



CHILDREN AND ADULT SAFEGUARDING POLICY 2024

Introduction

KINGSTRUST NETWORK is a charity registration number 1161181. The charity is managed by a board of trustees (the trustees). The charity operates the GATEWAY COMMUNITY CARE HUB in Withernsea. This policy applies to all of KINGSTRUST'S activities including the GATEWAY COMMUNITY CARE HUB.

This policy shall apply to all staff, managers, trustees, volunteers, students, contractors or anyone working on behalf of Kingstrust Network in any capacity.

Important Notice:

This policy DOES form part of the terms and conditions of any contract of employment with Kingstrust Network CIO.

Staff and volunteers who wilfully disregard or violate this policy either intentionally or by gross negligence will be subject to disciplinary procedure and may be summarily dismissed without further notice.

This policy is intended to protect children, young people and vulnerable adults who receive any service from us, including those who are the children of adults who may receive services from us.

We believe that no child, young person or vulnerable adult should experience abuse or harm and are committed to the protection of children, young people and vulnerable adults and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers, staff or trustees, to guide our approach to protection and safeguarding.

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take many forms, including physical, sexual, emotional, psychological, financial, neglect, and discriminatory or organisational abuse. It may also include domestic violence, modern slavery, radicalisation and self-neglect.

This document is split into three sections:

- 1 Safeguarding general principles,
- 2 Safeguarding adults,
- 3 Safeguarding children.

1 GENERAL PRINCIPLES

This Safeguarding policy, procedures and guidance should be read and cross referenced in conjunction with the following Kingstrust policies and procedures:

- Confidentiality
- Health and Safety
- Discipline and Grievance
- Complaints
- Equal Opportunities
- Data Protection

1.1 Statement

Kingstrust takes its responsibility seriously to promote safeguarding within our organisation and with any vulnerable groups that we work with.

We aim to safeguard vulnerable adults and children by:

- Ensuring the Safeguarding Adult policy and procedure reflects the Care Act 2014.
- Ensuring that all of our staff are carefully selected and trained to ensure their awareness of safeguarding issues relating to adults.
- Having a Safeguarding policy and procedure which is clearly understood, so that any member of staff or trustee has an appreciation of the appropriate guidance to follow, should a concern be raised.
- Reviewing our Safeguarding policy and procedure biannually in order to ensure it is in line with national and local policy.
- Ensuring that dedicated officers are appointed, to hold a specific role in relation to advising KINGSTRUST staff and volunteers, whereby advice and a clear course of action can be offered in relation to any safeguarding concerns. In the event of the lead officer not being available at the time the issue arises, deputy lead officers will be appointed and will deputise in this role for advice and guidance. If both officers are unavailable, and the situation warrants a swift response, the matter will be referred directly to the relevant local Safeguarding Adult Team.
- Ensuring that paid staff and volunteers who work closely with vulnerable adults and their carers, develop practice which ensures they know how to report their concerns about a vulnerable adult, staff member or volunteer. This will be achieved by ensuring an appropriate induction is carried out, which will include information on our Safeguarding Adult policies and procedures.

1.2 Kingstrust code of practice

The following people are nominated as Safeguarding Officers:

Designated Officer: **Melissa Marie Hayton** Contact Tel: **07740 291147**

Deputy Officer: **Timothy Paul Jarvis** Contact Tel: **07780 667414**

KINGSTRUST staff and trustees should be aware of new areas of knowledge concerning safeguarding practices and ensure they have received at least introductory/awareness raising training in safeguarding adults.

KINGSTRUST are committed to minimising and preventing abuse and recognise the importance of safe recruitment policies and practices for paid staff, volunteers and trustees.

It is important to be robust in emphasising appropriate safeguarding measures when screening potential staff and volunteers.

These will include:

- All paid staff and volunteers with access to children or vulnerable adults or with access to sensitive information will be required to undertake an enhanced DBS check with potential barred list check dependent upon role
- Staff and volunteers working with children or vulnerable adults will undertake Basic Awareness Safeguarding training
- All staff and volunteers to read and understand this Safeguarding Policy and for this to be reviewed to ensure up-to-date knowledge
- Application forms for employment and for volunteer work to include details of previous employment, any convictions for criminal offences (including spent convictions), agreement for enhanced DBS checks, permission to contact two referees, including their current or most recent employer (which should be taken up)
- The potential staff member/volunteer will be interviewed for their suitability for any vacant post. Staff will be subject to a probationary period (6 months). Volunteers are effectively always on probation.
- Staff and volunteers will have a period of induction where they will complete any induction training. KINGSTRUST's current model of meeting with the team, understanding roles and responsibilities and awareness of the current policies will be helpful in fulfilling this requirement.

1.3 Defining who is at risk and in what way

We are committed to ensure that staff, volunteers, trustees and networks are fully informed in regards to defining the parameters surrounding the Safeguarding agenda.

1.4 What Constitutes abuse and neglect?

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Types of abuse include:

- **physical** abuse, including hitting, slapping, punching, burning, pushing, kicking, misuse of medicine, restraint, or inappropriate sanctions

- **sexual** abuse, including rape, sexual or indecent assault, inappropriate touching or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting
- **psychological** abuse, including emotional abuse, belittling, threats of harm or abandonment, deprivation of contact, humiliation, name calling and blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- **financial or material** abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property
- **neglect and acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating and leaving in soiled clothes
- **discriminatory** abuse, including racist and sexist abuse based on a person's disability and other forms of harassment
- **domestic violence** abuse including, psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence
- **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 - read Modern slavery: how the UK is leading the fight for further information.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/328096/Modern_slavery_booklet_v12_WEB_2_.pdf
- **organisational**, which usually relates to practices adopted in care settings, including poor care standards, inadequately trained staff, under resourced facilities, unsupervised staff, where staff work in isolation or have little support from managers, rigid routines and lack of positive responses to complex care needs
- **self-neglect**, this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and included behaviour such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult at risk's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this without external support.

Abuse may be carried out deliberately or unknowingly and 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.

1.5 Patterns of Abuse

Patterns of abuse and abusing vary and reflect very different dynamics. These include:

- Serial abusing in which the perpetrator seeks out and 'grooms' vulnerable individuals. Sexual abuse usually falls into this pattern as do some forms of financial abuse

- Long term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations
- Opportunistic abuse such as theft occurring because money has been left around
- Situational abuse which arises because pressures have been built up and/or because of difficult or challenging behaviour;
- Neglect of a person's needs because those around him or her are not able to be responsible for their care, for example if the carer has difficulties attributable to such issues as debt, alcohol or mental health problems;
- Unacceptable 'treatments' or programmes which include sanctions or punishment such as withholding of food and drink, seclusion, unnecessary and unauthorised use of control and restraint
- Failure of agencies to ensure staff receive appropriate guidance on anti-racist and anti-discriminatory practice
- Failure to access key services such as health care, dentistry, prostheses
- Misappropriation of benefits and/or use of the persons money by other members of the household
- Fraud or intimidation in connection with wills, property or other assets.

1.6 Record keeping

The designated safeguarding officer will keep an incident reporting book with dated entries of all safeguarding incidents reported to them or that they otherwise become aware of. This book shall be kept safe and confidential.

1.7 Information Sharing and confidentiality

In the case of an incident or reported incident confidentiality cannot be guaranteed where there are risks to people of breaking the law.

We must report any allegations or signs of abuse. Employees and volunteers who fail to report concerns about the possible abuse of a child or adult at risk in accordance with this policy or local authority policies, can be disciplined for not doing so, or for colluding with the abuse. If you are unsure what to disclose and to whom, first discuss the matter with your manager or safeguarding officer.

Don't disclose anything before you are sure it should be shared with the person you are proposing to share it with, and you are sure that person is who they say they are.

Information if known, which may be required when you make a referral or report your concerns:

- Details of alleged victim – name, address, age, gender, etc.
- Whether the individual is aware of and has consented to the referral/report.
- The mental capacity of the individual (are there any concerns/doubts about this?)
- Reasons for the referral or report
- Details of how these concerns came to light.
- Details of any arrangements which have already been made for the protection of the child, young person or vulnerable adult.
- Details of anyone else to whom this referral has also been made.

- Details of the alleged perpetrator and if they are a child, young person or vulnerable adult.
- Details of alleged abuse and information about suspicions.
- Details of any other background information.
- An impression of how serious the situation might be.
- Details of any other professional involved.
- Details of carers and any significant family members, neighbours, friends.
- Details of any medication if known.


See also appendix B.

1.8 Volunteers Under the Age of 18

Kingstrust may from time to time engage volunteers under the age of 18. Staff and adult volunteers must safeguard volunteers under the age of 18 in the same manner as all other children.

1.9 Managing and Reviewing the Policy

KINGSTRUST will ensure that the Safeguarding Adults policy and procedures are reviewed biannually by the Board of Trustees/management committee. The named Safeguarding Adults Officers will be involved in this process and can recommend any changes. The named Safeguarding Adults Officers will also ensure that any changes are clearly communicated to staff, volunteers and service users.

Approved by Board of Trustees: 	Date: 27/01/2024
Revision __2024__	Next Review Date: __December 2025__

2 SAFEGUARDING ADULTS

2.1 Introduction

The term “adult at risk” and “vulnerable adult” are used interchangeably in this policy.

The Care Act 2014 identifies an adult at risk as being “A person who has needs for care and support (whether or not the local authority is meeting any of those needs), and as a result of those needs the person is unable to protect him/herself against abuse, neglect or the risk of it.”

An adult at risk may therefore be a person who, for example:

- is an older person who is frail due to ill health, physical disability or cognitive impairment,
- has a learning disability,
- has a physical disability and/or a sensory impairment,
- has mental health needs including dementia or a personality disorder
- misuses substances or alcohol,
- is an adult that is already subject to abuse at home or in the community,
- lacks mental capacity to make particular decisions and is in need of care and support.

2.2 Who do safeguarding duties apply to?

We will safeguard an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

2.3 In What Circumstances can Abuse Occur?

Abuse can take place in any context. It may occur when a vulnerable adult lives alone or with a relative; it may also occur within nursing, residential or day care settings, in hospitals, custodial situations, support services into people’s own homes, and other places previously assumed safe, or in public places.

2.4 Managing a disclosure of abuse and making a referral

KINGSTRUST recognises that we have a duty to act on reports, or suspicions of abuse/neglect, including allegations made against paid staff or volunteers. This will be done in conjunction with and guidance from, the relevant Safeguarding Adult Team.

2.5 Receiving a Disclosure

If organisations working with KINGSTRUST are in a position where adults may disclose abuse has occurred or raise concerns that abuse might happen, it is important that they know where to obtain further information from and who to contact to report abuse.

For East Riding please contact the East Riding Safeguarding Adults Team – (01482) 396940 www.ersab.org.uk

For Hull please contact the Multi Agency Safeguarding Hub – 01482 616092

2.6 Consent and Capacity

KINGSTRUST recognise the importance of gaining consent within its vulnerable adult policies and procedures. The types of consent within vulnerable adult's procedures may include consent to an investigation and to information being shared. If a disclosure of alleged abuse is received KINGSTRUST will ensure that consent is gained to refer or report the incident. If an individual agrees to share information about them to others, they have given consent. However, if individuals do not consent, then on occasions this has to be accepted. Equally KINGSTRUST agree that there will be occasions where decisions not to consent can be overridden. It may be that sometimes an individual is not able to give informed consent because they lack capacity.

Support and guidance on consent and capacity can be accessed by contacting the local Safeguarding Adults Board.

2.7 Local Safeguarding Adults Teams Contact Details

The Safeguarding Adults Teams provide information and advice to the general public and health and social care professionals about abuse of vulnerable adults. It also provides a central team which receives referrals/alerters about suspected abuse and coordinates any investigation.

East Riding of Yorkshire

East Riding of Yorkshire Safeguarding Adult Team

If you think you have been abused, who do you report it to? If you think you have been abused and want to report it yourself, these are the numbers of people you can talk to:

East Riding Safeguarding Adults Team

Monday - Thursday 9am-5pm Friday 9am-4.30pm.

Tel: (01482) 396940 Website: www.ersab.org.uk

Emergency Duty Team (Out of Office Hours) Tel: (01377) 241273

Humberside Police Tel: 101

Emergency Services Tel: 999

East Riding Safeguarding Adults Board

<http://ersab.eastriding.gov.uk/>

Hull

Multi Agency Safeguarding Hub details

Address: Brunswick House, Strand Close, Beverley Road, Hull HU2 9DB

Multi Agency Safeguarding Hub details

Tel: 01482 616092 - ask for the adults safeguarding team duty officer

Tel: 01482 300304 - after 5:00pm or during weekends

Fax: 01482 318217 - address to the Multi Agency Safeguarding Hub

Email: adultsafeguarding@hullcc.gcsx.gov.uk (secure)

Approach – phone before form

We recommend that you discuss your concern with the Multi Agency Safeguarding Hub before completing and sending the alerter form. A member of the team will be

able to give you guidance and support and agree the next steps with you. If you are a professional you need to assess the incident using the [risk matrix](#).

Hull Safeguarding Adults Partnership Board

<http://www.safeguardingadultshull.com/>

North Lincolnshire Adult Social Services

Duty Care Team: 01724 297979

Out of hours: 01724 298160

www.northlincs.gov.uk/NorthLincs/SocialCare/abuse/SafeguardingAdults.htm

Sources:

East Riding Safeguarding Adults Board Website -

<http://www.safeguardingadultshull.com/>

Hull Safeguarding Adults Website - <http://www.ersab.org.uk/>

East Riding Safeguarding Adults Board – The Care Act

3 SAFEGUARDING CHILDREN

3.1 Introduction

KINGSTRUST recognises its responsibility to safeguard and promote the welfare of children within the framework of the Children Act 1989 and 2004.

It is difficult to acknowledge that abuse or harm could take place within your organisation but any group working with children is vulnerable. It is the responsibility of all of us to put the welfare of children and young people first, and to recognise behaviours that can put children at risk. Under the terms of the Children Act 2004, anyone up to the age of 18 is considered to be a child/young person.

Kingstrust needs to have appropriate arrangements in place for safeguarding and promoting the welfare of children. These arrangements should include:

- Procedures for staff and others to report concerns they may have about the children they meet that are in line with the East Riding Safeguarding Children Partnership's procedures
- Appropriate codes of practice for staff, particularly those working directly with children
- Recruitment procedures in accordance with Every Child Matters: Change for Children Programme. Working Together to Safeguard Children Guide to Inter Agency Working, and the East Riding Safeguarding Children Partnership (<https://www.erscp.co.uk/>)
- Training and Supervision of staff (both paid and voluntary).

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that can have an adverse impact upon their lives, such as domestic violence, parental substance misuse or neglect.

We aim to create a safe and fun environment within which children and young people can thrive in the security of clear guidance.

These guidelines are for the use of all paid staff, volunteers, visitors and the parents and carers of the children and young people we offer a service to and through them, we will endeavour to ensure that:

- Children and young people are listened to, valued and respected
- All paid staff and volunteers are subject to rigorous recruitment procedures and the Disclosure and Barring Service (DBS) clearance
- All paid staff and volunteers are given appropriate child protection training, support and, where appropriate, supervision.

The Guidelines are divided in to the following sections:

- Understanding & Recognising Signs of Abuse
- What to do with your concerns and how to respond to a child wanting to talk about abuse
- Allegations made against staff

- Safe Recruitment
- Good Practice
- Safe Behaviour Do's and Don'ts
- Safeguarding children in the East Riding of Yorkshire
- Contacts

All child protection concerns should be acted upon immediately. If you are concerned that a child is at risk of or actually suffering abuse, you should tell the designated Safeguarding Officer within your Organisation.

3.2 Referrals

In an emergency or if you do not agree with the decision made by your safeguarding officer or if the safeguarding officer or her deputy are unavailable, you can make a referral directly yourself.

Referrals can be made by calling:

Universal – Families Information Service Hub (FISH) Tel: (01482) 396469
Email: fish@eastriding.gov.uk

Additional –

Please contact the child or young person's local ERYC Early Help Locality Hubs (01482) 391700

- Bridlington: ehp.bridlington@eastriding.gov.uk
- Beverley: ehp.beverley@eastriding.gov.uk
- Goole: ehp.goole@eastriding.gov.uk
- Anlaby: ehp.haltemprice@eastriding.gov.uk
- Hedon: ehp.holderness@eastriding.gov.uk
- Driffield: ehp.wolds@eastriding.gov.uk

Intensive and Specialist –

ERY Children's Safeguarding Hub (01482) 395500

Monday to Thursday 8.30am-5pm, Friday 8.30am -4:30pm.

Out of hours (01482) 393939

NB: If a child is suffering abuse and requires urgent attention because of immediate danger, call the Police on 999.

See also the useful contacts in appendix A.

3.3 Understanding and Recognising Signs of Abuse

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.

3.3.1 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.

3.3.2 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 the child 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 cyberbullying), 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.

3.3.3 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.

3.3.4 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 care-givers); or
- ensure access to appropriate medical care or treatment

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

There are also additional areas of safeguarding children that we must be aware of, these are:

Child Sexual Exploitation (CSE)

Female Genital Mutilation (FGM)

Radicalisation (Prevent)

Self-harm and suicide prevention

Online safety

3.6 What to do with your concerns

In the event that a child or young person makes an allegation or disclosure of abuse about an adult or another child or young person it is important that you:

- Listen to them and/or closely observe their presentation and behaviour
- Do not try to question the child in detail. If a child tells you someone has hurt them, listen carefully and explain that you will have to tell someone else who will help them to stop this happening. Tell them that you believe them.
- Make a note of what is said as soon as possible, remembering the exact words used if you can. Do not make judgements, rather evidence based recordings. Sign and date your notes.
- Inform your Designated Safeguarding Officer as soon as possible
- Where possible it is good practice to inform the parent/carer of the disclosure and referral, however, do not inform the person named as the abuser if you feel this might place the child at risk of further harm.
- Do not discuss concerns/allegations/disclosures with other people. The child/young person and family have a right to confidentiality with only people who 'need to know' sharing the information.

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concerns with your Designated Safeguarding Officer, who will help you decide what to do.

It is not however the responsibility of the Designated Safeguarding officer or other staff to investigate suspected abuse.

The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or young person or the concerns of an adult, lies with the local Safeguarding Children Unit, including the Local Area Designated Officer (LADO) and police officers from the Protecting Vulnerable People Unit (PVPU). It is normally the responsibility of your Designated Safeguarding officer to make a referral to these agencies but if you judge the situation to be urgent and/or you require immediate advice you can report your concerns directly.

Either the local Safeguarding Children Unit, LADO or the PVPU officer will advise you if or when to inform the child's parents or carers about any concerns. If they decide to pursue a child protection investigation you should;

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe;
- Attend a child protection conference, if you are invited, where you will be asked to provide information about your involvement with the child. This is one of the reasons why it is important to keep dated records of your concerns;
- Attend any subsequent child protection conferences.

You can find out more detail about the identification of abuse and what to do from East Riding Safeguarding Children Partnership website: <https://www.erscp.co.uk/>

3.7 Allegations made against staff

All organisations that work or come in to contact with children and young people need to be aware of the possibility that allegations may be made against members of their staff or volunteers. Allegations will usually be that some kind of abuse has taken place. They may be made by a child, young person or another concerned adult. Allegations may be made for a variety of reasons, some of them being that:

- Abuse has actually taken place
- Something happens to a child that reminds them of an event that happened in the past – the child is unable to recognise that the people and situation are different
- Your language or actions are misinterpreted by a child or young person because they are reminded of someone else
- Some children know how powerful an allegation can be and, if they are angry or upset with you, have made the allegation as a way of hitting out
- An allegation can be a way of seeking attention.

It may be difficult to accept that abuse could occur in your organisation or that the person being named could be responsible but **all allegations should be brought to the attention of the designated safeguarding officer immediately**. In cases where the allegation is against the safeguarding officer the complaint should be taken to a more senior member of the organisation or you should take the following action yourself:

- Make sure that the child or young person is safe and away from the person alleged to have abused them
- Contact the East Riding Safeguarding Children Team, including the Local Area Designated Officer (LADO) as explained above
- Contact the parents/carers of the child if advised to do so by the social worker or police officer in charge of the investigation
- Irrespective of any investigation by local Safeguarding Children Unit, LADO or the police, you should follow the appropriate disciplinary procedures. Common practice is for the alleged abuser to be suspended¹ from attending the organisation or workplace until the outcome of any investigation is known;
- Consider whether the alleged abuser has access to children anywhere else and whether those organisations or groups need to be informed;
- Act upon the decisions made in any strategy decision

All incidents should be investigated internally, after any external investigation has finished in order to review practice and put in place any additional measures to prevent a similar thing happening again.

¹ However, please seek advice from the LADO and the police as at what stage a suspension should take place in order to ensure that any evidence is not lost or compromised

It is important that you also develop support systems for the person who faces an allegation. If your organisation has a management committee it could be that a member is nominated to fulfil this role. As well as providing immediate support advice could be given on accessing appropriate outside help such as counselling or legal services.

It is good practice for organisations to develop and encourage an environment where people feel safe to express their concerns about the practice of others. If a staff member, volunteer or participant has concerns they should not be victimised in any way for expressing them.

3.8 Safe Recruitment

To reduce the risk of abuse to children and the likelihood of allegations being made that are founded, every organisation should have clear and rigorous recruitment procedures. These procedures **should always** include the following:

- All prospective staff should complete an application form which asks for details of previous employment and the names of two referees. Referees should be reminded that they should not misrepresent the candidate or omit to say things that may be relevant to their employment.
- All prospective staff and volunteers in regulated activity² with children must have a new Disclosure and Barring Service (DBS) check before they start work with you – anyone who refuses to do so should not be allowed to work
- **Nobody** should start work before the DBS process completed with a disclosure certificate received.???
- All appointments to work with children should be subject to a probationary period.
- New members of staff should be clear about their responsibilities and wherever possible work to an agreed job description.
- These guidelines should be made available for all staff members and volunteers and be a part of any induction process.

3.9 Good Practice

All voluntary and community sector organisations should:

- Have a written Safeguarding Policy – showing commitments
- Identify a Designated Safeguarding officer, preferably 2, who must undergo safeguarding children training acceptable to Kingstrust.
- Display the name and contact details of the Designated Safeguarding officer in a place accessible to all, including children, young people, parents & carers, so that they are aware of who to talk to if there are any concerns;
- Ensure that all staff working with children should attend basic child protection training and should have regular supervision from a more experienced staff member;

² For more information on what is classed as regulated activity with children, please visit: <https://www.ucheck.co.uk/what-does-regulated-activity-mean/>

- Observe Health and Safety Regulations through risk assessments and written, safe working practices;
- Train someone in First Aid and have a fully stocked First Aid box
- Have an accident/incident reporting procedure
- Make sure everyone involved in the organisation actively promotes a culture of openness, where everyone (including children and young people) feels free to share their views and concerns
- Deal with any allegation about a child or adult in a confidential manner and only share the information with those who need to know
- Not allow any member of staff to be left alone with a child/children where they cannot be observed by others
- Not, under any circumstances, allow visitors to wander around the premises unaccompanied when there are children and young people present
- Endeavour, where possible, that there should always be at least two members of staff/volunteers with a group of children – It is vital that the ratio of child to adult is adequate to ensure safety. For children under 8 no more than 1:8 and under 5 no more than 1:6
- Be alert to strangers frequently waiting outside a venue with no apparent purpose. Children should not be collected by anybody other than their parents unless prior notification has already been received
- Inform staff and volunteers that if a child has not been collected after a session it is reasonable to wait for at least half an hour. If the parent or carer has still not arrived and cannot be contacted they should contact the nearest duty team or the police and request advice and assistance
- Talk to young people and encourage their involvement and participation.

If any outings or trips have been arranged KINGSTRUST must ensure that:

- All vehicles being used are insured, roadworthy and fitted with seatbelts
- All drivers have at least one escort and that they have up to date DBS checks and been subject to appropriate recruitment procedures.
- Roll call is taken at the beginning of the journey and again on the return trip. If more than one vehicle is used children and young people should use the same vehicle both ways
- Staff accompanying the trip have contact numbers for the home organisation and emergency services
- If a child goes missing on a trip, staff should instigate an immediate search and alert appropriate security staff. If the child cannot be found within half an hour the police must be notified
- If, having notified security staff and the police, the child still cannot be found the parents/carers must be informed immediately
- The care of the remaining children is paramount and it is imperative that they return to the home site as quickly as possible. A senior staff member must remain at the visit site to co-ordinate contact between security/police staff and the parents/carers.

In the event that a room or rooms within KINGSTRUST are let out to other organisations, the letting organisation must work to approved safeguarding children procedures and must agree to read and abide by these guidelines.

3.10 Safe Behaviour Do's and Don'ts

DO

- Treat everyone with respect
- Provide an example you want others to follow
- Encourage children, young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they don't like
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Avoid situations that compromise your relationship with children and young people and are unacceptable within a relationship of trust
- Respect a child or young person's right to personal privacy, protection and safe environment
- Provide access and space for children and young people to talk about concerns they may have
- Listen to children and young people

DON'T

- Permit abusive peer activities (for example, ridiculing, bullying, name calling)
- Have any inappropriate physical contact with children or young people
- Show favouritism to any individual
- Rely on your good name to protect you
- Let suspicion, disclosure or allegations of abuse, go unrecorded or unreported
- Jump to conclusions without checking facts
- Believe 'it could never happen here'
- Believe 'it could never happen to me'

3.11 Age

Children aged 11 and over entering our buildings without direct supervision are welcome if they are behaving appropriately. If the child appears to be under the age of 11 and unaccompanied by an adult/carer or there is suspicion that the child may be truanting then they are welcome to enter KTN's premises but the 'Found Child' or 'Truancy' procedures should be followed.

3.12 Safeguarding children at events / activities

There are three kinds of events/activities:

- those open to adults and children of all ages,
- those for children accompanied by a parent or guardian,
- those for unaccompanied children, which are sometimes run alongside other events/activities.

At events and activities open to all ages, children under 11 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Children aged 11 and over entering our buildings without direct supervision are welcome if they are behaving appropriately. When a child under 11 enters the hub alone he/she will be asked for a telephone number of an adult responsible for them, e.g. a parent or guardian by a staff / volunteer and that adult will be contacted by phone.

At events and activities for children accompanied by a parent or guardian, children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If an adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 11+ may attend unaccompanied if they bring the written consent and mobile telephone number of one of a parent or guardian.

At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents/carer, plus the parents' mobile telephone numbers.

Both event and activities are to be defined broadly to include any occasions where Kingstrust Network will be providing a service.

Appendix A Useful Contacts

Emergency services 999

Police 101 (non-emergency)

East Riding early help and prevention hub 01482 391700

East Riding Safeguarding Children Partnership 01482 395500

NSPCC 24 hour helpline 0800 800 5000

Childline 24 hour helpline 0800 1111

Social Services Direct 0845 8503503

National Care Standards Commission 0207 2104850

NHS Direct 0845 4647

Hull and East Riding Alcoholic Team 01482 336950

DIP (Drug Intervention Programme) 01482 620013, 0800 6126126

Hull and East Riding CAB (Citizen Advice Bureau) 01482 224608

AA 0845 7697555

Turning Point 01904 431 100, 01977 517 422

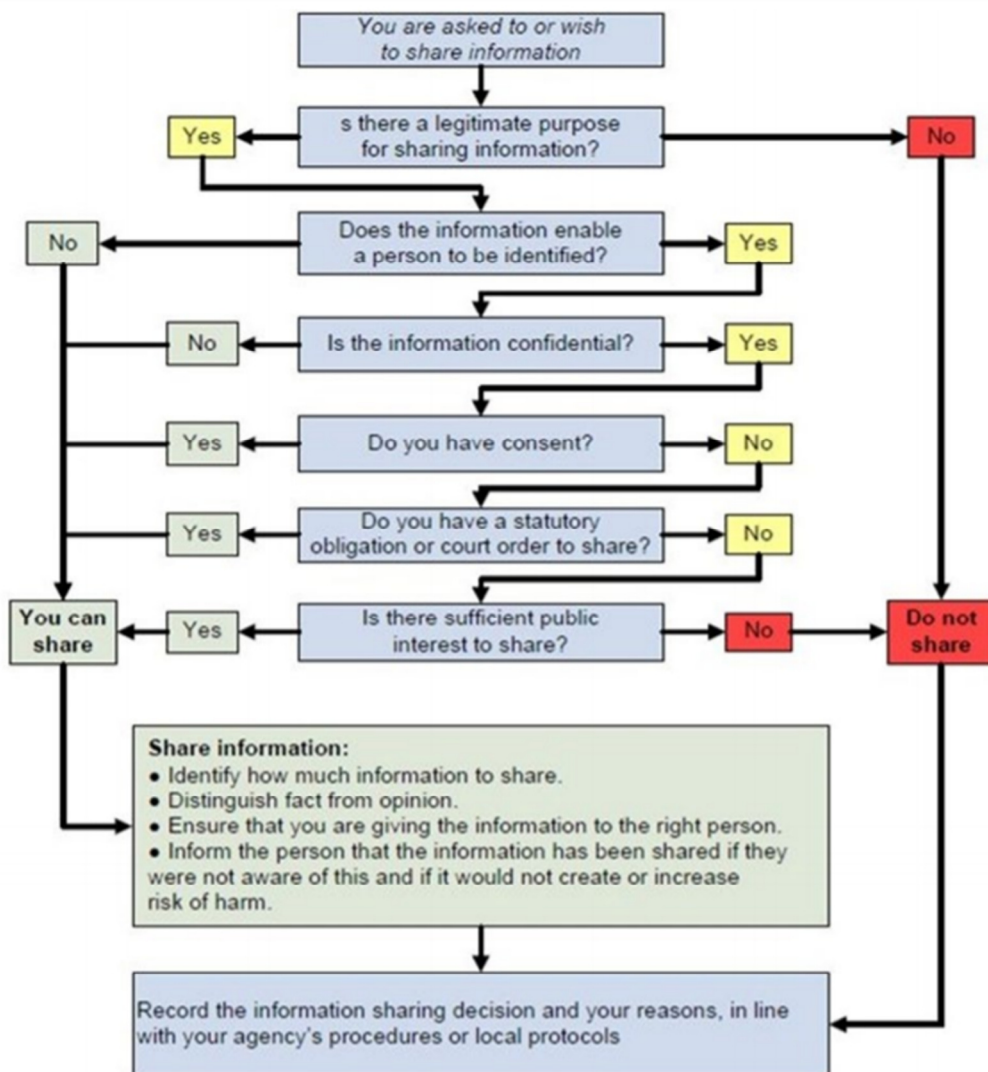
The Samaritans 08457 909090

Victim Support 0845 303 0900

Appendix B Seven Golden rules of information sharing

'Information Sharing: Guidance for practitioners and managers' (2008) is aimed at supporting good practice in information sharing by offering clarity on when and how information can be shared legally and professionally in order to achieve improved outcomes. It can be especially useful in supporting early intervention and preventative work where decisions about information sharing may be less clear than in safeguarding or child protection situations. Below are the 7 golden rules of information sharing that this guidance recommends.

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. From the outset be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgements on the facts of the case.
5. Consider safety and well being: Base your information sharing decisions on considerations of the safety and well being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reason for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.



Seek advice from your manager, supervisor, child protection advisor or Caldicott Guardian if you are not sure what to do at any stage and ensure that the outcome of the discussion is recorded