

Safeguarding children and young people and vulnerable adults policy

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YMCA Derbyshire

SAFEGUARDING CHILDREN AND YOUNG PEOPLE AND VULNERABLE ADULTS POLICY

YMCA Derbyshire aims to assure the safe and secure provision for children, young people and vulnerable adults across all remits through effective inspection and regulation. Therefore, safeguarding the welfare of children, young people and vulnerable adults is part of our core business and all staff must be aware of their responsibilities in this regard.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

1. PURPOSE

This document outlines YMCA Derbyshire's policy on identifying and responding to concerns regarding the safeguarding and protection of children and young people, with a specific section on protection of vulnerable adults. This policy, with the associated procedures, provides guidance for all staff who may come across concerns of this nature within the context of their work for YMCA Derbyshire. These include:

- All members of YMCA Derbyshire's workforce;
- Other individuals, consultants and agencies contracted by YMCA Derbyshire.

The policy seeks to promote effective multi-agency working in light of the Children Act 2004 and *Working Together to Safeguard Children* (2018).

YMCA Derbyshire works within settings and services which includes young people and vulnerable adults. The policy and procedure for responding to concerns regarding the protection of vulnerable adults, when these are identified through YMCA Derbyshire's business activities, are incorporated in this document. Although the legislative and policy base is different when responding to the safeguarding needs for adults, most of the principles and procedures for staff are the same as those for children and young people.

The definition of safeguarding – children and young people

In relation to children and young people, YMCA Derbyshire adopts the definition used in the Children Act 2004¹ and the guidance document: *Working Together to Safeguard Children* 2018 (Introduction),² which define safeguarding and promoting children and young people's welfare as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and

¹ The Children Act 2004:

www.legislation.gov.uk/ukpga/2004/31/part/2/crossheading/general

² Working together to safeguard children, 2018;

www.gov.uk/government/publications/working-together-to-safeguard-children

- Taking action to enable all children to have the best outcomes.

The above statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

For the purposes of this policy, YMCA Derbyshire's responsibilities cover protecting children and young people from:

- Neglect;
- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Bullying, including online bullying and prejudice-based bullying;
- Peer-on-Peer abuse
- Racist, disability and homophobic or transphobic abuse;
- Gender based violence/violence against women and girls;
- Radicalisation and/or extremist behaviour;
- The impact of new technologies on sexual behaviour, for example sexting and accessing pornography;
- Teenage relationship abuse;
- Substance misuse;
- Issues that may be specific to a local area or population, for example gang activity and youth violence;
- Domestic violence;
- Female genital mutilation;
- Forced marriage;
- Fabricated or induced illness;
- Poor parenting, particularly in relation to babies and young children;
- Child sexual exploitation and trafficking
- Child criminal exploitation, including County Lines
- Homelessness
- So-called honour-based violence and
- Other issues not listed here but that pose a risk to children, young people and vulnerable adults

Additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities can include³:

- Tending to assume that indicators of abuse or neglect such as behaviour, mood or injury relate to a child's disability
- Children with special educational needs and/or disabilities may be more prone to peer group isolation
- Children with special educational needs and/or disabilities might be disproportionately impacted by behaviours such as bullying without outwardly showing any signs

³ Paragraph 107 of Keeping children safe in Education 2018

- Communication barriers and difficulties in overcoming these barriers

2. AIMS AND OBJECTIVES

YMCA Derbyshire has a broad remit and has a wide range of contract and regulation activity which covers settings which also have broader safeguarding responsibilities. In all of this activity, as well as responding to immediate concerns, we will ensure that there is a clear focus on the safety and welfare of children, young people and vulnerable adults. This focus will be consistent across our frameworks and our approach to regulation.

YMCA Derbyshire will disseminate the learning from our outcomes through the safeguarding team to the wider organisation. This will maintain YMCA Derbyshire's role as a learning organisation with a focus on continuous improvement and provide clarity about the roles and responsibilities of staff.

When taking our service users to non-YMCA Derbyshire premises, we expect that providers will have appropriate measures in place to safeguard and promote the welfare of children and that they will bring matters of concern to our attention.

All YMCA Derbyshire staff are required to complete a basic safeguarding training and assessment programme, supplemented by a refresher course after two years, and to attend relevant safeguarding training focussing on what constitutes safe practice as appropriate for their role. Staff are therefore expected to have a good understanding of safeguarding concerns, including potential abuse and neglect of children and young people, which may come to light in the work place as well as in other settings YMCA Derbyshire works with.

Staff who work in areas involving vulnerable adults are also required to complete training and assessment on this aspect of safeguarding.

At whatever level we identify risks, YMCA Derbyshire will highlight them and seek to ensure that appropriate steps are taken to safeguard the service users concerned.

All YMCA Derbyshire employees, and those who undertake work on YMCA Derbyshire's behalf, must maintain a proper focus on safeguarding children, young people and vulnerable adults, and this must be reflected both in sound individual practice and in our internal policies and guidance. All permanent and contracted staff working with children and young people and vulnerable adults must:

- Give highest priority to their safety and welfare;
- Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people or vulnerable adult;
- Respond appropriately to disclosure by a child, or young person, or vulnerable adult of abuse;
- Respond appropriately to allegations against staff, other adults and against themselves;
- Understand and implement safe practice in carrying out their duties within their role;
- Be alert to the risks which abusers, or potential abusers, may pose and pursue concerns through the safeguarding team;

- Be aware of the importance of the role of services in promoting the safety and welfare of children, young people and vulnerable adults; and
- Contribute, as necessary, to all stages of YMCA Derbyshire's safeguarding and protection processes.

3. YMCA DERBYSHIRE'S RESPONSIBILITIES

YMCA Derbyshire does not investigate individual child protection cases or referrals. Therefore, all staff should follow the procedures to ensure that all allegations or suspicions of abuse or significant harm to any child are reported to the children's services department⁴ of the relevant local authority. We will share all relevant information with the respective statutory child protection agencies (children's services and/or police) without delay and within agreed protocols. The reasons for action taken, or not taken, by YMCA Derbyshire will be clearly recorded.

YMCA Derbyshire will ensure that it fulfils its responsibilities to work jointly with others to safeguard and promote the welfare of children, young people and vulnerable adults and, where necessary, to help bring to justice the perpetrators of crimes against children, young people and vulnerable adults.

4. SAFEGUARDING VULNERABLE ADULTS

The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is different from that of children and young people under 18. *Working Together to Safeguard Children 2018* only applies to children and young people until they reach the age of 18. Any incidents or concerns relating to a young person of 18 years and over, even if still at school, are not covered by Local Safeguarding Children Boards or their procedures.

Government guidance in relation to adults is contained in Chapter 14 of the document 'Care and support statutory guidance' 2018⁵. Good practice guidance is also available through the Association of Directors of Social Services (ADSS) publication – *Safeguarding Adults: A national framework of standards for good practice and outcomes in adult protection work*.⁶

However, it is important to be aware that following amendments to the Safeguarding Vulnerable Groups Act 2006, by the Protection of Freedoms Act 2012, adults are no longer deemed vulnerable because of their personal attributes, characteristics or abilities. An adult is considered 'vulnerable' if they receive a health, personal or social care service from a professional. Personal services would include, for example, help with financial matters, feeding, washing or dressing.

⁴ The term Children's Services is used throughout this document to include children's social care services

⁵ *Care and support statutory guidance, 2018*
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

⁶ *Safeguarding adults: a national framework of standards for good practice and outcomes in adult protection work*, Association of Directors of Social Services, 2005:
<http://lx.iriss.org.uk/content/safeguarding-adults-national-framework-standards-good-practice-and-outcomes-adult-protection>

In this policy, the term 'vulnerable adults' is used for any persons over the age of 18 who meet the criteria in paragraph 14.2 of *Care and support statutory guidance (2018)*.

An illustrative guide to abuse and neglect of vulnerable adults

An illustrative guide to abuse of adults is contained in '*Care and support statutory guidance*' (paras 14.6 to 14.19). The following list can never be exhaustive. Incidents of abuse may be one-off or multiple, and affect one person or more. .

Within this context abuse can take the form of:

- Physical abuse – including hitting, pushing, kicking, misuse of restraint or inappropriate sanctions;
- Domestic violence – psychological, physical, sexual, financial, emotional abuse, so-called honour-based violence;
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault sexual acts to which the adult has not consented or was pressured into consenting
- Psychological abuse – including emotional abuse, threats, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or support networks;
- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangement, including in connection to wills, property, inheritance or financial transactions and the misuse or misappropriation of property, possessions or benefits;
- Modern slavery, which encompasses slavery, human trafficking, forced labour and domestic servitude and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment;
- Discriminatory abuse – including harassment and slurs or similar treatment because of race, gender or gender identity, age, disability, sexual orientation or religion;
- Organisational abuse – including neglect within an institution or specific care setting. 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;
- Neglect or acts of omission – including ignoring medical, emotional or physical care needs, withholding the necessities of life, such as medication or adequate nutrition and heating, and failure to provide access to appropriate health, care and support or educational services; and
- Self-neglect - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will

depend on the adult's ability to protect themselves by controlling their own behaviour.

YMCA Derbyshire's responsibilities

YMCA Derbyshire is committed to working with other agencies to ensure that people in our settings are safeguarded. People who use services have a right to live and work in environments free from abuse, neglect and discrimination.

YMCA Derbyshire does not investigate issues of concern in relation to vulnerable adults. Local authorities and the police hold the lead responsibility for responding to allegations of abuse in relation to adults, and in coordinating the local interagency framework for safeguarding adults.

YMCA Derbyshire will bring to the attention of the local authority social services and the police any concerns in relation to safeguarding or allegations of abuse identified through any part of its work.

YMCA Derbyshire expects all staff and volunteers to raise concerns they have regarding a safeguarding concern that is believed to be due to the actions of YMCA Derbyshire or which relate to allegations against its staff or volunteers by contacting the Designated Senior Lead directly.

5. YMCA DERBYSHIRE SAFEGUARDING GROUP

YMCA Derbyshire has established a Safeguarding Group, chaired by the Designated Senior Lead for Safeguarding, to ensure that these arrangements are effective. The terms of reference of the group are:

Purpose

To ensure that robust internal arrangements are in place with respect to YMCA Derbyshire's responsibilities and duties for assuring safe and secure provision for children, young people and vulnerable adults across all remits and includes work undertaken by contracted inspectors.

Objectives

The group reports via the the Training and Education Committee and the Accommodation and Support Committee and works across all remits to improve safeguarding practice. It works to:

- Oversee the implementation and revision of YMCA Derbyshire's safeguarding policy and procedures and review how effectively they are being applied;
- Provide a holistic view of serious incidents to ensure that cross-cutting issues are identified and appropriate action taken within defined timescales;
- Consider and advise on the development of methodologies to ensure that safeguarding issues are adequately addressed;
- Ensure that YMCA Derbyshire understands the key messages arising from its involvement in any case reviews, ensures that these are disseminated and appropriate learning takes place;

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- Annually assess the impact of the safeguarding action plan;
 - Ensure that appropriate staff training and induction arrangements are developed and delivered, and the impact of these on practice is systematically and routinely evaluated;
 - Ensure that YMCA Derbyshire's recruitment and other HR processes and procedures take appropriate account of safeguarding considerations; and
 - Consider issues escalated from external agencies as they relate to safeguarding.

6. MONITORING AND REVIEW OF THE POLICY

This policy will be reviewed annually or earlier in the event there is a need to change our practice.



Safeguarding Report

This form is the formal record of a safeguarding concern about a child or young person within YMCA Derbyshire and should be completed immediately and in full. Please pass to Designated Safeguarding Person or Deputy Designated Safeguarding Person on the same day as the incident.

Name of service user:	Date of Birth:
Date of concern:	Time of concern:
Concern identified by:	Role/Position:
Name of alleged person(s) responsible for the harm:	How is this person known to the victim:
Witnesses:	Place of incident:

Concern/Incident/Disclosure:

(Why are you concerned about this service user? What have you observed, when? What have you been told and when? Please provide a description of any incidents or anything you have been told by a service user or another person. Remember to make clear what is fact and what is hearsay/opinion. Note the language/terminology used by the child, or adult, and be clear about who has said what.)

Has any action been taken in relation to this concern:

(This could be action taken by yourself or anybody else including other agencies, parents etc)

Any relevant historic information that should be considered:

(include any known agencies involved relevant to the disclosure/concern. Include any information that may guide decision making ie is the child on the CP register, are they known to the CSE strategy, previous allegations made and any other relevant information known to adds to this concern).

This section completed by:	Date & Time:
Concern passed to/discussed with:	Date & Time:
Was there a delay in passing on the concern:	YES / NO
If yes, please comment on the reasons for the delay:	

Action to be taken/recommendations from DSP or DDSP:	
Who did you report this incident to DSP, Deputy DSP?	What time was this reported?
(highlight here the recommended actions to be taken) • Xx	Actions completed – please evidence • xx
Signed:	Dated:

FOR COMPLETION BY DSP or DDSP ONLY

Have all requested actions been completed	YES/NO
Any action taken by the DSP/DDSP:	
Has this been fed back to referrer	YES/NO
Signed by DSP/DDSP - (involved in the incident)	Signed by Head of Service or DDSP/DSP - (Clarification)
SIGNATURE:	SIGNATURE:
PRINT NAME:	PRINT NAME: