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**FAIR FROME**

# SAFEGUARDING ADULTS’ POLICY AND PROCEDURE DOCUMENT

It is the policy of Fair Frome to ensure that those vulnerable adults and individuals who attend any Fair Frome project or programme receive the support and protection to ensure that are not a risk or harm of abuse.

**Health and Safety Procedures for Fair Frome**

# Introduction

# This procedure applies to any paid member of Staff, Volunteer or Trustee who may be concerned about the safety and protection of a child or vulnerable adult. The name of the Safeguarding lead for Fair Frome is Bob Ashford. The deputy Safeguarding lead for Fair Frome is Karen Huckle.

**Purpose and aim of this procedure**

We aim to ensure those children, young people or vulnerable adults who attend any project or activity run by Fair Frome or in the daily business of the charity, receive the protection and support they need to ensure they are not at risk of harm or abuse.

In any activity of the charity which includes Regulated Activity as defined by the Disclosure and Barring Service there must be at least one person who has undergone a DBS check.

It is an important pre-requisite that all those who work for, or volunteer for (including Trustees) must undergo Safeguarding Training provided by the charity.

This procedure provides clear direction to Staff, Trustees and Volunteers at Fair Frome if they have concerns that a child or vulnerable adult is in need of protection.

**Different Types of Abuse**

**What constitutes abuse?**

It needs to be recognised that the term **‘abuse’** can be subject to wide interpretation. The starting point for a definition is the following statement:

*Abuse is a violation of an individual’s human and civil rights by*

*any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors.*

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

A consensus has emerged identifying the following main different forms of abuse:

* **physical abuse,** including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;
* **sexual abuse,** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent 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, isolation or withdrawal from services or supportive networks;
* **financial or material abuse,** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
* **neglect and acts of omission,** 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 abuse,** including racist, sexist, that based on a person’s disability, and other forms of harassment, slurs or similar treatment.
* Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

**Ways that abuse might be brought to your attention**

* an individual or vulnerable adult might make a direct disclosure about themselves
* an individual or vulnerable adult might make a direct disclosure about another individual or vulnerable adult
* an individual or vulnerable adult might offer information that is worrying but not a direct disclosure
* a member of staff might be concerned about a individual’s or vulnerable adults appearance or behaviour or about the behaviour of a parent or carer towards a child or vulnerable adult.
* a parent or carer might make a disclosure about abuse that a child or vulnerable adult is suffering or at risk of suffering
* a parent might offer information about a child that is worrying but not a direct disclosure.

**Talking to an individual or vulnerable adult who has told you that they or someone else is being or at risk of being abused**

It is important to recognise that Fair Frome works with some of the most vulnerable groups in Frome. As such many of our service users will have already experienced abuse either as children or adults. Some will inevitably be involved in abusive relationships. Critically also it is not the duty or responsibility of Fair Frome staff, volunteers or Trustees to investigate abuse. We are the listening ears and our role is to share and report any concerns we have.

* Make it clear from the beginning of the conversation that you may have to share the details of the concerns with others.
* Reassure them that telling someone about it was the right thing to do.
* Tell him/her that you now have to do what you can to keep him/her (or the person who is the subject of the allegation) safe.
* Let them know what you are going to do next and who else needs to know about it.
* Let the individual or vulnerable adult tell their whole story. Don’t try to investigate or quiz them, but make sure that you are clear as to what he/she is saying.
* Ask them what they would like to happen as a result of what they have said, but don’t make or infer promises you can’t keep.
* Contact your manager or safeguarding lead at Fair Frome immediately by telephone.

**Helping an individual or vulnerable adult in immediate danger or in need of emergency medical attention**

* If the person is in immediate danger and is with you, remain with them and call the police and then the safeguarding lead at Fair Frome.
* If the person is elsewhere, contact the police and explain the situation to them.
* If they need emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
* If the first aider is not available, use any first aid knowledge that you may have yourself to help the individual or vulnerable adult.
* You will then need to contact your supervisor/manager or safeguarding lead immediately to let them know what is happening. The manager and or safeguarding lead for Fair Frome will then liaise with the necessary authorities.

**Keeping a record of your concerns**

Use the example reporting form in this toolbox to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection or vulnerable adult authorities if a referral to them is needed.

The form should be signed and dated by all those involved in its completion and kept confidentially on the child’s or adults file. The name of the person making the notes should be written alongside each entry.

**Useful contact details**

Safeguarding Lead: Bob Ashford

Deputy Safeguarding Lead: Karen Huckle

The Board of Fair Frome will carry out regular monitoring of policy and procedures. These Policies will be reviewed annually. The Policy and Procedures were accepted and adopted by the Trustees of Fair Frome:

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| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Date: |  | Signature: |  |

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**FAIR FROME**

# SAFEGUARDING CHILDREN POLICY AND PROCEDURE DOCUMENT

It is the policy of Fair Frome to ensure that those vulnerable children, young people and individuals who attend any Fair Frome project or programme receive the support and protection to ensure that are not a risk or harm of abuse.

