

Acts Trust Safeguarding Policy

Scope

This policy provides the definitions of abuse and safeguarding guidelines for working with young people and vulnerable adults. It includes information on how to respond to and report allegations of abuse as well as information on Prevent Duty. Contact details for our Safeguarding Officers are included as are those of Child and Adult Services.

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1. Responsibilities regarding Safeguarding

1.1 Rights

In order to safeguard those in our organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child or young person from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child or young person, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child or young person maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment. Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

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1.2 Leadership Safeguarding Statement

The Acts Trust Board of Directors and Management Team [hereafter referred to as Management] recognises the importance of its work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care. The following statement was agreed by the Management on 12th June 2014:

Acts Trust is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Specifically:

- *We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people and to report any such abuse that we discover or suspect.*
- *We believe every child and young person should be valued, safe and happy. We want to make sure that children and young people we have contact with know this and are empowered to tell us if they are suffering harm.*
- *All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.*
- *We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.*
- *We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.*
- *We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.*

We are committed to:

- *Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.*
- *Respecting the rights of children as described in the UN Convention on the Rights of the Child.*
- *Implementing the requirements of legislation in regard to people with disabilities.*

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- *Ensuring that workers adhere to the agreed procedures of our safeguarding policy.*
- *Keeping up to date with national and local developments relating to safeguarding.*
- *Following any organisational guidelines in relation to safeguarding children and adults in need of protection.*
- *Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.*
- *Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Acts Trust.*
- *Supporting parents and families*
- *Nurturing, protecting and safeguarding of children and young people*
- *Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.*
- *Supporting all in Acts Trust affected by abuse.*

We recognise:

- *Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child/young person. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.*
- *Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.*
- *Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.*
- *Safeguarding is everyone's responsibility.*

We will review this statement and our policy and procedures annually. This statement and policy applies at any event or where work is undertaken in the name of Acts Trust.

Acts Trust will encourage external venues where our teams work (such as school) to appoint an advocate, this is a local person to whom cases of suspected abuse should be referred. (A copy of this policy should be included within information circulated to locations.)

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2. Definitions

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

2.1 Definition - Children, Young People and Unborn Babies

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. The Convention sets out the rights of every child in the world to survive, grow, participate and fulfil their potential. It sets standards for education, health care, social services and penal laws, and establishes the right of children to have a say in decisions that affect them. Each nation within the UK has incorporated the convention within its legislation and guidance.

What is Child Abuse?

Child Abuse is any action by another person – adult or child – that causes significant harm to a child or unborn baby. Somebody may commit child abuse by inflicting harm, or by failing to act to prevent harm.

Children and young people may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger (for example, via the Internet).

It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children' (2015, updated 2017).

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Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment 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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. 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 seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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 maltreatment 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, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including

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via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the 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, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Please be aware; any of the above could take place in person or via technology such as text or social media.

A more comprehensive guide to child abuse and neglect can be found on the NSPCC website here: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

2.2 Definitions - Vulnerable Adults

Who is an Adult/Vulnerable Adult?

A vulnerable adult is a person who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation. This definition of an Adult covers all people over 18 years of age.

Abuse

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering. This can include:

- Physical
- Sexual
- Psychological/Emotional
- Financial/Material
- Neglect or Omission
- Discriminatory
- Institutional
- Modern Slavery
- Self-neglect

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Domestic Abuse

Domestic violence or Abuse is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: Psychological, Physical, Sexual, Financial, Emotional

Controlling/ Coercive Behaviour

'Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.'

The definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

FGM is child abuse and illegal in children and adults. If a worker suspects that FGM could be planned then this must be reported in accordance with our Safeguarding Reporting Procedure. If a disclosure is made that an act of FGM has taken place in either a child or adult this must be reported to the police by the person to whom the disclosure was made. This should then be recorded in accordance with our Safeguarding Reporting Procedure and reported to the appropriate Safeguarding Coordinator.

