SAFEGUARDING

Preliminary

The Charity Commission has stated that safeguarding should be a key governance priority for all charities, regardless of size, type, or income, and not just for those charities working with children or vulnerable adults. It has also stated that it is essential for charity trustees to have and implement safeguarding policies and procedures which must be adequate and appropriate for the charity's particular circumstances.

This Policy applies to all staff and volunteers of the Charity. In this Policy, "volunteers" means and includes the Charity's trustees and all other volunteers.

Commitment to Safeguarding

Those who participate in the activities provided by the Charity and who are service users, beneficiaries or users are referred to in this Policy as its Clients, Beneficiaries, Service Users.

Clients, Beneficiaries and Service Users may be at risk due to age, illness or disability. The Charity is committed to working in their interests, to promote their welfare, and to put in place safeguards and measures to protect them. In providing services and activities to Clients, Beneficiaries, Service Users, the Charity will endeavour at all times to minimise risk to them and to ensure that they are as safe as the Charity can make them.

The Charity aims to protect all of its Clients, Beneficiaries and Service Users from any act or behaviour of any member of staff or volunteer which, whether deliberately or unknowingly on the part of that member of staff or volunteer, gives rise to harm or ill treatment.

Such harm or ill treatment includes abuse (physical, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect or impairment of the health or development of the Charity's Clients, Beneficiaries, Service Users.

The Charity also aims to ensure the provision to them of safe and effective care and to promote the wellbeing and welfare of Service Users.

The Charity recognises that it has a duty to act on reports or suspicions of abuse or neglect. It adopts a "zero-tolerance" policy of abuse within the Charity.

The Charity maintains a Safe Working Practice Guidance. It includes:

(1) details about when and how risk assessments for volunteering roles and particular circumstances or activities should be carried out; and

(2) guidance on use of ICT related activites such as use of social media, email and

internet.

The Charity will ensure that the Guidance is implemented by all within the Charity and, for that purpose, it will ensure that its staff and volunteers have read and understood it.

The Charity will work in partnership with local/national agencies to put in place appropriate procedures for reporting, making referrals and accessing training and specialist support, as and when required.

Safe Recruitment

To aim to protect its clients and service users, the Charity will seek to recruit staff and volunteers using appropriate procedures, safeguards and checks.

The Charity will take up at least two references for all staff posts and volunteer roles prior to appointment.

The Charity will provide an induction programme for all new volunteers and staff, and appropriate training and ongoing/refresher training for them at regular intervals, to enable all volunteers and staff to undertake their roles safely, effectively and confidently. The induction will make it clear to them that they have an obligation to implement this Policy and to learn about protection issues and their related responsibilities.

The Charity will use the Disclosure & Barring Service ("DBS") checks to help it to assess suitability of a candidate for a particular volunteer or staff role which is treated by the DBS as Regulated Activity and is therefore subject to a barring list check. In relation to a post or role which is eligible for an enhanced DBS check, where it considers it appropriate it will carry out an enhanced DBS check. The Charity will assess any criminal record information that is disclosed in line with its data protection and equalities (treating ex-offenders fairly) policies.

The Charity will regularly review its recruitment and other human resource procedures in response to changes in legislation and systems external to the Charity, eg. DBS and barring list checks.

All staff and volunteers of the Charity will undertake 'Level 2 Safeguarding Everyone' training and will refresh their training every two years. The Safeguarding Officer and Deputy Safeguarding Officer will undertake Designated Safeguarding Lead training and will refresh their training every two years.

Volunteers

All volunteer roles will be supported by a specialist ADHD Navigator for their designated area.

Any volunteer roles, which would be Regulated Activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

Safeguarding Officer

The Charity's appointed Safeguarding Officer is Corinne Hunter and she is supported by Mike Still as Safeguarding Trustee / Deputy Safeguarding Officer. They will have access to appropriate training to support them in these roles.

They will be available to all staff, volunteers and Clients, Beneficiaries, Service Users to speak to when they have any concerns, issues or complaints regarding the safety, wellbeing or conduct of Clients, Beneficiaries, Service Users, volunteers or staff.

The Safeguarding Officer and Safeguarding Trustee / Deputy Safeguarding Officer will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, keep confidentiality, adhere to and promote this Policy within the Charity and support or provide access to support for individuals suffering harm or abuse.

Awareness of Harm and Abuse within the Charity

All incidents of harm to any Client, Beneficiary, Service User will require an appropriate response to reduce risks and improve the Charity's services and activities.

Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g. grooming or bullying via the internet). Deliberate acts of harm (physical, psychological, sexual, emotional and financial) and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any staff member or volunteer, the police will be informed.

What is Abuse?

Abuse is a form of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults 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 and vulnerable adults may be abused by an adult or adults, or a child or children. (Definition sourced from (Working together to Safeguard Children 2018)).

There is a duty placed on public agencies under the Human Rights Act 1998 to

intervene to protect the rights of citizens. Also, the Children Act 1989 makes it clear that the welfare of the child is paramount and everyone involved in the care of children has the responsibility to protect those children from harm.

There are various categories of abuse:

1) Physical Abuse is when a child or vulnerable adult is deliberately hurt. Examples include hitting, kicking, shaking, throwing, poisoning, burning or suffocating. More subtle forms of physical abuse are where a parent or carer makes up or causes the symptoms of illness in children or a vulnerable adult.

2) Neglect is not meeting a child or vulnerable adult's basic physical and/or psychological needs. It is the most common type of abuse and is often found together with other types of abuse. Neglect includes not having adequate food, clothing or shelter, not supervising a child or vulnerable adult or keeping them safe from harm or danger (including leaving them with unsuitable carers), not getting appropriate healthcare, dental care or suitable education. Neglect can also be from ignoring a child or vulnerable adult's basic emotional needs.

3) Sexual Abuse is forcing or enticing a child or vulnerable adult to take part in sexual activities. It doesn't necessarily involve violence and the child or vulnerable adult may not be aware that what is happening is abuse. Sexual abuse can involve contact abuse and non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child or vulnerable adult. Non-contact abuse involves non-touching activities, eg. encouraging or forcing a child or vulnerable adult to watch or hear sexual acts, making a child or vulnerable adult touch their privates while others watch and sexting (the exchange of sexually explicit images or conversations on mobile phones and other electronic devices).

4) Emotional Abuse is persistently trying to demean and belittle a child or vulnerable adult. The child or vulnerable adult might be repeatedly humiliated, criticised, shouted at, threatened, called unpleasant names, mocked, made to perform degrading acts, scapegoated for things which are not their fault, not recognising their individuality, not being allowed to have friends, being pushed too hard or exposed to distressing events. Emotional abuse can include emotional neglect, eg. through persistently ignoring a child or vulnerable adult, being cold and emotionally unavailable during interactions with a child or vulnerable adult and not being positive or encouraging to a child or vulnerable adult or praising their achievements.

5) Domestic Abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been, in a relationship. It can include physical, sexual, psychological, emotional or financial abuse. While normally associated with adults, a child or vulnerable adult living in a home where domestic abuse occurs between adults is also a victim of abuse as the child or vulnerable adult can be directly involved or may be harmed by seeing or hearing abuse happening. (Note children and

vulnerable adults in homes where there is domestic abuse are also at risk of other types of abuse or neglect).

6) Bullying and Cyberbullying
Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It includes verbal abuse (eg. name calling), non-verbal abuse (eg. glaring), emotional abuse (see above), exclusion from a group, constant criticism, spreading rumours, racial, sexual or homophobic bullying, physical assaults, such as hitting and pushing and making silent, hoax or abusive calls. Bullying can happen anywhere - at school, at home or online. Bullying online (cyberbullying) can involve sending abusive text messages, creating and sharing embarrassing images or videos, 'trolling' (sending menacing or upsetting messages on social networks), excluding children or vulnerable adults from online activities or groups, setting up hate sites , encouraging young people to self-harm, etc.

7) Child Trafficking involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. The reason for trafficking, also called modern slavery, can be for benefit fraud, forced marriage, forced labour, criminal exploitation and sexual exploitation.

8) Radicalisation is the process of causing a child or vulnerable adult to adopt extreme positions on political or social issues that can lead to support for terrorism, persecution of minority groups (eg. based on their ethnic or religious background or sexual orientation) or curtailment of civil liberties.

9) Female Genital Mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting and can happen at a range of ages. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence in the UK.

10) Child Sexual Exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities. Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused.

11) Grooming is a process by which a person prepares a child or vulnerable adult, significant adults and the environment for the abuse of a child. Grooming can happen anywhere, including: online, in organisations and in public spaces (also known as street grooming).

We recognise that:

- The welfare of children, young people and vulnerable adults is paramount in all the work we do and in all the decisions we take. All children, young people and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children, young people and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, vulnerable adults, their parents, carers, partners and other agencies is essential in promoting their welfare.

Reports of Possible or Actual Harm

The Charity supports and encourages all Clients, Beneficiaries, Service Users, volunteers and staff to promptly speak up and contact the Safeguarding Officer or Deputy Safeguarding Officer where there is a concern (i.e. a worry, issue or doubt about practice or about treatment of a Client, Beneficiary, Service User or colleague, or their circumstances, or a disclosure (i.e. information about a person at risk of or suffering from Significant Harm) or an allegation of an incident or a possibility that a volunteer or staff member has caused harm or could cause harm to a person in their care.
Staff or volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.

In the first instance the staff or volunteer making a report should speak to their line manager who will then liaise with the Safeguarding Officer or Safeguarding Trustee / Deputy Safeguarding Officer who is Corinne Hunter or Mike Still. However, if the report implicates their Manager, the staff member or volunteer making the report should instead speak directly to Safeguarding Officer, Deputy Safeguarding Officer or that trustee.

The Charity prefers that anyone should use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.

The Charity cannot promise confidentiality to staff or volunteers making an internal report (to the Safeguarding Officer, Deputy Safeguarding Officer, the Charity's trustee with appropriate responsibility or their Manager) where it is has to be shared with any statutory agencies.

The Charity also supports its staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistleblowing (disclosure in the public interest).

Confidentiality

All reports and logs (including personnel records) will be kept securely and confidentially according to the Charity's Data Protection Policy and Confidentiality Policy or in line with the DBS Code of Practice for Registered Bodies if appropriate, until or unless it is necessary to share this material with the agencies named above. Information will be shared by the Charity on a "need-to-know" basis only.

Safeguarding Officer's Action

Where there is risk of Significant Harm to any Client, Beneficiary, Service User, volunteers or staff, the Safeguarding Officer and Deputy Safeguarding Officer have the power to act as necessary and, in particular, as follows:

- log all conversations regarding the issue
- sign and request signatures on reports and statements
- confidentially seek advice from expert sources
- share concerns (with consent where required and appropriate) internally with senior staff / Chair of the Board of trustees
- share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances
- make a referral to the DBS regarding staff or volunteers in Regulated Activity whose conduct is harmful to Clients, Beneficiaries, Service Users and refer them to DBS when they are removed from Regulated Activity.

Communication by the Charity about Safeguarding and this Policy

All staff and volunteers have an obligation to learn about protection issues and their related responsibilities.

The Charity will communicate this Policy (using appropriate methods, formats and language to communicate the substance of it) to all of its staff, volunteers, and Clients, Beneficiaries, Service Users and their families / carers, and it will also make it available to the public. Corinne Hunter will be responsible to the Board of trustees for communicating this Policy to them.

To encourage everyone involved in the Charity to understand that safeguarding is the business of everyone, and to assist all staff and volunteers to learn about protection issues and their related responsibilities, the Charity will hold meetings to all staff and volunteers about safeguarding, along with conducting presentations to staff and volunteers about safeguarding policy and procedures in place. Safeguarding will be placed onto the agenda for meetings of the Board of trustees for discussion about any issues or concerns, policy and procedures to reflect, review and to continue to learn and improve in relation to the Charity's safeguarding responsibilities.

Implementation of this Policy

This Policy must be followed by all staff and volunteers of the Charity and must be promoted by all of its trustees and senior staff. Failure to follow it will be treated as a very serious matter.

The Board will revise this Policy annually and will share any updates with all staff and volunteers of the Charity.