**INTERNAL DOCUMENT FOR TRAINING ALL INVOLVED PERSONS**

**Annex 2: Recognizing Signs of Abuse**

Recognizing signs of potential abuse is complex and there is no simple checklist that allows easy recognition. There are, however, potential warning signs that you can be alert to, which need to be assessed with care. It should not be automatically assumed that abuse is occurring. If such signs are observed, they should be reported to the Authorized Person without delay who will inform the Policy Manager to allow for appropriate measures in line with the Policy to be taken if abuse is confirmed. In serious cases, the Child Protection Policy Manager contacts the legal representative who can contact the competent bodies herself/himself.

**Possible signs of physical abuse:**

* Bruises, burns, sprains, dislocations, bites, cuts;
* Improbable excuses given to explain injuries;
* Refusal to discuss injuries;
* Withdrawal from physical contact;
* Arms and legs kept covered in hot weather;
* Unwillingness to participate in physical activities (such as sports) that may involve undressing;
* Fear of returning home or of parents being contacted;
* Showing wariness or distrust of adults;
* Self-destructive tendencies;
* Aggression aimed at others;
* Passivity and frequent complaints;
* Running away (repeatedly).

**Possible signs of emotional abuse:**

* Delayed physical, cognitive or emotional development;
* Anxiousness;
* Delayed speech development or sudden speech disorders;
* Fear of new situations;
* Low self-esteem;
* Inappropriate emotional responses to situations;
* Extreme passivity and/or aggression;
* Drug or alcohol abuse;
* Running away (repeatedly);
* Compulsive stealing.

**Possible signs of neglect:**

* Frequent hunger;
* Taking scraps of food from bins or plates, stealing and/or hiding of food;
* Poor personal hygiene;
* Constant tiredness;
* Inappropriate clothing (such as summer clothes in winter);
* Frequent lateness or non-attendance at school;
* Untreated medical problems;
* Low self-esteem;
* Poor social relationships;
* Compulsive stealing,
* Drug or alcohol abuse.

**Possible signs of sexual abuse:**

* Age inappropriate sexualized behavior or highly sexualized language;
* Anal or genital soreness;
* Sleep problems;
* Fear of being alone with adults;
* Promiscuity;
* Extreme risk taking in adolescents.

**Possible signs of concern regarding adult behavior:**

* A person in whose presence the behavior of a child changes significantly – e.g. a child becomes withdrawn, fearful, distressed or agitated;
* A person asking a child to lie or keep secrets;
* A person violating any of the principles of the organization’s Child Protection Policy and/or Code of Conduct;
* A person proposing a child to have a private communication via e-mails, by phone or in person.