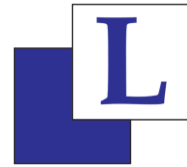


SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS POLICY



1. RATIONALE

At the LEONARDO TRUST, we ensure that children, young people, and adults are safeguarded by robust and efficient child and adult protection and recruitment systems and procedures. We believe that high-quality dedicated staff are the key to a successful organisation and we will ensure that all staff are recruited following correct and thorough vetting procedures.

Our designated Safeguarding Officer is Donna Blanche.

Aims

- To help children, young people, and adults to establish and sustain positive and fulfilling relationships within their families, peers, and groups;
- To encourage children, young people, and adults to develop a sense of autonomy and independence;
- To enable children, young people, and adults to have the self-confidence and the vocabulary to resist inappropriate approaches;

2. WHAT IS ABUSE?

A person may abuse or neglect children, young people, or adults by inflicting harm, or by failing to act to prevent harm. Children, young people, and adults may be abused in a family setting or in an institutional or community setting; by those known to them by personal/professional relationships or by those in a position of responsibility or power, or more rarely, by a stranger.

- **Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm, including by fabricating the symptoms of, or deliberately causing, ill health to a child, young person, or adult.
- **Emotional Abuse** is the persistent emotional ill-treatment of a child, young person, or adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on them, causing them frequently to feel frightened, or the exploitation or corruption of the child, young person, or adult.
- **Sexual Abuse** involves forcing or enticing a child, young person, or adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape, buggery) or non-penetrative acts. They may include involving them in or looking at, or in the production of, pornographic material, or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child, young person, or adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development, such as failing to provide adequate food, shelter, and clothing, or neglect of, or unresponsiveness to their basic emotional needs.
- **Financial Abuse** is the mistreatment of someone in terms of their money or assets, such as their property. It often occurs alongside other forms of abuse. Financial abuse can include money being stolen or misused, fraud, or putting someone under pressure in regard to their money or property. Financial abuse is unethical, and in many cases, it is also illegal.

- **Domestic Abuse** is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial, and emotional.

3. OUR COMMITMENT

We will:

- Ensure that all members of staff within the organisation are diligent and clearly understand the need for strong children, young people, and adult protection procedures which are vigorously implemented and followed.
- Ensure that all members of staff within the organisation will be vigilant and understand how to identify possible signs of abuse.
- Ensure appropriate experienced staffing resources to meet the needs of children, young people, and adults.
- Ensure that there is excellent communication at all levels which results in a swift response and cohesive action to safeguard the child, young person, or adult by a range of partner agencies and professionals.
- Adhere to Safer Recruiting procedures when appointing staff and volunteers and ensure thorough checking and vetting procedures prior to commencing an appointment at the organisation.
- Ensure that parents, carers, and professionals understand the responsibility of the organisation for protecting children, young people, and adults.
- Maintain detailed written records of any child or adult protection safeguarding incidents including any action taken as a result.

4. PREVENTION

We will:

- Seek to maintain an ethos where children, young people, and adults feel secure, are encouraged to talk, and are listened to.
- Ensure that children, young people, and adults know that staff within the organisation can be approached if they are worried or in difficulty.
- Include in the activities and services learning opportunities for personal, social, and emotional education which will help provide children, young people, and adults with the skills and confidence they need to stay safe and know who to turn to if they require assistance and support.

5. RESPONDING TO SUSPICIONS OF ABUSE AND DISCLOSURES

- We acknowledge that abuse of children, young people, and adults can take different forms – physical, emotional, sexual, neglect, financial abuse, and domestic abuse.
- When children, young people, or adults are suffering from physical, emotional, sexual, neglect and emotional abuse, this may be demonstrated through changes in their behaviour. Where such changes in behaviour occur, we will follow appropriate safeguarding procedures.
- Where a child shows signs and symptoms of ‘failure to thrive’ or neglect, we will make appropriate referrals.

Where a child, young person, or adult makes a disclosure to a member of staff, that member of staff will:

- Listen to the child, young person, or adult and offer reassurance;
- Advise that they will take action and explain the next steps where possible;
- Not question the child, young person, or adult or undertake investigations;
- Report their concerns to the designated Safeguarding Officer as soon as possible.

6. RECORDING SUSPICIONS OF ABUSE AND DISCLOSURES

Staff make a record of:

- The person of concerns name, address & age;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the person of concern;
- The name of the person to whom the concern was reported, with date and time; and the name of any other person present at the time.

In the first instance any safeguarding concern should be discussed with the designated Safeguarding Officer as soon as is reasonably possible. The Safeguarding Officer may then discuss the concern with the Local Safeguarding Lead and action taken as appropriate (e.g., monitoring, referral). All records are signed and dated and kept in the Safeguarding Folder in a locked cupboard within the Leonardo Trust office.

7. INFORMING PARENTS AND CARERS

If a suspicion of abuse is recorded, parents or carers are informed at the same time as the report is made, except where the guidance of the local authority safeguarding lead does not allow this. This will usually be the case where the parent or carer is the likely abuser. In these cases, the investigating officer will inform the parents/ carer.

With the proviso that the care and safety of the child, young person, or adult is paramount, we will do all in our power to support and work with them, their family, and their carers.

8. CONFIDENTIALITY

All suspicions and investigations are kept confidential and shared only with those who are permitted to be informed. Any information is shared under the guidance of the local authority safeguarding lead.

9. ALLEGATION AGAINST A MEMBER OF STAFF

We follow the guidance of the local authority safeguarding lead when investigating any complaint that a member of staff or volunteer has abused a child, young person, or vulnerable adult.

Any allegation against a member of staff will be treated seriously. Details will be passed on to the local authority designated officer and will be dealt with in line with borough procedures. No investigation will take place at the organisation. The member of staff may be suspended pending the outcome of the investigation.

10. SUPERVISION OF VOLUNTEERS

Procedures are in place to ensure volunteers are not left alone with children, young people, or vulnerable adults. Volunteers are supervised by a member of staff at all times.

11. RECRUITMENT OF STAFF AND VOLUNTEERS

We are committed to recruiting, appointing, and employing staff and volunteers in accordance with all relevant legislation and best practice.

We adhere to the Local Authority Safer Recruitment Procedures http://bournemouth-poole-lscb.org.uk/inter-agency_safeguarding_procedures/chapter_4

- All posts undertaking direct work with children, young people and vulnerable adults within the organisation are exempt from the Rehabilitation of Offenders Act 1974.
- Staff, volunteers, and trustees must have an Enhanced DBS check before commencing work at the organisation.

- Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- Any allegation made against a member of staff will be taken seriously and dealt with in accordance with Local Authority procedures.
- We abide by the Protection of Children Act 1999 and Safeguarding Vulnerable Groups Act 2006 requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child/adult protection concerns.

12. TRAINING

We seek out training opportunities for all staff and volunteers involved in working with children, young people, and adults at the organisation to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, financial abuse, neglect, and domestic violence and that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the organisation upon induction.

WHISTLE BLOWING

The Leonardo Trust welcomes legitimate concerns to be raised in respect of malpractice without fear of victimisation, subsequent discrimination, or disadvantage.

Any member of staff or member of the public can report concerns regarding the malpractice of a member of staff.

In the event that any person feels unable to raise their concerns directly with the organisation, they may wish to report their concerns to the Local Authority/ Police.

13. THE LEGAL FRAMEWORK

- The Rehabilitation of Offenders Act 1974
- The Children Act 1989 and 2004
- The Protection of Children Act 1999
- United Nations Convention on the Rights of the Child 1989
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Health and Social Care Act 2012
- Mental Capacity Act 2005
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018