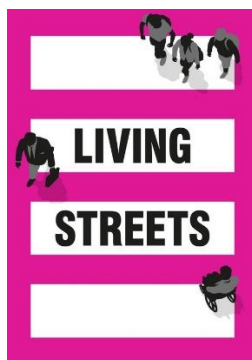




Living Streets Safeguarding Children, Young People and Adults at risk Policy

Policy Name	Safeguarding Children, Young People & Adults at risk Policy
Core Policy Lead	Head of Safeguarding
Ratifying Body	Board of Trustees
Policy adopted by SMT or Board	September 2021
Implementation Date	October 2021
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Safeguarding Children, Young People and Adults at risk Policy



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Safeguarding Children, Young People and Adults at risk Policy

Policy Statement

We recognise that the welfare of all children, young people and adults at risk is of paramount importance. We have a duty of care when they are in our charge, and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

This policy applies to everyone working on behalf of or representing Living Streets, including paid staff, trustees, volunteers, associates, supporters, members of local groups, students, or individuals on work placements. Throughout our implementation of this policy we adopt a child and victim centred approach.

Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- ability
- gender reassignment
- culture, race, religion or belief
- gender assignment and sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged, recorded and shared with parents and carers and any relevant agencies when necessary and appropriate.

We will:

- ✓ treat all individuals at risk with respect and celebrate their achievements
- ✓ be mindful of equal opportunities and safeguarding in recruitment and selection all staff, associates, trustees and volunteers
- ✓ respond to concerns and allegations appropriately
- ✓ foster a culture of safety and promote welfare and well-being

When there are concerns about the welfare of any, child, young person or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the area lead for safeguarding (or with the Head of Safeguarding directly, if the area lead is unavailable).

Whistleblowing

Whistleblowing is when someone raises a concern about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the area lead.

If individuals reporting their concerns within the charity feel their concerns have not been acted upon then we support their right to report these concerns to the Social Care Services, the NSPCC, the police or the [Charity Commission](#)

Our policy is approved by the Board of Trustees and will be reviewed and updated annually, or where there has been a change in legislation or organisational learning. We will publish and promote this policy to all staff, associates, trustees and volunteers through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our charity e.g. the children, young people, adults at risk their parents, carers and others such as partners and fundraisers. This is to ensure behaviours, practice and responses required to ensure safeguarding individuals and provide a safe environment and support.

Policy Aim

As members of SAFE, we aim at all times to attain the SAFE standards in all our activities with children, young people, adults at risk, their families and/or carers. We endeavour to provide a safe, and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments.

National Leads for Safeguarding

The responsibility of managing the safeguarding of children, young people and adults at risk can be both demanding and challenging, and therefore must be appointed at managerial level to personnel who are available when we are operational. Safeguarding is however everybody's business and there is a collective duty to act.

Our Head of Safeguarding is:

Jonathan Seller - Head of People and Governance, Jonathan.seller@livingstreets.org.uk

His role is to oversee Living Streets safeguarding policy and procedures, maintaining good safeguarding practice throughout the organisation, ensuring that our safeguarding policy, which includes eSafety, is fully implemented and that we attain SAFE standards.

Our Area Leads for Safeguarding are:

North of England	Nina Cara-Collins	nina.cara-collins@livingstreets.org.uk
WTSO	Craig Harris	Craig.harris@livingstreets.org.uk
Projects and Technical Services	Julia Crear	julia.crear@livingstreets.org.uk
Scotland	Chris Thompson	chris.thompson@livingstreets.org.uk
Local Groups and Volunteers	Aisha Hannibal	aisha.hannibal@livingstreets.org.uk

Their responsibilities are:

- ✓ identifying and reporting concerns
- ✓ making referrals to Social Care Services, or police, as relevant, without delay
- ✓ liaison with other agencies
- ✓ arranging training for all staff
- ✓ promoting a culture of safety

If any of the above area lead is unavailable, another area lead can cover

Trustee for Safeguarding

Trustees have a shared responsibility for safeguarding and we have a named trustee to take leadership responsibility for the organisation's safeguarding arrangements. This person should have up to date and relevant training and have the ability to develop knowledge, skills and expertise in safeguarding. They will also report details of serious incidents to the Charity Commission.

Our Trustee for safeguarding is:

Ros Richards

Contact details: ros.richards@livingstreets.org.uk

Safeguarding Children, Young People and Adults at risk Policy

Procedures

Why do we need Safeguarding procedures?

All organisations that work or come into contact with children, young adults and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, families, parents, carers have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have senior managers and trustees committed to safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to children, young people and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children, young people and adults at risk
- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about, staff & volunteers
- make sure staff, associates, trustees and volunteers, have mandatory induction and further safeguarding training (as appropriate), supervision, reviews and support
- have agreements about working with other organisations and agencies

Definition of a Child/Young Person

As there is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article 1, Convention on the Rights of the Child, 1989)

"A child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout.

Definition of an adult at risk

A person over the age of 18 years (normally 16 in Scotland) who cannot safeguard his or her own well-being or property and is affected by disability, mental disorder, illness or infirmity, and is more at risk of being harmed than other adults who are not so affected by:

- their personal circumstances,
- another person,
- themselves engaging (or likely to engage) in behaviour which may lead to harm.

Legal Framework

Each UK nation is responsible for its own policies and laws. These cover most aspects of safeguarding and child protection, please refer to the appendix for more details. Although safeguarding systems in each nation may differ in some detail, they are all based on similar principles and the related statutory guidance stipulates what each organisation should do to ensure the wellbeing and safety of children, young people and adults at risk.

This policy and the procedures it outlines are in line with the legal requirements and statutory guidance of England, North Ireland, Scotland and Wales. Living Streets supports the principles outlined in relevant legislation and believes that safeguarding children, young people and adults at risk is everyone's business in all contexts of the charity's delivery model.

Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all workers, children, young children, adults at risk, parents and carers.

We fully endorse the principal that the welfare of children, young people and adults at risk, over-ride any obligations of confidence we may hold to others. No one working within this organisation can promise absolute confidentiality where a child, young person or adult at risk may be at risk of harm. Individual cases will only be shared or discussed on a "need to know" basis. Under "whistle blowing" anyone in our organisation may refer direct to Social Care Services, the police or the Charity Commission, as relevant, if they are concerned that a child, young person or adult is at risk of harm and this policy is not being adhered to. All media enquiries will be handled by the Policy and Communications Team (commsteam@livingstreets.org.uk).

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered or are suffering harm or at significant risk of suffering harm. It is important that they are shared at the appropriate time with appropriate others. Within this organisation the decision to share written information, and with whom they will be shared, will be undertaken by the area leads for safeguarding as relevant.

Safer Recruitment

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government, regulatory authorities and SAFEcic for recruiting all staff, associates, trustees or volunteers by:

- advertising vacancies with a clear commitment required to safeguarding:
"Living Streets is committed to safeguarding and promoting the welfare of children, young people and adults at risk; and expects all our staff and volunteers to share this commitment. Applicants will be subject to background and criminal records checks as relevant to the job role"
- providing detailed job descriptions for all posts and will request criminal records checks where relevant, in line with our Recruitment of Ex-Offenders policy
- obtaining full personal details by application form (not CVs) with particular relevance to previous work with children, young people and adults at risk.
- check identification, and also the right to work in the UK for relevant posts
- always taking up two written references, one from the most recent employer, and insist that any appointment, will only be confirmed subject to:
 - ✓ a satisfactory criminal record (DBS) check at the appropriate level (where relevant)
 - ✓ written references received directly from referees for all posts. All references are confirmed
 - ✓ essential qualifications being checked, where relevant
 - ✓ confirmation of the right to work in the UK if relevant
- undertaking all interviews face to face (physically or virtually), based on the job description to be undertaken
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable.

Treating Children, Young People and Adults at Risk with Respect

We endeavour to treat all children, young people and adults at risk, with respect, regardless of ability or culture. We ensure that everyone understands and adheres to SAFE's Code of Conduct included in this policy.

Induction & Training

In line with SAFE recommendations, we have a clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant procedures. All new staff, associates, trustees, and volunteers will receive a safeguarding induction.

Everyone whose role requires contact with children or adults at risk will sign to record they have received and understand the Living Streets behaviour contract, issued to all new starters as part of induction, and will receive safeguarding training at the appropriate level, including the government approved free online training for FGM and PREVENT as soon as possible. We also agree a probationary period of 6 months with clear goals, and then provide one to ones with line managers at least once a month and annual appraisals.

Safeguarding training is provided face to face annually and new staff complete an online training course within a month.

All staff, associates, trustees, and volunteers will sign and date they have received and understood this safeguarding policy and related safeguarding procedures as part of the induction process using the toolkit check list.

