

# Alzheimer's Society

## Safeguarding Children Policy and Procedures

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Policy and procedure apply to:		Employees: All	Volunteers: All
		Contractors: All	Other: non defined
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Contents – hold CTRL on your keyboard and click on the relevant section within the contents page and you will automatically be taken to that part of the document.

### Contents

1. Safeguarding Children Policy.....	3
What you need to know .....	3
Policy Statement: .....	3
How we work here .....	3
Safeguarding Governance .....	3
1.1 Policy Objectives.....	4
1.2 Who does it apply to?.....	4
1.3 Roles and Responsibilities .....	4
1.4 Definition of a child .....	4
1.5 Definitions of child abuse and neglect.....	4
1.6 Safeguarding and Child Protection .....	5
1.7 Young Carers.....	5
1.8 Allegations of non-recent abuse.....	5
1.9 Contextual Safeguarding .....	5
1.10 Prevent and radicalisation .....	6
1.11 Modern Slavery.....	6
2. Safeguarding Children Procedures .....	6

2.1 What should you do if you are concerned that a child might be at risk of harm? .....	6
2.2 If you get told directly by a child about abuse or neglect.....	6
2.3 What to do if you are concerned about safeguarding practices?.....	7
2.3.1 Concerns about an adult working for, associated with or representing the Society and their contact with children.....	7
2.3.2 At an event.....	7
2.3.3 Safeguarding Online.....	8
2.3.4 What will the Quality Safeguarding Team do.....	8
2.3.5 Whistleblowing.....	8
2.3.6 Safe Recruitment.....	8
2.3.7 Safeguarding Due Diligence with external partners.....	9
2.3.8 Referrals to the Charity Commission.....	9
2.3.9 Referrals to the Disclosure and Barring Service.....	9
2.3.10 Local Authority Statutory Safeguarding Reviews .....	9
3. Retention and storage of safeguarding information .....	10
3.1 Recording of information.....	10
3.2 Best practice rules when recording safeguarding information .....	10
3.3 Retention rules concerning safeguarding concerns or allegations.....	10
Appendices.....	12
Appendix 1: Safeguarding roles and responsibilities.....	12
Appendix 2: Safeguarding escalations and governance framework .....	13
Appendix 3: Types of child abuse and neglect.....	14
Appendix 4: Signs and indicators of abuse and neglect.....	18
Appendix 5: Managing safeguarding allegations and concerns employees/ volunteers .....	19
Appendix 6: Legal Framework.....	21

## 1. Safeguarding Children Policy

### What you need to know

#### Policy Statement:

Alzheimer's Society (the Society) is committed to working in ways which promote the freedom and the dignity of those it comes into contact. Fundamental to this is the safeguarding of those who might be vulnerable, no matter whether they are children or adults. This policy outlines our commitment to the safeguarding of children.

This policy sets out the safeguarding framework should our people be concerned about the welfare of a child they come into contact within the course of their work or volunteering with the Society. Through this policy we are looking not only to develop but proactively maintain an environment in the Society which is aimed at preventing or deterring any actions which could place any children at risk of harm, whether this is deliberate or by omission.

This policy applies to all the Society's services and to any other activities and interactions undertaken by Society employees, contractors and volunteers as part of their roles. Everyone has a role to play in safeguarding and the Society expects everyone to take on this responsibility in supporting good safeguarding practices and behaviours.

### How we work here

#### Safeguarding Governance

The Society's Board of Trustees is accountable for ensuring that the Society has appropriate structure, processes, and resources in place to ensure safeguarding is central to all the organisation does, and for monitoring compliance. As part of fulfilling their duties, trustees must take reasonable steps to protect from harm, children who come into contact with the Society. This includes:

- People who benefit from the Society's work
- Staff
- Volunteers
- Other people who come into contact with the Society through its work

Lines of accountability for safeguarding throughout the Society are detailed below:

**Senior Accountable Officer:** Chief Executive Officer

**Strategic Lead for Safeguarding:** Director of Dementia Support and Partnerships

**Senior Lead for Safeguarding:** Associate Director of Practice and Compliance

**Designated Safeguarding Lead:** Head of Safe Practice

**Caldicott Guardian:** Associate Director of Practice and Compliance, Head of Quality Practice and Insight

**Corporate Safeguarding structure:** please refer to Appendix 1 for detail and information

## 1.1 Policy Objectives

The policy seeks to ensure that everyone involved with the Society:

- Understands their responsibility to protect children in all areas of our activities
- Knows what to do if they are concerned about the welfare of children or are concerned about the behavior of others towards children
- Knows where to go for advice and support if they are not sure about any aspect of protecting children.

## 1.2 Who does it apply to?

This policy applies to anyone who engages with children for or on behalf of the Society. It includes:

- All Employees
- Freelance staff and contractors
- Volunteers
- Trustees

The Society expects all our partners to share the same commitment to safeguarding children and we expect them to have their own safeguarding policy and procedures in place which meet safeguarding requirements to a safe standard. See [section 2.3.7](#) for more detail.

## 1.3 Roles and Responsibilities

We all have a responsibility to:

1. Know and work within this policy framework in order to safeguard children including knowing how to report concerns
2. Promote safe practices by being an excellent role model; positively involve people in developing safe practices wherever possible and report any concerns about poor practice swiftly using the mechanisms in this policy
3. Encourage open communication by treating all people equally with respect and dignity and share information appropriately with others and within the law

## 1.4 Definition of a child

A child is defined as anyone up to the age of 18. There may be occasions when someone is aged 18 or over but is still receiving children's services (for example a disabled young person who is in a residential educational setting until aged 25 or a care leaver) and a safeguarding issue is raised. These matters should be dealt with through adult safeguarding arrangements as outlined in the [Safeguarding Adults Policy](#).

## 1.5 Definitions of child abuse and neglect

There are four main categories of abuse, but more than one type of abuse may be occurring simultaneously or sequentially. Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust. Abuse can happen to a child or young person regardless of their age, gender, race, or ability.

These are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

There is a detailed description of each type of abuse in Appendix 3. The abuser may be a family member, someone the child encounters in residential care, or in the community, including sports and leisure activities. Any individual may abuse or neglect a child or young person directly, or may be responsible for abuse because they fail to prevent another person harming them or may not pass on information which could prevent or stop the abuse. Abuse in all its forms can affect a child at any age. Signs and Indicators of abuse are described in detail in Appendix 3.

### **1.6 Safeguarding and Child Protection**

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

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

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child, such as making a referral to the Police and/or Children Services.

### **1.7 Young Carers**

Our staff, contractors or volunteers may encounter a situation where there is a young carer supporting an adult service user, and the young carer is or may be at risk of harm. In these circumstances the safeguarding reporting procedures in [Section 2.3](#) below will need to be followed.

### **1.8 Allegations of non-recent abuse**

It can take many years for survivors of abuse to come forward for many different reasons; shame, fear of not being believed, difficulty in communicating or expressing the abuse. However, the alleged perpetrator may still remain a risk to others and so all non-recent allegations must be examined.

Regardless of the length of time that has occurred since the abuse took place, whether involving anyone from the Society or outside of it such as partnerships/those working on behalf of the Society should still be taken seriously and acted upon in line with the Society's safeguarding policies and procedures. The Quality Safeguarding Team will work in partnership with the police or local authorities in such cases.

### **1.9 Contextual Safeguarding**

Some children may be vulnerable to abuse or exploitation outside their families such as at school, peer groups or the wider community or online. These threats can take a range of different forms such as; exploitation by criminal networks, trafficking, online abuse and radicalisation. The Society will consider these wider factors through their work with children on their programmes to see if they are present and are a threat to their safety or well-being.

### 1.10 Prevent and radicalisation

The main aim of Prevent is to stop people from becoming terrorists or supporting terrorism. At the heart of Prevent is safeguarding children and adults and providing early intervention to protect and divert people away from being drawn into terrorist activity. Prevent is part of the Government's counter-terrorism strategy and aims to provide support and re-direction to vulnerable individuals at risk of being groomed into terrorist activity before any crimes are committed.

### 1.11 Modern Slavery

If you have a concern that a child may be a victim of modern slavery, you need to refer the matter directly to the Head of Safe Practice (or in their absence the Quality Safeguarding Team) who will take appropriate action, as required. Please refer to Appendix 3 for types of modern slavery abuse and the Modern Slavery policy on Arena.

## 2. Safeguarding Children Procedures

### 2.1 What should you do if you are concerned that a child might be at risk of harm?

If the child is in immediate danger or requires medical attention: You **must** contact the police or ambulance services on 999 or seek immediate medical attention. Once you have done that refer the matter to the Quality Safeguarding Team. If you are a CRS user, you will do this by submitting a safeguarding concern via the salesforce app within CRS. Full guidance on how to submit a concern on Salesforce can be found on our [Arena](#) pages, or by contacting the Safeguarding Concern Line **0208 049 9290**.

If there is no immediate risk of harm, please share the information as soon as possible, on the same day (or within 12 hours) with the Quality Safeguarding Team via the Salesforce app.

Non CRS users – if you do not use CRS and there is no immediate danger, please complete the Society's safeguarding reporting form which you can download on our [Arena](#) pages and email this to [safeguarding@alzheimers.org.uk](mailto:safeguarding@alzheimers.org.uk)

### 2.2 If you get told directly by a child about abuse or neglect

If a child discloses information to you about their own, or someone else's, experience of abuse or neglect it is important that you tell them that you cannot keep this confidential and that you have a duty to report this to protect them or others. This may be a disclosure of recent or non-recent abuse.

It is important that you:

- remain calm and do not show shock or disbelief
- show support and compassion
- listen carefully to what is being said
- do not ask detailed, probing or leading questions
- tell them that you take what they are saying seriously
- tell them what you are going to do next and that you will only tell people who you think need to know
- make a full and written record of what has been said/heard as soon as possible after the disclosure has ended

- share this information with the Quality Safeguarding Team as outlined above

## 2.3 What to do if you are concerned about safeguarding practices?

### 2.3.1 Concerns about an adult working for, associated with or representing the Society and their contact with children

If you have concerns about the behaviour of a person - who is working/volunteering for, or representing, the Society - towards a child, you must speak to the Head of SafePractice, or if unavailable, the Quality Safeguarding Team immediately. Please refer to the flowcharts in Appendix 4 for more detail on this process.

