

Safeguarding guidance: Recognising and reporting abuse, responding to reports, and handling disclosures

In addition to reading this guidance document, please complete Raspberry Pi's free safeguarding e-learning module, which will take 20-30 minutes.

The different forms of abuse

Child abuse is the term used when an adult harms a child or a young person under the age of 18. Child abuse can take four forms, all of which can cause long-term harm to the affected child:

- Physical abuse
- Emotional abuse
- Neglect
- Sexual abuse

Most types of child abuse fit into several of these categories; for example, bullying and domestic violence often comprise both physical and emotional abuse.

How to recognise signs of abuse

The signs of child abuse are not always obvious, and a child might not tell anyone what is happening to them.

A child may be experiencing abuse if, for example, they are:

- Frequently dirty, hungry, or inadequately dressed
- Apparently afraid of parents or carers
- Severely bruised or injured
- Displaying sexual behaviour that doesn't seem appropriate for their age

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- Left in unsafe situations or without medical attention
- Constantly being put down, insulted, sworn at, or humiliated
- Growing up in a home where there is domestic violence
- Living with parents or carers involved in serious drug or alcohol abuse

This list does not cover every possible sign of child abuse; you may have noticed other aspects of a child's behaviour or circumstances that worry you.

How to respond to signs or suspicions of abuse

If you have a safeguarding concern about a child or children taking part in any Digital Moment activity, you must raise the matter immediately with a member of staff at the venue, who will guide you on appropriate next steps in line with the venue's safeguarding policy.

In addition, please complete this short online [safeguarding concern report form](#) or email privacy@kidscodejeunesse.org; then a member of our team will contact you with advice.

How to respond to allegations of abuse

In the event that you have, or are notified of, a safeguarding concern about an adult connected to Digital Moment activities, you must report this using our [safeguarding concern report form](#) as soon as possible; you must also take all reasonable measures to ensure that the adult involved withdraws from the activity at which the complaint is made.

If a concern is raised about you, you must inform Digital Moment immediately via our [safeguarding concern report form](#) and cease to participate in the club/event/activity.

How to respond to a child telling you (disclosing) about abuse

- If a child confides details of abuse or anything that concerns you:
- Listen sensitively
- Get the facts
- Try not to ask leading questions

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- Reassure the child that they are not in any trouble and that they are doing the right thing by telling you
- Explain to the child that you will share this information with another adult

Write down everything the child tells you as soon as you can. As soon as is reasonable, you must report your concern to the person responsible for child protection at the venue. They will be able to guide you on next steps, which will include writing down what you have heard as accurately as possible.

How Digital Moment will deal with the information you give

All information received about safeguarding concerns will be recorded by the safeguarding lead at Digital Moment. If the matter requires escalating, the Chief Executive Officer and the Board safeguarding lead will be informed within 24 hours of the report being received.

We will store all reports securely and confidentially.

Confidentiality policy

Privacy and confidentiality will be respected where possible, but if doing this leaves a child at risk of harm, then the child's safety will come first.

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