

Children & Vulnerable Adults Protection and Safeguarding Policy

What does this policy cover?

Children and Young Adults are at the centre of everything we do at Esteem.

We are committed to a practice, which protects children and young adults from harm. Staff and volunteers in our organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young adults harm.

Creating a safeguarding culture is everyone's responsibility.

**At ESTEEM we refer to all those aged 14 -18 years of ages as 'Young Adults'. For the purposes of this policy it is necessary to point out that those aged under 18 years would be identified as Children. Those aged 18-26 years old are deemed 'vulnerable adults'. ESTEEM has a duty of care to all those aged 14-26 years of age.

Safeguarding issues for *under* 18's are reported to Children's Services

Safeguarding issues for *over* 18's are reported to Adult Services.

We will endeavour to safeguard all children and young adults regardless of gender, ethnicity, disability, sexuality or religion. We do this by:

- Adopting child protection guidelines through a Code of Conduct for staff and volunteers available with the handbooks.
- Sharing information about child protection and good practice with children, parents, guardians, staff and volunteers.

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- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training
- We are also committed to reviewing our policy and good practice on a yearly basis.

1. Statement of Intent

It is the policy of Esteem to safeguard the welfare of all children and young people by protecting them from all forms of abuse including neglect, physical, emotional and sexual harm.

(see Appendix 1 for examples of Categories of abuse)



Esteem is committed to creating a safe environment in which children and young adults can feel comfortable and secure while engaged in any of Esteem’s programmes, mentoring, training events or workshops. Personnel should at all times, show respect and understanding for individual’s rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Esteem. This child protection policy fits within the broader legal framework, The Children’s Act 1989 and 2004, Working Together to Safeguard Children 2015.

2. Sharing of Information

Good communication is essential in any organisation. In Esteem every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. Esteem will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, Esteem personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

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Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- Publicising information on all our youth and parenting work.
- Publishing the named Designated Safeguarding Lead on our website and how to make a complaint
- Publishing a full copy of the Safeguarding and Child Protection Policy at www.esteem.org.uk

Staff & Volunteers

As an organisation, which offers support and guidance to children and young adults, it is imperative that each member of the Esteem staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of Esteem's procedures. Each member of staff will receive updated training in Child Protection at induction, and thereafter, a refresher yearly.

CODE OF BEHAVIOUR

These Guidelines for all Esteem staff and volunteers

Staff and volunteers should endeavour to:

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young adults and challenge any inappropriate language used by a child or an adult.
- Respect a young person's right to privacy

ONE TO ONE CONTACT

Staff and volunteers should:

- Not spend excessive amounts of time alone with children or young adults, away from others
- In the event of having to meet with an individual child or young adult make every effort to keep this meeting as open as possible i.e. office space or public space (café, library). If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts and follow lone-working policy.
- If needed to meet with a young person in a closed room, ensure that the door either has a window or the door is left ajar.

PHYSICAL CONTACT

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay

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- Do things of a personal nature for a child or a young person that they can do for themselves – this extends to treatment of self-harm where the young person should be supported to tend to their own injuries with exception when an ambulance is needed.
- Allow, or engage in, inappropriate touching of any kind – this also included ‘front hugging’ when genitalia may be in contact, and lingering touches to any body part.

GENERAL

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention-needing situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun

RELATIONSHIPS

Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within **Esteem** or the work of **Esteem** and should be disclosed to a manager.

Contacts for reporting Safeguarding concerns for under those under 18 years of age:

Multi Agency Safeguarding Hub (MASH): 03302226664

101 (or 999 in an emergency)

Ask for **Child Protection Team**

0800 800 500

24 hours, Freephone advice line

0800 1111

Police

999

NSPCC Help line

0808 800 5000

Children’s Access Point

01403 229900

CAP@westsussex.gcsx.gov.uk

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Appendix 1 - Categories of abuse – Child and Vulnerable Adult Safeguarding Policy

ESTEEM is committed to ensuring that all staff, adult volunteers, mentors, and management committee members undertake training to gain a basic awareness of the signs and symptoms of abuse. ESTEEM will ensure that the Designated Adult Safeguarding Manager and other members of relevant staff or volunteers have access to higher levels of training around safeguarding adults provided by West Sussex Safeguarding Adults Board.

ESTEEM will not be limited in their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of an individual case will always be considered.

Abuse and neglect are forms of maltreatment. Somebody may cause or neglect a person by inflicting harm or failing to act to prevent harm. Individuals 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 peer, child or adult.

Working Together to Safeguard Children 2015 includes definitions of the four broad categories of abuse which are used for the purposes of recognition: Physical Abuse; Emotional Abuse; Sexual Abuse; and Neglect. These categories overlap, and an abused individual frequently suffers more than one type of abuse.

Physical abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm.

It may also be caused when a parent or carer fabricates the symptoms of, or deliberately induced illness. This unusual and potentially dangerous form of abuse is described as fabricated or induced illness.

The following are often regarded as indicators of concern for a child:

- An explanation which is inconsistent with an injury;
- Several different explanations provided for an injury;
- Unexplained delay in seeking treatment;
- Parents / carers who are uninterested or undisturbed by an accident or injury;

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- Parents who are absent without good reason when their child is presented for treatment;
- Repeated presentation of minor injuries (which may represent a 'cry for help' and if ignored could lead to a more serious injury) or may represent fabricated or induced illness (see Fabricated or Induced Illness Procedure);
- Family use of different doctors and A&E departments;
- Reluctance to give information or mention previous injuries.

Concerns for an adult might include:

Including assault, hitting, slapping, pushing, burning, misuse of medication, restraint or inappropriate physical sanctions.

Emotional abuse

Involves the persistent emotional maltreatment such as to cause severe and persistent adverse effects on the individuals' emotional development.

It may involve conveying 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 individuals the opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. For a child, it may feature age or developmentally inappropriate expectations being imposed.

These may include interactions that are beyond a 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 causing the individual to frequently feel frightened or in danger, or the exploitation or corruption of an individual.

Concerns for an adult might include:

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 support networks.

Sexual abuse

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Involves forcing or enticing a person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact, including 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 looking at, or in the production of, sexual images, watching sexual activities, encouraging to behave in sexually inappropriate ways, or grooming a child or vulnerable adult in preparation for abuse (including via the Internet).

For a vulnerable adult this includes rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented or was pressured into consenting. It also includes sexual exploitation which is exploitative situations, contexts and relationships where the person receives “something” (e.g. food, accommodation, drugs, alcohol, mobile phones, cigarettes, gifts, money) or perceived friendship/relationship as a result of them performing, and/or another or others performing sexual acts.

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

Child Sexual Exploitation

CSE Can take many forms from the seemingly ‘consensual’ relationship where sex is exchanged for attention / affection, accommodation or gifts, to serious organised crime and child trafficking. The perpetrator always holds some kind of power over the victim, increasing the dependence of the victim as the exploitative relationship develops. Resources can be found at: <http://www.stop-cse.org/helpful-resources/>

Neglect

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 and development.

For adults this might include:

Ignoring medical, emotional or physical care needs, failure to access appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication,

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adequate nutrition and heating.

Additionally, a vulnerable adult might be self-neglecting. This may include their personal hygiene, health or surroundings; or an inability to provide essential food, clothing, shelter or medical care necessary to maintain their physical and mental health, emotional wellbeing and general safety. It includes behaviour such as hoarding.

Female Genital Mutilation

Esteem has a duty to report Female genital mutilation which is child abuse and constitutes significant harm to West Sussex Safeguarding Children Board or Sussex Police, whose procedures should be followed when there are concerns that a girl is at risk of, or is already the victim of FGM. More information can be found at <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/preventing-protecting/>

Esteem also has a duty under the Prevent Duty 2015 to have “due regard to the need to prevent people from being drawn into terrorism”. Child protection procedures should be followed. The Prevent Agenda helps to stop people becoming involved in or supporting violent extremism or terrorism, support, such as the Channel programme can be accessed.

For further information go to <https://sussexchildprotection.procedures.org.uk/qkpz/recognition-and-referral-of-abuse-and-neglect/recognition-of-abuse-and-neglect>

Other forms of abuse experienced by vulnerable young people and adults can include:

Discriminatory

Including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual or transgender. This includes racism, sexism, ageism, homophobia or any other form of hate incident or crime.

Domestic abuse or violence

Including an incident or a pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse, by someone who is, or has been, an intimate partner or family member regardless of gender or sexual orientation. This includes psychological/emotional, physical, sexual, financial abuse; so called ‘honour’ based violence, forced marriage or Female Genital Mutilation (FGM).

Financial or material

Including theft, fraud, internet scamming, exploitation, 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.

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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.

Organisational (sometimes referred to as institutional)

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 a person'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.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.



People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Document Control

Virginia Sampaio is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of the General Data Protection Regulation.

A current version of this document is available to all members of staff on the company Google Drive and is published in the employee handbook and esteem.org.uk

This policy was approved by the Peter Latham on 01/12/2018 and is issued on a version-controlled basis under her/his signature.

Signature:

Date:

Revisions to this document

Revision number:	Date:	Description on modifications:
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01	20/11/2018	Formatting of document
02	15/01/19	Updating of contact numbers for childrens' reporting Added code of behaviour Added explanation of children and young adult Added West Sussex Safeguarding Children Board or Sussex Police for contacts

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