

Safeguarding Children and the protection of Adults at Risk Policy

From 2016 onwards Annual renewal.

Introduction

It is everyone's responsibility to act on any concerns about abuse in order that children and adults are appropriately safeguarded.

All children and adults at risk of abuse and neglect have the right to live their lives to the fullest, to be protected and have the opportunity to participate in our services and to be treated with dignity and respect.

Burton and District Mind has a moral and legal obligation to ensure a duty of care for our clients. All Burton and District Mind workers, volunteers and clients can play an important role in promoting the safety and protection of young people and adults at risk with whom we have contact.

This policy has been developed and informed in accordance with:

- HM government – Working together to safeguard children 2015
- Safeguarding Vulnerable Groups Act 2006
- Public Interest Disclosure Act 1998
- Children's Act 1989 and Children's Act 2004 section 11
- No Secrets 2000
- The Office of the Public Guardian – Safeguarding Policy
- D H – Working together to Safeguarding Children 2015 available www.doh.gov.uk
- The Care Act 2014 (April 2015)
- Keeping children safe in education – September 2016
- Data Protection Act 1998
- European Convention of Human Rights
- Mental Capacity Act 2005
- Independent Safeguarding Authority (ISA)

Further guidance can be found at

<https://www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation>

- Mental Capacity Act 2005
- Disclosure and Barring Service (formerly CRB and ISA)
- The Safeguarding Vulnerable Groups Act 2006, and the Mental Capacity Act 2005.
- Further information when supporting domestic abuse victims and their children where an individual has been identified as at risk. Additional information can be found at www.caada.org.uk

These recommendations will be promoted through;

- Respecting and promoting the rights, wishes and feelings of children and adults. Everyone is unique, all actions taken by our organisation should be person-centred, taking account of cultural, religious and ethnic backgrounds, their gender, sexual orientation and individual ability and special needs.
- Raising awareness of the duty of care responsibilities relating to children and adults throughout Burton and District Mind's operations.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and adults to protect them from harm.
- Creating a safe and healthy environment within all our services, which protects all parties and reduces the risk of abuse or allegations of abuse.
- DBS checks, recruiting, training, supporting and supervising staff and volunteers, Burton and District Mind also have a recruitment policy.
- Adopting safeguarding best practice to protect children and adults at risk from abuse, as well as minimising any risks to themselves.
- Responding promptly to any suspicions or allegations of misconduct/abuse of children/adults in with Staffordshire Safeguarding Children Board (SSCB) and Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership (SSAP) policies and procedures.
- Through staff, members and volunteers adopting and abiding by this policy and whistleblowing policy
- Reviewing and evaluating this policy on an annual basis or in line with best practice, changing legislation, organisational requirements and service delivery.

Safeguarding Principles

Anyone can be vulnerable to harm or at risk of harm as a result of abuse or neglect at some time in their lives. Additionally all children and adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual orientation have the right to protection from abuse and harm.

Empowerment – Presumption of person led decisions and informed consent

Prevention – It is better take action before harm occurs

Proportionality – Proportionate and least intrusive response appropriate to the risk presented

Protection – Support and representation for those in greatest need

Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. Fostering a 'one' team approach that places the welfare of individuals before the 'needs' of the system. Further information

about the one team approach locally is cover in the One Staffordshire Information Sharing Protocol.

Accountability – Accountability and transparency in delivering safeguarding.

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

Safeguarding Guidelines

As part of our work Mind Staff, practitioners and volunteers may come across cases of suspected abuse either through direct or indirect contact with children and adults. It is not our responsibility to decide whether or not a child or adult has been abused, but we do have the responsibility to act immediately if we suspect abuse and report our concerns, ensuring that any relevant information is passed to the appropriate team. Abused children and adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or adult at risk is saying we are already helping.

Please refer to the appendix A for further guidance on signs and examples of abuse

Please refer to Appendix B for further guidance on disclosure

These guidelines set out the procedures that Burton and District Mind will implement should abuse be disclosed or suspected.

Children and Adults;

Physical, emotional (or psychological), sexual and neglect.

Adults at Risk;

Financial, discriminatory, organisational, domestic abuse, modern slavery, neglect and acts of omission and self-neglect.

A copy of – Multi-Agency Confirmation of referral to Stoke-on-Trent Vulnerable Children and Corporate Parenting Division and Staffordshire Children and Families First Response Service. Can be found in the Staff Manual with the Safeguarding Policy and in the Master copy file within the main Staff Office.

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Appendix A

Recognition of Abuse including Neglect and Bullying

- Because the person may tell you
- The person may say something that worries you
- You may see something such as an incident (seen or heard), injury or other signs.

Specific Safeguarding issues:

Government guidance on the issues listed below via the GOV.UK website:

- Child Sexual Exploitation (CSE)
- Bullying including cyberbullying
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gang and youth violence
- Gender based violence/violence against women and girls (VAWG)
- Mental Health
- Private fostering
- Radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking

Further guidance on Safeguarding Issues:

Physical Abuse can include -

Shaking, pinching, slapping, poisoning, force-feeding, biting, burning or scalding, causing needless physical discomfort, inappropriate restraint and unexplained marks and locking someone in a room or taking away their liberty.

Signs include -

Frequent visits to the GP or A&E, unexplained bruising, fear of parents or carers being approached for explanation.

Aggressive behaviour or outbursts. Flinching for no reason, withdrawn behaviour or behavioural changes. Running away, injury inconsistent with the explanation offered. Distrust particularly with those with whom there would normally be a close relationship.

Sexual abuse can include-

Sexual abuse involves forcing or enticing a child or adult to take part in sexual activities, not necessarily involving a high level of violence. The activities may involve unwanted and acted on under pressure physical contact, including assault by penetration (rape or oral sex) or non-penetrative acts such as masturbation, kissing rubbing and touching outside clothing. Activities may also include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit indicators of possible sexual abuse.

Signs include –

Language or knowledge inappropriate for age, wariness on being approached, pain on urination, difficulty walking or sitting, bruises on inner thigh or buttock, child who is sexually provocative or seductive with adults, severe sleep disturbances with fears, phobias, vivid dreams/nightmares, eating disorders or secretive behaviour.

Examples of Emotional/Psychological Abuse

Intimidation and/or threats, bullying, rejection, shouting, indifference and withdrawal.

Ignoring medical and physical care needs, withholding medication, nutrition and heating.

Keeping someone isolation.

Failure to keep the person safe from harm.

Inadequate supervision – leaving a child to cope alone or with inappropriate carers.

Failing to provide boundaries about behaviours such as under age sex or alcohol.

Signs include –

Regressive behaviour or mood. Also depression, attention seeking behaviour or aggression or extreme anxiety, nervousness.

Weight loss, persistent tiredness, lack of concentration.

Inappropriate dress for the weather.

Failing to attend health appointments.

Worsening health, pressure sores, lack of response to stimuli or contact.

Anxiety, distress, language delay or inappropriate emotional responses.

Examples of Self-Neglected (adults)

Little or no personal care.

Refusing medication or neglecting medication.

Disorientation or being incoherent.

Unsafe living conditions & hoarding.

Inability to manage finances and isolation.

Signs include -

Poor grooming, dirty clothes, lack of personal hygiene.

Unwillingness to accept health care.

Inability to focus or conversation problems. Lack of food and basic utilities.

Unclean living conditions e.g. rodents and vermin, hoarding animals and rubbish.

Not managing finances, borrowing money, gives money away and little contact with family and friends and social support.

Financial Abuse (Adults)

Being over charged for services.

Being tricked into buying or receiving good they don't want or need.

Deception, theft, fraud, inappropriate use of property and/or utilities or exploitation or pressure in connection with wills.

Signs include -

Lack of basic requirements.

Inability to pay bills, unexplained withdrawals from accounts.

Inconsistency between standards of living and income, unusual interests in the income of other family members.

Power of attorney when a person lacks capacity to make this decision or recent changes to deeds.

Discriminatory Abuse

Use of inappropriate 'nick names', derogatory language or terminology.

Enforcing rules and procedures which will undermine the individual's wellbeing.

Denial to follow their chosen religion, lack of appropriate food, denial of health care

Signs include –

Being treated unequally from other users in terms of care, treatment and services.

Being isolated, derogatory language and attitude by carers, dismissive language.

Hate campaigns, indicators of other forms of abuse.

Institutional/Organisational Abuse

Services users required to 'fit in' excessively to routines of the service.

More than one individual is being neglected.

Everyone is treated the same way regardless of needs, other forms of abuse on an institutional scale.

Signs include -

Inflexible daily routines.

Dirty clothes and bedding, lack of personal belongings and possessions.

Inappropriate use of nursing and medical procedures.

Lack of care plans or failure to comply with them.

Failure to access health care, failure to record incidents.

Other types of abuse

Domestic Violence and Abuse – This includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called 'honour based' violence. Refer to section 1E threshold framework 'Accessing the right help at the right time' www.staffsscb.org.uk an adult protection referral can be made to the contact centre on Tele 0845 604 2719.

Forced Marriage

Forced marriage is a marriage without the full and free consent of both parties. It is a form of domestic violence and an abuse of human rights. In an arranged marriage the family take the lead in the match but the couple have a choice as to whether to proceed. In forced marriage, one or both spouses do not consent to the marriage and some element of duress is involved.

Hidden Harm

Children may be suffering from the effects of what is known as 'hidden harm' if they live with parents or carers who misuse drugs and alcohol. Children in these situations may be acting as young carers or they may be subjected to any forms of abuse previously noted.

Child Sexual Exploitation

This covers young people under the age of 18 and involves exploitative situations, contexts and relationships where young people receive 'something' (e.g. food, accommodation, drugs alcohol, cigarettes, affection, gifts or money) as a result of them performing and/or others performing on them sexual activities. This also includes the use of social media technologies such as the use of sending images via phone or internet. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Female Genital Mutilation

FGM includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. FGM bears no resemblance to male circumcision, has serious health consequences and no medical benefits. FGM is also linked to domestic abuse, particularly in relation to 'honour based violence'. For further guidance

www.staffscb.org.uk/Professionals/Procedures/SectionFour/Section-Four-Docs/Section-4M-Female-Genital-Mutilation.pdf

Modern slavery

Modern slavery encompasses slavery, human trafficking, and forced labour and domestic servitude. Slave masters use whatever means at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.

Race and Racism

People from black and minority groups (and their parents and carers) are potentially likely to have experienced harassment, racial discrimination and institutional racism.

Hate Crime

Hate crimes are taken to mean any crime where the perpetrators hostility or prejudice against an identifiable group of people is a factor in determining who is victimised. A victim does not have to be a member of a group anyone could be the victim of hate crime. Hate crime is a criminal offence which is motivated by hostility or prejudice based upon the victims race, gender, religion or beliefs, disability, sexual orientation or gender identity. Forms of hate crime can constitute physical attacks, damage to property, offensive graffiti, arson, offensive letters and phone calls, abusive gestures and bullying at school or in the workplace.

Safeguarding people who are vulnerable to being drawn into Violent Extremism and /or Terrorism

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children of all ages, young people and adults to involve them in terrorism or activity in support of terrorism. Violent Extremism is defined by the Crown Prosecution Service (CPS) as: “The demonstration of unacceptable behaviour by using any means or medium to Express views”, which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts;
- Foster hatred which might lead to inter-community violence in the UK.”

There are a number of offences that can be considered when dealing with violent extremism. They include offences arising through spoken words, creation of tapes and videos of speeches, internet entries, chanting, banners and written notes and publications.

The main offences employed to date have been soliciting murder and inciting racial hatred.

Guidance from The Stoke-on-Trent and Staffordshire Local Safeguarding Children’s Boards and the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board recognise the need to protect people against the messages of all violent extremism including that linked to Far Right/Neo Nazi/White Supremacist, Al Qaeda

ideologies, Irish Nationalist and Loyalist paramilitary groups, and that linked to Animal Rights movements.

