefit fraud
  - Forced marriage
  - Domestic servitude (e.g. cleaning, childcare, cooking)
  - Forced labour (e.g. in factories, agriculture)
  - Criminal activity (e.g. moving drugs, cannabis cultivation, begging, theft)
  - Other exploitative activities such as illegal adoption or exploitative unreported private fostering arrangements.

Traffickers may operate alone, in small groups or as part of larger organised networks and often use grooming, deception, threats, coercion and violence to control children, as well as false promises of opportunity and financial gain

***Indicators of trafficking***

Some signs include, but are not limited to:

- Spending a lot of time doing household chores
- Rarely leave their house or have no time for playing
- be orphaned or living apart from their family
- live in low-standard accommodation
- be unsure which country, city or town they're in
- can't or are reluctant to share personal information or where they live
- not be registered with a school or a GP practice
- have no access to their parents or guardians
- be seen in inappropriate places like brothels or factories
- have money or things you wouldn't expect them to have
- injuries from workplace accidents

- give a prepared story which is very similar to stories given by other children.

### 3.9 Child Criminal Exploitation & County Lines

#### *What is it?*

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes. The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.

- Peer group
  - A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context
- Street gang
  - "Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity"
- Organised criminal gangs
  - "A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most, crime is their "occupation"

It's not illegal for a young person to be in a gang, there are different types of 'gang' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.

County Lines is the term used by police to describe the way urban gangs exploit children and young people to move drugs from a city hub to other areas, including suburban, market, or coastal towns. Gangs typically use dedicated mobile phone lines, often called "deal lines," to coordinate the drug supply.

Children may be exploited to carry, sell, or even manufacture drugs for these gangs. This exploitation can involve:

- Trafficking children away from their home area
- Providing accommodation for children while they sell or distribute drugs  
Using temporary or short-term housing, such as Airbnb or other private rental properties
- Housing children in budget hotels
- Taking over the homes of drug users or other vulnerable people to run drug operations, a practice known as "cuckooing"

Being involved in County Lines exposes young people to significant harm, including criminal exploitation, physical violence, and emotional abuse. Children and young people may be recruited into gangs for a variety of reasons. Gang involvement is often influenced by their environment, circumstances, or social pressures. Some may join because of peer pressure and a desire to fit in with friends, while others may be drawn by the sense of respect or importance that membership can provide. Some children feel the need to join for protection from other gangs or from bullies. Financial incentives, such as promises of money or rewards,

may also play a role, as can the desire for status and a sense of power. Children who have been excluded from school or feel that they have limited future opportunities may be particularly vulnerable to gang involvement. Understanding these motivations helps staff identify children at risk and respond appropriately to safeguard them.

### ***Indicators of criminal exploitation:***

Some indicators include, but are not limited to:

- Frequently absent from and doing badly in school.
- Going missing from home, staying out late and travelling for unexplained reasons.
- In a relationship or hanging out with someone older than them.
- Being angry, aggressive or violent.
- Being isolated or withdrawn.
- Having unexplained money and buying new things.
- Wearing clothes or accessories in gang colours or getting tattoos.
- Using new slang words.
- Spending more time on social media and being secretive about time online.
- Making more calls or sending more texts, possibly on a new phone or phones.
- Self-harming and feeling emotionally unwell.
- Taking drugs and abusing alcohol.
- Committing petty crimes like shop lifting or vandalism.
- Unexplained injuries and refusing to seek medical help.
- Carrying weapons or having a dangerous breed of dog.

## **3.10 Domestic Abuse**

### ***What is it?***

Domestic abuse is any form of controlling, bullying, threatening, or violent behaviour between people who are, or have been, in a relationship, and it can also occur between adults who are related. Experiencing domestic abuse can seriously harm children and young people, and in these circumstances it is considered child abuse. Domestic abuse can take many forms, including emotional, physical, sexual, economic, coercive, or psychological abuse. Examples include hitting, punching, kicking, cutting, or throwing objects; sexual abuse or rape, including within a relationship; controlling someone's finances or preventing them from working; restricting their movements or telling them what to wear; preventing them from leaving the house; monitoring their communications, such as emails, texts, or letters; and making threats to harm them, their family members, or pets. Domestic abuse can occur inside or outside the home, online or over the phone, in any type of relationship, and may continue even after the relationship has ended.

