
Safeguarding Policy

Author: DH

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Safeguarding Statement

Safeguarding is everybody's responsibility. The Jericho Foundation is fully committed to safeguarding the welfare of all children, young people and adults / vulnerable people who use our services by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm.

The Jericho Foundation wishes to ensure that we maintain the highest possible standards to meet our responsibility to protect and safeguard those for whom it has responsibility.

Employees, casual and agency workers, freelance contractors and volunteers (referred to in this policy as "workers") will at all times show respect and understanding for the rights, safety and welfare of children, young people and adults / vulnerable people and conduct themselves in a way that reflect the principles of our organisation.

We will do this by:

- ensuring that all of our workers are carefully selected, trained and supervised, and that, where appropriate, Disclosure and Barring Scheme (DBS) checks are carried out
- assessing all risks that children, young people and adults/vulnerable people may encounter carefully and taking all necessary steps to minimise and manage them;
- letting children, young people and adults/vulnerable people and their family members/carers know how to voice concerns or complaints about anything that they may not be happy with;
- ensuring that all of our workers are diligent in identifying possible abuse and that any such concerns are formally recorded, evaluated and shared with the appropriate agencies
- responding appropriately to allegations about our workers, with full investigation and, if appropriate, implementing the Disciplinary Procedure
- developing and implementing an appropriate monitoring and review system.

The Jericho Foundation has adopted the following policies and procedures for workers to ensure the safety and well-being of children, young people and adults/vulnerable people:

Equality Policy, Acceptable Use of IT Policy, Data Protection and Confidentiality Policy, Recruitment and Selection Policy, Disciplinary Policy, Image Consent and the Code of Conduct.

Safeguarding Policy Continuation:

This policy details the procedures to follow when there is concern about the welfare of a child, young people or adults / vulnerable person and/or when an allegation is made about a worker of the organisation. It also provides information to ensure that workers of the organisation do not put people at risk. It is designed to protect both those in a position of trust and those for whom they have responsibility.

This policy is non-contractual but indicates the way in which The Jericho Foundation intends to deal with such matters and applies to all employees, workers or volunteers whose duties bring them into contact with children, young people and adults / vulnerable people. The policy refers to all such people regardless of sex, race, disability, sexual orientation, religion or belief, age, marital or civil partnership status, pregnancy/maternity, gender reassignment or any other unrelated characteristic. Failure to comply with this policy will result in disciplinary action (for employees), and termination of a contract or agreement (for workers or volunteers).

Responsibilities

The responsibility for introducing, implementing, and maintaining this Safeguarding Policy and those associated with it rests with the Board of Trustees for The Jericho Foundation. The Chair of Trustees, Colin Marsh has responsibility for the monitoring of Safeguarding. Colin's contact number is 07435 966428.

Responsibility for the protection of children, young people and adults / vulnerable people is delegated to Louise Gore.

Louise Gore is The Jericho Foundation's designated Safeguarding Officer. In their absence, the Deputy Safeguarding Officer is Dawn Hall.

Protecting people who use our services from abuse is everyone's responsibility. As such, all workers of The Jericho Foundation have a duty to raise concerns swiftly, without prejudice to their own position, about behaviour by workers, managers, trustees, volunteers, partners, stakeholders or others which may be harmful to those in their care, and will receive appropriate support when doing so.

Principles

This policy is based on the following principles:

- an acknowledgement that children, young people and adults / vulnerable people can be victims of physical, sexual and emotional abuse, neglect and bullying
- abuse can have serious and long term effects on all aspects of health, development and well-being. Sustained abuse is likely to have a deep effect on self-image, self-esteem and future life

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- the safety and welfare of children, young people and adults / vulnerable people is paramount and is the responsibility of all workers in the organisation to help prevent abuse and to act on any concerns
- all children, young people and adults / vulnerable people have the right to live in safety and be protected from abuse
- individuals must be listened to and any allegation or suspicion that they have been the victims of abuse or ill treatment will be taken seriously and responded to swiftly and appropriately
- those in a position of trust should have a clear understanding of the responsibilities this carries and should not abuse their position or put themselves in a position where allegations of abuse, whether justified or unfounded, could be made. The Jericho Foundation recognises the potential of both men and women to abuse the position of trust.

We consider it our duty and will take all reasonable steps to:

- create and maintain an environment where children, young people and adults / vulnerable people are safe and valued, and in which they can develop physically, emotionally and spiritually
- make available information to all on how to obtain advice, support and help if anyone has a concern or suspects a child, young people or adult / vulnerable people is being harmed. This information will include guidelines on responding to and reporting such concerns
- plan activities and events taking into consideration the safety and well-being of children, young people and adults / vulnerable people and organise them in a way which minimises the possibility of them being harmed
- select and appoint workers only after a merit-based recruitment and selection practice, appropriate checks (including confirming their eligibility to work in the UK, receipt of at least 2 satisfactory written references and appropriate DBS checks) and other enquiries and considerations about their suitability for the work
- induct, train, develop, monitor and appraise the performance of workers, supervising and supporting them in the work they do.

Legislation

There is a considerable body of legislation designed to ensure that vulnerable groups are protected and it is important to understand that everyone is responsible for their safety. In developing this policy we recognise a number of Acts and Regulations:

Safeguarding Policy Continuation:

- The Care Act 2014
- Equality Act 2010
- The Crime and Disorder Act 1998
- The Criminal Justice Act 2003
- Criminal Justice and Immigration Act 2008
- National Care Standards Act 1998
- Human Rights Act 1998
- The Children Act 1989 England and Wales
- The Children Act 2004
- Protection of Children Act 1999/Criminal Justice and Court Services Act 2000
- The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997
- The Police Act 1997
- Rehabilitation of Offenders Act 1974
- Health and Safety at Work Act 1974
- Safeguarding Vulnerable Groups Act 2006.
- Data Protection Act 1998
- Mental Capacity Act 2005
- Protection from Harassment Act 1997
- The Fraud Act 2006
- Modern Slavery Act 2015

It is noted that one of the Acts listed above is the Data Protection Act, Any safeguarding issue shall take precedence over this and the General Data Protection Regulation that will come into effect in May 2018, if the welfare or safety of a child, young person or adult / vulnerable person is, or is suspected of, being compromised.

Definitions

A **child** is anyone under the age of 18. This is regardless of their personal circumstances; whether they are living independently, are in further education, are a member of the armed forces, are in hospital, in prison or a Young Offenders' Institution.

We use the term **young person** to refer to children under 18 but in their teens and engaged with our services.

An **adult at risk** refers to any person aged 18 or over who "...maybe in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to protect him or herself against significant harm or serious exploitation" ('Who Decides' Lord Chancellor's Office 1997).

Although the following list is not exhaustive, an adult at risk may be a person who:

- is frail due to age, ill health, physical disability or cognitive impairment, or a combination of these

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- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse
- is unable to demonstrate the capacity to make a decision and is in need of care and support.

For those who do not meet the criteria as an adult at risk of harm but who nevertheless appear to be at high risk there are alternative sources of referral and support. In such cases support may be found in operational procedures or processes.

However, just because someone is old, frail or has a disability, this does not mean they are inevitably 'at risk'.

Safeguarding covers the steps organisations take individually, and working together, to protect children, young people and adults / vulnerable people from abuse. This can include the policies and procedures adopted, the training given and processes and protocols in place to ensure the safety of others.

Child protection and adult protection are both a part of safeguarding. They refer to the activity undertaken to protect specific children, young people and adults / vulnerable people who are suffering, or are likely to suffer, or at risk of, significant harm.

Abuse is the violation of an individual's human and civil rights by another person or persons. Abuse may be a single or repeated act. Abuse may result in harm to, or exploitation of, the person subjected to it. There are several types of possible abuse:

Forms of abuse or mistreatment

Abuse or mistreatment, as a violation of an individual's human or civil rights by another person or persons:

- may consist of a single act or repeated acts
- can occur in any relationship or setting
- may result in harm to, or serious exploitation of, the person subjected to it, and may constitute a criminal offence.

There are several main forms of abuse, although there are variations within these:

1. **Discriminatory abuse**

Discriminatory abuse can be on the grounds of any of the nine protected characteristics named in the Equality Act 2010: age, gender, race, disability, sexual orientation, marriage/civil partnership status, pregnancy/maternity, religion or belief and gender

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reassignment. Discriminatory abuse also incorporates hate crime and mate crime. Mate crime occurs when people at risk are befriended with the intention to abuse.

2. Emotional or Psychological Abuse

This involves the persistent emotional ill treatment of a child, young person or adult / vulnerable person such as to cause a severe and adverse effect on their emotional development. As well as persistent lack of love and attention, this can include intimidation, humiliation, constant criticism, threats, taunting and words and action that demean the person. It may involve emotional blackmail, denial of basic human rights, conveying to the child, young person or adult / vulnerable person that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve causing an individual to feel frightened or in danger, or the exploitation or corruption of others. It may involve preventing someone from enjoying activities and/or meeting friends. There is some level of emotional abuse in all types of abuse, but it can also occur alone.

3. Physical Abuse

This involves physical injuries where there is no satisfactory explanation or definite knowledge or where there is a reasonable suspicion that the injury was inflicted with intent, caused through lack of care by a person having custody, charge or care of the individual. It includes hitting, shaking, throwing, squeezing, burning and biting as well as giving inappropriate drugs or poisonous substances. It also includes attempted suffocation or drowning and fabricating the symptoms of an illness. Reasonable physical restraint to prevent a vulnerable person from harming themselves, another person or from causing serious damage to property is not deemed to be abuse.

4. Sexual Abuse

This involves forcing or enticing a child, young person or adult / vulnerable person to take part in sexual activities (whether or not the individual is aware of what is happening) and involves the use of a child, young person or adult / vulnerable person by other persons, both male and female, to meet their own sexual needs. If an individual is pressurised to do something sexual against their will, it is a form of sexual abuse. This could be direct sexual activity, penetrative or non-penetrative acts, unwanted touching, taking indecent photographs or videos, showing pornographic material or encouraging them to behave in sexually inappropriate ways. Sexual assault, incest, rape by a stranger or inside marriage, are all crimes and matters for the police. Sex without a person's consent due to drugs or alcohol or unconsciousness is abusive.

5. Domestic Abuse

This is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between individuals aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexual orientation. Abuse may be psychological, physical, sexual, financial and/or emotional.

6. Financial or material abuse

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This can take the form of theft, fraud, exploitation, the misuse or misappropriation of property without the individual's permission. This could involve large sums of money or just small amounts from a pension or allowance each week.

7. Institutional abuse

This is different from other categories because it is about who abuses and how that comes to pass, rather than about types of harm. Abuse can occur in a relationship, family, service or institution and it can be perpetrated by an individual or more collectively, by a regime.

8. Neglect

This involves failure to meet the child, young person or adult / vulnerable person's physical and/or psychological needs and is likely to result in the serious impairment of their health or development. It may involve a failure to provide food, warmth, clothing, love, affection, attention and recognition, or a failure to protect a child, young person or adult / vulnerable person from physical harm or danger, a failure to protect from physical harm or danger or a failure to ensure access to appropriate medical care or treatment.

9. Bullying

This is deliberate, hurtful behaviour, usually repeated over a period of time where it is difficult for those being bullied to defend themselves. It may be related to any personal characteristic of the person (whether perceived or real), or by association (i.e. related to the person's relationship or dealings with others who have that personal characteristic). Bullying can be verbal, written or physical and can take many forms, from relatively mild banter to actual physical violence.

10. Modern Slavery

Modern Slavery is a term used to cover offences in the Modern Slavery Act 2015, slavery, servitude and forced or compulsory labour, and human trafficking.

- *Slavery*: slavery is defined as behaviour on the part of an offender as if they had a right of legal ownership over a person, which deprives the victim of their freedom
- *Servitude*: is the obligation to provide services that is imposed by the use of coercion and includes the obligation for the individual to live on another person's property and the impossibility of changing his or her condition
- *Forced or compulsory labour*: is defined as all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered him/herself voluntarily
- *Human trafficking*: requires that a person arranges or facilitates the travel of another person with a view to that person being exploited.

11. Child Sexual Exploitation

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Sexual exploitation of children and young people involves exploitative situations, contexts and relationships when children or young people receive “something” (e.g. food, accommodation, drugs, alcohol, gifts, money etc) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the individual’s immediate recognition, e.g. being persuaded to post or send sexual images on the internet/phones without immediate payment or gain. In all cases, those exploiting the child or young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, and exploitative relationships are characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Recognition of Abuse

Abuse can and does occur within families and in institutional or community settings. The Jericho Foundation acknowledges that some individuals seek to use community and voluntary organisations to access children, young people and adults / vulnerable people and that it is necessary to have an open mind when the possibility arises that a worker at the organisation, a parent or another is suspected of abuse or inappropriate activity. Appendix 2 describes signs that may indicate that child, young person or adult / vulnerable person is being or has been abused.

The recognition of abuse is not always easy and The Jericho Foundation acknowledges that its’ workers may not be experienced in this area and will not easily know whether or not abuse is taking place. Indeed, it is not the place of The Jericho Foundation workers to make such a judgement. However the first priority of workers at The Jericho Foundation should always be to ensure the safety and protection of children, young people and adults / vulnerable people, and it is the responsibility of all workers to act on any suspicion or evidence of abuse or neglect.

Confidentiality

In operating this policy, workers must be aware that in order to protect children, young people and adults / vulnerable people, in some circumstances it will be necessary to share what might normally be regarded as confidential information. An attempt should be made to gain consent to share information, from the person or a family member, but it will not be essential when there is a risk of harm. The following principles should be adhered to:

- information will be shared on a need to know basis
- information will be shared when it is in the best interests of the child, young person or adult / vulnerable person
- confidentiality must not be confused with secrecy.

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What to do if abuse is reported or suspected

According to The Care Act 2014 local authorities have the lead role in co-ordinating work to safeguard children, young people and adults / vulnerable people. However, the guidance recognises that successful responses also require multi-agency and multi-disciplinary working.

It is expected that all agencies will co-operate with one another and will work in partnership. It is important that any investigations are properly co-ordinated and that events are managed in the right order. The Jericho Foundation workers are required to co-operate with any investigation carried out by the local authority or any other agencies e.g. the Police, in cases that we have reported or where The Jericho Foundation has been involved in providing services.

Procedure 1 – where a worker is concerned about abuse

Workers at The Jericho Foundation are encouraged to discuss any concerns with the designated Safeguarding Officer or the Deputy Safeguarding Officer. If those concerns relate to the Safeguarding Officer, employees are expected to discuss the matter with the CEO. If an individual feels that the Safeguarding Officer or the CEO have not responded appropriately, or if the concerns relate to the CEO then they should contact the Chair of Trustees.

Every effort should be made to maintain confidentiality (see above section). Suspicions must not be discussed with anyone else in the organisation other than those nominated above. If the Safeguarding Officer or the Deputy Safeguarding Officer is absent, then individuals should not delay and should contact designated Trustee.

The Safeguarding Officer *or* in their absence the Deputy Safeguarding Officer, has the responsibility to act on behalf of The Jericho Foundation in dealing with allegations or suspicion of abuse or neglect. This will include collating details of the allegation or suspicion using a Safeguarding Report Form (Appendix 1) and referring the matter to the Local Authority Safeguarding Team in Birmingham, the number is 0121 303 1234 for adults and for children; 0121 303 1888. It is the task of the local Children's or Adult's Social Care services to investigate the matter.

Where a concern is discussed with the Safeguarding Officer or the Deputy Safeguarding Officer, but they do not feel there is any cause for concern, if the referring worker of The Jericho Foundation disagrees with this decision, those concerns must be passed on to the CEO, Richard Beard or Chair of Trustees, Colin Marsh within the same day. Safeguarding is the individual responsibility of each person working with children, young people and adults / vulnerable people. When any worker is concerned about a protection issue, the concern must be reported.

Under no circumstances should workers at The Jericho Foundation carry out their own investigation into suspicions of abuse, neither should they question a child, young person or adult / vulnerable person closely, nor any person named in any allegations, as to do so may

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distort any investigation that may be carried out subsequently or by the Police, Children's or Adult's Social Care services.

Procedure 2 – where a child, young person or adult/ vulnerable person says something or acts in such a way that abuse is suspected or disclosed

Children, young people and adults / Vulnerable people will occasionally disclose abuse to someone they have come to feel they can trust. This happens for many reasons but the important thing to remember is that if they do tell a worker, they are doing so in the hope that the worker will act to stop it happening, even if they ask the worker not to do anything with the information.

