



Adult and Children Safeguarding Policy

1. Purpose and Scope

Our organisation aims to create an environment where children and vulnerable adults are valued and safe and where their welfare is paramount.

There are several aspects to protecting children and adults at risk of abuse from unsuitable people. These include safe recruitment practices, procedures for dealing with allegations and guidance about appropriate behaviour.

Abuse can take many forms including physical, emotional or sexual mistreatment or lack of care that leads to neglect, or harm and can occur in many environments. vulnerable adults may additionally be subjected to financial or material abuse.

Through this policy our organisation recognises the vulnerability of children and adults and their right without exception to protection from abuse. It is our intention that staff, committee members and identified volunteers place paramount importance on promoting the welfare of children and adults at risk and recognise their public and professional responsibility to protect them from any form of abuse.

This commitment includes accepting responsibility for the protection of children and adults at risk, ensuring that all concerns about their safety or wellbeing which come to our attention are followed up and dealt with as quickly and sensitively as possible.

It is our policy to work within the Derby and Derbyshire safeguarding children procedures (2014) including their 'Guide to Safer Recruitment in Derbyshire' and Derby and Derbyshire Safeguarding Adults Boards policy and procedures 2017 at all times; which set out how organisations and individuals should work together to safeguard and promote the welfare of children, young people and adults at risk respectively.

SAIL recruitment policy follows the Derby and Derbyshire Safeguarding Children Partnership (DDSCP) procedures on safe recruitment of staff and volunteers and should be read in conjunction with this policy.

The DDSCP procedures (2018) describe the roles and responsibilities of agencies and actions to be taken where there are concerns about a child or young person's safety or welfare and can be accessed via www.saferderbyshire.gov.uk.

This includes:

- Protection from maltreatment
- Preventing impairment of health or development

- Ensuring children grow up in circumstances consistent with the provision of safe and effective care, to enable optimum life chances.

SAIL will ensure that the organisation is registered to receive automatic electronic updates regarding changes to the procedures and will ensure they are implemented within the organisation.

The Derby and Derbyshire Safeguarding Adults policy and procedures describe the roles and responsibilities of agencies and actions to be taken where there are concerns about an adult at risk of abuse and can be accessed via www.saferderbyshire.gov.uk

2. Procedure and Responsibilities

SAIL will name a lead person to obtain up to date information on child or vulnerable adult protection issues from both the Derby and Derbyshire Safeguarding Children Partnership and the Derby and Derbyshire Safeguarding Adults Boards and to liaise with Children's or Adults Social Care Departments or the Police where necessary.

Our working practices reflect our commitment to the safety & welfare of children and vulnerable adults, this includes following the recruitment and selection procedures for staff or volunteers set out in the Derby and Derbyshire Safeguarding Children's Partnership Procedures (2018) and Derby and Derbyshire Safeguarding Adults Board's Procedures (2017).

All staff and volunteers are provided with an induction that makes them aware of the organisations policies and procedures, including those for safeguarding and promoting the welfare of children and vulnerable adults.

Whilst those working with children or adults at risk will receive basic safeguarding training, the named safeguarding lead will receive additional training to ensure safeguarding issues are addressed properly.

As individuals we are not experts in recognising abuse but will take all suspicions or allegations seriously and act swiftly to raise and record concerns. These concerns may arise from feelings, observations or statements made by a child or vulnerable adult.

Concerns must be discussed with the named safeguarding lead p or a line manager who will then bring the written report to the attention of Derby and Derbyshire Safeguarding Children or Adult Social Care. It is not our responsibility to investigate suspicions, question the child or adult at risk, or interview their carers, but to accurately record and pass on any concerns.

Information sharing

SAIL follows the procedures set out in Derbyshire's Information Sharing protocol which can be accessed through the DDSCP child protection procedures and Derby and Derbyshire Safeguarding Adults Boards (DSABs).

Safe environment when transport is organised, consideration will be given to the appropriate provision of safety seats or seat belts for children within the vehicle. Activities will be planned to take account of the age, ability and needs of those involved

Where use of the internet by children or young people is permitted the DDSCP guidance will be followed at www.saferderbyshire.gov.uk

Whistle blowing/ complaints

The term ‘whistle blowing’ is used to describe incidents where people report an alleged wrong doing within an organisation.

SAIL recognises that staff and volunteers have the right and responsibility to raise any matters of concern regarding poor practice at work. The organisations complaints procedure allows people a safe way of voicing any complaints or concerns and offers. Our dignity at work policy gives reassurance that they are protected and supported in doing so.

3. Monitoring and Evaluation

The named safeguarding lead will keep a record of all incident report forms completed. The Management Team and relevant staff will be made aware that an incident has been recorded and of its later outcome.

A register will be kept of all staff and volunteers working within SAIL who have undergone a DBS check or if their role/application does not meet the threshold.

A log will be kept of any staff attending child or adult safeguarding training.

4. Communication

All staff, Board members and volunteers working at SAIL will be made aware of and have access to this policy.

5. Training

Staff group	Level 2 Introduction & awareness raising <i>Mandatory safeguarding training</i>	Level 4 Managing safeguarding allegations
All Employees, Students, Volunteers and Board of Trustees Chair		
Named Safeguarding Lead	<ol style="list-style-type: none"> 1. Ruth Gartland (Director) 2. Jade Revell-Ross (ISVA) 3. Karen Millard (Clinical Manager) 	

6. Appendices

- 1) SAIL organisational safeguarding principles and codes of behaviour
- 2) Types of Abuse
- 3) Incident report form
- 4) Identifying concerns and removing barriers



Appendix 1

SAIL organisational safeguarding principles

SAIL principles and codes of behaviour are applicable to all staff, student placements and volunteers involved in the organisation:

1. SAIL is committed to providing high quality services
2. As an organisation, we will place the needs of vulnerable children and adults as a first concern and always act to ensure their safety and protection
3. We recognise that the best results are achieved in partnership and are committed to working in this way wherever possible.
4. We recognise that some groups of children and adults may be more vulnerable to abuse, for example those with disabilities.
5. The organisations policies and procedures apply to all irrespective of gender, ethnicity, disability, sexual orientation or religion.
6. All employees, student placements and volunteers are expected to contribute to a positive working environment and to conduct themselves accordingly
7. Our code of behaviour recognises that the following behaviours will not be tolerated:
 - Sexual misconduct
 - Lending or borrowing money or property
 - Giving or receiving gifts
 - Exclusive or secretive relationships
 - Taking people who use our services to your home
 - Physical restraint
8. All employees, student placements and volunteers are expected to contribute to a positive working environment and to conduct themselves accordingly, this includes:
 - Treating others with respect
 - Remembering that someone else may misinterpret their actions no matter how well intentioned
 - Recognising that special caution is required when discussing sensitive issues
 - Challenging unacceptable behaviour and reporting all allegations and suspicion



Sexual Abuse & Incest Line
'Surviving and Thriving'

Appendix 2

The main types of abuse:

Abuse can take a variety of forms and spans all classes and cultures. Whilst no one person is ever in the position of knowing that total picture regarding the wellbeing of any child or vulnerable adult it is everyone's responsibility to record information and pass on concerns.

Abuse and neglect are forms of maltreatment that can be caused by inflicting harm or by failing to act to prevent harm. Abuse can occur in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. An adult or adults, child or children may cause the abuse.

Abuse against adults can be defined as "A single or repeated act or a lack of appropriate action...which causes harm or distress to another person." Abuse might be physical, sexual, psychological, discriminatory, financial, or any combination of these. Neglect is also a form of abuse

It is generally accepted that there are four main forms of child abuse. The following definitions are based on those from the Derby and Derbyshire Safeguarding Children procedures (2018).

Neglect ~ 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to 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 ~ 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.

Sexual abuse ~ involves forcing a child 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 (eg 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, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional abuse ~ the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on their 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 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.

The impact of the above types of abuse and further guidance regarding definitions and the impact of the abuse of disabled children, bullying, self-harm/ suicidal behaviour, female genital mutilation, forced marriage can be found in the Derby and Derbyshire Safeguarding Children's Partnership ddscp@derby.gov.uk

Vulnerable adults may also be subjected to pressure and abuse relating to their finances or material belongings.

Immediate action must be taken to record and pass on concerns in cases where:

- the child, vulnerable adult and/ or carer is unwilling to talk about an injury or gives an explanation which appears inconsistent or
- there are a series of unexplained injuries or
- there is a significant change in a child' or vulnerable adults behaviour or
- they or a third party disclose an incident

If a member of staff or volunteer has a concern or if someone discloses abuse, they should:

1. Take immediate action if there is a need of urgent or medical attention
2. Keep calm. Do not show shock or distress.
3. Listen.
4. Indicate you believe them. Resist the temptation to suggest what might have happened (don't ask leading questions) and be aware of body language.
5. Do not ask them to repeat themselves/part of their story.
6. Do not agree to keep secrets. Explain that you will "have to share the information with someone else" to help them
7. Record your conversation and bring it to the attention of the Lead Person or line manager (see appendix 3). In an emergency situation call the Adult or children's Social Care Duty Team for advice.

8. It is the responsibility of the lead person to consider the information and to decide what action needs to be taken. If the lead person needs help in making a decision, they should speak to a manager or a member of social care. The decision made should be clearly recorded and if no further action is considered necessary, the reason why should be documented and the form placed on file.
9. If it is decided that a referral should be made, the Lead Person will inform the duty officer at the Adult or Children's Social Care Team, who has a duty to investigate and ensure the safety of the child. It is important that they are clear about:
 - The nature of concerns
 - How and why they have arisen
 - The apparent needs of the child or vulnerable adult
10. The referral should be followed up in writing (e mail) sent to the relevant social care office within 24 hours of the telephone referral. A copy should be placed in the relevant organisational file.
11. Formal acknowledgement of the referral should be received within three working days of the receipt of the written referral. If no response is received the referrer should re refer the matter to social care
12. If you have a concern or receive an allegation about a member of staff, or volunteer, who works with children or vulnerable adults that causes concerns that they have:
 - Behaved in a way which is harmful
 - Possibly committed a criminal offence
 - Behaved towards a child or vulnerable adult in a way that indicates s/he is unsuitable to work with them

Discuss your concerns with your Lead Person.

However, if your concern is about your Lead Person, you can also approach any line manager. If you feel unable to discuss your concern with a member of staff then you should inform the board of trustees' or contact the duty social care team

SAIL

January 2020

Review date January 2022



Sexual Abuse & Incest Line
'Surviving and Thriving'

Appendix 3

CHILD PROTECTION/ VULNERABLE ADULTS INCIDENT REPORT FORM

Details of person completing this form:

Name:

Name of person form to be passed to:

Date form completed: Time:

Date/time you discussed this incident with your Lead Person or Line Manager

Date: Time:

Primary cause for concern

NEGLECT

PHYSICAL ABUSE

SEXUAL ABUSE

BULLYING

EMOTIONAL ABUSE

Other:.....

Details of person you are concerned about

Give as much detail as you can:

First Name:

Surname:

Age:

Male/Female:

Address:

Name of parent/ carers:

Phone number for parents/ carers:

Have they been informed? Yes/ No

School/ Day Centre (if applicable):

Any other identifying details:

Details of Incident

Time it happened:

Date it happened:

Where it happened:

Describe the Incident or Injury

Include what you saw, heard and observed in as much detail as possible.

Describe any obvious changes in behaviour or physical injury such as cuts or bruises and where on the body they were positioned. Draw a diagram overleaf if you wish.

Was anyone else present?

Give identifying details of this person, e.g. name, and contact details, description:

Anything else which you feel might be helpful or any needs identified concerning their immediate safety

Your Signature:.....

Date:.....

Time:.....

Referral to Children or Adults Social Care

To be completed by organisations Lead Person:.....

Date referred:..... Time:.....

Name of Children or adults Social Care Officer:.....

Organisations Lead Person signature:.....



Appendix 4 - Identifying concerns and removing barriers:

Concerns may come to the attention of staff and volunteers in a number of ways including:

- Through observation – behaviour may indicate that it is likely someone is being abused
- Through disclosure – the child or vulnerable adult may disclose abuse
- Through information – provided by parents, carers, other people or agencies
- Through signs of physical injury for which there seems to be no satisfactory explanation

There may be barriers to reporting abuse including the power of relationships and the skilled way that abusers target their victims. They may not tell because they:

- Are scared because they have been threatened
- Believe they will be taken away from their home
- Believe they are to blame
- Feel embarrassed
- Feel guilty
- Don't want to get the abuser into trouble
- Have communication or learning disabilities
- May not have the vocabulary to say what has happened
- Are afraid they won't be believed
- Believe they have told, maybe by dropping hints, but haven't been believed so don't bother again

Abuse thrives on secrecy and needs to be handled in a sensitive, accepting way. However, through clear policies, procedures and training staff and volunteers are committed to safeguarding children and vulnerable adults.

SAIL January 2019

Review date: January 2021 (or when updates provided by DDSCP and DSAB's)