You may be concerned that someone working or volunteering for or on behalf of the Society:

- is behaving, or has behaved, in such a way that a child has been harmed or may be harmed.
- may possibly have committed a criminal offence against a child.
- has behaved towards a child in a way that makes you think they may pose a risk of harm to others – including other children.
- behaves in a way that compromises the reputation and ability of the Society to safeguard children.

Examples of such behaviour (not exhaustive) could be:

- contravening or continuing to contravene any safe practice guidance for working with children
- exploiting or abusing a position of trust and/or power
- consistently demonstrating a failure to understand or appreciate how their own actions could adversely impact upon the safety and wellbeing of children
- exhibiting an inability to make sound professional judgements which safeguard the welfare of children
- failing to understand or recognise the need for clear personal and professional boundaries in their work; or behaving in such a way that it seriously undermines the trust and confidence placed in them by the Society.

### 2.3.2 At an event

If witnessing a potential safeguarding concern at an event, the following process should be followed:

In the first instance establish if the child is at immediate risk of harm; if so act immediately by calling 999. Follow this up by updating the lead event organiser and then contact the Quality Safeguarding Team at your earliest opportunity by emailing [safeguarding@alzheimers.org.uk](mailto:safeguarding@alzheimers.org.uk) or by contacting the Safeguarding Concern Line **0208 049 9290** and follow this up by submitting a Safeguarding concern within the Salesforce app. Full guidance can be found [here](#) on our Arena pages.

If the child is not at immediate risk of harm, contact the lead event organiser (maybe check this out with campaigns see who is 'in charge') and discuss your concerns [this is something we need to do around completing some resources for events management] then contact the Quality Safeguarding Team at your earliest opportunity by emailing [safeguarding@alzheimers.org.uk](mailto:safeguarding@alzheimers.org.uk) or by contacting the Safeguarding Concern Line **0208 049 9290** and follow this up by submitting a Safeguarding concern on Salesforce.

Non CRS users – if you do not use CRS and there is no immediate danger, please complete the Society’s safeguarding reporting form which you can download on our [Arena](#) pages and email this to [safeguarding@alzheimers.org.uk](mailto:safeguarding@alzheimers.org.uk)

### 2.3.3 Safeguarding Online

If you have any online safeguarding concerns these should be referred to the Quality Safeguarding Team. This may relate to concerns relating to illegal, inappropriate, or harmful content, such as sexual images, bullying, grooming and exploitation, self-harm or suicide ideation, or corrupting and extremist ideas. If you believe a child to be in immediate danger from online abuse, for example,

- a child coerced to meet with someone they do not know in person,
- a child whereabouts is unknown/missing

take immediate action by contacting the emergency services on 999, and update the Quality Safeguarding Team at the earliest opportunity

### 2.3.4 What will the Quality Safeguarding Team do

Once you have shared your concern with the Quality Safeguarding Team, they will then decide the next course of action and they will be responsible for taking any actions forward. The principle of this is that early sharing of information is the key to providing an effective response where there are emerging concerns.

A course of action may include:

- a discussion with the child’s legal parent/guardian/carer
- a referral to a statutory agency such as the police, local authority children’s services or the Local Authority Designated Officer.
- advice maybe sought from a statutory agency regarding next steps.
- In the case of a **school or other educational establishment**, the Quality Safeguarding Team may liaise with them to ensure appropriate action is taken.
- If the concern is about the **behaviour of a person working/volunteering for, associated with or representing, the Society toward a child**, the [process in Appendix 4](#) will be followed.

### 2.3.5 Whistleblowing

Safeguarding concerns or allegations that relate to the way the Society manages their safeguarding duties at an organisational level can also be reported via the [Whistleblowing policy and procedures](#)

### 2.3.6 Safe Recruitment

Building a culture of safeguarding depends on our ability to encourage a commitment to safeguarding amongst all those who join the organisation. This process begins at recruitment.

We demonstrate our commitment to safeguarding by:

- Ensuring all Recruiting Managers have received training on safer recruitment
- Including a statement about our commitment to safeguarding in all job adverts
- Including specific safeguarding questions in interviews for roles which have direct contact with children and adults in communities
- Completing appropriate criminal record checks and requesting two references on all staff and volunteers

- Safeguarding training is a compulsory part of the induction process for all new starters
- Incorporating compliance with safeguarding in all employment and volunteering agreements

Please refer to the Safe Recruitment Policy and Procedures or the Society's People Team for detailed information on the process to follow during recruitment.

### **2.3.7 Safeguarding Due Diligence with external partners**

The Society is committed to entering in partnerships and sub-contractual relationships with safe organisations. This means that we take all appropriate steps to ensure that organisations that we subcontract to undertake a service on our behalf, who enter in partnership with us, or who utilise our brand, have adequate measures in place to prevent harm and to respond effectively if safeguarding issues do arise.

We will ensure this by undertaking safeguarding due diligence before entering in any contractual or other relationship with third parties.

### **2.3.8 Referrals to the Charity Commission**

The Charity Commission will need to be informed of any suspicions, allegations and incidents of abuse or mistreatment that fall under the definition of serious incident.

Please refer any such concerns and allegations to the Quality Safeguarding Team who will then manage and escalate this appropriately. Please refer to the [Safeguarding Serious Incident Procedure](#) for the definition of serious incident for more information.

### **2.3.9 Referrals to the Disclosure and Barring Service**

If a safeguarding allegation is raised against a member of staff or volunteer of the Society, consideration will be given as to whether they are able or allowed to continue in this role depending on the outcome or any enquiries. If it is concluded that the individual should no longer be engaged in activity with children, then the Head of Safe Practice will refer this individual to the Disclosure and Barring Service for consideration to bar the person from working with children or adults at risk.

### **2.3.10 Local Authority Statutory Safeguarding Reviews**

When a child dies or is seriously harmed as a result of abuse or neglect, a review may be conducted to identify ways that professionals and organisations can improve the way they work together to safeguard children and prevent similar incidents from occurring.

Each of the three nations have its own terminology and guidance for carrying out and sharing learning from reviews, reviews are known as:

- Child safeguarding practice reviews (CSPR) in England
- Case management reviews in Northern Ireland
- Child practice reviews in Wales

The Society commits to work openly, transparently, and support any request to be a participant and/or share information as part of a statutory review process initiated by a Local Authority. Any request for information relating to a statutory review should be shared in the first instance with the Quality Safeguarding Team who will undertake the coordination of the sharing relevant information and learning. The Quality Safeguarding Team will undertake an internal learning review of any such case at the point of notification.

### 3. Retention and storage of safeguarding information

#### 3.1 Recording of information

It is essential that the Society maintains clear and comprehensive records of any concerns or allegations of actual or suspected abuse, which should detail the actions that were taken, discussions, and the outcomes.

The importance of ensuring that accurate, up to date and clear records are:

- To prevent an unnecessary re-investigation if an allegation or concern resurfaces in the future.
- Provide clarity in a situation where a future criminal records check reveals information from a police investigation that an allegation was made against a person, but did not result in a prosecution or conviction.
- To provide information to statutory services in the event of a statutory safeguarding review, case conference or court proceedings .
- To be able to provide accurate information in response for any future request for a reference for a member of staff or volunteer.
- To provide information and evidence should a decision be made to refer a person for consideration to be barred from working with children or young people
- To support the Society with best standard practices for their policies and procedures

#### 3.2 Best practice rules when recording safeguarding information

- Recording should always be objective
- The records must reflect the language that is used by the person making the allegation or raising a concern. It should not be altered or amended in anyway
- Recording of a safeguarding concern or allegation should be made within 24 hours of receiving the information

#### 3.3 Retention rules concerning safeguarding concerns or allegations

The general rule where concerns or allegations have been raised relating to a child should be kept in their personnel file for 25 years. All other safeguarding allegations and concerns should be kept for 25 years. This applies to all paid staff and volunteers.

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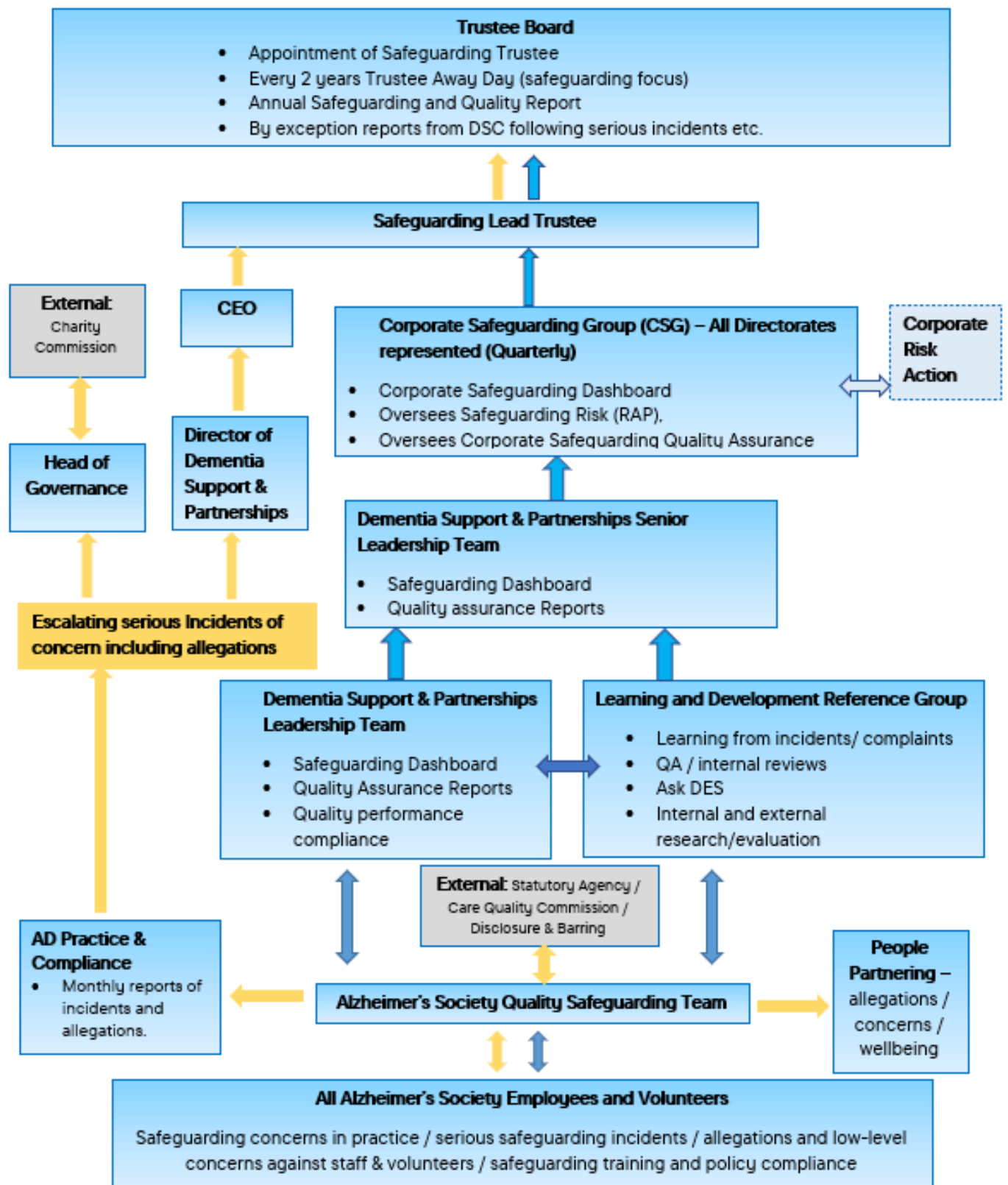
## Appendices

