

## Child Protection and Safeguarding Policy

The purpose of this policy is to provide staff and volunteers with the overarching principles that guide our approach to safeguarding children, young people and vulnerable adults; to make them aware of the indicators of abuse; to know what to do if they suspect abuse; know who to speak to and understand their personal responsibilities in protecting children and vulnerable adults when taking part in activities organised by HFTF.

### 1. Aims

- a. HFTF recognises its responsibility to safeguard and promote the welfare of children and vulnerable adults within the framework of the Children Act 1989 and 2004 and the Safeguarding Vulnerable Groups Act 2006.
- b. Safeguarding involves, and goes beyond, protecting children and vulnerable adults from harm. For children it aims to contribute to reducing inequalities, improve outcomes and help them to:
  - Stay healthy
  - Be safe
  - Achieve economically
  - Contribute to society positively
  - Enjoy life
- c. For vulnerable adults it aims to ensure that the most vulnerable are treated with dignity and respect and are afforded opportunities to live their lives as independently as possible, whilst taking reasonable measures to ensure that risks of harm are minimised and sensibly managed.

### 2. Scope

This policy applies to all staff members, trustees, volunteers and anyone working on behalf of HFTF in their contacts with children and vulnerable adults. This includes the children of staff, visitors or attendees at events, both in the office and at events.

### 3. Legal Framework

- a. This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:
  - i. Children Act 1989
  - ii. United Convention of the Rights of the Child 1991
  - iii. Data Protection Act 1998
  - iv. Human Rights Act 1998
  - v. Sexual Offences Act 2003
  - vi. Children Act 2004
  - vii. Safeguarding Vulnerable Groups Act 2006
  - viii. Protection of Freedoms Act 2014
  - ix. Children and Families Act 2014
  - x. Special educational needs and disability (SEND) code of practice: 0 to 25 years- Statutory guidance for organisations which work with and support children and young people who have special educational needs for disabilities; HM Government 2014
  - xi. No Secrets: guidance on protecting vulnerable adults in care (2015)
  - xii. Information sharing: Advice for practitioners providing safeguarding services to children. Young people, parents and carers; HM Government 2015
  - xiii. Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

### 4. Our Commitment

**a. We Recognise that:**

- i. the welfare of children, young people and vulnerable adults is paramount.
- ii. all children, young people and vulnerable adults regardless of age, disability, gender, race, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- iii. some children, young people and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- iv. working in partnership with children, young people and vulnerable adults, their parents, carers and other agencies is essential in promoting their welfare.

**b. We will seek to keep children, young and vulnerable adults people safe by:**

- i. valuing them, listening to and respecting them
- ii. appointing a Designated Safeguarding Officer (DSO) for children, young people and vulnerable adults, and a lead trustee for safeguarding (if different)
- iii. providing appropriate training and support to relevant staff and volunteers
- iv. adopting child protection and safeguarding practices through procedures and a code of conduct for trustees, staff members and volunteers.
- v. developing and implementing an effective e-safety policy and related procedures
- vi. providing effective management for staff and volunteers through, supervision, support, training and quality assurance measures
- vii. recruiting staff and volunteers safely, ensuring all necessary checks are made
- viii. recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers as appropriate
- ix. using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people and vulnerable adults, parents, families and carers appropriately
- x. sharing concerns with agencies who need to know, and involving parents and carers and children, young people and vulnerable adults appropriately.
- xi. using our procedures to manage any allegations against staff and volunteers appropriately
- xii. creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- xiii. ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

## 5. Procedures

### a. Reporting Safeguarding Concerns

All child protection concerns should be acted upon immediately. If you are concerned that a **child** is at risk of or actually suffering abuse, you should tell the **DSO: Laura D’Henin - Co Director of Delivery & Operations.**  
**[laura.dhenin@hftf.org.uk](mailto:laura.dhenin@hftf.org.uk) or 07932073665)**

If the DSO is not available, you must speak to a senior member of staff or a trustee.

The Lead Trustee for Safeguarding is currently Jeremy Wight.

[jeremy@hftf.org.uk](mailto:jeremy@hftf.org.uk) or 07803507079)

In an emergency, or if you do not agree with the decision made by your Safeguarding Officer, you can make a referral directly yourself.

**Referrals can be made by calling Sheffield Children's Safeguarding Hub.** on 0114 273 4855 24 hours a day, 7 days a week.

- i. If you think a **vulnerable adult** is in danger, at risk, is being mistreated or you have concerns about them, the procedure is the same. **Referrals can be made by calling Sheffield Safeguarding Adults Team** on 0114 273 4908
- ii. If a child or vulnerable adult requires urgent attention because they are in **immediate danger** call the Police on 999 (emergency) or 101 (non emergency).

**b. Making a referral**

- i. If a referral is made / when contacting other agencies ensure you have as much factual information as possible, including:
  1. Factual information about the child or vulnerable adult and his/her family including if possible name, address, date of birth, GPs name.
  2. What is the source of your concern, is it something you have seen, something the child or vulnerable adults has said, it is based on concern of others, if so whom?
  3. Why are you concerned, is it based on the behavior, an injury, what they have said, has the concern developed over time or just today?
  4. What evidence, if any have you to support your concern? This may include what the child or vulnerable adult has said to you directly. If so, are you aware of anyone else they have spoken to?
  5. Whom do you believe to be the source of harm/potential harm?
  6. Are there other children or vulnerable adults in the family or other children about whom you have concerns?
- ii. Having reported an incident or concern, you must not take any further action unless authorised to do so by the DSO. You may be asked to provide a written report confirming the above details.
- iii. It is not the responsibility of the DSO or other staff to investigate suspected abuse: this lies with Children's and Adults Social Care social workers and the police.

**c. Allegations made against staff/volunteers/ trustees**

- i. HFTF is aware of the possibility that allegations may be made against members of staff, volunteers or trustees. Allegations will usually be that some kind of abuse has taken place. They may be made by a child, young person, a vulnerable adult or another concerned adult. Allegations may be made for a variety of reasons, some of them being that:
  1. Abuse has actually taken place.
  2. Something happens to a child or vulnerable adult that reminds them of an event that happened in the past – the child or vulnerable adult is unable to recognise that the people and situation are different.
  3. Your language or actions are misinterpreted by a child, young person or vulnerable adult because they are reminded of someone else.
  4. Some children and vulnerable adults know how powerful an allegation can be and, if they are angry or upset with you, have made the allegation as a way of hitting out.
  5. An allegation can be a way of seeking attention.
- ii. It may be difficult to accept that abuse could occur in HFTF or that the person being named could be responsible but all allegations should be brought to the attention of the DSO immediately. In cases where the allegation is against the DSO, the complaint should be taken to the Chair or other trustee.
- iii. The following actions should be considered:
  1. Make sure that the child, young person or vulnerable adult is safe and away from the person alleged to have abused them.
  2. Contact Children’s Social Care Services or Adult Safeguarding Team as explained in Section 8 or
  3. Contact the parents/carers of the child or vulnerable adult if advised to do so by the social worker or police officer in charge of the investigation.
  4. Irrespective of any investigation by Children’s Social Care Services, Adult Safeguarding Team or the police, you should follow the appropriate disciplinary procedures. Common practice is for the alleged abuser to be suspended from attending the organisation or workplace until the outcome of any investigation is known;
  5. Consider whether the alleged abuser has access to children or vulnerable adults anywhere else and whether those organisations or groups need to be informed;
  6. Act upon the decisions made in any strategy decision.
- iv. All incidents will be investigated internally, after any external

investigation has finished, to review practice and put in place any additional measures to prevent a similar thing happening again. HFTF will nominate a support person for the person who faces an allegation. They will also assist with seeking outside counselling or legal services as required.

- v. HFTF will develop and encourage an environment where people feel safe to express their concerns about the practice of others. If a staff member, volunteer or participant has concerns they will not be victimised in any way for expressing them.

**d. Safe Recruitment**

- i. To reduce the risk of abuse to children and vulnerable adults and the likelihood of allegations being made that are founded, HFTF will maintain clear recruitment procedures. These procedures include the following:
  - 1. All prospective employees will complete an application form which asks for details of previous employment and the names of two referees. Referees will be reminded that they should not misrepresent the candidate or omit to say things that may be relevant to their employment.
  - 2. Should it be envisaged that the employee will be undertaking work where a DBS check is advised, the offer of employment will be conditional on the result of this check.
- ii. No volunteer will be asked to undertake any duties where a DBS check is advised without first being checked and following up 2 references .

**e. Events and training involving children and young people**

- i. If hosted by a school or children's organisation, there needs to be clarity that the host will support the event by providing an appropriate environment and by following the good practice guidance below:
  - 1. There must be at least two adults present in the meeting space with any minors or vulnerable adults. If the group is of mixed sex, it is good practice for there to be a male and a female leader present. If the group is all of one gender, it is good practice for one of the leaders to be of that gender. Staffing ratios should always take account of the need and nature of the group.
  - 2. If a representative from HFTF is to be one of these adults, this should be clarified in advance and that person should have been vetted by DBS checking and references as above.
  - 3. Advance liaison with the hosting group is the key to ensuring a safe environment.
  - 4. If the work of the organisation evolves to include other types of event

or work with young people, the Director will work with the Safeguarding Lead to develop good working practices specific to that work and communicate them to all staff.

**f. Insurance**

Hope for the Future provides insurance, covering public liability and personal accident, for all staff, volunteers and trustees whose activities have been authorized by the trustees according to the requirements of its insurer.

**g. Disclosure and Barring Service**

All staff, volunteers and trustees who work with minors or vulnerable adults for Hope for the Future will have had a DBS check, or will always be accompanied by at least one member of the staff or volunteer team or trusteeship who have had a DBS check. The criteria for requesting a check are set out on the GOV.UK website.

## **6. Implementation Checklist**

These procedures will only be effective if all staff and volunteers understand and own them. The charity will:

- a. Identify a Designated Safeguarding Officer (DSO).
- b. Add DSO's name and contact details to this procedure.
- c. Ensure the DSO has access to appropriate training and updates
- d. Ensure DSO's name and contact details are posted where they can be accessed by anyone who may need them (staff, volunteers and those participating in HFTF activities).
- e. Ensure all staff and volunteers and trustees have access to this policy, that these issues are covered in the induction programme and that line managers are able to clarify any queries.
- f. Ensure all staff and volunteers know what to do if they have concerns about a child or young person or vulnerable adult and have safeguarding training appropriate to their role.
- g. Ensure all existing staff and volunteers who meet the criteria for a DBS check have one
- h. Ensure that all new staff and volunteers who meet the criteria have DBS disclosures before they start work.
- i. Ensure that our premises conform to health and safety guidelines.
- j. Have an accident/incident reporting procedure and book
- k. The DSO will report annually to the trustees including lessons learned and changes implemented as a result. The trustees will consider any further actions

- needed.
- l. The DSO will review the policy on an annual basis and update as needed.
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## **Appendix A**

### **Supporting Information**

#### **a. Understanding and Recognising Signs of Abuse in children**

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, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children. There are different types of abuse and it is important to know this so that abuse does not go unrecognised.

1. **Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or a vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or a vulnerable adult.
2. **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.
  - a. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
  - b. 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.
  - c. It may feature age or developmentally inappropriate expectations being imposed on children.
  - d. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
  - e. It may involve seeing or hearing the ill-treatment of another.
  - f. It may involve serious bullying (including cyber bullying), causing

children frequently to feel frightened or in danger, or the exploitation or corruption of children.

- g. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

3. **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.

4. **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. Once a child is born, neglect may involve a parent or carer failing to:

- a. provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- b. protect a child from physical and emotional harm or danger;
- c. ensure adequate supervision (including the use of inadequate care-givers); or
- d. ensure access to appropriate medical care or treatment.
- e. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

b. **Understanding and Recognising Signs of Abuse in Vulnerable Adults**

There are many different types of abuse and they all result in behaviour towards a person that deliberately or intentionally cause harm. The Care Act 2015 statutory guidance provides a detailed definition of each of the ten types of abuse which are listed below.

- 1. **Discriminatory abuse** includes forms of harassment, slurs or similar treatment because of race, gender, gender-identity, age, disability, sexual orientation or religion. Discriminatory abuse can take the form of

- derogatory comments, harassment, being made to move to a different resource/service based on age, being denied medical treatment on grounds of age or mental health and/or not providing access.
2. **Psychological abuse** includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.
  3. **Financial abuse.** Financial or material abuse includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.
  4. **Organisational abuse.** Organisational abuse includes neglect, poor care practice within an institution or specific care setting such as a hospital or care home, poor practice in relation to care provided in one's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
  5. **Neglect and acts of omission** include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
  6. **Physical abuse** includes assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
  7. **Sexual abuse** includes rape, indecent exposure, sexual harassment, inappropriate looking or 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.
  8. **Domestic abuse** includes psychological abuse, physical abuse, sexual abuse, financial abuse, emotional abuse, so called 'honour' based violence. In September 2012, the Government definition of domestic violence was widened to include those aged 16-17 and wording changed to reflect coercive control. The Government definition of domestic violence and abuse is: "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.

9. **Controlling behaviour** is: a range of acts designed to make a person subordinate and / or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
10. **Coercive behaviour** is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.
11. **Modern slavery** encompasses slavery, human trafficking, forced labour and domestic servitude.
12. **Self-neglect** covers a wide range of behaviour neglecting to care one one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## **Safe Behaviour Dos and Don'ts**

### **DO**

- Treat everyone with respect.
- Provide an example you want others to follow.
- Encourage children, young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they don't like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Avoid situations that compromise your relationship with children, young people and vulnerable adults and are unacceptable within a relationship of trust.
- Respect a child, young person's or vulnerable adults right to personal privacy, protection and a safe environment.
- Provide access and space for children and young people to talk about concerns they may have.
- Listen to children and young people.

### **DON'T**

- Permit abusive peer activities (for example, ridiculing, bullying, name calling).
- Have any inappropriate physical contact with children, young people or vulnerable adults.
- Show favouritism to any individual.
- Rely on your good name to protect you.
- Let suspicion, disclosure or allegations of abuse, go unrecorded or unreported.
- Jump to conclusions without checking facts.

- Believe 'it could never happen here'.
- Believe 'it could never happen to me'.

**Other organisations which may be of help**

CEOP (Child exploitation and online protection) [www.ceop.police.uk](http://www.ceop.police.uk)

NSPCC Helpline 0808 800 5000

Modern Slavery helpline: 0800 0121 700 . Website: <https://modernslavery.co.uk/>