



SAFEGUARDING POLICY

[Link](#) to Sussex Council's Safeguarding Policy and Procedures

Overview

The purpose of this document is to set out the Yada Safeguarding Policy to be used in conjunction with the Yada Handbook and other policies .

To fulfill Yada's commitment to safeguard and promote the welfare of children and adults, all organisations that provide services for, or work with, children and adults must have:

- Clear priorities for safeguarding and promoting the welfare of children and adults, explicitly stated in strategic policy documents
- A clear commitment by senior management to the importance of safeguarding and promoting welfare, including a designated Safeguarding Trustee.
- A clear line of accountability and defined roles and responsibilities within the organisation for safeguarding and promoting the welfare of children and adults.
- Recruitment procedures that take account of the need to safeguard and promote the welfare of children, adults and young people, including arrangements for appropriate checks on new staff and volunteers. eg DBS (Disclosure and Barring Service)
- Safe working practice guidance which staff/volunteers have read and understood
- Procedures for dealing with allegations of abuse against members of staff and volunteers, including a Safeguarding Officer to whom allegations and concerns are reported
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up-to-date by refresher training at appointed intervals; and that all staff, including temporary staff and volunteers who work with children and adults, are made aware of the charity's arrangements for safeguarding and promoting the welfare of children and adults and their responsibilities for that
- Promotion and arrangement to work effectively with other organisations to safeguard and promote the welfare of children and adults, including arrangements for sharing information



- A culture of listening to, and engaging in dialogue, with children and adults- seeking children's views in ways that are appropriate to their age and understanding, and taking account of those views in individual decisions and in the charity or development of services
- Appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children and adults to be addressed
- Safeguarding of online, social media and generic ICT activities by volunteers, staff and stakeholders

Key principles (from government policy on adult safeguarding) to guide operational practice across Sussex:

- **Empowerment** Presumption of person-led decisions and informed consent.
- **Protection** Support and representation for those in greatest need.
- **Prevention** It is better to take action before harm occurs.
- **Proportionality** Proportionate and least intrusive response appropriate to the risk presented.
- **Partnership** Local solutions through agencies working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** Accountability and transparency in delivering safeguarding. Interventions need to take an empowering approach. Building a positive relationship with individuals who self-neglect is critical to achieving change for them, and in ensuring their safety and protection.

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1. Introduction

1.1. The purpose of this document is to set out the Yada Safeguarding Policy to be used in conjunction with Yada Handbook.

This document is the Safeguarding Children and Adults Policy for Yada which will be followed by all members of the charity and followed and promoted by those in the position of leadership within the organisation.

1.2. Yada is responsible for ensuring that their volunteers and members of staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare and adults.

1.3. The purpose of the charity is the delivery of women's support services.

1.4. We understand that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the charity are transparent and safeguard and promote the welfare of all young people.

1.5. This document is written in accordance with protecting groups including children by Charity Commission (2013) and The Care Act 2014 and with the Brighton and Hove Violence Against Women and Girls (VAWG) Strategy 2012 - 2017 in mind.

1.6. Principles upon which the Safeguarding Children and Adults Policy is based:

1.6.1. The welfare of a child, young person and adults will always be paramount.

1.6.2. The welfare of families will be promoted.

1.6.3. The rights, wishes and feelings of children, young people and adults and their families will be respected and listened to.



Our Commitment

The team at Yada recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of abuse. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a team we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

Keeping safe from harm requires people who work with children and adults to share information.

Those people in positions of responsibility within the organisation will work in accordance with the interests of children, adults and young people and follow the policy outlined below;



2. Safeguarding Children and Adults at Risk Policy

2.1 Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and adults and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD OR CHILDREN AND/OR ADULT CONCERNED

i.e.: If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department. If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection.

2.2 Recognition of abuse are forms of maltreatment of a child and/or adults. Somebody may abuse a child and/or adult by inflicting harm, or by failing to act to prevent harm. Children and adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

The following definitions of adult abuse are taken from:

<http://www.brighton-hove.gov.uk/content/social-care/keeping-people-safe/safeguarding-definition-a-buse-and-neglect>

2.3 Physical abuse

Including hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

2.4 Sexual abuse

Including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

2.5 Psychological abuse

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.



2.6 Exploitation

Either opportunistically or premeditated, unfairly manipulating someone for profit or personal gain.

2.7 Financial or material abuse

Including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, such as connection with wills, property, inheritance or financial transactions, or the misuse of property, possessions or benefits.

2.8 Neglect and acts of omission

Including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

2.9 Discriminatory abuse

Including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

2.10 Institutional abuse

Including neglect and poor care practice within an institution or specific care setting like a hospital or care home, for example. This may range from isolated incidents to continuing ill-treatment.

2.11 Individuals within the organisation need to be alert to the potential abuse of children and adults both within their families and also from other sources including abuse by members of that organisation.

2.12 The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children and adults and where there are concerns about a child's welfare. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

2.13 It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you **MUST NOT** discuss your concerns with parents/carers in the following circumstances:

- where Sexual Abuse or sexual exploitation is suspected



- where organised or multiple abuse is suspected
- where there are concerns a child may be at risk of Female Genital Mutilation
- where fabricated or induced illness (previously known as Munchausen Syndrome by proxy) is suspected
- where contacting parents/carers would place a child, yourself or others at immediate risk

2.14 These decisions should not be taken in isolation. Consult with your a team member or the safeguarding trustee.



3. What to do if Children or Adults talk to you about abuse

3.1 It is recognised that a child and/or adult may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations

- YOU MUST Listen carefully to the child and/or adult.
- DO NOT directly question. Give the child and/or adult time and attention.
- Allow the child and/or adult to give a spontaneous account; do not stop a child who is freely recalling significant events. Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's and/or adult's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's and/or adult's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child and/or adult that: they have done the right thing in telling you; they have not done anything wrong.
- Tell the child and/or adult what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask the child and/or adult to repeat his or her account of events to anyone

If you have a child and/or adult protection concern you should:



4. Consult About Your Concern

4.1 Because of your observations of, or information received, you may become concerned about a child and/or adult who has not spoken to you.

4.2 It is good practice to ask a child and/or adult why they are upset or how a cut or bruise was caused, or respond to a child and/or adult wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

4.3 If you are concerned about a child and/or adult you must share your concerns. Initially you should talk to one of the people designated as responsible for child and/or adult protection within your organisation. In this organisation this person is the Services Manager and the Safeguarding trustee.

4.4 If the above named person is implicated in the concerns you should discuss your concerns directly with the Chair of the Committee.

4.5 You should consult with Access Point (in the case of concerns regarding an adult) and Multi Agency Safeguarding Hub - MASH (in the case of concern regarding those under 18) in the following circumstances:

- when you remain unsure after internal consultation as to whether child and/or adult protection concerns exist
- when there is disagreement as to whether child and/or adult protection concerns exist
- when you are unable to consult promptly or at all with your designated internal contact for child and/or adult protection
- when the concerns relate to any member of the organising committee

4.6 Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Care or the Police should progress.

5. Make a Referral



5.1 A referral involves giving Access Point or MASH details about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

5.2 Parents/carers should be informed if a referral to MASH is being made except in the circumstances outlined in section 2.13.

5.3 However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with MASH about how and when the parents should be approached and by whom.

5.4 If your concern is about harm or risk of harm from a family member or someone known to the children and/or adults , you should make a referral to Access Point/MASH. In an Emergency, dial 999.

If your concern is about harm or risk of harm from someone not known to the child and/or adult family, you should make a telephone referral directly to the Police calling 999.

If your concern is about harm or risk of harm from an adult in a position of trust see Section 6: Allegations Against Adults Who Work With Children.



5.5 Information Required when making a Referral

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available).

Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and/or adult and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family and/or adult e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and/or adult and their family. Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

5.6 Action to be taken following the referral

Ensure that you keep an accurate record of your concern(s) made at the time. Put your concerns in writing to the Social Care Duty & Investigation Team following the referral (within 48 hours)

Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.



6 Allegations against Adults who work with Children and/or Adults

6.1 If you have information which suggests an adult who works with children and adults (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child and/or adult.
- possibly committed a criminal offence against, or related to, a child and/or adult.
- behaved towards a child/children and/or adult/s in a way that indicated s/he is unsuitable to work with children and/or adults.

6.2 You should speak immediately with the safeguarding lead who has responsibility for managing allegations.

The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) via the LSCB

6.3 If one of those people is implicated in the concerns you should discuss your concerns directly with the LADO (Local Authority Designated Officer) via the LSCB



7. E-Safety

Yada is has developed a social media policy that covers the use of all ICT related activities including the use of social media, email and internet. All staff and volunteers should read the Data Protection Policy.

7.1 If you experience or are subject to any form of abuse via any form of ICT communications we take this matter very seriously and all and any incidences are required to be reported immediately.



8. Confidentiality

8.1 The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

8.2 Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to the need for protection.

8.3 If in doubt, consult the Services Manager.



9. Useful Telephone Numbers

In an emergency, call 999

Adults

West Sussex Adult Services on 01243 642121

Sussex Police (non emergency) 101

Samaritans 0845 790 90 90

National Domestic Violence 24-hour helpline 0808 2000 247

Children

Referring to the MASH

- Request for support E-Form: <http://sussex.procedures.org.uk/>
- Email: MASH@westsussex.gcsx.gov.uk
- Telephone: 01403 229 900
- Out of Hours: 0330 222 6664

NSPCC Child Protection Helpline 0808 8000 5000



10 Further Yada Policy References

This policy is further supported by the following additional policies and guidelines;

Confidentiality Policy

Data Protection Policy

Health & Safety Policy

Induction for New Staff and Volunteers

In Progress

Social Media Usage Guidelines

Remote Access Policy

Use of Internet & E-mail Policy

E-Safety policy

ICT Induction for New Staff