

Best Theatre Arts' Child Safeguarding Policy

Best Theatre Arts' Child Safeguarding Policy is comprised of the following sections.

1. Policy Statement
2. Code of Practice
3. Designated Child Protection Person
4. Procedure for Reporting Concerns
5. Process Flowcharts
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Appendix 1: Definitions and indicators of abuse

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1. Policy Statement

Best Theatre Arts ('Best'), a commercial Partnership, is a part-time theatre arts school for children and young people up to the age of 18. Its core activity is the provision of quality theatre arts training through term-time courses at weekends, through week-long holiday courses, or through workshops delivered in schools.

Best acknowledges it has a responsibility for the safety and the promotion of welfare of all children (regardless of age, disability, gender, race, religion or sexual orientation) enrolled on its courses or otherwise under its temporary care. It also recognises that good child protection policies and procedures underpin a culture of safeguarding children, and are of benefit to everyone involved with Best's work, including Partners, as they can help protect them from false or malicious allegations.

For the purposes of child protection a child is a person up to the age of 18 years. Best's child protection policy and procedures are based upon principles contained within the Children Act 1989, Children Act 2004, Human Rights Act 1998, Data Protection Act and government guidance: Working Together to Safeguard Children 2006.

Best is committed to practices which protect children from harm. For the purpose of this policy, Best Staff include its Partners (i.e. those people who appear on the Best partnership's Register of Partners), volunteer helpers, chaperones, stage helpers and stewards. All Best Staff who have contact with children are required to

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause children harm; and
- report concerns following the procedure below.

Best will endeavour to safeguard children by:

- a) **adopting child protection procedures** and a code of practice for all who work on behalf of Best;
- b) **reporting concerns** to the authorities;
- c) **following consistent and careful procedures** for recruitment and selection of Partners and volunteers; and
- d) **providing effective management** for Partners and volunteers through support and training.

Best is also committed to reviewing its Child Protection Policy and Code of Practice every three years or whenever there is a major change in the organisation of Best or in relevant

legislation. The review will be carried out by the DCP. It is Best's policy that it will endeavour to safeguard children by:

1. All Best Staff will promote the welfare of children who come into contact with Best in connection with its tasks and functions, and that they will report any concerns about a child or adult's behaviour, using the procedures laid down.
2. There are designated child protection person(s) within Best who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
3. Designated child protection person(s) know how to make appropriate and timely referrals to child protection agencies.
4. All those who are involved with children on behalf of Best must adhere to the Code of Practice in relation to children.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.
6. The Children Act 1989 states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
7. Best recognises its duty of care to children, and its policies in this regard will be referred to or included in recruitment, training, moderation and policy materials where appropriate, and staff will be required to agree to relevant policies before working with Best.
8. The policy and procedures are openly and widely available to Staff and stakeholders through our website or in writing on request, and are actively promoted within the organisation. Feedback on the policy and procedures is welcomed from all stakeholders, including staff, parents and children, and will be incorporated into policy reviews.
9. A culture of mutual respect between children and those who represent Best in all its activities will be encouraged, with adults modelling good practice in this context.
10. Best is committed to safer recruitment practices and therefore all Partners, volunteers and anyone in paid or unpaid work on behalf of Best with access to children will be subject to appropriate recruitment and vetting processes and checks.
11. It is part of Best's acceptance of its responsibility of its duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of Best will be fully supported by Best's Principal Partners when they report their concerns in good faith.
12. This policy should be read in conjunction with Best's anti-bullying, disciplinary, health and safety, photography and equal opportunities policies.

Annette Holland and David Bevan

11 January 2011

Next review date 11 January 2013

2. Code of Practice

Best expects that all Staff will be aware of this Code of Practice and adhere to its principles in their approach to all children.

1. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.
2. The classes should be as open as possible, and it is important that no more time should be spent alone with children than is necessary during class changeovers or at dismissal.
3. It is important not to have physical contact with children and this should be avoided except in an emergency. Any physical contact with a student may be misinterpreted.
4. It is not good practice, and is forbidden, to take children alone in a car on journeys, however short.
5. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
6. Do not use any form of innuendo, or form of words which may be construed as innuendo.
7. Do not abuse your position of trust through any form of sexual or otherwise intimate contact with any child
8. Do not enter into private correspondence with children through mail, e-mail, text or any other medium
9. Do not use words or speak in a manner which may be taken as demeaning or divisive.
10. Remember that someone else might misinterpret your actions, no matter how well intentioned
11. Do not use bad language or shout in anger.
12. Do not allow yourself to be drawn into inappropriate attention-seeking behaviour
13. Do not show favouritism to any child
14. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. (see 'Responding Appropriately to a Child making an Allegation of Abuse') If this gives rise to a child protection concern it is important to follow Best's procedure for reporting such concerns, and not to attempt to investigate the concern yourself.
15. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
16. Always give guidance and support to less experienced Staff

3. Role and Responsibilities of the Designated Child Protection Person (DCPP)

Best has appointed a designated child protection person who is responsible for dealing with any concerns about the protection of children. This person is the Principal Partner, Annette Holland, contactable by telephone on +44 (0)1727 765307 / 07711 502237 or [via email](mailto:bestarts@aol.com) at bestarts@aol.com.

In Annette's absence, the Deputy DCPP is Karen Tozer, contactable by phone on +44 (0) 777 834 1187 or via email at crankyfrank@hotmail.co.uk.

The role of the designated person(s) is to:

1. receive and record information from staff, children and parents/carers who have child protection concerns
2. assess such information promptly and carefully, clarifying or obtaining more information about concerns as appropriate.
3. know which child protection agency to contact in the event of a child protection concern coming to the notice of Best;
4. provide information and advice on child protection within Best;
5. ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
6. liaise with local children's social care (formerly known as social services) and other agencies, as appropriate;
7. keep relevant people within Best informed about any action taken and any further action required; for example, disciplinary action against a Partner;
8. ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
9. advise Best of child protection training needs; and
10. liaise with the National Society for the Prevention of Cruelty to Children (NSPCC) to review the operation of the Child Protection Policy regularly to ensure the procedures are working and that it complies with current best practice

Note: in the event of concern about a child or a Best Partner it is not appropriate to contact the DCPP by email as such action may delay a prompt response and it does not allow for the DCPP to understand the matter fully.

4. Procedure for Reporting Concerns

Child Abuse – Introduction

Child abuse can be a difficult and sensitive issue to think about and take action upon. It can be easier to deny its existence or ignore potential signs of abuse. Adults sometimes don't want to share their concerns for fear of being disbelieved or because they are scared or fear the consequences of saying anything. These are all understandable reactions. However, all children have a right to be protected by adults and live their lives free from abuse or neglect. It is not Best's responsibility to decide if a child has been abused rather it is our responsibility to consider, and if necessary share, any concerns about a child with the appropriate authorities who can then determine what action to take.

Child abuse can occur at any age to any child. The effects of child abuse can be both short term and long term and may continue to affect individuals throughout their lives. This is why it is important to act upon concerns at an early stage. There are many ways in which you could be alerted to a child being abused, each of the examples given below could result in a concern for a child's welfare and safety.

Staff could have a suspicion or concern about possible child abuse raised in a number of ways, the most likely of which are:

1. the conduct of a Best member of Staff;
2. a child says he/she is being abused;
3. bruising or evidence of physical hurt;
4. unusual behaviour by a child;
5. third party reporting of a suspicion of abuse;
6. a child hurting or otherwise being abusive towards another child.

What is abuse - definitions and indicators

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children can be abused in their family or in an institution (eg school, children's home) or in a community setting (eg club or activity group). Children can be abused by a person they know or, more rarely, by a stranger. They may be abused by an adult or adults, or another child.

Abuse and neglect can take many different forms (physical, emotional, sexual and neglect) and affect children in a variety of ways (eg physically, mentally and behaviourally). Appendix 1 gives details of the definitions of abuse and possible indicators.

If a member of Best Staff has such concerns they should be reported to a DCPD using the 'Checklist for Reporting Suspected Abuse' form (appendix 3) and they should follow the process flowcharts 1 or 2.

What follows below is an explanation of the flowcharts.

1. What to do if you have concerns about a child

1a) During Best Classes (not Best in Class)

Concerns about a specific child should be reported immediately by telephone or in person to the DCPD and confirmed in writing within 24 hours using the form available from the DCPD (see appendix 3). Delay could prejudice the welfare of a child.

The DCPD, on receiving details about a concern over the telephone or in person will consider what steps to take next. The DCPD can either:

- Decide that there is no cause for concern, or
- Decide to consult with a child protection agency i.e. children's social care, the police or the NSPCC Child Protection Help line, or
- Make a referral to children's social care or to the police.

In all of the above circumstances the DCPD will keep a full written record of the nature of the concern, any discussions held and dates, anyone spoken to and the decision taken and this includes any circumstances where the DCPD decides not to refer the concerns to the authorities.

If the DCPD has made a child protection referral to children's social care they should inform Best about their next course of action. Best's DCPD should contact children's social care if they have not heard from them after 3 working days.

Guidance about how you should respond to a child who has told you they are being harmed is given in appendix 2.

b) During Best in Class

Where Best staff have concerns about a child in school or a concern about the behaviour of a member of school staff, they should report their concerns to the Designated Senior Person for Child Protection (DSPCP) at the school within the same working day. Often it is the head that carries this role in a primary school but in a secondary school this role will be held by one or more senior school staff. In the case of an emergency the DSPCP should be contacted immediately, or where medical treatment is required, these needs should be addressed before contacting the DSPCP.

The Best staff member should complete the *Checklist for Reporting Suspected Abuse form* and ensure that this is given to the DSPCP at the school and a copy for Best's DCP. They should also telephone the Best DCP to inform her of their actions.

Best's DCP should contact the school the next day to check out what action has been taken and record this. If the DCP at Best has concerns that the school has not taken appropriate action she can consult and/or make a referral to children's social care independently of the school. Best should normally tell the school that they intend to take such action.

2. What to do if you have concerns about a member of Best Staff

Diagram 2 '**Reporting concerns about the behaviour of a member of Best staff**' which appears in the following section summarises what action should be taken in these circumstances.

If a Best staff member, parent/carer or child has a concern about a member of Best staff they should report them by phone or in person to the Best DCP within one working day. The concerns could be about behaviour which is harmful or potentially harmful to a child, where the code of practice has been breached or where the behaviour might suggest a criminal offence has taken place.

On receipt of this information the DCP will have to consider all the facts and information and then determine what enquiries and action to take. The DCP may:

- Decide there is no cause for immediate concern and decide to take no action or monitor the situation
- Decide to take disciplinary action against a staff member
- Consult with a child protection authority for advice (children's social care, police or NSPCC Child Protection Helpline)
- Make a referral to children's social care (specifically the 'Local Authority Designated Officer' whose role is to offer support and advice on managing allegations against staff) or the police.

The fact that a Staff member gives their resignation, or ceases to be a volunteer, will not prevent an allegation being followed up in accordance with these procedures. By the same token, a so-called compromise agreement by which a person agrees to resign, and Best decides not to pursue disciplinary action, will not be used.

In circumstances where the DCP decides that a referral to children's social care is required Best DCP will inform the accused person about the allegation as soon as possible after consulting the LA Designated Officer and seeking his/her advice. The actions that follow a referral to children's social care will depend on a number of factors including the evidence, risk of harm, and whether an offence has been committed. The LA Designated Officer will advise Best DCP on the necessary course of action and whether suspension is necessary.

If an allegation is determined to be unfounded, Best DCPD will consider referring the matter to children's social care to determine whether the child is in need of services, or may have been abused by someone else.

If the concerns relate to the DCPD, these should be reported to the Deputy DCPD or to a child protection authority.

Best DCPD will keep a clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and of any action taken and decisions reached. These will be kept in a person's confidential personnel file.

Important contact details:-

NSPCC Child Protection Helpline	0808 800 5000
Children, Schools & Families (Herts)	01438 737500
Child Abuse Investigation Unit (police)	01707 354000
Police	999

5. Process Flowchart for Reporting Concerns

This flowchart demonstrates the process by which child protection concerns will be managed by Best.

