



Safeguarding and Child Protection Policy

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Contents:

1. Policy Statement.....	3
2. Code of Practice.....	4
3. Procedure for reporting safeguarding concerns about a child or vulnerable adult	6
4. Procedure for reporting concerns or allegations about a representative of EPTA UK	7
5. Designated Safeguarding Officer	8
6. Confidentiality and information sharing	9
7. Definitions of abuse or neglect and spotting the signs	10
8. Responding appropriately to a child making an allegation of abuse	19
9. Referral contact points for children across the UK	19
10. Statement on Governance and policy ownership	20
11. Appendices	21

1. Policy Statement

EPTA UK is a charitable membership organisation. EPTA UK's purpose is to raise the standard of piano teaching, piano performance and general musicianship in the UK by providing opportunities for pianists, piano teachers and other interested parties to exchange ideas, learn from others, share the experience of high-quality performances, undertake research and share information through meetings, seminars, courses, conferences and publications.

EPTA UK recognises that good safeguarding and child protection policies and procedures are of benefit to everyone involved, including volunteers, as they can help protect them from erroneous or malicious allegations.

In line with the latest safeguarding legislation, EPTA UK recognises that individuals affected by abuse may prefer to identify with different terms. We encourage all staff and volunteers to be sensitive to the preferences of individuals and use appropriate, person-first language when discussing safeguarding concerns

The following principles underpin EPTA UK's approach to safeguarding and child protection:

- The welfare of children and vulnerable adults is paramount
- All children and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm or abuse;
- working in partnership with children and vulnerable adults, their parents, carers and other agencies is essential in promoting the welfare of children and vulnerable adults.

EPTA UK is committed to practices which protect children from harm. A child is someone who has not yet reached their 18th birthday. EPTA UK also acknowledges its obligations to ensure the safety of vulnerable adults (persons aged 18 or over who are or may be, due to illness, mental or physical disability, unable to protect themselves from significant harm or exploitation). This policy applies to anyone working on behalf of EPTA UK, including trustees, paid associates, Regional Organisers and volunteers.

The purpose and scope of this policy is to:

- outline the safeguarding and child protection arrangements for all children and vulnerable adults who receive services from EPTA UK;
- ensure all representatives of EPTA UK understand how to identify and respond to safeguarding concerns about children and vulnerable adults;
- provide trustees, paid associates and volunteers, as well as children and vulnerable adults and their families and carers, with the over-arching principles that guide our approach to safeguarding and child protection.

EPTA UK will endeavour to safeguard children and vulnerable adults by:

- appointing a Designated Safeguarding Officer (DSO) for children and vulnerable adults, a deputy and a trustee responsible for safeguarding;
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers;
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently;
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made;

- ensuring recruitment processes follow the guidelines set out in the Keeping Children Safe in Education 2025.
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance;
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, vulnerable adults, parents, families and carers appropriately;
- using our procedures to manage any allegations against staff and volunteers appropriately;
- ensuring that we have effective complaints and whistleblowing measures in place;
- building a safeguarding culture where staff and volunteers, children, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Designated Safeguarding Officer (DSO):

Name: Andrew Higgins **Phone:** 07802 280962 **Email:** ro.admin@epta-uk.org

Deputy Safeguarding Officer (DDSO):

Name: Lesley Graham **Phone:** 07813 110680 **Email:** admin@epta-uk.org

Trustee responsible for safeguarding and child protection:

Name: Anthony Williams **Phone:** 07788 104795 **Email:** anthonyjawilliams@gmail.com

We are committed to reviewing our policy and good practice on an annual basis, unless there is a change of legislation or an incident that prompts an earlier review.

2. Code of Practice

This code of practice outlines the conduct EPTA UK expects from all our paid associates and volunteers. This includes trustees, regional organisers and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The code of practice aims to help us protect children and vulnerable adults from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and vulnerable adults.

EPTA UK is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

Key principles for EPTA UK events:

- At any EPTA UK live event a child or vulnerable adult must be accompanied by a parent, guardian or carer at all times. This applies to all live events (including, but not limited to, workshops, webinars, seminars, concerts, festivals, competitions, masterclasses) both in person or online.
- For pre-recorded items, a parent, guardian or carer must be present at all times during the recording of the material that is being submitted on behalf of a child or vulnerable adult.
- Written consent for the broadcasting of recorded items must be given by a parent or legal guardian.
- A child or vulnerable adult must never be alone with a representative of EPTA UK or adjudicator at any time.

- EPTA UK recognises the growing risks associated with online platforms misinformation, disinformation and conspiracy theories. All staff and volunteers must ensure that appropriate online safety measures are in place during all virtual events, including webinars, lessons, and competitions. Staff should be vigilant for signs of online grooming, cyberbullying, and child-on-child abuse, following the reporting procedures for safeguarding concerns.

The Role of Staff and Volunteers

In your role at EPTA UK you are acting in a position of authority and have a duty of care towards the children and vulnerable adults we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and vulnerable adults;
- providing a safe environment for children and vulnerable adults;
- following our principles, policies and procedures;
- staying within the law at all times;
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the DSO;
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures

Rights

You should:

- treat children and vulnerable adults fairly and without prejudice or discrimination;
- understand that children and vulnerable adults are individuals with individual needs;
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation;
- challenge discrimination and prejudice;
- encourage children and vulnerable adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect;
- avoid favouritism;
- be patient with others;
- exercise caution when you are discussing sensitive issues with children or vulnerable adults;
- ensure your contact with children and vulnerable adults is appropriate and relevant to the work of the project you are involved in;
- ensure that there is more than one adult present during activities with children and vulnerable adults.

Respect

You should:

- listen to and respect children and vulnerable adults at all times;
- value and take children's and vulnerable adults' contributions seriously, actively involving them in planning activities wherever possible;
- respect a child's or vulnerable adult's right to personal privacy as far as possible.

Unacceptable Behaviour

When working with children and vulnerable adults, you must not:

- allow concerns or allegations to go unreported;
- take unnecessary risks;
- smoke, consume alcohol or use illegal substances;
- develop inappropriate relationships with children or vulnerable adults;
- make inappropriate promises to children or vulnerable adults;
- engage in behaviour that is in any way abusive;
- let children or vulnerable adults have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account;
- act in a way that can be perceived as threatening or intrusive;
- patronise or belittle children or vulnerable adults;
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children or vulnerable adults.

Upholding this code of practice

You should always follow this code of behaviour and never rely on your reputation or that of EPTA UK to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave EPTA UK. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must follow the safeguarding and child protection procedures and report any concerns to the DSO.

3. Procedure for reporting safeguarding concerns about a child or vulnerable adult

EPTA UK should be proactive in identifying children who may benefit from early help. Early help involves providing support as soon as a problem emerges, and EPTA should work closely with external agencies where necessary.

EPTA UK representatives could have their suspicion or concern raised in a number of ways, the most likely of which are:

- the conduct of a representative of EPTA UK;
- a child or vulnerable adult "disclosing" abuse;
- bruising or evidence of physical hurt which may or may not be accompanied by
- unusual behaviour by a child or vulnerable adult.

Any and all safeguarding concerns about a child or vulnerable adult must be reported immediately using the following procedure. Please note: it is not your responsibility to determine if abuse has taken place, but you are responsible for reporting your concerns to the appropriate authorities.

1. Report safeguarding concerns about a specific child or vulnerable adult immediately by raising your concerns either by 'phone or email (marked **Urgent Safeguarding Concern**) with the DSO – if he is not available, contact the DDSO - this includes anonymous concerns and/or those that relate to historical allegations. Child-on-child sexual violence or harassment, including any inappropriate online behaviour, must be reported immediately to the DSO. All incidents, regardless of severity, must be taken seriously and responded to in line with our safeguarding procedures. There is zero tolerance for downplaying such incidents as 'banter' or 'part of growing up'.
2. Confirm the report in writing within 24 hours using the form for reporting safeguarding concerns.
3. Do not delay reporting your concerns as this could prejudice the welfare of a child.

Please see the flowchart and disclosure form in the Appendices (page 20).

4. Procedure for reporting concerns or allegations about a representative of EPTA UK

EPTA UK must respond to any concerns raised about its representatives, including trustees, paid associates, regional organisers and volunteers. Any allegation or concern that an EPTA UK representative has behaved in a way that has harmed, or may have harmed, a child or vulnerable adult will be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

Any and all allegations or concerns about an EPTA UK representative must be reported immediately using the following procedure. Please note: it is not your responsibility to determine if abuse has taken place, but you are responsible for reporting your concerns to the appropriate authorities.

1. Report safeguarding concerns about a specific child or vulnerable adult immediately by telephone to the DSO. This includes anonymous concerns and/or those that relate to historical allegations.
2. The DSO will require a written account of the concern or allegation.
3. Do not delay reporting your concerns as this could prejudice the welfare of a child.
4. If the concerns are about the DSO or deputy, they should be raised with the trustee responsible for safeguarding and/or the Chair of the Management Committee.

EPTA UK representatives should feel confident about challenging the behaviour of others and voicing concerns. EPTA UK supports a transparent culture in which all staff feel confident reporting safeguarding concerns about colleagues. Any staff member can report concerns directly to the NSPCC Whistleblowing Advice Line (0800 028 0285) if they feel unable to report internally. EPTA UK will take all reports seriously and ensure that concerns are investigated promptly.

If someone resigns from their post or refuses to cooperate with the process, this will not prevent an allegation being followed up.

The DSO will report immediately to the relevant agencies (including the NSPCC, local child protection services, the police) any and all allegations that an EPTA UK representative has:

- behaved in a way that has harmed, or may have harmed a child or vulnerable adult;
- possibly committed a criminal offence against, or related to, a child or vulnerable adult;

- behaved towards a child or vulnerable adult in a way that indicates they may pose a risk of harm;
- behaved in a way that indicates they may not be suitable to work with children or vulnerable adults.

Please see the flowchart and disclosure form in the Appendices (page 22).

5. Designated Safeguarding Officer

EPTA UK has appointed Andrew Higgins as the Designated Safeguarding Officer (DSO) and Lesley Graham is the Deputy. Anthony Williams is the trustee responsible for safeguarding.

The purpose of the DSO is to take the lead in ensuring that appropriate arrangements for keeping children and vulnerable adults safe are in place at EPTA UK and to promote the safety and welfare of children and vulnerable adults involved in EPTA UK's activities at all times.

DSO or their deputy should be available at all times during EPTA UK events and activities. If the DSO is unavailable, staff must escalate concerns to a member of the board to ensure that no safeguarding matter is delayed. Contact details for the DSO are listed at the start of this policy.

The DSO will:

- take a lead role in developing and reviewing EPTA UK's safeguarding and child protection policies and procedures;
- take a lead role in implementing EPTA UK's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and vulnerable adults who take part in EPTA UK's activities are responded to appropriately;
- make sure that everyone working or volunteering with or for children and vulnerable adults, including the management committee members, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about the welfare of a child or vulnerable adult;
- make sure children and vulnerable adults who are involved in activities at EPTA UK and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response;
- receive and record information from anyone who has concerns about a child who takes part in EPTA UK's activities;
- take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with EPTA UK may present a risk to children or vulnerable adults;
- liaise with, pass on information to and receive information from statutory child protection agencies. This includes making formal referrals to agencies when necessary;
- Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk;
- store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures;
- work closely with the management committee and trustee responsible for safeguarding and child protection to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice;
- report regularly to the management committee on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation;

- be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies;
- be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area;
- attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and vulnerable adults at EPTA UK.

6. Confidentiality and information sharing

Every effort will be made to maintain the confidentiality of all parties while an allegation or concern is being investigated. All relevant details will be recorded about any reports of safeguarding or child protection concerns, or allegations against an EPTA UK representative, regardless of whether the concerns are shared with the police or children's social care.

The following information will be collected:

- the date and time of the incident/disclosure;
- the date of the report;
- the name and role of the person to whom the concern was originally reported and their contact details;
- the name and role of the person making the report (if this is different to the above) and their contact details;
- the names of all parties who were involved in the incident, including any witnesses;
- the name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings);
- what was said or done and by whom;
- any action taken to look into the matter;
- any further action taken (such as a referral being made);
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).
-

In accordance with the Data Protection Act 2018 and the UK GDPR, EPTA UK will ensure that personal information is stored and shared securely. However, no data protection laws should prevent the sharing of information where it is necessary to safeguard a child or vulnerable adult. If in doubt, staff should contact the DSO for clarification.

Storage of Child Protection Records

Paper-based files will be kept confidential and stored securely. Electronic files will be password protected and stored on computers with protection against hackers and viruses. Records relating to concerns about a child will be kept for six years. If concerns have been raised about an adult's behaviour around children, the records will be retained either until they reach the age of 65 or for 10 years – whichever is longer. If the allegations are found to be malicious the record will be destroyed immediately. When the retention period has finished, confidential records should be incinerated or shredded in the presence of a member of the organisation or entrusted to a firm specialising in the destruction of confidential material. At the same time any electronic versions of the record must be purged.

7. Definitions of abuse or neglect and spotting the signs

(Retrieved from <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>)

What is child abuse?

Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect.

Children may be abused by:

- family members;
- friends;
- people working or volunteering in organisational or community settings;
- people they know;
- strangers.

General signs of abuse

Children experiencing abuse often experience more than one type of abuse over a period of time. EPTA UK recognises that safeguarding issues are often interconnected with mental health concerns. Staff and volunteers should be vigilant for signs of mental health difficulties that may indicate a child is at risk of abuse or neglect. All safeguarding concerns related to mental health must be reported to the DSO.

Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- being afraid of particular places or making excuses to avoid particular people;
- knowing about or being involved in ‘adult issues’ which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour;
- having angry outbursts or behaving aggressively towards others;
- becoming withdrawn or appearing anxious, clingy or depressed;
- self-harming or having thoughts about suicide;
- showing changes in eating habits or developing eating disorders;
- regularly experiencing nightmares or sleep problems;
- regularly wetting the bed or soiling their clothes;
- running away or regularly going missing from home or care;
- not receiving adequate medical attention after injuries;
- demonstrating a range of mental-health difficulties.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child’s behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child’s wellbeing, you should report them following your organisation’s safeguarding and child protection procedures.

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 or scalds

- 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.

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.

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.

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. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled.

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.

Emotional abuse

What is emotional abuse?

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 and cyberbullying

What are 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 female genital mutilation?

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.

Spotting the signs of female genital mutilation

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 or fear.

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).

8. Responding appropriately to a child making an allegation of abuse

When a child makes an allegation of abuse, it is essential to respond in a manner that is sensitive, non-judgmental, and child-friendly. Staff should never promise confidentiality, as the information may need to be shared to protect the child. Reassure the child that they are being taken seriously and explain what steps will be taken next.

1. Stay calm.
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child or vulnerable adult that the matter will only be disclosed to those who need to know about it.
5. Allow the child or vulnerable adult to continue at her/his own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child or vulnerable adult that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared.
9. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
10. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from EPTA UK's DSO.

9. Referral contact points for children across the UK

Concerns about a child or vulnerable adult:

- Police: 999 (emergency) or 101 (non-emergency)
- NSPCC Helpline: 0800 800 5000
- The National Child Protection Line (Scotland only): 0200 022 3222

- Contact details for Children's social care should be publicly available on the website for the local authority of the child's home address

Concerns about a representative of EPTA UK:

- Police: 999 (emergency) or 101 (non-emergency)
- Contact details for the Local Authority Designated Officer (LADO) should be available on the website for the local authority of the child's home address.

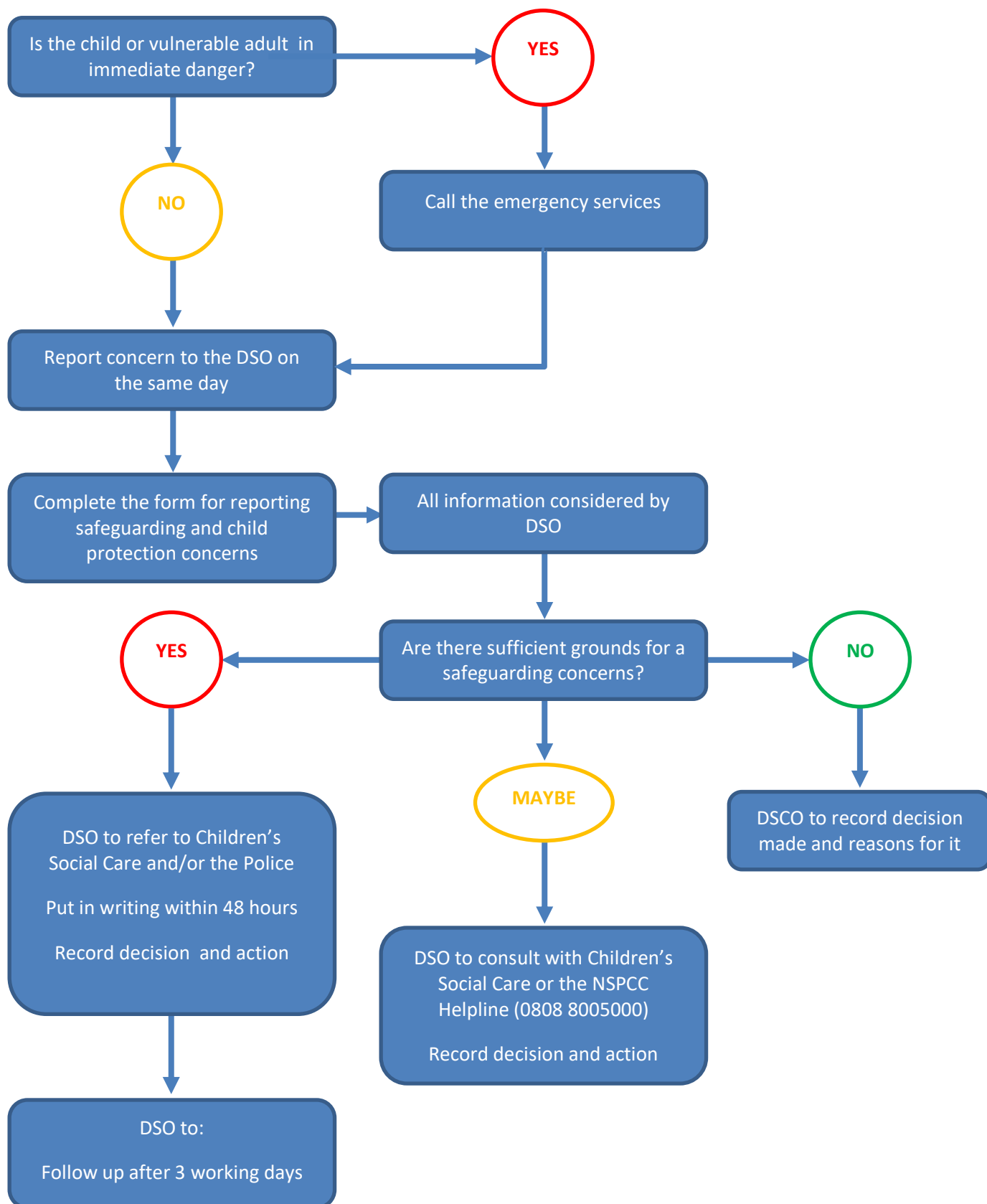
10.Statement on Governance and policy ownership

The responsibility for the management of EPTA UK's Safeguarding and Child Protection Policy rests with the trustee responsible for safeguarding: Anthony Williams.

EPTA UK will review its safeguarding policy annually or sooner if there are significant changes in legislation or following any safeguarding incident. This policy will be updated to reflect any new statutory guidance, including the latest Keeping Children Safe in Education regulations.

11.Appendices

Process flowchart for reporting safeguarding concerns about a child or vulnerable adult



Form for Reporting Safeguarding and Child Protection Concerns:

This form must be completed and given, or sent in a sealed envelope marked 'Private & Confidential', to EPTA UK Designated Safeguarding Officer [PO Box 80468 London N1P 3TW](#)

Where a referral is made, this form will be sent to the appropriate social care services as written confirmation of the referral with a copy retained by the DSO.

Name of Child/Vulnerable Adult:	Age:
What has happened so far? Please be specific and include the dates and times of any incidents.	
How has this come to your attention?	
Are there any other witnesses? Please provide details where possible.	
Are you making this report with the consent of the child/ vulnerable adult/ informant?	
Name, address and telephone number of parent or guardian:	

