PARADIGM ARTS Ltd
Safeguarding & Child Protection Policy - September 2026 Update

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This Policy Document MUST be read in conjunction with:

1. **Child Protection Procedure**
2. **Child Protection: PA Incident Reporting Form**
3. **Anti-Bullying & Cyber Bullying Policy**
4. **Online Safety Policy**
5. **Complaints Policy**
6. **Whistleblowing Policy**
7. **Domestic Abuse Policy**

A General Policy Statement

1. Paradigm Arts Ltd. has a moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of children.

Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”. Paradigm Arts recognise that some adults are also vulnerable to, or act risk of, abuse. Accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

Paradigm Arts is committed to ensuring that the organisation:
- Provides a safe learning environment for children and young people
- Identifies children and young people who are suffering
- Takes appropriate action to see that such children and young people are kept safe from harm

In pursuit of these aims, Paradigm Arts will approve and annually review policies and procedures with the aim of:
- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people.
- providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff
- The safe recruitment of staff

2. The organisation has nominated Robert Pitman (Director) as lead person with special responsibility for child protection issues for the year 2026/27. In this role the designated lead person has undertaken and will continue to attend appropriate training as and when appropriate/relevant.

3. Staff and volunteers working with children will receive advice, guidance and training where appropriate that is adequate to familiarise them with child protection issues and responsibilities and the organisation’s procedures and policies, with refresher training at least every 3 years. If appropriate there will also be a member of the management team or volunteer who may through their employment background have particular expertise in child protection issues.

4. The designated senior member of staff with lead responsibility for child protection will produce, where required, an annual report which reviews how the duties have been discharged.

5. It is important that the guidance provided on Child Protection is read in conjunction with the other Policies & Procedures as outlined below:
   - Child & Vulnerable Adult Protection Procedure
   - Anti Bullying & Cyber Bullying Policy
   - Domestic Abuse Policy
   - Equality & Diversity Policy
   - Online Safety Policy
   - The Complaints Policy
   - Whistleblowing Policy
   - GDPR Policies & Procedures

These are all available from our Policy Hub:
https://www.paradigmarts.co.uk/policy-hub

B. The Statutory Guidance:

It is worth noting that definitions and terminology used across the four nations differs however the principles of Child Protection remain throughout - as an individual and as a representative of the organisation you will be expected to uphold the highest standards and ensure that the aims outlined in Section A are achieved without exception.

England:
'Keeping Children Safe in Education -Statutory Guidance for Schools and Colleges' June 2026

Paradigm Arts Ltd recognises the following as definitions of abuse as provided by the NSPCC:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Physical abuse

What is physical abuse?

Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating.
It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Spotting the signs of physical abuse

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern.
Injuries that are more likely to indicate physical abuse include:

Bruising
- bruises on babies who are not yet crawling or walking
- bruises on the cheeks, ears, palms, arms and feet
- bruises on the back, buttocks, tummy, hips and backs of legs
- multiple bruises in clusters, usually on the upper arms or outer thighs
- bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- large oval-shaped bite marks.

Burns
- any burns which have a clear shape of an object, for example cigarette burns
- burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times.

If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

Neglect

What is Neglect?

Neglect is not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not:

- providing adequate food, clothing or shelter
- supervising a child or keeping them safe from harm or danger(including leaving them with unsuitable carers)
- making sure the child receives appropriate health and/or dental care
- making sure the child receives a suitable education
- meeting the child's basic emotional needs – this is known as emotional neglect.
- Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse

Spotting the signs of Neglect:

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- children who appear hungry - they may not have lunch money or even try to steal food
- children who appear dirty or smelly
- children whose clothes are inadequate for the weather conditions
- children who are left alone or unsupervised for long periods or at a young age
- children who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of development
- children who live in an unsuitable home environment.

Sexual Abuse

What is Sexual Abuse?

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.

Child sexual abuse can involve contact abuse and non-contact abuse.

Contact abuse happens when the abuser makes physical contact with the child. It includes:

- sexual touching of any part of the body whether the child is wearing clothes or not
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off or touch someone else's genitals.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:
- encouraging or forcing a child to watch or hear sexual acts
- making a child masturbate while others watch
- not taking proper measures to prevent a child being exposed to sexual activities by others
- showing pornography to a child
- making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images.
- meeting a child following online sexual grooming with the intent of abusing them.

Online sexual abuse includes:
- persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- having sexual conversations with a child by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Spotting the signs of Sexual Abuse:

There may be physical signs that a child has suffered sexual abuse.

These include:
- anal or vaginal soreness or itching
- bruising or bleeding near the genital area
- discomfort when walking or sitting down
- an unusual discharge
- sexually transmitted infections (STI)
- pregnancy.

Changes in the child’s mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age.

For example:
- they could use sexual language or know things about sex that you wouldn't expect them to
- they might become sexually active or pregnant at a young age.

Child Sexual Exploitation

What is Child Sexual Exploitation?

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.
Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Spotting the signs of Child Sexual Exploitation

Sexual exploitation can be very difficult to identify. Young people who are being sexually exploited may:

- go missing from home, care or education
- be involved in abusive relationships
- hang out with groups of older people
- be involved in gangs or anti-social groups
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- be involved in petty crime such as shoplifting
- have access to drugs and alcohol
- have new things such as clothes and mobile phones, which they aren’t able to easily explain
- have unexplained physical injuries

Harmful Sexual Behaviour

What is Harmful Sexual Behaviour?

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults.

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

Spotting the signs of Harmful Sexual Behaviour

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates and some may be slightly more or less advanced than other children in their age group. Behaviours which might be concerning depend on the child's age and the situation.

Sharing Nude or Semi nude Images

Sharing nude or semi-nude images can include people sharing a sexual message and/or a nude or semi-nude image, video or text message with another person.

Children and young people may consent to sending a nude image themselves. They can also be forced, tricked or coerced into sharing by others online. Whether they consent or not, they have no control over how other people might use it or share it.

It is a criminal offence to create or share explicit images of a child.

Emotional Abuse

What is Emotional Abuse?

Emotional abuse is the persistent emotional maltreatment of a child or young person. This can have severe and long lasting impact on their emotional health and development.

Emotional abuse might involve humiliation, criticism, name calling, blaming and scapegoating, pressure, control, manipulation, lack of encouragement or emotional unavailability.

Emotional abuse involves:

- humiliating, putting down or regularly criticising a child
- shouting at or threatening a child or calling them names
- mocking a child or making them perform degrading acts
- constantly blaming or scapegoating a child for things which are not their fault
- trying to control a child's life and not recognising their individuality
- not allowing a child to have friends or develop socially
- pushing a child too hard or not recognising their limitations
- manipulating a child
- exposing a child to distressing events or interactions
- persistently ignoring a child
- being cold and emotionally unavailable during interactions with a child
- not being positive or encouraging to a child or praising their achievements and successes.

Spotting the signs of Emotional Abuse

There aren’t usually any obvious physical signs of emotional abuse but you may spot changes in a child's actions or emotions.

Some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.

Babies and pre-school children who are being emotionally abused may:
- be overly-affectionate towards strangers or people they haven’t known for very long
- not appear to have a close relationship with their parent, for example when being taken to or collected from nursery
- lack confidence or become wary or anxious
- be unable to play
- be aggressive or nasty towards other children and animals.

Older children may:
- use language, act in a way or know about things that you wouldn’t expect for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- fear making mistakes
- fear their parent being approached regarding their behaviour
- self-harm.

Domestic Abuse

What is Domestic Abuse?

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Spotting the signs of Domestic Abuse

It can be difficult to tell if domestic abuse is happening, because abusers can act very differently when other people are around.

Children who witness domestic abuse may:
- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- Not do as well at school - due to difficulties at home or disruption of moving to and from refuges

Bullying & Cyberbullying

What is Bullying and Cyberbullying?

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.