### ***Indicators of Domestic Abuse***

- Indicators can include, but are not limited to:
- aggression or bullying
- anti-social behaviour, like vandalism
- anxiety, depression or suicidal thoughts
- attention seeking
- bed-wetting, nightmares or insomnia
- constant or regular sickness, like colds, headaches and mouth ulcers
- drug or alcohol use
- eating disorders

- problems in school or trouble learning
- tantrums
- Withdrawal

### 3.11 Female Genital Mutilation (FGM)

#### *What is it?*

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It is illegal to practice FGM in the UK. It is also illegal to take a child abroad for FGM even if legal in that country. It's also known as 'female circumcision' or 'cutting', but has many other names. Other common names include Sunna, Gudniin, Halalays, Tahur, Megrez, Khitan. The National FGM Centre also has a [list of traditional terms](#) for FGM.

FGM terms that may be used also include:

- “Cutter”
  - Somebody who carries out FGM. They might use things like knives, scalpels, scissors, glass or razor blades to carry out the procedure.
- “Cutting season”
  - This refers to the summer months, often July, August and September, when many girls are on break from school. This is often when girls might be flown abroad during this time

Female Genital Mutilation (FGM) is a form of child abuse and a criminal offence in the UK. It is a dangerous practice with no medical justification and children are rarely given anaesthetic or antiseptic treatment, and are often forcibly restrained. FGM is used to control female sexuality and can result in long-lasting physical and emotional harm. It can occur at various stages in a girl's life, including as a newborn, during childhood or adolescence, just before marriage, or during pregnancy.

#### *Indicators of FGM*

Some signs may include, but are not limited to:

- Signs FGM might happen
  - A relative or someone known as a 'cutter' visiting from abroad.
  - A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
  - A female relative, like a mother, sister or aunt has undergone FGM.
  - A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
  - A girl has an unexpected or long absence from school.
  - A girl struggles to keep up in school.
  - A girl runs away, or plans to run away, from home
- Signs FGM might have taken place
  - Having difficulty walking, standing or sitting.
  - Spending longer in the bathroom or toilet.
  - Appearing quiet, anxious or depressed.
  - Acting differently after an absence from school or college.
  - Reluctance to go to the doctors or have routine medical examinations.

## 3.12 Grooming

### *What is it*

Grooming is when someone builds a relationship, trust, and emotional connection with a child or young person in order to manipulate, exploit, or abuse them. Children and young people who are groomed may be sexually abused, exploited, or trafficked. Anyone can be a groomer, regardless of age, gender, or race. Grooming can take place over a short or long period of time, from weeks to years. Groomers may also build relationships with a child's family or friends to appear trustworthy or authoritative.

Children and young people can be groomed online, in person, or both, by strangers or people they know, such as family members, friends, teachers, faith group leaders, or sports coaches. Groomers may hide their identity online by using photos or videos of other people, sometimes younger individuals, to gain the trust of a child. They may target one child or contact many children quickly, waiting for a response.

Children can be groomed online through:

- Social media networks
- Messaging apps such as WhatsApp
- Email
- Text, voice, and video chats in forums, games, or apps

Groomers may build relationships in different ways, such as:

- Presenting as a romantic partner
- Acting as a mentor
- Positioning themselves as an authority figure
- Being a dominant and persistent presence in the child's life

Common tactics used by groomers include:

- Pretending to be younger
- Giving advice or showing understanding
  - Buying gifts or giving attention
  - Taking children on trips, outings, or holidays
- Isolating children from friends and family to create dependency
- Using blackmail, guilt, or shame
- Introducing the idea of "secrets" to frighten, control, or intimidate

It is important to recognise that children and young people may not realise they are being groomed. They may have complex feelings toward the groomer, including loyalty, admiration, or love, alongside fear, distress, and confusion.

### *Indicators of Grooming*

Some signs that may indicate a child is being groomed include:

- Being very secretive about how they are spending their time, including online activity
- Having an older boyfriend or girlfriend
- Possessing money, gifts, or new items such as clothes or mobile phones that they cannot or will not explain

- Underage drinking or drug use
- Spending more or less time online or on devices than usual
- Appearing upset, withdrawn, or distressed
- Displaying sexualised behaviour, language, or an understanding of sex that is not appropriate for their age
- Spending more time away from home or going missing for periods of time

### 3.13 Online Safety

#### *What is it?*

Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- live-streaming sites.

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

This may look like:

- Children being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism, misinformation, disinformation (including fake news), conspiracy theories.
- being subjected to harmful online interaction with other users, such as child-to-child pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; an
- risks such as online gambling, inappropriate advertising, phishing and/or financial scams

#### *Indicators of abuse*

A child or young person experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Some of the signs of online abuse are similar to other abuse types:

- cyberbullying
- grooming
- sexual abuse
- child sexual exploitation.