The child, young person or adult / vulnerable person may feel as if they are betraying someone they are close to and whom they love. It is not unusual for them to love their abuser but want the abuse to stop, especially when that person is a family member or carer. Equally, it may be someone they fear e.g. a person whom they perceive to be able to influence decisions concerning their future. Either way, it takes great courage for them to talk about abuse and the worker's response can be crucial.

It is important to remember too, that it can be more difficult for some people to tell than for others. For example, adults who have experienced prejudice and discrimination through racism may well believe that people from other ethnic groups or backgrounds don't really care about them. They may have little reason to trust those they see as authority figures and may wonder whether we will be any different. Adults with a disability will have to overcome barriers before disclosing abuse. They may well rely on the abuser for their daily care and have no knowledge of how to react appropriately. Children and young people may feel guilty or embarrassed at disclosing, fear they may not be believed or that they will be removed from the family home.

The worker receiving the information should:

- respond in a calm but concerned way – do not allow shock or distaste to show
- tell the individual that they are right to share what has happened and reassure them that they are not responsible for what happened and the abuse was not their fault
- accept what the child, young person or adult / vulnerable person is saying – do not get them to justify what they are saying
- keep questions to a minimum, only to clarify what the child, young person or adult / vulnerable person is saying, not to interrogate.
- not interrupt the child, young person or adult / vulnerable person when they are recalling significant events
- not make assumptions or speculate nor make negative comments about the abuser
- reassure them that the problem can be dealt with
- repeat in summary what the child, young person or adult / vulnerable person has told them to ensure it has been fully understood

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- not promise the child, young person or adult / vulnerable person that they will keep what is said as confidential or “secret”; reassure them that the information will only be passed to those people who need to know
- tell them who needs to be informed, and where possible, gain their consent
- make a full accurate record using Safeguarding Report Form (Appendix 1) of what is said and done, though this should not result in a delay in reporting the problem.

The report should include a verbatim record of the disclosure. This may be used later in a criminal trial and it is vital that what the child, young person or adult / vulnerable person discloses is recorded as accurately as possible. Therefore the record must be drafted in the individual’s words and should not include assumptions or opinions of others. The individual’s known details, including name, date of birth, address and contact numbers must be stated. It should also include the nature of the allegation including dates, times, specific factors and any other relevant information such as witness details.

Additionally there should be:

- a clear distinction between what is fact, opinion and hearsay
- clarity whether or not the person making the report is expressing their own concerns or those of someone else
- a description of any visible physical injury (clothing should not be removed to inspect) or details of indirect signs such as behavioural changes.

If the concern arises out of normal office hours (evenings and weekends) and it is clear that abuse has occurred, contact should be made with the **Local Authority Safeguarding team**; the number is 0121 303 1234 for adults and for children; 0121 303 1888.. Please also ensure that the Safeguarding Officer or the Chief Executive are notified at the earliest opportunity.

In the event of the need to protect a child or young person immediately, dial **999**. The Police are the only agency with statutory powers for the immediate protection of children.

Procedure 3 - dealing with allegations or suspicion of abuse against a worker of The Jericho Foundation

This can be an extremely difficult issue to deal with. It can be difficult to accept that a colleague may deliberately harm a child, young person or adult/vulnerable person. It may also be that the behaviour that causes concern is poor practice rather than abuse. However, in these circumstances, the worker should still report their concerns to the Safeguarding Officer as outlined above in Procedure 1.

If it is clear, following consideration, consultation and investigation, that the concern is about poor practice rather than abuse, the Safeguarding Officer will take the necessary action to advise, manage and/or instigate disciplinary action against the worker about whom the allegation has been made.

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Irrespective of the outcome of any external investigations, The Jericho Foundation may consider suspension and/or disciplinary action in accordance with our Disciplinary Procedure.

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For children / young people:

If the matter concerns a child or young person, the Safeguarding Officer, or in their absence the Chief Executive will contact the Local Authority Children's Safeguarding Team; telephone number: **0121 303 1888** or out of hours: **0121 675 4806** Email address: cass@birmingham.gov.uk The manner in which the matter is handled will be determined with the advice and support of Children's Safeguarding Team and dependant on the level of the incident or issue. Where a worker has potentially behaved in a way that indicates they are unsuitable to work with children the Safeguarding Officer will discuss their concerns with the Children's Safeguarding Team; possible outcomes could be training, professional support/counselling, or management in accordance with our Disciplinary Procedure. If the Safeguarding Officer considers the worker to have potentially committed a criminal offence against a child or young person, or a child or young person to be in immediate danger, they will contact the Police.

For Adults:

Where the matter concerns an adult, the Safeguarding Officer, or in their absence the Deputy Safeguarding Officer will contact the Local Authority Adult's Safeguarding Team. Telephone number: 0121 303 1234 Email address: ACAP@birmingham.gov.uk

Minimising Risk

All workers at The Jericho Foundation are encouraged to demonstrate exemplary behaviour when working with children, young people or adults / vulnerable people in order to protect these groups from abuse and themselves from false allegations. Appendix 3 sets out good practice and common sense examples of how to create a positive culture and climate.

Criminal Records

Those who are involved in situations where they undertake regulated activity with children, young people or adults / vulnerable people are exempt from the Rehabilitation of Offenders legislation. This means that prospective workers and volunteers must declare all criminal convictions and these will be taken into account when deciding on their suitability for working with vulnerable groups. No-one will be permitted to undertake a role which involves regulated activity with children, young people or adults / vulnerable people without a satisfactory enhanced Disclosure and Barring Service (DBS) and relevant barred list check.

However, a criminal record may not prevent a person from working for The Jericho Foundation in any other capacity: if that person is then asked to undertake regulated activity tasks with vulnerable groups any criminal record must be declared to the Safeguarding Officer who will take appropriate advice where necessary and will decide whether this task should be allocated to another member of staff.

NB, The Safeguarding of Vulnerable Groups Act 2006 makes it a statutory requirement to refer anyone known to post a threat of harm to a vulnerable person to the DBS.

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Safety

The safety of the children, young people or adults / vulnerable people we work with is paramount and we are therefore committed to providing a safe environment within which to work. Those working with children, young people or adults / vulnerable people should ensure all appropriate risk assessments and security checks have been carried out prior to any assignment. This could include first aid cover and accident reporting.

Training

All The Jericho Foundation workers will undergo safeguarding training at induction and as required. Trustees and volunteers are also encouraged to take up safeguarding training opportunities.

Training will normally consist of an internal training course based on this policy and the actions required.

Gifts and Inducements

On no account should anyone from The Jericho Foundation give a child, young person or adult / vulnerable person a gift or buy them something which could be in any way considered as a bribe or inducement to enter into a relationship with a worker or give rise to any false allegations of improper conduct against the individual.

Whistleblowing

In accordance with the Public Interest Disclosure Act 1998, The Jericho Foundation will support and protect those workers who, in good faith and without malicious intent, report suspicions of abuse or concerns about colleagues and their actions. Workers of The Jericho Foundation are expected to follow the procedures laid out in this policy.

Allegations that are found to have no grounds or substance have been raised with malicious intent will be managed in accordance with our Disciplinary Procedure.

Communicating this policy

All employees, workers and volunteers at The Jericho Foundation will be made aware of this policy and a copy will be available on the shared drive.

Any concerns about the assignment or people involved should be addressed with the Safeguarding officer.

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Breach of this policy

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through our Disciplinary Procedure. Serious breaches may lead to dismissal.

Implementation, monitoring and review of this policy

This policy will take effect from July 2025. Louise Gore has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the Safeguarding Officer or the Chief Executive.

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APPENDIX 1 – SAFEGUARDING REPORT FORM

Individual's details

Name			
Address			
Contact Telephone Number(s)	Home	Mobile	Other
Date of birth			Gender
Ethnicity			
Details of any disability			
School name & address (where applicable)			
Person with parental or caring responsibility			

Details of person reporting suspected or reported abuse

Name			
Job Title and Location			
Contact Telephone Number(s)	Work	Mobile	Other
Email address			

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Are you reporting your concerns or passing on those of somebody else? (please give details)

Brief details of the allegation

Remember to include any dates, times and specific factors. Be specific as to whether you are providing fact, opinion/observation or hearsay. Specify any relationships between the individual and any other person involved.

Description of any injury or indirect signs

Please describe any physical injury you have seen, or a description of any indirect signs such as behavioural changes

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Individual's account

Please detail the individual's account of what happened. How did they describe the situation, what was their explanation for any injury?