Bullying Includes:
- verbal abuse, such as name calling
- non-verbal abuse, such as hand signs or glaring
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Cyberbullying includes:
- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child,
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Spotting the signs of Bullying and Cyberbullying

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault.

No one sign indicates for certain that a child's being bullied, but you should look out for:
- belongings getting 'lost' or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

Child Trafficking

What is Child Trafficking?

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children may be trafficked for:
- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011). Child trafficking can also be organised by individuals and the children's own families.

Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in cases of child trafficking - a child cannot legally consent to their exploitation so child trafficking only requires evidence of movement and exploitation.
Modern slavery is another term which may be used in relation to child trafficking. Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking (HM Government, 2014). The Modern Slavery Act passed in 2015 in England and Wales categorises offences of slavery, servitude, forced or compulsory labour and human trafficking.

Spotting the signs of Child Trafficking

Signs that a child has been trafficked may not be obvious but you might notice unusual behaviour or events.

Children who have been trafficked may:
- have to do excessive housework chores
- rarely leave the house and have limited freedom of movement
- not have any documents (or have falsified documents)
- give a prepared story which is very similar to stories given by other children
- be unable or reluctant to give details of accommodation or personal details
- not be registered with a school or a GP practice
- have a history with missing links and unexplained moves
- be cared for by adults who are not their parents or carers
- not have a good quality relationship with their adult carers
- be one among a number of unrelated children found at one address
- receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation

There are also signs that an adult is involved in child trafficking, such as:

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- having previously acted as the guarantor on visa applications for visitors who have not left the UK when the visa expired.

Female Genital Mutilation

What is FGM?

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.

Sometimes religious, social or cultural reasons are given to justify FGM, and the Home Office has identified that certain communities are at a higher risk of FGM (HM Government 2020) However it is illegal in the UK and can cause long-lasting physical and emotional problems throughout life.

Teachers in England and Wales must report ‘known’ cases of FGM in those under the age of 18 to the police (Home Office, 2016)

Spotting the signs of FGM

A child at risk of FGM may not know what's going to happen. But they might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- missing school repeatedly or running away from home.

A child who has had FGM may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment

Reporting Requirements

Regulated health and social care professionals and teachers in England and Wales must report ‘known’ cases of FGM in under-18s to the police (Home Office, 2016).

C. Designated Staff with Responsibility for Child Protection i.e Senior Staff Member with Lead Responsibility

1. The designated senior member of staff with lead responsibility for child protection issues is Robert Pitman, Director, Paradigm Arts Ltd., UK, rob@paradigmarts.co.uk
2. He has a key duty to take lead responsibility for raising awareness within the organisation of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people.
3. He is responsible for ensuring that exempted questions are asked on relevant volunteer and employment application forms.
4. He has received appropriate training and should keep up to date with developments in child protection issues. He will also have responsibility for making new staff and volunteers aware of the existing child protection policy.
5. He will be the main contact point for Child Protection issues and will have contact details for relevant organisations available for employees and volunteers. This list will usually include contact details of relevant individuals and provisions such as the NSPCC Helpline 0808 800 5000 and the local police child protection unit.

D. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a child or young person tells a member of staff about possible abuse:

- Listen carefully and stay calm.
- Do not interview the child, but question normally and without pressure, in order to be sure that you understand what the child is telling you.
- Do not put words into the child's mouth.
- Reassure the child that by telling you, they have done the right thing.
- Inform the child that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- Note the main points carefully.
- You will be expected to complete an Incident Reporting form with as much detail as you can. This form can be accessed here: https://www.paradigmarts.co.uk/incident-reporting
- Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person.

E. Regulated Activity and obtaining Enhanced Disclosure & Barring Service checks

1. Under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, an individual working unsupervised with children is considered to be engaged in regulated Activity and must have an enhanced Disclosure and Barring Service (DBS) check which will involve a check of the children's barred list, in order to perform their duties.
2. However, an individual working in a directly and permanently supervised position is not considered to be engaged in regulated activity but should still have an enhanced DBS disclosure check. However because they are working in a supervised role the enhanced check will not include a check of the children's barred list.
3. Note that applications for a DBS enhanced check can only be submitted where the applicant is aged 16 or over at the time of making the application.

F. Duty to refer to the DBS

1. The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). This means that the designated member of staff responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults, this includes anyone who is believed to have a record of inappropriate conduct.
2. The organisation has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS, failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.
3. Referral forms can be downloaded from the DBS's website www.homeoffice.gov.uk/dbs.
4. Paradigm Arts has a responsibility to inform the DBS when an individual is disciplined, dismissed or resigns if they have harmed or may cause harm to a child.

G. The DBS's barring process

1. Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.

2. The applicant should be advised by the designated member of staff to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the **Children's Barred List** or the **Vulnerable Adults Barred List** or both depending on the offence. The applicant must then be removed from regulated activity.

3. The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.

H. Reporting and Dealing with Allegations of Abuse against Members of Staff.

The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

1. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Paradigm Arts Ltd recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

2. The Organisation recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way.
3. Should any Safeguarding incidents be reported to the designated lead person - these should be reported to the Local Authority Designated Officer (LADO): on lscp_lado@lincolnshire.gov.uk 01522 554674

I. Safer Recruitment and Selection Procedure

Paradigm Arts Ltd will already have recruitment and selection procedures. These should be reviewed in order to ensure that they take account of the following:

- They should apply to staff and volunteers who may work with children.
- The post or role should be clearly defined.
- The key selection criteria for the post or role should be identified.
- Vacancies should be advertised widely in order to ensure a diversity of applicants.
- Obtain professional and character references.
- Verify previous employment history.
- Disclosure and Barring Service disclosure/List 99 checks (maintain sensitive and confidential use of the applicant's disclosure).
- Use a variety of selection techniques (eg qualifications, previous experience, interview, reference checks).

J. Child Protection Training Log

Name	Course	Provider	Date Completed
Robert Pitman	Keeping Children Safe Online	NSPCC	14/09/21
	Safeguarding 16 - 25 Year Olds	NSPCC	30/05/20
	Keeping Children Safe Online	NSPCC	20/09/22
	Child Protection in Primary Schools	NSPCC	20/09/22
	Child Protection	TES	15/09/2026

Introduction

- It is essential that Children & Young People within the care of Paradigm Arts are protected from abuse and harm.
- Children & Young Peoples' welfare is paramount in all of Paradigm Arts' work and this will be reflected in the way in which we safeguard their wellbeing.
- In all areas of Paradigm Arts' work staff are aware of the possibility of abuse occurring.
- Staff are proactive in ensuring that abuse does not occur.
- Paradigm Arts' responsibility is to keep Children & Young People safe at all times.

Paradigm Arts Policies:
Members of staff have a statutory responsibility to protect the rights of C&YP in the care of Paradigm Arts. In all issues of child protection the responsibility of each and every member of staff is exclusively towards the child or young person and not the organisation.
Failure by any member of staff to report actual or reasonably suspected physical, sexual or emotional abuse of a child or young person is a disciplinary offence.

Principles:

Safeguarding Children Means:

Not exposing them to unnecessary risks and protecting them from abuse.
An abused child or young person is one who has suffered from, or is believed to be at significant risk of:
Physical abuse Neglect Emotional abuse Sexual abuse

In the 1989 Children's Act abuse is defined as a child or young person suffering or likely to suffer 'significant harm' where 'harm' means ill treatment or the impairment of health or development. Inherent in situations of abuse is the misuse of power and the exploitation of innocence or vulnerability.

This procedure is written with reference to:
Working together to Safeguard Children - July 2018
'Keeping Children Safe in Education' - April 2014 - Last update 2026

Categories of Abuse:
Definitions taken from Working together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. (July 2018).

Abuse- A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);

- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
  It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Paradigm Arts Policies:

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.

Signs may include:
(a) Discrepancy between injury and explanation, conflicting explanations, or no explanation for an injury, or Injuries of different ages
(b) Delay in seeking treatment
(c) Bruising (including bruising which could be deliberately applied or multiple bruising) Bites, burns, ligature marks, scalds, fractures, head injuries or poisoning that are inconsistent with an accident
(d) Constant diarrhoea or voracious appetite
(e) Listlessness or fixed watchfulness
(f) Alopecia.

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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs may include:
(a) Sexually transmitted infections or soreness or injury in genital/anal area
(b) Recurrent urinary tract infections
(c) Vaginal discharge/bleeding or pregnancy
(d) Changes in behaviour – e.g. wetting/soiling
(e) Sleep disturbance
(f) Inappropriate sexual language/knowledge
(g) Excessive masturbation or promiscuous affection seeking
(h) Running away
(i) Drug/alcohol abuse or eating disorders
(j) Psychosomatic illness

Child Sexual exploitation- is a form of sexual abuse. It is coercion or manipulation of children or young people into taking part in sexual activities. Disclosure of such abuse is rare but vulnerability and risk factors of CSE are well established and should staff have any concerns regarding CSE in relation to young people, the procedure for reporting a concern should be followed.
N.B. Sexual exploitation can take many forms from the seemingly 'consensual' relationship where sex is exchanged for attention/affection, accommodation or gifts, to serious organised crime and child trafficking. What marks out exploitation is an imbalance of power within the relationship. The perpetrator always holds some kind

of power over the victim, increasing the dependence of the victim as the exploitative relationship develops. Sexual exploitation of children and young people should not be regarded as criminal behaviour on the part of the child or young person.

Paradigm Arts Policies
Female Genital Mutilation-Staff need to be alert to the possibility of a girl being at risk of FMG, or having already suffered FGM. There are a range of indicators that a child or young person may be at risk of FGM. Follow standard safeguarding protocols.
The child's family in this case must not be informed of the referral to children's services.

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.

Signs may include:
(a) Failure to thrive (could include appearance and development not consistent with age)
(b) Deliberate self harm
(c) Psychosomatic illness
(d) Wetting and soiling
(e) Withdrawn, aggressive, or bizarre behaviour
(f) Attention seeking behaviour or inappropriate seeking of affection Running away
(g) Under achievement
(h) Difficulty in formulating friendships.

It is important that professionals are sensitive to differing family lifestyles and to child- rearing patterns that may vary across different racial, ethnic and cultural groups. At the same time they must be clear that child abuse cannot be condoned for cultural or religious reasons.

Forced marriage
where there are concerns that a young person may be at risk of forced marriage safeguarding protocol must be followed.

The child's family in this case must not be informed of the referral to children's services.

Radicalisation
Staff at Paradigm Arts recognise that there is a threat of terrorism and understands that many terrorists are radicalised in the course of their day to day contact with others. We work with a particularly vulnerable cohort for a range of reasons that may be prone to exploitation and adopting an extremist agenda. The UK governments Prevent strategy (2011) is a key aspect of safeguarding. As part of our commitment

core staff attend annual Prevent Training with relevant authorities and commit to ensuring:

- Staff are vigilant to all signs of abuse and exploitation
- Staff are aware of the effects of radicalisation and terrorism, and can raise concerns
- Information sharing between agencies is proactive and effective

Interventions where necessary have a positive impact on the child and young persons life

Recognising Abuse

Every child is unique and it is difficult to predict how their behaviours will change as a result of their experience of abuse. There are some behaviours that are commonly seen in children who are abused, but remember they may only give an indication and are not confirmation.

- Unexplained or suspicious injuries such as bruising, bites or burns particularly if situated on parts of the body not normally prone to such injuries.
- The child says that he/she is being abused, or another person says they believe or know that abuse is occurring.
- The child has an injury for which the explanation seems inconsistent or which has not been adequately treated.
- Change in the child or young person's specific behaviour or reaction, the child becomes withdrawn or aggressive when this is not the typical pattern of behaviours.
- The child appears to not trust particular adults, a parent, coach with whom she had a close relationship or would be expected to have a relationship.
- Refusal to remove clothing for normal activities where this is not typical.
- An inability to maintain friendship where this is not typical.
- Inappropriate sexual awareness or behaviour for the child's age.

