

Activate Community and Education Services	Policy number:	POL-03
	Authorisation level: Final	Issue Number: 5.3
	Implementation Date: 13/12/13	Revision Date: 01/09/20
Safeguarding Children & Adults Policy		

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## Commitment

Activate is committed to ensuring that children and adults stay safe from harm. Activate is dedicated to provide a safe and secure environment for all students, clients who access the site(s) and expects all staff, volunteers and stakeholders to demonstrate a commitment to safeguarding.

Activate believe that young people’s welfare is of a great importance. Activate will establish and maintain an ethos where students and other service users feel secure, are encouraged to communicate, are listened to and are safe. Students or other service users will be able to talk freely to any staff member if they are worried or concerned about something.

This policy provides guidance to ensure all staff, volunteers and service users understand and comply with Activate’s duty to safeguard and promote the welfare of children and adults, especially vulnerable adults. Activate will actively use training, publications and other communications to communicate the importance of safeguarding.

Everyone who comes into contact with children, young people and their families has a role to play in safeguarding. Activate recognise that staff play a particularly important role as they are in a position to identify concerns early and provide help for young people to prevent concerns from escalating. All staff, visitors and students, who come into contact with young people and their families have a role to play in safeguarding. In order to fulfil this responsibility, all professionals will take a person centred approach and should, at all times consider the best interest of the vulnerable person.

All staff, through training and induction, will know how to recognise indicators of concern, how to respond to a disclosure from a young person and how to record and report this information. We will not make promises to any young person and we will not keep secrets. Every student will know what the staff member will have to do with any information they have chosen to disclose.

Throughout our curriculum we will provide activities and opportunities for students to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our students to develop essential life skills.

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At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015 and revised Sept 2016).

It is the responsibility of every member of staff, volunteer and regular visitor to our organisation to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the students and visitors to our organisation. This includes the responsibility to provide a safe environment in which young people can learn and achieve.

All staff, volunteers, trustees, contractors and visitors must follow this policy and seek guidance where required from the Senior Management Team or named safeguarding officers (as outlined in this policy) and report on any safeguarding concerns.

Activate will review the implementation of this policy and Safeguarding procedure annually.

All those who work in partnership with Activate including contractors, suppliers, placement providers and others are expected to support the commitment and procedures within this policy.

### Definitions

Activate recognise that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap.

**Adult protection** looks at recognising abuse and neglect and acting on it as an important aspect of safeguarding.

**Safeguarding** looks at keeping children, young people and vulnerable adults safe from a much wider range of potential harm and delivers preventative action not just reaction.

**Abuse** is a form of maltreatment of a child or young person. Somebody may abuse or neglect a child or young person by inflicting harm or by failing to act to prevent harm. Children or young people may have been abused in a family or in an institutional community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or a child or children (2016).

There are five accepted categories of abuse which are:

- Physical abuse (including over/ under medication and force feeding)
- Emotional or psychological abuse
- Sexual abuse (including rape, incest, CSE and pornographic coercion/ sexting, female mutilation)
- Financial abuse
- Neglect

For more information see Appendix I for signs of abuse and neglect.

This can also include:

- Financial abuse (including exploitation of resources and property)
- Racial
- Religious
- Honour based violence
- Forced marriage
- Institutional
- Discrimination and oppression

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- Abuse by strangers, door-step crime / victimisation
- Peer abuse

People working for and with Activate should be aware that Safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but is not limited to bullying (including cyber bullying), gender based violence / sexual assaults and sexting. Staff should also be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children and young people in danger.

**A vulnerable adult** is defined in law as a person aged eighteen years or over who may lack capacity to make decisions because of impairment or functioning of the mind or brain (Mental Capacity Act 2005). Where the policy states 'children and young people' this can also refer to vulnerable adult.

Circumstances where a person is considered to lack capacity might include:

- Where the person does not know they have a decision to make
- Where the person does not understand the choices available or the consequences of those choices
- Where the person cannot communicate their decision.

**Other adults who have capacity** and can take informed choices to live in a situation that puts them at risk of harm should be supported after consultation with them, their community support and other relevant agencies but they may still choose to stay in the situation and live with the risk

### Legal Framework

This policy has been written in response to government statutory and non-statutory guidance specifically:

- No Secrets (DH 2000)
- Standards as set out in Safeguarding Adults (ADSS 2005)
- Safeguarding Children and Young People (2014)
- Mental Capacity Act 2005 which came into force in 2009 and is designed to safeguard vulnerable adults who do not have the capacity to consent to the arrangements made for their care or treatment.
- Safeguarding Vulnerable Groups Act 2006 which sets standards for a safer service.
- Keeping Children Safe in Education (2016).

### Recognising Abuse

The ability to recognise behaviour that may indicate abuse is important whether the abuse occurs on Activate premises, in the home setting or in any other setting. All Activate staff and volunteers have a responsibility to respond to concerns about a child or adult's welfare and report this to Activate's named protection officers or in their absence a Senior Management Team (SMT) member. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children and young people.

The Chief Executive and the Board of Trustees have overall responsibility for the implementation of this policy and will ensure staff are fully aware of the requirements of this policy and to ensure all incidents are reported to the Safeguarding Leads and recorded correctly. The Board of Trustees have also nominated a designated safeguarding link.

Activate work predominately with young people who have a known educational difficulty or disability (SEN) and therefore our students can face additional safeguarding challenges. Activate

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recognise that additional barriers exist when recognising abuse or neglect to young people with disabilities or difficulties. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to a child's disability without further exploration;
- Children with SEN / disabilities can be disproportionately impacted by things like bullying, without outwardly showing any signs;
- Communication barriers and difficulties in overcoming these barriers.

### Named protection officers

Activate has designated named people for safeguarding within the organisation. They are:

Name	Role	Contact Address	Email	Tel	Fax
Jane Young	CEO	Activate The Bracknell Centre, Bracknell Avenue, L32 9PW	<a href="mailto:jane@activateces.org.uk">jane@activateces.org.uk</a>	0151 5451279	0151 5485321
Sarah Hill	Student Services Lead	Activate The Bracknell Centre, Bracknell Avenue, L32 9PW	<a href="mailto:sarah@activateces.org.uk">sarah@activateces.org.uk</a>	0151 5451279	0151 5485321
Tammy Bowen	Liaison Officer	Activate The Bracknell Centre, Bracknell Avenue, L32 9PW	<a href="mailto:tammy@activateces.org.uk">tammy@activateces.org.uk</a>	0151545 1279	0151 5485321
Vicky Hodgson	Horticulture Tutor	Activate The Bracknell Centre, Bracknell Avenue, L32 9PW	<a href="mailto:vicky@activateces.org.uk">vicky@activateces.org.uk</a>	0151 5451279	0151 5485321

During term time at least one of the named people above will be available (during college hours for staff or students to discuss any safeguarding concerns. Designated Safeguarding officers are responsible for liaising with other agencies and setting up inter agency assessments as appropriate.

The Board safeguarding link is: Ken Siviter

### Roles and Responsibilities of Designated Named People

Protection:

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- Refer cases of alleged or suspected abuse to the relevant investigating authorities
- Liaise with case manager/ designated officer at the local authority for safeguarding concerns
- Act as a source of support, advice and expertise within Activate when deciding whether to make a referral though liaison with appropriate agencies
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- Refer cases where a person is dismissed or left due to risk/ harm to a child/ vulnerable adult to the DBS
- Refer cases where a crime may have been committed to the police
- Liaise with SMT to inform of any issues and on-going investigations and ensure there is always an SMT member who is able to cover this role.

#### Raising Awareness:

- Ensure safeguarding and vulnerable adult protection is an agenda item at all appropriate meetings
- Ensure all are aware of Activate's safeguarding children and adults policy and procedures and they are consulted about safety at Activate
- Ensure there is communication with those who work in partnership with Activate including contractors, suppliers, placement providers and others so they can support Activate's safeguarding policy approach
- During term time the designated safeguarding lead and or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns
- Ensure the policy is reviewed annually.

#### Training:

- To recognise how to identify signs of abuse and when it is appropriate to make a referral
- Ensure all Activate staff and volunteers have access to and have a basic understanding of Activate's Safeguarding Policy and Procedures
- Ensure all Activate staff and volunteers have an induction which includes safeguarding and how to report concerns
- Be able to keep accurate detailed written records of referral or concerns
- Obtain access to resources and attend relevant or refresher training courses as appropriate

All Activate staff are required to complete on-line Safeguarding training supplemented by a refresher every year. Therefore, staff should have an awareness of safeguarding issues, some of which are listed above. In addition, HR is responsible for ensuring the training of all staff in up to date and relevant Safeguarding training. This training includes online safeguarding training and additional CPD.

All Activate staff and those working or hiring the Bracknell Centre will remain focused on the safeguarding of young people and vulnerable adults. In doing so external visitors, contractors and hirers must:

- Give the highest priority to their safety and welfare
- Recognise, identify and report signs of abuse, neglect and other safeguarding concerns relating to young people and vulnerable adults
- Report disclosures of abuse

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- Respond appropriately to allegations of abuse
- Understand and implement safe practice in carrying out their duties
- Sign in and out of the building and wear a visible lanyard
- Only access parts of the site required and where necessary with an Activate staff member.

### **Referral and associated guidance**

If an incident constitutes an emergency then dial 999 for the police or ambulance services.

In the case of suspected abuse or where Activate has a concern about a child or vulnerable adult's welfare or a child or vulnerable adult may, or is likely to be at risk of suffering significant harm, then Activate has a responsibility to make a referral to the Local Authority.

### **Referral procedure**

If abuse is suspected i.e. there is a concern or there is a disclosure about the welfare or safety of a child or vulnerable adult:

- staff or volunteer discusses the allegation or concern with named protection officer or in their absence an SMT member and a referral is made

The named protection officer or SMT member should make the referral to child or adult Safeguarding services. Concerns about a child or vulnerable adult's safety once highlighted will be responded to and assessed in accordance with the Local Authority Safeguarding Children or Adults Board safeguarding procedures. Activate should then await advice from investigators, support service users and staff and consider if suspension of staff is required.

See SAFEGUARD-01 procedure.

### **Recording information**

Details of the alleged abuse should be recorded using the referral form or as much information as is possible to supply

All information recorded should include:

- Factual information, for example times, dates and names of people
- Whether information was gathered face to face, by telephone in person or via a third party
- Retain rough notes, letters, emails or other documents which might be supporting evidence.

All referrals must be recorded in writing within 48 hours and sent to the local safeguarding team for the area in which the child or vulnerable adult resides.

Named protection officers should record all actions and outcomes and will do so until the case is closed by the local authority.

### **Good practice**

**Do:**

- Stay calm and take the person seriously
- Reassure the person and tell them you're glad they have told you
- Reassure the person that what has happened is not their fault
- Be honest about your position; who you have to tell and why
- Report the information to Activate's named protection officer
- Keep the person fully informed about what you are doing and why

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- Give the person information about confidential sources of help (if appropriate)

**Don't:**

- Make promises that you can't keep
- Interrogate with lots of questions
- Cast doubt on what a person tells you. Remember it has taken a lot of courage for them to tell you
- Say anything which might make the person feel responsible for the abuse, for example why they haven't told anyone before
- Communicate anger without saying it's the abuser you feel angry towards (the person may think you are angry with them)
- Contact the alleged abuser or gossip about the incident with others
- Gossip about the incident

**Allegations and/ or concerns about a staff member or volunteer**

A staff member or volunteer must be referred to the Independent Safeguarding Authority in the following circumstances:

- The adult working with a child or vulnerable adult has harmed a child or vulnerable adult
- The adult working with children or vulnerable adults may harm a child or vulnerable adult in a way that indicates they are unsuitable to work with children and vulnerable adults.

Where there is an allegation against a member of the SMT reports should go directly to the designated officers at the local authority (see Appendix ii).

Where a staff member feels unable to raise an issue with Activate or feels that their genuine concerns are not being addressed, please refer to Activate's Whistleblowing Policy.

Activate's named protection officer or SMT member should also contact the local authority in which the child or vulnerable adult resides and speak to the Local Authority Designated Officer (LADO)

The role of the LADO is to:

- Manage and oversee individual cases
- Provide advice and guidance
- Liaise with police and other agencies
- Monitor progress of cases.

**Policies and Procedures**

SMT and Trustees should ensure that there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote young people's welfare.

Other policies / procedures linked to Safeguarding policy are:

Safer Recruitment and Selection Policy (POL-05)

Training Policy (POL-09)

Administration of Medication Policy (POL-10)

Equality and Diversity Policy (POL-12)

Whistleblowing Policy (POL-14)

Internet and Intranet Policy (POL-28)

Safeguarding Procedure (SAFEGUARD-01)

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## Appendix i

### Signs of abuse and neglect

#### Sexual Abuse

**Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities including non-contact activities.**

##### Key features

There are few physical signs, more likely to be emotional and behavioural factors.

- ◆ Aggression
- ◆ Withdrawn
- ◆ Self harming, including eating disorders
- ◆ Drawings of sexually explicit behaviours
- ◆ Promiscuity/ precociousness
- ◆ Inappropriate sexualised conduct
- ◆ Sexually explicit behaviour
- ◆ Reluctance to remove clothing for swimming or PE

Sexual abuse can be very difficult to recognise and reporting sexual abuse can be an extremely traumatic experience for a child. Whilst the media often focuses on 'stranger danger', studies indicate that between 80 and 90% of cases involve a known adult.

The internet has increased the risk of non-contact sexual abuse and children must be alert to these dangers when online.



#### High Risk Factors

- ◆ Families with complex needs
- ◆ Parental substance use
- ◆ Poor parental mental health
- ◆ Parents with learning difficulties
- ◆ Children with disabilities
- ◆ Families with past history of childhood abuse
- ◆ Domestic Violence

#### Physical Abuse

**Physical abuse involves any action that causes physical harm to a child including fabricating the symptoms of or deliberately inducing illnesses.**

##### Key features

- ◆ Bruising of various ages
- ◆ Bite marks
- ◆ Burns and scalds
- ◆ Fractures in non-mobile children
- ◆ Injuries in unusual areas or with well-defined edges
- ◆ Old injuries or scars
- ◆ Refusal to discuss injuries
- ◆ Inconsistent explanations
- ◆ Talk of punishment which seems excessive
- ◆ Arms and legs kept covered
- ◆ Reluctant to remove clothing for swimming or PE
- ◆ The parents are uninterested or undisturbed by an accident or injury

#### Neglect

**Neglect is the failure to meet a child's physical and or psychological needs.**

##### Key features

- ◆ Inadequate clothing for the child's size, weather or time of year
- ◆ Underweight for age
- ◆ Frequent school absences
- ◆ Poor health
- ◆ Emotionally needy
- ◆ Persistently dirty with a body odour

#### Further Information

The statutory guidance for schools is set out in the following documents:

Working Together to Safeguard Children (2015)

Keeping Children Safe in Education (2015)

What to do if you're worried a child is being abused (2015) (non-statutory)

#### Emotional Abuse

**Emotional abuse is the persistent emotional maltreatment of a child.**

##### Key features

- ◆ Development delay.
- ◆ Abnormal attachment to parent/ carer.
- ◆ Low self-esteem.
- ◆ Lack of confidence.
- ◆ Inappropriate emotional response.



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## Appendix ii

### Safeguarding Contact Numbers

#### Knowsley

Knowsley Access Team Address: Ground Floor, Municipal Buildings, Cherryfield Drive, Kirkby, L32 1TX

Phone: 0151 443 2600 - 9am to 5pm Monday-Friday

Email: [knowsley.accessteam@knowsley.gov.uk](mailto:knowsley.accessteam@knowsley.gov.uk)

#### Wirral

Centre Advice and Duty Team

CADT is available Monday to Friday from 9am to 5pm (Central Advice & Duty Team)

Phone: 0151 606 2006

Minicom: 0151 606 2573

Email: [cadt@wirral.gov.uk](mailto:cadt@wirral.gov.uk)

Fax: 0151 606 2600

#### Liverpool

Careline

Adult services: Call 0151 233 3800 (e-fax: 0151 225 2275)

Minicom: 0151 225 2500

Non urgent enquiry: submit a non-urgent enquiry online at <http://liverpool.gov.uk/health-and-social-care/careline/>

#### St Helens

Monday - Friday 9:00am 5:00 pm - 01744 676600

Out of hours - 0345 050 0148 or 0845 050 0148 -The service operates outside normal working hours at the following times: Monday to Thursday 5.00pm to 9.00am, Friday 4.30pm to 9.00am, Saturday, Sunday and Bank Holidays 9.00am to 9.00am (24 hours)

#### Halton

Emergency Duty Team

Telephone: 0845 0500 148

Email: [EDT@halton.gov.uk](mailto:EDT@halton.gov.uk)

#### Sefton

Adults Safeguarding

Telephone: 0151 934 3737 / 0151 934 3748

Address: 8th Floor, Merton House, Stanley Road, Bootle, Merseyside. L20 3UU

Website: [www.sefton.gov.uk/safeguardingadults](http://www.sefton.gov.uk/safeguardingadults)

#### Lancashire

Telephone: 0300 123 6721

Referral form on website: <http://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults.aspx>

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**Wigan**

Telephone: 01942 828777

Out of Hours Telephone: 0161 834 2436

Referral form on website: <https://apps.wigan.gov.uk/adultsafeguardingreferrals/>

**Cheshire West & Chester**

Telephone: 0300 123 7034

Out of Hours Telephone: 01244 977277

Email: [accesswest@cheshirewestandchester.gov.uk](mailto:accesswest@cheshirewestandchester.gov.uk)

**\*\* PLEASE REMEMBER THAT IN AN EMERGENCY DIAL 999 \*\***