



# **North Stoneham Community Group Safeguarding Policy**

**June 2022**

**Children and Adults**

# North Stoneham Community Group Safeguarding Policy

## **1. Introduction**

Safeguarding means protecting people's right to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's or child's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

Throughout this policy we use the term adult at risk rather than vulnerable adults to recognise that it is often the situation in which people find themselves which increases vulnerability thereby placing them at risk.

## **2. Policy Equalities Statement**

North Stoneham Community Group is committed to practices that protect from harm regardless of a person's age, gender, disability, racial heritage, religious belief, sexual orientation or any other characteristic as covered by the Equality Act 2010.

## **3. Aims of the policy**

This policy represents commitment in working together to safeguard children and adults from abuse, neglect and exploitation. It clarifies the roles and responsibilities of trustees, and volunteers in relation to developing their own awareness and skills as well as the policies and procedures that must be followed.

The policy outlines:

- the practice and procedure for trustees within North Stoneham Community Group to contribute to the prevention of the abuse and neglect and
- A clear framework for action including information sharing when abuse is suspected.

## **4. Scope and definitions of the Policy**

### **Whose responsibility is safeguarding?**

The Care Act 2014 establishes that safeguarding is everybody's business. North Stoneham Community Group recognises that we all play a key role in preventing, detecting, reporting and responding to abuse, neglect or exploitation.

### **Scope**

The policy is in respect of North Stoneham Community Group's responsibility towards the following clients and employees/volunteers:

- Children and young people - legally defined as any person under the age of 18. From this point the terms child or children will be used to refer to this group. (Children Act

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2004)

- An 'adult at risk of abuse or neglect with care and support needs' as defined in the Care Act, however, for the purpose of this policy we will use the term vulnerable adult to refer to this group.
- Trustees and volunteers of North Stoneham Community Group who come into contact with children or vulnerable adults during the course of their work or volunteering responsibilities.
- Contractors when carrying out work on behalf of North Stoneham Community Group

## **Definitions**

Child Protection is defined as:

- Protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's' health or development
- Ensuring that children are growing up and living in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances

Adult Safeguarding is defined as:

- Protecting an adults right to live in safety, free from abuse and neglect aiming to ensure that each adult is supported to maintain:
  - Wellbeing
  - Choice and control
  - Safety
  - Good health
  - Dignity and respect

## **5. Legal framework**

North Stoneham Community Group will work within the framework of UK law and guidance in relation to safeguarding and protection of children and vulnerable adults. This includes the following:

### **5.1 Legal Framework Children and Young People:**

- Children Acts 1989 and 2004

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- Children and Young Persons Act 2008
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Education Act 2002 and 2011
- Female Genital Mutilation Act 2003
- Children and Adoption Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Working together to safeguard children 2006 and 2015

### **5.2 Legal Framework Adult at Risk**

- Care Act 2014
- Mental Capacity Act (including DoLS) 2005
- Human Rights Act of 1998
- Care and Support Statutory Guidance 2014 – identified the following 6 principles that underpin all adult safeguarding work:
  - **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
  - **Prevention** – It is better to take action before harm occurs
  - **Proportion** – The least intrusive response appropriate to the risk presented
  - **Protection** – Support and representation for those in greatest need
  - **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
  - **Accountability** – Accountability and transparency in delivering safeguarding

### **All trustees and volunteers will consider the following when raising a concern that:**

- Safeguarding is mainly aimed at individuals with care and support needs whose circumstances may put them at risk of abuse or neglect by others
- Abuse is defined as a violation of an individual's human and civil rights; it may consist of a single act or repeated acts
- The nature and extent of the abuse including whether it is a criminal offence
- The impact of the abuse on the adult and the physical and /or psychological harm being caused and whether the abuse is having an impact on other people
- Deprivation of Liberty Safeguards (DoLS) aims to make sure that people in care homes, hospitals and supported living are looked after in a way that does not inappropriately restrict their freedom

## **6. Types of Abuse**

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Eleven types of abuse are currently identified through the legislation and guidance framework:

- **Physical abuse** – Involves any manner of causing physical harm to a child or adult at risk or fabricating symptoms of, or inducing illness in, a child or vulnerable adult, including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic abuse** – including psychological, physical, sexual, financial, emotional abuse, so called ‘honour’ based violence.
- **Sexual abuse** – Sexual abuse involves forcing or enticing any child or adult at risk of whatever age to take part in any form of sexual activity, whether or not s/he is aware of what is happening; or behaving, or inducing a child/adult at risk to behave, in sexually inappropriate ways - including rape, indecent exposure, sexual harassment, inappropriate looking and 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. *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.*
- **Psychological abuse** – the persistent emotional ill treatment of a child or adult at risk such as to cause severe and enduring effects on the a child’s emotional development including 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, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, and forced labour and domestic servitude, where traffickers and slave coerce, deceive and force individuals into a life of abuse, servitudes and inhumane treatment
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment. This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, as well as racist, sexist, homophobic or ageist comments or slurs targeted at any of the Equality Act 2010 protected characteristics
- **Organisational abuse** - Including neglect and poor care practice within an institution or special care setting such as a hospital or care home, or where care is provided within their own home.
- **Neglect and acts of omission** - Neglect involves the persistent failure to meet a child’s or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health and development – these include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating.
- **Self-neglect** - Self-neglect covers a wide range of behaviour, neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

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- **Hate crime** – a hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim’s disability, race, religion or belief, sexual orientation, or transgender identity.

Note – Abuse can be carried out by children and North Stoneham Community Group recognises that if a child or children is or are causing harm to an adult with care and support needs, this should be dealt with under the adult safeguarding policy and procedures, but will also need to involve the local authority children’s services.

### **7. Information sharing and consent**

Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding.

North Stoneham Community Group will share safeguarding information with the right people at the right time to:

- Prevent death or serious harm
- Coordinate effective and efficient responses
- Enable early interventions to prevent the escalation of risk
- Maintain and improve good practice in safeguarding
- Reveal patterns of abuse that were previously undetected and that could identify others at risk of abuse
- Identify low-level concerns that may reveal children or adult at risk of abuse
- Help families, children and vulnerable adults access the right kind of support to reduce risk and promote wellbeing
- Help identify people who may pose a risk to others and, where possible, work to reduce offending behaviour
- Reduce organisational risk and protect reputation

All information and concerns should be raised with the Safeguarding Lead or if they are not available share information with another agency including social care or the police. In the case of severe concerns where delay in contacting the Safeguarding Lead could result in further harm the worker/volunteer should contact the relevant statutory authorities immediately and inform the line manager as soon as possible.

Information will only be shared with other agencies including the police and social care if the consent of the child, their parents/carer or the adult at risk concerned has been obtained. This is best practice and is often key to ensuring any further support or action is successfully conducted based on trust and transparency. But there are exceptions to this:

- Where gaining consent would put the child, vulnerable adult or the North Stoneham Community Group trustee or volunteer at further risk/risk of significant harm.
- Where an adult is assessed as not having the ‘mental capacity’ to make this Decision, in this case appropriate representatives/advocates should be consulted; however, the final decision will be made by the Safeguarding Lead.
- Where a crime has taken place and there is an overriding public duty for the

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Police to investigate.

- Where other adults at risk and/or children may be at risk of harm from the Person/group/agency suspected of causing abuse.

In making the decision whether to share information without consent consideration will therefore be given to the seriousness and pervasiveness of the abuse: the ability of the individual to make decisions; the effect of the abuse on the individual in question and on others; whether a criminal offence has occurred; and whether there is a need for others to know (e.g. to protect others who may not be involved in the immediate situation).

If the decision is made not to share information because consent has been withheld and the exceptions do not apply then the child, their family or the vulnerable adult will be made aware of the fact that they can change their minds at any point and also be advised of any actions they can take to reduce the risk and promote protective factors.

Decisions about sharing or not information will be clearly recorded with reasons stated. Decisions about sharing information will be openly and explicitly discussed at every stage.

### **Confidentiality and Recording**

Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and whilst it is being investigated. Confidentiality can only be broken and a concern shared when it is in the best interest of the child, adult at risk or public to do so – the circumstances for this are outlined in section 7 above.

All records will be written, stored and destroyed with due regard for confidentiality and in line with North Stoneham Community Group's policy on record keeping and in adherence with the Data Protection Act and GDPR. Trustees will be trained and supported to maintain and store accurate records.

### **8. Procedure if a member of staff or volunteer has a safeguarding concern:**

All trustees or volunteers must raise their concerns with the Safeguarding Lead or, if they are not available another post holder on the board of trustees. If the subject of concern is the Safeguarding Lead, concerns must be taken to the Secretary.

#### **Things to remember:**

- All allegations/disclosures will be treated seriously as the safety of the person or child is paramount.
- Trustees and volunteers should stay calm, listen and reassure the person they are concerned about that they are being listened to.
- Trustees and volunteers should demonstrate a sensitive approach at all times.

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- Trustees and volunteers should be aware of the possibility of the existence of forensic evidence and seek to preserve it without contamination.
- Trustees and volunteers will explain that they are required to share information with the Safeguarding Lead but not with others or any other service users at this stage unless concerns are severe. If there is immediate danger, or someone requires urgent medical attention, then the police or ambulance should be called immediately and the next of kin informed as soon as possible.

### **Reporting Procedure**

1. Any concerns should be reported immediately to the Safeguarding Lead.
2. A Safeguarding Concern Form will be completed by the trustee/volunteer or by the Safeguarding Lead using information related by phone if it is not possible to complete in person. Information recorded on the form must be accurate and wherever possible include the actual words said by the child or vulnerable adult rather than an interpretation of what was said. Specific facts relating to the named people dates, places etc. should be recorded accurately along with any details of the injuries or consequences i.e. where they are and what they looked like. Information may also need to be transposed on to an incident form.
3. The Safeguarding Lead will then report the concern to Hampshire Children's/Adults Services.
4. If a criminal offence has occurred the North Stoneham Community Group's Safeguarding Lead will call the police and any other linked agencies as necessary.
5. Hampshire Children's or Adults Services will then take the lead on any investigation and inform other agencies, where appropriate.
6. The Safeguarding Lead will provide any further information to Hampshire Children's Services as required.
7. Completed safeguarding concern forms will be kept by the Safeguarding Lead, stored in a locked cabinet away from other personal files.

### **9. Good Practice**

Based on types of activities and events we organise and their frequency North Stoneham Community Group does not fall within the DBS guidelines. Parents or guardians are responsible for children at all activities and events.

#### **Training**

All trustees will familiarise themselves with all North Stoneham Community Group's policies and procedures, including safeguarding, during induction.

The Safeguarding Lead will attend the organisation's Safeguarding core training and other relevant training as required.



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## **Roles and Responsibilities**

North Stoneham Community Group Safeguarding Lead phone number 07905839861

Secretary's phone number: 07724362837

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## **Appendix 1**

### **Key Contacts**

#### **Adult Services**

During office hours:

- Hants Direct Adult Service – 0300 555 1386
- Adult Service Advice Line – 01962 842214
- The Action Elder Abuse Confidential Free phone help Line 0808 808 8141 9am-5pm

Outside office hours the Emergency Duty Teams can be reached on:

- Hants Direct Adult Service – 0300 555 1373

#### **Children Services**

- NSPCC Child Protection Helpline - 0808 800 5000
- Hants Direct - 0845 603 5620 (during office hours) 0845 600 45 55 (contact for out of hours)
- ChildLine - 0800 1111

#### **If you think a crime has taken place**

- Local police - 101 non urgent
- Hampshire Police Constabulary - 0845 045 45 45

**If someone is injured or there is immediate risk to life or serious injury, call 999**

#### **Care Quality Commission**

Helpline Tel: 03000 616161

#### **Disclosure and Barring Service**

PO Box 181, Darlington, DL1 9FA

03000 200 190

[customerservices@crb.gsi.gov.uk](mailto:customerservices@crb.gsi.gov.uk)

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## Appendix 2

### SAFEGUARDING CONCERN REFERRAL FORM

(Confidential when complete)

Section A-Details of the person you are concerned about:			
Name	Age / Date of Birth:		
Home Address:	Male		Female
	Ethnicity:		
Post code:	Police Log and Date:		
Telephone / Mobile:	Social Services Identification No:		
Current location of if different from above.			
GP Name	GP Address		
Has a referral been made to any other organisation; e.g. Police, CQC. Please specify			
<p><b>Client Group</b> (This data is required for legal recording purposes) tick all that apply: ✓</p> <p>Child <input type="checkbox"/> Physical Disability <input type="checkbox"/> Frailty <input type="checkbox"/> Sensory Impairment</p> <p><input type="checkbox"/> Dementia Learning Disability <input type="checkbox"/> Mental Health <input type="checkbox"/> Substance Misuse <input type="checkbox"/></p> <p>Unknown <input type="checkbox"/></p> <p>Other – detail:</p>			
<p><b><u>ADULTS ONLY</u></b></p> <p><b><u>Mental Capacity.</u></b></p> <p>Does the person subject of the referral have capacity to agree to the referral?</p> <p>Yes <input type="checkbox"/> (Person to sign below) No <input type="checkbox"/> (Person referring to explain and sign below.)</p> <p><b><u>Consent of person being referred.</u></b> I agree that the information detailed below can be shared with the local authority, police and partner agencies in order to help with this safeguarding enquiry.</p> <p><b>Signed (Service User):</b> <span style="float: right;"><b>Printed Name:</b></span></p> <p style="text-align: right;"><b>Date:</b></p>			

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### Reasons for not seeking consent

Please give reasons for any decisions to refer without the persons written or verbal consent, *for example; other people are at risk of abuse, a person's mental capacity is questionable, this should also be documented in the client's notes.*

**Signed (Referrer):**

**Printed Name:**

**Date:**

### **Type of Abuse** tick all that apply: ✓

Physical

Sexual

Financial

Neglect

Psychological

Institutional

Discriminatory

Other - detail:

### **Section B- Details of Concern/ Suspected Abuse**

Please describe as fully as possible: include how it came to your attention, time(s), dates(s) and location(s) of alleged incident(s) and names of witnesses (if known). Detail any injuries and complete a body map.

(If necessary continue on a separate sheet of paper and include with fax/email) **Additional Sheets** Yes/No

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**Action taken to protect the victim;** details of any measures taken to secure the victim's immediate safety for example, increase in home care visits, admitted to hospital or respite care etc.

### Section C-Details of person suspected or alleged to have caused/allowed the abuse (if known)

Name:	Age / Date of Birth:		
Home Address:	Male		Female
	Ethnicity:		
	Police Log and Date:		
Post code:	Social Services Identification No:		
Telephone / Mobile:			

Current Location if different from above:

#### **Relationship of person alleged to have caused the abuse to the Adult at Risk you are concerned about: ✓**

Husband/Partner/Wife     Son/Daughter     Friend/Neighbour

Other Resident  Stranger

Health Care Practitioner  Social Care Practitioner  Volunteer  Other - detail:

Are you concerned about other Adults or Children at risk from the person suspected of causing or allowing the abuse?

No                      Yes (please provide details)

Does the person suspected of causing the abuse provide care to the victim or any other person ✓

No            Don't Know?    Yes (please provide details)

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Is the person suspected of causing the abuse aware of the allegation? ✓ Yes <input type="checkbox"/>	
No <input type="checkbox"/> Don't Know <input type="checkbox"/>	
Is the person suspected of causing the abuse at risk? ✓ Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>	
Detail:	

Section D-Details of person raising the concern if different from.	
Name:	Job Title:
Address:	Telephone / Mobile:
Post code:	Email:
Signature:	Date: