



PEOPLE, PLACE AND PARTICIPATION SAFEGUARDING POLICY

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APPLICABLE TO: ALL STAFF AND TRUSTEES

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Part A

1. The Purpose of the Policy

The purpose of this policy is to:

- ensure that Flo's: The Place in the park (Flo's) is a safe space for children, young people and adults
- outline the principles and procedures for child and adult safeguarding and protection at Flo's
- provide all those in a position of trust at Flo's with guidance on safeguarding

This policy, and its associated procedures, applies to all staff, including managers, board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone in a position of trust working on behalf of Flo's.

A child is defined as a person under the age of 18 (The Children Act 1989). An adult is any person aged over 18 years.

2. Introduction

Flo's -The Place in the Park aims to be a safe, welcoming, inclusive space for families and people of all generations to meet, eat, work, play and learn. In developing a safe space Flo's recognises the importance of safeguarding everyone who might use the centre - children and adults.

Flo's recognises its duty of care to

- safeguard children as set out in the Children Act 1989 and 2004 and Working Together to Safeguard Children 2018 and
- safeguard adults as set out in the Care Act 2014 associated regulations and statutory guidance,

Flo's believes that:

- All people regardless of age, ability, gender, racial heritage, religious or spiritual beliefs, sexual orientation and /or identity, have the right to equal protection from harm or abuse
- Some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues



3. Flo's will therefore work towards the following

3a. Prevention of abuse by

- Providing an environment where everyone, children and adults, feel safe, secure, valued, respected and listened to
- Recognising that safeguarding is everyone's responsibility
- Safely recruiting staff and volunteers
- Promoting safe practice by workers and volunteers
- Ensuring relevant staff undertake Oxfordshire Safeguarding Children Board (OSCB) and Oxfordshire Safeguarding Adults Board (OSAB) training, and encouraging relevant volunteers to do so
- Providing bespoke training for relevant staff and volunteers focusing on the particular safeguarding risks and issues they might encounter at Flo's and providing clear guidance about how to respond. Volunteers or staff for whom safeguarding is not a major part of their role will be trained in how to report a safeguarding concern.
- Updater training is available to relevant staff and volunteers is required at least every 3 years
- Ensuring all those in a position of trust are provided with up to date and relevant information, training, support and supervision to enable them to fulfil their role and responsibilities in relation to safeguarding children and adults including lines of accountability and Whistle Blowing policies
- Developing a culture of respect, co-operation and openness
- Providing and promoting activities which enhance the welfare of children and adults
- Ensuring that all those using and hiring the space at Flo's understand, and are committed to, our Safeguarding Policy
- Assessing and carefully managing risks in accordance with civil and criminal law

3b Responding well to concerns about abuse or harm by

- Providing guidance on what staff and volunteers should do if they have a safeguarding concern
- Appointing a Designated Safeguarding Lead and ensuring a clear line of accountability with regards to safeguarding concerns
- Responding promptly to concerns adhering to OSCB and OSAB guidelines
- Supporting and listening to those who raise concerns
- Ensuring that anyone who has been harmed, and others affected, receive helpful support and care
- Acting appropriately with regards to any allegations or concerns about anyone working on its behalf

4. Legal Framework

This policy has been developed in accordance with the principles established by the following legislation and guidance:



- Children Act 1989
 - United Nations Convention on the Rights of the Child 1991
 - Children Act 2004
 - Equality Act 2010
 - Children and Families Act 2014
 - Special educational needs and disability (SEND) code of practice: 0 to 25 years
 - Working Together to Safeguard Children 2018
 - What to do if you are worried a Child is being Abused 2015
 - Keeping Children Safe in Education 2016
 - Oxfordshire Safeguarding Children Board guidelines
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- Human Rights Act, 1988
 - Care Act 2014
 - Mental Capacity Act, 2005
 - Health and Social Care Act, 2006
 - Protection of Freedoms Act 2012
 - Domestic Violence, Crime and Victims Act, 2014
 - Oxfordshire Safeguarding Adults Board guidelines

5. Safer Recruitment

Flo's aims to recruit the best-suited person to the job (right skills, qualifications, experience and attitude) and to deter, reject or identify people who are unsuited to working with children and adults.

In order to ensure safer recruitment Flo's will adhere to its recruitment policy.

In addition, for jobs/roles specifically involving contact with children or adults who may be vulnerable Flo's will

- Ensure that the organisation's commitment to safeguarding is clear in its advertisements.
- Ensure that the job/role description refers to the responsibility for safeguarding and promoting the welfare of children, young people and/or adults.
- Ensure that the person specification includes specific reference to suitability to work with or near to children or vulnerable adults.
- Require applicants to complete a Confidential Self Declaration (see Appendix 1) with the application. Failure to disclose significant information at this stage may be seen as disqualifying the individual from appointment or grounds for dismissal
- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with or near children or adults, who may be vulnerable, and follow up any concerns. These references will be taken for all positions that involve working with children and adults who may be vulnerable.
- Conduct a face to face panel interview to explore the candidate's suitability to work with or near children as well as his/her suitability for the post.
- Verify the successful candidate's identity.



- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed.
- Check his/her previous employment history and experience. Any gaps in employment history will be questioned.
- Verify that s/he has the health (including mental health) and physical capacity for the job. Check if the candidate is on any medication that could affect the role that they are applying for.
- Conduct checks with the Disclosure and Barring Service at the appropriate level consistent with the job or volunteer role.
- Follow up any concerns raised as a result of a DBS check. If information is disclosed, it must be evaluated in order to make a judgement about the person's suitability for the post/role. In deciding the relevance of disclosure information, the following will be considered
 - The post/role
 - The nature and circumstances of the offence
 - The age at which the offence took place
 - The frequency of the offence
 - How the applicant now views the events surrounding the offence
 - What the applicant has achieved since the offence

Decisions concerning suitability will be made by the interview panel in liaison with the Designated Lead for Safeguarding. External advice may be sought.

- Ensure that the induction of new staff and volunteers includes familiarisation with our Safeguarding Policy.

- DBS checks will be updated every three years.

6. Use of the premises by others

Organisations which are hiring rooms at Flo's in order to provide a service are expected to have their own safeguarding policies. They may be asked to show these to the Business Manager when making the booking.

Other more informal groups should be aware of Flo's policy or those of Oxfordshire Safeguarding Children's Board and Oxfordshire Adults Safeguarding Board and agree to follow these.

When children will be present for a room hire, suitable adult supervision must be provided at all times. At least two adults must be present and responsible for children at all times.

Where a room is used for purposes involving children whose parents are not present, adults supervising the children must be DBS checked and proof of Enhanced Disclosure must be provided to PPP Ltd, on request, when making the booking. For



the purposes of this contract, children will be deemed to be any person under the age of 18.

7. Allegations against a member of staff or volunteer

All allegations of abuse by those who work with children and/or adults must be taken seriously, whether they are in a paid or unpaid capacity. This procedure should be applied when there is an allegation or concern that a person who works with children and/or adults, has:

- Behaved in a way that has harmed a child or adult, or may have harmed a child or adult;
- Possibly committed a criminal offence against or related to a child or adult;
- Behaved towards a child/adult or children/adults in a way that indicates he or she may pose a risk of harm to children/adults.

Whistleblowing is a term that is used when staff want to report a concern within their organisation that involves their manager or a person senior to them in the organisation which may prevent them from following the normal reporting systems. Please refer to the Whistle blowing policy about this.

Staff need to report this to Designated safeguarding trustee or chair of Trustee

Any allegation or concern about a person in a position of trust at Flo's will be reported, in the first instance, to the LADO and relevant Safeguarding Team on 01865 810603
LADO.safeguardingchildren@oxfordshire.gov.uk

This does not replace the whistleblowing policy and should be read in conjunction with it.

Links to Other Organisational Policies and Procedures

This policy should be read alongside the following organisational policies and guidance:

- Recruitment, induction and training, supervision
- Recording, storing and sharing information
- Code of conduct for staff and volunteers (include bullying and confidentiality)
- ICT, Social Media and E-safety
- Photography and use of images of children
- Health and safety
- Complaints (including Whistleblowing)
- Room hiring policy
- Equality and diversity



Name of Designated Safeguarding Lead: Tanja Fletcher

Telephone Number: 01865 587611

Name of Deputy Designated Safeguarding Lead: XXXXXXXXXXXX

Telephone number:

The Board of Trustees is ultimately accountable for ensuring that Flo's is a safe space for all through the implementation of effective safeguarding procedures.

Designated safeguarding Trustee- Shilpa. Bhatt- 07719729006

This policy is available to all and can be accessed at www.floxoxford.org.uk

Monitoring and Review

The policy will be reviewed annually. All individuals in a position of trust should have access to this policy and sign to the effect that they have read and understood its contents.

Flo's will complete an annual self-assessment to appraise their safeguarding practice against OSCB and OSAB standards, please see www.oscb.org.uk/ and www.osab.org.uk/.

PART B

1. Child Protection and Safeguarding Procedures

All staff and volunteers at Flo's have a responsibility to report and record concerns/incidents as soon as they come to their attention. Flo's Designated Safeguarding Lead should be informed. All concerns, suspicions and allegations of abuse will be taken seriously and responded to promptly and appropriately.

All individuals working in a position of trust at Flo's will follow the Oxfordshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at www.OSCB.org.uk)

If you have **immediate concerns** about a child. Inform the Designated Safeguarding Lead.

The procedure for immediate concerns is to call the MASH immediately **Tel: 0345 050 7666** (This number will take you through to Customer Services who will ask a series of questions and triage into MASH where safeguarding concerns are raised).

[The Oxfordshire MASH Referral Form](#) (MASH Enquiry online referral form) may be used by professionals only to refer children to social services.

Or you can email a report to MASH on the secure email on: mash-childrens@oxfordshire.gcsx.gov.uk



- If you **are unsure whether a referral should be made** talk to the Designated Safeguarding Lead.
The Locality and Community Support Service (LCSS) can be contacted and a **'no names' consultation** (meaning you don't give the child's name) requested. The situation can be discussed with them and they will advise on what to do next. If a referral needs to be made they will advise you of this. **LCSS Central : 0345 241 2705**

- If **concerns relate to an open case inform** the Designated Safeguarding Lead. The relevant Children's Social Care Team can be contacted.
 - Oxford City – **01865 328563**
 - Emergency Duty Team: **0800 833 408**
John Radcliffe Hospital Assessment Team: **01865 221236** (for antenatal safeguarding concerns and issues concerning children in the hospital).

If there is **an allegation against a staff member** : see Part A Section 7.

Concern about a child

If a child tells you they are suffering or have suffered significant harm through abuse or neglect, or have caused or are causing physical or sexual harm to others, the initial response should be to listen carefully to what the child says and to observe the child's behaviour and circumstances.

- Never promise to keep a secret.
- React calmly; be aware of your non-verbal messages.
- Don't stop a child or parent who is talking freely about what has happened.
- Don't ask leading questions.
- Reassure the child they have done the right thing by telling you.
- Avoid making comments or judgements.
- Tell the child what will happen next.
- Record using the child's words.

The child must not be pressed for information, led or cross-examined or given false assurances of absolute confidentiality, as this could prejudice further investigations including those by the police.

If the child can understand the significance and consequences of making a referral to children's social care, they should be asked for their views.

It should be explained to the child that, whilst their view will be taken into account, the person holding a position of trust has a responsibility to take whatever action is required to ensure the child's safety and the safety of other children.



Confidentiality

Children have a right to confidentiality under Article 8 of the European Convention on Human Rights. It is important to respect the wishes of a child or any person who doesn't consent to share confidential information.

If you are not given consent to share information, you may still lawfully go ahead if the child is experiencing, or is at risk of, significant harm.

Child protection concerns, disclosures from children or safeguarding allegations made against a person in a position of trust must not be discussed among workers and volunteers. This information should be shared solely with the Designated Safeguarding Leads, Children's Social Care and/or the Local Area Designated Officer (LADO) as appropriate.

Personal information which is shared by the child or young person on a one to one level, such as sexual orientation or gender identification, should not be disclosed to other workers and volunteers.

If staff and volunteers wish to discuss situations with colleagues to gain a wider perspective, this should be done on an anonymous basis with names and other identifying information relating to the child and their family remaining strictly confidential.

Supporting those working with children

Flo's recognises the importance of those in a position of trust being 'emotionally safe'. All those in a position of trust should feel able to discuss safeguarding concerns with the Designated Safeguarding Lead.

The Designated Safeguarding Lead or their Deputy will take responsibility for taking forward any concerns or disclosures following the Oxfordshire Safeguarding Children Board procedures. These can be found at www.OSCB.org.uk.

2. Adult Protection and Safeguarding Procedures

All staff and volunteers at Flo's have a responsibility to report and record concerns/incidents as soon as they come to their attention and to inform the designated person. All concerns, suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

All individuals working in a position of trust at Flo's will follow the Oxfordshire Safeguarding Adult Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at www.osab.co.uk).

Concern about an adult



If an adult tells you they are experiencing, or have experienced, abuse then the response should be to listen carefully and support the adult in coming to a decision about how to proceed.

- React calmly to what you hear
- Do not promise to keep a secret
- Don't ask leading questions
- Reassure them they have done the right thing by telling someone
- Avoid making comments or judgements
- Keep a record of the conversation using the adult's words.

If an adult does not wish the information they have shared with you to be passed on to other agencies or professional workers, they have the right for their wishes to be respected. However there are circumstances when their wishes can be over-ridden including:

- If the person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act;
- If other people are, or may be, at risk, including children;
- If sharing the information could prevent a crime.

Definitions and Indicators of Abuse: Children and Young People

The table below outlines the main categories of abuse as defined by 'Working Together to Safeguard Children' 2015. Indicators may suggest that abuse is occurring but can have other explanations. However, they can alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns.

Type of Abuse	<u>Possible Indicators</u>
<p><u>Neglect</u></p> <p>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:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment); 	<p>Signs that may indicate a child is living in a neglectful situation:</p> <ul style="list-style-type: none"> • excessive hunger • poor personal hygiene • frequent tiredness • inadequate clothing • frequent lateness or non-attendance at school • untreated medical problems • not brought • poor relationships with peers • compulsive stealing and scavenging • rocking, hair twisting and thumb sucking • running away

<ul style="list-style-type: none"> • 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. <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	<ul style="list-style-type: none"> • loss of weight or being constantly underweight • weight gain, or being excessively overweight • low self esteem • poor dental hygiene
<p><u>Physical Abuse</u></p> <p>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.</p>	<p>Signs that may indicate physical abuse:</p> <ul style="list-style-type: none"> • Physical signs that do not tally with the given account of occurrence, • conflicting or unrealistic explanations of causer • repeated injuries • delay in reporting or seeking medical advice.
<p><u>Sexual Abuse</u></p> <p>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.</p> <p>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.</p> <p>They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual</p>	<p>Signs that may indicate sexual abuse:</p> <ul style="list-style-type: none"> • Sexual knowledge which is inappropriate for the child's age • Sexualised behaviour in young children • Children hinting at sexual activity. • Evidence of grooming activity by a significant adult. • Frequent urinary tract infections, discharges or abdominal pain. • Unexpected pregnancy especially in very young girls. • Lack of concentration, restlessness. • The child or young person is socially withdrawn. • The child or young person is overly compliant. • The child or young person has poor trust in significant adults.

<p>activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<ul style="list-style-type: none"> ● Regressive behaviour, onset or wetting (after having been dry) – day or night ● Self-harming behaviour. ● Eating disorders. ● Sexually transmitted disease.
<p><u>Emotional Abuse</u></p> <p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <p>It may involve conveying to a child 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.</p> <p>It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction</p> <p>It may involve seeing or hearing the ill-treatment of another. It</p>	<p>Signs that may indicate emotional abuse:</p> <ul style="list-style-type: none"> • Lack of self-confidence/esteem • Sudden speech disorders • Self-harming (including eating disorders) • Drug, alcohol, solvent abuse • Lack of empathy (including cruelty to animals) • Concerning interactions between parent/carer and the child (e.g. excessive criticism of the child or a lack of boundaries)



<p>may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.</p> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	
<p><u>Child Sexual Exploitation (CSE)</u></p> <p>Child sexual exploitation is a form of child sexual abuse.</p> <p>It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.</p> <p>The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p>	<p>Signs that may indicate CSE:</p> <ul style="list-style-type: none"> • Going missing from school/home/care placement • Associating with older people/adults • Isolation from family/friends/peer group • Physical symptoms including bruising/STI's • Substance misuse • Mental health • Unexplained possessions, goods and/or money <p>If a child or young person has made a disclosure regarding sexual exploitation, or if you think a child may be at risk of being sexually exploited please contact the Kingfisher Team on 01865 309196. Out of hours calls will divert to Thames Valley Police Referral Centre.</p>

Other types of abuse to be aware of

Child Exploitation

Child exploitation describes how gangs from large urban areas supply drugs to suburban and rural locations, using vulnerable children and young people to courier drugs and money.

Typically, gangs use mobile phone lines to facilitate drug orders and supply to users. They also use local property as a base; these often belong to a vulnerable adult and



are obtained through force or coercion (this exploitation is sometimes referred to as 'cuckooing').

It also finds that the age of those involved is getting younger, with children as young as 12 being targeted. Gangs 'recruit' through deception, intimidation, violence, debt bondage and/or grooming into drug use and/or child sexual exploitation.

While there has been an increased awareness of the use of children and young people in county line markets, more needs to be done as it cuts across a number of issues such as drug dealing, violence, gangs, child sexual exploitation, safeguarding, modern slavery and missing persons.

Signs that may indicate drug/criminal exploitation are similar to CSE, as follows:

- Going missing from school/home/care placement
- Associating with older people/adults
- Isolation from family/friends/peer group
- Physical symptoms including bruising
- Substance misuse
- Mental health
- Unexplained possessions, goods and/or money

Domestic Abuse

'Domestic violence includes any incident of threatening behaviour, violence and abuse (psychological, physical, sexual, financial or emotional) between adults or young people, who are or have been intimate partners, family members or extended family members, regardless of gender and sexuality.' Working Together to Safeguard Children 2015

Domestic abuse is usually a pattern of abusive and controlling behaviour through which an abuser seeks power over their partner or a family member. It is rarely a one-off incident. It occurs across all of society. In some communities this can also take the form of 'honour' based violence.

A new criminal offence was introduced in 2015 which closed the gap in the law around patterns of controlling or coercive behaviour in an intimate family relationship (Section 76 of the Serious Crime Act 2015). This offence criminalises patterns of coercive behaviour where they are perpetrated against a family member. The behaviour, when viewed in isolation, may appear innocuous, but the cumulative effect on a victim may be significant, causing damage and distress.

Witnessing or hearing domestic abuse is very distressing for a child, and causes serious harm. Children living in a home where domestic abuse is happening are at risk of other types of abuse too. Children can experience domestic abuse in different ways. They might:

- see the abuse
- hear the abuse from another room



- see a parent's injuries or distress afterwards
 - be hurt by being nearby or trying to stop the abuse
- Exposure to violence, parental conflict and the distress of a caregiver is extremely anxiety-provoking for children. Prolonged and/or regular exposure to domestic violence can have a serious damaging impact on children's physical safety and emotional wellbeing and constitutes emotional abuse. Children may also suffer because domestic violence has an effect on parents' capacity to provide care for their children.

Possible signs that a child might be witnessing domestic abuse

- physical and emotional neglect may result in basic needs for food and warmth not being met
- under-stimulation leading to cognitive delay
- difficulty in communicating distress
- signs of anxiety, fear and worry
- school behaviour and attainment impaired
- poor school attendance due to absence to protect parent or younger children
- self blame for parental behaviour
- unplanned separations causing distress and disruption to friendship networks
- embarrassment about unpredictable parental behaviour
- taking on caring responsibilities for themselves and their parents
- isolation caused by reluctance to talk about family issues
- denying own needs and feeling
- stress-related illnesses
- confused and torn loyalties.

Possible indicators of domestic abuse towards adults:

The person (more usually a woman):

- has unexplained bruises or injuries;
- becomes unusually quiet or withdrawn;
- has panic attacks;
- has frequent absences from work or other commitments;
- wears clothes that conceal bruises even on warm days;
- stops talking about their partner;
- is anxious about being out or rushes away;
- is always accompanied by their partner;
- becomes more isolated, withdrawing from friends and family.

Forced Marriage

A forced marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced marriage is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.



FM is very different to an arranged marriage where both parties give consent.

Modern Slavery and Human Trafficking

Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Victims can include adults and children and come from all walks of life and backgrounds. A quarter of all victims are children.

The Modern Slavery Act 2015 places a duty on specified public authorities to report details of suspected cases of modern slavery to the National Crime Agency.

Indicators of Modern Slavery can include:

- Lack of access to legal documents (e.g. passports)
- Appearance (malnourished, unkempt, etc)
- Untreated or unexplained injuries
- Attitude (withdrawn, frightened, unable to speak for themselves)
- Indebtedness or in a situation of dependence
- Frequent changes of location or restrictions on movement

Female Genital Mutilation

Female genital mutilation (FGM), sometimes called female circumcision or cutting, refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

There are no health benefits to FGM, it is carried out for cultural and social reasons within families and communities. The procedure is traditionally carried out by an older woman with no medical training. Anaesthetics and antiseptic treatment are not generally used and the practice is usually carried out using basic tools such as knives, scissors, scalpels, pieces of glass and razor blades.

Self-Harm

Deliberate self-harm is intentional self-poisoning or injury, irrespective of the apparent purpose of the act, (www.nice.org.uk). Self-harm is an expression of personal distress, not an illness.

Self-harm can involve:

- Cutting, burning, biting
- Head banging and hitting
- Picking and scratching
- Pulling out hair
- Overdosing and self-poisoning
- Substance misuse
- Taking personal risk
- Self-neglect
- Disordered eating

Indicators of self-harm **may** include:



- Changing in eating/sleeping habits
- Lowering of academic grades
- Changes in activity and mood
- Abusing drugs or alcohol
- Increased isolation from friends and family
- Becoming socially withdrawn
- Talking about self-harming or suicide
- Giving away possessions
- Expressing feelings of failure, uselessness or loss of hope

Bullying

Bullying is not always easy to recognise as it can take a number of forms. A child may encounter bullying attacks that are:

- physical: pushing, kicking, hitting, pinching and other forms of violence or threats
- verbal: name-calling, sarcasm, spreading rumours, persistent teasing
- emotional: excluding (sending to Coventry), tormenting, ridiculing, humiliating.

Persistent bullying can result in depression, low self-esteem, shyness, poor academic achievement, isolation, threatened or attempted suicide

Indicators a child **may** be bullied are be:

- coming home with cuts and bruises
- torn clothes
- asking for stolen possessions to be replaced
- losing dinner money
- falling out with previously good friends
- being moody and bad tempered
- wanting to avoid leaving their home
- aggression with younger brothers and sisters
- doing less well at school
- sleep problems
- anxiety
- becoming quiet and withdrawn

Peer on Peer Abuse

Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children and within children's relationships (both intimate and non-intimate).

Peer-on-peer abuse can take various forms, including: serious bullying (including cyber-bullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or gender-based violence.

Prevent - Extremism



Radicalisation is when individuals are exploited by extremists to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups and actions.

The Counter-Terrorism and Security Act 2015 places a safeguarding duty on settings to have 'due regard to the need to prevent people from being drawn into terrorism'.

Factors associated with radicalisation

Identity crisis with distance from cultural/religious heritage and uncomfortable with their place in the society around them.

Personal crisis through family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging.

Personal circumstances such as migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.

Unmet aspirations with perceptions of injustice; feeling of failure; rejection of civic life.

Criminality through experiences of imprisonment; poor resettlement/reintegration; previous involvement with criminal groups.

Indicators of radicalisation **may** include:

- Withdrawing from usual activities
- Accessing extremist literature/websites
- Expressing 'us and them' thinking
- Expressing feelings of anger, grievance or injustice
- Use of inappropriate language.
- The expression of extremist views.
- Advocating violent actions and means.
- Association with known extremists.
- Seeking to recruit others to an extremist ideology.

3. Definitions and Indicators of Abuse: Adults

The most common types of abuse and neglect of adults are physical, domestic abuse, sexual abuse, psychological abuse and financial abuse.



Physical abuse

Physical abuse is the non-accidental infliction of physical force, which results in pain, injury or impairment.

Examples:

- hitting
- assault
- slapping
- pushing
- pinching
- kicking
- hair-pulling
- punching
- forcing (including force-feeding)
- inappropriate application of restraint techniques or other physical sanctions
- the use of incorrect moving and handling techniques which are potentially dangerous and are known to cause distress
- isolation or confinement
- the impairment of, or an avoidable deterioration in health
- misuse of prescribed medication; overdosing or under-dosing.

Care and Support Statutory Guidance issued under the Care Act 2014, Department of Health

Possible indicators of physical abuse in vulnerable adults

Indicators may suggest that abuse is occurring but can have other explanations. However they can alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns.

- a history of unexplained falls, minor injuries or malnutrition
- injuries inconsistent with the lifestyle of the person
- unexplained bruises or untreated injuries in various stages of healing
- injuries to the head, face or scalp
- poor skin condition or poor skin hygiene
- dehydration and/or malnutrition without illness-related cause
- broken eyeglasses/frames,
- physical signs of being subjected to punishment, or signs of having been restrained
- loss of weight
-
- a vulnerable person telling you they have been hit, slapped, kicked, or mistreated
- varicose ulcers, or pressure sores
- injuries reflecting the shape of an object
- unexplained burns, rope burns or cigarette burns.

Domestic abuse



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. This includes psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. (see also Section 3)

Sexual abuse

Sexual abuse is the involvement of an adult in sexual activities or relationships, without informed or valid consent.

Examples:

- offensive or inappropriate language, including sexual innuendos and sexual teasing
- sexual harassment
- inappropriate looking
- inflicting pornography on an individual
- inappropriate touching
- masturbation in a public setting
- indecent exposure
- coercion into an activity
- rape or sexual assault
- photography
- on-line and social media abuse

Possible indicators of sexual abuse in vulnerable adults:

Indicators may suggest that abuse is occurring but can have other explanations. However they can alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns.

- unexplained changes in behaviour
- a significant change in sexual behaviour or sexually implicit/explicit behaviour
- pregnancy in a woman who is unable to consent to sexual intercourse
- bruises around the breasts or genital area
- unusual difficulty in walking or sitting
- torn, stained or bloody underwear
- unexplained infections or sexually transmitted diseases
- hints about sexual abuse
- sleep disturbances
- self-harming
- a vulnerable person telling you they have been sexually assaulted or raped.

Psychological abuse

Psychological or emotional abuse is behaviour that has a harmful effect on an adult's emotional health and development. All abuse has an emotional impact.



Examples:

- scolding or treating like a child (infantilisation)
- making a person feel ashamed of involuntary behaviour
- blaming someone for attitudes or actions or events beyond their control
- use of silence
- humiliation
- bullying/harassment
- verbal abuse
- intimidation
- controlling or creating over-dependence
- lack of privacy and dignity
- deprivation of social contact (eg deliberate isolation/denial of access to visitors)
- threats to withdraw help and support
- denying of cultural and spiritual needs
- denying of choice
- failing to respond adequately to emotional needs.

Possible indicators of emotional abuse in adults:

Indicators may suggest that abuse is occurring but can have other explanations. However they can alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns.

- alteration in psychological state (eg the person appears to be withdrawn, agitated or anxious in general)
- the person appears to be frightened of making choices or expressing their wishes
- hesitation in speaking openly
- unexplained fear
- confusion or disorientation
- anger without apparent cause
- a vulnerable person telling you they are being verbally or emotionally abused
- tearfulness
- unusual behaviour (sucking, biting, or rocking)
- changes in sleep patterns.

Financial or material abuse

Financial or material abuse is the denial of access of the individual to money, property, possessions, valuables or inheritance, or improper or unauthorised use of funds via omission, exploitation or extortion through threats. Although financial abuse can occur in isolation, research has shown where there are other forms of abuse, there is likely to be financial abuse occurring. Although this is not always the case, everyone should also be aware of this possibility.

Care and Support Statutory Guidance issued under the Care Act 2014, Department of Health



Examples:

- misuse, embezzlement or theft of a person's money, property or possessions
- refusing a person access to their own money, property or possessions
- pressure in connection with wills, testaments, property, inheritance etc
- extortion of money property or possessions through theft
- failing to account satisfactorily for the use of a person's money, property or possessions, fraudulent use of money
- misuse or misappropriation of property; possessions or benefits (eg personal income subsumed into household income)
- loans made to anyone if made under duress, threat or dishonestly extracted.

Possible indicators of financial abuse in adults:

Indicators may suggest that abuse is occurring but can have other explanations. However they can alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns.

- a disparity between assets and living conditions, reluctance to incur expenses when finances should not be a problem (eg little food in the house, wearing worn out clothes) – the natural thriftiness of some should be borne in mind
- unexplained lack of money or inability to maintain lifestyle. Lack of amenities, such as personal grooming items, appropriate clothing, that the vulnerable person should be able to afford
- deliberate isolation of a vulnerable person by caregivers
- unexplained disappearance of items from a vulnerable person's house
- unexplained withdrawals from bank or building society accounts
- sudden inability to pay bills
- person managing finances is uncooperative
- carers or professionals fail to account for expenses incurred on a person's behalf
- recent changes of deeds or title to property, or sudden and unexpected changes in a will or other financial documents
- the sudden appearance of previously uninvolved relatives claiming their rights to an older person's affairs or possessions.

Other types of abuse to adults

Discriminatory abuse

Discriminatory abuse, including racist and sexist abuse, exists when values, beliefs or culture result in the misuse of power that denies opportunities to some individuals or groups. This also applies to age, gender and gender identity, sexual orientation, disability and religion.

Equalities Act, 2010



Examples:

- unequal treatment
- inappropriate use of language: racist remarks, sexist remarks, derogatory remarks or verbal abuse
- humiliating behaviour
- lack of respect towards a person's culture
- comments about disability
- bullying or other forms of harassment
- deprivation of normal social contact and cultural identity
- deliberate exclusion.

Possible indicators of discriminatory abuse towards vulnerable adults

Indicators may suggest that abuse is occurring but can have other explanations. However they may alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns.

- lack of respect shown to people
- offensive comments which may be racist, sexist, homophobic or ageist
- withdrawal and social isolation
- poor self-esteem
- poor quality care
- the vulnerable person prefers not to be cared for by certain member(s) of staff/volunteers
- a staff member/volunteer may seem to avoid working with certain groups of people.

Institutional abuse

Institutional abuse includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Care and Support Statutory Guidance issued under the Care Act 2014, Department of Health)

Examples:

- authoritarian or rigid management
- lack of leadership or supervision and monitoring of staff or volunteers
- poor care standards
- lack of positive response to complex needs
- rigid routines
- inadequate staffing
- insufficient knowledge base within the service
- disrespectful attitudes among staff



- inappropriate use of physical interventions (control and restraint) by poorly trained staff
- poor practice in the provision of intimate care
- not taking account of an individual's needs, culture, religion or ethnicity.

Possible indicators of institutional abuse towards vulnerable adults:

Indicators may suggest that abuse is occurring but can have other explanations. However they can alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns

- lack of flexibility or choice for people using the service
- inadequate staffing levels
- inappropriate or poor care
- no opportunity for drinks or snacks
- failure to promote or support a person's spiritual or cultural beliefs
- a culture of treating 'everyone the same' which is different from treating everyone 'equally'
- dehumanising language
- absence of individual care.

Neglect

Neglect is the repeated withholding of adequate care which results in the adult's basic needs not being met. It can be intentional or unintentional and includes acts of omission. This may also be evidence of self neglect which has to be balanced with an individual's wish to make decisions for themselves.

Examples:

- denial of educational, social and recreational needs
- lack of adequate heating/lighting
- lack of adequate food/fluids
- inappropriate medical care; inappropriate use of medication or over-medication
- lack of attention to hygiene
- lack of attention to toe and fingernails
- lack of attention to teeth (natural or false)

- denial of religious or cultural needs.

Possible indicators of neglect in vulnerable adults:



Indicators may suggest that abuse is occurring but can have other explanations. However they can alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns.

- poor hygiene and cleanliness
- clothing which is inadequate or in poor condition
- dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment
- persistent hunger
- dehydration
- weight loss
- the vulnerable person has an untreated medical condition
- poor physical condition; rashes, sores, varicose ulcers, pressure sores
- evidence of failure to seek medical advice or summon assistance as required
- evidence of failure to access appropriate health, educational services or social care.

Self neglect

The Care Act 2014 statutory guidance includes self-neglect in the categories of abuse or neglect relevant to safeguarding adults with care and support needs.

The term 'self-neglect' refers to an unwillingness or inability to care for oneself and/or one's environment. It encompasses a wide range of behaviours, including hoarding, living in squalor, and neglecting self-care and hygiene; failure to provide oneself with adequate food, water, clothing, shelter, personal hygiene, healthcare, medication (when indicated) and safety precautions.

It is linked to

- Increased incidence of depression
- Feelings of low self esteem
- History of trauma, abuse or bereavement
- Hoarding or no possessions at all
- Substance misuse
- Self harm

Possible indicators of self neglect in adults:

Indicators may suggest that abuse is occurring but can have other explanations. However they can alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns.

- Dehydration, malnutrition (or obesity), untreated medical conditions, poor personal hygiene
- Hazardous living conditions e.g. improper wiring, no indoor plumbing, no heat, no running water



- Unsanitary living quarters e.g. animal / insect infestation, no functioning toilet, excrement present
- Inappropriate and / or inadequate clothing, lack of the necessary medical aids e.g. glasses, hearing aids, dentures
- Grossly inadequate housing or homelessness

Trafficking

Adult victims are trafficked all over the world for little or no money – including to and within the UK. There is no typical victim and some victims don't understand they have been exploited and are entitled to help and support. Victims are often trafficked to a foreign country where they cannot speak the language, have their travel and identity documents removed, and are told that if they try to attempt an escape, they or their families will be harmed. **(See also Section 3 above).**

Modern Slavery

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. (see also Section 3 above).

Radicalisation

Radicalisation is when individuals are exploited by extremists to support terrorism and violent extremism and, in some above0cases, to then participate in terrorist groups and actions

(See also Section 3 above)

4. Seven golden rules for information sharing

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (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 from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.



4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, 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 individuals 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 reasons 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.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

Adopted on: September 2019

by: The Trustees and Steering Group of Flo's - the Place in the Park

role: Accountable for ensuring the nursery is a safe environment, including the implementation of effective safeguarding procedures

Review Date: June 2020



Appendices

1. CONFIDENTIAL SELF-DECLARATION FORM

The Confidential Declaration Form should be completed by all those wishing to work in roles where they will be in contact with children and/or adults. The information on this form will be treated in confidence and be seen only by those involved in the recruitment process and, when appropriate, the Designated Safeguarding Lead. The form will be kept securely in compliance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

Declaration

- I undertake to submit an application for a criminal record check before commencing in the role

- I understand that Flo's has a right not to employ / appoint me

Name

Signed: _____

Date: _____

Please read carefully the information below before completing the next sections.

EITHER

- I am not aware of any reason why I should not undertake the role

Name:

Signed: _____

Date: _____

OR

- There are matters I need to declare before any employment or voluntary appointment can be made. These are outlined here (please continue on an additional sheet if necessary):



Name: _____

Signed: _____

Date: _____ You

You should declare

- Any criminal convictions, including cautions, which have not been 'filtered' according to the Disclosure and Barring Service rules, including both 'spent' and 'unspent' convictions. This includes any convictions or cautions from outside the UK.
- *If your name has been placed on a list of people barred from working with children / vulnerable adults - previously held by ISA now by the Disclosure and Barring Service (DBS). Please note: it is a criminal offence to apply for regulated activity with children/vulnerable adults if you are barred from working with them. (only for those roles where checks would cover Barred List information)*
- If you are currently under investigation by the police.
- If a Family Court has ever made a finding of fact that you have caused significant harm to a child/vulnerable adult.
- If a child in your care or for whom you had parental responsibility has ever been removed from your care, been the subject of a Care Order, a Supervision Order or a Children's Services safeguarding plan.
- If you have any health problems which might affect your work with children/adults.

Note Because of the nature of the work for which you are applying this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (ROA), by virtue of the ROA (exceptions) Order 1975 as amended and you are therefore not entitled to withhold information about convictions or cautions which for other purposes are 'spent' under the provision of the Act, Criminal convictions should therefore always be disclosed unless they have been 'filtered'. Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