### Appendix 1: Safeguarding roles and responsibilities

<b>Board of Trustees</b>	Alzheimer's Society Trustees are accountable for ensuring that the organisation has appropriate structures, processes, and resources in place to ensure safeguarding is central to all that the organisation does, and for monitoring compliance. (Charity Commission for England and Wales, 2019; Charity Commission for Northern Ireland, 2019)
<b>Corporate Safeguarding Group (CSG)</b>	A forum to develop the strategic approach to safeguarding across Alzheimer's Society. It plays a key role in coordinating and ensuring the effectiveness of corporate safeguarding arrangements across the charity. Key issues and risks identified, improvement activity monitored, and learning promoted. Oversight and monitoring of all safeguarding risks held on the Corporate Risk Action Plan.
<b>Chief Executive Officer (CEO)</b>	The Chief Executive Officer is the senior accountable officer for all aspects of safeguarding across the organisation.
<b>Safeguarding Lead Trustee</b>	The Safeguarding Trustee is appointed by the Board reporting periodically on the work of the Corporate Safeguarding Group and other relevant Committees as appropriate.
<b>Director of Dementia Support and Partnerships</b>	The Director of Dementia Support & Partnerships holds the operational strategic leadership of safeguarding and accountability for operational safeguarding across the organisation.
<b>Associate Director of Practice and Compliance</b>	The strategic leadership of safeguarding and the quality and practice of safeguarding across the organisation is held by the Associate Director. The Associate Director is accountable for fostering a culture of continuous improvement and learning across all areas of safeguarding and line manager for the Head of Safe Practice. Alzheimer's Society Caldicott Guardian.
<b>Head of Safe Practice</b>	Manages and leads a dedicated team of safeguarding managers and officers to ensure consistently high standards of safeguarding practice across the organisation for children, young people, and adults at risk. Accountable for ensuring the delivery of internal escalation of risks relating to safeguarding in practice, serious incidents, and allegations against staff or volunteers.



Appendix 2: Safeguarding escalations and governance framework



### Appendix 3: Types of child abuse and neglect

**Physical abuse** is 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. Giving young people alcohol or inappropriate drugs would also constitute child abuse. In a sports situation, physical abuse may occur when the nature and intensity of the training disregard the capacity of a young child's immature and growing body which could cause injuries.

**Emotional Abuse** is 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 children 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 the 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.

**Sexual Abuse** involve 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 can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect** is 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.

**Bullying** has no legal definition, but it is usually understood as repeated physically or/and emotionally hurtful behaviour. It can take many forms, including:

- Physical bullying; it involves hitting, kicking and other types of physical harm including destruction of one's possessions

- Verbal bullying; it encompasses name-calling, teasing, intimidating and spreading hurtful rumours
- Cyber-bullying; it involves sending harassing, threatening and humiliating text messages, emails, posts, blogs, etc. as well as spreading hurtful rumours via the Internet and calling on the phone at inappropriate hours.

The consequences of bullying can cause serious emotional distress which often leads to anxiety, fear, low self-esteem, feelings of worthlessness and depression. Children who are bullied are often also afraid to go to school and make up health problems to stay at home. Many, however, develop actual health problems due to the stress such as frequent headaches and stomach aches, and decline in school performance.

### **Peer on Peer abuse**

Peer-on-peer abuse can also be known as child-on-child abuse. It is when a child places harm or abuse on another child. This can be a very difficult form of abuse to address because the abuse is harmful to both the perpetrator (the child committing the abuse) and the victim (the child being abused).

### **Online abuse**

Children and young people can be at risk of online abuse from people they know as well as from strangers and online abuse may be part of abuse that is taking place in the real world e.g. bullying. The distress that a child/young person may feel through this type of abuse can be long lasting as they can feel there is no escape from online abuse, as it invades their safe space e.g. bedrooms and abusers can contact them at any time of day or night. Social media can be used as a means of contacting young people with a view to grooming them for inappropriate or abusive relationships.

Further information and guidance can be found through NSPCC, CEOP, Internet Watch Foundation and the UK Safer Internet Centre.

### **Honour based abuse**

In families and communities where religious beliefs are very strong, the behaviours that are considered to be inappropriate and which may then provoke honour-based violence are varied and may change depending on the nature of the community or culture involved.

**Female genital mutilation (FGM)** It is also known as 'female genital cutting' or 'female circumcision'. FGM has significant physical and mental health consequences as a result of this. It is a practice which should not be excused, condoned or accepted. FGM is an extremely harmful practice that violates basic human rights and girls are at particular risk of FGM during the school holidays. This is the time when families may be taking their child/young person abroad for the procedure and the girl may not be aware that this is the reason they are going.

**Breast ironing** (also called breast flattening) is when young girls' breasts are damaged over time to flatten them and delay their development. Sometimes, an elastic belt, or binder, is used to stop them from growing. Breast ironing usually starts with the first signs of puberty and is most often done by female relatives. In most cases, the abuser incorrectly thinks they're behaving in the best interests of the child. They believe flattening the breasts will make the child less 'womanly'. They hope this will protect the girl from harassment, rape, abduction and early forced marriage, and help them stay in education.

### **Domestic violence**

Children and young people who live in families where they are exposed to domestic violence or abuse have been shown to be at risk of emotional, physical, behavioural and long-term developmental problems. Any pattern of incidents such as controlling behaviour which is a range of acts designed to make a young person subordinate or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain. This behaviour can deprive them of independence, resistance, escape and regulates their everyday behaviour. Coercive behaviour is an act or pattern of acts of assault, threats, humiliation and intimidation or other abuse which is used to frighten, harm or punish their victim.

### **Forced marriage**

This is where a marriage is conducted without the full consent of both parties and where duress is a factor. In the case of some adults with learning disabilities or mental incapacity they may not be able to consent to the marriage. It can happen in secret and may be planned by parents, family or religious leaders, it can also involve a range of abuse including coercion. This is completely different from an arranged or assisted marriage where the families take a role in choosing and introducing the marriage partners, but the marriage is entered into freely by both people without pressure.

### **Modern slavery**

**Child trafficking** is a form of abuse where children are recruited, moved or transported and then exploited e.g. for the purpose of sexual exploitation or domestic servitude. They are often subject to multiple forms of abuse. Children may be trafficked into the UK from abroad, but they can also be trafficked from one part of the UK to another.

### **Child criminal exploitation**

This is where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 years into any criminal activity. The victim may have been criminally exploited, even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact, it can also occur through the use of technology. (Home Office definition).

**County Lines** is where illegal drugs are transported from one area to another, often across police and local authority boundaries (although not exclusively), usually by children or vulnerable people who are coerced into it by gangs. The 'County Line' is the mobile phone line used to take the orders of drugs. Importing areas (areas where the drugs are taken to) are reporting increased levels of violence and weapons-related crimes as a result of this trend. (National Crime Agency definition).

**Debt bondage** is when children, where they are tricked into working for little or no money to repay a debt.

**Child Sexual Exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. In some activities such as physical sports these can create opportunities where the contact leads to sexual abuse and could go unnoticed

### **Self-harm**

Whilst this is not a form of child abuse, self-harm should be taken seriously and reported to like any other form of abuse. Self-harm is when a young person intentionally damages or injures their body and is usually a way of coping with or expressing overwhelming emotional distress. Often, the physical pain of self-harm may feel easier to deal with than the emotional pain that is behind this. It can also enable a young person to feel that they are in control of at least one part of their lives. Young people often try to keep self-harm a secret because of shame or fear of discovery.

### **Grooming behaviour**

Grooming is when a person builds an emotional connection with a child/young person with the intention of sexual abuse, sexual exploitation or trafficking. It involves making a child/young person feel comfortable through a variety of different methods thus developing trust, before initiating physical contact and abusing that trust. An offender is likely to look to groom the adults as well as the child/young person to gain that trust. This process can happen within a family, an organisation or online. They could be groomed by someone they know or a stranger and groomers can be any age or gender. A person who sexually abuses children/young people are very skilled at gaining the confidence of a child/young person or parent and look for opportunities where they can have unsupervised access to that child/young person.

Some of the signs that an individual may be grooming a child or young person are listed:

- Inappropriately dressed about the child/young person
- Gives special attention to a particular child/young person
- Isolating a child/young person from other people
- Touching, hugging, tickling, wrestling with a child/young person
- Giving gifts e.g. cigarettes, alcohol or drugs or money with no explanation or reason
- Creating opportunities to be alone with a child/young person where no other adults are around e.g. offering to give a child a lift or special trip
- Discussing their own sexual experiences and encouraging a child/young person to share their feelings or sexual experiences
- Sharing and viewing abusive images of children/young people
- Not adhering or respecting the code of conduct or behaviours of good practice in the Society, especially where there are different programmes being offered to children/young people

#### Appendix 4: Signs and indicators of abuse and neglect

Some of these characteristics listed in this may be indicators of abuse or neglect and there may be more than one sign or indicator. It is not always easy to recognise a situation where abuse may occur or has already taken place.

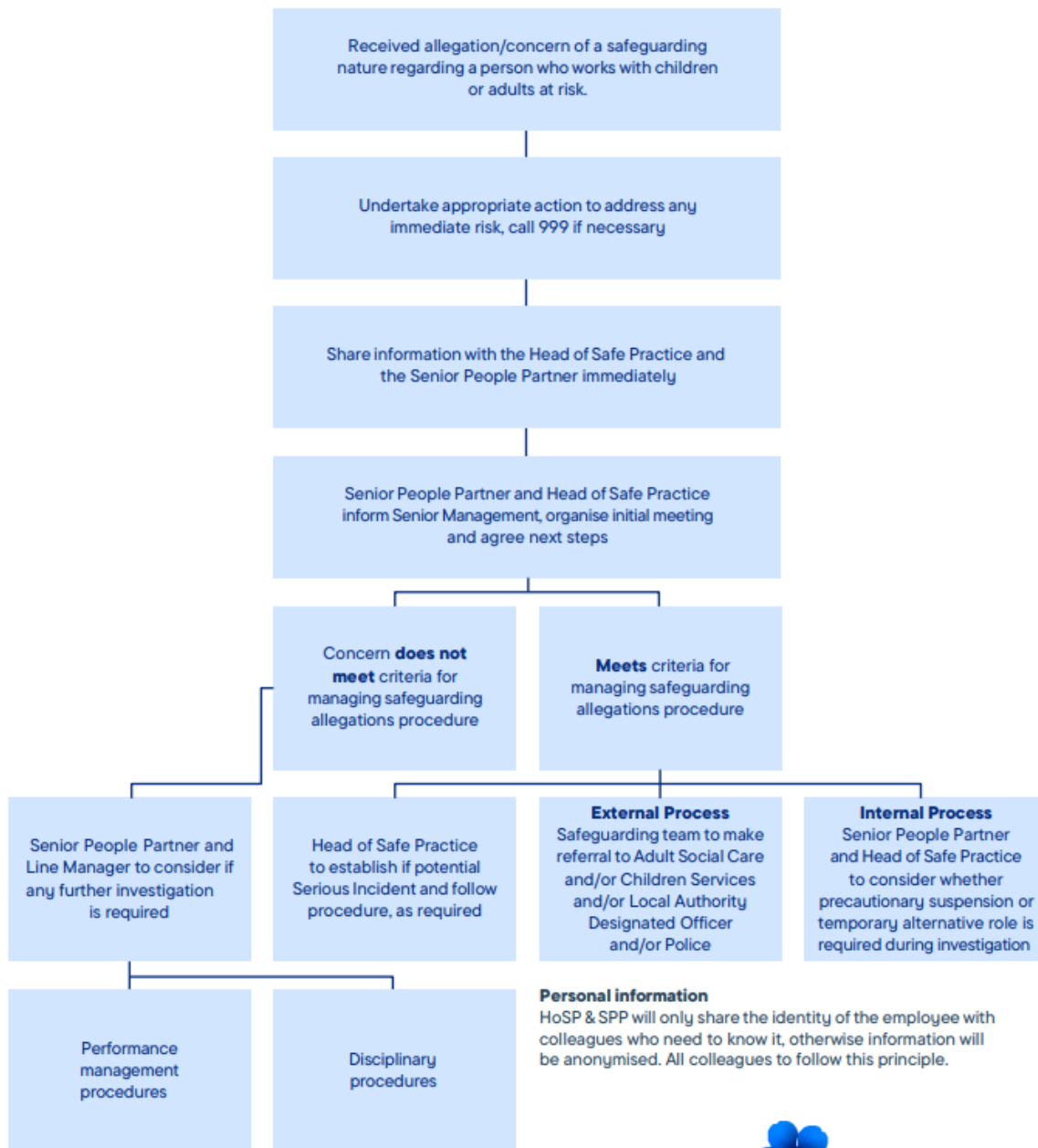
Some of the following signs might be indicators of abuse or neglect:

- Children/young people whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children/young people with clothes which are ill-fitting and/or dirty or with consistently poor hygiene;
- Children/young people who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children/young people who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason, or disability;
- Children/young people who are regularly missing from school or education or who are reluctant to go home after school or an activity at the Society;
- Parents who are dismissive and non-responsive to professionals' concerns;
- Parents who collect their children/young person from activities when inebriated, or under the influence of drugs;
- Children/young people who drink alcohol regularly or abuse substances from an early age;
- Children/young people who are concerned for younger siblings without explaining why;
- Children/young people who talk about running away or have run away before;
- Children/young people who shy away from being touched or flinch at sudden movements

Appendix 5: Managing safeguarding allegations and concerns employees/ volunteers

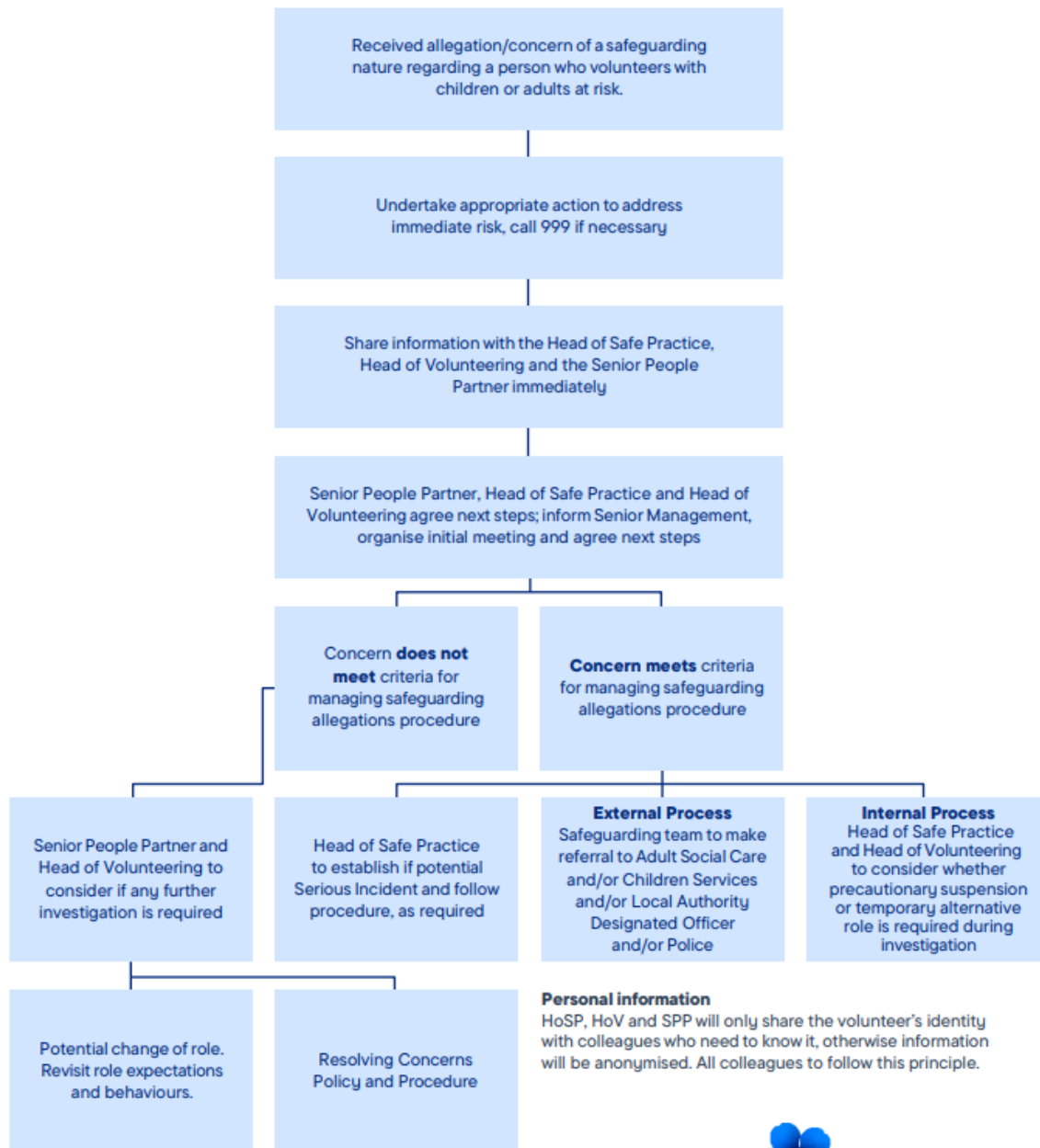
# Alzheimer's Society

## Managing safeguarding allegations and concerns against employees



# Alzheimer's Society

## Managing safeguarding allegations and concerns against volunteers



Registered office at Alzheimer's Society, 43-44 Crutched Friars, London, EC3N 2AE

Alzheimer's Society is a registered Charity No. 296645. Registered as a company limited by guarantee and registered in England No. 2115499



## Appendix 6: Legal Framework

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Working Together under the Children Act 2004 (Wales)
- Social Services and Well-being (Wales) Act 2014
- Cooperating to Safeguard Children and Young People (Northern Ireland)
- Safeguarding Board (Northern Ireland) Act 2011
- Safeguarding Vulnerable Groups Act 2006
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2023
- Modern Slavery Act 2015