

# Bendrigg Trust Safeguarding Policy

## Policy Statement

The Bendrigg Trust is committed to safeguarding the welfare, safety and protection of all its visitors, particularly children and vulnerable adults, and staff. All reasonable steps will be taken to safeguard them from physical, sexual and emotional harm or neglect.

This policy is to be understood by all trustees, employees on joining the organisation as well as longer-term volunteers and placements.

## Policy Aims

The aims of this policy are to:

- Promote good practice in the provision of appropriate safety and protection for all visitors within a caring safe and stimulating environment.
- Facilitate all Bendrigg trustees, staff and volunteers to make informed, appropriate and confident responses to specific issues regarding protection for children and vulnerable adults.
- Ensure that all trustees, staff and volunteers are protected in their working and, where appropriate, their living environment.

## Designated Person

Although everyone has a role to play in ensuring that children, vulnerable adults and staff are safe, Nick Liley, the Centre Director, is the Designated Safeguarding Person. He has specific responsibility for implementing our policy. The Trustee, second designated person with responsibility for Safeguarding is Rachael Hodgson.

In the Centre Director's absence, another Senior Manager is the first point of contact when a concern is raised. They must then make contact with the Centre Director (if available) or the second designated person.

The Designated Person has responsibility for:

- Maintaining an up to date policy and procedures, compatible with national governing bodies
- Ensuring that relevant trustees, staff and/or volunteers are aware of and follow procedures, including implementing safer recruitment procedures.
- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken in line with the Organisation's procedures.
- Keeping the relevant authorities informed.

All records of Safeguarding incidents will be kept in a secure location within the Centre Director's Office

Designated Safeguarding Lead: Nick Liley, [nick@bendrigg.org.uk](mailto:nick@bendrigg.org.uk), 07553 361 551

Second Designated Person (Trustee): Rachael Hodgson, 07813 372400

## Staff Recruitment, Monitoring and Training

**Recruitment:** the Bendrigg Trust Recruitment Policy outlines the process that must be followed in the recruitment of trustees, staff and volunteers: All pre-employment checks will be completed before successful applicants have regular, unsupervised access to children and vulnerable adults.

All trustees, staff and regular volunteers working with our visitors must complete an enhanced disclosure form which will be submitted to the "Disclosure and Barring Scheme". This will be renewed every three years.

**Monitoring:** all newly employed staff will be on a probationary period for six months. During this time, their line manager and other senior staff will monitor their performance to ensure their suitability to work with children and vulnerable adults. All staff will be appraised on an annual basis.

**Induction and Training:** all newly employed staff will undertake an induction in Safeguarding. They will be given a pack which will include:-

- Bendrigg Trust Code of Practice (**Appendix A**)
- Understanding of what constitutes abuse (**Appendix B**)
- Identifying possible signs of abuse and how to respond (**Appendix C and D**)
- Reporting Procedure (**Appendix E**)

Induction for volunteers will include an induction and discussion of the Safeguarding Policy and other relevant policies and procedures.

All staff will receive further safeguarding training at an appropriate level on an annual basis.

The Designated Person and The Second Designated Person will undertake a minimum of Level 3 every two years.

### **Site Security**

Bendrigg Trust has a policy which outlines procedures for preventing unauthorised access to the premises. Within this policy procedures are in place to ensure that all visitors are known to the Centre.

### **Photography**

Publishing articles and photographs in newsletters, on our website, in local newspapers amongst other media, is an excellent way of recognising our visitor's achievements and for promoting Bendrigg Trust. However, it is important to minimise the risk of anyone using these images in an inappropriate way. Authorisation must be obtained from group leaders and/or the Centre Director for photographs, or other media forms, to be taken by staff, volunteers, the press or media attending an event.

Procedures are in place so that all photos taken by staff or volunteers are monitored prior to any publication. Any concern about inappropriate or intrusive photography should be reported to a senior member of staff.

### **Implementation**

The scope of the Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Recruitment Policy
- Site Security Policy (including those for all visitors)
- Whistle-blower policy
- Risk Assessment and disciplinary procedures and policies, including lone working procedures, mitigating staff and clients
- Equal Opportunities Policy
- Data Protection Policy
- Social Media Policy
- Staff Induction and Staff Training

**This Policy will be reviewed by the Board of Trustees every 12 months and when there are any changes in legislation or other factors that make a review prudent.**

# Safeguarding Policy: APPENDIX A

## Bendrigg Trust Code of Practice

**We will treat all children, vulnerable adults, staff and volunteers with respect.**

**We will celebrate the achievements of all our visitors.**

**We will provide an example we wish others to follow.**

**We will recognise signs of abuse and report all concerns no matter how small.**

### Good Practice Guidelines

- Ensure there will be adequate supervision throughout all activity sessions.
- Respect other's rights to personal privacy.
- Strive to create an atmosphere in which young people and adults feel comfortable enough to point out attitudes and behavior they do not like.
- Treat others with sensitivity and respect for dignity when carrying out tasks of a more personal nature, for example with moving and handling or putting on a climbing harness.

### Working Practice: you should:-

- Avoid spending any significant time working with children or vulnerable adults in isolation or in remote locations.
- Not take children or vulnerable adults alone in a car, however short the journey.
- Not take visitors to your home.
- Avoid going into visitor's dormitories unless it is an emergency or it is with the consent of a senior staff member or the visitor's carers or supervisors
- Not do things of a personal nature that visitors can do for themselves.
- Never engage in rough, physical or sexually provocative games
- Never allow or engage in inappropriate touching of any form
- Never engage in inappropriate verbal contact even in fun
- Not permit abusive peer activities for example ridiculing or bullying
- Not show favouritism to any individual.
- Not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes; deal firmly and fairly with such behaviour at all times.
- Never fail to respond to any allegations of abuse; always act. **(See Appendix C)**

### To Protect Myself: if something I do is misinterpreted:-

- No matter how well intentioned, remember that someone else might misinterpret your actions.
- Do not rely on your good name to protect you: it may not be enough.
- Do not believe, "It can never happen to me!". It can.
- Immediately inform your line manager, a senior member of staff or the Centre Director.
- Make a written record of the details of the incident, including what action you took and what you said. Sign and date this.

**As a centre caring for children and vulnerable adults, we have an open and transparent approach to these difficult subjects. The Bendrigg Trust will follow the procedures in this Code of Practice, and Safeguarding Policy, without fear or favour and abuse at any level will not be tolerated.**

## Safeguarding Policy: APPENDIX B

### **What is Abuse?**

It is the responsibility of every adult to protect children and vulnerable adults ('visitors'), staff as well as yourself, from abuse. Everyone has a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity.

The main forms of abuse are:

### **Physical Abuse**

This involves deliberate infliction of physical hurt or injury. Hitting, shaking, squeezing, burning and biting are all forms of physical abuse. Giving alcohol and inappropriate drugs may be classed as physical abuse as well as giving poison. Attempted suffocation or drowning also comes into this category.

### **Sexual Abuse**

Abuse by others to meet their own sexual needs. This might be full sexual intercourse, masturbation, oral sex, anal intercourse or fondling. Showing pornographic pictures, magazines or videos may also be a form of sexual abuse.

### **Emotional Abuse**

Persistent lack of love and attention damages human beings emotionally. Being constantly shouted at, threatened or taunted could make a human being very nervous and withdrawn.

### **Bullying**

Often the most common form of abuse especially in our digital age. See the Bendrigg Trust Bullying Policy for further details.

### **Neglect**

Where adults fail to meet a visitors basic needs, like food or warm clothing. Being constantly left alone constitutes neglect. Emotional neglect occurs through a failure, or refusal, to give the correct attention.

**Self – Neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.

**Modern Slavery and human trafficking** - Human Trafficking involves men, women and children being brought into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will. People can be trafficked for many different forms of exploitation such as forced prostitution, forced labour, forced begging, and forced criminality, domestic servitude, forced marriage, forced organ removal.

**Financial or material abuse** – including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Domestic Violence** – Domestic violence and abuse is officially classified as "any incident of threatening behaviours, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality".

**Discriminatory abuse** – including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment.

**Radicalism and Extremism** – A child or vulnerable adult may be exposed to different methods of radicalism, the process by which a person comes to support terrorism and extremism. These could include: contact with an existing extremist; speeches and writings by charismatic individuals; online, including social media and gaming.

**Abuse in all its forms can affect anyone of any age. The effect can be so damaging that it may follow an individual throughout their whole life and, on occasion, lead to suicide.**

## **Safeguarding Policy: APPENDIX C**

### **Identifying Signs of Possible Abuse and What To Do if You Are Concerned**

Abuse, and particularly sexual abuse, can arouse strong emotions in those facing a situation and it is important to understand those feelings and not allow them to interfere with your professional judgement.

Staff may become an important link in identifying a case where a visitor, or adult, needs protection. Abuse may come to light in a number of ways:

- A visitor, or staff member, may tell you what has happened to them
- From a third party (for example, another visitor)
- Through the visitor's, or staff member's, behavior
- A suspicious or unexplained injury.

### **Identifying Signs of Possible Abuse**

Recognising abuse is not easy, even for individuals who have experience of working with abuse. Most visitors will receive cuts, grazes and bruise from time to time, and their behavior may give reason for concern. There may well be other reasons for these factors other than abuse, but any concern should be immediately discussed with your line manager or a senior colleague to assess the situation.

Warning signs, which may alert staff to the possibility of abuse, include:

- Unexplained bruising, cuts or burns, particularly if these are parts of the body not normally injured in accidents
- An injury which a carer tries to hide, or for which they might have given different explanations
- Changes in behavior such as suddenly becoming very quiet, tearful, withdrawn, aggressive, or displaying severe tantrums
- An inappropriately dressed, or ill-kempt visitor
- Sexually explicit behavior, for instance playing games and showing awareness which is inappropriate for the age
- Continual masturbation, aggressive and inappropriate sex play
- Running away from home, attempted suicides and self-inflicted injuries
- A lack of trust in adults, particularly those who would normally be close to a child or vulnerable adult
- Disturbed sleep, nightmares and bed wetting
- Eating problems, including over-eating or loss of appetite

### **Recognising sign of radicalisation**

- Isolating themselves from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger

### **What to do if you are concerned**

Remember; the above signs do not necessarily mean that abuse has occurred. However, if you are concerned, you must act: welfare of the visitor is paramount and this must be the most important consideration. Do not assume that someone else will help – they might not.

However small your concern, you must inform your line manager or the Centre Director: they will take responsibility for seeking additional advice, and taking further action, if required.

1. If a concern is raised or a complaint or allegation is made to you, you should:
  - Listen carefully and tell and show the visitor that you are taking them seriously
  - Let them talk to you; if questions are needed, keep these to a minimum and they should be "open". It is essential to avoid "leading" questions. Make sure you are absolutely clear about what has been said to you so that you can pass this information on.
  - If necessary, acknowledge how difficult and painful it must have been for them to confide in you, and reassure them that they are not to blame.
  - Never promise complete confidentiality: you must pass this on.
  - Stay calm. Do not take hasty or inappropriate action.
  - Seek immediate medical assistance if needed.
  - You must consult your line manager or the Centre Director: you must not take sole responsibility. You may need support for yourself in what could become a difficult situation.
  - As soon as possible, make a written record of what was said, how the visitor was behaving and what you did in response. Sign and date this.
  - Be aware that people may try to retract all that they have told you.
  - Do not 'gossip' about the situation with others.

**APPENDIX E outlines the procedure which will be followed if a safeguarding concern is raised**

# Safeguarding Policy: APPENDIX D

## Adult Safeguarding

### Key Principles of Adult Safeguarding

Good safeguarding practice takes account of the wellbeing of all of those involved. People who are affected by safeguarding concerns will be offered support either from within Bendrigg or signposted to support, externally.

There are six key principles that underpin all adult safeguarding work:

#### Principle 1: Empowerment

Personalisation and the presumption of person-led decisions and informed consent. "I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

#### Principle 2: Prevention

It is better to take action before harm occurs. "I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

#### Principle 3: Proportionality

Proportionate and least intrusive response appropriate to the risk presented. "I am sure that the professionals will work for my best interests, as I see them and they will only get involved as much as I require."

#### Principle 4: Protection

Support and representation for those in greatest need. "I get help and support to report abuse. I get help to take part in the safeguarding process to the extent to which I want and to which I am able."

#### Principle 5: Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. "I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together to get the best result for me."

#### Principle 6: Accountability

Accountability and transparency in delivering safeguarding. "I understand the role of everyone involved in my life."

### Mental capacity and Decision Making

Mental Capacity must be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

Legislation describes when and how we can make decisions for people who are unable to make decisions for themselves:

- When they are unable to make the decision at that time.
- If the decision can wait until they can make it for themselves.
- The decision is made in the best interests of that person.
- The decision will restrict their freedom and rights as little as possible.



## Safeguarding Policy: APPENDIX E Reporting Procedure

The process outlined below details the stages involved in raising awareness of, and reporting, child and adult safeguarding concerns at Bendrigg Trust.

1. If the person is in immediate risk of harm, ensure the safety and wellbeing of the individual, and call 999.
2. If needed, seek medical attention for the vulnerable person.
3. Communicate your concerns with your immediate line manager or senior manager who will report it to the Designated Person.\*
4. Make a written record of your concerns.
5. **If a child:**  
The Designated Person (Centre Director) will report a concern to the Police and/or Local Authority Safeguarding team within 24 hours \*\*

Ensure that feedback from the Local authority is received and their response recorded

**If an adult:**

The Designated Person (Centre Director) will assess the situation and decide the course of action with reference to Appendix D.

6. The Centre Director will contact the Chair of Trustees and/or the Second Designated Person.

*\* In the event that the person being reported is the Designated Person, the report should be made to the Second Designated Person or the Chair of Trustees*

*In the event that a concern is raised about a member of staff or a volunteer they will immediately be suspended without prejudice prior to an investigation taking place.*

*This is to enable an objective investigation to occur and for the immediate protection of both the visitors and the member of staff concerned.*

**\*\*** If you have a serious safeguarding concern about a child that is in an emergency situation please call the Police immediately on 999.

**Child Protection Team**

**Westmorland and Furness Safeguarding Hub**

Telephone Number - 0300 373 2724

Email Address – [safeguarding.hub@westmorlandandfurness.gov.uk](mailto:safeguarding.hub@westmorlandandfurness.gov.uk)

<http://www.cumbria.gov.uk/childrenservices/childrenandfamilies/intervention.asp>