



Colne Valley Help

Safeguarding Policy and Procedure

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Colne Valley Help - SAFEGUARDING POLICY AND PROCEDURE

1. INTRODUCTION

Safeguarding means protecting people's right to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's or child's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

2. POLICY EQUALITIES STATEMENT

Colne Valley Help (CVH) is committed to practices that protect people from harm regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation or any other characteristic as covered by the Equality Act 2010.

3. AIMS OF THE POLICY

This policy represents our commitment to safeguard children and adults from abuse, neglect and exploitation. It clarifies the roles and responsibilities of employees, trustees and volunteers in relation to developing their own awareness and skills as well as the policies and procedures that must be followed by representatives of CVH to contribute to the prevention of the abuse and neglect, and a clear framework for action when abuse is suspected.

4. SCOPE AND DEFINITIONS OF THE POLICY

Whose business is safeguarding?

Legislation establishes that safeguarding is everybody's business. This organisation recognises that we all play a key role in preventing, detecting, reporting and responding to abuse, neglect or exploitation.

4.1 Scope

The policy applies to activities delivered by CVH. Where CVH delivers any activities in partnership with another body this policy applies - unless a formal agreement exists that other arrangements apply. The policy applies in respect of this organisation's responsibility towards the following groups of people:

- Children and young people - legally defined as any person under the age of 18. From this point the terms child or children will be used to refer to this group.
- An 'adult at risk of abuse or neglect with care and support needs' however for the purpose of this policy we will use the term vulnerable adult to refer to this group.
- Employees, trustees and volunteers who come into contact with children or vulnerable adults during the course of their work or volunteering responsibilities.
- Contractors when carrying out work on behalf of the organisation

4.2 Definitions

Child Protection is defined as:

- Protecting individual children identified as either suffering, or likely to suffer, significant harm because of abuse or neglect or other identified risk factors such as parental Domestic Violence, substance misuse.

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's' health or development
- Ensuring that children are growing up and living in circumstances consistent with the provision of safe and effective care
- Through the provision of safe and effective care, enable children to have optimum life chances

Adult Safeguarding is defined as:

- Protecting an adult's right to live in safety, free from abuse and neglect aiming to ensure that each adult is supported to maintain:
 - **Live in safety:** Freedom from all forms of abuse and neglect
 - **Make their own decisions:** The right to be involved in any decision that affects their life, and the right to make choices about their own interests.
 - **Maintain personal dignity:** To be treated with respect and have their physical, mental, and emotional well-being supported
 - **Live free from exploitation:** Protection from being taken advantage of.
 - **Have control over their lives:** The right to control their day-to-day life, social and economic circumstances, and relationships.
 - **Participate in society:** The opportunity to engage in work, education, training, and other aspects of community life.

5. LEGAL FRAMEWORK

CVH will work within the framework of legislation and guidance in relation to safeguarding and protection of children and vulnerable adults and in accordance with Kirklees MBC Policies and Procedures.

All staff and volunteers will consider the following when raising a concern:

- Safeguarding is mainly aimed at individuals with care and support needs whose circumstances may put them at risk of abuse or neglect by others - **due consideration must also be given to people who need to use the Foodshare given the inherent vulnerability resulting from a person's immediate circumstances.**
- Abuse is defined as a violation of an individual's human and civil rights; it may consist of a single act or repeated acts
- The nature and extent of the abuse including whether it is a criminal offence
- The impact of the abuse on the person and the physical and /or psychological harm being caused and whether the abuse is having an impact on other people

6. TYPES OF ABUSE

Eleven types of abuse are currently identified through legislation and UK guidance frameworks:

- **Physical abuse** – Involves any manner of causing physical harm to a child or vulnerable adult or fabricating symptoms of, or inducing illness in, a child or vulnerable adult, including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions, administering or allowing access to drugs or alcohol.
- **Domestic abuse** – including psychological, physical, sexual, financial, emotional abuse, so called ‘honour’ based violence.
- **Sexual abuse** – Sexual abuse involves forcing or enticing any child or vulnerable adult of whatever age to take part in any form of sexual activity, whether or not s/he is aware of what is happening; or behaving, or inducing a child/ vulnerable adult to behave, in sexually inappropriate ways - including rape, indecent exposure, sexual harassment, inappropriate looking and touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This includes inappropriate sexual relationships with people in positions of power or influence. *The victim may have been sexually exploited even if the sexual activity appears consensual. Sexual exploitation does not always involve physical contact; it can also occur through the use of technology.*
- **Psychological abuse** – the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and enduring effects on a child’s emotional development including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, and forced labour and domestic servitude, where traffickers and slavers coerce, deceive and force individuals into a life of abuse, servitudes and inhumane treatment
- **Discriminatory abuse** - including forms of harassment, slurs, exclusion, or similar treatment. This includes discrimination on the grounds of a person’s protected characteristics as well as racist, sexist, homophobic or ageist comments.
- **Organisational abuse** - Including neglect and poor care practice within an institution or special care setting such as a hospital or care home, or where care is provided within their own home.
- **Neglect and acts of omission** Neglect involves the persistent failure to meet a child’s or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of the person’s health and development – these include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating, access to family and friends.

- **Self-neglect** - Self-neglect covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

7. PROCEDURE IF A VOLUNTEER HAS A SAFEGUARDING CONCERN:

7.1 Reporting Procedure

1. Any concerns should be reported immediately to the Safeguarding Officer, Matthew McLoughlin, or in their absence one of the Trustees.
2. A Safeguarding Concern Report Form (Appendix 1) will be completed by the Safeguarding Officer using information relayed by the person reporting the concern. Information recorded on the form must:
 - a. Be accurate
 - b. Wherever possible include the actual words said by the child or vulnerable adult rather than an interpretation of what was said.
 - c. Specific facts relating to the named people dates, places etc. should be recorded accurately along with any details of the injuries or consequences i.e. where they are and what they looked like.
 - d. Information may also need to be reported under the Health and Safety Policy and Procedures.
3. Where necessary the Safeguarding Officer will report the concern to Kirklees MBC in accordance with their reporting procedures
[Concerns about a child | Kirklees Council](#)
[Report an adult safeguarding concern - For professionals | Kirklees Council](#)
4. If a criminal offence has been committed the Safeguarding Officer will call the police and any other linked agencies as necessary.
5. The Safeguarding Officer will provide any further information to statutory Services as required.
6. Completed safeguarding concern forms will be stored in a locked cabinet with restricted access, away from other personal files. Where completed Safeguarding Concern forms are stored electronically, they will be kept on a password protected computer with restricted access in line with this policy and the Privacy & General Data Protection Regulation Policy.

8. MONITORING

Information about safeguarding cases and how they were dealt will be reviewed and reported on regularly to the Board of Trustees. Areas to focus on include:

- How quickly the concern was reported to the Safeguarding Lead
- Whether a concern was reported to statutory agencies
- How quickly a concern was made to the police/Children's/Adults Services (where relevant)
- Accuracy of information recorded
- Outcomes of safeguarding process
- Whether any incidents highlighted training issues or a need to amend in-house procedures

Reports to trustees should focus on the issues and the organisation's response to an incident **not** the specific details of an individual case. This is to enable the organisation to reflect on and improve its practice in developing an effective

safeguarding culture.

The policy and procedure will be reviewed and audited regularly or if legislation changes.

9. Volunteers (including trustees)

9.1 Recruitment of volunteers

All staff and volunteers responsible for supervising vulnerable adults or children will undergo a Disclosure and Barring Service check facilitated by Kirklees MBC. These must be renewed every 3 years.

9.2 Training

All staff and volunteers (including trustees) will familiarise themselves with all CVH's policies and procedures, including safeguarding, during induction.

All staff and volunteers will complete basic Safeguarding training and other relevant training as required. This should be refreshed every 3 years.

RELATED POLICIES

- *Health & Safety,*
- *Code of conduct.*
- *Complaints / Whistleblowing*

Appendix One: Safeguarding Concern Form

For Office Use	
Date and Time of Incident	DD/MM/YYYY 00:00
Name of Person Completing this form	Your name.
Passed to Safeguarding Officer (SO)	Name of SO
Method of communication	
Received by SO	DD/MM/YYYY 00:00
About the incident, safeguarding concern or identified Risks	
Individual(s) identified at risk (<i>select all that apply</i>): ☐ Person using the Food Share ☐ Food Share Volunteer ☐ Friend/ neighbour ☐ Children/Young person ☐ Partner/spouse ☐ Cohabiting individual ☐ Other If "other" please specify.	
About the person(s) at risk Name: Forename & Surname Address: Date of birth: Gender.	
Is the alleged perpetrator known to the person at risk: ☐ Yes ☐ No	
What is their relationship to the person at risk: ☐ Carer ☐ Family member ☐ Neighbour ☐ Another vulnerable person ☐ Professional ☐ Friend ☐ Self ☐ Other	

If “other” please specify.

Please provide a brief description of the allegation/concerns:
Use this space to clarify basic information. Record factual details about what was said.
Include:

- Date, time, location of incidents
- People involved
- What was observed
- What was heard
- What was disclosed/said to you –using their own words

Please provide a brief outline of actions taken/ support offered:
Outline what action was taken at the time of the incident. If there is evidence what has been done to preserve this etc.

Have you discussed your concerns with the person at risk (or legal guardian in the case of a child), where doing so does not increase the risk of harm and informed them of any actions you proposed to take:

☐ Yes ☐ No

Has the person at risk given their consent to sharing the information with appropriate external agencies and/or statutory services:

☐ Yes ☐ No

For the Safeguarding Officer to complete

Type of risk/ abuse identified or suspected (*select all that apply*):

- | | |
|---|---|
| ☐ Self-neglect | ☐ Emotional/ psychological Abuse |
| ☐ Exploitation (including financial) | ☐ Discrimination |
| ☐ Domestic Violence | ☐ Neglect |
| ☐ Modern Slavery | ☐ Coercive controlling behaviour |
| ☐ Sexual Abuse | ☐ Grooming |
| ☐ Physical Abuse | |

Additional actions/ measures: List measures as bullets	
Is a further Risk Assessment needed for the FS to managed identified risks/ concerns: ☐ Yes ☐ No	
Has the incident/ concern been reported to statutory social care services: ☐ Yes ☐ No	
Concerns shared with external agencies N.B. If you have concerns for a person's immediate safety then contact the emergency services.	☐ Police ☐ Adults /Childrens Social Care ☐ Other If other, please specify.
Reported to Board ☐ Yes ☐ No	