



Safeguarding, Child Protection and Vulnerable Adult Protection Policy and Procedure

Introduction

Safer Living Foundation makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Safer Living Foundation comes into contact with children and vulnerable adults through the following projects:

- The Aurora Project
- The Safer Living Centres
- Other activities and initiatives as they are introduced

The types of contact with children and vulnerable adults will be both regulated (defined as 'frequent contact' with a vulnerable person) and controlled (e.g. staff and trustees who have access to data on vulnerable people).

The policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers or anyone working on behalf of the Safer Living Foundation.

The purpose of this policy is:

- To ensure that Safer Living Foundation undertakes its responsibilities with regard to the protection of children and vulnerable adults.
- To protect children and vulnerable adults who receive services from the Safer Living foundation and ensure that concerns are responded to appropriately.
- To establish a framework to support paid staff and volunteers in their practice and clarify the organisations expectations.

Legislation

The principal pieces of legislation governing this policy are:

- Rehabilitation of Offenders Act 2020
- The Children Act 1989
- United convention of the Rights of the Child 1991
- The Police Act – CRB 1997
- General Data Protection Regulations 2018
- Care standards Act 2000



- The Adoption and Children Act 2002
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Working together to Safeguard Children 2015
- Relevant government guidance in safeguarding children and vulnerable adults

Definitions

Safeguarding is a term that is broader than 'child or vulnerable adult protection'. Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Responsibilities and Contact Details

Local Authorities



Local authorities have a statutory duty to investigate where that have reasonable cause to suspect that a child or vulnerable adult is suffering or is like to suffer significant harm and to take appropriate action to protect the child or vulnerable adult where necessary.

Safer Living Foundation Staff and Volunteers

All staff and volunteers have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff and volunteers to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

All those involved in the Safer Living Foundation are expected to seek to keep children and vulnerable adults safe by:

- Valuing them, listening to and respecting them
- Adopting and adhering to the Safer Living Foundation child and adult protection practices and procedures
- Providing effective management for staff and volunteers through supervision, support and training
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child and adult protection and good practice with children, parents, adults, staff and volunteers including providing parents or caregivers with a safeguarding and FAQs information sheet at the beginning of the working relationship
- Sharing concerns with agencies who need to know and involving parents, children and adults appropriately

Safer Living Foundation Trustees and Designated Safeguarding Lead

The Safer Living Foundation Trustees and Designated Safeguarding Lead also have responsibility to ensure:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Sufficient resources are allocated to ensure that the policy can be effectively implemented



- The continual promotion of the welfare of children and vulnerable adults
- Staff and volunteers have access to appropriate training/information

The responsibilities of the Designated Safeguarding Lead are to:

- Support and advise staff on an ongoing basis
- Receive staff and volunteer concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Liaise with Local Safeguarding Children and Adult Boards and Social Services where appropriate.
- Maintain detailed and accurate written records of safeguarding and child protection concerns
- Keep up to date with local arrangements for safeguarding and DBS
- Develop and maintain effective links with relevant agencies
- Take forward concerns about responses

Contact Details

Safer Living Foundation Main Office	0115 8 373120
Lynn Saunders – SLF Designated Safeguarding Lead	07501 399686
Nottingham City – Children’s Services	0115 876 4800
Nottingham City – Adult Contact Team	0300 1310 300
Nottinghamshire – Adult or Child Social Care	0300 500 8090
Nottinghamshire – Out of hours number	0300 456 4546
Derby City- Child Social Care	01332 641172
Derby City – Adult Social Care	01332 640777
Derby City – Out of hours number (CareLine)	01332 786968
Derbyshire – Child or Adult Social Care	01629 533190
Derbyshire – Out of hours number	01629 532600
Lincolnshire- Children’s Safeguarding	01522 782111
Lincolnshire- Adult’s Safeguarding	01522 782155
Lincolnshire- Out of Hours	01522 782333

Recognising the Signs and Symptoms of Abuse

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by someone to another. Abuse happens when a person who is unable to protect themselves is ill-treated or



neglected. It may be a one-off incident or may happen repeatedly over time. Abuse can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

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. Indicators include frequent injuries, unexplained or unusual fractures or broken bones and unexplained bruises, bite marks, burns.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving them opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber- bullying) causing children or vulnerable adults frequently to feel frightened or in danger.

