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**Safeguarding Adults Policy**

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**Introduction**

The organisation is committed to safeguarding and promoting the welfare of adults and recognises that they have fundamental right to be protected from harm and exploitation. The organisation is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines, such The Care Act 2014, The Human Rights Act 1998 and The Mental Capacity Act (including Deprivation of Liberty Safeguards) 2005 and the Safeguarding Vulnerable Adults Act (2006).

The Care Act 2014, Section 14 clearly states that safeguarding is defined ‘as protecting an adult’s right to live in safety, free from abuse and neglect’. We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

The organisation is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns. Under The Care Act 2014 Section 42 which sets out clear responsibility to establish the outcomes that an adult at risk may require, and it is important to obtain the views and wishes of the adult when deciding how, if and what action, should be taken.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person’s own home and in any care setting.

The organisation is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

**Policy Statement**

The organisation believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

The organisation is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

The organisation acknowledges that safeguarding is everybody’s responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

The organisations recognises that health, well-being, ability, disability and need for care and support can affect a person’s resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people’s lives.

The organisation recognises that there is a legal framework within which we need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by the organisation will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned. To ensure this the organisation will stop abuse or neglect wherever possible and safeguard adults in a way that supports them in making choices and having control, whilst concentrating on improving life for the adults concerned.

**Purpose**

The purpose of this policy is to demonstrate the commitment of the organisation to safeguarding adults and to ensure that everyone involved in the organisation is aware of:

• The legislation, policy, and procedures for safeguarding adults.

• Their role and responsibility for safeguarding adults.

• What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

* Raise public awareness in communities and professional partnerships.
* provide information and support in accessible ways to adults with SEND.
* To create strong multi-agency partnerships that are able to provide effective and timely proactive support to adults.

This policy is informed by legislation and guidance from The Human Rights Act 1998 and The Care Act 2014 – enacted in April 2015. The legislations’ objective is to prevent and reduce the risk of harm from abuse or other types of exploitation while supporting adults in controlling their own lives and making choices without coercion.

The organisation has a responsibility to provide safe, effective and high-quality support. It is essential to provide care and support which leads to a positive experience for adults engaging in services provided by the organisation.

The organisation’s duty to safeguard adults is underpinned by The Care Act 2014 which informs this policy along with guidance from ‘No Secrets; Guidance on Developing and Implementing Multi-Agency Policies and Procedures to Protect Vulnerable Adults from Abuse’ (March 2020).

This policy outlines and describes the organisation’s approach and commitment to keeping vulnerable adults safe. It is important to note that Safeguarding is a multi-agency function and this policy signposts staff to key local multi-agency documents for services being delivered in Gloucestershire.

Multi agency safeguarding documentation and guidance can be found on the Gloucestershire County Council’s Adults Safeguarding Board websites.

Gloucestershire Adults Safeguarding Board information can be found at: <https://www.gloucestershire.gov.uk/gsab/i-am-a-professional/multi-agency-safeguarding-policy-and-procedures/multi-agency-safeguarding-policy-and-procedures/>

**Scope**

The Care Act 2014 (s.42) (1) defines an adult at risk of abuse or neglect if the following applies:

• has needs for care and support (whether or not the authority is meeting any of those needs),

• is experiencing, or is at risk of, abuse or neglect, and

• as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

* All staff are responsible for identifying concerns early and providing help for adults to prevent concerns from escalating to a point where intervention would be needed.

The organisation takes seriously the welfare of all adults who come onto its premises or who are involved in the organisation activities. The organisation aims to ensure that all adults are welcomed into a safe, caring environment with a happy and friendly atmosphere.

The organisation recognises that it is the responsibility of each of its staff, paid and unpaid, to prevent the physical, sexual or emotional abuse of adults and to report any abuse discovered or suspected.

The organisation is committed to supporting, resourcing and training those who work with adults and to provide supervision.

This policy covers all work with vulnerable adults both face to face and virtual and should be used along with the **Lone/Remote Working policy.**

The organisation has adopted the following to enable the safety and welfare vulnerable adults when engaged in our services:

* The work of the organisation will be planned so as to minimise situations where the abuse of vulnerable adults may occur.
* **Appoint and train a Designated Safeguarding lead.**
* Provide all staff, both paid and unpaid with clear roles. (Where the word staff is used in this policy, it may refer to either paid employee or volunteer.)
* Carry out full recruitment procedure for all staff, both paid and unpaid, in accordance with the **Recruitment Policy**.
* Use supervision of staff as a means of protecting vulnerable adults.

This safeguarding adult policy and associated procedures apply to all individuals involved in the organisation including board members, staff and volunteers and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including for example, affiliated clubs, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

**mmitments**

In order to implement this policy, the organisation will ensure that:

* Everyone involved with the organisation is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
* Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with the organisation Safeguarding Adults Policy and Procedures.
* The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to
* Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
* Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our GDPR policy.
* The organisation will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
* All Board members, staff, officials and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
* The organisation uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation and within the sporting community.
* The organisation shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
* When planning activities and events the organisation includes an assessment of, and risk to, the safety of all adults from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
* Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.
* This policy is reviewed yearly no less than on a two-yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, or as a result of any other significant change or event.

**Organisation Culture**

The organisation recognises that an organisation's culture defines the expectations of acceptable behaviour which is underpinned by our set of values, vision and mission. The organisation’s culture in relation to safeguarding is one that:

listens to adults, taking account of their wishes and feelings, as every adult has the right to make their own decisions and has the right to be supported to make their own decisions.

* makes staff feel comfortable and supported to raise concerns.
* ensures openness and accountability, enabling issues about safeguarding and promoting the welfare of adults to be addressed.
* enables anyone to challenge decisions which adversely affect anyone’s wellbeing.
* strives for an environment of safety, equality and protection both within the organisation and the services it provides.
* identifies, assesses and reduces risks to individual and the organisation.
* seeks to continually improve.
* If decisions are made on behalf on an adult without capacity must be in their best interests in a least restrictive intervention.

**Key Principles**

The organisation’s responsibility is to provide safe, effective and high-quality support. Safeguarding concerns will require a variety of responses including an external referral for investigation, a disciplinary process, the involvement of police, regulators, staff training or other activities.

All adult safeguarding work should reflect the following key Principles.

* **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
* **Prevention** – It is better to take action before harm occurs.
* **Proportionality** – The least intrusive response appropriate to the risk

presented

* **Protection** – Support and representation for those in greatest need.
* **Partnership** – Local solutions through services working with their communities.
* **Accountability** – Accountability and transparency in delivering

Safeguarding.

The organisation adopts a Making Safeguarding Personal (MSP) approach which aims to develop an outcome focus to safeguarding work, and a range of responses to support people to improve or resolve their circumstances through trusted adults.

**Wellbeing Principle**

The Care Act 2014 introduces a duty to promote wellbeing when carrying out any care and support functions in respect of a person. This principle is central to the organisation’s support approach and places wellbeing at the heart the support offered. This ensures that the voice of the person is at the core.

**The work of the organisation will be planned so as to minimise situations where the abuse of adults may occur:**

* Arrange that as far as possible, a staff member is not left alone with an adult, where there is little, or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much benefit to the staff member as to the adult.
* Make sure that staff (paid or unpaid) do not arrange to meet an adult off the organisation premises without a manager being aware of the event, in accordance with the **Lone Working Policy.**
* Have at least 2 staff present with a group, where possible and where appropriate.
* Always ensure appropriate ratios of leadership to adults are observed.
* Never take a group of adults away from any the organisation premises with fewer than 2 adults.
* Keep a record of each activity/session. The record should include a register of adults and staff, and details of any significant incidents.
* Never leave a group unattended for long periods of time. Where a member of staff has to leave a session then they must arrange for another appropriate adult to be present until the end of the session.
* Where adults have to be transported by car or minibus, arrange as far as possible, to have another adult in the vehicle and that adults are seated in the back seats of the vehicle.
* All staff members will receive appropriate training on induction and receive refresher training annually. The content of this training is refreshed taking into account current key learning points and trends from serious case reviews as well as local current and emerging issues. In addition, all staff receive safeguarding and protection updates (for example, via email, e-bulletins and staff meetings, online training sessions) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard effectively. Safeguarding training includes whistleblowing procedures so that staff know what to do if they have concerns relating to safeguarding practice within Young Gloucestershire. Online and internet safety training for staff is integrated, aligned, and considered as part of the overarching safeguarding approach.

**Appoint a Designated Safeguarding Lead**

A Designated Safeguarding Lead (DSL) has been appointed within the organisation to have responsibility for the co-ordination and implementation of the organisation’s Safeguarding Policy and procedures.

* The overall Designated Safeguarding Lead (DSL*)/* Operations Manager is Jessica John.
* The Deputy SO is the Chief Executive Tracy Clark.
* The DSL is a senior member of staff with experience of working in vulnerable adult context.
* The DSL will access any relevant training and will be prepared to brief staff and Board on appropriate policies and procedures.
* The DSL will have freedom to act when dealing with cases of abuse.
* The DSL will have clear lines of accountability to the Board.
* The Safeguarding Governance Lead is a nominated Trustee Board member.

External support/supervision will be provided for the DSL where and when necessary.

**Provide all staff, both paid and unpaid with clear roles.**

Abuse of vulnerable adults is most easily concealed where there is confusion amongst adults about roles and responsibilities.

Therefore, all paid staff will have job descriptions, which clearly state their responsibility for the protection of adults, children and young people. Unpaid staff will also be issued with a description of the task they are expected to fulfil and their lines of accountability.

**Carry out a Full Recruitment Procedure of Staff, both paid and unpaid.**

See the **Recruitment Policy.**

***• There are robust recruitment procedures that deter or prevent people who are unsuitable to work with Young people and vulnerable adults from applying or securing employment with Young Gloucestershire, this includes volunteers. Young Gloucestershire pays due regard to the safer recruitment practices detailed in People in Positions of Trust (PiPoT) In the care act 2014 including:***

***• All advertisements for positions contain safeguarding statements***

***• Job description and Person specifications include safeguarding information relating to regulated activity***

***• The safeguarding policy and associated processes are provided within induction.***

***All applications including shortlisting follow safer recruitment procedures and guidance within Section 6 of the care act 2014 which includes pre-vetting checks***

***• References are always be obtained, scrutinised and concerns Resolved satisfactorily before appointment is confirmed.***

***• All recruitment materials include reference to safeguarding and promoting the wellbeing of young people and vulnerable adults.***

***• At least one Person on a recruitment panel will have undertaken safer recruitment training.***

**Use supervision of staff as a means of protecting vulnerable adults.**

The stressful and traumatic nature of safeguarding and protection work is recognised. Young Gloucestershire supports staff by providing regular opportunities for staff who work with adults to meet together with their Line Manager to review and plan their work, to share experiences, to receive training and to talk about their relationships with vulnerable adults. There is also weekly Safeguarding Drop-in meetings with the DSL to ensure the wellbeing of staff are protected.

Wherever possible, Line Managers will take the opportunity to observe those for whom they are responsible as they carry out their work with adults.

Where staff have a high level of safeguarding responsibility within their roles external support/supervision will be provided when and when necessary

**How to Deal With Abuse.**

It is the organisation’s duty both to prevent abuse and to report any abuse discovered or suspected. The normal rule of client confidentiality cannot be observed when abuse is discovered or suspected.

Decisions to override confidentiality should be based on legal and ethical considerations where an individual is at risk of harm or has come to harm due to the Duty of care responsibility under The Care Act 2014.

When workers suspect, discover or are told/learn about abuse occurring in or outside the organisations setting, they should adhere to the following guidelines: -

**Reacting to Abuse**

If you become aware of abuse, it is important that you act in the following way:-

* Do not delay
* Do not confront the person who is alleged to be responsible for the abuse.
* Record any observations of what you have been told by staff or the adult. These records must be accurate and factual. Please pass this immediately to the DSL, Deputy SO or a member of the Senior Management Team.
* It is not your role to investigate – concentrate on presenting information clearly.
* Do not discuss with anyone other than the DSL, Line Manager on call and/or the Chief Executive.
* *•All Staff with be issued with a top tips card for responding and reacting to disclosures.*

If a vulnerable adult wants to talk about abuse: -

* Accept what they say, keeping calm and looking at them directly.
* Let them know that you need to tell someone else, do not promise confidentiality.
* Be aware that the adult may have been threatened.
* Never push for information.
* Reassure the adult they were right to tell you and you believe them.
* Let the adult know what you are going to do next and that you will let them know what happens, in accordance with the GSAB procedure.
* Make notes as soon as possible, writing down exactly what was said and when he/she said it. Record dates and times of these events and keep the handwritten record, even if these are subsequently typed up, for an indefinite period.
* If it is considered that the person making the disclosure is likely to be at risk by returning home, and if in the unlikely circumstances the on-call Line Manager cannot be contacted then immediate contact should be made with the **Emergency Duty Care Team on 01452 614194**.

**Reporting Abuse – suspected, disclosed or discovered.**

Staff should inform a member of the Safeguarding Team or the Designated Safeguarding lead (DSL)

It is the responsibility of the DSL to ensure that cases of abuse are reported. It is the normal procedure to contact the local Social Services team. If the adult is in immediate danger the police should be contacted.

To log a concern with the Local Authority Safeguarding Team For Gloucestershire:

Contact the Local Authority Safeguarding Team via the social care helpdesk on 01452 426868 during the hours of 9am – 5pm; or 01452 614194 for public out of Hours Service (Emergency Duty Team – EDT). Call 999 if an emergency or 101 if not urgent (police).

**Any worker, staff or volunteer, can bypass the procedures and share concerns with an outside agency – Social Services, Police, CQC – if they feel that the DSL, Chief Executive or Line Manager are not dealing with their concerns or are implicated in some way.**

**Role of the Local Authority Safeguarding Adults Team**

The Safeguarding Adult Teams in Gloucestershire County Council have lead responsibility for ensuring continuous improvement in safeguarding adult work.

The teams will work with professionals to ensure a consistent and effective response when dealing with safeguarding adults’ concerns. Contact details of any professionals from agencies external to the organisation should be clearly documented on their Upshot profile.

**Advice and support**

Managers, practitioners, staff, students and volunteers working across partner agencies with adults who may be at risk of abuse or neglect can contact the Safeguarding Adults Service for specialist advice and information on Safeguarding, the Mental Capacity Act and Deprivation of Liberty Safeguards. The Local authority can also give advice on situations where there is uncertainty as to whether or not the safeguarding route is appropriate.

People who contact the team are asked to record any information or advice they receive on the individuals Upshot profile as it may be used as evidence at a later stage.

The Local Authority Safeguarding Adults Team can be contacted:

safeadults@gloucestershire.gov.uk or by telephone 01452 425879.

**Dealing with allegations or suspicions of abuse by The organisation staff, paid or unpaid.**

When a report is received it is important to react immediately.

* All complaints and allegations must be made to the SO who will in turn inform the Chief Executive and relevant Line Manager.
* The SO and/or Chief Executive should clarify the information received
* The allegation should then be reported to Adult Help Desk on 01452 426868 during working hours of the Emergency Duty Team out of hours on 01452 614194.
* If the allegation is made against the SO, it is not appropriate to follow an internal reporting route. The Chief Executive should be contacted so that the allegation can be reported and an interview with the informant recorded.
* It should be normal practice to suspend the worker and you should inform the Social Services/Police that you intend to take this action. This in no way implies blame but is a measure to protect the adult and the staff/volunteer. This should be made clear at the point of suspension. Suspension will be undertaken by a member of the Senior Management Team or the Chief Executive. Suspension will be made with full pay where appropriate.

**Main Types of Abuse**

Abuse can be identified using 4 Key Diagnostic points:

Firstly – you are told that abuse has occurred.

Secondly – the history or explanation doesn’t match the observed injury.

Thirdly – there is an increased potential for violence.

Fourthly – there are observable signs explored in the sections below... ...

**Physical Abuse**

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

Possible identifiable injuries:

* Bruises likely to be frequent, patterned e.g. finger & thumb marks, old & new in same place (note colour), in an unusual position, particularly behind the ears and back of the hands.
* Injuries suspicious if-bite marks, fingernail marks, large and deep scratches, incisions e.g. from a razor or knife.
* Defence wounds and marking.
* Burns & scalds likely to have- clear outline (might not be consistent with explanation), unusual position e.g. back of hand, indicative shapes e.g. cigarette burns, bar of electric fire.
* Fractures likely to be numerous and healed at different times.

**Sexual Abuse**

* Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.
* The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Domestic Abuse**

Domestic abuse is an incident or pattern of incidents of controlling, coercive or

threatening behaviour, violence or abuse by someone who is or

has been an intimate partner or family member.

Domestic violence and abuse may include.

* Psychological
* physical, sexual
* financial, emotional
* abuse; as well as so called ‘honour’ based violence, forced marriage and female genital mutilation.

**Psychological Abuse**

* includes emotional abuse.
* threats of harm or abandonment
* deprivation of contact, humiliation, blaming, controlling
* intimidation
* coercion
* harassment
* verbal abuse
* cyber bullying
* isolation or unreasonable and unjustified withdrawal from services

or supportive networks

**Financial and material abuse**

* Financial and material abuse includes theft and/or fraud.
* Exploitation
* pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

**Modern Slavery**

* Modern Slavery can include human trafficking, forced labour and domestic servitude.
* Traffickers and slave masters use whatever means at their disposal.

to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.

* Concerns of Modern Slavery should be reported through Gloucestershire Police’s Modern Slavery Helpline on **08000 121 700**.

**Discriminatory Abuse**

* Discriminatory Abuse includes abuse based on a person’s race, sex, gender, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime.

**Organisational Abuse**

* Includes neglect and poor practice within an institution or specific

care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home.

* This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Self-neglect** (which includes Hoarding behaviour)

* Self-neglect covers a wide range of behaviours, such as neglecting to care for one’s personal hygiene, health or surroundings and includes behaviours such as hoarding. SCIE (Social Care Institute of Excellence) defines self-neglect as: an extreme lack of selfcare, it is sometimes associated with hoarding and may be a result of other issues such as addictions”.

individuals are empowered, as far as possible, to understand the implications of their actions.

there is a shared, multi-agency understanding and recognition of the issues involved in working.

with individuals who self-neglect and/or demonstrate hoarding behaviour which puts them or others at risk of harm

d) concerns receive appropriate prioritisation

A safeguarding response in relation to self-neglect may be appropriate where a person is declining assistance in relation to their care and support needs, and the impact of their decision, has or is likely to have a substantial impact on their overall individual wellbeing. This is in accordance with the principles of the Care Act 2014, the Mental Capacity Act (2005) and the Mental Health Act (1983).

This is achieved through: promoting a person-centred approach which supports the right of the individual to be treated with respect and dignity, and to be in control of, and as far as possible, to lead an independent life. Additionally, there are powers that can be used when someone demonstrates hoarding behaviour that puts them or others at risk of harm but may not be self-neglecting. These powers are enabled through a number of Acts including; the Housing Act 2004, Fire Services Act, 2004, Public Health Act 1936, Prevention of Damage by Pests Act 1949, Environmental Protection Act 1990, Town and Country Planning Act 1990, The Animal Welfare Act 2006.

Hoarding is a recognised mental health diagnosis and can be linked to Diogenes syndrome, Wernicke/Korsakoff Syndrome, Alzheimer’s, Frontal Lobe Damage, Depression, Obsessive Compulsive Disorder and Schizophrenia. It is the excessive collection and retention of any material to the point that living space is sufficiently cluttered to preclude activities for what they are designed for. Hoarding may be characterised by:

* a persistent difficulty in discarding or parting with possessions because of a perceived need
* to save them.
* an intense emotional attachment to objects that may not be regarded as having the same.
* value to others.
* distress at the thought of getting rid of the items.

In line with the principles of Making Safeguarding Personal, the views of the individual must be sought; ideally, this will be informed by the views of carers and/or relatives as well as by the views of individual themselves, wherever possible and practicable. From this, appropriate risk assessments will be undertaken with professional judgement to ensure identification of the potential risks and harm for Hoarding gathers. The organisation will report concerns in line with the Gloucestershire Safeguarding Adults Board Practice and work in multi-agency with the practitioner/service taking responsibility for addressing this.

**Neglect and Acts of Omission**

Neglect and acts of omission includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication,

adequate nutrition and heating.

**Radicalisation**

Radicalisation is comparable to other forms of exploitation, such as grooming and Child Sexual Exploitation. Vulnerable individuals are groomed directly or through social media to be persuaded of the legitimacy of a radical’s cause to inspire new recruits and have extreme views embedded.

**Procedure**

Any allegation, disclosure or suspicion of abuse must be reported immediately to your Line Manager and the Designated Safeguarding Lead. Workers should seek professional advice as soon as possible, as untrained staff could unwittingly cause evidence to be inadmissible.

Once the issue has been discussed, it will be recorded using the organisation Safeguarding form, ensuring that no information is withheld or edited in any way.

Should your Line Manager and/or DSL deem it necessary, you may then be asked to contact social workers for further advice on the adults on **01452 426868** or the police or any other external agency working with the individual involved.

It is important to have a history of the adult where possible, including any past concerns. During this conversation, the best course of action will be agreed including:

* The timescale in which the adults’ needs will be met, or at least begun to be.
* How best to address other concerns not requiring a referral
* Identification of all professionals already working with the adult or those that should be working with them to address un-met needs.

After speaking to a social work practitioner, it may then be decided that a social work assessment is required for the adult. If this is the case a referral will need to be made on the number above, within **24 hours**. alongside a (MARF) form multi-agency referral form.

Within 48 hours of making the referral on the phone, a written confirmation of the concern will be required to be sent to the Gloucestershire County Council Adult Social Care Professional Portal. A copy of the MARF should be attached to the database upshot for the adult in accordance with the (GDPR/ Data Protection Act 2018).

In the event of a serious allegation or disclosure being made outside of normal working hours (i.e. 9-5 Monday- Friday) then you can call the **Emergency Duty Care Team on 01452 614194**.

All staff have a responsibility to ensure that they follow up on any concern that they have made should they feel that nothing has been attained by the agreed time scale. Equally, the responsibility for the vulnerable adult rest with us all, and that responsibility is not relinquished by making the referral. As a key worker with a vulnerable adult, you may be asked to continue your work with them and attend professional multi-agency meetings.

Any member of staff who feels that a response is too long in coming or is not in the best interests of the vulnerable adult, they have the right and responsibility to use the **escalation policy.** This policy can be accessed, along with advice on following the procedure, through the **Safeguarding Adults Service on 01452 426868.**

Further information regarding the safeguarding of vulnerable adults can be found on the Safeguarding Adults in Gloucestershire website, <https://www.gloucestershire.gov.uk/gsab/>.

**Additions to the Safeguarding policy:**

The organisation will refer an individual to Disclosure and Barring Scheme (DBS) when both the following conditions are met:

**Condition One**

When the organisation withdraws permission for a person to work in regulated activity (for definition of regulated activity see Recruitment Policy) with children and / or

Vulnerable adults, either through dismissal or by moving the person to another area of work that is not regulated activity.

**AND Condition Two**

When the organisation suspects the person has carried out one of the following:

•     Been cautioned or convicted of a relevant (automatic barring) offence.

Or

•     Engaged in relevant conduct in relation to children and / or vulnerable adults [i.e. an action or inaction (neglect) that has harmed a child or vulnerable adult or put them at risk or harm];

or

•     Satisfied the Harm Test in relation to children and / or vulnerable adults. [I.e. there has been no relevant conduct (i.e. no action or inaction) but a risk of harm to a child or vulnerable still exists].

This is in accordance with the care act 2014), which places duties on a range of organisations and individuals in relation to the need to safeguard and promote the welfare of adults. All allegations of abuse of adults by those who work with adults must be taken seriously. An allegation may relate to a person who works with adults who has: behaved in a way that has harmed an adult , or may have harmed an adult, possibly committed a criminal offence against or related to an adult ,behaved towards adults in a way that indicates they may pose a risk of harm to adults, behaved in a way that indicates they may not be suitable to work with vulnerable adults.

Condition one includes situations where an employer / volunteer manager would or may have dismissed the person or moved them to other duties, if the person had not resigned, retired, or otherwise left their work - e.g. a youth worker resigns when an allegation of harm to a client is first made. The DSL or Line Manager establishes that harm did occur, or was at risk of occurring, and decides that they may have dismissed the person had they not left and so makes a referral to the ISA.



**Safeguarding Children and**

**Young People Policy**

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**Policy Statement**

The organisation is committed to safeguarding and promoting the welfare of young people and recognises that they have fundamental right to be protected from harm and exploitation. The Children’s Act (1989 & 2004), Safeguarding is defined as: “protecting individuals from maltreatment; preventing impairment of their health or development; ensuring that circumstances are consistent with the provision of safe and effective care; and taking action to enable all Persons to have the best outcomes”.

The organisation’s Safeguarding Policy has been written in accordance with the DFE guidance Keeping Children Safe in Education (2023) and as an organisation it works closely with the Gloucestershire Safeguarding Children Board. This policy has been informed by the NSPCC Safeguarding and Child Protection Standards for the Voluntary and Community Sector, The Children’s Act (1989 & 2004), Working Together to Safeguard Children (2023), inspecting Safeguarding in Early Years, Education and Skills Settings (2022) and Charity Commissions Principles. The policy sets out principles and guidelines for safeguarding the welfare of children and young people.

This policy is to ensure good practice to prevent the harm/abuse of children and young people while they are in the care of the organisation. This policy incorporates all the organisations work.

**Scope**

The organisation takes seriously the welfare of all children and young people who come onto its premises or who are involved in our activities. Under our statutory and legal requirement and duty of care under (The Childrens Act1989/ 2004).

The organisation aims to ensure that all children and young people are welcomed into a safe, caring environment with a happy and friendly atmosphere.

The organisation recognises that it is the responsibility of each of its staff, paid and unpaid, to prevent the physical, sexual or emotional abuse of children and young people and to report any abuse discovered or suspected.

The organisation is committed to supporting, resourcing and training those who work with children and young people and to provide supervision.

This policy covers all work with young people both face to face and virtual and should be used along with the **Lone/Remote Working policy.**

The organisation has adopted the following to enable the safety and welfare of children and young people:

* The work of the organisation will be planned DSL as to minimise situations where the abuse of children and young people may occur.
* All staff are responsible for identifying concerns early and providing help for children and young people to prevent concerns from escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989/ 2004 ; i.e. Section 17 (Children in Need) and Section 47 (a child suffering harm, or likely to suffer significant harm).
* Appoint and train a designated Safeguarding lead.
* Provide all staff, both paid and unpaid with clear roles. (Where the word staff is used in this policy, it may refer to either paid employee or volunteer.)
* Carry out full recruitment procedure for all staff, both paid and unpaid, in accordance with the **Recruitment Policy**.
* Use supervision of staff as a means of protecting children and young people.

**Organisation Culture**

The organisation recognises that an organisation's culture defines the expectations of acceptable behaviour which is underpinned by our set of values, vision and mission. The organisation’s culture in relation to safeguarding is one that:

* listens to children and young people taking account of their wishes and feelings.
* makes staff feel comfortable and supported to raise concerns.
* ensures openness and accountability, enabling issues about safeguarding and promoting the welfare of children to be addressed.
* enables anyone to challenge decisions which adversely affect anyone’s wellbeing.
* strives for an environment of safety, equality, and protection both within the organisation and the services it provides.
* identifies, assesses, and reduces risks to individual and the organisation.
* seeks to continually improve.

**The work of the organisation will be planned o as to minimise situations where the abuse of children and young people may occur:**

* Arrange that as far as possible, an adult is not left alone with a child or young Person where there is little, or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much benefit to the adult as to the child or young Person.
* Make sure that staff (paid or unpaid) do not arrange to meet a child or young Person off the organisations premises without a manager being aware of the event, in accordance with the **Lone Working Policy.**
* Have at least 2 adults present with a group, where possible and where appropriate.
* Always ensure appropriate ratios of leadership to children/young people are observed according to age and gender.
* Keep a record of each activity/session. The record should include a register of children, young people and staff, and details of any significant incidents.
* Never leave a group unattended for long periods of time. Where a member of staff has to leave a session then they must arrange for another appropriate adult to be present until the end of the session.
* Where children and young people have to be transported by car or minibus, arrange as far as possible, to have another adult in the vehicle and that children/young people are seated in the back seats of the vehicle.
* All staff members will receive appropriate training on induction, and receive refresher training annually. The content of this training is refreshed taking into account current key learning points and trends from serious case reviews as well as local current and emerging issues. In addition, all staff receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings, online training sessions) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard effectively. Safeguarding training includes whistleblowing procedures so that staff know what to do if they have concerns relating to safeguarding practice within Young Gloucestershire. Online and internet safety training for staff is integrated, aligned, and considered as part of the overarching safeguarding approach.

Appoint a Designated Safeguarding Lead

A Designated Safeguarding Lead (DSL) has been appointed within the organisation to have responsibility for the co-ordination and implementation of Child Protection policy and procedures.

* The overall Designated Safeguarding Lead (DSL) Is Jessica John.
* The Deputy DSL is the Chief Executive Tracy Clark.
* The DSL is a senior member of staff with experience of working in children/youth work context.
* The DSL will access any relevant training and will be prepared to brief staff and Board on appropriate policies and procedures.
* The DSL will have freedom to act when dealing with cases of abuse.
* The DSL will have clear lines of accountability to the Board.
* The Safeguarding Governance Lead is a nominated Trustee Board member.

External support/supervision will be provided for the DSL where and when necessary.

**Provide all staff, both paid and unpaid with clear roles.**

Abuse of children and young people is most easily concealed where there is confusion amongst adults about roles and responsibilities.

Therefore, all paid staff will have job descriptions, which clearly state their responsibility for the protection of children and young people. Unpaid staff will Also be issued with a description of the task they are expected to fulfil and their lines of accountability.

**Carry out a Full Recruitment Procedure of Staff, both paid and unpaid.**

See the **Recruitment Policy.**

* There are robust recruitment procedures that deter or prevent people who are unsuitable to work with Young people and vulnerable adults from applying or securing employment with Young Gloucestershire, this includes volunteers. Young Gloucestershire pays due regard to the safer recruitment practices detailed in ‘Keeping Children Safe in Education’ (KCSIE 2022) including:
* All advertisements for positions contain safeguarding statements.
* Job description and Person specifications include safeguarding information relating to regulated activity.
* The safeguarding policy and associated processes are provided within induction.
* All applications including shortlisting follow safer recruitment procedures and guidance within KCSIE 2022 which includes pre-vetting checks.
* References are always be obtained, scrutinised and concerns Resolved satisfactorily before appointment is confirmed.
* All recruitment materials include reference to safeguarding and promoting the wellbeing of young people and vulnerable adults.

**Use supervision of staff as a means of protecting children and young people.**

The stressful and traumatic nature of safeguarding and protection work is recognised. Young Gloucestershire supports staff by providing regular opportunities for staff who work with children/young people to meet together with their Line Manager to review and plan their work, to share experiences, to receive training and to talk about their relationships with children/young people. Whilst all staff can also attend weekly safeguarding drop ins with the DSL.

Wherever possible, Line Managers will take the opportunity to observe those for whom they are responsible as they carry out their work with children/young people.

Where staff have a high level of safeguarding responsibility within their roles external support/supervision will be provided when and when necessary.

**How to Deal With Abuse.**

It is the organisation’s duty both to prevent abuse/harm and to report any abuse/harm discovered or suspected. The normal rule of client confidentiality cannot be observed when abuse/harm is discovered or suspected. Decisions to override confidentiality should be based on legal and ethical considerations where an individual is at risk of harm or has come to harm (The Childrens Act1989/ 2004).

When workers suspect, discover or are told/learn about abuse occurring in or outside the organisation setting, they should adhere to the following guidelines:

**Reacting to Abuse**

If you become aware of abuse, it is important that you act in the following way: -

* Do not delay.
* Do not confront the Person who is alleged to be responsible for the abuse.
* Record any observations of what you have been told by staff or the child or young Person. These records must be accurate and factual. Please pass this immediately to the DSL, Deputy DSL or a member of the Safeguarding Team.
* It is not your role to investigate – concentrate on presenting information clearly.
* Do not discuss with anyone other than the DSL, Line Manager on call and/or the Chief Executive.
* All Staff with be issued with a top tips card for responding and reacting to disclosures.

If a child or young Person wants to talk about abuse:-

* Accept what the child/young Person says, keeping calm and looking at them directly.
* Let them know that you need to tell Someone else, do not promise confidentiality, even when a child or young Person has broken a rule they are not to blame.
* Be aware that the child/young Person may have been threatened.
* Never push for information.
* Reassure the child/young Person they were right to tell you and you believe them.
* Let the child/young Person know what you are going to do next and that you will let them know what happens, in accordance with the GSCB procedure.
* Make notes as soon as possible, writing down exactly what was said and when he/she said it. Record dates and times of these events and keep the handwritten record, even if these are subsequently typed up, for an indefinite period.
* If it is considered that the Person making the disclosure is likely to be at risk by returning home, and if in the unlikely circumstances the on-call Line Manager cannot be contacted then immediate contact should be made with the **Emergency Duty Care Team on 01452 614194**.

**Reporting Abuse – suspected, disclosed or discovered.**

Staff should inform a member of the Safeguarding Team or the Designated Safeguarding lead (DSL)

It is the responsibility of the DSL to ensure that cases of abuse are reported. It is the normal procedure to contact the local Social Services team. If the child or young Person is in immediate danger the police should be contacted.

If the young Person is over 18 and considered vulnerable then the DSL will ensure that cases of abuse are reported to adult Social care. If the vulnerable adult is in immediate danger the police should be called. All actions should follow the Vulnerable Adults Policy.

**Any worker, staff or volunteer, can bypass the procedures and share concerns with an outside agency – Social Services, NSPCC – if they feel that the DSL, Chief Executive or Line Manager are not dealing with their concerns or are implicated in Some way.**

**Dealing with allegations or suspicions of abuse by organisation staff, paid or unpaid.**

When a report is received it is important to react immediately.

* All complaints and allegations must be made to the DSL who will in turn inform the Chief Executive and relevant Line Manager.
* The DSL and/or Chief Executive should clarify the information received.
* The allegation should then be reported to **Local Area Designated Officer (LADO)** along with the details obtained.
* If the Person making the complaint is not the child’s usual carer (parent/guardian), they should be contacted by the DSL or Chief Executive with the consent of Social Services, to keep them informed of the situation.
* If the allegation is made against the , it is not appropriate to follow an internal reporting route. The Chief Executive should be contacted DSL that the allegation can be reported and an interview with the informant recorded. The allegations should then be reported to the LADO by the Independent Person.
* It should be normal practice to suspend the worker and you should inform the Social Services/Police that you intend to take this action. This in no way implies blame but is a measure to protect the child/young Person and the staff/volunteer. This should be made clear at the point of suspension. Suspension will be undertaken by a member of the Senior Management Team or the Chief Executive. Suspension will be made with full pay where appropriate.

**Signs and Symptoms of Abuse**

Abuse can be identified using 4 Key Diagnostic points:

Firstly – you are told that abuse has occurred.

Secondly – the history or explanation doesn’t match the observed injury.

Thirdly – there is an increased potential for violence.

Fourthly – there are observable signs explored in the sections below...

**Contextual Safeguarding**

Contextual Safeguarding is an approach developed by Dr. Carlene Firmin at the University of Bedfordshire's Contextual Safeguarding Network (2018) to understand, and respond to, young people’s experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people’s experiences of extra-familial abuse can undermine parent-child relationships.

We work closely with statutory services to identify, respond and report contextual safeguarding and our work is informed and contributes to the wider county’s CE strategy. In conjunction with The Counterterrorism and Security Act 2015 (CTSA 2015), being those to whom the Prevent duty under section 26 of the Act”).

Contextual safeguarding in line with developing culture, is ever changing and encompasses but is not limited to work to address.

* County Line’s
* Child Sexual Exploitation
* Criminal Exploitation
* Peer on Peer abuse
* Harmful sexual behaviours
* Prevent

**Main Types of Abuse**

**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 caregivers)
	+ Ensure access to appropriate medical care or treatment.
	+ It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**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.

Possible identifiable injuries:

* Bruises likely to be frequent, patterned e.g. finger & thumb marks, old & new in same place (note colour), in an unusual position, particularly behind the ears and back of the hands.
* Injuries suspicious if-bite marks, fingernail marks, large and deep scratches, incisions e.g. from a razor or knife.
* Burns & scalds likely to have- clear outline (might not be consistent with explanation), unusual position e.g. back of hand, indicative shapes e.g. cigarette burns, bar of electric fire.
* Fractures likely to be numerous and healed at different times.

**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 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, 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, including prostitution, whether or not the child is aware of what is happening.
* The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Bullying**

Bullying is not always easy to define, but includes:

* Deliberate hostility and aggression towards a person.
* The victim will often be less powerful than the bully or bullies.
* The outcome is usually painful and distressing for the victim.
* May involve other children as perpetrators.

Bullying can include:

* Physical pushing, kicking, hitting, pinching etc.
* Verbal name-calling, sarcasm, spreading rumours, persistent teasing. Disabled children may be more vulnerable.
* Emotional tormenting, ridicule, humiliation and continual ignoring individuals.
* Racial taunts, graffiti, and gestures.
* Sexual and abusive comments and unwanted physical contact.

**Procedure**

Any allegation, disclosure or suspicion of abuse or harm must be reported immediately to the Safeguarding Team and/ The DSL. Workers should seek professional advice from the safeguarding team as soon as possible, as untrained staff could unwittingly cause evidence to be inadmissible.

Once the issue has been discussed, it will be recorded using the Safeguarding from and stored on our Database Upshot, ensuring that no information is withheld or edited in any way.

Should your Line Manager and or Designated Safeguarding lead deem it necessary, you will then contact social workers for further advice on the children’s helpdesk for those under 18: **01452 426565** and adult safeguarding helpdesk for those over 18; **01452 426868.**

It is important to have a history of the child/young Person, including any past concerns. During this conversation, the best course of action will be agreed including:

* The timescale in which the child/young Person’s needs will be met, or at least begun to be.
* The contact and involvement of parents/guardians, who will always be made aware of the situation unless there is a judgement that to do so would put the child, or anyone else at risk of harm, or would hamper the future investigation.
* How best to address other concerns not requiring a referral.

After speaking to a social work practitioner, it may then be decided that a Social work assessment is required for the child. If this is the case a referral will need to be made on the number above, within **24 hours** alongside a (MARF) form multi-agency referral form.

Within **48 hours** of making the referral on the phone, a written confirmation of the concern will be required to be sent to the Children’s and Young People’s Directorate at Social Services, Shire Hall, Gloucestershire. A copy of the MARF should be attached to the database upshot for the young person in accordance with the (GDPR/ Data Protection Act 2018).

In the event of a serious allegation or disclosure being made outside of normal working hours (i.e. 9-5 Monday- Friday) then you can call the **Emergency Duty Care Team on 01452 614194** regardless of the young Person’s age.

All staff have a responsibility to ensure that they follow up on any concern that they have made should they feel that nothing has been attained by the agreed time scale. Equally, the responsibility for the child/young Person rest with us all, and that responsibility is not relinquished by making the referral. As a key worker with the child/young Person, you may be asked to continue your work with them, and attend a either a Common Assessment Framework meeting or Child Protection Board Meeting to address how best to fulfil the needs of the child/young Person in question.

Any member of staff who feels that a response is too long in coming or is not in the best interests of the child/young Person, they have the right and responsibility to use the **Resolution of professional difficulties (escalation) policy.** This policy can be accessed, along with advice on following the procedure, through the **Safeguarding Children Service on 01452 583629.**

Further information regarding the safeguarding of children and young people can be found on the Gloucestershire Safeguarding Children Board website, [www.gscb.org.uk](http://www.gscb.org.uk)

**Additions to the Safeguarding policy:**

The organisation will refer an individual to Disclosure and Barring Scheme (DBS) when both the following conditions are met:

**Condition One**

When the organisation withdraws permission for a person to work in regulated activity (for definition of regulated activity see Recruitment Policy) with children and / or

Vulnerable adults, either through dismissal or by moving the Person to another area of work that is not regulated activity.

**AND**

**Condition Two**

When the organisation suspects the Person has carried out one of the following:

•     Been cautioned or convicted of a relevant (automatic barring) offence;

or

•     Engaged in relevant conduct in relation to children and / or vulnerable adults [i.e. an action or inaction (neglect) that has harmed a child or vulnerable adult or put them at risk or harm];

or

•     Satisfied the Harm Test in relation to children and / or vulnerable adults. [I.e. there has been no relevant conduct (i.e. no action or inaction) but a risk of harm to a child or vulnerable still exists].

This is in accordance with (Section 11 of the Children Act,2004), which places duties on a range of organisations and individuals in relation to the need to safeguard and promote the welfare of children. All allegations of abuse of children by those who work with children must be taken seriously. An allegation may relate to a person who works with children who has: 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 ,behaved towards a child or children in a way that indicates they may pose a risk of harm to children, behaved in a way that indicates they may not be suitable to work with children.

Condition one includes situations where an employer / volunteer manager would or may have dismissed the Person or moved them to other duties, if the Person had not resigned, retired, or otherwise left their work - e.g. a youth worker resigns when an allegation of harm to a client is first made. The DSL or CEO establishes that harm did occur, or was at risk of occurring, and decides that they may have dismissed the Person had they not left, and DSL makes a referral to the ISA.

1. [↑](#footnote-ref-1)