

Bedgebury Foundation

POLICY AND PROCEDURES

Safeguarding of Children and Vulnerable Adults

This policy has been written for Bedgebury Foundation. For more indepth policy and procedures or if you should need to make a referral – please visit the **Kent Safeguarding Children Board (KSCB) website** (www.kscb.org.uk)

Please Note

If you have a concern about a member of Bedgebury Foundation staff or Trustees that you are not able to share within the organisation, you do have the autonomous ability to refer directly to the

Kent Safeguarding Children Board or Adult Services Duty Officer at Kent County Council

(see Appendix 2 for more contact details).

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SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS POLICY

1.0. BEDGEBURY FOUNDATION STATEMENT

Bedgebury Foundation awards grants to support children and vulnerable adults to access education. It is therefore possible that some of these children will have a history of some form of abuse by family members or others. These guidelines aim to help all those working for Bedgebury Foundation, whether in a voluntary or employed capacity, to identify abuse at an early stage and to act appropriately where it is suspected.

- 1.1. ALL employees will receive training in safeguarding children. The level of training will be dependent on their role.
- 1.2. In any situation where abuse is suspected it is the responsibility of all staff, Trustees or volunteers to discuss their concerns with a manager who will ensure proper recording of the concern and the advice/action taken. If for any reason there is nobody available with whom to discuss concerns, staff should be aware that they can telephone the Specialist Children's Services – Kent Central Duty Team (see Appendix 2) within Social Services and consult on the matter.
- 1.3. All recruitment and selection policies should follow written guidance and comply with all aspects of legislation to protect children from abuse.

2.0. PRINCIPLES

Bedgebury Foundation Safeguarding policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and 'Statement of Government Policy on Adult Safeguarding May 2013', and related guidance. This includes:

- 2.1. All children have the right to be protected from all forms of abuse and it is the responsibility of everyone within the workplace or community to take appropriate action when abuse is suspected.
- 2.2. The welfare of the child will always be paramount.
- 2.3. Children or vulnerable adults have the right to be heard and their views should be sought in an age appropriate way, and taken into account, when their individual needs are being assessed.
- 2.4. Bedgebury Foundation takes full regard of the ethnicity, culture, language, religion, gender and any disability which impacts on family life for every child.
- 2.5. All grants awards evaluated and offered should ensure each child in need gains maximum life opportunities and benefits from educational provision.

3.0. DEFINITION OF A VULNERABLE ADULT

A Vulnerable Adult for the purpose of this policy is “anyone over the age of 18 who: is or may be in need of Community Care Services by reason of mental or other disability, age or illness and is or may be unable to take care of himself or herself or is unable to protect themselves against significant harm or serious exploitation” **No Secrets –DOH (2000)**

- 3.1. People who may be included in a definition of a 'Vulnerable Person':
 - People with learning disability
 - People with physical disabilities

- People with sensory impairment
- People with mental health needs including dementia
- People who misuse substances or alcohol
- People who are physically or mentally frail

4.0. DEFINITIONS OF ABUSE

Working Together to Safeguard Children from Harm and The Children Act 1989 use the term “significant harm” to define the threshold of intervention which is used to identify a child in need of protection. It is the threshold that is used when a decision is made to conduct an investigation into suspected child abuse. It is also the threshold for convening an inter-agency child protection case conference and for considering possible legal proceedings. The lead agency in the child protection process is the local authority Social Services Department. The following are definitions drawn from Working Together.

4.1 Physical abuse: this may involve hitting, shaking, throwing, poisoning, burning or scalding, suffocating, or otherwise causing harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health in a child.

4.2 Emotional abuse: this is persistent emotional ill-treatment which causes severe and long lasting effects on a child’s emotional development. It may involve conveying to children or vulnerable adults that they are unloved or worthless, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. It may involve causing children or vulnerable adults to frequently feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. A degree of emotional abuse is involved in all types of ill treatment.

4.3 Sexual abuse: this involves forcing or enticing a child or a young person to take part in sexual activities, whether or not the child is aware of what is happening. The abuse may involve physical contact, including penetrative or non penetrative acts. It may include no physical contact, such as involving children or vulnerable adults in the production or viewing of pornographic material, watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways. Sexual exploitation of children and young people is another form of sexual abuse

4.4 Neglect: this is the persistent failure to meet a child’s basic physical and psychological needs and is likely to result in the significant impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical danger or harm, or a failure to ensure access to appropriate medical care or treatment. It may also include neglecting a child’s basic emotional needs.

4.5 Financial or Material Abuse such as theft, fraud or exploitation, pressure in connection with wills, property, or inheritance, misuse of property, possessions or benefits.

4.6 Discriminatory Abuse such as Abuse based on race or sexuality or a person's disability and other forms of harassment or slurs.

5.0 RECOGNITION OF CHILD OR VULNERABLE ADULT ABUSE, CHILD OR VULNERABLE ADULT SEXUAL EXPLOITATION OR RADICALISATION

Bedgebury Foundation does not work directly with child or vulnerable adult and is unlikely to spot signs of abuse, exploitation or radicalisation. Signs are only likely to be spotted where:

- An explicit suggestion of current abuse in written in an application
- A complaint is received about a tutor or other supplier
- A Trustee or member of staff meets a child or family to discuss an application (this is very rare)

It is very unlikely that signs of radicalisation would be spotted.

6.0 PROCEDURES

Designated person for safeguarding (DSL): Jane Angell-Payne

Accountable Person for Safeguarding : Anne Musker, deputised by Meg Beckett

6.1 Bedgebury Foundation Employees, Trustees and Volunteers

- Safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers. Two references will be sort and where appropriate content of application and CV validated.
- The Director should be DBS cleared (currently use another Charities DBS)
- Trustees should be DBS cleared if they have any direct contact with children or vulnerable adults.
- Any meetings with applicants under the age of 18 or defined as a vulnerable adult during the evaluation process or the award period must be conducted by at least two individuals authorised by the Trustees
- Meetings with applicants under the age of 18 and another adult proposed by them (for example Parent, tutor, social worker) can be conducted by one individual authorised by the board (it should be made clear that the meeting will not go ahead if the adult is not present)
- Trustees are prohibited from contacting applicants under the age of 18 or Vulnerable Adults without the knowledge of the Director.
- Trustees must inform the Director if they know any grant applicant on a personal basis prior to the evaluation process.

6.2 Grant to Individuals

Parents or carers will be informed as part of the offer process that Bedgebury Foundation do not accredit tutors or other suppliers and that parents or carers should satisfy themselves that people working with a child or vulnerable adult should be able to evidence that they do not hold criminal convictions (through the DBS process)

6.3 Grants to Charities or Organisations

Before any award is made to a charity or other organisation Bedgebury Foundation must hold a copy of that charities Safeguarding Children and Vulnerable Adults policies and have undertaken an internet search. This will be repeated before any further payments are made.

“Safeguarding is everyone’s responsibility. Everyone who works with children has a responsibility for keeping them safe.” (Working Together to Safeguard Children 2015 p.9)

6.4 If there is concern regarding the POSSIBILITY of abuse:

- Talk to the Designated Officer about whatever is giving rise to your concerns and a course of action should be agreed, which will be one of the following:
 - * **further clarification is needed before making a decision regarding further action** - *this requires discussion with whoever is agreed is relevant. It could be the child, a parent, or another professional.*
 - * **there is no cause for concern** - *no more action will be taken.*
 - * **there is no cause for immediate concern** - *the situation will be monitored and recorded.*
 - * **uncertainty** - *if there are doubts regarding the right course of action then an early discussion with the appropriate Children and Families Duty Team is advised.*
 - * **there is immediate cause for concern** - *refer to the appropriate Children and Families Duty Team.*
- All discussion should be recorded.
- If a referral is made to a Duty Team they will advise you regarding whether you need to seek parental consent to support your concerns.
- Information passed to a Duty Team must be as helpful as possible and it may be used in subsequent legal action, hence the necessity of detailed information. This should include the child or vulnerable adult's personal details, the nature of your concern, a distinction between fact, opinion or hearsay, the child or vulnerable adult's account in their own words, and your knowledge of and relationship to the child or vulnerable adult.
- Any referral, which is made by telephone, must be followed up in writing within 24 hours.
- Keep a record of the name and designation of the person to whom you make the referral, and note the time and date of the call, in case any follow up is needed.

6.5 The potential for exploitation and harm of vulnerable children and adults means that adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. This means that Employees, Trustees or Volunteers should not:

- use their position to gain access to information for their own advantage and/or a child or vulnerable adults or family's detriment
- use their power to intimidate, threaten, coerce or undermine child or vulnerable adults
- use their status and standing to form or promote relationships with child or vulnerable adults which are of a sexual nature, or which may become so one to one situations

7 PHOTOGRAPHY, VIDEOS AND OTHER MEDIA

At Bedgebury Foundation some grant award holders may supply recorded images. These may be used for displays, publicity or to celebrate achievements and outcomes.

7.1 Bedgebury Foundation staff should:

- adhere to the policy of any school or organisation providing images
- only publish recognisable images of young people or vulnerable adults where they and their parent/carer have given explicit written consent to do so
- only retain images when there is a clear and agreed purpose for doing so
- store images in an appropriate secure place

7.2 At Bedgebury Foundation staff and volunteers should not:

- take images of young people or vulnerable adults for their personal use

- display or distribute images of young people or vulnerable adults unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child or vulnerable adult)
- take images of children or vulnerable adults in a state of undress or semi-undress
- take images of children or vulnerable adults which could be considered as indecent or sexual

7.3 Making and using images of children or vulnerable adults will require the age appropriate consent of the individual concerned and their parents/carers. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the setting have access.

7.4 For the protection of children or vulnerable adults, it is recommended that when using images for publicity purposes that the following guidance should be followed:

- if the image is used, avoid naming the child or vulnerable adult, (or, as a minimum, use first names rather than surnames)
- if the child or vulnerable adult is named, avoid using their image
- images should be securely stored and used only by those authorised to do so.

8 CONFIDENTIALITY AND INFORMATION SHARING

Bedgebury Foundation recognise that all matters relating to child or vulnerable adult protection are confidential. The DSL will only disclose information about a child or vulnerable adult to other members of staff on a need to know basis.

9 STAFF INDUCTION AND TRAINING

The DSL will ensure that all new staff and volunteers (including temporary staff) are appropriately inducted and understand the settings internal safeguarding procedures and reporting mechanisms.

KEEPING YOURSELF SAFE WHEN RESPONDING TO DISCLOSURES (the 6 R's – what to do if...)

1. RECEIVE

- Keep calm
- ✦ Listen to what is being said without displaying shock or disbelief
- ✦ Take what is being said to you seriously
- ✦ Note down what has been said

2. RESPOND

- ✦ Reassure the child or vulnerable adult that they have done the right thing in talking to you
- ✦ Be honest and do not make promises you cannot keep e.g. “It will be alright now”
- ✦ Do not promise confidentiality; you have a duty to refer
- ✦ Reassure and alleviate guilt, if the child or vulnerable adult refers to it e.g. “you’re not to blame”
- ✦ Reassure the child or vulnerable adult that information will only be shared with those who need to know

3. REACT

- ✦ React to the child or vulnerable adult only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- ✦ Do not ask leading questions; “Did he/she....?” Such questions can invalidate evidence.
- ✦ Do ask open “TED” questions; Tell, explain, describe
- ✦ Do not criticise the perpetrator; the child or vulnerable adult may have affection for him/her
- ✦ Do not ask the child or vulnerable adult to repeat it all for another member of staff
- ✦ Explain what you have to do next and who you have to talk to

4. RECORD

- ✦ Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- ✦ Do not destroy your original notes
- ✦ Record the date, time, place, any non-verbal behaviour and the words used by the child or vulnerable adult.
- ✦ Always ensure that as far as possible you have recorded the actual words used by the child or vulnerable adult
- ✦ Record statements and observable things rather than your interpretations or assumptions

5. REMEMBER

- ✦ Contact the designated safeguarding lead (DSL)
- ✦ The DSL may be required to make appropriate records available to other agencies
- ✦ KSCB: www.kscb.org.uk

6. RELAX

- ✦ Get some support for yourself, dealing with disclosures can be traumatic for professionals
- ✦

CHILDREN SAFEGUARDING RESOURCES AND SUPPORT IN KENT

All members of staff in Bedgebury Foundation are made aware of local support available:

Specialist Children's Services – Kent Central Duty Team

Telephone: 03000 411111

Emergency Out of Hours Telephone: 03000 419191

E-mail: social.services@kent.gov.uk

Kent Police

Telephone 101 to speak to someone in your local Child Safeguarding Team

Kent Safeguarding Children Website

www.kscb.org.uk

Kent Safeguarding Children Board (KSCB)

kscb@kent.gov.uk Telephone: 03000 421126

Contact details for the LADO

Telephone: 03000 410888

Email: kentchildrenslado@kent.gov.uk

SAFEGUARDING VULNERABLE ADULTS - RESOURCES AND SUPPORT

For referrals to Kent Adult Social Services

Kent Social Services County Contact Number (24 hour line)

08458 247100

Phone contact centre number which is 08458 247100 and the staff answering the phone will transfer you to the Kent Contact and Assessment Centre (KCAS) who will take the details of the referral.

CHILDREN SAFEGUARDING NATIONAL SUPPORT ORGANISATIONS

NSPCC

Telephone: 0808 800 5000

Text 88858

E-mail: help@nspcc.org.uk

Support for Children:

ChildLine: www.childline.org.uk

Papyrus: www.papyrus-uk.org

Young Minds: www.youngminds.org.uk

The Mix: www.themix.org.uk

Support for adults:

Family Lives: www.familylives.org.uk

Crime Stoppers: www.crimestoppers-uk.org

Victim Support: www.victimsupport.org.uk

Kidscape: www.kidscape.org.uk

The Samaritans: www.samaritans.org

Mind: www.mind.org.uk

NAPAC (National Association for People Abused in Childhood): www.napac.org.uk

MOSAC: www.mosac.org.uk

Action Fraud: www.actionfraud.police.uk

Support for Learning Disabilities:

Respond: www.respond.org.uk

Mencap: www.mencap.org.uk

Domestic Abuse:

Refuge: www.refuge.org.uk

Women's Aid: www.womensaid.org.uk

Men's Advice Line: www.mensadviceline.org.uk

Mankind: www.mankindcounselling.org.uk

Honour based Violence:

Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

Sexual Abuse and CSE:

Lucy Faithfull Foundation: www.lucyfaithfull.org.uk

Stop it Now!: www.stopitnow.org.uk

Parents Protect: www.parentsprotect.co.uk

CEOP: www.ceop.police.uk

Marie Collins Foundation: www.mariecollinsfoundation.org.uk

Internet Watch Foundation (IWF): www.iwf.org.uk