



SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

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Policy statement

Holmfirth Tech Ltd is committed to supporting the right of children, young people and vulnerable adults risk to be protected from abuse and to making sure all Directors, staff and volunteers work together and act promptly when dealing with allegations or suspicions of abuse.

We accept the Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to *"all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status"*.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from *"all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."*

We believe that:

SAFEGUARDING IS EVERYBODY'S BUSINESS

Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the child, young person or vulnerable adult comes before anything else – our group, other users of The Tech, our colleagues and the person's friends and family.

DOING NOTHING IS NOT AN OPTION

If we know or suspect that a child, young person or vulnerable adult is being abused, we will do something about it and ensure our work is properly recorded.

Definitions

WHAT IS A VULNERABLE PERSON?

The definition of a vulnerable adult is someone over the age of 18 years who:

- Is or may be in need of or eligible for Community Care Services by reason of mental or other disability, age or illness
- AND is unable to take care of him or herself
- OR is unable to protect him or herself from significant harm or exploitation



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A vulnerable person may fall into any one of the following groups:

- older and frail people
- people with a mental health need, a learning difficulty, a physical impairment, a sensory impairment
- people who are substance or alcohol dependent
- family carers providing assistance to another vulnerable adult.

A child or young person is defined as those under the age of 18 years.

Abuse is a violation of an individual's human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts. It can be:

- Physical: for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.
- Psychological and emotional: for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- Financial: including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.
- Sexual: such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.
- Discriminatory: including racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks.
- Institutional: the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.
- Neglect and acts of omission: including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

HOW MIGHT WE NOTICE ABUSE?

Concerns about or evidence of abuse can come to us through:

- A direct disclosure by the child, young person or vulnerable adult.
- A complaint or expression of concern by a member of staff, a volunteer, a carer, a member of the public or relative.
- An observation of the behaviour of the child, young person or vulnerable adult by the volunteer, member of staff or carer.



Our commitment

To support children, young people or vulnerable adults who are experiencing, or at risk from, abuse, Holmfirth Tech Ltd is committed to:

- Identifying the abuse of children, young people or vulnerable adults where it is occurring.
- Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed.
- Ensuring the active participation of individuals, families, groups and communities wherever possible and appropriate.
- Raising awareness of the extent of abuse on vulnerable adults and its impact on them.
- Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by vulnerable adults.
- Regularly monitoring and evaluating how our policies, procedures and practices for protecting children, young people or vulnerable adults are working.
- Making sure our policies, procedures and practices stay up to date with good practice and the law in relation to safeguarding children, young people and vulnerable adults.

Prevention and confidentiality

All staff and volunteers will undergo a check with the Disclosure and Barring Service and will be required to provide two references before they will have direct contact with children, young people or vulnerable adults or their carers.

Holmfirth Tech Ltd will work with children, young people and vulnerable adults in a way that meets all the aspects of confidentiality, but where abuse to a child, young person or vulnerable adult is alleged, suspected, reported or concerns are raised, the Procedure set out below must be followed.

The confidentiality of the vulnerable person will be respected wherever possible, and their consent sought to share information.

The vulnerable person should be made aware that the Directors, staff and volunteers cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

The reporting procedure

1. YOU THINK ABUSE HAS OR MAY HAVE OCCURRED, ACT IMMEDIATELY.

It is the responsibility of the person first becoming aware of a situation where there may be a child, young person or vulnerable adult subject to, or at risk of, abuse to:

MAKE SAFE

Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure they are in no immediate danger and seeking medical treatment if required as a matter of urgency.



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- Do NOT discuss the allegation of abuse with the alleged perpetrator.
- Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

If the allegation is about a staff member or volunteer of any organisation, ensure that the allegation is properly managed. This may include suspending the member(s) of staff or volunteer. The staff member or volunteer is also entitled to support at this stage.

INFORM

Tell one of Holmfirth Tech Ltd`s Directors immediately

Contact the police if you think a crime has just been committed

RECORD

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:

- The allegation or concerns, including the date and time of the incident, what the child, young person or vulnerable adult said about the abuse and how it occurred or what has been reported to you
- The appearance and behaviour of the victim
- Any injuries observed

It is the responsibility of Holmfirth Tech Ltd`s Directors to:

Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.

Deal with any immediate needs:

- Ensure that the victim of the alleged abuse is safe
- Ensure that any necessary emergency medical treatment is arranged, if required
- Ensure that no forensic evidence is lost
- If the alleged perpetrator is also a child, young person or vulnerable adult, ensure that a member of staff or volunteer is allocated to attend to their needs and ensure that other people are not put at risk
- Clarify the facts stated by the person making the allegation but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim
- Check that the circumstances fall within the safeguarding procedures i.e. meeting the definition of abuse as defined here. If at all uncertain, a referral should be made to the Police
- Address issues of consent and confidentiality
- A formal referral must be made on the same day as the alert is raised wherever:
 - A crime has been, could have been, or yet could be committed
 - There is a suspicion that an abuse has taken place



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- The allegation involves a Director, member of staff, a volunteer or paid carer
- Other children, young people or vulnerable adults are at risk
- The alleged perpetrator is a child, young person or vulnerable adult
- They are unsure if abuse has taken place

Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer.

2. BRINGING THE CONCERN TO THE ATTENTION OF HOLMFIRTH TECH LTD `S DIRECTORS

The referral stage involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of Holmfirth Tech Ltd`s Directors. Any individual who has been alerted to the possibility of abuse having occurred or being likely to occur should make a referral.

Referrals should be made to:

- The Centre Manage at Holmfirth Tech Ltd
- The police if you think a crime may have been committed
Telephone 101 or 999 in an emergency
Specify it is a safeguarding issue

The person making the referral should ideally have the following information available. HThe lack of any of this information should not delay the referral:

- The name of the child, young person or vulnerable adult
- Date of birth and age
- Address and telephone number
- Whether the matter concerns a child, young person or a vulnerable adult or there is an over-riding public interest (e.g. where other vulnerable people are at risk)
- Why the adult is considered vulnerable
- Whether there are any concerns or doubts about the mental capacity of the vulnerable adult
- Whether consent has obtained from the person concerned for the referral, and if not, the reasons for not obtaining their consent
- Whether the police are aware of the allegation, and whether a police investigation is underway