Further guidance can be found on

<http://www.staffsscb.org.uk/Professionals/Procedures/Section-Six/Section-Six-Docs/Section-6L-Staffordshire-and-Stoke-LSCB-and-SSASPB-Prevent-Channel-Guidance.docx>

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Appendix B

What to do if a disclosure happens

Abused children and adults are more likely to disclose to someone they trust and feel safe with, by listening and taking seriously we are already helping

The following points are a guide to help Mind workers respond appropriately:

Dos and Don'ts

Do

- React calmly
- Take the person seriously
- Avoid asking leading or direct questions other than those to clarify and understand what has been said
- Reassure the person they are right to tell
- Explain to them that their concerns may have to be shared with someone in a position to act
- Make a written record as soon as possible

Don't

- Dismiss the concern

- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Ask the child, young person or witnesses to sign your written information
- Do not take photos of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner, following a referral.

Responding to concerns

Workers have a responsibility to respond immediately regarding Safeguarding concerns and to take action. A record must be taken of initial concerns and this should include:

- The time and date
- The child or adults name, address and date of birth
- The nature of the allegation
- A description of any visible injuries
- Observations – description of behaviour, physical and emotional state
- What the child or adult said and what was the reply. This must be as accurate as possible, using their choice of language
- Any action taken as a result of the concerns being raised e.g. who was spoken to and resulting actions. Include names, addresses and telephone numbers
- Sign and date what has been recorded
- Store the information in accordance with relevant procedures, e.g. Data protection
- Report to and inform your line manager or designated safeguarding lead – Lynne Barrell

Actions to be taken

- Where concerns relate to a child or young person contact Staffordshire Children's Social Care's First Response Team based at the MASH on **0800 1313 126 (between 8.30am and 5pm, 4.30 on Fridays)** or via a brief email first@staffordshire.gov.uk with your contact details (please note this should not include any confidential details about the child or young person) and explain the need for urgent response due to child protection.
- EDS (out of hours) tele 0845 6042886 or email eds.team.manger@staffordshire.gov.uk
- Staffordshire Safeguarding Children's Board 01782 277151 www.staffsscb.org.uk

- To make an Adult Protection referral advise should be sought from the Contact Centre **0845 604 2719**
- Concerns relating to vulnerable adult, referrals are dealt with through the contact on **0300 111 8000**
- **Outside of 8.00am and 5.30pm** any concerns relating to a child should be directed to Staffordshire County Council **Emergency Duty Service on 0845 604 2886.**
- Alternatively you can contact Staffordshire Police Central Referral Unit on **101** or dial **999 in an emergency** where someone is at risk of immediate harm.

All reports of concern must be reported to the Burton Mind Safeguarding Lead, the lead must also ensure the worker reporting the incident is reassured and supported.

Consent

Workers should generally discuss any concerns with the child or adult and where ever possible seek their permission to make a referral to Staffordshire Children's Social Care Services, this must happen where these discussions will not place the child or adult at further risk of harm.

Consent is NOT required for child protection referrals, however you as the referring professional, would need to inform parents or carers that you are making a referral as stated above, unless alerting them would place the child or others at harm.

Consent is not required for an adult protection referrals; however it is good practice to gain consent if possible. If the adult lacks capacity to make a decision to share the information for themselves, a decision can be taken in their best interests about whether this is appropriate.

If the concern is long term rather than immediate, you should discuss this with the designated staff responsible for safeguarding who will decide whether it meets the threshold for making a referral to First Response/ Safeguarding referral team or initiate an Early Help Assessment through social services. A written record of concerns and actions should be made and filed safely.

Responding to allegations against Burton Mind workers

Burton Mind have a whistleblowing policy and complaints procedure. It is essential that any concerns for the welfare of a child arising from abuse or harassment by a Burton Mind worker or volunteer should be reported to Safeguarding Lead – Lynne Barrell, if the accusation is made against Lynne Barrell then this should be reported to Ken Builth Burton and District Mind, Chair of Trustees.

Further info

Staffordshire Police, non-emergency – tele 101

Crimestoppers – 0800 555 111

NSPCC – 0808 800 5000

Action on Elder Abuse - 0808 808 8141

Care Quality Commission 03000 616 161

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