



Sheffield Association for Spina Bifida and Hydrocephalus

SHASBAH Safeguarding Children and Vulnerable Adults and Adults Policy

Policy brief & purpose

SHASBAH believes that a child or vulnerable adult or adults should never experience abuse of any kind. Everyone has a responsibility to keep children and young people and adults safe and promote their welfare.

Scope

This policy applies to all staff including trustees, paid staff, volunteers, students or anyone working on behalf of SHASBAH

Principles

- Is committed to the safeguarding of all children and young people with whom it has contact and their welfare is paramount
- To protect children and vulnerable adults who receive SHASBAH services. This includes children of adults who use our services.
- To provide staff and volunteers with overarching principles that guide our approach to safeguarding and child protection.
- Everyone, regardless of age, gender, disability or ethnic origin has a right to be protected from all forms of harm, abuse, neglect and exploitation
- Everyone involved in the care of children, young people and vulnerable adults has a responsibility for protecting them from harm.
- In order to protect everyone from potential and actual abuse it is necessary for all staff and volunteers to have an understanding of safeguarding and child protection and to have appropriate procedures in place that are shared and understood by all concerned
- It is not the responsibility as members of SHASBAH to decide whether or not abuse is occurring, but it is their responsibility to act on any concerns.

Legal Framework

This policy has been written and drawn up under the basis of law and guidance that seeks to protect children namely

Children's Act 1989

United convention of rights of the child 1991

Data Protection Act 2018

Human Rights Act 1998

Established 1964
Charity Registration No. 254108

Sexual Offences Act 2003
Children Act 2004
Safeguarding Vulnerable Groups Act 2006
Protection of Freedom Act 2003
Children and Families Act 2014
Special Education needs and disability code of practice 0 – 25 years -Statutory Guidance for organisations which work with and support children and young people who have special educational needs or disabilities H M Government 2014
Information sharing: advice for practitioners providing safeguarding services to children parents and carers. H M Government 2015
Working together to safeguard children and guide to interagency working to safeguard and promote the welfare of children. H M Government 2015
The Working Together to Safeguard Children 2018 Act
Working together to safeguard children 2023

Policy elements

Objectives

The key objectives of this policy are:

- To explain the responsibilities SHASBAH and its staff, volunteers, management committee members and trustees have in respect of safeguarding children
- To provide a clear process that will be followed when a safeguarding issue arises.

We will seek to keep children and vulnerable adults safe by:

- Valuing them, listening to them and respecting them
- Appointing Nina Rose as the designated safeguarding lead (DSL) and Michelle Goddard (Chair of Trustees) as the deputy safeguarding officer (DSO).
- Developing and implementing a safety policy and related procedures
- Adopting robust child protection practices through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe environment for children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Providing effective management of staff and volunteers through supervision
- Ensuring all children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance

Definitions

Child: is anyone under 18 years old

Vulnerable adult: An adult aged 18 year or older who may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself or unable to protect him, or herself from significant harm or exploitation. (DH 2000)

So, an adult at risk may be a person who:

- is elderly and frail due to ill health, physical disability or cognitive impairment
- has a learning disability
- has physical disability and/or sensory impairment
- has mental health needs including neurodisability
- has a long-term illness or condition
- misuses substances or alcohol
- is a carer such as a family member/friend who provides personal care or assistance to adults and is subject to abuse
- is unable to demonstrate the capacity to make a decision and is in need of care and support.

This list is not prescriptive and other variations are possible.

Definitions of abuse and indicators for children

Emotional Abuse

The persistent emotional maltreatment of a child cause severe and persistent adverse effects on the child's emotional development. 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. 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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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.

Indicators:

- Changes in mood
- Changes in behaviour
- Anxiety
- Tearfulness
- Self-depreciation
- Shy
- Seeking attention

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs is 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.

Indicators:

- Unclean, unwashed, body odour
- Left unsupervised,
- Tiredness
- Inappropriate clothing for weather
- Unclean clothing
- Medical issues not attended to
- Poor dental hygiene/untreated dental decay
- Malnourished
- Poor school attendance

Physical Abuse

A form of abuse, which 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.

Indicators:

- Physical injuries not consistent with accidental harm
- Differing accounts from child / parent regarding physical injuries
- Injuries which have not received medical attention.
- Lack of reasonable explanation for injuries
- Bruises or burns which appear to have been made by an implement (e.g. belt or iron)
- Flinching
- Aggressive behaviour
- Disclosure from a child of physical abuse

Sexual Abuse

Sexual activities, not necessarily involving any 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.

Indicators:

- Age inappropriate sexual knowledge
- Sexualised drawing or behaviour
- Eating disorders
- Self-harming
- Repeated urinary infections and stomach complaints
- Bruising or injury to the genital area

Types of Adult Abuse and Indicators of Harm

Physical Abuse

Possible Indicators:

- Multiple bruising
- Fractures
- Burns

- Bed sores
- Fear
- Depression
- Unexplained weight loss
- Assault (can be intentional or reckless)

Neglect and Acts of Omission

Possible Indicators:

- Malnutrition
- Untreated medical problems
- Bed sores
- Confusion
- Over-sedation
- Deprivation of meals may constitute “wilful neglect”

Psychological and Emotional Abuse

Possible Indicators:

- Fear
- Depression
- Confusion
- Loss of sleep
- Unexpected or unexplained change in behaviour
- Deprivation of liberty could be false imprisonment. Aggressive shouting causing fear of violence in a public place may be an offence against Public Order Act 1986, or harassment under the Protection from Harassment Act 1997

Sexual Abuse

Possible Indicators:

- Loss of sleep
- Unexpected or unexplained change in behaviour
- Bruising
- Soreness around the genitals
- Torn, stained or bloody underwear
- A preoccupation with anything sexual
- Sexually transmitted diseases
- Pregnancy
- Rape – e.g. a male member of staff having sex with a Mental Health client (see Mental Health Act 1983)²⁵
- Indecent Assault

Sexual exploitation is a subset of sexual abuse. It involves exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol, affection, money) as a result of them performing, or others performing on them, sexual activities

Financial and Material Abuse

Possible Indicators:

- Unexplained withdrawals from the bank
- Unusual activity in the bank accounts
- Unpaid bills
- Unexplained shortage of money
- Reluctance on the part of the person with responsibility for the funds to provide basic food and clothes etc.

- Fraud
- Theft

Organisational Abuse

Possible Indicators:

- Inflexible and non-negotiable systems and routines
- Lack of consideration of dietary requirements
- Name calling; inappropriate ways of addressing people
- Lack of adequate physical care – an unkempt appearance

Self-Neglect

Possible Indicators:

This includes various behaviours; disregarding one's personal hygiene, health or surroundings resulting in a risk that impact on the adult's wellbeing, this could consist of behaviours such as hoarding.

Modern Slavery

Modern Slavery is an international crime, it can include victims that have been brought from overseas, and vulnerable people in the UK. Slave Masters and Traffickers will deceive, coerce and force adults into a life of abuse, callous treatment and slavery.

Domestic Abuse

- Incident of pattern of incidents of controlling, coercive, or threatening behaviour, violence, or abuse...by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour based violence; Female Genital Mutilation; forced marriage
- Age range extended down to 16 (for the purpose of the safeguarding adult arrangements, safeguarding children arrangements would be applied to a person under 18)

Discriminatory Abuse

Abuse can be experienced as harassment, insults or similar actions due to race, religion, gender, gender identity, age, disability, sexual orientation.

Identifying abuse and what to do if abuse is suspected

- If any member of SHASBAH suspects abuse is taking place they should immediately inform the designated safeguarding lead, Nina Rose, who will decide on the appropriate action to take.
- A log of the concern must be kept. (See Appendix SG1)
- If it is felt that further investigation is required in order to keep a child or adult safe then the matter must be referred to Children's Social Care
- Children's Social Care may be contacted at any time for advice and consultation.
- In the event of a referral to Children's Social Care all relevant information must be shared, including copies of correspondence, log of previous concerns and notes of any conversations with the child, their family or other staff.
- In the event that the designated safeguarding officer is not available or contactable this should not delay action being taken to protect a child. Any member of SHASBAH may contact Children's Social Care to raise their concerns.

If you are worried that a child or young person is, or may be, suffering harm you should contact the Sheffield Safeguarding Hub to discuss your concern:

Sheffield Safeguarding Hub: 0114 273 4855

If there are any concerns about the immediate safety of a child or young person then the police must be contacted on 999 without delay.

Allegations against staff

Any suspicion that a child or young person has been harmed by a member of staff or a volunteer must be reported to the designated safeguarding lead, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The designated safeguarding officer will refer the allegation to Children's Social Care. Children's Social Care and the designated safeguarding lead will liaise with the Local Authority Designated Officer (LADO) whose responsibility it is to:

Provide advice and guidance;

Liaise with the police and other agencies;

Provide assistance in discussions regarding suspension and referral to the Disclosure and Barring Service.

The LADO in Sheffield is available for advice and can be contacted on:

LADO- 0114 273 4855

Record keeping

Record keeping Details of all safeguarding concerns, including actions taken should be recorded as soon as possible after the event. Records must be kept securely and confidentially in an agreed place.

Records must be accurate and clearly written with a legible date, time and signature.

Pass this to Nina Rose or Michelle Goddard asap. **(See appendix SG1)**

If you see or hear anything that concerns you as part of safeguarding but are unsure whether to refer then ring Nina Rose or Michelle Goddard as soon as you can on 07752665411. Again, a detailed record is essential.

Additional related policies

All members of SHASBAH will receive a copy of this policy and undergo an introduction to Safeguarding training as part of their induction to the organisation depending on your role.

SHASBAH also has policies on the following related topics which all staff and volunteers must be familiar with:

- Safer Recruitment
- Disciplinary
- Grievance
- Health and Safety
- Whistleblowing
- Equality, Diversity and Inclusion

- Adults behaviour code when working with children
- Behaviour code for children and young people
- Confidentiality
- Privacy
- Code of conduct
- Anti-bullying and Harassment
- Code of Ethics
- Sexual Harassment

Breach of this procedure will not be tolerated and will trigger the disciplinary procedure.

This policy has been formally agreed and adopted by the management committee of SHASBAH in July 2021.

This policy will be reviewed annually by the management committee who are also responsible for the implementation of this policy.

Useful contacts

Sheffield Children Safeguarding Partnership
Floor 3, Howden House Union Street S1 2SH
Email: scsp@sheffield.gov.uk
Website: <https://www.safeguardingsheffieldchildren.org>

Sheffield Safeguarding Adults Partnership
Floor 3, Howden House Union Street S1 2SH
Tel: 0114 273 4908
Website: <https://www.sheffieldasp.org.uk/>

NSPCC

The NSPCC helps end cruelty to children in the UK in a range of different ways by providing the ChildLine service directly to children and young people, through research, training, advice and campaigning and through direct services to children and families.

<https://www.nspcc.org.uk>

NSPCC advice for Child Protection in Sport Has useful video clips and guidance specifically for the sports sector

http://www.nspcc.org.uk/inform/cpsu/cpsu_wda57648.html

Barnardo's

As one of the UK's leading children's charities, Barnardo's works directly with over 100,000 children, young people and their families every year. Barnardo's run a vast range of projects across the UK, including counselling for children who have been abused, fostering and adoption services, vocational training and disability inclusion groups.

<http://www.barnardos.org.uk/resources.htm>

National Council for Voluntary Youth Services

Established in 1936, the National Council for Voluntary Youth Services is a diverse network of over 280 national organisations and regional and local networks that work with and for young people. Its mission is to work with members from voluntary and community organisations to build thriving communities and sustainable networks that help all young people achieve their potential.

<https://www.ncvys.org.uk/Safeguarding>

Disclosure and Barring Service

General Queries: Tel. 0870 9090811

Email customerservices@db.s.gsi.gov.uk

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Referrals to the barred list: Tel. 01325 953795

Health and Safety Executive

Tel. 0845 3450055

<https://www.hse.gov.uk31>

A free leaflet 'Five steps to risk assessment' can be downloaded from the website:

<http://www.hse.gov.uk/pubns/indg163.pdf>

Royal Society for the Prevention of Accidents Promotes safety and the prevention of accidents at work, at leisure, on the road, in the home and through safety education. Has a section on child safety, provides training, information and advice. 0121 2482000

Established 1964

Charity Registration No. 254108

<https://www.rospa.com>

Child Accident Prevention Trust

The UK's leading charity working to reduce the number of children and young people killed, disabled or seriously injured in accidents.

<https://www.capt.org.uk/>

E-Safety:

Thinkuknow

For e-safety resources and advice for children, parents and people working with children and young people.

<http://www.thinkuknow.co.uk/>

Support for Faith Organisations:

Churches' Child Protection Advisory Service CCPAS has been advising on safeguarding since 1983. It focuses upon giving rigorous, professional and compassionate advice and support to places of worship and individuals on how best to safeguard children and adults.

<http://www.ccpas.co.uk/>

Catholic Safeguarding Advisory Service Responsible for driving and supporting improvements in practice. Its primary role is one of coordination, advice and support in respect of the wider job of safeguarding children, young people and vulnerable adults.

<https://www.csas.uk.net/>

Roshni Organisation working to improve child protection practice across faith and minority ethnic communities. <https://www.roshni.org.uk>

Age UK (Sheffield) Offer Information, advice, services and support for older people and their carers. 197 Eyre Street, Sheffield, S1 3FG

<https://www.ageuk.org.uk/sheffield/about-us/contact-us/>

Sheffield Carers Centre Offer information, advice and support to any adult who is an unpaid carer. Concept House, 5 Young Street, Sheffield, S1 4UP (The building is behind Wickes car park and next to the Premier Inn near Moorfoot.)

Telephone 0114 278 8942

<https://sheffieldcarers.org.uk>