



Kingfisher Christian Trust

Safeguarding

Policy and

Procedures



20th June 2023

Introduction to the Safeguarding Policy

This policy and procedures have been divided into five sections covering all 10 of thirtyone:eight's safeguarding standards.

Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

Section 1. Organisation details

Section 2. Introduction

Section 3. Prevention

Section 4. Responding to allegations of abuse

Section 5. Pastoral Care

Appendix 1: Protection of children & adults policy statement

Appendix 2: Safeguarding poster

Appendix 3: Flowchart for action (children & young people)

Appendix 4: Statutory definitions of abuse (Children)

Appendix 5: Signs of abuse (children)

Appendix 6: Flowchart for action (adults)

Appendix 7: Statutory definitions of abuse (adults)

Appendix 8: Signs of abuse (adults)

Appendix 9: Effective listening

Appendix 10: Code of conduct for workers

Appendix 11: Procedure for a blemished disclosure

The Safeguarding Policy

SECTION 1

Details of the organisation

Name of Organisation: Kingfisher Christian Trust

Address: 34 Bloomfield Drive, Oddown, Bath. BA2 2BG

Tel No: 01225 830645

Safeguarding Team

Stuart Scammell Tel No: 07783 32227 Email: stuartscammell@icloud.com

Jonathan Hill Tel No: 07846 738758 Email: jon_hill89@hotmail.com

Rebecca Singleton Tel No: 07738 121888 Email: robandbex@btinternet.com

Designated Safeguarding Person:

Jonathan Hill – as above.

Safeguarding Co-Ordinators for Chepstow

Adrian Brown Tel No: 07502 042991 Email: adrianbrown254@btinternet.com

Bethan Scammell Tel no: 07954 178116 Email: scammsd@googlemail.com

Safeguarding Co-Ordinators for Week 1 Camp

Robert Singleton Tel No: 07738 121889 Email: robandbex@btinternet.com

Gillian Platt Tel No: 07749 520588 Email: gillyplatt@hotmail.com

Safeguarding Co-Ordinators for Week 2 Camp

Samuel Beckett Tel No: 07929 278778 Email: sambeckett778@gmail.com

Lydia Hill Tel No: 07740 265933 Email: lydhill87@gmail.com

Safeguarding Co-Ordinators for Hill House

Adrian Brown – as above

Rebecca Singleton Tel No: 07738 121888 Email: robandbex@btinternet.com

Charity Number: **1013510**

Insurance Company: **Edwards Insurance Brokers. Stonebridge House, Kenilworth Road, Meriden, CV7 7LJ**

Tel No: **01564 730900**

Email: **stephen@edwardsinsurance.co.uk**

The following is a brief description of our organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Kingfisher Christian Trust is committed to working with children/adults with care and support needs, in order to present to them the Gospel of the Lord Jesus Christ and to encourage them in personal discipleship to Jesus Christ through the teaching of Christian principles.

Activities we undertake with children/adults with care and support needs are Bible Study Residential Weekends and Residential Camp Weeks.



Section 2: Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this is the Governance Board or Board of Trustees.

The Board of Trustees is appointed to have independent authority and legal responsibility for how an organisation or charity is run and have a critical role in decision making and compliance as well as setting values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object”. (ICSA The Governance Institute 2017).

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even knowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales) (Northern Ireland) for those in positions of trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organization but to also build an open culture where:

- those who lead do so by example.
- are committed to the safeguarding of all.
- those that volunteer are safely recruited and trained for their roles
- there are accountability structures with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication

Our commitment

As a Trust we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Trust we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

SECTION 3

Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

See Appendix No. 3 - Flowchart for action (children)

See Appendix No. 4 - Statutory definitions of abuse (children)

See Appendix No. 5 - Signs of abuse (children)

See Appendix No. 6 - Flowchart for action (adults)

See Appendix No. 7 - Statutory definitions of abuse (adults)

See Appendix No. 8 - Signs of abuse (adults)

See Appendix No. 9 - How to respond to a child/adult wishing to disclose abuse - effective listening.

Safer recruitment

The Trust will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description/ person specification for the post
- Those applying have completed an application form and a self-declaration form
- All applicants have been interviewed
- Safeguarding has been discussed with all workers.
- Written references have been obtained and followed up where appropriate.
- A Disclosure and Barring Service (DBS) check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- All documentation regarding DBS checks will be stored in a locked cupboard.
- All workers will have a DBS check done every 3 years unless their subscription to the DBS update service is current. This will be checked each year by the recruiter.
- The applicant has been given a copy of the organisations safeguarding policy and knows how to report concerns.

Blemished Disclosures

- A blemished DBS check will not necessarily bar an applicant from obtaining a position. The Safeguarding team will be informed and a decision will be made in the light of perceived risk.
- The Safeguarding team will consider the length of time that has past and the severity of the offence.

- If the Safeguarding team cannot make a decision then they will seek advice from thirtyone:eight and failing any decision will take the matter to the board of trustees.
- Until the matter is resolved the applicant will not attend an activity where there is any risk to children or adults with care and support needs.

See **APPENDIX 11**. Procedure for dealing with a blemished disclosure

Recruiting overseas workers

- When recruiting workers from abroad a certificate of good conduct from the police, other agency or institution where the person has been involved will be obtained. The worker will be informed of this.
- As these checks vary from country to country, if there is any ambiguity the safeguarding team will make a decision. It maybe advisable that these workers do not have unsupervised contact with children or adults with care and support needs but they could work alongside another worker.
- A DBS check will be sought for a worker from overseas.
- Advise will be sought from thirtyone:eight if the safeguarding team cannot make a decision.

Safeguarding training

The Trust is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Trust will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Management of Workers – Codes of Conduct

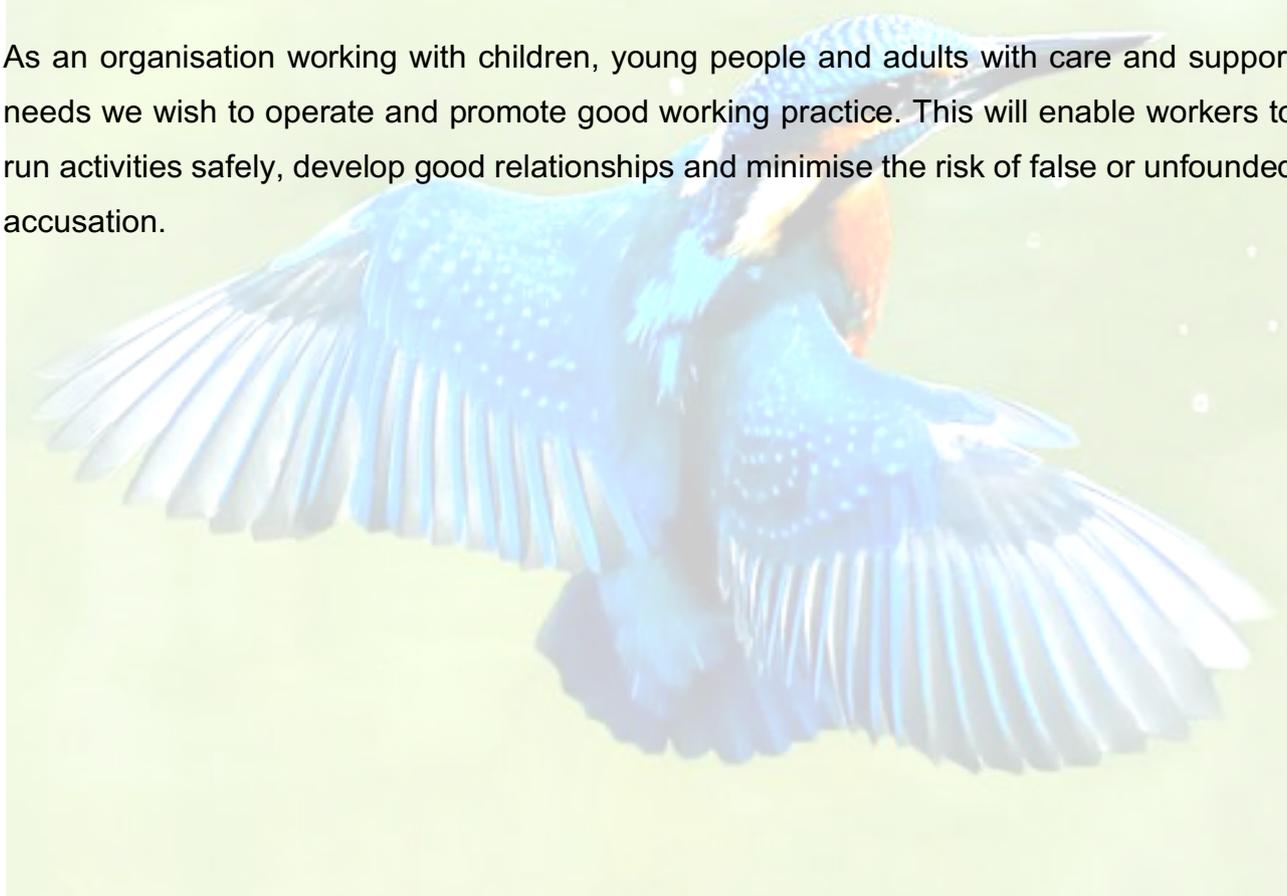
As a Trust we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

Whistle Blowing

As an organisation, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all workers will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Designated Safeguarding Person.

Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.



SECTION 4

Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- Documenting a concern.
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the relevant safeguarding Co-Ordinator:

Chepstow: Adrian Brown or Bethan Scammell

Week 1 Camp: Robert Singleton or Gillian Platt

Week 2 Camp: Sam Beckett or Lydia Hill

Hill House: Adrian Brown or Rebecca Singleton

The above persons are nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- If the suspicions implicate both safeguarding Co-ordinators then the report should be made in the first instance to:
thirtyone:eight PO Box 133, Swanley, Kent. BR8 7UQ
Tel: 0303 003 1111
Alternatively contact Social Services or the police.
- The Safeguarding Co-Ordinators should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Somerset children services:

Tel no: 0300 123 2224

Email: childrens@somerset.gov.uk

Somerset adult services:

Tel no: 0300 123 2224

Email: adults@somerset.gov.uk

Gwent children services:

Tel no:01495 315700 or 0800 328 4423(after 5pm, weekends, bank holidays)

Gwent adult services:

Tel no: 01495 315700

Email: DutyTeamAdults@blaenau-gwent.gov.uk

Hampshire children services:

Tel no: 0300 555 1384

Out of hours Tel no: 0300 555 1373

Email: childrens.services@hants.gov.uk

Hampshire adult services:

Tel no: 0300 555 1386

Out of hours Tel no: 0300 555 1378

Email: adult.services@hants.gov.uk

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- The Safeguarding Co-Ordinators **may** need to inform others depending on the circumstances and/or nature of the concern
 - Trustee responsible for safeguarding, Jonathan Hill, who may need to liaise with the insurance company to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
 - Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinators, the absence of the Safeguarding Co-ordinators should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Trust will support the Safeguarding Co-ordinators in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Trust hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Trust demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinators is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinators will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinators will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinators will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse the safeguarding co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support.

- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services with regards to the suspension of the worker.
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs.

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker.
- Make a referral to the DBS following the advice of Adult Social Services.

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the organisation.

Section 5

Pastoral Care

Supporting those affected by abuse

The Trust is committed to offering pastoral care, working with statutory agencies as appropriate and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Adoption of the Policy

This policy was agreed by the Trust and will be reviewed annually.

Signed by: _____ Designated Safeguarding Person

Signed by: _____ Chair of Trust

Signed by: _____ Trustee

Date: __/__/2023

A copy of this policy is also lodged with thirtyoneeight.org

2024

2025

2026

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Designated Safeguarding Person

