



SAFEGUARDING PROCEDURES CHILDREN, YOUNG PEOPLE & ADULTS

Evolve is committed to ensuring an environment where all service users and staff, especially those who may be vulnerable for any reason, feel safe and supported.

We all have a responsibility to make every effort to promote the well-being, security and safety of children, young people, and adults, particularly those more at risk of abuse. This Guide can be used to help you take the most appropriate course of action.

This document is intended to be a Guide for the first person/people to whom the service users disclosure is made.

Evolve safeguarding policies for 'Children and Young People' and 'Adults' are available in our office.

Who are we concerned about?

We are concerned about all our service users but particularly those who are children, young people (under 18), vulnerable adults or adults in vulnerable situations who are at risk of abuse.

A 'vulnerable' adult is a person aged 18 or over who:

- Needs, or may need, community care services because they are frail or have a learning disability, physical disability, sight or hearing disability, or mental health issues
- and cannot (or may not be able to) care for themselves or take steps to protect themselves from significant harm or exploitation
- Any adult, who could be vulnerable due to a variety of circumstances or situations they find themselves in

What is Safeguarding?

Safeguarding means protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect. Safeguarding is about making people aware of their rights, encouraging them to have a dialogue with us over matters of concern to them and us being aware so we can take necessary steps to protect them, support them and keep them from harm.

Children aged 0-18

- protect children from abuse and maltreatment
- prevent harm to children's health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes

Safeguarding in Children's Settings

If you receive a service users' disclosure when working in an early years setting/school you must report the disclosure to the head teacher of the school or the lead safeguarding officer for the setting as well as reporting it to your own organisations lead safeguarding reporting officer.

Historic Abuse

If the abuse reported is historical, you must still report it immediately to your organisations Safeguarding Reporting Officer.

All staff, in whatever setting and role, are the front line in preventing harm or abuse occurring including alleviating distress and acting.

WHAT DO YOU NEED TO DO?

1

RECOGNISE - ABUSE COMES IN MANY FORMS AND MORE THAN ONE TYPE OF ABUSE MAY BE HAPPENING AT THE SAME TIME.

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 children 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 cyber bullying), 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 caregivers).

Ensure access to appropriate medical care or treatment.

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

Organised or Multiple Abuse:

Organised or multiple abuse involves:

- Abuse involving one or more abusers and a number of related or unrelated abused children and young people.
- In some cases, the abusers concerned are acting in concert to abuse children, sometimes acting in isolation, or they may be using an institutional framework or position of authority to recruit children for abuse.
- Organised and multiple abuse occur both as part of a network of abuse across family or community and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work requiring specialist skills from both police and social work staff.

Psychological Abuse:

This includes emotional abuse, threats of harm or abandonment, restriction of lifestyle and contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation.

Financial or Material Abuse:

- Includes theft, fraud, exploitation, pressure in connection with wills, property inheritance or misappropriation of property, possessions, or benefits.

Neglect or Acts of Omission:

- Includes ignoring medical or physical care, failure to provide appropriate health, social care, the withholding of the necessities of life such as medication, heating, adequate nutrition.

Discriminatory Abuse and Hate Crime:

- Treating a person in a way which does not respect their race, religion, age, gender, disability, culture, ethnicity, or sexual orientation.

Institutional Abuse:

- Where routines and rules make a person alter their lifestyle and culture to fit in with the institution. The collective failure of an organisation to provide appropriate care and services to vulnerable individuals.

Extremism:

- Where you suspect someone is either involved in terrorist activity or vulnerable to being drawn into terrorism. This includes suspicious on-line activity.

Domestic Abuse/Violence:

- Domestic Violence involves harm done to a person by another with whom that person has been, or still is, in a close relationship.
- The use of behaviour designed to misuse power and exercise control.

Domestic violence can lead to physical, sexual, financial, psychological, verbal, and emotional abuse within the living environment.

You may suspect abuse because:

- You have general concerns about someone's well-being.
- Someone tells you that something has happened or is happening to them, which could be abuse.

Personal distress:

You may also have disclosures relating to personal distress including talk of self-harm and/or suicide. You still need to respond to these disclosures in the same way.

2

RESPOND - REMEMBER: IT IS NOT YOUR ROLE TO INVESTIGATE ANY CONCERNS YOU MAY HAVE. WHERE YOU SUSPECT ABUSE OR RISK OF ABUSE INCLUDING THE POTENTIAL TO BE DRAWN INTO EXTREMISMS, IT IS YOUR ROLE TO PASS ON ANY CONCERNS YOU MAY HAVE EVEN IF THE PERSON HAS ASKED YOU NOT TO.

- Make sure the person is safe
- If urgent medical attention required seek medical help
- Has a serious crime been committed, e.g., rape, sexual assault, serious physical assault
- Speak to your local Safeguarding Reporting Officer immediately for first line advice which may involve calling the police
- Preserve any evidence
- Record and date and sign any information you saw/heard using service user's own words
- Do not discuss with alleged perpetrator
- Do stay calm and try not to show shock
- Listen carefully rather than question directly
- If the service user reports abuse reassure them that they are doing the right thing in telling you

EXPLAIN THAT YOU HAVE A DUTY TO REPORT THE INCIDENT. YOU CANNOT KEEP IT A SECRET YOU HAVE TO REPORT IT.

3

RECORD - IF YOU WITNESS ABUSE OR SOMEONE TELLS YOU ABOUT IT OR YOU RECIEVE A DISCLOSURE RELATING TO THREATS OF SELF-HARM AND/OR SUICIDE YOU MUST:

- Write an account of what you have seen or heard as soon as possible
- Make sure the information is factual and accurate
- Record what the person said, using their own words
- Describe the circumstances and identify anyone else who was there at a time
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4**REPORT - WITHIN 24 HOURS**

STEP ONE - service user makes a disclosure to a member of the team (organisational staff e.g., volunteer, or paid staff) The team member records the nature and details of the disclosure by completing a Safeguarding/Disclosure form.

STEP TWO - the 'disclosed to' member of staff immediately reports the disclosure to the safeguarding lead for advice and an immediate response.

STEP THREE - the safeguarding lead makes an assessment of the disclosure and responds accordingly within the next 48 hours. Details added to the Safeguarding/Disclosure form

STEP FOUR - Report actions are discussed between the reporting person and the safeguarding lead, agreed and shared with the relevant person, and the service user and signed off by safeguarding lead. The effectiveness of the actions is reviewed at a later date in a planned review meeting. Details added to the Safeguarding/Disclosure form.

In Summary

- ✓ Service user discloses to any member of staff.
- ✓ That member of staff takes first line advice from the safeguarding lead as an immediate response may be required, which may involve contacting the police.
- ✓ The member of staff disclosed to, also completes a Safeguarding/Disclosure report within 48 hours of the disclosure occurring.
- ✓ This completed report is forwarded to your organisation's lead safeguarding reporting officer who will follow up with you regarding any first line advice and support given and any additional actions that need to be taken.

Contact Details:

Nominated Child Protection Lead

Name: Alison Hodgson

Phone/email: 07449477737 evolve.ah@outlook.com

Deputy Child Protection Lead

Name: Esther Maple

Phone/email: 07743688507 em@wirralgirls.co.uk

Trustee Lead for Safeguarding and Child Protection

Name: Nancy Boyle

Phone/email: 07804125548 nancy.boyle@ymail.com

References, internet links and further sources of information

Working together to Safeguard Children – (A guide to inter-agency working to safeguard and promote the welfare of children.) Available to download at www.everychildmatters.gov.uk

What to do if you are worried a child is being abused. Available to download at www.everychildmatters.gov.uk

Internet Links

www.everychildmatters.org.uk

www.ceop.gov.uk

www.childline.org.uk

www.thinkuknow.co.uk

www.ceop.gov.uk/reportabuse/index.asp

For Children and Young People

www.there4me.com

www.childline.org.uk/pages/yourplace.aspx

Contacts

NSPCC 24 hours 7 days per week 0808 800 5000

NSPCC means the National Society for the Prevention of Child Cruelty. It is a registered charity that advocates for the rights of children to protect them from all forms of cruelty.

Childline 24 hours 7 days per week 0800 1111

ChildLine is a free 24-hour counselling service for children and young people up to their 19th birthday in the UK provided by the NSPCC.

Family Lives: 0808 8002 222

Family Lives offers a confidential helpline service, which is free from landlines and most mobiles (previously known as Parentline). Please call above for information, advice, guidance, and support on any aspect of parenting and family life, including bullying. Family Lives support staff take calls from 7am – Midnight.

Samaritans UK: 08457 90 90 90

The Samaritans who are available to offer emotional support 24/7 talk to them at any time they like, in their own way, and off the record – about whatever's getting to them.

LOCAL SAFEGUARDING BOARD - [Safeguarding - NHS Cheshire and Merseyside](#)

Liverpool Social Services (Careline) 0151 233 3800

Wirral Integrated Front Door 0151 606 2008 9am – 5pm Monday to Friday

Outside of these hours call 0151 677 6557

Cheshire East Safeguarding - Phone 0300 123 5012 (8.30am till 5pm, option 3) or Out of Hours 0300 123 5022

Report a Child Safeguarding concern - ChECS on 0300 123 5012 (option 3)

Out of Hours 0300 123 5022

LADO 01606 288931 - allegations against members of staff

In an emergency always dial 999