### 3.14 Radicalisation

#### *What is it*

Radicalisation is the process by which a child or young person is influenced to adopt extremist beliefs, ideologies, or behaviours, which may lead them to support or participate in terrorist-related activity. Children may be drawn into radicalisation for a variety of reasons, including a search for identity, a sense of belonging, exposure to extremist propaganda, or because of personal vulnerabilities. Radicalisation can affect children of any age, gender, or background and may occur online, in person, or through a combination of both. Like other forms of abuse or exploitation, early recognition and intervention are essential to safeguard children from harm.

#### *Indicators of Radicalisation*

Children or young people who may be at risk of radicalisation might:

- Express extremist or intolerant views
- Have a sudden or unexplained change in behaviour, appearance, or friendships
- Isolate themselves from family, friends, or previously enjoyed activities
- Show signs of obsession with particular ideologies, political or religious groups
- Have access to or share extremist content online or via social media
- Display hostility toward others because of race, religion, culture, or beliefs

#### *Further indicators to raise level of concern could include*

- Attempting to recruit or influence peers to adopt extremist views
- Expressing a desire to travel to areas associated with extremist groups
- Use of extremist language or symbols, or showing support for extremist organisations
- Being in contact with individuals known to hold extremist views
- Increasing secrecy around online activity or sudden withdrawal from normal supervision
- Sudden changes in routine, behaviour, or mood that suggest coercion or manipulation

### 3.15 Sharing nudes and semi-nude images (sexting)

#### *What is it?*

Sharing nudes or semi-nude images is the sending or posting of nude or semi-nude images, videos or live streams online by young people. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. Alternative terms used by children and young people may include 'dick pics' or 'pics'. These images can either be "live" or "real" images, or could be created using generative AI systems.

The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated. This advice does not apply to adults sharing nudes or semi-nudes of under 18-year olds. This is a form of child sexual abuse and must be

referred to the police as a matter of urgency. 'Sharing nudes and semi-nude images' does not include the sharing of sexual photos and videos of under-18 year olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

Staff should never view, download or share the imagery yourself, or ask a child to share or download, this is illegal.

--- END ---

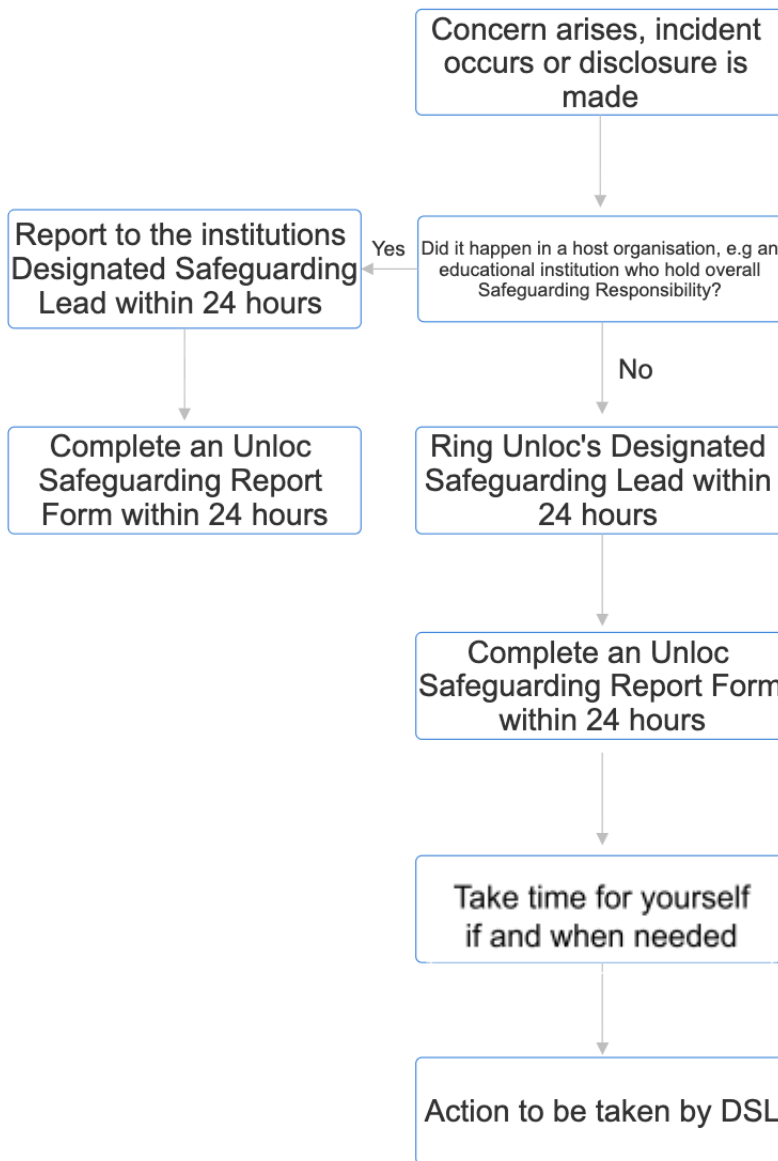
**Unloc Learning Limited**

Upper Second Floor  
Portsmouth Guildhall  
Guildhall Square  
Portsmouth  
Hants  
PO1 2AB