Living Streets local groups receive clear guidance relating to safeguarding in the Local Group Handbook. The Local Group Handbook is read by all Local Group coordinators before they become official Living Streets Groups and is updated annually. This stipulates that as part of their community engagement and attending events that they do not take responsibility for children, young people and adults at risk. They always ensure parents, carers or an advocate is present with children, young people or adult at risk and convey these parameters when introducing themselves. Group coordinators sign to indicate they have read the handbook and will adhere to its contents.

Working Practices

Staff Ratios to Child, Young Person and Adult at Risk

Host organisation staff are present at all times with our personnel when they are working with children and young people. Our staff are never responsible for managing any groups and we never work in one-to-one situations. Our staff are always supernumerary, host organisations must meet staff ratios without counting Living Streets staff.

Code of Conduct

We aim to provide a safe environment for care and activities free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- ✓ treat all children and young people and adults at risk with respect and dignity
- ✓ ensure that their welfare and safety is paramount at all times
- ✓ always listen to individuals and take account of their wishes and feelings
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with school staff, parents and carers (except where so doing would put the child, young person or vulnerable adult at more risk)
- ✓ only use physical contact if absolutely necessary e.g. in an emergency (such as first aid)
- ✓ avoid being alone with children, young people and adults at risk whenever possible
- ✓ avoid lone working with adults at risk
- ✓ listen to, and act upon, any disclosures / allegations / or concerns of abuse or welfare concerns that are disclosed or observed
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ make activities FUN and enjoyable
- ✓ follow our safety policy at all times
- ✓ maintain professional boundaries both face to face and when using technology

Recognising Abuse, harm or other welfare concerns in Children, Young People and Adults at Risk

The following list is for guidance only and is not exhaustive. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Bullying & Harassment
- Coercive and controlling behaviour
- County Lines
- Criminal Exploitation
- Discrimination
- Domestic abuse, including "honour" based violence
- Emotional and psychological
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Hate and "mate" crime
- Lying and Stealing
- Modern slavery
- Neglect and acts of omission
- Organisational
- Physical
- Radicalisation & Terrorism
- Self-neglect
- Sexual
- Sexual Exploitation
- Spiritual abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting more often by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Child abuse encompasses much more than physical injury. It is not always easy to provide straightforward definitions and a broad framework of understanding is needed to make sense of the complex and varied issues entailed in this area of work.

Physical abuse is 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.

Impact on a child

- Aggressive
- Withdrawn

- Fearful: 'frozen watchfulness'
- Low self-esteem
- Poor concentration
- Poor self-image
- Aggressive behaviour towards others

What you might observe

- Multiple or repeated bruising/scratching
- Injuries of different ages
- Outline bruising, e.g. belt, hand print, shoe mark
- Bruises to eyes and ears
- Fingertip bruises
- Difficulty in moving limbs, frequent visits to A&E
- Blood in white of eyes, small bruises on head, bruises on rib cage

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to 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.

Impact on child

- Is unable to recognise, manage or regulate emotions
- Confused and insecure
- Distrusts people including adult carers/teachers and those in authority
- Lack of confidence in own abilities
- Little spontaneous conversation and avoidance of eye contact
- Easily startled by loud noises, emotionally fragile
- Outburst of verbally or physically aggressive behaviour
- Develops inappropriate relationships usually very quickly
- Unable to sustain relationships

What you might observe

- Low self-esteem or exaggerated sense of self
- Withdrawn
- Fearful of new experiences or opportunities
- Emotionally very flat
- Little evidence of a conscience or appreciation of actions and consequences

- Inability to show empathy to others
- Unaware of consequences of own actions

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation (CSE) is a form of child sexual abuse. 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 in a) exchange for something the victim needs or wants, and/or b) for the financial advantage or increased status of the perpetrator or facilitator. 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.

Impact on Child

- Feelings of guilt, shame, self-blame responsible for what has happened
- Feeling they are worthless and 'dirty'
- Confused feelings towards perpetrator if they are someone known to the child
- Feelings of hopelessness
- Depression
- Self-harm, suicide ideation
- Unable to build or maintain relationships
- Withdrawn
- Isolation
- Depression

What you might observe

- Seems distracted or distant at odd times
- Has a sudden change in eating habits, loses or drastically increases appetite
- Sudden mood swings: rage, fear, insecurity or withdrawal
- Leaves 'clues' that seem likely to provoke a discussion about sexual issues
- Writes, draws, recounts dreams of sexual or frightening images
- Develops new or unusual fear of certain people or places
- Frequently goes missing and is reluctant to say where they have been and who with
- Rejects 'boring' activities they used to like, doesn't mix so much with peers, preferring the company of 'older' friends'
- Talks about a new older friend

- Suddenly has money, or other gifts without reason
- Thinks of self or body as repulsive, dirty or bad
- Exhibits adult-like sexual behaviours, language and knowledge
- Dismisses emerging sexual behaviours of peers
- Self-harm e.g. suicide, self-mutilation, substance misuse
- Sexual intimidation of others

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

What you might observe

- Delayed physical development; underweight and of small stature
- Hands and feet which are cold and puffy
- Non-organic failure to thrive
- Chronic nappy rash
- Slow growth in both height and weight
- Frequently smelly
- Persistently dirty, unkempt appearance
- Persistently hungry
- Impairment of health

Impact on a child can be

- Low self esteem
- Destructive tendencies
- Neurotic behaviour
- Running away
- Stealing and/or hiding food
- Indiscriminately seeking affection from unfamiliar adults
- Impairment of intellectual behaviour
- Long-term difficulties with social functioning, relationships and educational progress

Bullying is deliberately hurtful behaviour to someone as a single incident or over a period of time. It can be either physical, verbal or indirect, or a combination of any of these forms. Often it includes one or more of the following: intimidation, exclusion, rumour-spreading, name-calling, anonymous messages, damage to or theft of personal property. The victim may react by becoming silent or withdrawn, feigning illness, missing lessons, not eating, or not working. The potential serious consequences of bullying, both physical and emotional, should not be underestimated. Bullying can lead to psychological damage and in extreme cases, suicide. When bullying behaviour is observed, reported or suspected, it should always be reported to the school or care provider as a starting point (unless they are suspected to be part of the problem).

Cyberbullying includes the use of ICT in the following ways:

- Texting or emailing unpleasant, scary or rude mobile phone messages.

- ‘Sexting’, where sexually inappropriate mobile phone pictures of one person are used by another person to upset, harass or demean the person in the pictures.
- Posting abusive or demeaning comments on social networking sites such as Facebook and Twitter, or in chat rooms.
- Deleting or ignoring a person’s messages on social networking sites or in chat rooms.

Sexual and sexist bullying includes

- Making any offensive, derogatory or demeaning comment or innuendo to a person linked to their gender, sexuality or sexual activity;
- Displaying sexual or pornographic pictures on any electronic device with intent to insult, demean or harass another person;
- Any unwanted physical conduct or coercion into a sexual act.

Racist and religious bullying includes making any offensive, derogatory or demeaning comment to a person linked to their race, nationality, ethnicity, religion or belief, or cultural practices.

Homophobic bullying includes making any offensive, derogatory or demeaning comment or innuendo to a person linked to their sexuality to upset, harass, humiliate or isolate that person.

Disability bullying includes making any offensive comment or physical interference towards another person who has a mental or physical disability or a learning difficulty, whereby that disability or learning difficulty is exploited with the intent to upset, harass, humiliate or isolate that person.

Other specific areas of abuse

Female Genital Mutilation

- Is all procedures which include the partial or total removal of the external female genital organs for non-medical or therapeutic reasons;
- Has severe significant physical and mental health consequences both short and long term;
- Can take place from birth to adolescence to just before marriage or during the first pregnancy. The most common age group is between 5 and 8 years.

Gang activity

- A group of 3 or more people, who have a distinct identity (e.g. a name, badge or emblem), which commits general criminal or anti-social behaviour as part of that identity, and uses (or is reasonably suspected of using) firearms or knives in the commission of offences.

Forced Marriage

- Affects mainly girls and young women, although 15% of victims are males;
- Force can be in the form of emotional pressure by close family members and the extended family;
- May include threatening behaviour, abduction, imprisonment, physical violence, and/or rape;
- In some extreme cases may result in murder.

Substance misuse

Safeguarding concerns arise when:

- The substance use is unusual in view of the age of the young person;
- The misuse is becoming chaotic and risky;
- The misuse is leading to crime or exploitation by others, including sexual exploitation;
- The misuse is a serious danger to health;
- The young person is caring for another child/young person and using substances;
- An adult is involved in facilitating the misuse;
- The mothers/fathers/carers are misusing substances.

Domestic Abuse

Young people are at risk of suffering long term psychological and emotional damage from domestic abuse as a result of:

- Witnessing the abuse perpetrated against a mothers/fathers or carer, usually their mother;
- Experiencing the fear and anxiety of living in an environment where abuse occurs;
- Becoming actual victims of abuse and neglect;
- Taking on the role of the abuser, against a mothers/fathers or other sibling/s;
- Witnessing physical abuse against their pets;
- Also consider the possibility of the domestic abuse being between teenage partners.

Young Carers:

A young carer is a child or young person up to the age of 18 (or 21) who provides substantial care for a family member (or members) that has a chronic illness, mental health issues, a disability, and/or substance misuse issues. Caring responsibilities can include:

- Cooking, cleaning, shopping, self/sibling care, paying bills, making appointments, writing letters;
- Washing, moving, dressing, giving medication;
- Listening to problems, keeping company, calming & reassuring;
- First aid, phoning ambulance, taking to hospital, making arrangements. Self-harm/suicide:
- Any young person who self-harms or expresses thoughts about this or about suicide has to be taken seriously;
- Deliberate self-harm is a common precursor to suicide and young people who deliberately self-harm may kill themselves by accident.

Prevent Radicalisation

All statutory child care and education providers must have 'due regard to the need to prevent people from being drawn into terrorism' – this duty is known as the Prevent Duty.

The national Prevent Duty confers mandatory duties and responsibilities on a range of organisations and seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views;
- Provide practical help to prevent people from being drawn into terrorism and violent extremism and ensure they are given appropriate advice and support;
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, the internet and health.

Living Streets must be alert to any signs of radicalisation in the children and young people with whom we work. Prevent focuses on all forms of terrorism and extreme ideologies and operates in a pre-criminal space, providing support and redirection to vulnerable children and adults at risk of being groomed into terrorist activities before any crimes are committed.

Adults at Risk

Recognising abuse and neglect in adults at risk Adults can be subjected to the same forms of abuse as a child but it is recognised that they can also suffer abuse in other ways too, these include: -

- Discrimination and bullying
- Domestic violence
- Financial and material exploitation
- Modern slavery
- Self-neglect

Domestic Abuse

Domestic Abuse is the preferred term and encompasses psychological, physical, sexual, emotional and financial abuse of a partner. It also includes any incident or pattern of incidents of controlling, coercive or 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. Included also is so-called 'honour' -based violence, female genital mutilation and forced marriage.

What you might observe/become aware of

- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour
- controlling every aspect of their life

Possible indicators

- Low self-esteem
- Excusing abuse by insisting the abuse is their fault
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

Financial or material abuse

- Theft of money or possessions
- Fraud, scamming

- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Someone moving into a person's home and living rent free without agreement or under duress

Possible Indicators

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person

Modern slavery and trafficking

The United Nations defines trafficking in people as the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, or abduction, fraud, of deception, of the abuse of power, or of a position of vulnerability, or the giving or receiving of payments to achieve the consent of a person having control over another person, for the purposes of exploitation.

Prevent Concern

Adults can be vulnerable to exposure to, or involvement with, groups or individuals who advocate intimidation as a means to a political or ideological end. These groups can include those promoting "violence from extreme right-wing or other ethnic or religious organisations" Prevent Strategy (2011). Prevent is part of the Government counter-terrorism strategy and aims to stop people becoming terrorists or supporting terrorism. Prevent focuses on all forms of terrorism and extreme ideologies and operates in a precriminal space, providing support and redirection to vulnerable children and adults at risk of being groomed into terrorist activities before any crimes are committed.

Handling Disclosures

A disclosure may be made verbally, through play or through the behaviour by a child, young person or an adult at risk.

If anyone is concerned about a child, young person or adult at risk, it is important that this information is communicated to the lead and/ or deputy for safeguarding.

Awareness of possible or likely abuse may be raised by:

- observations and concerns
- being told by another person that they have concerns
- being told by the child, young person or adult at risk

- being told by the abuser
- domestic abuse incidents
- concealed pregnancy by a young person
- trafficking
- misuse of technology
- alcohol and substance misuse
- gambling

Remember:

- Do not delay.
- Do not tell the person that you do not believe them
- Do provide reassurance
- Do not investigate.
- Seek advice from the Lead for safeguarding within the host organisation
- Make careful recording on the host organisation's safeguarding concern form (or Living Streets form where necessary) of anything you observe or are told
- Inform the area Lead by email that you have raised the concern (in an emergency also phone), be careful not to include identifying information

Responding to Concerns

- We ensure and emphasise that everyone in our charity understand and know how to share any concerns immediately with the appropriate Head of Safeguarding or area lead. Everyone will deal with concerns following the instructions overleaf:

Step One:

If you are worried about a child, young person or adult at risk, or suspect they may be safeguarding or wellbeing concerns because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult, say they are abusing someone else

Step Two:

If necessary, check our safeguarding policy for guidance.

Talk to the member of staff you are working with or lead for safeguarding within the host organisation (eg school) without delay.

Inform a Living Streets area lead for safeguarding at the earliest opportunity.

**CONSULT,
MONITOR
AND RECORD**
Sign/Date/Time
*Include name and
job role*

Step Three:

Where necessary, the school or your area lead will refer the concern to the relevant adult or children's social care service and/or the Police and follow up the referral in writing within 24 hours. **In the case of allegations against Living Streets personnel the area lead will also inform the trustee and Head of Safeguarding that they have made a referral.**

For England only in cases of allegations against a person with a "duty of care", towards a child the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

The charity has a whistle blowing policy and concerns can be reported in confidence directly to named person without judgement and anyone reporting in this way will be supported by the charity. Under "whistle blowing", anyone can refer directly to the police, social care services, NSPCC or the Charity Commission when they are concerned the charity is not managing safeguarding concerns appropriately.

**Any consultations
should not delay
a referral.**

**In an emergency
do not delay:
Dial 999**

Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding concern form
- of sufficient detail to identify the individual who is subject of concern and any significant others for either the host organisation or Living Streets, whoever is entitled to know
- accurate and based on fact, as a true record of:
 - ✓ what has been monitored/observed
 - ✓ what has been said and by whom
 - ✓ what has given cause for concern
 - ✓ what action has and/or will be taken including the reason for those actions
 - ✓ the reason stated for no action being taken and by whom
- non-judgmental
- written within 24 hours
- signed and dated by the writer and co- signed by the Head of Safeguarding or area lead
- shared with the relevant agencies, as appropriate, by the Head of Safeguarding or area lead
- stored safely and securely by the Head of Safeguarding and/or area lead for safeguarding
- maintained by the lead as a chronological record
- stored in a restricted folder on a secure cloud system

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

Our policies and procedures in line with statutory guidelines and SAFE recommendations about handling allegations, dealing with complaints and our own disciplinary and grievance procedures. These details will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice that may have impacted upon the welfare of a child, young person or adult at risk, and before making an decision about the best way forward, the area lead for safeguarding will, in Scotland or Wales, discuss the situation with children's or adult social care services. In England, in cases of allegations against a person with a "duty of care" towards a child, the Local Authority Designated Officer (LADO) will be informed, to co-ordinate the next procedural steps. If a crime has, or may have been committed, the police should be contacted.

In the case that a Living Streets Head of Safeguarding or area lead is implicated, the trustee for safeguarding should be informed. If there is a belief that the concern has not been taken seriously or acted upon then the person with the concern should contact social care services, or the police, directly.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services, the police or the LADO (England only). The Living Streets HR Team will be involved in all such procedures (unless they are part of the cause for concern). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant criminal records checking body, and any relevant professional bodies of an individual who does or may pose a danger to children, young people and adults at risk. They will also refer the incident to the Charity Commission as a notifiable

incident and conducting an internal review after any such incident in order to strengthen our systems and procedures.

Bullying and Harassment

Bullying and harassment can take many forms and includes:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
and
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, adults at risk, staff, parent or carers, bullying and harassment, physical and/or emotional, will not be tolerated and will be treated as a safeguarding concern when aimed at children, young people and or adults at risk.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed involving children, young people or adults at risk, to the Head of Safeguarding or area lead
- take immediate steps to stop the behaviour and mitigate the affects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

eSafety

Why do we need an eSafety Policy?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations, working with children, young people adults at risk, families, parents and carers; have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy

eSafety Code of Conduct:

We expect everyone in our organisation to agree and sign up to our eSafety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. only take images of children, who would be identifiable from the image, with written parental consent, on the Living Streets form. NB school forms are not acceptable.
4. seek guidance from the host organisation on who should sign media consent forms, when filming or photographing adults at risk, in the context of a host organisation (eg care home, day centre).
5. only use Living Streets equipment when taking photographs or filming.
6. Upload selected images to SmugMug, and delete any unused images from the device within five working days
7. report any concerns to the area lead.
8. be clear that confidentiality cannot be maintained if there is a concern about the welfare of a child, young person or adult at risk.

What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

What else might be of concern?

A child, young person or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.

- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

What do I do if I am concerned?

If you have any concerns, speak to an area lead immediately

Contacts for referring

If the concern is about:

- **anyone in imminent danger, ALWAYS DIAL 999 FOR THE POLICE.**
- the welfare of a child, young person or adult at risk, ring Social Care Services. The number can be found at www.safecic.co.uk, by following your local Safeguarding Adult or Children Board (SAB) link.
- a known person's sexual behaviour or intentions ring your local child or adult Social Care Services.
- a person who has a "duty of care" in the organisation, ring the local equivalent, the local child or adult Social Care Services, (LADO in England).
- an unknown person's sexual behaviour or intentions, report to the police.
- harmful content, including sexual abuse images or incitement to racial hatred content contact the [Internet Watch Foundation](#) or the [Child Exploitation and Online Protection Centre](#)
- viruses or technical advice, get advice from your provider
- mobile problems, contact the phone service provider

Key points to remember:

DO NOT DELAY.

DO NOT INVESTIGATE.

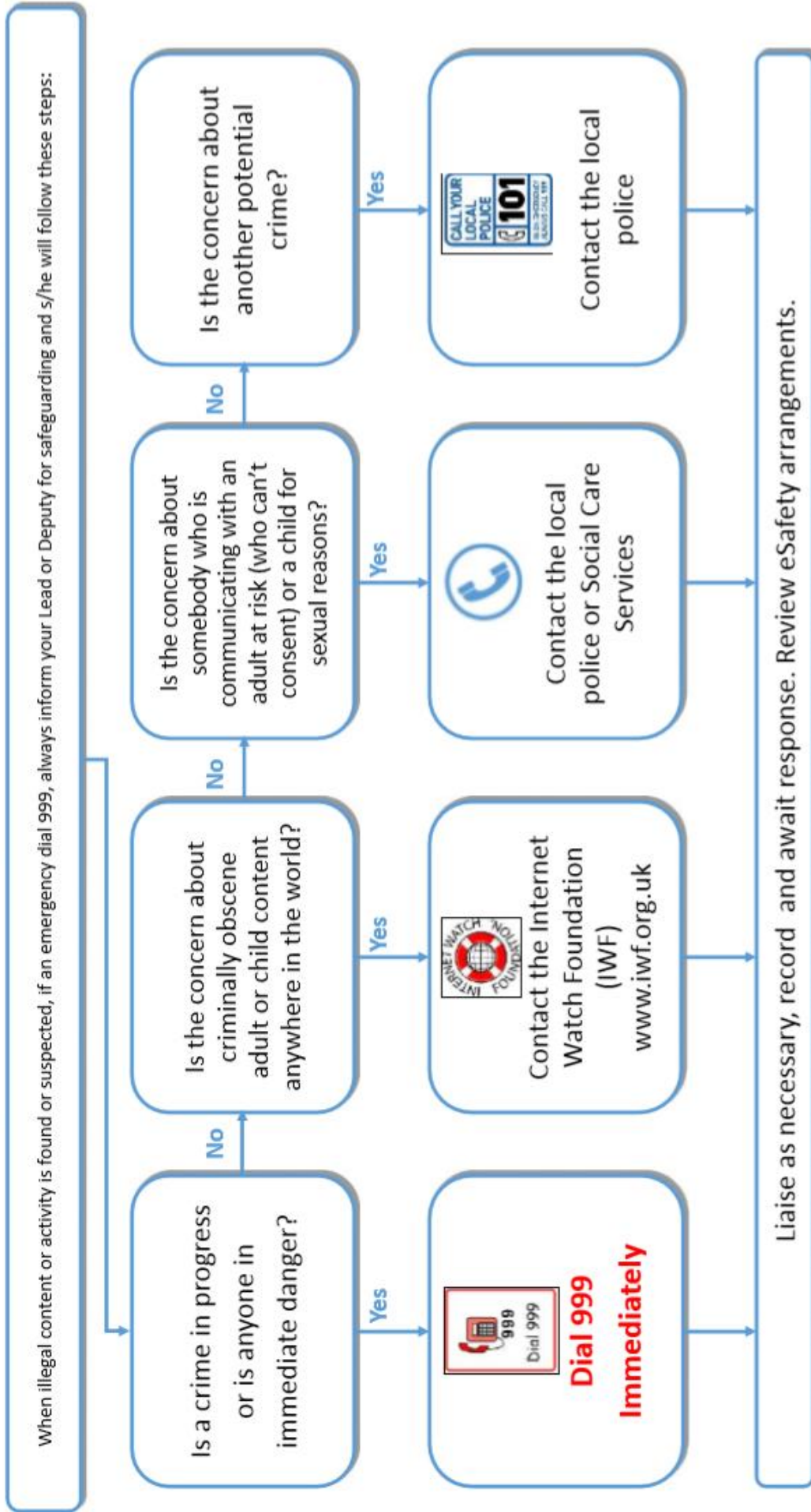
SEEK ADVICE FROM THE AREA LEAD FOR SAFEGUARDING.

MAKE CAREFUL RECORDING OF ANYTHING YOU OBSERVE OR ARE TOLD

Other useful contacts

Young people can get help and advice at [Childline](#) Tel: 08001111 or www.there4me.com

eSafety Referral Flowchart (concerns about a child or an adult at risk)



Risk Assessing Activities

We will always ensure activities undertaken are risk assessed using a consistent format and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for any all activities or events involving or potentially involving children, young people and/ or adults at risk
- risk assess any changes being made to activities or events involving or potentially involving children, young people and /or adults at risk
- having a written plan in place if event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

Child, young person or vulnerable adult goes missing

It is the responsibility of the host organisation to manage such situations

First Aid

Our First Aiders are members of staff, who have completed specific training as set out by the Health and Safety Executive (HSE) and hold a valid and up to date certificate of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

When working with children, young people and adults at risk, first aid is the responsibility of the host organisation, and this will be required by risk assessments for our activities. However, in emergencies, our first aid -trained staff will administer first aid to anyone who requires it.

All incidents will be reported and recorded in the First Aid and Incident Handbook

Fundraising

Living Streets adheres to the Code of Fundraising Practice and the Charity Commission's guidance, Charity fundraising: a guide to trustees' duties; and ensures that:

- everything is legal, open, honest, accountable, transparent, respectful and fair;
- no pressure is used to obtain donations or membership;
- the charity's privacy policy is followed at all times.

SAFE Recommendations

In order to attain and retain our SAFE Award everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Head of Safeguarding and/or Area Leads; however it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFE policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care

The Induction Checklist must be completed and signed by all staff and updated to evidence:

- they have seen and understand this policy
- they have completed the required safeguarding training
- they are receiving updating training at regular intervals, where appropriate

APPENDIX: Legislation and Statutory Guidance for Children, Young People and Vulnerable Adults

1. Children and young people

- England: 'Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children', 2018;
- England, the Department for Education (DfE) provides the key guidance for schools and colleges Keeping children safe in education (DfE, 2020).
<https://www.gov.uk/government/publications/keeping-children-safe-in-education>
- Northern Ireland: Co-operating to Safeguard Children and Young People in Northern Ireland Guidance, March 2016.
- Wales: Social Services and Well-being (Wales) Act 2014 Violence Against Women Domestic Abuse and Sexual Violence (Wales) Act 2015 Social Services and Well Being (Wales Act 2014).
- Wales, Keeping learners safe: the role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 (Welsh Government, 2020)
- Scotland: Scottish Government 2014 National Guidance for Child Protection in Scotland for further clarification, as necessary and in accordance with their job role/departmental focus
<https://www.gov.scot/Publications/2014/05/3052>

2. Prevent Duty

Living Streets adheres to national guidance on Prevent Duty as set out in the following documents;

- Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk)
- Prevent duty guidance: for further education institutions in England and Wales - GOV.UK (www.gov.uk)
- Separate guidance for Scotland (Home Office, 2019; Home Office and Scottish Government, 2015). <https://www.gov.uk/government/publications/prevent-dutyguidance/revised-prevent-duty-guidance-for-scotland>

3. Vulnerable adults

- England: Care Act 2014 defines an adult at risk as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or

physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

- Scotland: Protection of Vulnerable Groups (Scotland) Act 2007. Section 94 of the 2007 Act defines protected adult. A protected adult is an individual aged 16 or over who is provided with (and thus receives) a type of care, health, support or welfare service e.g. individuals affected by: disability, mental disorder, illness or infirmity and is more at risk of being harmed than other adults who are not so affected.
- Wales: The Social Services and Wellbeing Act (2014) places adult safeguarding on an equal status as child protection. An “adult at risk”, is an adult who is experiencing or is at risk of abuse or neglect, has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.