

## LOOE DEVELOPMENT TRUST AND MILLPOOL CENTRE SAFEGUARDING POLICY (2017)

### INTRODUCTION

1. This document is the Child and Vulnerable Adult Safeguarding Policy for Looe Development Trust and the Millpool Centre which must be followed by all user groups and the management committee and followed and promoted by those in the position of leadership within each user group.
2. Some groups using the Centre will have their own Safeguarding Policies, however we recognize that other groups will not have policies and those groups are to abide by this policy and relevant government acts.

### AIMS

3. The purpose of this policy is to outline the duty and responsibility of Looe Development Trust in their activities and of the Management Committee, Staff, volunteers and all user groups at the Millpool Centre in relation to Safeguarding.
4. All people have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

### OBJECTIVES

- To explain the responsibilities that the Looe Development Trust, the Management Committee and all User Groups have in respect of protecting children and vulnerable adults.
- To provide all user groups with an overview of safeguarding.
- To provide a clear procedure that will be implemented where safeguarding issues arise.

### CONTEXT

5. A child is defined as any individual under the age of 18 years, a vulnerable adult is any individual over 18 years of age who is or may be for any reason unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. The purpose of this policy is to make sure that the actions of any adult within each user group are transparent and that they safeguard and promote the welfare of all people.
6. This document is written in accordance with the 'Working Together to Safeguard Children' produced by the Department of Health in 2015 and 'The Care Act' 2016.
7. Principles upon which the Safeguarding Policy is based.
  - The welfare of a child, young person and a vulnerable adult will always be paramount.
  - The welfare of families, the vulnerable and the elderly will be promoted.
  - The rights, wishes and feelings of children, young people and their families and vulnerable adults will be respected and listened to.
  - Those people in positions of responsibility within the user groups and committee will work in accordance with the interests of those safeguarded and follow the policy outlined below.

### RECOGNITION OF ABUSE OR NEGLECT

8. Abuse or neglect is caused by inflicting harm or by failing to act to prevent harm. Persons may be abused in a family or in an institutional or community setting: by those known to them or more rarely by a stranger.

9. Physical Abuse. Physical abuse 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 feigns the symptoms of, or deliberately causes ill health to a person whom they are looking after. This situation is commonly described using terms such as, Fabricated and Induced Illness (FII) fabricated illness by proxy or Munchausen Syndrome by proxy.

10. Emotional Abuse. Emotional abuse is the persistent emotional ill treatment of a person such as to cause severe and persistent adverse effects on the person's emotional well-being. It may involve conveying to a person that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on a person. It may involve causing a person to frequently to feel frightened or in danger, or the exploitation or corruption of a person. Some level of emotional abuse is involved in all types of ill treatment of a person although it may occur alone.

11. Sexual Abuse. Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not the person is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or buggery) or non-penetrative acts. They may include non-contact activities, such as looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging people to behave in sexually inappropriate ways.

12. Neglect. Neglect is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a person's basic emotional needs.

## PROCEDURES

13. Immediate action may be necessary at any stage in involvement with those safeguarded and their families.

- a. IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE VULNERABLE:
  - i.e.: If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child or vulnerable person to the nearest Accident and Emergency Department.
  - If a person is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a person immediately if protection is necessary, via a Police Protection Order.
- b. Guidelines:
  - i). Individuals within the user groups need to be alert to the potential abuse of persons both within their families and also from other sources including abuse by members of that organisation.

ii). Each Leader should know how to recognise and act upon indicators of abuse or potential abuse involving children & vulnerable adults. There is an expected responsibility for all members of each user group to respond to any suspected or actual abuse in accordance with these procedures.

iii). It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you must not discuss your concerns with parents/carers in the following circumstances:

- Where sexual abuse is suspected
- Where organized or multiple abuse is suspected
- Where fictitious illness by proxy (Munchausen Syndrome) is suspected.
- Where contacting parents/carers would place a child, yourself or others at immediate risk.

