

# P63 Safeguarding Children, Young People and Vulnerable Adults Policy

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## 1 SCOPE OF POLICY

TCHC recognises that everyone working for TCHC has a role to play in safeguarding the welfare of young people and vulnerable adults and preventing their abuse. This policy focuses on protection from abuse and neglect and is designed to provide a basic procedure which should be followed.

The aims of this policy are to:

- Provide staff with a framework to promote and safeguard the wellbeing of children, young people, vulnerable adults and staff and ensure that they understand and meet their statutory responsibilities
- Ensure consistent good practice across TCHC

### Definitions

The 'Working together to safeguard children 2018' guide defines safeguarding and promoting the welfare of children. It is defined for the purposes of this guidance as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

**[Please refer to the Department for Education for more information by clicking this link](#)**

\*to access the link above press Ctrl and Enter

The CHANNEL panel protects vulnerable people from being drawn into terrorism.

**[Channel Duty Guidance can be found by clicking this link](#)**

\*to access the link above press Ctrl and Enter

## Safeguarding Team

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## 2 POLICY STATEMENT

This policy applies to all staff employed by TCHC including temporary and hourly paid, associate staff.

All staff must make sure they familiarise themselves with this safeguarding policy and the procedures that go with it.

All have a legal responsibility to take seriously any concerns about neglect or abuse that come to their attention and to follow the procedures set out below.

Learners who have concerns about other learners or the behaviour of adults towards them can use this policy to ensure they are taken seriously.

We have a duty to act if there is a cause for concern and to notify the appropriate agencies, so that they can investigate and take any necessary action. Any suspicion, allegation or incident of abuse must be reported as soon as possible and in any event within 2 hours to the Safeguarding Team who have responsibility for safeguarding.

The Managing Director is responsible for ensuring:

- That, based on a risk assessment, there is a sufficient number of trained and competent staff with designated responsibility for safeguarding (the “Safeguarding Team”)
- A Matrix to include a training programme, is drawn up and implemented
- That relevant information and material is effectively communicated to all staff.

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### 3 SIGNS AND INDICATORS OF ABUSE

#### Physical Abuse

Physical abuse is where someone deliberately harms someone else. It includes being hit, slapped, pushed, kicked, misuse of medication, restrained, burned and having objects thrown at them.

#### Sexual Abuse

Sexual abuse is where a vulnerable person has not consented or could not consent or was pressured into consenting, into carrying out sexual acts on someone or having sexual acts performed on them. Including, rape.

#### Psychological Abuse

Psychological abuse is the ongoing emotional maltreatment of a person. It can seriously damage a person's emotional health and development. Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

#### Financial Abuse

This could be limiting access to money or forcing all financial responsibility onto someone else while limiting their ability to provide this. Including theft, fraud, exploitation, making them beg for money, forcing people to commit crimes for money, pressure in connection with wills, property or inheritance of financial transactions, or the misuse or misappropriation of property, possessions or benefits.

#### Neglect

This is failure to provide care for someone. Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

#### Discriminatory

Making unfair distinction between different categories of people or things. Including racism, sexism, and ageism.

## **Abuse caused by poor care or by poor practice**

Poor professional practice also needs to be taken into account. This may take the form of isolated incidents of poor or unsatisfactory professional practice, at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

In all these incidences it is useful to examine,

- The impact on the victim or others, i.e. has s/he been caused unacceptable distress, pain, loss, a hospital admission or serious trauma.
- The intention of the suspected perpetrator. Was it a genuine mistake or an act of avoidable ignorance?
- The institutionalising pattern of the actions. Repeated incidents of poor care may be an indication of more serious problems and this is sometimes referred to as institutional abuse.

## **4 SPECIFIC SAFEGUARDING ISSUES**

All staff must have an awareness of safeguarding issues, a number are listed below. Staff should be aware that behaviours can be linked to taking drugs, alcohol abuse, truanting and sexting put children in danger.

Safeguarding issues can become worse via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender-based violence/sexual assaults and sexting.

[Female Genital Mutilation \(FGM\)](#)

[Child sexual exploitation](#)

[Advice to parents and carers on gangs](#)

[Controlling or Coercive behaviour in an intimate or family relationship](#)

[Online Safety Guidance for Educational Settings](#)

[Children missing education](#)

[Preventing bullying](#)

[Domestic abuse: how to get help](#)

[Drugs: advice for schools](#)

[Safeguarding children in whom illness is fabricated or induced](#)

[Forced marriage](#)

[Hate](#)

[Mental health and behaviour in schools](#)

## 5 INDUCTION AND TRAINING

TCHC will ensure that all staff members receive appropriate safeguarding and child protection training which is regularly updated and in line with advice from Local Safeguarding Children Board (LSCB) recommendations. Furthermore, all staff members will receive regular safeguarding and child protection updates (for example, via staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children.

All new staff members will take part in safeguarding and child protection training at induction. This will include training on the TCHC's Safeguarding Children, Young People and Vulnerable Adults Policy and the role of the designated safeguarding officers. A copy of this policy and procedures will be provided to new staff at induction, each new staff member signs this off on their induction training checklist. All new staff members will also complete LSCB (or LSCB-approved) child/vulnerable adult protection training within three months of appointment.

All staff members undergo refresher training on safeguarding and child protection throughout their employment with TCHC, at least annually, to keep them up to date with current knowledge to safeguard children (for example, via e-learning).

Line managers are responsible for going through our safeguarding policy with new members of staff on the first day of their induction and new staff must complete the online safeguarding training modules and assessment on the second day of their induction.

### Safer Recruitment

TCHC's recruitment procedures meet the LSCB guidelines for recruiting all staff (paid or unpaid) by obtaining full personal details and CVs with particular relevance to previous work with children and young people. TCHC will always take up two written references and insists that any appointment, where staff have direct and / or unsupervised access to children, young people and vulnerable adults, will only be confirmed subject to a satisfactory Criminal Records Bureau check at the appropriate level. In all other cases, we insist on a disclosure about previous employment history being signed before appointment. At interview we have sound procedures and recording to ensure we are satisfied, and can evidence, that the applicant is appropriate and suitable.

All potential candidates that are interviewed for a post with TCHC, either internally or from outside the organisation, will need to show an understanding of safeguarding that is relevant to the role that they are applying for.

### DBS Checks

TCHC has an agreed, consistent approach to DBS checks for all staff who have access to children, young people and vulnerable adults. DBS checks are carried out by TCHC every three years of the staff members employment.

All staff that directly engage with young people and vulnerable adults regardless of their position with us must have an enhanced DBS check.

All external visitors to our centres must wear an Identification Badge to identify themselves. They need to sign into the centre and should be accompanied by a staff member at all times.

## 6 PROCEDURES

### General

TCHC takes seriously its duty of pastoral care and will be proactive in seeking to prevent young persons and vulnerable adults becoming the victims of abuse or neglect. It will do this in a number of ways:

- Through the creation of an open culture which respects all individual rights and discourages bullying and discrimination of all kinds
- By informing young people of their rights to be free from harm and encouraging them to talk to TCHC staff if they have any concerns
- Through the IAG and Mentoring programmes and an ongoing programme of support, at an appropriate level, to promote self-esteem, social inclusion and address the issue of safeguarding children and young people in the wider context.
- We ask learners throughout their programme if they have any safeguarding concerns. For example, through Induction, IAG, Learner Reviews, Work Placement, Post Induction Surveys, On-Programme Surveys, Exit Surveys and Teaching, Learning and Assessment Plans.

### Risk Assessment

It is important when working with children, young people and vulnerable adults that you are in possession of case history and as much background information as you can collect about them. This information will provide you with evidence of whether a formal Risk Assessment is carried out before engaging with that person.

When a Risk Assessment is carried out it must be recorded on the TCHC Risk Assessment Form. It must then follow the procedures outlined on the Risk Assessment to ensure the information is shared with the Safeguarding Team, so appropriate measures can be put in place before any engagement activity takes place.

## Engagement Restrictions

No single member of staff must meet children, young people or vulnerable adults in any kind of risk environment such as the person's home or any non-public closed environments. In these circumstances a Risk Assessment must ALWAYS be taken, and procedures followed to ensure full safeguarding is in place.

No member of staff must invite or accompany any children, young people or vulnerable adults in a private car. There may be extreme circumstances where Gaps centre staff may need to accompany children and young people to a location for example, their home address or hospital. In this case the staff member must contact the safeguarding team to inform them and two members of staff should escort the learner. Where it is not possible for two staff members to escort a learner, a Risk Assessment must be carried out.

Staff may accompany children, young people or vulnerable adults on Trains, Buses, Taxis, Ambulance and other public transport if a Risk Assessment, if appropriate, has been carried out.

Gaps centre staff may accompany children, young people or vulnerable adults by private mini bus if this is the method of transporting learners to a location for Personal Social Development activities as part of the learners Gaps programme. A Risk Assessment must be carried out for this pre-planned event. The driver must have a valid driving license which permits them to legally drive a mini bus.

All staff must have business use for their car insurance.

## Limiting Contact

No member of staff must meet, socialise, fraternise, or make contact with any children, young people or vulnerable adults outside of the normal engagement activity required to provide them with the help and support they have enrolled on to.

TCHC takes a very serious view of anyone breaching this condition and will invoke the Disciplinary Procedure.

If a home visit is undertaken, then two staff members should attend the appointment. Should this not be possible then the single staff member must contact the Safeguarding Team to let them know of their whereabouts.

## Reporting Procedures

It is important to remember the following steps when a **disclosure is made to you**.

When working through the process it is recommended that you:

- Remain calm and reassure the person that they have done the right thing by speaking up
- Listen carefully and give the person time to speak
- Explain that only the professionals who need to know will be informed, never promise confidentiality if the learner is at risk of harm or danger
- Act immediately, and do not try to address the issue yourself
- Remember that it is not for you to decide whether a suspicion or claim is true; all instances must be taken seriously

## Reporting Process

- You must **FIRST** contact our internal safeguarding team by telephone within 2 hours of the incident/disclosure, our internal safeguarding team must be contacted **before** any external agency, unless there is immediate danger to the public.
- One of the safeguarding team will get back to you by telephone as soon as possible to give advice and support you.
- If for any reason the safeguarding team do not answer the telephone call within the 2 hours, you must contact a member of the senior management team such as a member of The Board. For example, Courtney Grinham, Mark Williams and Dominic Wade within the 2 hours.
- You must then write the safeguarding incident report form within 1 hour of reporting the incident/disclosure which must be completed in full, be signed by you and must be emailed to the safeguarding team at [safeguarding@tchc.net](mailto:safeguarding@tchc.net) straight away after speaking with the safeguarding team and must be encrypted to comply with GDPR. Your responsibility does not end at this point because the designated safeguarding officer may wish for you to contact an external agency to make a referral.
- The designated safeguarding officer will then update our safeguarding records and inform the Managing Director within 24 hours.
- The safeguarding report will be shared with you once updated by the designated safeguarding officer which will be within 24 hours of receiving the written report.
- Any further updates to the incident must be reported following the same process as above.

**Note: for allegations against a member of staff (including volunteers) – see below.**

If the allegation or suspicion of abuse is discovered or disclosed by a learner, the member of staff will then inform a member of the Safeguarding Team as well as the Managing Director.

A member of staff discovering an allegation or suspicion of abuse will, similarly, report it to the Safeguarding Team as well as the Managing Director

The member of staff should make a written record (see relevant section below) of the allegation or suspicion of abuse and discuss the situation with the contacted member of the Safeguarding Team.

The Safeguarding Team will carry out a risk assessment, if one hasn't already been prepared and contact other agencies, if appropriate.

If a learner/staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the learner to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to:

- The scale of the abuse
- The risk of harm to others
- The capacity of the learner to understand the issues of abuse and consent.

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

### **Allegations against a member of staff**

Record in full, as soon as possible, the nature of the allegation and any other relevant information.

Report the allegation/incident to a member of the Safeguarding Team soon as possible and within 2 hours.

- Ensure the safety of the young person in question and any others who may be at risk.
- Consideration will be given on whether the member of staff should be suspended on full pay pending the investigation.
- The Managing Director will be responsible for any decisions on suspension. Any suspension will follow TCHC procedures.

- The length of any suspension will be in line with TCHC policies and will be as short as is possible while ensuring the safety of the child.

Suspension should not necessarily be an automatic response to an allegation and all allegations should be dealt with quickly, fairly and consistently.

## **Volunteers**

All volunteers for TCHC must always be supervised by a member of staff. Managers are responsible for ensuring that the volunteer has undertaken sufficient safeguarding training before carrying out any role within TCHC. The identity of the volunteer must be checked, and a copy retained by HR.

The term sufficient safeguarding training is defined as:

- Successfully completing safeguarding modules online and providing a certificate to HR and line manager
- Confirmation that they have read and understood our safeguarding policy
- Confirmation that they have read and understood the statutory guidance for KCSiE

Where the volunteer has a current DBS check this must be supplied to HR and their line manager. For cases where the volunteer does not hold a current DBS, the volunteer must obtain this at their own cost, unless otherwise agreed in writing by TCHC.

Any volunteering position is subject to two satisfactory references obtained by HR.

Under no circumstances should a volunteer be left unsupervised and where no checks have been carried out, the volunteer must not carry out any regulated activity. The definition of regulated activity can be found in the most recent KCSiE statutory guidance on the government website.

A risk assessment should be completed once the volunteer has successfully passed their interview where a member of the safeguarding team must be on the panel.

## **Sub-Contractors**

Before we engage with a sub-contractor, we carry out robust due diligence checks including reviewing their safeguarding policies and procedures. We regularly monitor sub-contractors safeguarding procedures and record any incidents that were investigated.

## Document History

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|--------------|---------|------------|--|----------------|-------------|
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