

/EVERYONE CAN ■

Safeguarding Policy

The Scope of this policy

The purpose of this document is to set out the Everyone Can Safeguarding Policy.

To fulfil Everyone Can's commitment to safeguard and promote the welfare of children and vulnerable adults, all organisations that provide services for, or work with, children and vulnerable adults must have:

- Clear priorities for safeguarding and promoting the welfare of children and vulnerable adults, explicitly stated in strategic policy documents
- A clear commitment by senior management to the importance of safeguarding and promoting welfare
- A clear line of accountability and defined roles and responsibilities within Everyone Can for safeguarding and promoting the welfare of children and vulnerable adults.
- Recruitment and human resources management procedures that take account of the need to safeguard and promote the welfare of children, vulnerable adults and young people, including arrangements for appropriate checks on new staff and volunteers. eg DBS (Disclosure and Barring Service), Registration via LSCB and the use of the Vetting and Barring Scheme (VBS) (when operational)
- Safe working practice guidance which staff/volunteers have read and understood
- Procedures for dealing with allegations of abuse against members of staff and volunteers, including a Named Senior Officer to whom allegations and concerns are reported
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up-to-date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with children and vulnerable adults, are made aware of the establishment's arrangements for safeguarding and promoting the welfare of children and vulnerable adults and their responsibilities for that
- Policies for safeguarding and promoting the welfare of children and vulnerable adults including a child protection policy, and procedures that comply with Everyone Can's Safeguarding Children and vulnerable adults' policies and procedures for safeguarding.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of children and vulnerable adults, including arrangements for sharing information.
- A culture of listening to, and engaging in dialogue, with children and vulnerable adults- seeking children's views in ways that are appropriate to their age and understanding, and taking account of those views in individual decisions and in the establishment or development of services
- Appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children and vulnerable adults to be addressed.

- Safeguarding of on-line, social media and generic ICT activities by and for young and vulnerable people, staff and stakeholders.

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1. Introduction

- 1.1 The purpose of this document is to set out the Everyone Can Safeguarding Policy.
This document is the Safeguarding Children and Vulnerable Adults Policy for Everyone Can, which will be followed by all members of Everyone Can and followed and promoted by those in the position of leadership within Everyone Can.
- 1.2 Partner organisations are responsible for ensuring that their employees are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare and vulnerable adults.
- 1.3 The purpose of Everyone Can is the delivery and management of services that benefit disabled people through the use of digital technology.
- 1.4 We know that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by Everyone Can are transparent and safeguard and promote the welfare of all young people.
- 1.5 Principles upon which the Safeguarding Children and Vulnerable Adults Policy is based:
 - The welfare of a child, young person and vulnerable adults will always be paramount
 - The welfare of families will be promoted
 - The rights, wishes and feelings of children, young people and vulnerable adults and their families will be respected and listened to.
 - Keeping safe from harm requires people who work with children and vulnerable adults to share information.

See the Information Sharing: Practitioners Guide published by the DfES.

- Those people in positions of responsibility within Everyone Can will work in accordance with the interests of children, vulnerable adults and young people and follow the policy outlined below;

2. Safeguarding Children and Vulnerable Adults Policy

2.1 Immediate Action to ensure Safety

Immediate action may be necessary at any stage in involvement with children and vulnerable adults and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD OR CHILDREN AND/OR VULNERABLE ADULTS CONCERNED i.e.:

- If emergency medical attention is required, this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger, the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection.

2.2 Recognition of Abuse or Neglect

Abuse and neglect are forms of maltreatment of a child and/or vulnerable adults. Somebody may abuse or Neglect a child and/or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults 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 child or children.

2.3 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.

2.4 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

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, causing children and vulnerable adults 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 ill treatment of a child and/or vulnerable adult though it may occur alone.

2.5 **Sexual Abuse**

Sexual abuse involves forcing or enticing a child, young person and/or vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children and vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children and vulnerable adults to behave in sexually inappropriate ways.

2.6 **Neglect**

Neglect is the failure to meet a child's and/or vulnerable adult 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 care-givers)
- ensure access to appropriate medical care or treatment

It may also include Neglect of, or unresponsiveness to, a child's and/or vulnerable adult basic emotional needs.

2.7 Individuals within Everyone Can need to be alert to the potential abuse of children and vulnerable adults both within their families and also from other sources including abuse by members of that organisation.

2.8 Everyone Can should know how to recognise and act upon indicators of abuse or potential abuse involving children and vulnerable adults and where there are concerns about a child's welfare. There is an expected responsibility for all members of Everyone Can to respond to any suspected or actual abuse of a child in accordance with these procedures.

2.9 It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you **MUST NOT** discuss your concerns with parents/carers in the following circumstances:

- where Sexual Abuse or sexual exploitation is suspected
- where organised or multiple abuse is suspected
- where there are concerns a child may be at risk of Female Genital Mutilation

- where fabricated or induced illness (previously known as Munchausen Syndrome by proxy) is suspected
- where contacting parents/carers would place a child, yourself or others at immediate risk

2.10 These decisions should not be taken in isolation. Consult with your line manager.

3. What to do if Children and Vulnerable Adults talk to you about abuse or neglect

3.1 It is recognised that a child and/or vulnerable adult may seek you out to share information about abuse or Neglect, or talk spontaneously individually or in groups when you are present. This is also known as a disclosure.

In these situations, YOU MUST:

- Listen carefully to the child and/or vulnerable adult. DO NOT directly question the child
- Give the child and/or vulnerable adult time and attention.
- Allow the child and/or vulnerable adult to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given, taking care to record the timing, setting and people present, the child's and/or vulnerable adult's present as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's and/or vulnerable adult's own words where possible and not your interpretation.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child and/or vulnerable adult that:
 - they have done the right thing in telling you;
 - they have not done anything wrong;
- Tell the child and/or vulnerable adult what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask the child and/or vulnerable adult to repeat his or her account of events to anyone

If you have a Child and/or vulnerable adult protection concern you should:

4. Consult about your concern

4.1 Because of your observations of, or information received you may become concerned about a child and/or vulnerable adult who has not spoken to you.

4.2 It is good practice to ask a child and/or vulnerable adult why they are upset or how a cut or bruise was caused, or respond to a child and/or vulnerable adult wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

- 4.3 If you are concerned about a child and/or vulnerable adult, you must share your concerns. Initially you should talk to one of the people designated as responsible for child and/or vulnerable adult protection within Everyone Can. In this organisation this person is **Julian Lee (Safe Guarding Lead) Tel: 0808 800 0009 Ext 301** or **Paul Sullivan (Safe Guarding Deputy) Tel: 0808 800 0009 Ext 302**.
- 4.4 If one of those people is implicated in the concerns you should discuss your concerns directly with the other protection officer.
- 4.5 You should consult with your local Social Care Duty & Investigation Team in the area where the child and/or vulnerable adult resides, in the following circumstances:
- when you remain unsure after internal consultation as to whether child and/or vulnerable adult protection concerns exist
 - when there is disagreement as to whether child and/or vulnerable adult protection concerns exist.
 - when you are unable to consult promptly or at all with your designated internal contact for child and/or vulnerable adult protection
 - when the concerns relate to both people responsible for child and/or vulnerable adult protection within Everyone Can.
- 4.6 Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Care or the Police should progress.

5. Make a Referral

- 5.1 A referral involves giving Social Care or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.
- 5.2 Parents/carers should be informed if a referral is being made except in the circumstances outlined in section 2.9.
- 5.3 However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Social Care about how and when the parents should be approached and by whom.
- 5.4
- If your concern is about harm or risk of harm from a family member or someone known to the children and/or vulnerable adults, you should make a telephone referral to the Social Care Duty & Investigation Team in the area where the child and/or vulnerable adult resides (see Section 8: Useful Telephone Numbers).
 - If your concern is about harm or risk of harm from someone not known to the child and/or vulnerable adult family, you should make a telephone referral directly to the Police.
 - If your concern is about harm or risk of harm from an adult in a position of trust, see Section 6: Allegations Against Adults Who Work with Children.

- If your concern is that a child and/or vulnerable adult or their family need additional help or support, you should contact the appropriate Locality Team (see Section 9: Useful Telephone Numbers).

5.5 Information required when making a referral

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and/or vulnerable adult and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family and/or vulnerable adult e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and/or vulnerable adult and their family.
- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

5.6 Action to be taken following the referral

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to the Social Care Duty & Investigation Team following the referral (within 48 hours)
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

6. Allegations against Adults who work with Children and/or vulnerable adults.

6.1 If you have information which suggests an adult who works with children and vulnerable adults (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child and/or vulnerable adult.
- possibly committed a criminal offence against, or related to, a child and/or vulnerable adult.

- behaved towards a child/children and/or vulnerable adult/s in a way that indicated/s he/she is unsuitable to work with children and/or vulnerable adults.

6.2 You should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) via the LSCB

6.3 If one of those people is implicated in the concerns you should discuss your concerns directly with the LADO (Local Authority Designated Officer) via the LSCB

7. E-Safety

Everyone Can has a policy that covers the use of all ICT related activities including the use of social media, email and internet.

7.1 If you experience or are subject to any form of abuse via any form of ICT communications, we take this matter very seriously and all and any incidences are required to be reported immediately.

7.2 Photographs and videos of children, young people and vulnerable adults on the Internet can be used to identify them and make them vulnerable to people who wish to groom them for abuse. To help counteract this risk:

- consider using models or illustrations to promote an activity
- if a child is named, do not use their image
- if an image is used, do not name the child
- obtain parents' written consent to use photographs on web site

8. Confidentiality

8.1 Everyone Can should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

8.2 Information in relation to child protection concerns should be shared on a "need to know" basis.

However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to the need for protection.

8.3 If in doubt, consult:

9. Useful Telephone Numbers and addresses:

- Everyone Can Safeguarding Officer – Julian Lee 0808 800 0009 Ext 301
- Everyone Can Safeguarding Deputy – Paul Sullivan 0808 800 0009 Ext 302

Safeguarding referrals

- Trafford - If the matter is a **child** safeguarding concern or a **LADO** (staff either paid or voluntary) enquiry please contact the Multi-Agency Referral and Assessment Team.
Telephone: 0161 912 5125 or email: MARAT@trafford.gov.uk
- Trafford - If the matter is relating to an **adult** safeguarding concern please contact the Initial Assessment Team Telephone: 0161 912 5135 or email: IAT@trafford.gov.uk
- Manchester City – Children and Adult referrals Telephone: 0161 234 5001

Other emergency

- Police emergency number 999
- Police non-emergency number 101
- Altrincham Hospital & Minor Injuries Unit, 15 Railway St, Altrincham WA14 2RQ (3 miles)

10. Further Everyone Can policy references and useful information

This policy is further supported by the following additional policies and guidelines;

- Data Protection Policy
- Remote Access Policy
- Everyone Can Internet and Online - acceptable use policy
- Health & Safety Policy
- ICT Induction for New Staff
- Induction for New Staff

Greater Manchester Safeguarding Partnership

Greater Manchester Safeguarding Children Procedures Manual

<https://greatermanchesterscb.proceduresonline.com/>

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