

RESOUND SAFEGUARDING POLICY

Section 1

Definition of a Child

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from the age of 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18, because this is the legal definition of a child. Throughout this policy when we refer to a child our meaning (unless otherwise states) is a person under the age of 18.

Definition of a vulnerable adult

A **vulnerable adult** is someone 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. It is important to note that no mention of capacity or competence appears in our definition.

Definition of abuse and neglect

Abuse and neglect are forms of maltreatment of a child/vulnerable adult. Somebody may abuse or neglect a child/vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children/vulnerable adult 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. Please see section 6 for further definitions.

Definition of a Worker

For the purpose of this policy the term workers refers to both paid and voluntary members. This policy applies to staff, volunteers, trustees and leadership team.

Introduction

The following is a brief description of Resound and the type of activities we undertake with children and vulnerable adults.

Resound run several mid-week and Sunday groups for children and young people. Resound deliver a regular 'Sunday Funday' experience aimed at families from the community. In addition children and young people also attend Sunday morning meetings. Resound also run detached youth work and youth events. Resound affirm the important contribution that children and young people make to the life of the church. By way of supporting children, parents and carers we run a range of family programmes including the Resound Toddler Group, and Parent Buddies.

Resound leadership may ask members of the church to visit vulnerable adults.

Our Commitment

As a Leadership Team (this includes the trustee team where this term is used) we recognise the need to provide a safe and caring environment for children and vulnerable adults. The welfare of children/vulnerable adults is paramount. We acknowledge that children/vulnerable adults can be victims of physical, sexual and emotional abuse, and neglect. We accept the 'UN Universal Declaration of Human Rights' and the 'International Covenant of Human Rights', which states that everyone is

entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We also concur with the ‘Convention on the Rights of the Child’ which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardians(s) or any other person who has care of the child.”

As a Leadership Team we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the ‘thirtyone:eight’ (CCPAS).

The Leadership Team Undertakes To:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Ensure regular safeguarding training for all workers (***every three years***) and together with the Trustees, and Management Team will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinators in their work and in any action they may need to take in order to protect children.
- The Leadership Team agrees not to allow the document to be copied by other organisations.

Section 2

Safeguarding Awareness

The Leadership Team is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help everyone. All our workers will receive induction training and undertake safeguarding training every three years.

The Leadership Team will ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Responding to Allegations of Abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions should report concerns as soon as possible to Sarah Bennett (Safeguarding co-ordinator) Tel no: 0117 9147272 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Mike Wain (Deputy) Tel no: 0117 3050969
- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the 'thirtyone:eight' Advisory Service' (CCPAS PO Box, 133 Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child/vulnerable adult the Safeguarding Co-ordinator should contact Social Services or the police, where appropriate.
- The Local Children's Social Services Access & Response Team (ART) office telephone number (office hours) is 01454 866000
The out of hours emergency number is 01454 615165
South Gloucestershire Safeguarding Adults Board 01454868007 (Office hours)
The out of hours emergency number is 01454 615165
- The Police Child Protection Teams Telephone Number is 101 - ask for Safeguarding Coordination Unit.
- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in the safe in the main office.
- Whilst allegation or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight (CCPAS).
- The Leadership Team will support the Safeguarding Coordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis. The trustee chairperson should be advised of safeguarding incidents/issues to enable the trustees to fulfil their responsibilities to the Charity Commission.
- It is, of course, the right of any individual as a citizen to make a direct referral to the Safeguarding agencies or seek advice from thirtyone:eight (CCPAS), although the Leadership Team hopes that members of the organisation will use this procedure.

If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct.
We hope by making this statement that the Leadership Team demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding coordinator/deputy is to collate and clarify the precise details of the allegations or suspicion and pass this information on to the statutory agencies who have a legal duty to investigate.

Allegations of Physical Injury, Neglect or Emotional Abuse

If a child/vulnerable adult has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding coordinator/Deputy will:

- Contact Children's Social Services ART/South Gloucestershire Safeguarding Adults Board (or thirtyone:eight) for advice in cases of deliberate injury, if

concerned about a child's/vulnerable adult safety or if a child/vulnerable adult is afraid to return home.

- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services/South Gloucestershire Safeguarding Adults Board.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parents/carers to seek help, but not if this places the child/vulnerable adult at risk of significant harm.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing).

Allegations of Sexual Abuse

In the event of allegations or suspicious of sexual abuse, the Safeguarding Coordinator/deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families/South Gloucestershire Safeguarding Adults Board for vulnerable adults or Police Child Protection Team direct. They will NOT speak to the parent/carers or anyone else.
- Seek and follow the advice given by if, for any reason they are unsure whether or not to contact Children's Social Services/South Gloucestershire Safeguarding Adults Board Police. Thirtyone:eight will confirm its advice in writing for future reference.

Allegations of Abuse against a Person who Works with Children/vulnerable adults

If an accusation is made against a worker (whether a volunteer, paid member of staff *or trustee*) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services/South Gloucestershire Safeguarding Adults Board in regards to the suspension of the worker, also making a referral to a Safeguarding Advisor/Local Authority designated officer (**LADO**) 01454 868508.

Section 3

Prevention

Safe Recruitment

The Leadership Team will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description/person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed/inducted by a member of the management team or delegate.
- Safeguarding has been discussed at interview/induction by a member of the safeguarding team. This is a mandatory requirement stated by the charity commission.
- Written references have been obtained, and followed up.
- An "Enhanced" Disclosure and Barring Service check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant where necessary
- The applicant has seen this safeguarding policy and knows how to report concerns. They have signed to say that they have read and understood the policy.

Disclosure and Barring Service Requirements

The Protection of Freedoms Act 2012 established the new DBS (Disclosure and Barring Service) which processes criminal records checks and manages the Barred Children's and Barred Adults' List of unsuitable people who should not work in regulated activities with these groups. The DBS decides who is unsuitable to work or volunteer with vulnerable groups and it is illegal for a barred person to apply for such work (paid or voluntary), or for a charity to employ a barred person in such work. It is also a legal requirement for employers to refer someone to the DBS if they:

- dismissed them because they harmed a child or adult
- dismissed them because they might have harmed a child or adult otherwise
- were planning to dismiss them either of these reasons, but the person resigned first

Management of Workers - Practice Guidelines

As a Leadership Team we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with Practice Guidelines for working with children/vulnerable adults. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. See also associated policies i.e. Health & Safety, Anti – Bullying, Social Networking & Electronic Communication Policy.

Any inappropriate behaviour towards a child/vulnerable adult or breach of the policies/guidelines may result in disciplinary or grievance procedures.

Section 4

Pastoral Care

Supporting those affected by abuse

The Leadership Team is committed to offering pastoral care, working with statutory agencies and when appropriate to support all those who have been affected by abuse who have contact with or are part of RESOUND.

Working with Offenders

When someone attending RESOUND is known to have abused children/vulnerable adult or where there is concern over an individual, the Leadership Team will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children/vulnerable adult, set boundaries for that person which they will be expected to keep.

Section 5

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children/vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not.

We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children/vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 6

Recognising and Responding to a Disclosure of Abuse (Children)

Understanding Abuse and Neglect

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in trusted relationship with the child.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

The four definitions of abuse below are based on the government guidance 'Working Together to Safeguard Children (2010)'.

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 fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

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 children 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 the 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.

Sexual abuse

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.

Neglect

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:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs of Possible Abuse

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in games
- Repeated urinary infections, or unexplained tummy pains

Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*

Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matter and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging
- Depression, aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illness
- Inadequate care etc,

*These indicate the possibility that a child or young person is self-harming.

How to Respond to a Child Wishing to Disclose Abuse

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child to talk in private but making sure others are aware the conversation is taking place. It is especially important to allow time and space for the person to talk. Above everything else listen without interrupting. Be attentive and look at them whilst they are speaking. Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used. Try to remain calm, even if on the inside you are feeling something different. Be honest and don't make promises you can't keep regarding confidentiality. If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.

Use language that is age appropriate and, for those with disabilities.

Helpful Responses

You have done the right thing in telling

I am glad you have told me

I will try to help you

DON'T SAY

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How? When? Who? Where?

I am shocked, don't tell anyone else

Definitions of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Link: The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including 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 consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including 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, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to

coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including 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.

Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

Appendix 1

Leadership Team Safeguarding Statement

The Leadership Team recognises the importance of its ministry with children and vulnerable adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Leadership Team on October 2018.

RESOUND is committed to the safeguarding of children and vulnerable adults ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children/vulnerable adults and to report any such abuse that we discover or suspect.
- We believe every child/vulnerable adult should be valued, safe and happy. We want to make sure that children/vulnerable adults we have contact with know this and are empowered to tell us if they are suffering harm.
- All children/vulnerable adults have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We believe that all adults should enjoy and have access to every aspect of the life of RESOUND unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children/vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children/vulnerable adults and good practice recommendations.
- Implementing the requirements of legislation in regard to people with disabilities.

- Ensuring workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the safeguarding coordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established.
- Supporting parents and families.
- Ensure children, parents and carers are informed of the policy and procedures as appropriate.
- Nurturing, protecting and safeguarding of children/vulnerable adults.
- Supporting, re-sourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all those affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by thirtyone:eight.

We Recognise

- Children's Social Services/South Gloucestershire Safeguarding Adults Board has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child/vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed.
- Safeguarding is everyone's responsibility.

We will review this statement every three years and our policy and procedures annually or when legislation changes.

If you have any concerns for a child/vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for Resound Trust.

Sarah Bennett - Child Safeguarding Co-ordinator

Michael Waine - Deputy Child Safeguarding Co-ordinator

A copy of the full policy and procedures is available from the RESOUND office.

Signed by a leader on behalf of the Leadership Team

Signed:

Date: