

Safeguarding Adults, Young People and Children Policy and Procedure for Oakington and Westwick Community Association

The aim of this policy is to ensure the safety of adults, children and young people who participate in the activities of Oakington and Westwick Community Association (CA). It is an adaptation of the *Model Safeguarding Adults Policy and Procedure for Smaller Voluntary and Community Groups* devised by Cambridgeshire County Council and Cambridge CVS, and also a *Model Safeguarding Policy for Children and Young People* published by the NSPCC, and Child Protection Advice provided by Cambridgeshire Local Child Safeguarding Board.

We think that:

- **SAFEGUARDING IS EVERYBODY'S BUSINESS** - Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the person at risk comes before anything else – our group, other service users, our colleagues and the person's friends and family.
- **DOING NOTHING IS NOT AN OPTION** - If we know or suspect that someone is being abused, we will do something about it. This policy will outline what we will do.

When working with users and other volunteers of the CA, volunteers will ensure that they will:

- Promote their health and welfare.
- Respect and promote their rights.
- Work in a way which safeguards the wellbeing of each person and protects them from abuse and neglect.
- Take appropriate steps if they became aware of any signs / incidents of abuse and neglect.
- Not accept money or gifts (other than token gestures such as flowers or chocolates.)

Policy Aims

- To provide adults, children and young people who may be at risk with appropriate safety and protection whilst in the company of participating volunteers
- To allow volunteers to make informed and confident responses to specific issues relating to safeguarding adults, children and young people
- To ensure that adults at risk and their carers (if appropriate) are aware of what to do if they have a concern
- To ensure that children and young people are kept safe and their welfare is promoted

To achieve this we will:

- Promote awareness of safeguarding with volunteers and users
- Ensure that the CA takes appropriate action with any safeguarding concern

The Committee will appoint a named person responsible for this policy: xxxx

They will:

- Ensure that the welfare of people at risk, children and young people is given the highest priority by the management and volunteers of the CA
- Promote good practice and support volunteers to be able to work with people at risk with confidence
- Ensure that this Policy is followed and monitored including the briefing, training and gathering feedback from volunteers

- Act as the main contact for disclosing information if there are concerns around safeguarding adults, children and young people at risk
- Ensure that the concerns of adults, children and young people at risk are heard and acted upon
- Be responsible for reporting incidents or concerns to appropriate authorities
- Attend appropriate training relevant to the level of engagement with adults at risk, children and young people to ensure, wherever appropriate, that all staff/volunteers remain up to date with current practice and legislation
- Ensure volunteers have access to further appropriate information
- Keep records of any safeguarding issues raised and maintain regular contact with anyone affected by this, including the volunteer

What to do in case of a safeguarding concern

If any of our volunteers or members have an urgent safeguarding concern, they will contact Cambridgeshire County Council at:

For Adults:

Tel: 0345 045 5202 (8am-6pm weekdays, 9am – 1pm Saturday)

E-mail: referralcentre-adults@cambridgeshire.gov.uk

In an out of hours emergency: The Emergency Duty Team on 01733 234 724

www.cambridgeshire.gov.uk/residents/adults/report-abuse-of-a-vulnerable-adult/

For Children and Young People

If you are not a professional involved with the child or family, you do not have to give your name and your conversation will be treated confidentially.

Telephone: 0345 045 5203 (8-6pm Monday to Friday) 01733 234 724 (out of hours)

Email: referralcentre.children@cambridgeshire.gov.uk

If any of our volunteers or members have a concern that is not immediate, is a 'nagging doubt' or if they are unsure if they should contact CCC, they should discuss the situation with the named person and agree a way forward. Doing nothing is not an option.

What should you do?

The Cambridgeshire County Council takes its safeguarding responsibilities very seriously and is committed to dealing with all aspects of abuse or neglect. If you are concerned that anyone is experiencing abuse or neglect please contact Customer Services.

Once you contact Customer Services they will refer your concerns to the most appropriate health or social care team, who will then be able to review the concern raised.

You should always expect a call back within 48 hours to let you know that the concern has been received. In some instances if you have reported a concern on another person's behalf, you may not be entitled to know what else is being done to support that person.

If you are concerned about the referral you have made contact Customer Services.

For more advice about safeguarding visit www.cambridgeshire.gov.uk/

What to do if an adult, child or young person shares information with you that causes you a safeguarding concern. There is further detail on what a safeguarding issue might be at the end of this policy

1. At the earliest opportunity, tell the person you are concerned about them and that you will need to talk to someone else about the issue they have raised with you.
2. If they do not agree with you sharing the information tell them that you have a duty of care to do so, but that you will only tell the statutory authorities and the CA safeguarding officer. Reassure them that you will not share it with anyone else.
3. Repeat the issue you are concerned about to them to clarify, for example "I heard you say that x has been taking your money, is that right?"
4. If they deny what they have previously said, leave the conversation, but record the concern with the safeguarding officer
5. If they agree, take notes of what they are saying without asking leading questions and using their own words as much as possible. If you cannot take notes at the time, make notes as soon as you can.
6. Tell them what will happen next – ie you will phone the County Council to let them know what the user has told you
7. Ask if they are happy for a member of the County Council safeguarding/child protection team to contact them
8. Do not feel that you have to cut the contact, unless it is unsafe for you to be there. Reassure the person that they have done the right thing by telling you.
9. Contact the County Council and tell them you have a safeguarding concern. They will let you know next steps.
10. Tell the CA safeguarding officer.

Safeguarding Adults aims to:

- Stop abuse or neglect wherever possible
- Prevent and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned address what has caused the abuse or neglect

Who is an adult at risk?

Some adults are more at risk of being abused than others, such as:

- older people
- people with a visual or hearing impairment
- people with a physical disability
- people with learning disabilities or mental health problems
- people living with HIV or AIDS who have care and support needs

Local Authorities have safeguarding duties which will apply to an adult who:

- **has needs for care and support (whether or not the local authority is meeting any of those needs), and**
- **is experiencing, or at risk of, abuse or neglect; and**
- **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.**
(Section 42 -The Care Act 2014)

How to spot if an adult is at risk?

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** - Including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence.
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including 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** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **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 forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **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. This may range from one-off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional 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.
- **Self-neglect** - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

For Children and Young People

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children 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, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection/safeguarding lead
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

How to recognise Child Abuse

A child may experience more than one type of abuse or neglect.

- **Neglect** is the persistent lack of essential care for a child including enough love, stimulation, safety, food, clothing, shelter, medical care or education. It can also mean leaving a child alone and at risk.
- **Emotional Abuse** can mean repeatedly rejecting a child, constantly threatening or putting a child or young person down so that they feel unloved and worthless, children living in a home environment where there is domestic or other forms of abuse.
- **Physical Abuse** including hitting, punching, burning, poisoning, attempted drowning and smothering.
- **Sexual Abuse** including forcing or persuading a child or young person to take part in any kind of sexual activity. It can include inappropriate touching, kissing or sexual intercourse. It can also involve causing a child to look at, or being involved in pornographic material or videos.
- **Domestic Abuse** – any incident of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial and emotional.
- **Child sexual exploitation** – In February 2017, CSE was redefined as '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'.
Cambridgeshire and Peterborough Local Safeguarding Children Boards have produced leaflets with advice for children & young people, parents & carers, and professionals.

- **Extremism and radicalisation** – signs to look out for include: Being drawn into to strong principles and ideologies held by others, as a means to control, social network involvement in extremism, being at a transitional time in life, having a need for identity, meaning and belonging, being influenced or controlled by a groups, feelings of grievance and injustice, feeling under threat , displaying mental health concerns, a desire for status, a desire for excitement or adventure and/or a need to dominate and control others.

Date that next review is due: July 2020

Date policy most recently reviewed: June 2019