

Safeguarding Children, Young People and Adults at Risk Policy

Version	1.0	Written/Updated By	KC / VC
Date of Approval	25 th August 2023	Approved By	Board of Trustees
Date of Last Review	July 2023	Review Period	Annual
Date of Next Review	July 2024		

Policy Scope

Safeguarding is everyone’s responsibility and therefore this policy applies to SASH’s employees, Trustees, volunteers, Hosts and contractors.

Given this responsibility, they will be collectively known in this as policy as ‘working for SASH.’

Related Policies and Procedures

- Safeguarding Code of Conduct
- DBS and Recruitment of Ex-Offenders Policy
- Recruitment Policy
- Probationary Policy
- Harassment and Bullying Policy
- Equal Opportunities Policy
- Whistle Blowing Policy
- Staff Handbook
- Host Handbook
- Young People’s Handbook

1.0 Part One - Policy Statement

1.1 All children, young people and adults at risk have the right to be kept safe and protected from abuse and it is the duty of SASH to ensure that effective policies are in place and enforced to achieve this.

1.2 In all matters, safeguarding the safety and best interest of the children, young person or adults at risk must be paramount.

1.3 All employees, Trustees, volunteers and Hosts (here forth referred to as personnel) are to be vetted and adequately trained before being in contact with young people using SASH's services.

1.4 If a child, young person or adult at risk who is using SASH's services discloses abuse which is recent, ongoing or may pose a threat to others, the employee, volunteer or Host must report this disclosure to the Designated Safeguarding Lead (DSL), or in their absence, the Deputy DSL who is responsible for coordinating all action in relation to the disclosure.

1.5 If an individual's concerns relate to the Designated Safeguarding Lead, then this should be reported to the Chair of Trustees, or in their absence, the Trustee Safeguarding Lead.

1.6 The DSL's responsibility includes ensuring that when appropriate, statutory agencies are notified, including (but not limited to) the Local Authority Designated Officer (LADO) and/or the Police.

1.7 The Designated Safeguarding Lead for Safeguarding Children, Young People and Adult at Risk is: **Kirsty Clark / Alex Parker**, the secondary leads are **Nick Tilney** and **Laura Allen**.

1.7 The Board of Trustees are clear about their shared responsibilities for safeguarding children, young people and adults at risk. There is a Trustee Safeguarding Lead who leads the review of SASH's safeguarding policies and procedures and provides support to the executive on safeguarding matters as necessary.

1.8 The Trustee Safeguarding Lead is **Valerie Cotter**.

1.9 SASH's Hosts are supported with comprehensive Handbooks containing all relevant policies, procedures and codes and conduct.

1.10 This policy has been reviewed with the support and advice of SafeCIC.

2.0 Part Two - Purpose, Scope and Responsibility

2.1 The purpose of this policy is to:

- Protect children and adults who receive SASH services, as well as other children, young people and adults who SASH may be involved with.
- Provide all working for SASH with the overarching principles that guide our approach to safeguarding and protection of children and adults.
- Identify a Designated Safeguarding Lead for safeguarding adults at risk and children.
- Respond to people who have experienced or are experiencing abuse either physical or mental.
- Provide a framework to manage allegations of abuse.
- Provide a process for the recording and management of confidential information in relation to safeguarding issues in line with UK GDPR and statutory guidance.
- Inform beneficiaries of what to expect should a safeguarding concern be raised about them.

2.2 Scope

2.3 This document applies to all working for SASH in whatever capacity. The policy will ensure that:

- Individuals and groups understand their role and responsibility in reporting all suspected or known acts of abuse, either physical or mental, that they are become aware of or which have been disclosed to them.
- Individuals know who to report this to and how.
- All those working for SASH will undertake compulsory training, at the correct level for their role, in relation to Safeguarding Children, Young People and Adults at Risk.

2.4 Responsibility

SASH will:

- Ensure that all working for SASH are subject to appropriate checks through the Disclosure and Barring Service (DBS).
- Ensure that all working for SASH receive training and annual validation in relation to this policy and procedures.
- Work with other agencies within the framework of the Local Safeguarding Adults Board Policy and Procedures (Care Act, 2014) and within the framework for safeguarding children (Children and Social Care Act, 2017), and the Working Together to Safeguard Children Guidance (2018).
- Act appropriately and will engage relevant organisations, services or agencies in order to protect vulnerable adults and children.
- Review this policy annually to ensure that it is aligned to any changes or additional requirements for safeguarding adults and children.
- Ensure that the Designated Safeguarding Lead understands their responsibility to refer incidents of adult and child safeguarding concerns to the relevant statutory agencies.

3.0 Part Three - Procedural Guidance

3.1 Responsibilities of Designated Lead Officer (DSL) for Safeguarding Children, Young People and Adults at Risk

3.2 It is the responsibility of the DSL to:

- Ensure that all reports of abuse or suspected abuse are acted upon, reported and recorded appropriately in line with the organisation's procedures.
- Involve other agencies, organisations and services appropriately.
- Act as the link with any relevant agencies, organisations or services in the event of a reported incident to its conclusion.
- Evaluate the need for support for all involved in disclosures where cases of poor practice or abuse arise.
- Act as the point of contact for information or enquiries from agencies, organisations or services.

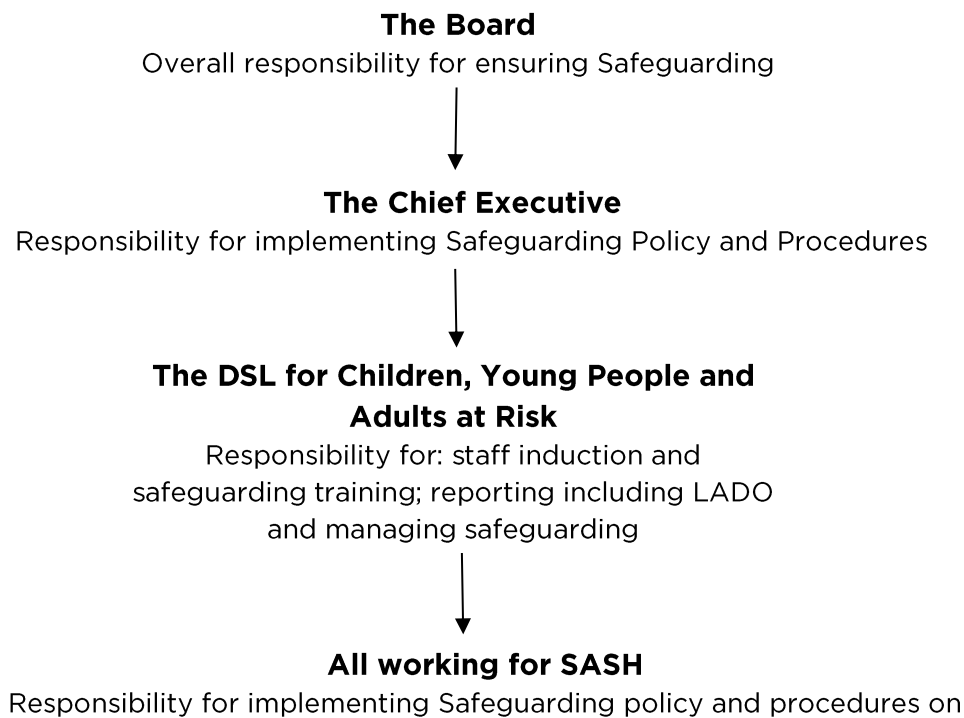
- Ensure that this policy is reviewed annually or is updated when guidance is amended.
- Ensure that all new recruits have received the compulsory training for safeguarding adults and children.
- Ensure that all existing personnel are validated annually on safeguarding adults and children and this policy. This validation will come in the form of organisation wide safeguarding update which will reflect any changes at a national, regional and local level including any internal changes to safeguarding practice.
- Ensure that all records of training are stored correctly and can be audited if required.
- Act as a source of advice on all safeguarding matters.
- Support staff in completing incident reporting forms with all appropriate information
- Ensure that any reports of abuse are followed up with relevant agencies, organisations or services within the specified time frame from reporting.
- Co-ordinate, prepare for and chair the quarterly Safeguarding Panel Meetings and ensure that any agreed actions are completed promptly.

3.3 Responsibilities of all 'working for SASH'

3.4 It is the responsibility of all working for SASH to:

- Complete all compulsory safeguarding training and validation as instructed.
- Be conversant with the content of this policy.
- Report any abuse or suspected abuse to the relevant agency, organisation or service immediately using the report form.
- Implementing the Safeguarding Policy and procedures on a daily basis.
- Inform and seek guidance from the Designated Safeguarding Lead (DSL).

3.5 Responsibility Chart



4.0 Definitions and Terminology

4.1 The term **safeguarding** is about embedding practices throughout the organisation to make sure that children, young people and adults at risk are protected wherever possible. In contract, young people and adult protection is about responding to circumstances of abuse and/or neglect that rise.

4.2 **Abuse** is the violation of an individual's human and civil rights by any other person or persons. It may consist of a single act or repeated acts and can encompass different types of abuse including but not limited to:

- Physical
- Sexual
- Financial or material
- Psychological/emotional

- Neglect and/or acts of omission
- Organisational abuse
- Sexual exploitation
- Modern slavery
- Radicalisation
- Self-neglect
- Discriminatory abuse
- Domestic abuse including coercive control and honour based violence
- The distribution of a private sexual image of someone without their consent and with the intention of causing them distress.
- Harm from wider networks known as contextual safeguarding.
- Fabricated / induced illness
- Criminal exploitation
- Child Trafficking
- Online abuse
- Grooming

See Appendix One for signs and indicators of each type of abuse or risk.

4.3 A **child** is anyone under the age of 18 (as defined in the United Nations Convention on the Rights of a Child).

4.4 An **adult at risk** is person aged 18 years or over who has care and support needs (Care Act 2014). Safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs).

- Is experiencing, or at risk of, experiencing abuse or neglect and
- As a result of those care and support needs is unable to protect themselves from the risk of, or the experience of abuse or neglect.

4.5 **Child protection** refers to activity which is carried out to protect specific young people (under the age of 18) who are suffering, or are at risk of suffering, significant harm.

4.6 **Making safeguarding personal** means it should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

5.0 Protections from Abuse Approach

5.1 Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Therefore, it is essential that all young people accessing SASH services are enabled to live in safety and that all who 'work' for SASH can do so in safety.

5.2 All personnel working directly with young people will be screened through the Disclosure and Barring Service (DBS) at the correct level for their role. All other personnel will be risked assessed to ascertain the level of DBS check required.

5.3 Hosts and other regular residents of the household will be screened through the Disclosure and Barring Service at an enhanced level during the recruitment process.

5.4 For those who are eligible to register, an annual check through the DBS update service will be made in order to ensure that no further information has been added to the individual's record with the DBS. For those who are not, checks will be repeated every three years as a minimum.

5.5 All young people accessing either Nightstop or Supported Lodgings must consent to a Police National Computer (PNC) check which is facilitated by North

Yorkshire Police. This is essential for assessing the suitability of each young person to stay in the home of a Host family.

5.6 SASH Hosts are responsible for ensuring that any guests in their home do not present a threat to the young person placed with them by SASH. Occasional guests of SASH Hosts who do not have unsupervised access to young people will not be required to have a DBS check.

5.7 Any guests of SASH Hosts who regularly stay overnight and / or have unsupervised access to the young person will be required to have an enhanced DBS check.

5.8 Where SASH Hosts have different hosting options (for example, providing placements to foreign language students), they are asked to keep these placements separate and not provide a SASH placement at the same time. For hosts who also foster, a SASH placement at the same time could be considered on a case-by-case basis due to the regulation of foster care.

5.9 SASH's approach is to empower young people and provide them with the information they need to make decisions into how to be safe from abuse and reduce risks.

5.10 SASH recognises that adults may make decisions that might be perceived as risky or unwise.

5.11 Young people over 16 must be assumed to have capacity to make their own decisions and be given all practicable help before anyone treats them as not being able to make their own decisions.

5.12 Where a young person is found to lack capacity to make a decision, then any action taken, or any decision made for, or on their behalf, must be made in their best interests. This process requires those working for SASH to understand and always work in line with the Mental Capacity Act (2005) and to seek support and guidance where there are concerns regarding a young person's capacity.

6.0 Responding to and Recording Allegations of Abuse/Suspicious or Disclosures of Abuse

6.1 If you suspect abuse, the first priority is to ensure the safety and protection of the child, young person or adult at risk. It is the responsibility of all employees, volunteers and Hosts to act on any suspicion or evidence of abuse and to pass on their concerns to the Designated Safeguarding Lead for Children, Young People and Adults at Risk as soon as possible.

6.2 Where abuse is suspected, the individual must not wait for proof or investigate the matter themselves. These concerns could arise from within or outside SASH. Regardless, the concerns must be reported immediately.

6.3 Young people and Hosts within SASH have access to an out of hours contact number 01904 659 610 where concerns can be reported outside of office hours. All young people and Hosts will be given the out of hours number and should be made aware of the eventualities which may merit calling this number.

6.4 If a young person discloses an incident of abuse as a result of being in the home of a Host, the young person should be removed from that location as soon as possible and provided with a new placement with a suitable host or other suitable alternative accommodation.

6.5 The UK Public Interest Disclosure Act 1998 provides protection for people raising concerns (commonly referred to as whistle-blowers) from dismissal and victimisation. If anyone is unsure whether or how to raise a concern they can get free confidential independent advice from PROTECT on 020 3117 2520 or via their online contact form at [Contact our Advice Line - Protect - Speak up stop harm \(protect-advice.org.uk\)](https://www.protect-advice.org.uk). Full details can be found at www.protect-advice.org.uk. Please see Whistle Blowing Policy for more information.

6.6 SASH will support concerned employees, Hosts and volunteers and protect them from any reprisals from raising concerns as part of the commitment to good practice across the organisation.

6.7 In situations where an employee is the suspected source of harm, the person holding the information should contact the DSL and the Chief Executive (CE) in the first instance. If the CE is the suspected source of harm, the Chair of SASH Trustees, currently Tarnia Hudson should be contacted. In her absence the Trustee

Safeguarding Lead, currently Valerie Cotter should be contacted. The DSL can facilitate this contact where necessary.

6.8 SASH Disciplinary procedures will be followed where an employee is the suspected source of harm, with the CE coordinating the response/investigation. Where applicable, the LADO, Adult Social Care and/or Police will be notified of the concerns.

7.0 Actions when abuse is reported or suspected

7.1 Where abuse has been reported or is suspected, the employee, Host or volunteer who received the disclosures **MUST** report the details to the DSL for Children, Young People and Adults at Risk as soon as reasonably practical and in any event within 24 hours. Where appropriate the SASH out of hours line should be contacted in order to ensure an immediate response is given where necessary.

7.2 Any allegations/suspicious or disclosures of abuse must be recorded on the Safeguarding Alert Form (appendix two)

7.3 If a young person has made a complaint which is potential abuse, then the Safeguarding Alert Form should be completed with the young person. =

7.4 All employees are responsible for recording, reporting and taking action on any safeguarding concerns raised. The DSL will instruct on any further actions or necessary steps that may be required to protect the child, young person or adult at risk from harm.

7.5 If it is decided that no action will be taken beyond continued monitoring, the reasons for not initiating a formal investigation must also be recorded and reported at the bi-weekly Senior Management Team meeting. This decision will be communicated to the person who initially reported their concerns.

7.4 If the complainant does not think that appropriate action has been taken, then they can flag this to the Chief Executive who will review the decision and who will make the Chair of Trustees and the Trustee Safeguarding Lead aware of this flag.

8.0 Investigating Allegations of Abuse by Employee, Host or Volunteer

8.1 Any allegations of abuse by an employee, Host or volunteer will be taken seriously and actioned immediately.

8.2 Any allegations of abuse by an employee, Host or volunteer must be immediately referred to the DSL and Chief Executive (CE) who will coordinate the response.

8.3 Dependent upon the nature of the allegation and who has made the allegation (child, young person or adult at risk), one or more of these agencies may be contacted as appropriate: the Police, Local Authority Designated Officer (LADO) or Adult's Social Care.

8.4 The CE or DSL should, following the advice of the LADO, Adult Social Care or ACAS as appropriate, agree a framework for the investigation in order to ensure that a comprehensive and robust investigation takes place.

8.5 Any investigation into allegations of abuse will aim to:

- Establish the facts
- Assess the need for protection, support and redress
- Support any decision making about the appropriate next steps
- Reach a conclusion that includes recommendations and actions to reduce any future risk.

8.6 The CE will make the Chair of Trustees aware of the allegations and the process that is being followed.

8.7 The Disciplinary Policy will be followed for employees who have an allegation of abuse made against them. This may include the temporary suspension of the employee whilst the investigation takes place.

8.8 The Host Disciplinary Procedure will be followed for any Hosts who have an allegation made against them. This may include asking the Hosts to take a temporary break from hosting whilst the investigation takes place.

8.9 Where there are allegations of criminal behaviour, the alleged victim will be encouraged to report it to the police immediately. If the alleged victim refuses to do so, the CE/DSL may, taking into account factors such as perceived risk to others, have a duty to report the allegation to the Police against the alleged victim's wishes.

9.0 Action to be taken if you suspect an abuse of trust has occurred

9.1 Discuss any suspicions with the DSL or a Deputy DSL in their absence.

9.2 Record the facts and your suspicions using the Safeguarding Incident Report form (appendix two) and pass this over to the DSL or Deputy DSL.

9.3 Once the suspicions have been passed to the DSL or Deputy DSL, the person who has raised the concerns will have no further involvement in any investigative process or next steps.

9.4 Whatever the nature of the complaint/suspicion, it must be confidential and not disclosed with any other individual or party other than those identified in the above procedure.

10.0 Action to be taken if employees, Hosts or volunteers are the subject of abuse by a young person.

10.1 Any abuse, regardless of who is the alleged source of harm and who is the subject of the abuse, will be taken seriously. Allegations will be investigated, and any necessary action taken. This may include reporting any criminal behaviour to the police and/or issuing a young person an immediate notice to quit.

10.2 Hosts can report allegations of abuse to a Placement Coordinator or Manager during office hours or by using the SASH out of hours number.

10.3 In such circumstances, the member of staff who has spoken to the Host should inform the DSL or Deputy DSL in line with the procedure set out in section 7 of this policy.

11.0 Other Safeguarding Protocols

11.1. Missing Persons Protocol

11.2 Employees, Hosts and volunteers must always adopt a precautionary approach to a situation when a young person appears to be missing.

11.3 In the case of a 16-17 year olds or an 'Adult at Risk'

11.4 Hosts **MUST** notify an appropriate member of the SASH Team as soon as they become concerned that a young person may be missing. During office hours, this will be a Placement Coordinator or Project Manager. Outside of office hours, Hosts must call the SASH out of hours number.

11.5 Employees **MUST** follow up any opportunities to establish contact with the young person concerned, for example by calling/texting their mobile phone/ phone numbers for family and friends, or through social media.

11.6 If no contact has been established within an agreed timescale, and by 11pm at the latest, contact should be made with the relevant Local Authority Emergency Duty Team (EDT).

11.7 Following initial contact, the SASH employee should agree actions with the EDT and cooperate as necessary including liaising with Police to report the young person as missing.

11.8 In the case of those are 18 and over

11.9 In the case of those aged 18 and over who are also considered to be an 'Adult at Risk' (see 4.4), employees, Hosts and volunteers must follow the same procedure as set out for 16-17 year olds.

11.10 For all other cases, Hosts should notify an appropriate member of the SASH Team as soon as is reasonably practical once they become aware that a young person may be missing.

11.11 SASH employees should follow up any opportunities to establish contact with the young person concerned, for example by calling/texting their mobile phone/ phone numbers for family and friends, or through social media. If contact is not established through these means and there are any reasons for concern, a Missing Person report should be made to the Police by calling 101 or 999 if it is considered to be an emergency.

11.12 Where any decision has been made to report, or not report, a young person as missing, SASH employees should document, in the form of a case note on the young person's electronic record, how this decision was reached.

12.0 Safeguarding Training and Professional Development

12.1 All personnel are required to complete as a **minimum**, safeguarding training to a level one standard (or equivalent).

12.2 Practitioners responsible for working directly with service users will be required to undertake safeguarding training up to level 2 standard (or equivalent).

12.3 Designated Safeguarding Leads will need to be trained to level 3 standard (or equivalent).

12.4 Refresher training will be completed on an at least three yearly basis as per the recommendations.

12.5 SASH and its employees are jointly responsible for ensuring their training records are kept up to date. A training matrix document is managed by SASH to ensure that all compulsory training courses are completed and refreshed in the required timescales.

13.0 Safer Recruitment Processes

13.1 SASH is committed to employing 'Safer Recruitment' practices with all new paid and volunteer appointments.

13.2 All personnel will be carefully selected and vetted to mitigate the risks posed to children, young people and adults at risk that SASH may come into contact with. All paid and volunteer roles are risk assessed in relation to the level of DBS check that they require prior to advertisement.

13.3 All job and volunteer roles will require a completed application form as a minimum. Any gaps in employment will be probed at interview stage and reasons recorded. Prior to appointment any 'gaps in employment' will need to be signed off by the Chief Executive Officer or in their absence, the Chair of the Board or Trustee Safeguarding Lead.

13.4 Prior to employment, all paid employees will be asked to produce original documents proving their 'Right to Work in the UK.' These checks will be repeated as necessary.

13.5 For all personnel roles, two references will be sought including the most recent employment if applicable.

13.6 Potential Hosts will require at least two personal references. Those hosting as a couple will require three references. In addition, each potential Host will be asked to participate in an employment reference to check for any safeguarding issues during employment.

13.7 All job roles will require an interview to take place. The interview will contain at least one safeguarding question as a minimum.

13.8 A medical questionnaire will be completed by the new starter prior to commencement and a follow up occupational health referral made if necessary.

13.9 The interview, selection and pre-employment checks must be completed **BEFORE** employees and volunteers take up their duties.

13.10 At least two managers/team leaders will be present on the interview selection panel, at least one of whom will be 'Safer Recruitment' trained.

13.11 If a DBS disclosure reveals a criminal record that would not automatically ban the person from working with children/young people, the organisation will consider whether the offences are relevant to the role which has been applied for. In making a decision about an applicant's suitability for employment, the organisation will take into consideration the circumstances and type of offence, when it was committed and whether there is pattern etc in order to make a fair assessment in line with the organisation's DBS and Recruitment of Ex-Offenders Policy.

13.12 All paid employees will undergo a formal induction programme which includes the reading and signed agreement of this policy and the Safeguarding Code of Conduct, and the completion of Safeguarding training to the appropriate level. The induction programme must be completed within one month of the start date.

13.13 All paid employees will serve a six-month probationary period details of which can be found in the organisation's Probationary Policy.

14.0 Communication of this Policy

14.1 The Safeguarding policy and procedures must be effectively communicated to all those who may be affected by its contents. These are principally:

- All SASH personnel
- The young people SASH support
- Partner agencies

14.2 All SASH personnel will receive an annual update on the safeguarding policy.

14.3 Young people accessing Supported Lodgings will be given clear information in the 'Young People's Welcome Pack' on safeguarding and how to express any concerns and make a complaint.

14.4 Young people accessing Nightstop will be given clear information ahead of their stay via the 'What is Nightstop' leaflet. This information includes emergency contact details and how to express any concerns and make a complaint.

Policy Sign Off	<i>Kicia</i>
Position	Interim CEO
Date of Issue	31 st August 2023

Appendix 1

Protection from Abuse Guidelines

All working for SASH have a duty to conduct themselves in such a way as to prevent abuse to young people using SASH services.

The main forms of abuse are identified below.

Physical Abuse

The physical mistreatment of one person by another which may or may not result in physical injury, this may include slapping, burning, punching, unreasonable confinement, and pinching, force-feeding, misuse of medication, shaking, inappropriate moving and handling.

Signs and Indicators

Over or under use of medication, burns in unusual places; hands, soles of feet, sudden incontinence, bruising at various healing stages, bite marks, disclosure, bruising in the shape of objects, unexplained injuries or those that go untreated, reluctance to uncover parts of the body.

Sexual Abuse

Any form of sexual activity that the adult does not want and or have not considered, a sexual relationship instigated by those in a position of trust, including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Signs and Indicators

Signs of being abused may include recoiling from physical contact, genital discharge, fear of males or female, inappropriate sexual behaviour in presence of others, bruising to thighs, disclosure, and pregnancy. Abusers may take longer with personal care tasks, use offensive language, work alone with clients, or show favouritism to clients.

Sexual Exploitation of Children and Adults

Sexual exploitation of Children and Adults is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive children under the age of 18 or vulnerable adults 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. Sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Signs & Indicators

Like all forms of sexual abuse, sexual exploitation:

- Can affect any children and adults including those over 16 year olds who can legally consent to have sex;
- Can still be abuse even if the sexual activity appears consensual;
- Can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;
- Can take place in person or via technology, or a combination of both;
- Can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;

- May occur without the child's or adult's immediate knowledge (through others copying videos or images they have created and posting on social media).

For example:

Can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and

Is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

Financial or Material Abuse

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult or child'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.

Signs and indicators

This may include not allowing a person to access to their money, not spending allocated allowance on the individual, denying access to their money, theft from the individual, theft of property, misuse of benefits. There may be an over protection of money, money not available, forged signatures, disclosure, inability to pay bills, lack of money after payments of benefits or other, unexplained withdrawals. An abuser may be evasive when discussing finances, goods purchased may be in the possession of the abuser, there may be an over keenness in participating in activities involving individual's money.

Psychological and/or Emotional Abuse

This abuse may involve the use of intimidation, indifference, hostility, rejection, threats of harm or abandonment, humiliation, verbal abuse such as shouting, swearing or the use of discriminatory and or oppressive language. A deprivation of contact, blaming, controlling, coercion, harassment, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. There may be a restriction of freedom, access to personal hygiene restricted, name calling, threat to withdraw care or support, threat of institutional care, use of bribes or threats or choice being neglected.

Signs and indicators

Stress and or anxiety in response to certain people, disclosure, compulsive behaviour, reduction in skills and concentration, lack of trust, lack of self-esteem, someone may be frightened of other individuals, there may be changes in sleep patterns. This might include “County Lines” where Young People are exploited children to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Neglect and Acts of Omission

Behaviour by carers that results in the persistent or severe failure to meet the physical and or psychological needs of an individual in their care. This may include 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, wilful failure to intervene or failing to consider the implications of non-intervention in behaviours which are dangerous to them or others, failure to use agreed risk management procedures, inadequate care in residential setting, withholding affection or communication, denying access to services.

Signs and Indicators

There may be disclosure. Someone being abused may have low self-esteem, deterioration, depression, isolation, continence problems, sleep disturbances, pressure ulcers. There may be seemingly uncertain attitude and cold detachment from a carer, denying individuals request, lack of consideration to the individuals request, denying others access to the individual health care professionals.

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.

Discriminatory Abuse

This includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation, and religion or health status and may be the motivating factor in other forms of abuse. It can be personal, a hate crime or institutional.

Signs and Indicators

There may be a withdrawal or rejection of culturally inappropriate services e.g. food, mixed gender groups or activities. Individual may simply agree with the abuser for an easier life, there may be disclosure, or someone may display low self-esteem. An abuser may react by saying " I treat everyone the same", have inappropriate nick names, be uncooperative, use derogatory language, or deny someone social and cultural contact.

Institutional or Organisational Abuse

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 and practices within an organisation.

Signs and Indicators

This may include a system that condones poor practice, deprived environment, lack of procedures for staff, one commode used for a number of people, no or little evidence of training, lack of staff support/supervision, lack of privacy or personal care, repeated unaddressed incidents of poor practice, lack of homely environment, manager implicated in poor practice. There may be a lack of personal clothing, no support plan, lack of stimulation, repeated falls, repeated infections, unexplained bruises/burns, pressure ulcers, unauthorised deprivation of liberty. Abusers may have a lack of understanding of a person's disability, misuse medication, use illegal controls and restraints, display undue/inappropriate physical intervention, and inappropriately use power/control.

Domestic Abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents 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
- Sexual
- Financial
- Emotional

A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. The offence will impose a maximum 5 years imprisonment, a fine or both.

Signs and indicators

May include many of those indicators listed under previous categories in this document, including unexplained bruising, withdrawal from activities, work or volunteering, not being in control of finances, or decision making.

Modern Slavery

Encompasses slavery, human trafficking, and 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.

Signs and Indicators

There may be signs of physical or psychological abuse, victims may look malnourished or unkempt, or appear withdrawn. Victims may rarely be allowed to travel on their own, seem under the control, influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work. They may be living in dirty, cramped or overcrowded accommodation, and / or living and working at the same address. Victims may have no identification documents, have few personal possessions and always wear the same clothes day in day out. What clothes they do wear may not be suitable for their work. People may have little opportunity to move freely and may have had their travel documents retained, e.g. passports. They may be dropped off / collected for work on a regular basis either very early or late at night. Victims may avoid eye contact, appear frightened or hesitant to talk to strangers and fear law enforcers for many reasons, such as not knowing who to trust or where to get help, fear of deportation, fear of violence to them or their family.

Radicalisation to Terrorism

The Government through its PREVENT programme has highlighted how some adults and children may be vulnerable to radicalisation and involvement in terrorism. This can include the exploitation of vulnerable people and involve them in extremist activity. Radicalisation can be described as a process, by which a person to an

increasing extent accepts the use of undemocratic or violent means, including terrorism, in an attempt to reach a specific political/ideological objective. Vulnerable individuals being targeted for radicalisation/recruitment into violent extremism is viewed as a safeguarding issue.

Signs and Indicators

May include being in contact with extremist recruiters. Articulating support for violent extremist causes or leaders. Accessing violent extremist websites, especially those with a social networking element. Possessing violent extremist literature. Using extremist narratives to explain personal disadvantage. Justifying the use of violence to solve societal issues. Joining extremist organisations. Significant changes to appearance and/or behaviour.

Contextual Safeguarding

Contextual safeguarding, developed by Dr Carlene Firmin is “an approach understanding, and responding to, young people’s experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people’s experiences of extra-familial abuse can undermine parent-child relationships.

Therefore, children’s social care practitioners, child protection systems and wider safeguarding partnerships need to engage with individuals and sectors who do have influence over/within extra-familial contexts, and recognise that assessment of, and intervention with, these spaces are a critical part of safeguarding practices. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse beyond their front doors.”

Taken from <https://contextualsafeguarding.org.uk/>



Appendix Two

Safeguarding Incident Reporting Form

NB This form should only be filled in with information **already** known by the concerned person and the Lead or Deputy Designated Senior Lead who has managed the referral. Be careful not to ask leading questions and remember to distinguish between what is fact and what is opinion in your recording.

Details of individual completing this form	
Name:	Your position:
Signature:	Date:
Young Person/Adult at Risk details	
Name (including any names known as):	
Date of birth:	
Address/phone number:	
Other relevant details about the person: (for example - family circumstances, physical and mental health, any communication difficulties).	
Parent/guardian/carers/NOK details and any relevant information about consent:	
Details of the allegations/suspicious	
Are you recording: <ul style="list-style-type: none"> • Disclosure made directly to you by the young person/adult at risk? • Disclosure or suspicions from a third party? • Your suspicions or concerns? 	
Nature of concerns: <i>State exactly what you were told/observed and what was said. Use the person's own words as much as possible. Document dates and times as relevant.</i>	
Details of any other children, young people or adults who may be at risk:	
Details of any other people involved in the incident/situation:	

Action taken so far (including any agreed actions/timescales) / indication of why no action has been taken at this stage:	
Further agreed actions (with who is responsible for their completion):	
Details of Lead / Deputy Safeguarding Lead managing the referral	
Name:	Your position:
Signature:	Date:



Contact details for making Safeguarding referrals

Children

If the person you are concerned about is in danger and immediate action is required, you should ring the emergency services on 999.

North Yorkshire:

During Office Hours

North Yorkshire Multi-Agency Safeguarding Team (MAST)

0300 131 2131

Email a 'Universal Referral Form' to social.care@northyorks.gov.uk

Professionals Consultation Line (10am-4pm)

01609 535070

Outside Office Hours, Emergency Duty Team

0300 131 2131

edt@northyorks.gov.uk

York:

During Office Hours

Multi-Agency Safeguarding Hub (MASH)

01904 551900

MASH@york.gov.uk

Outside Office Hours, Emergency Duty Team

0300 131 2131

edt@northyorks.gov.uk

East Riding:

During Office Hours

Support and Safeguarding Hub (SaPH)

safeguardingchildrenhub@eastriding.gov.uk

01482 395500

Outside Office Hours, Emergency Duty Team

01377 241273 OR 07970 156272

Hull:

01482 448879

hscb@hullcc.gov.uk

Outside Office Hours, Emergency Duty Team

01482 300304

Adults at Risk

If the person you are concerned about is in danger and immediate action is required, you should ring the emergency services on 999.



North Yorkshire:

0300 131 2131

social.care@northyorks.gov.uk

Outside Office Hours, Emergency Duty Team
0300 131 2131

York:

01904 555111

Outside Office Hours, Emergency Duty Team
0300 131 2131

East Riding:

01482 396940

safeguardingadultsteam@eastriding.gcsx.gov.uk

Outside Office Hours, Emergency Duty Team
01377 241273

Hull:

01482 616092

SocialServicesSafeguardingServiceAdults@hullcc.gov.uk

Outside Office Hours, Emergency Duty Team
01482 300304