Upskill Me Safeguarding and Child Protection Policy

Date Approved: 19/11/2026

Date of next review: 19/11/2027

Policy Owner: Claire Broomby (Designated Safeguarding Lead)

1. Definitions

1.1. **Child Safeguarding** is defined for the purposes of this guidance as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

1.2. The definition of **'a child**' is a person who has not yet attained the minimum school leaving age. For example, in England and Wales, a child can leave school on the last Friday in June if they are 16 or will be 16 before the start of the next school year. The definition of '**a young person**' is any person who is not a child but who has not attained the age of eighteen. In this Policy, the terms "**child**" and "**children**" refer to both children and young people.

1.3. A **safeguarding concern** is a concern that a child is or may be at risk of being abused or neglected.

1.4. A **safeguarding allegation** means that a person who works with a child or is known to them is said to have:

- behaved in a way that has harmed a child or may have harmed a child.
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates that they may pose a risk of harm to children.

1.5 '**Upskill Me', 'Group GTI'** and **'Company'** may be used interchangeably throughout this document this is defined as registered company ***Group GTI, First Floor 240 Blackfriars Road, London, England, SE1 8NW T and to whom this document belongs.***

1.6 The term '**Stakeholders'** and '**Volunteers'** and **'Client'** maybe used throughout this document and for the purposes of this guidance includes:

- Individuals who may not have direct contact, or access with young people but could be involved and/or responsible in coordinating, supporting, planning or executing a session, with or without being physically present.

- Any individuals who may be physically present and have direct contact/access to young people.
- Any individuals who may have access to young people through a virtual session/media.

1.7 The term '**Client'** maybe used throughout this document and for the purposes of this guidance includes: location hosting employer, employer partner who may not be hosting at their location.

2. Purpose & Scope

2.1. **Upskill Me** is committed to safeguarding and promoting the welfare of the children and young people that we work with. We work in partnership with our schools to secure the welfare of children and young people on our programmes. The welfare and safety of every child is paramount and, therefore, we will deliver this by:

● Ensuring that appropriate action is taken in a timely manner to safeguard and promote children's physical and mental welfare.

● Ensuring that all employees are aware of their statutory responsibilities with respect to safeguarding.

● Ensuring that employees are properly trained in recognising and reporting safeguarding concerns.

2.2. Safeguarding children and protecting those who come into contact with **Upskill Me** is everyone's responsibility. This Policy applies to employees, consultants, contractors, volunteers and interns and others involved or associated with the Company's activities.

2.3. If you have any questions or concerns about safeguarding or are unsure whether your concern or question is covered by this Policy, please contact **Upskill Me**'s Designated Safeguarding Lead (DSL), Claire Broomby or Deputy Designated Safeguarding Lead (TBC)

Contact (& Position)	Contact details
Claire Broomby Programme Lead (Designated Safeguarding Lead)	Claire.broomby@groupgti.com 07376 089676
TBC (Deputy Designated Safeguarding Lead)	TBC

2.4. This Policy sets out how **Upskill Me** safeguards and promotes the welfare of those it comes into contact with through its work, in accordance with applicable laws and regulatory and statutory guidance **'Keeping Children Safe in Education 2015' and last updated in November 2026.**

This document is the Child Safeguarding Policy for **Upskill Me** and will be used to ensure that:

- Best practice child safeguarding is promoted at **Upskill Me.**
- All children who engage with **Upskill Me** are treated with dignity and respect.
- All employees, volunteers, interns, and other stakeholders know what to do in the event of a child safeguarding incident and make informed and confident responses to specific child safeguarding issues.
- All child safeguarding incidents are dealt with effectively, consistently and properly recorded.

2.5. Review of Child Safeguarding Policy

- This Policy will be reviewed by the DSL as and when required, but not less than once a year, and suitable amendments will be made to the plan as required.

3. Upskill Me's Approach to Safeguarding

The following principles underpin the Company's approach to safeguarding:

- The welfare of a child or young person will always be paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to.
- Those in positions of responsibility within the Company will work in accordance with the interests of children and young people and follow the Policy outlined below.
- Those in positions of responsibility within the Company will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

4. Code of Conduct

All stakeholders (including volunteers) are expected to treat children with respect and to act as role models for children in their behaviour. Any forms of mental, physical, verbal or discriminating abuse will be dealt with in an appropriate manner with the children's best interests at heart in all instances.

4.1 In line with good practice, in situations where this Policy applies stakeholders must:

- Treat all children equally with dignity and respect.
- Inform **Upskill Me** of any relevant police record, barred status, disciplinary action or other factor, or any change in your circumstances, which may impact your suitability to work with children.
- Recognise that any role that interacts with children places you in a position of trust which must be upheld at all times.
- Demonstrate empathy, humility and respect and act as a role model for others, maintaining high standards of professionalism and integrity at all times.
- Remember at all times that interactions between you and children must be such that no reasonable person observing that interaction could construe its nature as abusive.
- Behave as role models and be suitable examples for children.
- Use appropriate language when conversing with children.

4.2. **Volunteers must not:**

- *When working with young people aged 16-18 (typically Year 12 & 13, UK)* volunteers must not share any personal contact details (other than potentially a LinkedIn connection)
- *If working with young people aged 15 or below (typically Year 7 – 11, UK),* volunteers must not share any contact details whatsoever with their pupil.
- Communicate or attempt to contact a young person outside of the event/programme and given guidelines (for example on social media), unless permission has been sought by the school or through Upskill Me Programme Managers and signed off by the DSL.
- Take photos, screenshots or videos or other media of young people on their personal phones, work phones or any other devices.
- Use any virtual classroom/platform other than that which is approved and hosted by Upskill Me, or the school directly.
- Invite children to their home, visit children in their own homes or offer a child a lift in a car.
- Have any physical contact with a child unless physical contact is required to prevent that child from harm.
- Behave in any way mentally, physically or verbally, that could be offensive to a child.
- Provide or receive gifts of any form from young people; and ensure they are not open to (or perceived to be open to) improper influence or conduct through the acceptance of such gifts.
- Smoke or drink alcohol in the presence of children.
- Be in an isolated environment 1:1 with a young person at any time where possible.
- Expose young people either accidentally or intentionally to adult materials and conversation, that would be inappropriate for their age

4.3. Volunteer Safeguarding Training

- All volunteers will be sent a link to this Policy as part of their pre-reading and support. Volunteers are required to provide confirmation that they have read and understood this Policy and/or have attended the online training in advance of interacting with the young people on any **Upskill Me** programme/event.
- During the volunteer training, volunteers will be given high-level training on child protection in line with this document:
    - Volunteer code of conduct – will cover the do's and don'ts, so that volunteers are aware of how to interact with young people.
    - An overview of this Safeguarding Policy with information on how to report an incident in the case of any safeguarding concerns.
    - A review of the different forms of abuse.

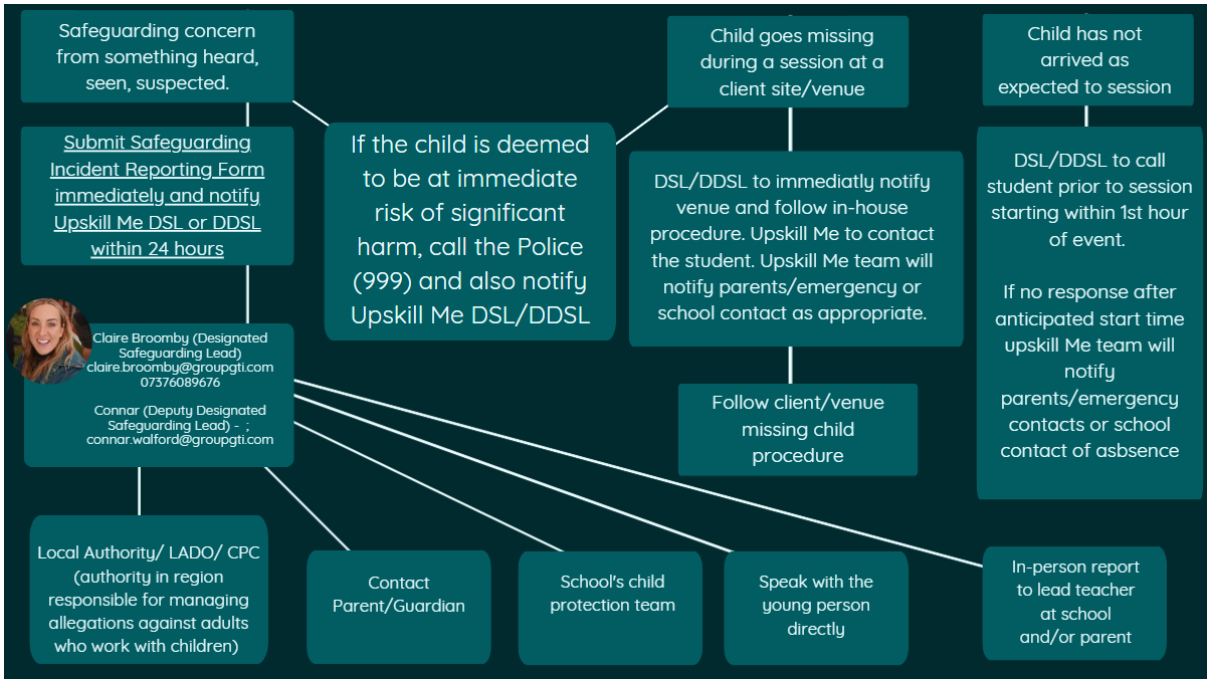
UpskillMe

5. Working with children online and client venues – Safeguarding Protocols

5.1 Ensuring a Successful and Safe Virtual Programme:

We will implement a range of enhanced safeguarding and security measures for all our online delivery, which include the following protocols:

- The **Upskill Me** team will consistently advocate our online safety protocols to students so everyone is clear on what is and is not permitted, and these expectations will be reaffirmed throughout communications with all participating stakeholders and participants.
- For sessions arranged with schools, we welcome ad encourage a teacher to sit in on the session to observe.
- In advance of any school specific session, **Upskill Me** will liaise with the organising teacher to confirm the names of attendees and any externally invited volunteers.
- **Upskill Me** may run student webinars that are open to all students from inside and outside our network. During these open webinars, students will be able to login and benefit from **Upskill Me** content, but the participant lists/attendee guest list will be switched off/hidden. Participants may ask questions through the chat function, which will be continuously monitored by the **Upskill Me** team, and any inappropriate behaviour of comments will result in further action, and/or removal from the session.
- All sessions are only able to begin once a member of the **Upskill Me** team has started the session. For volunteer led sessions, they will be allocated a breakout room by **Upskill Me,** and this will intermittently be monitored by the **Upskill Me** team. The session is only accessible at the specified time and is shared by **Upskill Me** with students and volunteers.
- **Upskill Me** team will gain parent/carer permission and emergency contact details for participation on all their programmes, events and activities in advance of the event for young people under 18 years old. Those students unable to gain/provide this information will not be able to attend the event.
- The **Upskill Me** team and volunteers will not be placed in a virtual room (e.g. Zoom breakout) on a 1:1 basis unless a enhanced DBS check has been completed and verified. A minimum of 3:1 ratio will be implemented for online breakout sessions. A member of the **Upskill Me** team will also monitor the numbers of students in a virtual breakout room and may also ad-hoc drop-in to smaller group sessions to monitor.
- At the beginning of any school-specific session, participating students will have their names checked against the session register before being granted access by the facilitator(s) where appropriate
- Features such as participant screen sharing, and private chat features are disabled during school specific sessions to prevent private message hijacking and cyber-bullying.
- Any safeguarding concerns can be reported by teachers, parents/carers and young people by emailing the DDL or DDSL via claire.broomby@groupgti.com
- We routinely remind students that if they have any concerns, they should speak to a trusted adult at school or at home or can also contact a member of the **Upskill Me** team, including ensuring they are aware who the safeguarding lead is and how to contact them,
- A safeguarding incident report form will be signposted and accessible for all students and volunteers throughout the programme to access, which will be monitored by the DSL/DDSL.



5.3 Ensuring in-person events are protected by the following enhanced procedures:

- Clients and external venues should share any under-18's safeguarding policies with the **Upskill Me** team prior to the event. The **Upskill Me** team will share theirs in exchange to identify any gaps/misalignment.
- The **Upskill Me** team will provide a risk assessment for the event, which will require the client/venue's input.
- The client/venue and **Upskill Me** should take all possible reasonable steps to ensure the young people in their supervision are not placed in any vulnerable situation.
- **Upskill Me** will also request parent/carer consent for their child to attend all events.
- **Upskill Me** will request the child's postcode to establish their Local Authority in case of any required escalation.
- **Upskill Me** will request the name of the school, or college for under-18's at the point of application/onboarding (in addition to parental consent to include, where possible, a teacher's name and contact email address).
- **Upskill Me** will conduct an independent registration of all guests attending their event, even where a client may have students also registering at their own reception
- Students and adults will be given differentiating-coloured lanyards to identify which attendees are under-18 if not already provided by the venue.
- No drinking or access to alcohol at any in-person events.
- No adult volunteers (with exception of DBS cleared individuals who documentation has been shared and verified by the **Upskill Me** team & **Upskill Me** DBS cleared staff) should be in a 1:1 situation with a child at any point.
- If a volunteer does find themselves unavoidably in a 1:1 situation, the adult should take all reasonable measures to remove themselves as quickly as possible.
- Advisory recommendations include- leaving office doors open and unobstructed to minimise risk of isolation, separate toilets for adult and children where possible.
- Volunteers supporting the event will be asked to attend a volunteer briefing, which includes an overview and guidance on safeguarding. For those unable to attend this online session, a video and/or supporting materials will be shared and volunteers must confirm they have watched/observed the documents prior to attending the event.
- Volunteers should not take any photos/videos or any media of young people at any time.
- Students wishing to make use of prayer room facilities should also do accompanied in a group, or otherwise a DBS cleared adult, a member of the **Upskill Me** team, or in a ratio of 2:1 minimum.

- A minimum of two DBS adults from the **Upskill Me** team to attend all events, including where possible the DSL or DDSL.
- Where possible, maintaining a 1:10 ratio, (adult to child). This ration could be maintained through a combination of client volunteers and **Upskill Me**'s team.

5.4 Bathroom & Toilet Policy for in-person events:

- For the purposes of keeping our young people safe, no ID checks or any other type of gender verification/questioning will be permitted during the event for any reason, including but not exclusive to the use of toilets/washroom facilities - students should be free to choose the toilet they feel is most appropriate to them.
- A gender-neutral toilet must be also provided, this should be on the same floor and in reasonable proximity to any other toilet facilities, alternatively toilet/s could be repurposed as 'gender neutral' for the purposes of the event.
- Where possible, adults should avoid 1:1 contact with young people, including but not exclusive to toilets and washroom facilities. Where possible, bathrooms/toilet access to be for student use only. Where shared, adults should make all reasonable efforts to avoid being in the vicinity 1:1 at the same time as a young person.

5.5 **Non-attendance, or missing child for in-person events:**

- If, on an event, a child does not arrive to the session/programme, as expected, a member of the **Upskill Me** team will contact the child to locate their whereabouts. If unable to contact the young person, the **Upskill Me** team will contact and notify the emergency contact of the child's absence from the event and/or school if appropriate. N.B. **Upskill Me** do expect a number of non-attendance/no-shows and do therefore typically oversubscribe to account for non-attendance.
- If a child goes missing after registration, during an in-person event, the **Upskill Me** team will notify the venue of the missing student/child immediately and follow their in-house procedure.
- The **Upskill Me** team will also contact the student/child as soon as the absence has been made known to them, and subsequently thereafter if the team has been unable to contact/locate the student, this will then be escalated to notifying the young person's emergency contact.

5.4 Ensuring safeguarding considerations with Risk of protest at an in-person events:

- **Upskill Me** should establish in early conversation with **the client** / venue what level of risk there might be with regards to protest and/or possible on-site disruption. The **client** / Venue are obliged to inform **Upskill Me** where/when **client** / venue might be at risk of in-person protest or threat and share any associated risk management plan and protocol in advance of the visit.

- If **Upskill Me** are made aware of a planned protest which is due to take place on the day of our visit and is deemed to pose reasonable disruption or risk to both the young people, attendees or event - the **Upskill Me** team may decide that the event will need to be rescheduled, or if appropriate **the client** may decide to provide an alternative venue/provision. **Upskill Me** will communicate any changes in this decision to all stakeholders involved (parents/teachers/students/volunteers/client).
- If a venue is considered at medium or high risk of potential protest the **Upskill Me** will consider prior to the day the accessibility of the site, exits and entrances, and where possible aim for students to arrive as one group with a chaperone from **Upskill Me**
- If we're made aware of a protest or similar occurring on the morning of the event, or as we're arriving to the venue; where possible (and if time permits) **Upskill Me** will contact all students/parents/teachers of the proposed plans & any cancellation of the event if necessary prior to arrival and advise against travel to the event/venue.
- If students are already in transit and uncontactable **Upskill Me** will meet the students at the agreed location, where they will be taken to the nearest safe location. This could be to the hired transport provided, if appropriate.

- If students are already in transit, e.g on the hired transport/shuttle provided as part of the event, all attendees will be held on the transport/shuttle until all parents/teachers have been contacted and notified and action plan communicated to all stakeholders. Only when this has been completed and it is safe to do so will students be encouraged to make their way home.
- If a student is being collected by a parent/carer and cannot return immediately home, a member of **Upskill Me** will stay with them until that time, or escort them home directly if appropriate.
- If a protest occurs once students have already arrived at the venue and safely inside **the client** venue/room; students should be kept in this same room/building. If possible and the blinds/curtains to the room should be pulled closed to protect the visibility of the group as much as possible. The session, although confined to the room can otherwise continue as planned if possible.
- Where the session has continued, it may be necessary to keep the students after the session has ended to ensure a safe exit. If this occurs, then parents/carers should also be notified by **Upskill Me.**
- If there is a safe alternative exit available, **Upskill Me** should escort students to this exit and stay with them until they have safely exited the site.

6. Consequences of Non-Compliance

Staff within **Upskill Me** are placed in a position of trust with regard to the children taking part in **Upskill Me** activities/using the **Upskill Me** platform. Anyone who abuses that trust will be subject to disciplinary action and the abuse may be reportable to the police.

7. Types and indicators of abuse or neglect / safeguarding concerns

If you suspect that a child is suffering or is at risk of suffering abuse or neglect, as set out in Appendix C of this Policy or otherwise, you should follow the reporting procedure at **section 8** below without delay. All employees and volunteers should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

8. Reporting a Concern or Allegation

8.1. The first priority is always to remove a child from actual, or the threat of, immediate harm. If a child or young person is in immediate danger, a criminal offence is or may be taking place, or a child is in need of medical assistance, please take immediate action and call 999 and/or child services, as appropriate. You will need to disclose the alleged abuse to the police, medical professionals and/or children's services to ensure that the matter is handled appropriately and sensitively, and any evidence is preserved. Once this has taken place, report according to the reporting procedure set out at 8.2 onwards.

8.2 Identifying an incident or concern - all stakeholders and volunteers and any person who may have in contact with a child has a responsibility to be mindful and aware of child safeguarding issues. It is not the stakeholder's responsibility to decide whether or not the potential child safeguarding incident requires investigation or further action, but each stakeholder has a responsibility to act on any concerns through escalating the matter as set out in this Policy.

See Appendix C for a non-exhaustive list of the main types of abuse that all stakeholders should be aware of. The following is a non-exhaustive list of issues or incidents which require escalation in accordance with this Policy:

- Failure to protect a child from physical harm or danger.
- Failure to ensure adequate supervision of a child.
- Failure to ensure access to appropriate medical care or treatment.
- Failure to provide adequate food, shelter and clothing.
- Sudden changes in a child's behaviour or performance; and
- Any mental, physical, emotional, online or sexual abuse.

8.3 Consulting about your concern –

You may become aware of suspected or likely abuse through:

- Your own observations and concerns.
- Being told by another person that they have concerns.
- The abused person telling you.
- The abuser telling you.

In the event of becoming aware of a potential child safeguarding issue, the stakeholder must take the following steps:

8.3.1. Take a detailed record of their concerns, focusing only on facts and not opinions or judgements, using the Incident Reporting Form **Appendix A** for email **or** submit via the link provided here).

8.3.2. Report the incident via email or phone to your designated **Upskill Me** contact and DSL Claire Broomby via claire@.broomby@groupgti.com or **07376 089676**

. Remember you should not attempt to investigate the incident or suspected incident yourself.

Multi-Agency Approach to Safeguarding

In the event of an allegation of historical abuse **Upskill Me**, normally through the DSL, will work in partnership with other organisations, including the **Local Authority Designated Officer - LADO - in England & Wales** (sometimes this might be the DSO in Wales) and Social Services. This is likely to be the **CPC in Scotland.** *These authorities are **responsible for managing allegations against adults who work with children.**

If an **Upskill Me** member of staff, or volunteer during their contact with young people becomes aware or suspects that an act of **Female Genital Mutilation** (FGM) has been carried out on a girl under the age of 18, this must be reported immediately in the first instance to the DSL (or if in a school to the DSO/DSL affiliated to that school or college) who will inform the police. In addition.

8.4. Guidance for volunteers in dealing with disclosures from children

When acting as a volunteer it is important to remember that the programme is a focused aspiration and careers intervention. At no point should you guide the conversations away from the objectives of the programme. However, if a child discloses a potential safeguarding issue, the following is a non-exhaustive list of steps that the stakeholder should take:

- Allow the child to speak without interruption and accept what they say.
- Do not make any promises to keep the disclosure confidential.
- Be understanding and reassuring, but do not give your opinion.
- Try to encourage the child to allow another adult or a friend who is in no way involved in the incident to be present, so you are not alone.
- Assure the child that you will offer support but that you must pass any information to those who need to know so that appropriate action can be taken.
- Reassure the child that they have done the right thing in telling you.
- Keep calm and listen to the child.
- Take a detailed record of the conversation focussed on the facts disclosed, using the actual words said by the child wherever possible.
- Do not attempt to explain or rationalise when relaying the information back in the incident reporting form, simply state the facts.
- If the child is at immediate risk of harm, volunteers are able to request any information required (including their address) from the child that will support the police in helping that child.
- Complete the online incident report form and inform the **Upskill Me** DSL or DDSL within 24 hours.
- Contact emergency services if a child is in immediate danger.

9. Recruitment, Induction & Training

Upskill Me's recruitment practices for staff aims to prevent unsuitable people working with children and include the use of the Disclosure & Barring Service (DBS) for enhanced disclosure checks for field-based staff members and volunteers undertaking regular activity. With regard to recruitment practices, **Upskill Me** complies with the statutory guidance for schools and colleges set out by the Department for Education.

Recruitment includes:

- The submission of an up-to-date CV and appropriate covering letter.
- At least 2 references from previous employers including the most recent employer.
- A formal interview process.
- An enhanced disclosure check including mandatory joining of the DBS.
- Successful completion of a probationary period.
- Completion of in-house safeguarding training

Volunteer DBS checks:

- Where volunteers or clients are expected to engage with young people in a 1:2:1 environment, or over a longer period of time we will discuss with you the relevant Enhanced DBS checks that we would expect you to hold in order to be compliant with both our safeguarding policy and the law.

Induction and Training – Staff:

1. Clear induction and training detailing job description and responsibilities and all relevant policies and procedures.

2. **All Staff** will be given clear guidance as to when and to whom a safeguarding concern is to be reported. (**Appendix 1**)
3. Relevant child protection training will be accessed locally and must be completed every 2 years.

Record Keeping

All safeguarding related records will be kept securely on the encrypted and locked **Upskill Me** network. Only relevant members of staff (currently only DSL and DDSL) will have access and records will only be kept for as long as required by law. Notes and records should be emailed to claire.broomby@groupgti.com.

All records held should be factual and will include the decision-making process (risk assessment) undertaken to determine whether an individual is suitable for employment with **Upskill Me.**

Whistleblowing

Upskill Me recognises that children, although fully entitled to do so, cannot be expected or relied upon to raise concerns in an environment where **Upskill Me** staff fail to do so.

All **Upskill Me** staff have a duty to raise concerns about the attitude or actions of colleagues and appropriate advice should be sought initially from the DSL who will, if necessary, seek further advice from the LADO, CPC or DSO as appropriate.

Anyone can refer directly to social care services or the police, if necessary, if they believe a child, young person or an adult to be at risk or has been abused within the organisation.

whistleblowing@charitycommission.gsi.gov.uk whistleblowing@ofsted.gov.uk

Appendices

Appendix A- Incident Reporting Form

Appendix B - Definitions of Abuse

Appendix C – Contact Information

Appendix D - Risk Assessment

Appendix A - Incident Reporting Form

Any concerns a stakeholder may have for any child's welfare and safety should be recorded immediately through **Upskill Me**'s Incident Reporting Form. Where this is not possible, please use the template below, in accordance with the **Upskill Me** Child Safeguarding Policy.

Once this form has been completed, it should immediately be sent by email to the DSL via claire.broomby@groupgti.com. If an out of office is received from the DSL please send to your Upskill Me programme manager/contact.

The contents of this form are highly confidential and if allegations are serious, criminal proceedings may result. Please be aware of that in anything you add to the form, particularly in relation to names of children and possible abusers.

STRICTLY CONFIDENTIAL Name of stakeholder raising the safeguarding concern	
Contact details for stakeholder raising safeguarding concern	
Date and time of safeguarding concern	
Details of **Upskill Me** event (if relevant)	
Details of child safeguarding concern Child's full name and age (if known):	
Child's school (if known)	
Nature of the safeguarding concern	
Factual record of safeguarding concern (Expand box if necessary)	
Signature:	Date:

Appendix B - Definitions of Abuse

Knowing what to look for is vital to the early identification of abuse and neglect. Everyone should be aware of indicators of abuse and neglect so that they are able to identify children who may be in need of help or protection. Safeguarding incidents and/or behaviours may be associated with factors outside the school or college and can occur between children both inside and outside these environments.

Physical Abuse – Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. It may also include deliberately causing or fabricating illness in a child.

Emotional Abuse – Emotional abuse is the persistent emotional maltreatment of a child, causing adverse effects on their emotional development. It may involve making a child feel worthless, unloved, inadequate, frightened or in danger, or imposing inappropriate expectations on them.

Sexual Abuse – Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not they understand what is happening. It includes physical contact, such as rape or sexual assault, and non-contact activities, including exposure to pornography, grooming or encouraging sexually inappropriate behaviour.

Neglect – Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to seriously affect their health or development. It may include failing to provide adequate food, clothing, shelter, medical care, supervision, protection or emotional support.

Domestic Abuse – Domestic abuse includes physical, sexual, emotional, psychological, controlling or coercive behaviour between people who are personally connected. Children who see, hear or experience the effects of domestic abuse are recognised as victims in their own right.

Online Abuse – Online abuse is any form of abuse that takes place through the internet or digital technology, including social media, messaging apps, gaming platforms and mobile phones. It may include cyberbullying, grooming, harassment, sexual exploitation or the sharing of inappropriate images.

Child Sexual Exploitation (CSE) – CSE occurs when an individual or group uses an imbalance of power to manipulate, deceive or coerce a child into sexual activity in exchange for something the child needs or wants, or for the benefit of the perpetrator. It can happen online or offline.

County Lines – County Lines involves organised criminal groups exploiting children to transport and sell drugs, often across county boundaries. Children may be manipulated, threatened or coerced into criminal activity and exposed to violence and other forms of exploitation.

Child Criminal Exploitation (CCE) – CCE occurs when an individual or group uses an imbalance of power to manipulate, coerce or deceive a child into criminal activity, such as transporting drugs, carrying weapons or stealing. Children may be offered money, gifts or protection, or threatened into participating.

Bullying and Cyberbullying – Bullying involves behaviour intended to hurt, intimidate or humiliate another person, often repeatedly and where there is an imbalance of power. Cyberbullying is bullying that takes place through digital technology, including social media, messaging and online gaming.

Harmful Sexual Behaviour (HSB) – HSB refers to sexual behaviour by children and young people that is inappropriate for their age or development, harmful to themselves or others, or abusive. It may include sexual harassment, unwanted touching, coercion or sexual violence, and can occur online or offline.

Child Trafficking and Modern Slavery – Child trafficking involves recruiting, moving or harbouring a child for the purpose of exploitation, either within the UK or across borders. Exploitation may include forced labour, sexual exploitation, criminal activity or domestic servitude.

Female Genital Mutilation (FGM) – FGM involves the partial or total removal or injury of the external female genital organs for non-medical reasons. It is illegal in the UK, constitutes child abuse and can cause serious physical and psychological harm.

Child-on-Child Abuse – Child-on-child abuse occurs when a child or young person abuses another child. It includes physical and sexual abuse, sexual harassment, bullying, cyberbullying, coercive or controlling behaviour, sharing of sexual images and harmful sexual behaviour. It must never be dismissed as banter, joking or a normal part of growing up.

For more information on the forms of online abuse please visit the NSPCC website.

Appendix C – Contact details

Contact (& position)	Contact details
Claire Broomby (Designated Safeguarding Lead)	Claire.broomby@groupgti.com 07376 089676

Appendix D – Risk Assessment

When risk assessments need to be made on a case-by-case basis, this will be discussed by the DSL and DDSL, who will use our safeguarding policy, and the outputs of any relevant conversations with participating/impacted stakeholders to create an appropriate risk assessment.