c. What to do if a person talks to you about abuse or neglect: A person may seek you out to share information about abuse or neglect, or talk individually or in groups when you are present. In these situations you must:

- Listen carefully to the person. DO NOT directly question the person.
- Give the person time and attention.
- Allow the person to give a spontaneous account; do not stop a person who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the person's appearance as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the person's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the person that: you are glad they have told you; they have not done anything wrong; what you are going to do next.
- Explain that you will need to get help to keep the person safe.
- Do NOT ask the person to repeat his or her account of events to anyone.

d. Consulting about your concern: The purpose of consultation is to discuss your concerns in relation to a person and decide what action is necessary. You may become concerned about a person who has not spoken to you, because of your observations of, or information about that person.

It is good practice to ask a person why they are upset or how a cut or bruise was caused, or respond to a person wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a person you must share your concerns. Initially you should talk to one of the people designated as responsible for person's protection within your own group. If no one has this role within your group then talk to the designated member of the Management Committee / Trust Secretary.

This person is in the first instance the Millpool Centre Manager, for activities within the Millpool Centre. The Secretary of Looe Development Trust for activities undertaken by the Trust. Tel: 01503 265947.

(If one of those people is implicated in the concerns you should discuss your concerns directly with Children's Services, Adult Social Care Services or the Police, as applicable.)

e. You should consult externally with your local Children's Services Department in the following circumstances:

- When you remain unsure after internal consultation as to whether child protection concerns exist.
- When there is disagreement as to whether child protection concerns exist.
- When you are unable to consult promptly or at all with your designated internal contact for child protection.
- When the concerns relate to any member of your group or the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Children's Services or the Police should progress.

f. Making a referral. A referral involves giving Children's Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action:

- i). In certain cases the level of concern will lead straight to a referral without external consultation being necessary.
- ii). Parents/carers should be informed if a referral is being made except in the circumstances outlined on page 2. However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Services about how and when the parents should be approached and by whom.
- iii). IF YOUR CONCERN IS ABOUT ABUSE OR RISK OF ABUSE FROM SOMEONE NOT KNOWN TO THE VULNERABLE PERSON OR THEIR FAMILY (NEXT OF KIN), YOU SHOULD MAKE A TELEPHONE REFERRAL DIRECTLY TO THE POLICE AND CONSULT WITH THEIR NEXT OF KIN.
- iv). If your concern is about abuse or risk of abuse from a family member or someone known to a child, you should make a telephone referral to Cornwall Children's Services Office (0300 1234 101 or out of hours (in emergency only) to 01208 251300).

g. Information required: Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.

- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals' known to be involved with the child/family eg: GP, Health Visitor, School.
- The nature of the concern; and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.
- Action to be taken following the referral.
- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Social Services following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

#### CONFIDENTIALITY

14. The Millpool Centre Manager and the Trust Secretary must ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

15. Information in relation to safeguarding concerns should be shared on a need to know basis. However, the sharing of information is vital to a vulnerable person's protection and, therefore, the issue of confidentiality is secondary to their need for protection. If in doubt, consult.

#### 16. Six Key Points On Information Sharing:

- You should explain to the vulnerable and their next of kin (family / carer), what and how information will, or could be shared and why, from the outset and seek their agreement to do so.
- The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.
- You must always consider the safety and welfare of a vulnerable person when making decisions on whether to share information about them. Where there is concern that the person may be suffering or

is at risk of suffering significant harm, the person's safety and welfare must be the overriding consideration.

- You should, where possible, respect the wishes of the vulnerable and their next of kin (family) who do not consent to share confidential information. You may still share information, if in your judgment on the facts of the case, there is sufficient need in the public interest to override that lack of consent.
- You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant or serious harm.
- You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it, and shared securely.
- You should always record the reasons for your decision - whether it is to share information or not.

17. Guidance information on Safeguarding can be found on the Department of Health government website, with reference to the following legislation:

Working Together to Safeguard Children (2015).  
The Care Act (2016).

Approved by the Trustees on .... Jan 2017