



Registered Office:

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**Governance Policy**

**Safeguarding Policy**

**DOCUMENT CONTROL PAGE**

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## **SP / SAFEGUARDING POLICY**

### **1. Purpose and Scope**

I4YPC recognises that any child, young person or adult could be at risk from different forms of abuse, including sexual, physical, emotional, neglect or financial abuse. I4YPC acknowledges that the services we provide may create situations where I4YPC personnel become aware that a child, young person or adult is at risk of or is being abused.

It is important that all I4YPC personnel are aware of signs of abuse and of how to take appropriate safeguarding action.

The purpose of these procedures is to promote good practice in the safeguarding and protection of children, young people and adults. The procedures also provide I4YPC personnel, including trustees, staff and volunteers, with clear guidelines to ensure a consistent and swift response to handling concerns or allegations of abuse to children, young people and adults.

These procedures apply to all I4YPC personnel, including trustees, staff, and volunteers, and any individual who wishes to disclose any form of abuse by anyone, including I4YPC personnel.

This also applies to personnel undertaking work on behalf of I4YPC as a contractor or commissioned organisation, regardless of their own policies or procedures.

All I4YPC personnel, including trustees, paid staff and volunteers, have a responsibility to refer all concerns, allegations or suspicions to I4YPC's designated Safeguarding Member of Staff promptly.

### **2. Definitions**

For the purposes of these procedures, a child is defined as a person aged under 13 years and a young person as a person aged under 18 years. A vulnerable adult is defined as a person aged 18 years or over who is, or may be, in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable protect him/herself against significant harm or exploitation. (Who Decides - Lord Chancellors Department (1997)).

It should be noted that disability or age alone does not signify that an adult is vulnerable.

Whether or not a person is vulnerable in these cases will depend upon surrounding circumstances and environment and each case must be judged on its own merits.

### 3. What is Abuse?

Abuse is defined as: a violation of an individual's human and civil rights by any other person or persons.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a child or vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, cannot consent or gives non informed consent.

### 4. Types of Abuse

**Physical Abuse** is the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment. Signs might include burns, bruising, scratches or accidents that cannot be explained, misuses of medication or forcing someone, for example, to stay in a care home against their wishes.

**Emotional Abuse** (also known as Psychological abuse) is that which impinges on the emotional health and development of individuals. It might be emotional abuse such as threats of harm or abandonment, enforced isolation, blaming or controlling behaviour, or verbal and racial insults. Signs may be fear, confusion or disturbed sleep.

**Neglect** is when a child, young person or vulnerable adult does not have their basic needs met, such as adequate food or warmth or help with personal hygiene. Signs might include deteriorating health, appearance or mood.

**Sexual Abuse** is direct or indirect involvement in sexual activity that the child, young person or vulnerable adult has not or could not consent to or was pressurised or manipulated into. Signs can include changes in physical behaviour or physical discomfort.

**Financial Abuse** is when a child, young person or vulnerable adult is exploited for financial gain e.g. by a relative or door-to-door salesman. Often valuables will go missing in the home or there may be a change in financial circumstances that cannot be explained.

**Mate Abuse** is a form of hate crime where perpetrators befriend a person with a disability but begin to exploit, hurt or harm them. This can include sexual abuse, forced prostitution, financial exploitation, physical abuse, violence and murder.

**Discriminatory Abuse** consists of abusive or derisive attitudes or behaviour based on a person's sex, sexuality, ethnic origin, race, age or disability.

**Professional Abuse** is the misuse of a therapeutic power and abuse of trust by professionals and the failure to act on suspected abuse/crimes.

Abuse may consist of a single act or repeated acts

## 5. Who May be Abusers?

People who abuse:

- Are often well known to their victims but can be strangers
- Might be a relative, partner, son or daughter, friend or neighbour, a paid or voluntary worker, or a health or social care worker
- Could be another vulnerable adult, service user or group member
- May not realise they are abusing and can sometimes act out of character and abuse because of the stress of caring

## 6. Where Does Abuse Take Place?

Abuse can take place almost anywhere and these include:

- The child's, young person's or vulnerable adult's home
- Transportation, including a carer's vehicle
- School or college
- A carer's home
- A day centres
- A community centres
- A care homes
- A hospital
- The workplace
- Educational institutions

## 7. Recognising the Signs and Indicators of Abuse

Where abuse has occurred one or more of the following signs or indicators may have been present. None of these definitively suggest abuse, however, suspicions should be heightened if one or a combination of these indicators exists:

- Changes in a person's behaviour
- Unexplained changes in a person's circumstances
- Physical signs of abuse
- Withdrawal of verbal communication
- A person appearing withdrawn
- Unexplained reactions towards particular individuals or settings
- Dislike of being touched and flinching on being touched
- Disturbed sleep patterns
- Frequent or regular visits to the general practitioner or the accident and emergency department or hospital admissions
- Panic attacks
- Absconding / wandering
- Obsessive or challenging behaviour
- Deliberate self-harming behaviour

- History of domestic violence
- Increase levels of agitation
- Freezing behaviour when something is/isn't mentioned

## 8. Procedures

I4YPC's procedures for safeguarding children, young people, vulnerable young people and vulnerable adults will be in line with Salford Safeguarding Children's Board procedures (2013); Manchester Safeguarding Adults Board 'Safeguarding Adults Multi-Agency Safeguarding Policy (2015) and PREVENT Strategy (2013)

The following individuals within I4YPC take on the following Governance and Regulatory roles:

Governance and Regulatory roles	I4YPC nominee
Designated Safeguarding Lead	Ange Lea (Chair)
Safeguarding Member of Staff	Micky Dacks (Chief Executive Officer)
Information Governance Lead	Robert Parker (Treasurer)

I4YPC will ensure that:

- The Chief Executive will act in the absence of the Safeguarding Lead
- All trustees, staff and volunteers should develop their understanding of the signs and indicators of abuse, detailed at Point 7, Definitions, in these Procedures
- All trustees, staff and volunteers should, on a continuing basis, undertake Safeguarding Children and PREVENT training as part of their Continued Professional Development
- All trustees, staff and volunteers will receive training in child protection a minimum of every three years. Senior Management should undertake a refresher every year to ensure that their knowledge is most relevant and up to date
- Trustees, staff and volunteers will be made aware of child protection arrangements by the designated Safeguarding Member of Staff
- All trustees, staff and volunteers should know how to respond to an individual who discloses abuse, included at Points 9 & 14, General Procedures and Guidance for Staff
- Our procedures will be reviewed and updated on an annual basis. Any identified deficiencies or weaknesses in child, young person and vulnerable adult protection arrangements will be remedied without delay
- The Trustees undertake to review child protection policies and procedures on an annual basis.
- The Child, Young Person and Vulnerable Adult Policy will be available, within three working days, to all stakeholders on request.

## 9. General Procedures

All personnel will make it clear that they cannot guarantee 100% confidentiality if a person wishes to disclose a situation of abuse.

All personnel must refer all concerns, allegations or suspicions to the designated Safeguarding Member of staff promptly using the appropriate recording methods.

The designated Safeguarding Member of staff will report these concerns, allegations or suspicions to the appropriate statutory agency promptly, and inform the Designated Safeguarding Lead

All personnel need to be aware that disabled children and young people are particularly vulnerable to abuse and additional support may be required when dealing with disabled children or young people.

All personnel will follow local Safeguarding procedures that are relevant to the local authority area, in line with local and national policy and legislation.

## 10. Trustee, Staff and Volunteer Recruitment and Selection

All new trustees, staff and volunteers will be given a copy of the Child, Young Person and Vulnerable Adult Policy and Procedures as part of their induction into the charity and sign a record to confirm that they have received, read and understood the documents.

The I4YPC recruitment policy will ensure that procedures are in place to conduct appropriate DBS checks, checks of identify, background, qualifications and references. A central record will be kept by the Chair and CEO.

## 11. Allegations Relating to I4YPC Personnel

I4YPC's primary concern is the safeguarding of children, young people and vulnerable adults. It is therefore essential that in all cases of suspected abuse by a member of staff, trustee or volunteer that action is taken quickly and professionally.

In the event that anyone suspects a trustee, staff member or volunteer of abusing a child, young person or vulnerable adult, it is their responsibility to bring these concerns to the designated Safeguarding Member of staff, except where they are the suspect.

In the event of allegations against the designated Safeguarding Member of staff, the concerns should be reported to the Designated Safeguarding Lead.

All allegations related to I4YPC personnel must be brought to the attention of the Chief Executive Officer immediately, unless the allegations are about them, then this must be taken to the board.

## 12. Transport

In the event that I4YPC provide transport for children, young people and vulnerable adults there must be a driver and additional member of staff present at all times.

### **13. Conferences and Events**

Conference and event planning will include a risk assessment to agree safeguarding protocols. Personnel involved in the conference or event will consider who will take responsibility for safeguarding during the conference or event, including:

- Ensuring that there is a nominated person(s) present with responsibility for safeguarding;
- Informing all participants of contact details for the designated safeguarding officer; and
- Securing consent for photographing or videoing participants.

If an allegation/disclosure/concern of abuse comes to the attention of a trustee, member of staff or volunteer during a conference or event, the trustee, staff member or volunteer will adhere to I4YPC's procedure for recording and reporting such information. The designated Safeguarding Member of staff will take responsibility for reporting to appropriate authorities as necessary.

### **14. Guidance for Staff**

In addition to completing child protection awareness training as agreed with I4YPC, all trustees, staff and volunteers are expected to familiarise themselves with the following guidance on interaction with children and vulnerable adults when dealing with allegations:

- Do not give a guarantee of confidentiality or secrecy;
- Listen with care;
- Do not ask leading questions;
- Do not interrogate the child, young person or vulnerable adult;
- Take the allegation seriously;
- Do not show disbelief;
- Avoid being judgemental;
- Record everything;
- Refer to the designated safeguarding officer promptly, they are responsible for gaining sufficient information to decide on a referral to the appropriate statutory body.

Once this information is passed to the designated safeguarding officer, the staff member should destroy all records relating to the issue or incident.

### **15. Confidentiality**

I4YPC operates a confidentiality policy that is designed to protect member agencies and I4YPC personnel. This policy is strictly adhered to. However, with regard to safeguarding and protection of children, young people and vulnerable adults, if I4YPC personnel become aware of concerns, then confidentiality may not be maintained.

## 16. Records

The following is a checklist and guide for information to be recorded by the designated Safeguarding Member of staff:

- Name of child / vulnerable adult
- Age / Date of Birth
- Any special factors
- Name of parents / guardians (if appropriate for working with children)
- Home Address and contact details
- Record whether the person making the report is expressing their own concerns or passing on those of somebody else
- What has prompted the concerns? Include dates, times etc. of any specific incidents
- Signs – behavioural, physical, indirect
- Has the child / vulnerable adult been spoken with? Record verbatim.
- Have the parents / guardians been contacted? Record verbatim.
- Record if anyone has been named 'the abuser'
- Record if anyone else has been consulted – who, when, why, outcome etc

The designated Safeguarding Member of staff will report to the Designated Safeguarding Lead immediately and an action plan will be devised and actioned as appropriate, including informing relevant authorities.

## 17. Responsibilities

The designated Safeguarding Member of staff is responsible for:

- Adhering to the I4YPC's policies and procedures in the event that a child, young person or vulnerable adult safeguarding issue is raised
- Keeping a written record of concerns raised and actions taken
- Ensuring that all such records are kept confidentially and securely

The Designated Safeguarding Lead is responsible for:

- Ensuring that the organisation is compliant with local, regional and national safeguarding children, young people and vulnerable adults' legislation
- Overseeing all safeguarding procedures undertaken
- Undertaking regular organisational safeguarding audits (minimum, quarterly)
- Overall responsibility for the adherence of the organisations safeguarding policies
- Ensuring that all such records are kept confidentially and securely