

Hanham Community Centre
Registered CIO Charity No: 1152575

**Safeguarding Children,
Young People and Adults at
Risk Policy**

March 2023

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This Policy was adopted by the Board of Trustees – Apr 2023

AMMENDMENTS

Version	Date	Author	Comments
0.1A	Nov 08	K M Lawrence	CPP: Initial Draft
1.0	Dec 08	K M Lawrence	Issued Document
2.0	Dec 12	K M Lawrence	Updated to Safeguarding for Adults and Children
2.1	Jan 17	K M Lawrence	Minor Updates
3.0	Apr 18	K M Lawrence	Fully revised in accordance with SGC template (Exec summary doc retired as revised document much short than original).
3.1	Mar 23	K M Lawrence	Minor update and revalidation

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Safeguarding Children, Young People and Adults at Risk Policy

Introduction

Hanham Community Centre (“**The Organisation**”) provides the following activities:

- Rooms for activities for Hire by external groups;
- Activities organised by the Community Centre’s Sections;
- Activities co-ordinated by the centre, but organised and managed by group’s of members.

Whilst these may not include direct services or support for children, young people and adults at risk **the Organisation** recognises that safeguarding those members of society is everyone’s business and that all may become vulnerable at many stages in their lives.

The **Organisation** is committed therefore to ensuring that the Trustees, volunteers and those who participate in activities run by the organisation have an understanding of Safeguarding Children, Young People and Adults at Risk and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

This policy therefore applies to all staff, the board of trustees, paid staff, volunteers and sessional workers, agency staff, students, those hiring the premises or anyone working on behalf of **the organisation** to safeguard children and young people and adults at risk.

The organisation has appointed Mrs Cox as named safeguarding lead.

This policy was adopted in April 2023 by the Board of Trustees and is committed to reviewing this policy annually to ensure it is still current.

Part One: Safeguarding Children

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely;

- Working Together to Safeguard Children 2018
You can access this guidance
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers.
2018: You can access this guidance
- Special educational needs and disability (SEND) code of practice: 0-25 years 2015
You can access this guidance

In addition reference is made to the documents listed in the box on the right.

- The Children Act 1989
- United Convention of Rights of the Child 1991
- Data Protection Act 2018/General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014

Safeguarding and promoting the welfare of children:

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

(Working Together to Safeguard Children 2018)

Safeguarding is everyone's responsibility

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

In order that organisations, agencies and practitioners collaborate effectively, it is vital that everyone working with children and families, including those who work with parents/carers, understands the role they should play and the role of other practitioners. They should be aware of, and comply with, the published arrangements set out by the local safeguarding partners.

(Working Together to Safeguard Children 2018)

The organisation believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

Abuse can take various forms:

- Physical
- Emotional
- Neglect
- Sexual
- Child Sexual Exploitation
- On Line abuse

(See Appendix A for further details)

Organisation activities with children are run with the parents or carers of the children present. Volunteers and Management Committee members are not permitted at any time to be alone with children.

Organisation activities with children where parents or carers are not present will be undertaken by persons holding enhanced DBS certificates.

All **Organisation** volunteers and Management Committee members and those who participate in activities run by the organisation are inducted into this policy and procedure and have an understanding of what forms abuse can take and how to report any concerns.

The **Organisation** will ensure all who are arranging events on their behalf are made aware of this policy.

Part Two: Safeguarding Adults at Risk

Safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them. (The Care Act 2014)

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

The following six key principles underpin all adult safeguarding work:

- 1 **Empowerment:** people being supported and encouraged to make their own decisions and give informed consent
- 2 **Prevention:** it is better to take action before harm occurs
- 3 **Proportionality:** the least intrusive response appropriate to the risk presented
- 4 **Protection:** support and representation for those in greatest need

5 **Partnership:** local solutions through services working with their communities – communities have a part to play in preventing, detecting and reporting neglect and abuse

6 **Accountability:** accountability and transparency in safeguarding practice

Definition of Adults at Risk

An adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

(The Care Act 2014)

The definition of an Adult covers all people over 18 years of age.

The Care Act also recognises the key role of Carers in relation to safeguarding. For example a carer may witness or report abuse or neglect; experience intentional or unintentional harm from the adult they are trying to support or a carer may (unintentionally or intentionally) harm or neglect the adult they support. It is important to view the situation holistically and look at the safety and well-being of both. The Act makes it clear throughout, the need for preventing abuse and neglect wherever possible. Observant professionals and other staff making early, positive interventions with individuals and families can make a huge difference to their lives, preventing the deterioration of a situation or breakdown of a support network.

Abuse includes:

Abuse is something that is done to another person, without their full understanding or consent, which harms them in some way. It may consist of a single act or repeated acts. Abuse may be carried out deliberately or unknowingly.

Abuse or neglect, can take many forms and the circumstances of the individual case should always be considered. The following is a list of the types of abuse and neglect that can occur;

- Physical abuse; *hitting, slapping, punching, burning*
- Domestic violence and abuse; *including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.*
- Sexual abuse; *rape, indecent assault, inappropriate touching*
- Psychological abuse and 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 of services or supportive networks.*
- Financial or material abuse; *stealing, selling assets*
- Modern slavery; *Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment*

- Discriminatory abuse; *including racist, sexist, based on a person's disability and other forms of harassment*)
- Organisational abuse; *Including neglect and poor care 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 or poor professional practice as a result of the structure, policies, processes and practices within an organization.*
- Neglect and acts of omission; *leaving in soiled clothes, failing to feed properly*
- Self-neglect; *neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding*

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

Advice and information

For adults:

South Gloucestershire Council Customer Service Desk Adult Care Team can be accessed for advice or information contact 01454 868007

South Gloucestershire Safeguarding Adults Board Website:

www.southglos.gov.uk/safeguarding/adults

If an adult is in immediate danger dial 999 and ask for police assistance.

For children and young people:

South Gloucestershire Council ART Team can be accessed for advice or information contact on 01454 866000

South Gloucestershire Safeguarding Children's Board Website:

www.southglos.gov.uk/safeguarding/children

South West Child Protection Procedures:

<https://www.proceduresonline.com/swcpp/southglos/index.html>

If a child is in immediate danger dial 999 and ask for police assistance

Reporting Concerns

If a crime may have been, or is being, committed contact the Police on 101 or 999

Volunteers and Management Committee members should report any concern that they have about a child or an adult at risk to the Named Safeguarding Lead and Chair of the Management Committee unless the concern is about the Lead or Chair where it should be reported to the Vice Chair who will contact the South Gloucestershire Council Team below.

Children and Young people

Contact South Gloucestershire Council ART Team on 01454 866000 or the Emergency Duty Team (out of hours and weekends) on 01454 615165

Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

Adults at risk

To raise a concern contact South Gloucestershire Council's Customer Adult Care Team service desk on 01454 868007.

Where possible, agreement should be obtained from the adult before sharing personal information with third parties.

Record Keeping

If a concern is raised this should be documented and sent through to the Named Officer or Representative of the **Organisation**.

Managing allegations against staff or volunteers

Any allegation will be fully investigated and the **Organisation** will support staff/volunteers during this process. It is important that allegations are thoroughly investigated through the Safeguarding process so that allegations can be either proved or disproved for the protection of the child(ren), adult(s) at risk and staff.

The complaint should initially be dealt with by the Manager or the most senior staff member on site at the time the complaint is made. The senior staff member must report the complaint to the designated Safeguarding Officer immediately, giving details of the circumstances. If the designated Safeguarding Officer is unavailable (or is the person against whom a complaint has been made) the Chair or in their absence Vice Chair of the Board of Trustees must be informed immediately and they will deal with the complaint and ensure that the designated Safeguarding Officer is informed.

If any of the above (Chair, Vice Chair, Manager or the designated Safeguarding Officer) is the person against whom a complaint has been made they will be excluded from the processing of the complaint.

The Manager or the Chair/Vice Chair will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

The Manager or the Chair/Vice Chair will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made in line with HCC's Disciplinary Procedures or the Code of Conduct.

This action does not prejudice the outcome of the investigation of the complaint or imply in any way that the person suspended is responsible for, or is to blame for, any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a totally professional and objective manner.

If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, HCC is not prevented from following up an allegation in accordance with these procedures. Every effort will be made to reach a conclusion, including in cases where the person concerned refuses to co-operate with the process.

All allegations should be reported within one working day to the senior manager of the **Organisation**.

Any allegation related to staff and/or volunteers working with Children and Young People and Adults must be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 866000.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Contact Details for allegations

Local Authority Designated Officer (LADO)	Tina Wilson	01454 866000
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Annex A

Annex A: Risk Assessment Template

1. Name of activity/event:

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2. Nature, length and frequency of contact: (Insert text describing the type of activity, length of time involved and the frequency e.g. lunch club, 1.5 hours once a fortnight).

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3. Safeguarding Risk Rating:

High: Legal Action is being taken and Protection Plan is being implemented

Moderate: Safeguarding Protection Plan is in place

Low: Safeguarding Issue has been addressed

None: No Safeguarding Action is taking place

4. Contact

Contact Name of Employee/Volunteer	Nature of Contact	Length	Type of Contact	Risk

5. Health and Safety Issues

Hazard	Risk	Action	Alternative working practice

6. Any children or vulnerable adults particularly vulnerable:

Hazard	Risk	Action

7. Identified children or vulnerable adults with particular needs (medical, disability, behavioural)

Hazard	Risk	Action

8. Any additional requirements for DBS check?

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9. Safe use of ICT

Hazard	Risk	Action

10. Risk assessment carried out by: (insert name)

Date completed:

Signed off by Safeguarding Officer: (insert name)

Signature of Safeguarding Officer:

Annex B

Annex B: Record of Concern

When a Safeguarding issue is raised it is important to record what is said or seen and what action was taken. This record or any other written record should be kept in a locked cabinet. Access should be limited to only:

- the person who has completed the form
- the designated Safeguarding Officer (and deputy)
- The Chairman of the Board of Trustees

The child/vulnerable adult can be shown this record but discretion should be used. Their permission should be sought before showing it to the parent/guardian/carer.

It may be shown to the police and/or social services, and could possibly be used in court although this is rare.

Guidelines for Responding to an Allegation of Abuse

General Points

- Keep calm – do not appear shocked or disgusted
- Accept what the child/vulnerable adult says without passing judgement (however unlikely the disclosure may sound)
- Look directly at the child/vulnerable adult
- Be honest
- Let them know you will need to tell someone else, don't promise confidentiality
- Be aware the child/vulnerable adult may have been threatened and fear reprisals for having spoken to you
- Never push for information or question the child/vulnerable adult as this can undermine any subsequent criminal investigation. If at any point a child/vulnerable adult decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

Helpful things to say or show

- Show acceptance of what the child/vulnerable adult says
- "I take what you are saying very seriously"
- "I am pleased that you have told me. Thank you for telling me"
- If appropriate,
"it isn't your fault and you are not to blame at all"

“I am sorry that happened to you”

“I will help you”

Things not to say

- “Why didn’t you say something before?”
- “I really can’t believe it”
- “Are you sure this has happened?”
- “Why?” “Where?” “When?” “Who?” “What?” “How?”
- Don’t make false promises to the child/vulnerable adult – like confidentiality – be honest now, any lies will be further abuse and betrayal
- Never make statements such as ‘I am shocked!’ or ‘don’t tell anyone else’.

Concluding the conversation

- Reassure the child/vulnerable adult that they were right to tell you
- Let the child know what you are going to do next and tell them that you will let them know what is happening at each stage.

Record of Concerns

Name of Child/Vulnerable Adult:	
Address:	
Telephone Nos:	
Parent/Carers details: Name(s):	Telephone No(s):
What is said to have happened or what was seen?	
When and where did it occur?	
Who else, if anyone, was involved and how?	
What was said by those involved?	
Were there any obvious signs e.g., bruising, bleeding changed behaviour?	
Was the child/vulnerable adult able to say what happened, if so, how did they describe it?	

Name of Child/Vulnerable Adult:
Who has been told about it and when?
Do the parents/carers know?

Signed

Date

Annex C - Glossary

Item	Definition
Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
Safeguarding and promoting the welfare of children	<p>Defined for the purposes of this guidance as:</p> <ul style="list-style-type: none"> a. protecting children from maltreatment b. preventing impairment of children's health or development c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care d. taking action to enable all children to have the best outcomes
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which 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.

Item	Definition
Emotional abuse	<p>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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber 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.</p>
Sexual abuse	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>
Child sexual exploitation	<p>Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p>

Item	Definition
Neglect	<p>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:</p> <ul style="list-style-type: none"> a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate care-givers) d. ensure access to appropriate medical care or treatment <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
Extremism	<p>Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.</p> <p>Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.</p>
Young carer	<p>A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work).</p>
Parent carer	<p>A person aged 18 or over who provides or intends to provide care for a disabled child for whom the person has parental responsibility.</p>
Education, Health and Care Plan	<p>A single plan, which covers the education, health and social care needs of a child or young person with special educational needs and/or a disability (SEND). See the Special Educational Needs and Disability Code of Practice 0-25 (2014).</p>