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Abuse can happen anywhere:

- in a person's own home
- in a residential or nursing home
- in a hospital
- in the workplace
- at a day centre or educational establishment
- in supported housing
- in the street.

Who can abuse?

The person responsible for the abuse is often well known to the person being abused, and could be:

- a paid carer in a residential establishment or from a home care service
- a social care worker, health worker, nurse, doctor or therapist
- a relative, friend, or neighbour
- another resident or person using a service in a shared care setting
- someone providing a support service
- a person employed directly by someone in their own home as a carer or a personal assistant.

Others are strangers who:

- befriend vulnerable people with the intention of exploiting them
- deceive people into believing they are from legitimate businesses, services or utility providers
- intimidate vulnerable people into financial transactions they do not want or cannot understand.

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3. Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

3.1 Signs of Possible Abuse (Children & Young People)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

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Sexual

- Any allegations made concerning sexual abuse
- Excessive interest in sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*
-

**(These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.)*

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care, etc

3.2 Signs of Possible Abuse (vulnerable adults)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

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Psychological or Emotional

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bedtimes, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

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Modern Slavery

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

Self-Neglect

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

3.3 How to Respond to a Child/Young Person/Adult Wishing to Disclose Abuse

If any young person, child or adult comes to you and talks about past or present abuse situations, keep a hand-written narrative of the conversation immediately after you have spoken with that person. If you suspect that a young person, child or adult may be the victim of such abuse the following procedure must be followed:

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3.3.1 Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful Responses

- 'TED' questions (Tell me... Explain... Describe)
- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Don't Say...

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else
- I won't tell anyone else

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3.3.2 Responding to an Allegation of Abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

The person in receipt of allegations or suspicions of abuse should follow our Safeguarding Reporting Procedure (SAF806) (**Appendix 1**) to report concerns as soon as possible to the relevant Safeguarding Coordinator:

- Luke Mitchell, Safeguarding Coordinator for Children and Young People (01522 542166)
- Simon Hoare, Safeguarding Coordinator for Adults (01522 542166)

They are nominated by the Management to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Co-ordinator for Children and Young People, or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the deputy Claire Williams, tel no: 01522 542166. (If the suspicions implicate both the Safeguarding Co-ordinator for Children and Young People and the Deputy, then the report should be made to Social Services or the Police.)

The person making the report should also complete the Sensitive Information Report (SAF 807) and pass this confidentially to the relevant Safeguarding Co-ordinator (**Appendix 2**).

Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services.

The local Children's Social Services office telephone number (office hours) is 01522 782111. The out of hours emergency number is 01522 782333.

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The local Adult Social Services office telephone number (office hours) is 01522 782155

The out of hours emergency number is 01522 782333.

The Police Child Protection Team telephone number is 01522 886378

Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and the Management.

Suspicious must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services or the Police.

Management will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies, although we hope that service users of Acts Trust will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that Acts Trust demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information onto statutory agencies who have a legal duty to investigate.

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4. Staff and Volunteers

4.1 Appointment of Staff and Volunteers

All staff and volunteers will be expected to sign a declaration using (SAF811) 'Acts Trust Confidential Declaration Form', accessible at www.actstrust.org.uk, stating whether or not they have ever accepted an official caution from the police, been convicted or are currently the subject of criminal charges. (Disclosing such information may not bar an individual from being appointed.)

The appointment of staff and volunteers will follow the relevant Acts Trust recruitment and selection and probationary procedures. These are available from the office and include what to do in relation to application process, interviews, references and proof of identity etc. All staff and volunteers will have a written role description.

DBS disclosures will be required for all staff and volunteers involved in regular and regulated activity. This will be required as a part of the staff or volunteer application process. DBS disclosures will be kept securely and confidentially with access strictly controlled and limited to those who are entitled to see it as part of their duties. DBS disclosures will require renewing every 3 years.

4.2 Accusations of Abuse against Staff or Volunteers

If any member of staff or volunteer is accused of abuse then Acts Trust will cooperate with other agencies in the enquiry.

During the course of the enquiry it is recommended that the staff or volunteer concerned is not involved in face to face work with young people or adults and that they take a period of special leave during which salary continues to be paid. If the enquiry is not concluded within a month or two this action may need to be reassessed. Acts staff and volunteers must report any allegation made about themselves or others to their supervisor or his/her delegated representative.

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4.3 Management/Supervision

There is a system of line management within Acts Trust to provide supervision and accountability, which starts at the Board of Directors. The line management system is as follows: Directors > Managers > Staff and Project Coordinators > Volunteers. This will include monitoring ongoing work with young people and for staff all staff in accordance with Acts Trust policies and guidelines.

Line management practice will normally involve regular meetings with the appropriate supervisor in order to review and plan their work. The supervisor should be aware of each staff members working and personal relationships with the young/ vulnerable people in their care. It is expected that each supervisor will take time to observe the member of staff or volunteer whilst he/she is working with people. Ideally, supervisors should keep a brief written record of each supervision meeting and of any things of note which are observed. It is expected that records of contact with young/vulnerable people would be kept by the worker in accordance with those requested by the line manager. The recommended format is that records of work with young/vulnerable people should be kept; these do not need to include personal details but a general account of the work. The record should cover number of people in attendance; the activities done or the issues covered in conversation; and unusual events such as fire alarms or young people escorted off the premises.

4.4 Training

Acts Trust will provide new staff members and volunteers with safeguarding training which will cover and endorse the guidelines and equip staff and volunteers to apply the guidelines, as spelt out in this document, within their practice. Refresher training will be provided for all staff and volunteers on an annual basis.

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5. ICT (Information and Communication Technologies) Safety Policy (Communication through social media, instant messaging, text messages or email)

Youth and Children's Workers regularly communicate with children/young people using **social media, instant messaging, text messages and email**. Acts Trust recognises that it is important for young people to have positive role models and relationships online as well as face to face and as such all Children and Youth Workers using these methods of communication will have read the Safeguarding Policy and the following guidelines for communicating through **social media, instant messaging, text messages or email**:

- Parental consent must be sought to use young people's mobile numbers, social media accounts and email addresses to communicate directly.
- Staff and Volunteers should not initiate friend/follow requests but can accept requests from young people that they **already know**.
- Communication with young people online should be transparent and where possible on public platforms. If necessary, use group chats involving other responsible staff or volunteers rather than direct messaging.
- Young people can find it easier to communicate through **social media, instant messaging, text messages or email** as nobody is physically present. This means a child or young person may be more willing to share personal or sensitive information about themselves or a given situation than they would face to face. Whilst it is entirely appropriate to offer general advice and support, counselling should only be done by those qualified to give it and confidentiality should never be promised.
- It is good practice to limit the length of a conversation with young people via social media and for any conversation not to take place late at night.
- Communication methods where conversations are automatically deleted and not viewable (either immediately or historically) by anyone else should not be used (such as Snapchat).

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- If conversations through any of these methods of communication lead to a conversation of potential concern, if at all possible a record of these should be saved and passed on/shown to the worker's team leader. Any conversations with children/young people should be able to be viewed by a team leader if they feel it is necessary.
- No conversation is to be entered into that involves sexual or pornographic content. If they do come up in conversation, this must be reported to the Safeguarding Officer immediately and the conversation should be terminated.
- If content suspected to be extremist in nature comes up in the conversation, whilst general advice and support may be appropriate, if you have serious concerns you should refer to section 6 of this policy: Prevent Duty.
- When communicating with young people through **social media, instant messaging, text messages or email** use clear, unambiguous language to reduce the risk of misinterpretation. i.e. Do not use words such as 'luv' or include XX at the end of a text.

Adhering to these guidelines should provide a good level of protection for Children's & Youth Workers as well as the young people/children themselves.

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6. Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore will share this policy with any intended partners for them to read and agree to, and will likewise expect to see their own safeguarding policy. Any discrepancy between the two will be discussed and solved before starting any partnership work.

Good communication is essential in promoting safeguarding, to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. We actively work within a multi agency approach, effectively communicating with service providers and local governments ensuring we share information securely during this process.

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7. Prevent Duty

As part of our Safeguarding procedures, Acts Trust take into consideration those (adults and children) who may be at risk of being drawn into extremism or terrorism.

Acts Trust voluntarily participates in 'Prevent Duty' practices. The Counter-Terrorism and Security Act 2015 contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is also known as the Prevent duty. The prevent duty forms a critical part of CONTEST, the government counter terrorism strategy. At Acts Trust we believe our voluntary participation in 'prevent' practices enables us to fully safeguard the adults and children we encounter. To ensure we safeguard those who may be at risk, we ensure that Key Staff members will participate in Prevent Training 'WRAP' (Workshop to Raise Awareness of Prevent) and comply will local procedures with regard to referring those we feel may be at risk to Lincolnshire Police Channel Panel.

Prevent Training will be available in two formats:

Workshop - This is recommended for all team leaders and is delivered by East Midlands Special Operations Unit – Special Branch.

Online Training - This is recommended for all volunteers working with any project beneficiaries. This can be found via any of these websites:

<http://www.preventforfeandtraining.org.uk>

http://course.ncalt.com/Channel_General_Awareness/

<http://www.etflearners.org.uk/>

If you believe you have reason to make a referral, please speak to your Safeguarding Officer (Simon Hoare for Vulnerable Adults or Luke Mitchell for Children and Young People) who have access to the referral forms and are appointed to make referrals on behalf of Acts Trust. A copy of the Channel Referral Form can be found in **Appendix 3**.

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8. Policy Access

8.1 Access to this Policy

All staff and volunteers will be issued with this policy when their application has been processed. This policy will also be available on the Acts Trust website www.actstrust.org.uk.

In addition, when this policy is updated:

- The latest version will be sent to each staff member and volunteer
- Training will be provided for all staff and volunteers to ensure they are familiar with the updates. This training is annual and mandatory and will be arranged by the Acts Trust Administrator.

8.2 Access to Previous Versions of the Policy

Previous versions of this policy to be held on file for a period of 10 years. Previous versions may be viewed by request from the Acts Senior Manager. These are accessed via document revision history in the Google Document from where it was created and updated.

Signed on behalf of Management:

Signed: 

Position: Senior Manager Date: 08/12/2017

References:

(SAF806) Safeguarding Reporting Procedure (**Appendix 1**)

(SAF807) Acts Sensitive Information Report (**Appendix 2**)

Channel Referral Form (**Appendix 3**)

(SAF811) Acts Trust Confidential Declaration Form

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Appendix 1

Safeguarding Reporting Procedure

What to do if you are worried someone is being abused

Note: There is confidentiality at every level

| |
|--|
| <p>A Complaint/Concern is received:</p> <p>Immediately inform the Group Leader, or contact the relevant Safeguarding Coordinator if the Group Leader is not available:</p> <p>Children and Young People:</p> <ul style="list-style-type: none"> • Luke Mitchell, 01522 542166 or 07952 296695 • Claire Williams, 01522 542166 or 07704 665502 <p>Adults:</p> <ul style="list-style-type: none"> • Simon Hoare, 01522 542166 or 07544 355377 |
| <p>If you believe the person is in immediate danger and you cannot get hold of the Safeguarding Officer, contact Children's Services or Adult Social Care:</p> <ul style="list-style-type: none"> • Children's Service - 01522 782111 • Adult Social Care - 01522 782155 • Out of hours (for both) - 01522 782333 <p>These will always be answered, even if you have to wait for several minutes.</p> <ul style="list-style-type: none"> • Dialling 999 is an option if unsuccessful with any of the above options and you are certain of immediate danger <p>Note: For Children and Young People, consult with parents (or one of them) where possible, unless there is a very good reason not to (such as putting you or the person in danger)</p> |
| <p>Complete the following forms:</p> <ul style="list-style-type: none"> • (SAF807) Acts Sensitive Information Report - available at www.actstrust.org.uk (to be given to the Safeguarding Coordinator) • Safeguarding Referral Form - available at www.lincolnshirechildren.net (for Children's Services) |

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Appendix 2

Acts Sensitive Info Report

This form should be filled in as soon as possible after a piece of sensitive information has been disclosed to you and should be passed on to the Child or Adult Safeguarding Coordinator.

| | |
|---|--|
| Person's Name: | |
| Age: | |
| Address: | |
| Location where disclosure made: | |
| <p>Provide detailed content of information given including; exact words used by child/adult, clear description of injuries or other concerns. Consider including a body map in the appendices for accurate recording of visible injuries.</p> | |

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Safeguarding Policy

| | |
|---|---------|
| Any immediate action taken? | |
| Is this Person at immediate risk from significant harm? Yes* / No | |
| Name of Worker: | |
| Signature: | |
| Date & Time Form handed in: / / | am / pm |
| Name of Safeguarding Coordinator: | |
| Signature: | |
| Date & Time Form received in: / / | am / pm |

*If 'Yes' and if you believe the person is in **immediate danger** and you cannot get hold of the Safeguarding Officer, contact Children's Services or Adult Social Care:

- Children's Service - 01522 782111
- Adult Social Care - 01522 782155
- Out of hours (for both) - 01522 782333

These will always be answered, even if you have to wait for several minutes.

- Dialling 999 is an option if unsuccessful with any of the above options and you are certain of immediate danger

Note: For Children and Young People, consult with parents (or one of them) where possible, unless there is a very good reason not to (such as putting you or the person in danger). Children's Services will also ask you to complete their Safeguarding Referral Form - available at www.lincolnshirechildren.net

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Appendix 3

Channel Referral form

Please fill in as much information as possible. Simply click in the grey box and type the details required. Once completed, email the form to channel@lincs.pnn.police.uk

The Channel process is about providing early intervention to prevent young and vulnerable people becoming radicalised into extremist violence. Violent extremism may be related to any religion or faith or to political or environmental issues. There is no single route into extremism, nor is there a simple profile of those that may become extremist. Factors that may indicate vulnerability to extremism may include:

- Possession of literature regarding military training, skills and techniques
- Possession of violent extremist literature
- The expression of extremist views advocating violent actions and means
- Association with known extremists, seeking to recruit others to an extremist ideology or claims of involvement with organisations espousing extreme violence
- Exposure to an ideology that appears to sanction, legitimize or require violence
- A range of perceived grievances, real and some imagined, to which there seems to be no credible and effective non-violent response.

It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming violent extremists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability. Channel is not about spying or gathering intelligence. Its aim is to identify people who may be vulnerable to being drawn into acts of extremist violence for whatever purpose.

The information you provide on this form will be held on police systems and will be used to determine if further enquiries, investigations and interventions are required. Please provide as much information as possible. Where possible, any suspicion or opinion should be supported by reference to others facts or sources.

Ordinarily, should you be disclosing personal information from your information systems you should obtain the consent of the individual concerned though we appreciate this isn't always possible or desirable. **Information that you provide may be shared with other partners and organisations.** You may wish to consult your Data Protection Officer for further advice.

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| 1. Details of person / organisation making the referral: | |
|--|--|
| Name: | |
| Organisation: | |
| Contact number(s): | |
| Email address: | |
| Date of referral: | |

| 2. Details of person being referred to Channel | |
|--|--|
| Name of person being referred: | |
| Date of birth (if known): | |
| Address: | |
| Phone number: | |
| Details of family members, associates, and friends that may be linked to this activity: | |
| Other agencies involved with referral (include names and contact details): | |
| School/college attended, place of work, occupation etc: | |

| 3. Reasons for referral |
|---|
| Please give as much detail as possible of why you consider this person to be at risk or vulnerable to extremist violence. This should include any opinions and where appropriate, facts or evidence supporting these opinions. |
| |

Thank you for completing the Channel referral form. Please email the form to:
Channel@lincs.pnn.police.uk