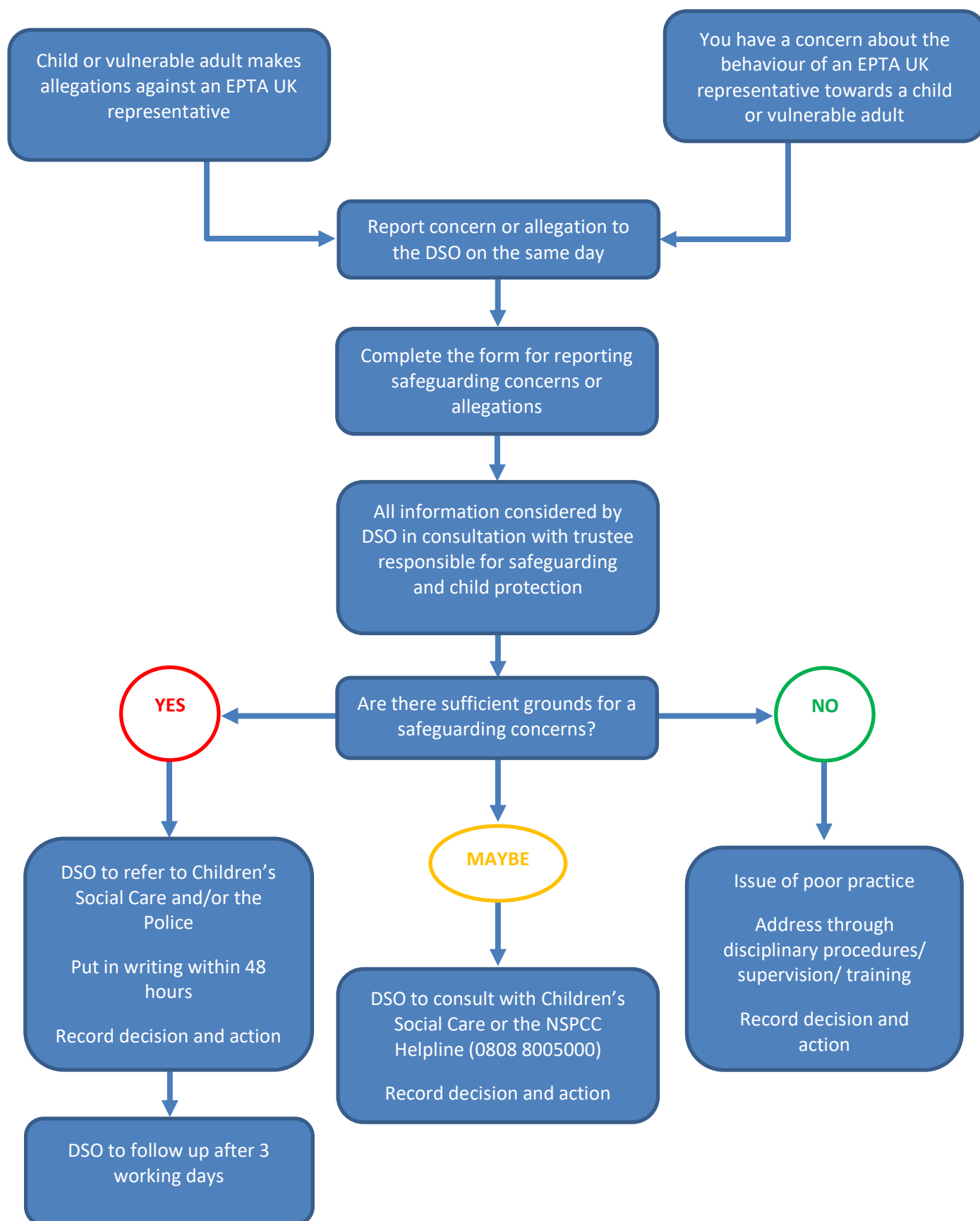
Name:

Date:

Contact details:

Signature:

Process flowchart for reporting concerns or allegations about a representative of EPTA UK



Form for Reporting Concerns or Allegations about a Representative of EPTA UK:

This form must be completed and given, or sent in a sealed envelope marked 'Private & Confidential', to EPTA UK Designated Safeguarding Officer [PO Box 80468 London N1P 3TW](#)

Where a referral is made, this form will be sent to the appropriate social care services as written confirmation of the referral with a copy retained by the DSO.

Name of EPTA UK Representative:	Role:
What has happened so far? Please be specific and include the dates and times of any incidents.	
How has this come to your attention?	
Are there any other witnesses? Please provide details where possible.	
Are you making this report with the consent of the child/ vulnerable adult/ informant?	
Name of informant:	
Name, address and telephone number of parent or guardian:	

Your Name:

Date:

Contact details:

Signature: