

SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY

INTRODUCTION

Elevation Networks is committed to creating an environment that enables children and vulnerable adults at risk to learn, develop, and express themselves in a safe, understanding and encouraging environment. We aim to safeguard the welfare of all children and adults at risk participating in our activities. We do not tolerate any form of abuse wherever it occurs or whoever is responsible.

This policy seeks to ensure that Elevation Networks undertakes its responsibilities with regard to protection of children and adults at risk and respond to concerns appropriately. The policy establishes a framework to support staff and volunteers in their practices and clarifies the organisation's expectations. This policy is intended to cover all activities of Elevation Networks where there is the potential for direct or indirect contact with children and adults.

WHAT IS SAFEGUARDING?

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

Safeguarding is defined in *Working together to safeguard children (2015)* as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes

The Children Act 1989 makes it clear that the welfare of the child is paramount and it gives everyone involved in the care of children a responsibility for the protection of those children.

The Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the system should protect adults who may be at risk of abuse or neglect.

It is essential that we honour the trust of those who allow us to care for their children and adults at risk. Therefore it is necessary that all concerned have an understanding of the issues involved and the procedures in place are clear to anyone working with a child or vulnerable adult.

DEFINITION OF CHILD?

This refers to all young people up to the age of 18 years, including unborn babies. Within this policy the terms "children" or "child" refer to all children and young people up to the age of 18 years.

The fact that a child has become sixteen years of age, is living independently or is in further education, is in the armed forces, in hospital, or in prison or a young offender's institution, does not change their status or their entitlement to services or their protection under the Children Act 1989.

DEFINITION OF ADULT AT RISK

The policy and procedures provide an overarching framework to coordinate all activity undertaken through other processes and procedures where a concern relates to an adult who is experiencing or at risk of abuse or neglect. Adult at Risk is defined as any person aged 18 years and over who meets the following three key tests:

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

WHAT IS ABUSE?

Abuse is a difficult issue and presents challenges to all involved in providing services for children and adults. It is not always easily recognisable but is generally divided into these categories for children:

1. **Physical Abuse:** This involves causing physical hurt or injury which includes but is not limited to hitting, shaking, squeezing, burning, biting, pinching, deliberately giving too much medication or physically restraining someone in an inappropriate way - for example, being locked in or force-fed. Under this is also giving inappropriate drugs, poison and attempted suffocation or drowning.
2. **Sexual Abuse:** This involves the child or adult at risk being encouraged or forced to observe or participate in any form of sexual act which they have not consented to and may not understand. This could occur through unnecessary or inappropriate physical contact or through suggestive comments or innuendo or include showing pornographic materials. This could be online and offline.
3. **Neglect:** This involves ignoring or withholding physical or medical care needs. For example, providing appropriate food, shelter, heating, clothing, medical care, hygiene, personal care; inappropriate use of medication or over-medication.
4. **Emotional/Psychological Abuse:** Persistent lack of love and affection such as being constantly shouted at, threatened, taunted or isolated. This could be online and offline.

There are many other types of abuse that may be referenced when working with adults at risk and children. Below is a list of others that may be referenced:

5. **Female Genital Mutilation (FGM)** - Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or Sunna. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It is dangerous and a criminal offence.
6. **Modern Slavery (Adults):** This includes slavery, a person being forced to work for little or no pay (including in the sex trade), being held against their will, tortured, abused or treated badly by others.
7. **Bullying and Cyberbullying:-** Bullying is behaviour that hurts someone else such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, in a care home, at home or online. It is usually repeated over a long period

of time and can hurt a child or adult at risk both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones is often called cyberbullying

- 8. Grooming** This is when someone builds an emotional connection with a child or adult to gain their trust for the purposes of sexual abuse or exploitation. Children and Adults can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.
- 9. Financial Abuse (Adults):** This involves taking another person's money or possessions - for example, having money or property stolen, being pressured into giving people money or changing a will, misuse of benefits, not being allowed access to money.
- 10. Self-Neglect (Adults):** This involves a person being unable, or unwilling, to care for their own essential needs, including their health or surroundings (for example, their home may be infested by rats or very unclean, or there may be a fire risk due to their obsessive hoarding).
- 11. Domestic Abuse:** This includes psychological, physical, sexual, financial or emotional abuse by someone who is a family member or is, or has been, in a close relationship with the person being abused. This may be a one-off incident or a pattern of incidents or threats, violence, controlling or coercive behaviour. It also includes so called 'honour' based violence, being forced to marry or undergo genital mutilation.
- 12. Discriminatory Abuse:** This includes forms of harassment, ill-treatment, threats or insults because of a person's race, age, culture, gender, gender identity, religion, sexuality, physical or learning disability, or mental-health needs. Discriminatory abuse can also be called 'hate crime'.
- 13. Institutional / Organisational Abuse (Adults):** This includes neglect and providing poor care in a care setting such as a hospital or care home, or in a person's own home. This may be a one-off incident, repeated incidents or on-going ill-treatment. It could be due to neglect or poor care because of the arrangements, processes and practices in an organisation.

HOW TO RECOGNISE ABUSE

Some of the indicators of abuse are:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- The child or adult at risk describes what appears to be an abusive act involving him or her;
- Someone else (child or adult) expresses concern about the welfare of another child or adult at risk;
- Unexplained changes in behaviour such as becoming very quiet, withdrawn or displaying sudden outbursts of temper;
- Inappropriate sexual awareness;
- Engaging in sexually explicit behaviour;
- Distrust of adults, particularly those with whom a close relationship would normally be expected;
- Difficulty in making friends.

If you notice any social changes in the behaviour of a child or adult at risk, worrying marks or bruises or hear someone else talking about things which give cause for concern then your first responsibility is to the child or adult at risk. It is not safe to assume that someone else will take action.

Recognising and coping with abuse is very stressful and the person reporting the concern will not have to cope alone.

WHAT TO DO IF YOU SUSPECT ABUSE?

Initial Reporting

If a child or adult talks of experiences which give cause for concern, you should:

1. Make the time to go to listen to what that person is telling you.
2. Explain to the child or adult that if he/she discloses information which leads you to believe they are being abused, you will be unable to keep it confidential.
3. Listen to the child or adult without questioning him/her. Be aware of your own reactions as showing disapproval may stop them from continuing with their disclosure.
4. Do not try to stop the child or adult at risk from recalling events. Make a note of what is said, in what context, the setting, the timing and which people were present and complete a log (see the appendix below for a template)
5. Inform the Safeguarding Lead immediately. If they are unavailable, inform the deputy safeguarding lead or the designated safeguarding lead or an appropriate senior member of staff immediately.
6. The Designated Safeguarding Lead will contact the appropriate authorities in the area where the child or adult lives as soon as possible.

DISCLAIMER: In an emergency, the person at risk's safety takes priority over any process in question. Please call 999 and ask for the appropriate emergency services in an emergency.

REMEMBER the 4 'R's

- Recognise
- Respond
- Record
- Report
- Refer

Allegations against Elevation Networks Staff

Allegations of abuse will be treated similarly whether the disclosure is relating to an individual within or external to Elevation Networks. The information should be passed onto the Designated Safeguarding Lead and handled in the same way.

Irrespective of the findings of the social services or police inquiries, Elevation Networks will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, Elevation Networks will reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child or adult at risk will remain of paramount importance throughout.

If the Designated Safeguarding Lead is the subject of the suspicion/allegation, the report must be made to the Chief Executive or Chair who will next the necessary steps.

Social Services will also follow the same procedure as they do to investigate allegations of abuse for a family. A Local Authority Safeguarding incident report form should be completed if required and submitted to the Local Authority Designated Officer within 24 hours of making a contact, of which the feedback is recorded.

The Designated Safeguarding Lead in Elevation Networks is **Richard Kuti** (Head of Youth Services, Elevation Networks) who can be contacted on **07802 725 482** or at 169-171 Queens Crescent, Kentish Town, NW5 4DS. There may also be Safeguarding Leads on specific projects and activities. Any concerns or reports of abuse must be reported to the Designated Safeguarding Lead as soon as possible.

RADICALISATION AND EXTREMISM

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views. This could be a vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This may also include calls for the death of members of the armed forces, whether in the United Kingdom or overseas.

HOW TO RECOGNISE RADICALISATION OR EXTREMISM

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may also contribute to vulnerability which are often combined with specific influences such as family, friends or online, and

with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of people.

Some of the indicators of Radicalisation and Extremism include:

- Changes in social behaviour such as expressing feelings of disconnection
- Growing concerns over questions of meaning and identity
- Verbal expression against the British values and/or Government
- Associating with extremist groups

WHAT TO DO IF YOU SUSPECT RADICALISATION OR EXTREMISM?

If a staff or volunteer is concerned about a child or adult, they should follow the organisation's safeguarding procedures which is described above.

The staff can also contact the local police force or dial 101 (the non-emergency number) who will talk through any concerns and help the staff to gain access to support and advice. The staff can also report concerns via the government anti-terrorist hotline: 0800 789 321.

It is important to note that the helpline is not intended for use in emergency situations, such as a child or adult being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

Any staff or volunteer will be required to follow the organisation's internal procedures first before reports are made externally except in the case of emergencies. The Designated Safeguarding Lead will be the first point of contact or members of the senior management team; in the absence of the Safeguarding Lead.

PREVENT DUTY

The purpose of these Prevent Duty practices is to combat the radicalisation of potentially adults at risk and children by protecting them from extremist views. Some of the ways we will do this include:

- Staff and volunteers are trained to identify children or adults who may be vulnerable to radicalisation, know what to do when they are identified and what to do to support them.
- All staff, particularly the staff who work directly with the children and adults at risk assess the risks of the children and adults being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This includes possessing a understanding of the risks affecting children and adults in the area and a specific understanding of how to identify individual children or adults who may be at risk of radicalisation and what to do to support them.
- We promote respect and sensitivity for other cultures and people through the programmes and services we deliver.
- We support the children and adults' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. One of the ways this is done is by engaging children and adults in political and national events and developments through mock debates and discussions. This provides a safe environment

where such matters can be discussed and the staff and volunteers to challenge any extremist and radical views.

- All children and adults using our services are made aware of the potential dangers of the availability online of extremist doctrines and be alert to the risk of radicalisation. This is incorporated into the written policies shared with them as well as the programme curriculums.

The Prevent Duty practice is not intended to stop children and adults debating controversial issues. However, it aims to provide a safe environment within which they can do so, while also making them aware of the risks associated with terrorism, thereby providing them with the knowledge and skills to be able to challenge and reject extremist arguments.

OUR PRACTICE

- Job descriptions for all our roles involving contact with children and adults will contain reference to safeguarding responsibilities.
- We ensure we undertake 'SAFE Recruitment', and that recruitment of all staff and volunteers is conducted in a way to safeguard children and adults at risk. Relevant staff undergo an enhanced DBS (Disclosure and Barring Service) check and barred list check as part of this process.
- All Trustees and staff of Elevation Networks are provided with a copy of this policy as part of their induction to the organisation.
- We expect all our staff to have a good understanding of safeguarding concerns, including potential abuse and neglect of children and adults at risk, which may come to light in the workplace as well as in the settings we operate from or deliver our services in.
- We monitor information we receive about safeguarding (intelligence, information and indicators) to assess risks to children and adults at risk using our services or on our programmes. At whatever level we identify risks, we highlight them and seek to ensure that appropriate steps are taken to safeguard the child or adult at risk concerned.
- We respond to immediate concerns and ensure that there is a clear focus on the safety and welfare of children and adults at risk in all of our activities and refer concerns to the Safeguarding Board, local council and/or the police for further investigation.
- Personal information is processed and managed according to our Data Protection and Confidentiality policy and procedures.
- We implement a code of behaviour for all involved with the organisation, including visitors, and that all safety and risk management procedures are adhered to.
- Some of the activities Elevation Networks comes into contact with children and adults at risk include:
 - Delivery of Services e.g. employability skills training workshops and enterprise courses
 - Involvement in residential programmes (particularly on the National Citizen Service programme)

- Facilitation of Events
- Social Media engagement including photography (during events and sessions)

PROTECTING STAFF/VOLUNTEERS

Elevation Networks will assure it fully supports and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation,
- A child protection or adult at risk investigation,
- A disciplinary or misconduct investigation.

The results of the police and investigation may well influence the disciplinary investigation, but not necessarily. Please refer to the Elevation Networks' Disciplinary and Grievance Policy for further instructions and information.

- Never believe that "it could never happen to you"
- If you suspect that a child or adult at risk is developing an inappropriate affection for you, discuss it with your designated line manager.
- Always report and record any allegations made by children. Do not let them go unchallenged.

Please see the following organisational policies for more information: Whistleblowing, Confidentiality, and Complaints Procedure for further guidance.

BEHAVIOUR GUIDELINES FOR THOSE WORKING WITH CHILDREN AND ADULTS AT RISK

The aim of these guidelines is to ensure the safety and wellbeing of all children and adults and to support in providing a safe, caring environment.

DO'S

- Always be publicly open when working with children and adults at risk
- Avoid being alone with children or adult at risk unnecessarily. Set an example of appropriate behaviour
- Offer respect to the child and adult at risk at all times and strive to be sensitive to their feelings
- Good behaviour should be positively encouraged

DON'TS

- Never engage in rough, physical or sexually provocative games. Nor engage in inappropriate touching of any form
- Do not take children on car journeys unless another member of staff is available to come as well and the parent or carer have given permission
- Avoid using sarcasm or discrimination, direct criticism, labelling and unnecessary competition or comparison
- Never physically punish any child or adult
- Do not deprive any child or adult of, or force them to consume food or drink
- Do not humiliate or frighten any child or adult

ROLES AND RESPONSIBILITIES

Staff and volunteers of Elevation Networks accept and recognise their responsibilities to develop awareness of the issues that cause adults at risk harm, and to establish and maintain a safe environment for them. They have a duty to adhere to the Safeguarding Adults at risk Policy and Procedures and to notify their Safeguarding Lead on any matters regarding safeguarding adults at risk. Staff are also responsible for ensuring that they undertake the relevant training identified for their post.

The Human Resource team is responsible for ensuring that all staff and volunteers receive suitable training in safeguarding adults at risk. The training will also take Prevent Duty into account. Additional intensive safeguarding training is mandatory and conducted for staff working or coming into substantial contact with adults at risk. The same also applies for Safeguarding Leads and Senior Managers.

The Safeguarding Lead is responsible for being the first response to any safeguarding risks or incidents as well as concerns on extremism or radicalisation. He/she is also responsible for raising awareness of the risks of radicalisation amongst the staff.

Elevation Networks requires all contractors, and organisations that use its premises or services, to have a suitable Safeguarding Adults at risk Policy in place. As a minimum requirement, all such organisations must accept and apply the standards as outlined within this policy.

REVIEW AND MONITORING

- The Senior Management Team has overall responsibility for this Policy; for reviewing it, approving any changes and overseeing the implementation.

Review Date: ___May 2018_____

Signed: 
(On behalf of the Senior Management Team)

APPENDIX: LOGGING YOUR CONCERNS ABOUT A CHILD OR ADULT AT RISK'S SAFETY AND WELFARE

Name of Child or Adult at Risk:		Category:	<input type="checkbox"/> Child <input type="checkbox"/> Adult
Your Name:		Your Role/Position:	
Organisation name:		Project/Activity:	
Date and Time (of incident):		Date and Time (of writing):	
Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? Any witnesses?			
Any other relevant information (distinguish between fact and opinion). Previous concerns etc.			
What needs to happen? Note your follow-up actions or actions you've already taken in relation to this incident, including names of anyone to whom your information was passed and when.			
Signature (Person Concerned):		Date (Person Concerned):	
Your Signature:		Date:	

**Check to make sure your report is clear to someone else reading it.
PLEASE PASS THIS FORM TO YOUR DESIGNATED SAFEGUARDING LEAD ONCE COMPLETED.**