

- Not give any personal contact details including home and mobile phone number and personal email addresses to any young person.
- Not enter into any form of sexual or romantic contact with any young person or vulnerable adult that they are working with. This is inappropriate and may be illegal.
- Be aware that breaches of law and professional guidelines will be taken very seriously and will be dealt with using our policies and procedures.
- Attend regular training on Safeguarding and ensure that they are familiar with the organisation's Safeguarding policy and procedures.

The Key Safeguarding Officer is responsible for:

- Making sure all staff, volunteers and trustees are aware of this policy and how to raise safeguarding concerns.
- Ensuring that all staff and volunteers have up to date training and understand the symptoms of abuse and neglect.
- Making referrals and reporting of any concerns to RBKC Children's Services or to the.
- Monitoring the progress of any children who are the subject of child protection plans.
- Maintaining accurate and secure safeguarding records.

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Child Abuse

For the purpose of this policy, a child is defined as a person under the age of 18 and also any person aged 18, 19 or 20 who has been in care (since the age of 16) or who has a learning disability (The Children Act 2004).

The Children Act 1989 recognises four categories of abuse, i.e. Physical abuse, Emotional abuse, Sexual abuse and Neglect. Definitions of these categories are as follows:

Physical Abuse

Physically hurting or injuring a child by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a young person whom they are looking after. E.g. fictitious illness by proxy or Munchausen's syndrome by proxy.

Sexual Abuse

This is where a child is used by others to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing pornography is also a