Designated Safeguarding Person

Designated Safeguarding Person

Chair of Trust

Chair of Trust

Chair of Trust

Trustee

Trustee

Trustee

Date

Date

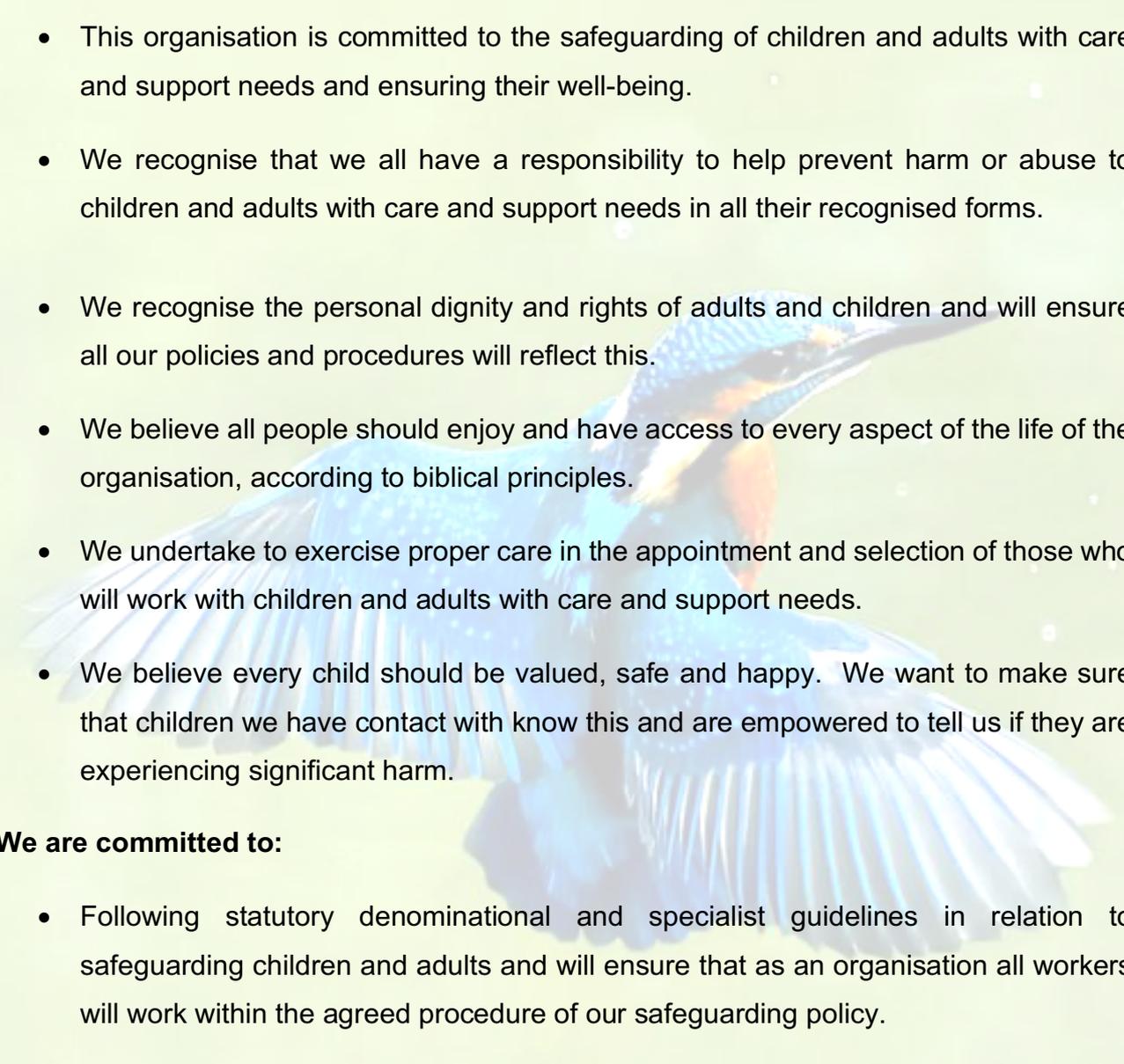
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APPENDIX 1

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

KINGFISHER CHRISTIAN TRUST

The following statement was agreed by the Trust on: 20/06/2023

- 
- This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
 - We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.
 - We recognise the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
 - We believe all people should enjoy and have access to every aspect of the life of the organisation, according to biblical principles.
 - We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
 - We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as an organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.

- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organization.

- Supporting all in the organisation affected by abuse.

We recognise:

- Childrens Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this organization.

A copy of this organisations policy is available from Jonathan Hill. Tel No: 07846 738758

Signed by organisation.

Signed by: _____ **Designated Safeguarding Person**

Signed by: _____ **Chair of Trust**

Signed by: _____ **Trustee**

Date: __/__/2023

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**Designated Safeguarding
Person**

**Designated Safeguarding
Person**

**Designated Safeguarding
Person**

Chair of Trust

Chair of Trust

Chair of Trust

Date

Date

Date



Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Your safeguarding team:

Children's safeguarding lead(s):
(for anyone under 18 years)

Contact details

Adults safeguarding lead(s):
(for anyone 18 years or over)

Contact Details

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:

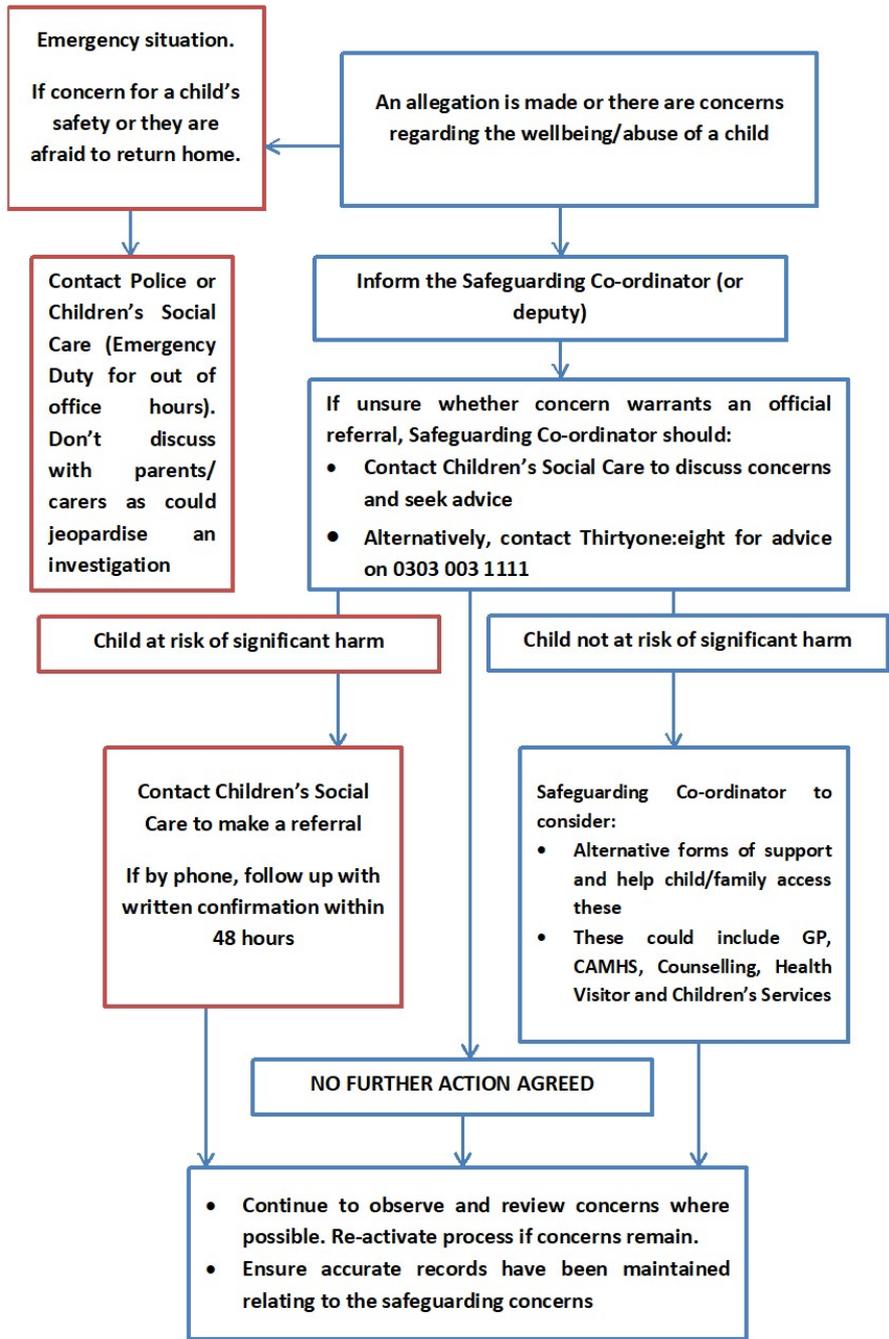


Thirtyone:eight is an independent Christian safeguarding charity. Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

APPENDIX 3 Flowchart for action - Children and young people

Flowchart for Action Children and Young People

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



APPENDIX 4

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

ENGLAND

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They 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 acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

APPENDIX 5

Signs of Abuse (Children)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

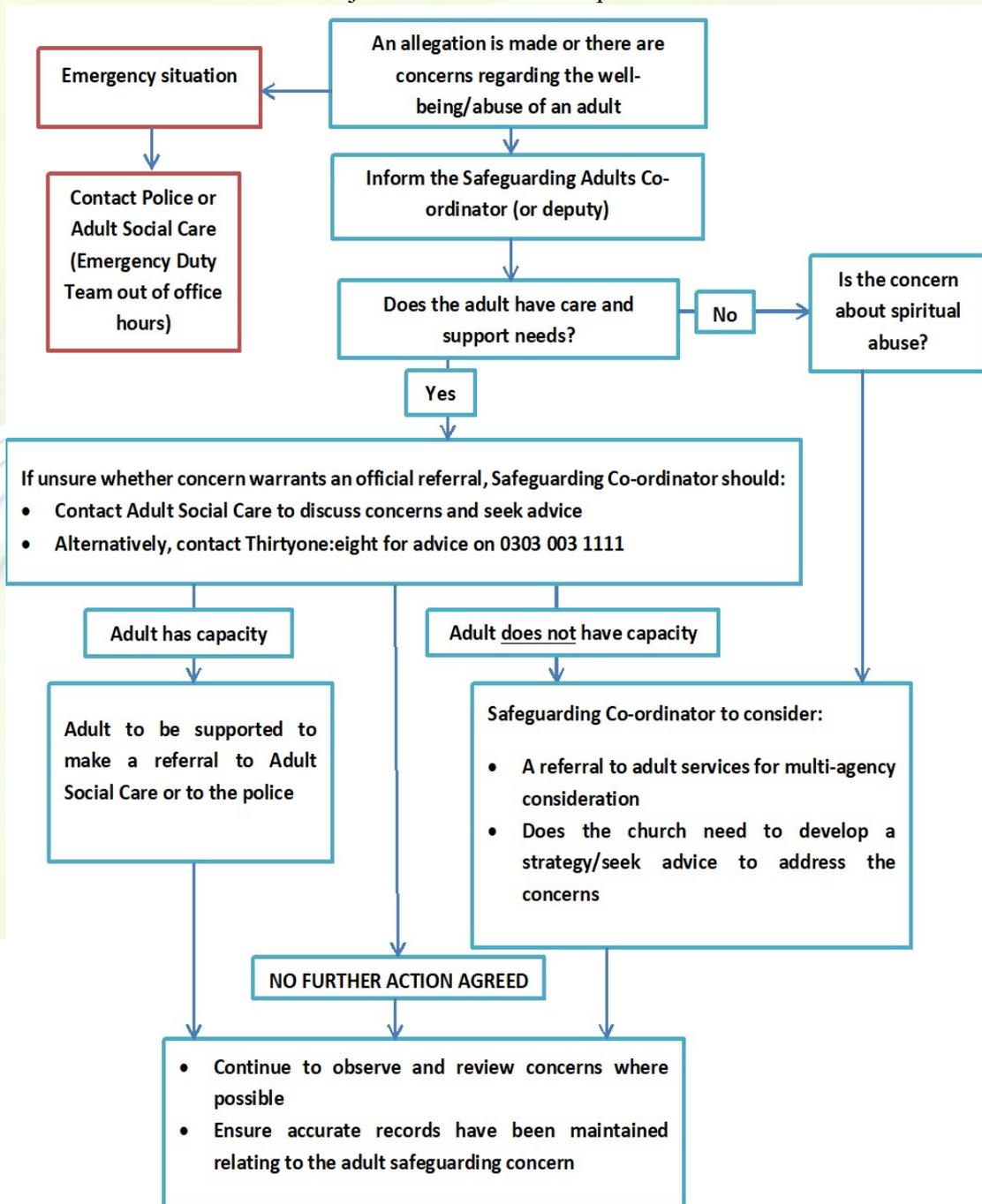
APPENDIX 6 Flow chart for Action - Adults at risk

**Flowchart for Action
Adults at risk**



Creating safer places. Together.

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision • use or weigh up the information to make the decision
- communicate their decision.

©Thirtyone:eight 2018 Flowchart for Action Adults at Risk



APPENDIX 7

Definitions of Adult abuse

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Link: The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support statutory Guidance under the Care Act 2014

[https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance.](https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance)

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

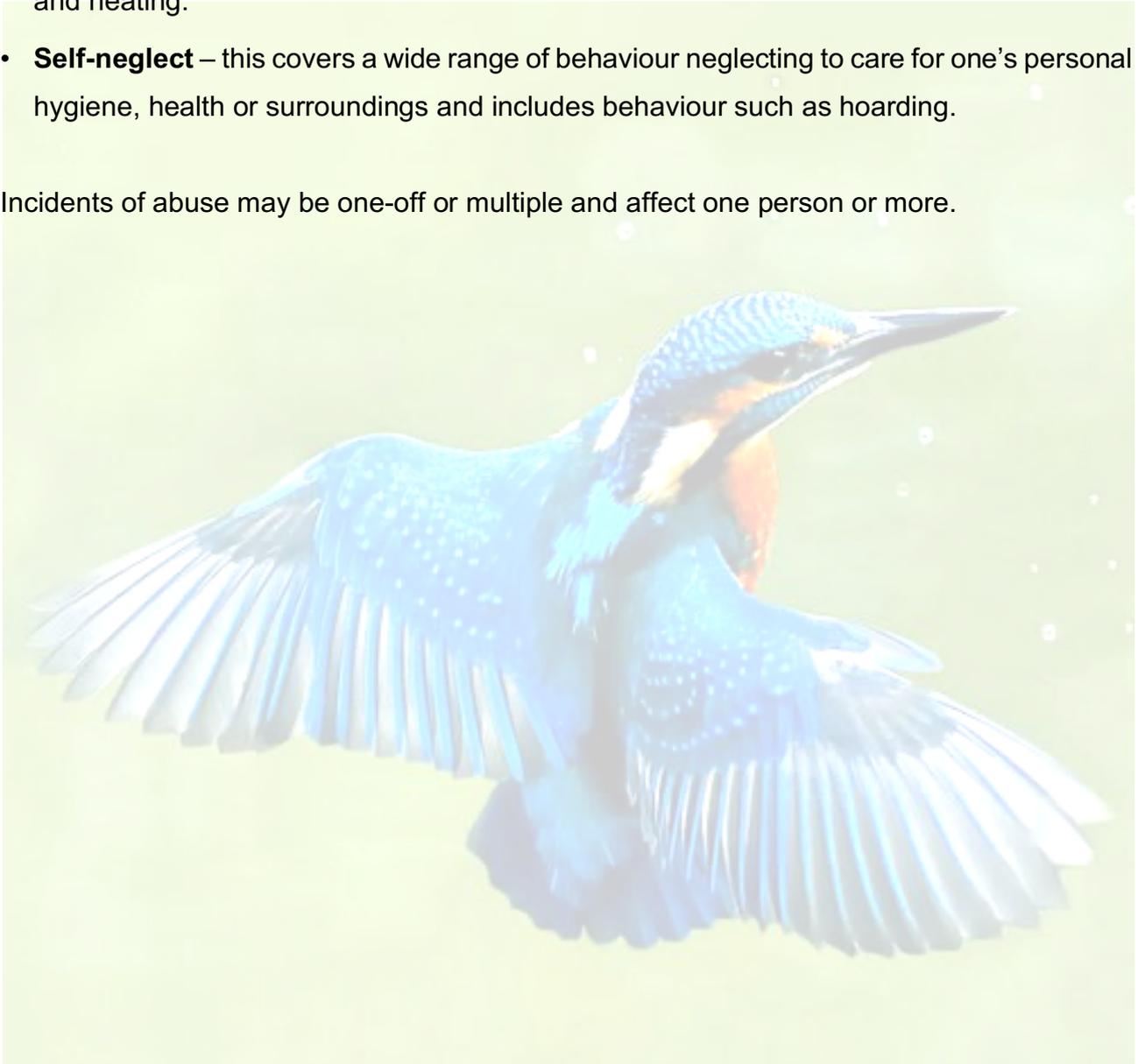
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

- **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-

treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple and affect one person or more.



APPENDIX 8

Signs of Possible Abuse in Adults

Physical abuse

History of unexplained falls, fractures, bruises, burns, minor injuries.

Signs of under or over use of medication and/or medical problems left unattended.

Any injuries not consistent with the explanation given for them.

Bruising and discolouration – particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.

Recurring injuries without plausible explanation.

Loss of hair, loss of weight and change of appetite.

Person flinches at physical contact &/or keeps fully covered, even in hot weather;

Person appears frightened or subdued in the presence of a particular person or people.

Domestic violence

Unexplained injuries or 'excuses' for marks or scars

Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.

Age range extended to 16yrs.

Sexual Abuse

Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse.

Unexplained change in behaviour or sexually explicit behaviour

Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting

Infections or sexually transmitted diseases

Full or partial disclosures or hints of sexual abuse

Self harming

Emotional distress

Mood changes

Disturbed sleep patterns

Psychological abuse

Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful

Intimidated or subdued in the presence of a carer

Fearful, flinching or frightened of making choices or expressing wishes

Unexplained paranoia

Changes in mood, attitude and behavior, excessive fear or anxiety

Changes in sleep pattern or persistent tiredness

Loss of appetite

Helplessness or passivity

Confusion or disorientation

Implausible stories and attention seeking behavior

Low self-esteem

Financial or material abuse

Disparity between assets and living conditions

Unexplained withdrawals from accounts or disappearance of financial documents or loss of money

Sudden inability to pay bills, getting into debt

Carers or professionals fail to account for expenses incurred on a person's behalf

Recent changes of deeds or title to property

Missing personal belongings

Inappropriate granting and /or use of Power of Attorney

Modern slavery

Physical appearance; unkempt, inappropriate clothing, malnourished

Movement monitored, rarely alone, travel early or late at night to facilitate working hours.

Few personal possessions or ID documents.

Fear of seeking help or trusting people.

Discriminatory abuse

Inappropriate remarks, comments or lack of respect

Poor quality or avoidance care

Low self esteem

Withdrawn

Anger

Person puts themselves down in terms of their gender or sexuality

Abuse maybe observed in conversations or reports by the person of how they perceive themselves

Institutional abuse

Low self esteem

Withdrawn

Anger

Person puts themselves down in terms of their gender or sexuality

Abuse may be observed in conversations or reports by the person of how they perceive themselves

No confidence in complaints procedures for staff or service users.

Neglectful or poor professional practice.

Neglect and acts of omission

Deteriorating despite apparent care

Poor home conditions, clothing or care and support.

Lack of medication or medical intervention

Self-neglect

Hoarding inside or outside a property

Neglecting personal hygiene or medical needs

Person looking unkempt or dirty and has poor personal hygiene

Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food

Person is dressed inappropriately for the weather conditions

Dirt, urine or faecal smells in a person's environment

Home environment does not meet basic needs (for example not heating or lighting)

Depression

Incidents of abuse may be one-off or multiple, and affect one person or more.

APPENDIX 9

How to respond to a child wishing to disclose abuse - Effective listening.

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

APPENDIX 10

Code of conduct for workers

- Understand the organisations safeguarding policy and good working practice listening to children, young people and adults.
- Listening to children, young people and adults (See Appendix 8)
- Respecting boundaries and privacy of those being cared for
- Knowing how to deal with issues of discipline in line within the organisations code of conduct

- Develop an awareness of disability issues as well as issues of equality and inclusion.

APPENDIX 11

Procedure for dealing with a blemished disclosure