Diagram 1: Reporting concerns about a child's welfare

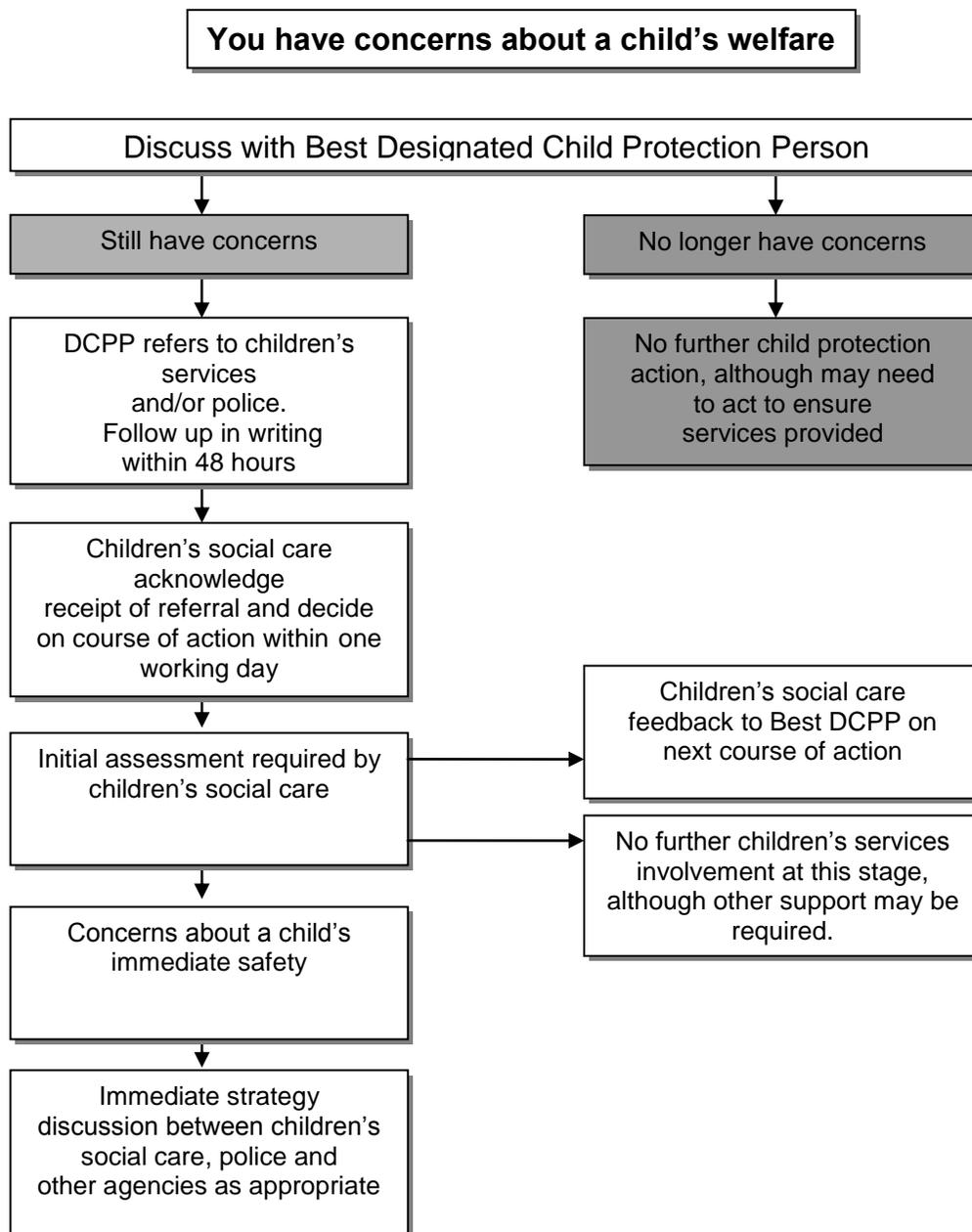
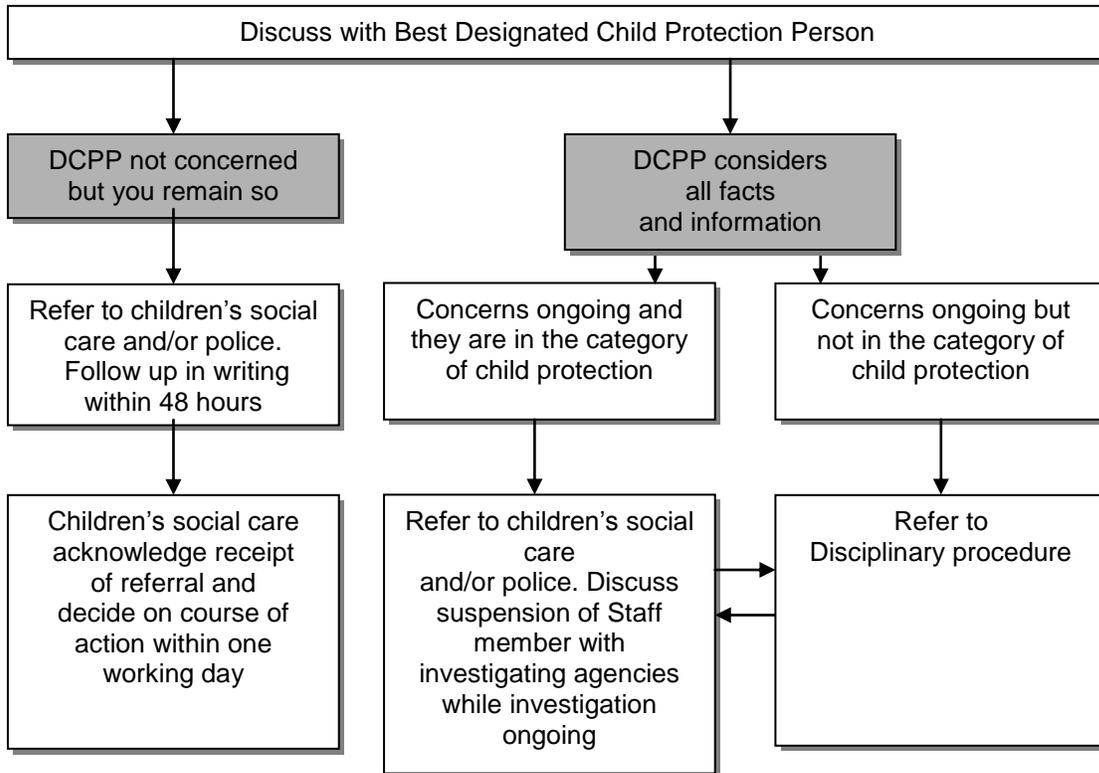