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Witness details and account

Please provide the name, address and contact numbers for any witnesses to the allegation and specify the relationship to the child, young person or adult / vulnerable person.

Name			
Address			
Contact Telephone Number(s)	Home	Mobile	Other
Relationship			

Please give details of their account of what happened

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Reporting Incidents

Any suspected or reported abuse must be reported immediately to:

<i>Safeguarding Officer</i>	<i>Louise Gore, Director of Operations 0121 647 1960, Louise.Gore@jericho.org.uk</i>
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Or in their absence:

<i>Deputy Safeguarding Officer</i>	<i>Dawn Hall, People Support Manager 0121 647 1960 Dawn.Hall@jericho.org.uk</i>
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If the concern arises out of normal office hours and it is clear that abuse has occurred, contact should be made with the local Safeguarding Teams

Adult's Safeguarding Team	0121 303 1234
Children's Safeguarding Team	0121 303 1888 or 0121 675 4806 (out of hours)

In the event of the need to protect a child or young person immediately, dial **999**.

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APPENDIX 2 – SIGNS THAT MAY INDICATE THAT ABUSE HAS TAKEN OR IS TAKING PLACE

Physical Abuse

Generally, evidence that physical abuse has or is taking place might include:

- serious, sustained or regular unexplained bruising
- burns, especially in areas where it would be difficult for them to have been accidental
- injuries that look as though they may have been caused by a recognisable object
- unexplained fractures or cuts
- unwillingness by service user to agree to physical examination by professionals

Specifically, children or young people may:

- seem frightened of the parents and protest or cry when it is time to go home
- shrink at the approach of adults
- report injury by a parent or another adult/carer

You should also consider the possibility of physical abuse when the parent or adult/carer of a child or young person:

- offers conflicting, unconvincing, or no explanation for the child's injury
- describes the child as "evil," or in some other very negative way
- uses harsh physical discipline with the child
- has a history of abuse as a child

Sexual Abuse

Generally, evidence that sexual abuse has or is taking place might include:

- pain, itching or injury in the anal, genital or abdominal areas
- difficulty maintaining usual physical posture whilst walking or sitting (due to the above injuries)
- bruising to or bleeding of external genitalia
- torn, stained or bloody underclothing
- recurrent bouts of cystitis or the occurrence of venereal disease
- unexplained problems associated with the removal of or damage to catheters or equipment used for the service user's physical support needs
- uncharacteristic change in the person's sexual behaviour or attitude towards sex
- pregnancy, especially where the identity of the father is vague

Specifically, children or young people may:

- report nightmares or bedwetting

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- experience a sudden change in appetite
- demonstrate bizarre, sophisticated, or unusual sexual knowledge or behaviour
- become pregnant or contract a venereal disease
- run away
- report sexual abuse by a parent or another adult/carer

You should consider the possibility of sexual abuse when the parent or other adult/carer:

- is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- is secretive and isolated
- is jealous or controlling with family members

Neglect

Generally, evidence of neglect might include:

- weight loss
- poor standard of hygiene, physical appearance and unsanitary living conditions
- lack of needed medical or dental care
- lack of sufficient clothing for the weather conditions
- insufficient or physically or culturally inappropriate food or drink; food that has not been properly cooked, stored or reheated
- children, young people and adults / vulnerable people being ignored, discriminated against or punished by staff or other service users for whatever reason
- evidence of physical and emotional abuse that is not acted upon

Specifically children or young people may

- beg or steal food or money
- abuse alcohol or other drugs
- state that there is no one at home to provide care

Consider the possibility of neglect when the parent or other adult/carer:

- appears to be indifferent to the child
- seems apathetic or depressed
- behaves irrationally or in a bizarre manner
- is abusing alcohol or other drugs

Emotional Abuse

Generally, evidence that emotional abuse has or is taking place might include:

- uncharacteristic and possibly dramatic changes in mood or behaviour
- depression, withdrawal, anxiety, aggression, agitation
- a child, young person or adult / vulnerable person demonstrates excessive effort to please or appease

Safeguarding Policy Continuation:

- a child, young person or adult / vulnerable person demonstrates reluctance to be supported by certain member of staff or apprehension at being visited by a certain friend, relative or other person
- a child, young person or adult / vulnerable person disengages from day to day routine and withdraws

Specifically a child or young person may:

- be either inappropriately adult (e.g. parenting other children) or inappropriately infantile (e.g. frequently rocking or head-banging)
- be delayed in physical or emotional development
- have attempted suicide
- reported a lack of attachment to the parent

You should consider the possibility of emotional maltreatment when the parent or other adult/carer:

- constantly blames, belittles, or berates the child or young person
- is unconcerned about the child or young person and refuses to consider offers of help for problems
- overtly rejects the child or young person

Bullying

Generally, evidence that bullying has or is taking place might include:

- a child, young person or adult / vulnerable person demonstrates signs of isolation and may be reluctant to take part in activities
- a child, young person or adult / vulnerable person demonstrates a lack of social interaction and may become withdrawn
- a child, young person or adult / vulnerable person demonstrates aggression
- a child, young person or adult / vulnerable person may appear very anxious

Financial or material abuse

Evidence that financial or material abuse has or is taking place might include:

- an adult / vulnerable person may have a steady depletion of savings
- an adult / vulnerable person may constantly fail to pay bills
- an adult / vulnerable person may regularly have a lack of money for social outings
- an adult / vulnerable person may regularly have items go missing
- an adult / vulnerable person may be showing signs of neglect due to not having any money

Safeguarding Policy Continuation:

APPENDIX 3 - HOW TO MINIMISE RISK

All workers at The Jericho Foundation are encouraged to demonstrate exemplary behaviour when working with children, young people and adults / vulnerable people in order to protect these groups from abuse and themselves from false allegations. The following are good practice and common sense examples of how to create a positive culture and climate.

- Maintain a list/register of those working with you at any given time
- Work in an open environment avoiding private or unobserved situations and encouraging open communication. Avoid spending excessive amounts of time alone with individuals away from others
- Treat everyone equally, with respect and dignity; avoid “favouritism” and singling out “troublemakers”
- Always put the welfare of the individual first
- Maintain a safe and appropriate distance with children, young people and adults / vulnerable people. It is not appropriate for workers to flirt with, to date or to have an intimate relationship with a child, young person or adult /vulnerable person under any circumstances
- Ensure that if any form of physical/manual touching is required, it should be provided openly
- Be an excellent role model
- Where required, give enthusiastic and constructive feedback rather than negative criticism
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Attend relevant training courses that The Jericho Foundation provides

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games
- share a room overnight
- allow or engage in any form of inappropriate touching
- allow or engage in any inappropriate language or bullying to go unchallenged

Safeguarding Policy Continuation:

- make sexually suggestive or discriminatory comments, even in fun
- deliberately reduce a person to tears as a form of control
- allow allegations made to go unchallenged, unrecorded or not acted upon
- trivialise abuse
- invite or allow a child, young person or adult / vulnerable person to your home, take them out unsupervised or give them a lift in your car without the knowledge and consent of the parents/carers and your manager
- Do things of a personal nature that they can do for themselves (it may be necessary for workers to do things of a personal nature e.g. toileting, if the child, young person or adult / vulnerable person has disabilities). These tasks should only be carried out in the full understanding and consent of parents/carers and your manager. There is a need to be responsive to an individual's reactions; talk with him/her about what you are doing and give choices where possible. Avoid taking on tasks for which you are not appropriately trained
- Enter a room where a child, young person or adult / vulnerable person may be changing their clothes or not be fully dressed, without first clearly getting their consent to enter

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to the Safeguarding Officer who will discuss the matter with you and advise whether a Safeguarding Report Form (Appendix 1) should be completed:

- if you or another worker accidentally hurts someone
- if a child, young person or adult / vulnerable person seems distressed in any manner
- if a child, young person or adult / vulnerable person appears to be sexually aroused by your actions
- if you are concerned that a relationship is developing that could represent an abuse of trust
- if you are concerned that a child, young person or adult / vulnerable person is becoming attracted to you
- if you are concerned that a colleague is becoming attracted to someone in their care

Safeguarding Policy Continuation:

- if a child, young person or adult / vulnerable person misunderstands or misinterprets something you have done
- if you have had to use reasonable physical restraint to prevent a child, young person or adult / vulnerable person harming themselves or another or from causing significant damage to property
- if a person reports an allegation regarding a member of an external organisation