# Fair Frome Safeguarding Children Policy and Procedure Document

# Introduction

# This procedure applies to any paid member of Staff, Volunteer or Trustee who may be concerned about the safety and protection of a child or vulnerable young person. The name of the Safeguarding lead for Fair Frome is Bob Ashford. The deputy Safeguarding lead for Fair Frome is Karen Huckle.

**Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

* Children Act 1989
* United Convention of the Rights of the Child 1991
* Data Protection Act 1998
* Sexual Offences Act 2003
* Children Act 2004
* Protection of Freedoms Act 2012
* Relevant government guidance on safeguarding children

**Purpose and aim of this procedure**

We aim to ensure those children, young people or vulnerable adults who attend any project or activity run by Fair Frome or in the daily business of the charity, receive the protection and support they need to ensure they are not at risk of harm or abuse.

In any activity of the charity which includes Regulated Activity as defined by the Disclosure and Barring Service there must be at least one person who has undergone a DBS check.

It is an important pre-requisite that all those who work for, or volunteer for (including Trustees) must undergo Safeguarding Training provided by the charity.

This procedure provides clear direction to Staff, Trustees and Volunteers at Fair Frome if they have concerns that a child or vulnerable adult is in need of protection.

**Different Types of Abuse**

**What constitutes abuse?**

It needs to be recognised that the term **‘abuse’** can be subject to wide interpretation. The starting point for a definition is the following statement:

*Abuse is a violation of an individual’s human and civil rights by*

*any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors.*

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

**Physical abuse** is violence causing injury or occurring regularly during childhood. It happens when:

* a child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
* someone tries to drown or suffocate a child
* someone gives a child poison, alcohol or inappropriate drugs
* someone fabricates the symptoms of, or deliberately induces, illness in a child.

In some cases the injuries will be caused deliberately. In others they may be accidental but caused by the child being knowingly put at risk.

**Sexual abuse** occurs when someone uses power or control to involve a child in sexual activity in order to gratify the abuser’s own sexual, emotional or financial needs or desires. It may include:

* forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening
* encouraging children to behave in sexually inappropriate ways
* showing children pornographic material or involving them in the production of such material
* involving children in watching other people’s sexual activity or in inappropriate discussions about sexual matters.

**Emotional abuse** is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development. It may include:

* persistently denying the child love and affection
* regularly making the child feel frightened by shouts, threats or any other means
* hurting another person or a pet in order to distress a child
* being so over-protective towards the child that he/she is unable to develop or lead a normal life
* exploiting or corrupting a child, eg by involving him/her in illegal behaviour
* conveying to a child the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

**Neglect** involves persistently failing to meet a child’s physical, psychological or emotional needs. It may include:

* failing to ensure that a child’s basic needs for food, shelter, clothing, health care, hygiene and education are met
* failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of particular activities or leaving a child alone in the house.

**Ways that abuse might be brought to your attention**

* a child or young person might make a direct disclosure about themselves
* a child, young person, individual or adult might make a direct disclosure about another child, young person or vulnerable individual
* an individual or vulnerable adult might offer information that is worrying but not a direct disclosure
* a member of staff might be concerned about a child or young person’s appearance or behaviour or about the behaviour of a parent or carer towards a child or vulnerable young person.
* a parent or carer might make a disclosure about abuse that a child or vulnerable adult is suffering or at risk of suffering
* a parent might offer information about a child that is worrying but not a direct disclosure.

**Talking to a child or vulnerable young person who has told you that they or someone else is being or at risk of being abused**

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* Make it clear from the beginning of the conversation that you may have to share the details of the concerns with others.
* Reassure them that telling someone about it was the right thing to do.
* Tell him/her that you now have to do what you can to keep him/her (or the person who is the subject of the allegation) safe.
* Let them know what you are going to do next and who else needs to know about it.
* Let the individual or vulnerable adult tell their whole story. Don’t try to investigate or quiz them, but make sure that you are clear as to what he/she is saying.
* Ask them what they would like to happen as a result of what they have said, but don’t make or infer promises you can’t keep.
* Contact your manager or safeguarding lead at Fair Frome immediately by telephone.

**Helping an individual or vulnerable adult in immediate danger or in need of emergency medical attention**

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* If the person is elsewhere, contact the police and explain the situation to them.
* If they need emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
* If the first aider is not available, use any first aid knowledge that you may have yourself to help the individual or vulnerable adult.
* You will then need to contact your supervisor/manager or safeguarding lead immediately to let them know what is happening. The manager and or safeguarding lead for Fair Frome will then liaise with the necessary authorities.

**Keeping a record of your concerns**

Use the example reporting form in this toolbox to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection or vulnerable adult authorities if a referral to them is needed.

The form should be signed and dated by all those involved in its completion and kept confidentially on the child’s or adults’ file. The name of the person making the notes should be written alongside each entry.

The Board of Fair Frome will carry out regular monitoring of policy and procedures. These Policies will be reviewed annually. The Policy and Procedures were accepted and adopted by the Trustees of Fair Frome:

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| Name: |  | Position: |  |
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