Diagram 2: Reporting concerns about the behaviour of a member of Best staff

**You have concerns about a member of Best Staff
in relation to the welfare of a child/children**



Note: For 'Best in Class' where Best staff work within a primary or secondary school during school hours, the schools' own child protection policy and processes will be followed. The school will inform the Best DCPP if there are any concerns about Best staff.

6. Information sharing and confidentiality

Although everyone has a right to privacy under the law, there are times when this right to privacy can be breached. The laws that protect personal information allow for the sharing of information in circumstances when there are concerns about the welfare of a child and/or where it is thought that a criminal offence has taken place.

Normally you should explain to children and families at the outset, what and how information will, or could be shared and why, and seek their agreement. If you have concerns about a child then it is good practice to share these with the parent/carer **however** the exception to this is where to do so would put the child or others at increased risk of significant harm or an adult at risk of significant harm, or if it would undermine the prevention, detection or prosecution of a serious crime.

You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.

The decision to share information about child protection concerns or concerns about the behaviour of an adult will be made by Best's DCP. If the DCP is uncertain about this she can seek advice from one of the child protection authorities. In cases where there is concern about child sexual abuse Best staff must not discuss this with the parent/carer or adult who is the focus of concern, instead they must seek advice from the child protection authorities.

It is essential that any information shared is accurate and up-to-date, necessary for the purposes for which you are sharing it, shared only with those people who need to see it, and shared securely. You should always record the reasons for your decision – whether it is to share information or not.

7. Records Retention and Destruction

Children

No records of any child will be kept for longer than 6 years after the child's last contact with Best, except where

- The records are relevant to any legal action being undertaken, or are required to be withheld by law
- The records need to be archived following legal action
- The information is unique to the child and may be required by them at a later date
- Specific permission has been given by the child's parents/carers to retain records for marketing purposes

In any of the above cases, the records will be marked clearly with the reason for retention. These files will only be accessible by authorized Best staff - in this case the Principal Partners and Operations Manager

Staff

Where an allegation has been made, records of the allegation and of the consequential actions taken and decisions reached will be held in a confidential file and retained until the individual's normal retirement age, or for 10 years if this is longer. A copy of the file will be given to the individual. The purpose of the record is to enable accurate information to be given in response to any future request for a reference.

CRB forms are destroyed after 6 months, although Best retains a record of the CRB search number, the date of the search and the outcome.

Records held pursuant to this procedure are to be kept in a locked and fire-resistant cabinet, or in password protected electronic files by the DCPD for a maximum period of twelve months or up to ten years (or to normal retirement age) if the DCPD is so advised by an appropriate agency, Best's legal advisers or insurers, or if an investigation is ongoing, after which they are to be shredded.

Destruction of records

Records to be destroyed will be shredded in the case of paper details, or deleted in the case of electronic files.

8. Recruitment and Selection Procedures

Appropriate recruitment and selection procedures for Partners and examiners in the context of child protection have been adopted by Best and include the following.

1. A clear definition of any role so that the most suitable appointee can be identified.
2. Identification of key selection criteria.
3. A wide circulation of vacancies to ensure equal opportunities.
4. Confirmation of the identity of the applicant including personal details obtained either through using an application form where appropriate, or through other means.
5. Requirement of a declaration of previous convictions and submission to formal check, together with the issue of the Child Protection Policy for those candidates whose work will bring them into contact with children or who will have a management responsibility in relation to those whose work does bring them into such contact.
6. Where possible a shortlist for each role to assessed against all key selection criteria
7. A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Criminal Records Bureau code of practice.
8. Documentary evidence of qualifications.
9. Use of several selection techniques to maximise the chance of safe recruitment, e.g. verbal references, checks.
10. At least one representative from Best meeting personally with every applicant, and an exploration of their attitudes towards working with children, whilst ensuring all aspects of employment history are fully covered
11. Written references
12. An enhanced CRB check will be carried out

Appendix 1

Definitions of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, kicking, punching, scalding, suffocating and other ways of inflicting pain or injury to a child. It also includes giving a child harmful substances, such as drugs, alcohol or poison. If a parent or carer reports non-existent symptoms of illness in a child, or deliberately causes illness in a child, this is also a form of physical abuse.

Physical abuse, as well as being an act of commission can also be caused through omission or the failure to act to protect.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment 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 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 causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (oral sex). They may involve non-contact activities, such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in 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 and clothing, shelter including exclusion from home or danger, failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment.

Vulnerability and child abuse in specific circumstances

It should be noted that some children are particularly vulnerable to abuse – these include disabled children or children with any special need, children living with domestic violence, children from families where parents have mental health difficulties or abuse substances, those from families in refuges, children of asylum seekers, or children from ethnic minorities. In these cases it can be easier to discount concerns or over react to them. Seeking advice from the DCPD or a child protection authority is advisable if you have any doubts.

Historic abuse

Sometimes a child or adult will disclose that they were abused in the past but that this has since stopped. Depending on the type of abuse it may be that the abuser still has access to other children and may be a risk to them. In such cases these concerns should be shared with the DCPD who should seek advice from the child protection authorities.

Indicators of abuse

1. Physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of the body, like elbows, knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury. A delay in seeking medical treatment for a child when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

Patterns of bruising that are suggestive of physical abuse include:

- Bruising in children who are not independently mobile
- Bruising in babies
- Bruises that are seen away from bony prominences
- Bruises to the face, back, stomach, arms, buttocks, ears and hands
- Multiple bruises in clusters
- Multiple bruises of uniform shape
- Bruises that carry the imprint of an implement used, hand-marks, or fingertips
- Although bruising is the most common injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child who has unexplained signs of pain or illness should be seen promptly by a doctor.

Other physical signs of abuse may include:

- Cigarette burns
- Adult bite marks
- Broken bones
- Scalds

Changes in behaviour which could also indicate physical abuse :

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

2. Emotional abuse

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents and carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from their parents' care
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour which may indicate emotional abuse include:

- Neurotic behaviour, e.g. sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm
- Fear of parent being approached regarding their behaviour

3. Sexual Abuse

Adults who use their children to meet their own sexual needs abuse both boys and girls of all ages, including infants and toddlers.

Usually, in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge that is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self harm or mutilation, sometimes leading to suicide attempts

- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

4. Neglect

Neglect can be a difficult form of abuse to recognise, yet have some of the most last and damaging effects on children.

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight, or being constantly underweight
- Inappropriate dress for conditions

Changes in behaviour which may indicate neglect include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised.

Appendix 2

Responding Appropriately to a Child Making an Allegation of Abuse

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 that the matter will only be shared with those who need to know about it.
5. Allow the child 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 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 the Best Designated Child Protection Person (DCPP).

(also see Appendix 3 'Checklist for Reporting Suspected Abuse').

Appendix 3

Checklist for reporting suspected abuse

Name of child

Age and date of birth

Ethnicity

Religion

First language

Disability

Any special factors

Parent's/carer's name(s)

Home address (and phone no. if available).

Are you reporting your own concerns or passing on those of somebody else? Give details.

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? Give details.

Your name and position.

To whom reported and date of reporting.

Signature

Today's date

Where there are further actions, details should be note, signed and dated on the following numbered page (s)

Name of child

Action

Signed

Date

Action

Signed

Date

Action

Signed

Date

Action

Signed

Date