While the situation may not seem, initially, to be particularly serious, prompt action is essential even if the concerns are only suspicions.

Anyone who is worried that a child or young person may be at risk should discuss his or her concern with the Designated Safeguarding Officer (DSO) so that it can be dealt with in the appropriate manner.
The following is not a comprehensive or definitive list, but a guide to the more common non- accidental injuries.

Bruises

- Symmetrical black eyes are rarely accidental.
- Bruising in or around the mouth.
- Grasp marks on arms or the chest.
- Finger marks.
- Symmetrical bruising (especially on the ears).
- Linear bruising (particularly on the buttocks or back).
- Outline bruising (e.g. belt marks or hand prints).
- Different age bruising (especially in the same area). This bruising may differ in colour.

The following are uncommon sites for accidental bruising:

- Back, back of legs, buttocks.
- Mouth, cheeks, behind the ears.
- Stomach, chest.
- Under the arm.
- Genital, rectal area (except if they are learning to ride a bicycle).

• Neck.

Procedures and Practice

Creating an Environment of Protection:

1. Management - Paradigm Arts' have five named Robert Pitman as the Designated Safeguarding Officers.
2. The DSO will undertake annual Safeguarding training during the summer with a recognised authority
3. Unauthorised persons are not permitted into activity being delivered by Paradigm Arts.
4. Male staff are not involved in the personal care of females (PA does not assume that it is only males that perpetrate sexual abuse).

Recruitment and Selection

All prospective staff will be subject to the following checks:

- Enhanced DBS check. The results of this are accurately recorded on the Single Central register.
- Two satisfactory references will be required prior to commencement of employment.
- All staff are subject to a six-month probationary period during which time a three and six month review take place.
- All staff DBS checks will be updated every three years.

Induction Procedure

As part of the staff induction program all staff will be made aware of the key provisions of the Children Act 1989, Children Act 2002, which concern our work, and of the procedures for reporting concerns for a child or young person's safety. All staff who work with children will undertake training that equips them with the knowledge and skills necessary to carry out their responsibilities for Safeguarding. Every new member of staff will attend a Safeguarding Induction training session within the first three weeks of their employment. This training session will include:

- Discussing forms of abuse
- Discussion around key aspects of Keeping Children safe in education March 2015
- Dealing with disclosures – appropriate actions and follow up
- Disclosures of abuse – recording and actions to take
- Reporting procedures for observed Safeguarding issues
- Visual/Media awareness/CEOP
- All staff are subject to a thorough induction procedure.

Complaints Procedure

- The complaints procedure outlines how staff, parents and other involved adults can make complaints or talk about things which concern them.
- The complaints procedure is fully accessible to be found in the Policy Document files.
- The complaints procedure includes staff, C&YP, parents, carers, local authority representative and other professionals working with young people.

Communication

- It is important that a professional relationship should be kept between staff and C&YP families at all times.
- Any communication between staff and parents/guardians should be recorded and kept on file and passed to the appropriate senior member of staff.

- Communication outside of working hours should not take place unless in extenuating circumstances and in the interests of a young persons safety, see staff handbook for reference.

Paradigm Arts Referral Protocol:
Referrals must be made by the DSO if any of the following are reported:

- All non self inflicted bites.
- Any unexplained bruising.
- All unusual behaviours, which are 'out of character' for that child or young person.

Procedure for making a referral

- Fill in a Cause for Concern form or Safeguarding Children Incident form
- If a form is not quickly available, write on paper and pass to the DSO as detailed below.
- Place in a sealed envelope and hand to the DSO as soon as possible after the event with the child's name and CP marked on the front. Do not leave on a desk or anywhere unattended but hand directly to the DSO.
- The DSO MUST make a referral to Lincolnshire's Safeguarding Children Partnership on 01522 782111 (Monday to Friday, 8am to 6pm) or 01522 782333 (outside office hours) AS SOON AS they have received the relevant information.
- Referral must be done within 24 hours.
- The DSO will gather as much information as possible to make the call, including the child or young person's date of birth, home address, parent or guardian's name.
- Advice will be taken from the LSCP and followed by the DSO.
- Parents will be informed, unless they are implicated in the referral on advice from the LSCP.
- All relevant paperwork will be collated by the DSO and will be kept in the child protection file, which should be locked up at all times.

THE REFERRAL MUST BE MADE WITHIN 24 HOURS. The referral must be registered in the Child Protection/Safeguarding File.

If a disclosure is made to you, you should:
1.Listen carefully and note what is being said.
2. Tell the child or young person making the disclosure what you are going to do next. Tell him/her about the people with whom you will be sharing the information.

It is the responsibility of the DSO, to ensure the referral is made in the appropriate time scale.

Do not ask leading questions (for example 'was it so and so who did this?').
Please note: Individuals within the local authority and the police have experience of Safeguarding investigations. These people have the requisite skills with which to conduct investigations without contaminating the evidence, e.g. not 'leading' the witness. Therefore, staff are made aware of a suspicion or allegation of abuse are instructed not to investigate the allegation and to restrict questioning to that which is necessary to seek clarification only. Staff members should never give guarantees of confidentiality to C&YP or adults wishing to tell them about something serious. Any questions should only serve the purpose of clarification of what a child has said.

- If a child or young person has been abused on several occasions, they must only disclose the first occasion and any further investigation must be carried out by the social services or the police CPU team.

- Ask the person what she/he would like to happen. Ask him/her if they need any help (in an extreme situation you may have to evaluate how to protect a child or young person from further abuse at that point in time).
- Share the information immediately with Paradigm Arts' DSO or if a DSO has been named in the disclosure then seek another senior member of staff.
- Record in full all of the information on the Incident Reporting Form, seal it in an envelope and pass it to one of the DSO's by hand.

It is the responsibility of the DSO to ensure a referral is made in the appropriate timescale.
If you have suspicion of abuse or you have evidence that a child or young person has been abused

- Write down your concerns on the Safeguarding Children Incident Form and pass to a DSO and keep a personal record of any conversation with the Safeguarding Officer.
- Seal the Safeguarding Children incident form in an envelope and pass it to the DSO.
- Check the next day and three days after that to see what appropriate action has been taken.
- Write down your concerns on the Safeguarding Children incident form and pass to a DSO
- If the officer is not available then share your concerns with a senior member of staff on duty.
- It is the duty of the DSO to inform the police of their concerns.
- Check the next day and three days after that the appropriate action has been taken.

If you have suspicion or evidence that an unauthorised person has picked a child or young person, or has contacted a child or young person, or has been observed trying to contact a child or young person.

Allegation Against Staff

1. If a child or young person makes an allegation about abuse by a member of staff, taxi driver or escort write down the child or young person's statement in the same way as a disclosure.
2. Pass to the DSO
3. The DSO will seek other witnesses and ask for written statements.
4. The DSO will collate the statements.
5. A decision on further action will be taken with the advice of LSCP
6. The LADO will direct how the investigation will follow from this point.

Allegation against C&YP

1. If a child or young person makes an Allegation about abuse by another child or young person, write down the statement in the same way as a disclosure.
2. Pass to the DSO.
3. The DSO will see other witnesses and ask for written statements.
4. The DSO will collate the statements.
5. The DSO will discuss with the LSCP.
6. A decision on further action will be taken with the LSCP.
7. The Children's Services Team will direct how the investigation will follow from this point.

Once the DSO has the information, it will then be shared with the LSCP. The ensuing discussion will enable officers to decide on the way in which the information is to be

handled, how it is to be recorded and what action is to be taken.

The DSO will record the issue in the Safeguarding Register and stored in a confidential file.