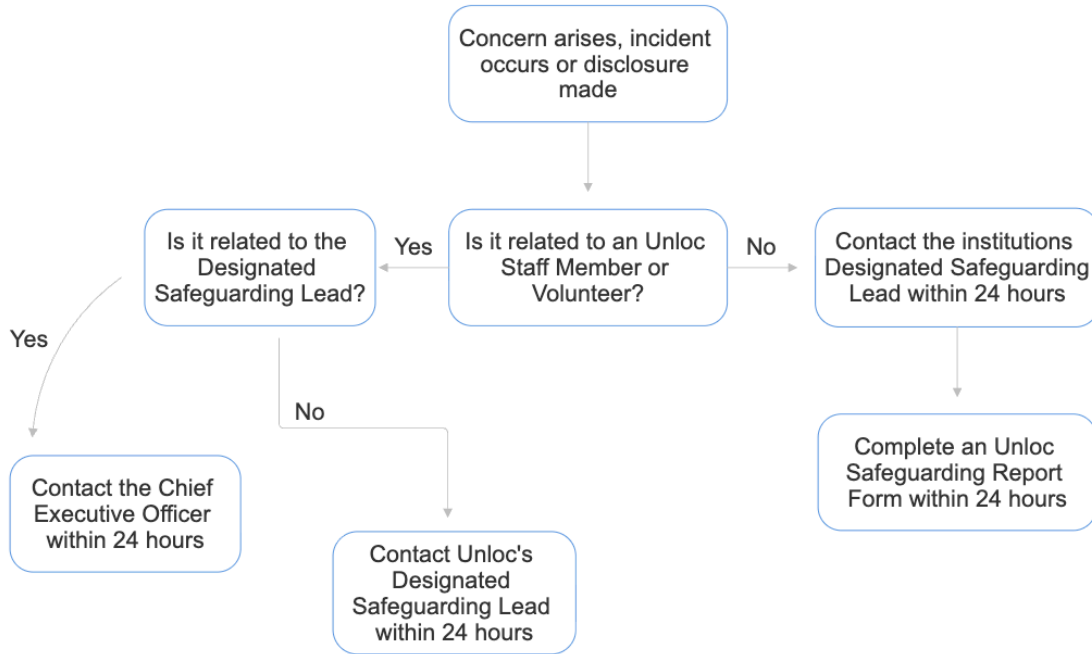
02394 008180

[hello@unloc.org.uk](mailto:hello@unloc.org.uk)

**Appendix A - Unloc Child Protection & Safeguarding Procedure Flowchart for Concerns about Young People**



**Appendix B - Unloc Child Protection & Safeguarding Procedure Flowchart for Concerns about a staff member or volunteer**



**Appendix C - Child Protection & Safeguarding Record - to be completed digitally using this form**

To be completed in all cases in the event of an allegation, disclosure, concern or witness of child abuse or any event which raises a safeguarding concern whereby an official record needs to be kept.

Details will be strictly confidential and only be accessed by necessary persons, including Social Services and/or the police as appropriate.

Location/Programme: \_\_\_\_\_

Your name, job role and contact details: \_\_\_\_\_

Time and date of incident: \_\_\_\_\_

Full Name of Young Person and Contact Details (*if known*):

\_\_\_\_\_

\_\_\_\_\_

What type of incident are you recording (tick all that apply):

- Concern about a staff member/volunteer
- Safeguarding Concern
- Safeguarding Disclosure
- Safeguarding Incident
- Report relating to Young Person's Mental Health
- Other (Please Expand)

Full details of concern/incident in a chronological order (include what happened, what was said, where it happened, when did it happen, who was involved?)

*Please use the child's own words where possible and state facts of the incident/concern, not opinions*

Description of any physical evidence e.g. *bruising, bleeding, changed behaviour*

Were there any witnesses or anyone else involved? *If so, please include full details:*

---

Who has been informed internally at Unloc and externally (if applicable)?

---

Have the parents/carers been informed?

---

Is there any other information you would like to record?

---

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Please attach any files relevant to the report

Outcome: \_\_\_\_\_