SEXUAL ABUSE: Involves forcing or enticing a child or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are 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 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, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can take place online and technology can be used to facilitate offline abuse. Sexual abuse can be perpetrated by adults of all genders and children.

SEXUAL EXPLOITATION: Occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or vulnerable adult into sexual activity in exchange for something the victim wants or needs and/or 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. Sexual exploitation can also occur through the use of technology.

NEGLECT: Is the persistent failure to meet a child or vulnerable adult’s basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Indicators include an unsafe home environment, being left hungry or dirty and living in dangerous conditions.



FINANCIAL ABUSE: This involves someone stealing money or other valuables from a child or vulnerable adult. It might be someone who is appointed to look after someone's money on their behalf using their money inappropriately or coercing them into spending it in a way they are not happy with. Internet scams and doorstep crime are also common forms of financial abuse.

HARASSMENT: Harassment covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior that disturbs or upsets, and it is characteristically repetitive. In the legal sense, it is behavior that appears to be disturbing or threatening. Sexual harassment refers to persistent and unwanted sexual advances, typically in the workplace, where the consequences of refusing are potentially very disadvantageous to the victim.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child or vulnerable adult discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child or vulnerable adult.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

Becoming Aware of a Safeguarding Issue

There are numerous ways in which staff and volunteers may become aware of a safeguarding issue. These include:

- A third party or anonymous allegation is received;
- A child or vulnerable adult's appearance, behavior, play, drawing or statements cause suspicion of abuse and/or neglect;
- A child or vulnerable adult reports an incident(s) of alleged abuse which occurred some time ago;
- A written report is made regarding the serious misconduct of a worker towards a child or vulnerable adult.



- A service user reports that they have committed abuse that has not previously been detected, or that they are at imminent risk of doing so currently.

Limits of confidentiality

Service user's information, including their disclosures will be treated with care and according to legal and professional boundaries. However there are certain circumstances where confidentiality is limited and onward sharing of information is essential for safeguarding:

- 1) Where a service user reports that they have committed an undetected serious (sexual, violence) offence and where the details of the disclosure are such as there is identifiable victim, or likely evidence that the police could investigate (such as images, internet browsing history).
- 2) Where a service user discloses that they are at high likelihood and imminent risk of committing a serious (sexual or violent) offence against another. There should be a thorough exploration with the service user to make an appropriate judgment about likelihood and imminence.
- 3) A service user discloses that they were sexually abused by those within an organisation such as in the care service.

It is essential that, all staff (including volunteers), when establishing an initial contact with a service user that they make it clear service user the limits of confidentiality and when they will have to break confidentiality to ensure the service users safety. Staff must check that the service has understood the limits of confidentiality. Where ongoing involvement with the service occurs (such as through Circles or Aurora) periodic recap and review of understanding of the limits of confidentiality is important to do.

What to do if you are concerned about a Child or Vulnerable Adult

Children, young people and vulnerable adults may, through the relationships they build with Safer Living Foundation Staff and Volunteers, take the opportunity to share information about a harmful experience. This may happen in a direct way, through a verbal disclosure, or indirectly through play, demeanour or via a third party. It is vital that Safer Living Foundation staff and volunteers are aware of their responsibility following such an event to ensure that:

- The emotional and general wellbeing of the child or vulnerable adult is promoted;
- The law concerning safeguarding and child/adult protection is complied with; and
- The policies of the Local Authority in which Safer Living Foundation are working is respected.

If staff or volunteers are concerned about a child or vulnerable adult the following process should be followed:



Stage One

- Initially talk to the child or vulnerable adult about what you are observing. It is okay to ask questions, eg *"I've noticed that you don't appear yourself today, is everything okay?"* But... never ask leading questions.
- Listen carefully to what the service user has to say and take it seriously.
- It is not the role of the Safer Living Foundation staff or volunteers to investigate any allegations of harm or risk of harm but to gather information and refer it on.
- Always explain that any information they have given will have to be shared with others, if this indicated they or other children or vulnerable adults are at risk of harm or perpetrating harm;
- Notify your project coordinator or manager or the SLF Designated Safeguarding Lead and discuss the situation with them.
- Record what was said as soon as possible after any disclosure onto a Concern Form and ensure it is signed and dated.

Stage Two

- The SLF Designated Safeguarding Lead should take immediate action if there is a suspicion that a child or vulnerable adult has been abused or likely to be abused. In this situation they will contact the police and/or social care teams. If a referral is made to social care this should be followed up in writing within 24 hours.

Please see flowchart in appendix 1 for more detailed information. A copy of the Concern Form can be found at appendix two.

Allegations made against Staff or Volunteers

Safer Living Foundation recognises its duty to report concerns or allegations against its staff and volunteers within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

Stage 1

Any staff member or volunteer from Safer Living Foundation is required to report any concerns in the first instance to their manager or main point of contact. A written record of the concern will be completed by this person. If this person is the person the individual is concerned about they should contact the SLF Designated Safeguarding Lead

Stage 2

Individual makes the Designated Safeguarding Lead aware and a safeguarding incident report is completed and forwarded to the Local Authority Designated Officer (LADO) or adult services.



Stage 3

Follow the advice provided by the Local Authority.

Safe Recruitment

Safer living Foundation ensures the safe recruitment of both staff and volunteers through the following processes:

- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- Enhanced DBS checks will be conducted for all staff and volunteers working with children and vulnerable adults.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references).
- The Safeguarding Policy will be made available to all staff and volunteers and fully discussed as part of the induction process.

Safeguarding training

Accredited online safeguarding training will be undertaken by all Trustees, staff and volunteers biennially.

Specific considerations for virtual working practices

This policy is applicable for all contact with children and vulnerable adults including face to face, telephone, video meetings and messaging contacts.

Specific considerations and mitigations considered in risk assessment and alongside this policy for virtual and telephone meetings specifically:

- Ensuring informed consent has been given from the service user and/or their caregiver to partake in virtual support including throughout the support process
- Confidentiality and privacy during sessions including an agreement that the sessions won't be recorded, service users to consider headphones and agreement from caregivers if applicable that children won't be interrupted and will be given a private space to engage
- Considerations and plan for if the service user becomes distressed during the session i.e. grounding and de-briefing techniques
- Considerations of remote support processes when service users are considered too high-risk or in a too high-risk environment for video support to be appropriate



- Ensuring the delivery software used is encrypted and have editable privacy settings controlled by the meeting coordinator.

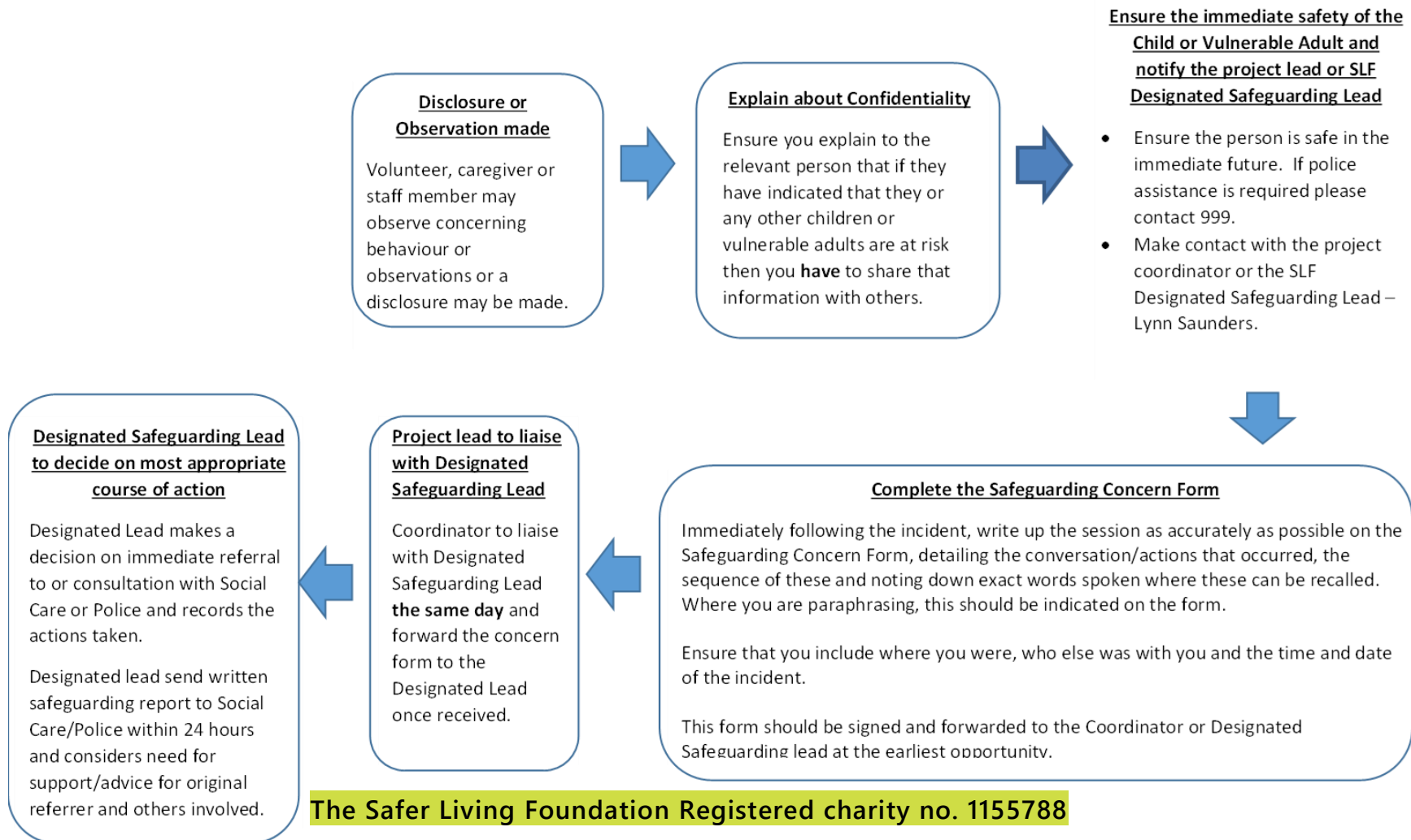
Implementing the Policy

Implementation of this policy is the responsibility of every individual involved in Safer Living Foundation.

Management responsibility for the implementation of this policy rests with the management of the organisation and the Chair of Trustees.

This policy will be reviewed at every Trustee Meeting
Updated March 2024

Safeguarding Protocol



The Safer Living Foundation Registered charity no. 1155788



SAFEGUARDING CONCERN FORM

Date Concern Noted:	
Time Concern Noted:	
Staff or Volunteer Name:	
Name of Service User:	

Details of Concern

A concern has arisen as a result of: *(tick one or more that apply):*

- A person's disclosure direct to me
- A third party disclosure to me
- An allegation
- A report
- Other (Please detail below)

My concern came about because of: *(tick one or more that apply):*

- A Circle meeting
- A meeting with the Core Member
- A meeting with the Core Member and their family
- A professionals meeting
- Aurora session
- A Telephone Call
- Other (please detail below)

Please detail in the box below as full an account as possible of the incident that led to the Concern form being completed. Please include where you were when the disclosure was made, what you saw, who else was there and what was said by both yourself and others involved.

Was there an injury: Yes No

If yes, did you see the injury? Yes No

Please describe the injury

Signature:	
Time form completed:	
Date form completed:	



Time form received by Designated Safeguarding Lead	
Date form received by Designated Safeguarding Lead	

Action taken by Designated Safeguarding Lead: