

6.3 Safeguarding Children Policy

Statement of intent

This policy demonstrates a commitment by b-inspired to safeguard children involved with its organisation from harm. B-inspired is committed to the following:

the welfare of the child is paramount;

all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;

the policy is approved and endorsed by the Board of Directors/Trustees;

the policy applies to all Board members/Trustees, staff and volunteers;

children and parents are informed of the policy and procedures as appropriate;

all concerns, and allegations of abuse will be taken seriously by Board members/Trustees, staff and volunteers and responded to appropriately - this may require a referral to children's services and in emergencies, the Police;

a commitment to safe recruitment, selection and vetting;

this policy is written in accordance with Leicester, Leicestershire and Rutland Safeguarding Children principles and practice guidance;

the policy will be reviewed annually and updated accordingly;

this policy is associated and supported, as appropriate, by b-inspired's Health and Safety policy, Recruitment and selection and vetting procedures including those for Board Directors/Trustees

The b-inspired's disciplinary and /or grievance procedures will be invoked with regard to any Board Directors/Trustees, employees or volunteers who breach this policy and/or associated procedures.

The designated person with responsibility for safeguarding children is the Chief Officer.

Safeguarding Children Procedures and Systems

Definition of Abuse

Physical Abuse - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse –is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to the child or young person 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. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person participating in normal social interaction. It may involve serious bullying causing individuals 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, though it may occur alone.

Sexual Abuse - involves forcing a child or young person or enticing them to take part in sexual activities, including prostitution, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non -penetrative acts. They may include non –contact activities, such as involving children or young people in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways.

Neglect - is the persistent failure to meet a child's or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the individual'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 or young person from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate carers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

Prevent – is the radicalisation of individuals and covers all types of terrorism and extremism, including the extreme right wing, violent Islamist groups and other causes. Failing to protect a child or young person from inappropriate views and / or

encouraging them to think or behave intolerantly so that people in the UK are unable to go about their lives freely and with confidence.

Recognition of Abuse and Bullying

It is not always easy to recognise when abuse has taken place or a situation that has taken place may develop to become abusive. Employees are not expected to be experts at recognising such situations, but employees do have a responsibility to act if they have concerns about the behaviour of an adult or child, towards a child. All employees have a duty to discuss any concerns they may have about the welfare of a child or young person with their line manager or another appropriate senior member of staff as soon as possible.

Responding to Suspicions and Allegations of Abuse and Poor Practice

False allegations of abuse do sometimes occur. However, if a child or young person indicates that they are being abused, or information is obtained which gives concern that a child or young person is being abused, this should never be ignored, it should be taken seriously and always be acted upon.

Action to be taken if a disclosure or allegation is made:

- React calmly so that you do not frighten the child or young person
- Reassure them that they were right to tell you
- Do not make promises of confidentiality, let them know that you will have to tell another adult
- Try to reduce any questions you may choose to ask, to an absolute minimum and concentrate on listening to the person. Questions should never be leading, they should only consist of Who...? Where...? When...? What...?
- Make a full written record of what has been said, heard and/ or seen as soon as possible
- Take immediate action to report to the appointed safeguarding officer.

The report should include:

- The child's known details including name, date of birth, address and contact numbers.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation, including dates, times, specific factors and any other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.

- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account if it can be given, of what has happened and how any bruising or others injuries occurred.
- Accounts from others, including colleagues and parents.

It is not the organisation's responsibility to decide whether abuse has taken place or not, however there is a responsibility to report any concerns

In a case where a child is not in immediate danger we will try to discuss the matter with a parent/carer, if appropriate and safe, before making any referrals. However, it is the welfare of the child which is paramount and this is at the forefront of all our actions. We are aware that many children have suffered because of lack of communication between agencies, and that government guidance now encourages the full sharing of information. We shall therefore use our professional judgement in sharing information with the agencies that 'need to know', being open and honest with parents and children as to why we feel we need to share the information.

Full records of conversations will be maintained when any referrals or discussions are held with any other agencies or with parents prior to a referral. These records will include dates and times of the conversation, who we speak to, and the advice we were given.

Informing Parents

We will always aim to involve parents in any referrals before they are made. However, if a suspicion of abuse is recorded and the child is considered at risk an immediate referral will be made to the Children's Social Care Services.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information shared with external agencies will be done under the guidance of the Local Safeguarding Children Board.

Making a referral

Referrals should be made by the designated safeguarding Officer to Children's Social Care Services:



0116 252 7004 Mon- Fri 8.30 – 4.30
0116 252 7011 Emergency Duty Team

The referrer should clearly state where the child is normally resident, if this information is known.

Have all the information at hand, details of the young person and any written concerns.

Emergency action

In some cases you may need to protect a child immediately - in these situations dial 999.

The Police are the only agency with statutory powers for the immediate protection of children. **0116 222222**



Safeguarding Vulnerable Adults policy

Statement of intent

This policy demonstrates commitment by b-inspired to safeguard vulnerable adults involved with its organisation. B-inspired is committed to the following:

All vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, social –economic status, religious belief and/or sexual orientation have the right to protection from abuse

The policy is approved and endorsed by the Board of Directors/Trustees and applies to all board members, staff and volunteers.

All concerns, and allegations of abuse will be taken seriously by Board members/Trustees, staff and volunteers and responded to appropriately

The policy will be reviewed annually and updated accordingly;

This policy is associated and supported, as appropriate, by b-inspired's Health and Safety policy, Recruitment and selection and vetting procedures including those for Board Directors/Trustees

The b-inspired's disciplinary and /or grievance procedures will be invoked with regard to any Board Directors/Trustees, employees or volunteers who breach this policy and/or associated procedures.

B-inspired has clear expectations of all trustees, staff and volunteers for sharing information about vulnerable adults

All personal data will be processed in accordance with the requirements of the Data Protection Act 1998

Safeguarding Adults – Procedures & Systems

Definition

Who is a vulnerable adult?

A vulnerable adult is a person aged 18 years or over who is receiving or could be in need of community care services and is or may be unable to protect themselves from significant harm or serious exploitation. This may be because they have a mental health or other disability or because they are old and frail or ill.

In this context community care services includes all care services provided in any setting by any agency whether statutory, voluntary or independent in health or social care including hospitals, housing agencies and advice services.

Abuse

Recognising when a vulnerable adult is suffering or is likely to suffer significant harm is not easy and it is not the responsibility of the member of staff, volunteer or trustee to decide whether or not vulnerable adults are suffering or at risk from harm. There is a responsibility, however, to act as soon as there are concerns in order that the appropriate agency can investigate and take any necessary action to protect a vulnerable adult.

Abuse is the violation of an individual's human and civil rights by another person or persons. Abuse can consist of a single act or repeated acts. It can vary from neglecting the person, to treating someone with disrespect in a way which significantly affects their quality of life and limits their ability to access opportunities. It can also be behaviour which causes actual physical harm and suffering. The following are the main forms of abuse which may occur and for some a combination of definitions:-

Discriminatory - Unequal treatment, verbal abuse, inappropriate use of language, slurs, harassment, deliberate exclusion, lack of respect for beliefs and cultural background

Physical - The non-accidental infliction of physical force that results in bodily injury, pain or impairment

Sexual - such as rape, sexual assault, or sexual acts, such as unwanted touching, to which the vulnerable adult has not or could not have consented, or they were pressurised into consenting to

Psychological - The use of threats, humiliation, bullying, swearing and other verbal conduct or any other form of mental cruelty that results in the mental or physical



distress. It includes the denial of basic human and civil rights such as choice, self-expression, privacy, dignity and emotional contact

Financial - The unauthorised and improper use of funds, property or any resources belonging to an individual or withholding individual's funds for own use

Neglect - such as ignoring medical or physical care needs and preventing access to health, social care or educational services or withholding the necessities of life such as food drink or heating.

Prevent – is the radicalisation of individuals and covers all types of terrorism and extremism, including the extreme right wing, violent Islamist groups and other causes. Failing to protect a child or young person from inappropriate views and / or encouraging them to think or behave intolerantly so that people in the UK are unable to go about their lives freely and with confidence.

Disclosure of Information

b-inspired recognises the importance of sharing information to protect a vulnerable adult and normally any disclosure of the confidential information to any other person may only be undertaken with the expressed permission of the person. Where it is considered necessary for the welfare and protection of a vulnerable adult, the person will be kept informed unless to do so would put his or her welfare and safety at risk of harm.

Reassure them that they were right to tell you

Do not make promises of confidentiality, let them know that you will have to tell another adult

Make a full written record of what has been said, heard and/ or seen as soon as possible.

Take immediate action to report to the designated safeguarding person

Procedure when there are concerns

- If anyone who is associated with b-inspired has concerns about the welfare of a vulnerable adult they must raise those concerns by completing the b-inspired record of concerns form and inform the designated person without delay. For clarity, all disclosures must be recorded and passed to the designated person within 48 hours of the information coming to light.

- The information of the concerns and the action taken will be recorded and passed to the relevant agencies. Written information will be passed to the respective agencies within 7 working days.
- If an adult is at risk of immediate harm then the designated person will inform the appropriate agency without delay and in any event not later than 48 hours after the concerns have been raised
- Failure to report concerns may lead to suspension pending investigation and for staff, disciplinary action
- If a member of staff, volunteer or trustee is alleged to have put the welfare or safety of a vulnerable adult at risk, the designated person will inform the appropriate agency and cooperate fully with the authority in the manner in which the matter is dealt with including the immediate suspension of the person pending an investigation
- All suspicions and investigations are kept confidential.

Allegations against staff and volunteers

It is important that any concerns for the welfare of a vulnerable adult arising from abuse or harassment by a member of staff or volunteer should be reported immediately to the designated person and an incident form completed. Concerns about poor practice should also be reported to the designated person.

Where there are allegations of abuse or concerns about poor practice of staff or volunteers there may be three strands of investigation as follows:-

- Vulnerable adult protection investigation (externally led)
- Criminal investigation (externally led by the Police Authority)
- A disciplinary investigation (internally led)

It may be that the employee will be suspended with pay during an investigation or a volunteer asked to cease volunteering pending the outcome of the investigation.

Designated Safeguarding Personnel

b-inspired has appointed its Head of Operations to act as the designated person in relation to any allegations against staff and / or volunteers.



Retention of Records

A factual, dated record of concerns about a vulnerable adult will be kept in line with b-inspired record keeping and procedures.

Records kept by employees about vulnerable adults should only include contacts made, referrals made including date, time, and reason and referral agency.

The designated safeguarding officer will track actions via the safeguarding tracker. All data will be anonymised.



b-inspired Record of Concerns Form

This form should be used to record all concerns that are raised about the safety and welfare of a vulnerable adult. It should be completed and passed to the designated person. The vulnerable adult should be aware that this form has been completed and that information from it may be used to pass on concerns to appropriate agencies, unless to do so would put his or her safety at risk. If further concerns are raised at a later date then a new form should be completed. An accumulation of forms should be an indicator that further action may be required to secure additional support for the family.

Completed by.....		Date.....	
Name of vulnerable adult whom there is a concern		Age and DOB (if known)	
Any additional relevant information about the vulnerable adult			
Home address		Telephone numbers	
		Home:	
Other:			
Brief details about b-inspired's involvement with this vulnerable adult			
Please tick			
Befriending support	<input type="checkbox"/>	Name of volunteer:	
Group support	<input type="checkbox"/>		
Any other information:			
Description of what has prompted concerns (please include details of any specific incident, dates, times, any other adults of children involved, etc)			

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Have you or anyone else spoken with the vulnerable adult and if so what was discussed?	
Who else is aware of these concerns?	
Do you know of any other agencies involved in supporting the Adult? (Please list)	
Designated safeguarding person's name and role	
b-inspired contact details	
Further b-inspired action recommendation as a result of the concerns (*Mandatory for serious incidents and allegations against trustees, staff or volunteers)	Further action might include: No further action <input type="checkbox"/> Increase support <input type="checkbox"/> Report concerns to relevant statutory agency <input type="checkbox"/>
To whom in Adult Services was this reported	Date and time
Outcome	
Designated safeguarding person's signature	Date and time
I have read and noted and ensured agreed action has been taken	
Signed:	Date



Placed on File:	Date:
Tracking Reference number:	

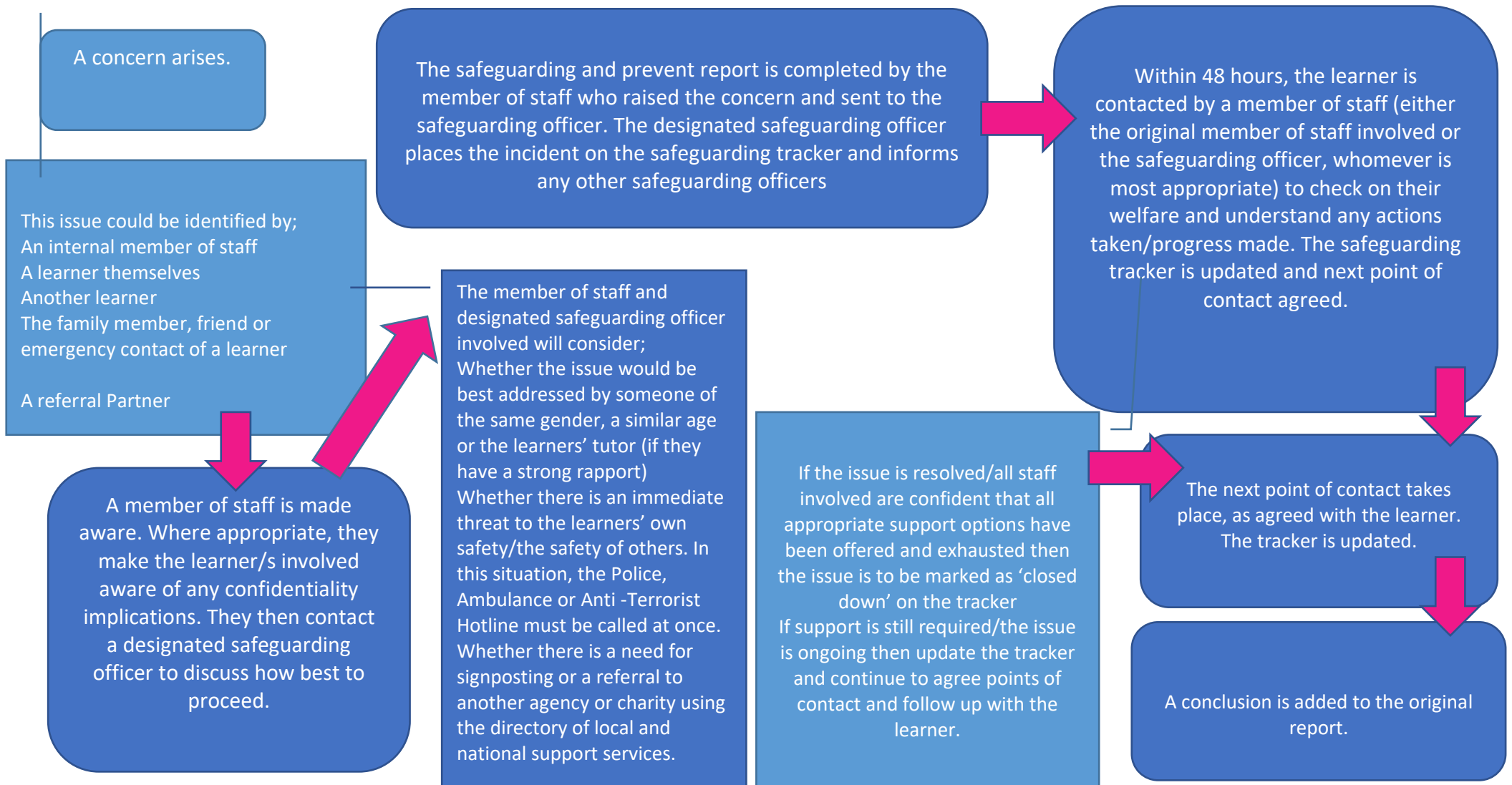
This report is to be saved securely and forwarded to the Designated Safeguarding Officer who will issue a tracking reference number, liaise with other organisations as necessary and track follow up action(s).



Safeguarding Tracker

Date Reported	Reference number	To whom disclosed	Summary of action taken	Follow up action	Sign Off

Process for training and apprenticeships



b-inspired safeguarding

