



Charity no: 1100976

# *Lancashire Women*

## *Safeguarding Policy – Children*

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## 1. Introduction

Lancashire Women is committed to safeguarding the welfare of children and young people and this is embedded across all our service delivery. This policy sets out the guidance on best practice in dealing with children and young people, protection procedures and specifies the roles and responsibilities of our staff. The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection and to allow our staff to make informed and confident responses to specific child safeguarding issues.

Lancashire Women abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children and young people is paramount in all the work we do and in all the decisions we take.
- All children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of self harm or abuse.
- Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

Lancashire Women are committed to creating a culture of zero-tolerance of harm to children and young people which necessitates: the recognition of children who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person’s own home and in any care setting.

Lancashire Women are committed to best safeguarding practice and to uphold the rights of all children to live a life free from harm from abuse, exploitation and neglect.

The services delivered by Lancashire Women aim to address the impact of the social, environmental, economic and psychological influences upon women’s wellbeing using a whole system’s approach. We’re working towards a Lancashire where all women are valued and treated as equals and are empowered to be able to transform their lives.

Our aim is to engage with women who are currently outside mainstream activities and provision, delivering support to overcome barriers to participation in normal daily life, developing confidence and unlocking potential. Lancashire Women aims to reduce harm and increase safety for those accessing our services, as well as their families and the wider community. Whilst we work with adults where we see the need to safeguarding the children of those adults we will take proportionate action. We will contribute to and coordinate our priorities for safeguarding alongside those of Children’s Safeguarding Assurance Partnership.

We recognise that in order to provide a safe and supportive environment for staff, volunteers and service users safeguarding must be part of our culture, values and actions. We are committed to working together with both statutory and voluntary partners to ensure safeguarding remains a priority in the delivery of our services. Our workforce are trained in

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adversity and trauma awareness to enable us to provide better outcomes for children and young people affected by these factors. Lancashire Women is committed to Safeguarding Children and Young People in line with national legislation and relevant national and local guidelines.

## 2. Policy Statement

Lancashire Women believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Lancashire Women is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Lancashire Women acknowledges that safeguarding is everybody’s responsibility and is committed to preventing abuse and self neglect through safeguarding the welfare of all children and young people we come into contact with.

Lancashire Women recognises that health, well-being, ability, disability and need for care and support can affect a person’s resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people’s lives.

Lancashire Women recognises that there is a legal framework within which they need to work to safeguard children and young people who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding children’s legislation and with local statutory safeguarding procedures.

Actions taken by Lancashire Women will be consistent with the principles of children and young people safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the child concerned.

## 3. Purpose

The purpose of this policy is to demonstrate the commitment of Lancashire Women to safeguarding children and young people and to ensure that everyone involved in Lancashire Women is aware of:

- The legislation, policy and procedures for safeguarding children and young people
- Their role and responsibility for safeguarding children and young people
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of a child within the organisation

This policy applies to anyone working on behalf of Lancashire Women, including senior managers and the board of trustees, paid staff and volunteers. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

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#### 4. Scope

Lancashire Women ensure that all staff, apprentices, trustees, and volunteers working with children and young people are carefully selected, are checked by the Disclosure and Barring Service and understand their responsibility for the safety of children and young people at risk. We use safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation. We take seriously any complaint or allegations made against our trustees, staff and volunteers. These will be investigated, reported and actioned and any allegation will be reported to the Lancashire Authority Designated Officer (LADO) who will provide advice and guidance in this area.

We expect our partner organisations, including for example, subcontractors, suppliers and partners to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Children and Young People policy.

#### 5. Commitments

In order to implement this policy Lancashire Women will ensure that:

- The welfare of children and young people at risk is of paramount importance, regardless of age, gender, ability or race, when delivering services.
- Everyone involved with Lancashire Women is aware of the safeguarding children and young people procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of a child or young person.
- Any concern that a child is not safe is taken seriously, responded to promptly, and followed up in line with Lancashire Women’s Safeguarding Children and Young People’s Policy and Procedures.
- Staff respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
- Staff are trained and receive regular updates in relation to child protection issues. They have access to the dedicated safeguarding guidance and information on sharepoint.
- The well-being of those at risk of harm will be put first and the child actively supported to communicate their views and the outcomes they want to achieve.
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures.
- Lancashire Women acts in accordance with best practice advice, for example, from The Charity Commission, NCVO, Children Safeguarding Advisory Partnership, National Governing Bodies and NSPCC (National Society for the Prevention of Cruelty to Children).
- Lancashire Women will cooperate with the Police and Statutory services along with the relevant Local Authorities in taking action to safeguard a child.

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- All Trustees, staff, and volunteers understand their role and responsibility for safeguarding children and have completed and are up to date with safeguarding training and learning opportunities appropriate for their role. (See Appendix 1)
- Lancashire Women uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment of unsuitable individuals in this organisation.
- Lancashire Women shares information about anyone found to be a risk to children and young people with the appropriate bodies. For example: Disclosure and Barring Service, Police, Local Authority/Social Care.
- When planning activities and events Lancashire Women includes an assessment of, and risk to, the safety of all children from abuse and self neglect and designates a person on the Rota who will be nominated as safeguarding person for that period. Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.

This policy, related policies (see below) and the Safeguarding Children’s Procedures are reviewed no less than on a two-yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Children’s Safeguarding Advisory Board and The Charity Commission or because of any other significant change or event.

## 6. Implementation

Lancashire Women is committed to developing and maintaining its capability to implement this policy and procedures. In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all children and young people.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing how risks to children and young people’s safeguarding are being addressed and how any reports have been addressed.
- Safeguarding children’s procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Safeguarding Lead (see Appendix 3).
- A delegated Safeguarding person from the Rota to cover groups and events.
- A standing Safeguarding Group with an appointed Chair and clear Terms of Reference.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
- Codes of conduct for Trustees, Staff, and Volunteers and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of children and young people.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Children and Young People’s policy.
  - Safeguarding Children
  - Bullying and harassment
  - Social Media
  - Equality, diversity, and inclusion
  - Code of Conducts and a process for breach of these - Staff, Volunteers, Service Users.
  - Discipline and grievance
  - Concerns, Complaints and Compliments

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- Whistleblowing
- Safe recruitment and selection (staff and volunteers)
- Contract compliance
- Information policy, data protection and information sharing

In order to do so the following will be in place:

- Staff must always give due regard to issues of safety. This includes carrying out appropriate risk assessments before delivery of any sessions
- All accidents/incidents involving staff or service users should be recorded using the CRM (Customer Relationship Management) System immediately
- Staff working with children and young people at risk should be appropriately trained and qualified to ensure the safe provision of services
- Staff should avoid being alone with children and young people, and staff shouldn't take them to their own home or offer a lift to a child or young person at risk unless they have written parental consent

## 7. Key Points

- There is a **legal duty on Local Authorities** to provide support to 'children at risk.'
- Children and Young People at risk are defined in legislation.
- The safeguarding legislation applies to all forms of abuse that harm a person's well-being.
- All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare
- Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm
- The law provides a framework for good practice in safeguarding that makes the overall wellbeing of the child or young person at risk a priority of any intervention

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

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

Abuse and self neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. Some signs that could alert staff and volunteers to the fact that a child, young person or adult at risk might be being abused include:

- Unexplained bruising and injuries
- Sexually explicit language and actions
- Sudden changes in behaviour ▪ Something a child has said
- A change observed over a long period of time e.g. losing weight or being increasingly dirty or unkempt. If a child or young person displays these signs it does not necessarily mean that they are being abused. Similarly there may not be any signs; you may just feel

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something is wrong. If you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting it appropriately

### 8. Safeguarding Children and Young People Legislation

The following legislation is in place:

- Working Together to Safeguard Children (2018)
- Children and Families Act 2014
- The Children Act 2004
- The Protection of Children Act 1999
- The Children Act 1989
- UNCRC Article 19

Other relevant legislation:

- The Prevent Duty Guidance 2005
- Protection of Freedoms Act 2012
- Education Act 2011
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- The Police Act 1997
- The Human Rights Act 1998
- The Data Protection Acts 1984 and 1998

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## 9. The Prevent Duty

The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children and young people at risk. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence. Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm. Radicalisation is a process by which an individual, or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation.

Extremism is when people have very strong opinions, and these could become extreme. People who have certain beliefs about politics or religions which are hateful, dangerous or against the law are often known as extremists. This harmful behaviour is called extremism. Extremists might use violence and damage to express their views. And extremist racial or religious groups might use, religion, hate, fear or violence to control and influence people. There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous than others and staff need to be aware of how they can affect young people in a negative way and what you should do to support children and young people or adults at risk who are in danger of being radicalised.

Any suspicions of radicalisation and extremism should be reported immediately to a line manager and Safeguarding Officer.

## 10. Abuse and Neglect

Abuse is a violation of an individual’s human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission, or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

Safeguarding legislation in England lists categories of abuse differently however, they all include the following types of abuse: (see Appendix 5 for detail)

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect and acts of Omission
- Financial or material abuse
- Self-neglect
- Discriminatory
- Organisational / Institutional
- Domestic Abuse (including coercive control)
- Modern slavery

Abuse can take place in any relationship and there are many contexts in which abuse might take place, e.g., Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams. Some of these are named specifically within England.

Abuse can take place within any context and the person causing harm might be any other

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person, For example, a member of staff, a volunteer, a service user.

### 11. Signs and Indicators of Abuse and Neglect

A child or young person may confide to a member of staff, volunteer, or another service user that they are experiencing abuse inside or outside of the organisation’s setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. As our work is with adults it maybe their situation that causes concern for the welfare of the child or young person which would trigger a referral. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a service user has been missing from sessions and is not responding to reminders from staff or volunteers.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person. For example, a service user may be looking quiet and withdrawn when their brother comes to collect them from sessions in contrast to their support worker whom they greet with a smile.
- Self-harm.
- Self-Neglect.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and does not allow them to make their own choices.
- They may tell you / another person they are being abused – i.e., a disclosure

### 12. Wellbeing Principle

The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society. Being able to live free from abuse and neglect is a key element of well-being.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby ‘*What good is it making someone safe when we merely make them miserable?*’ What Price Dignity? (2010)

Although Mumby may be relevant the wellbeing and safety of the child or young person is always paramount. For that reason, any actions taken to safeguard a child must take their whole well-being into account and be proportionate to the risk of harm.

### 13. Mental Capacity and Decision Making

The Mental Capacity Act 2005 is a law that protects and supports people, primarily adults, who do not have the ability to make decisions for themselves. In law a lack of capacity is defined as an individual not being able to do one or more of the following: Understand the information given to them, retain that information long enough to be able to make a decision, weigh up the information available to make a decision or communicate their decision. This does not mean that an individual is unable to make any decisions, but some

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may be more difficult than others, and therefore a lack of mental capacity may only apply to specific aspects of their life.

The lack of ability to make decisions may be due to illness, brain injury, learning disability, mental health problems, or the effects of drugs or alcohol. It can also be a temporary or permanent impairment.

Children, especially older ones, who lack mental capacity may also be at risk of abuse as they may be unable to make decisions in their best interest.

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Clearly this can put such people at risk of being abused either because of the decisions which they make or if they have a family member or unpaid carer making decisions or persuading/instructing them of actions which they should take.

Abuse can be in the form of any of the types of abuse detailed within this policy. Staff therefore need to be able to recognise where people may be at risk of being abused, or taken advantage of, because of their lack of capacity to halt or report unwanted behaviour. Staff may also recognise potential abuse because of the decisions which children with a lack of capacity take, or decisions that they may be persuaded into taking.

Where staff suspect that the above may be happening they must report it to the Safeguarding Lead.

#### **14. Recording and Information Sharing**

All organisations must comply with the Data Protection Act (DPA) 2018 and the UK General Data Protection Regulations (UK -GDPR (General Data Protection Regulation)).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding children and young people. However, information sharing must only ever be with those with a 'need to know.'

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings can take place to agree to co-ordinate actions by the organisation

There are also many situations in which it is perfectly legal to share information about children and young people safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the child concerned if age appropriate. However, the child may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed.

The circumstances when we need to share information without the child's or young person's consent include those where:

- it is not safe to contact the child or young person to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including other children.
- you believe the child is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the child does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.

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when information is shared without the consent of the child this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information, seek advice e.g., speak to Line Manager and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

### **15. Multi-Agency Working**

Safeguarding Children and Young People legislation gives the lead role for safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Organisations may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the child or young person to meet with other professionals e.g., Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g., complaints, disciplinary action) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.

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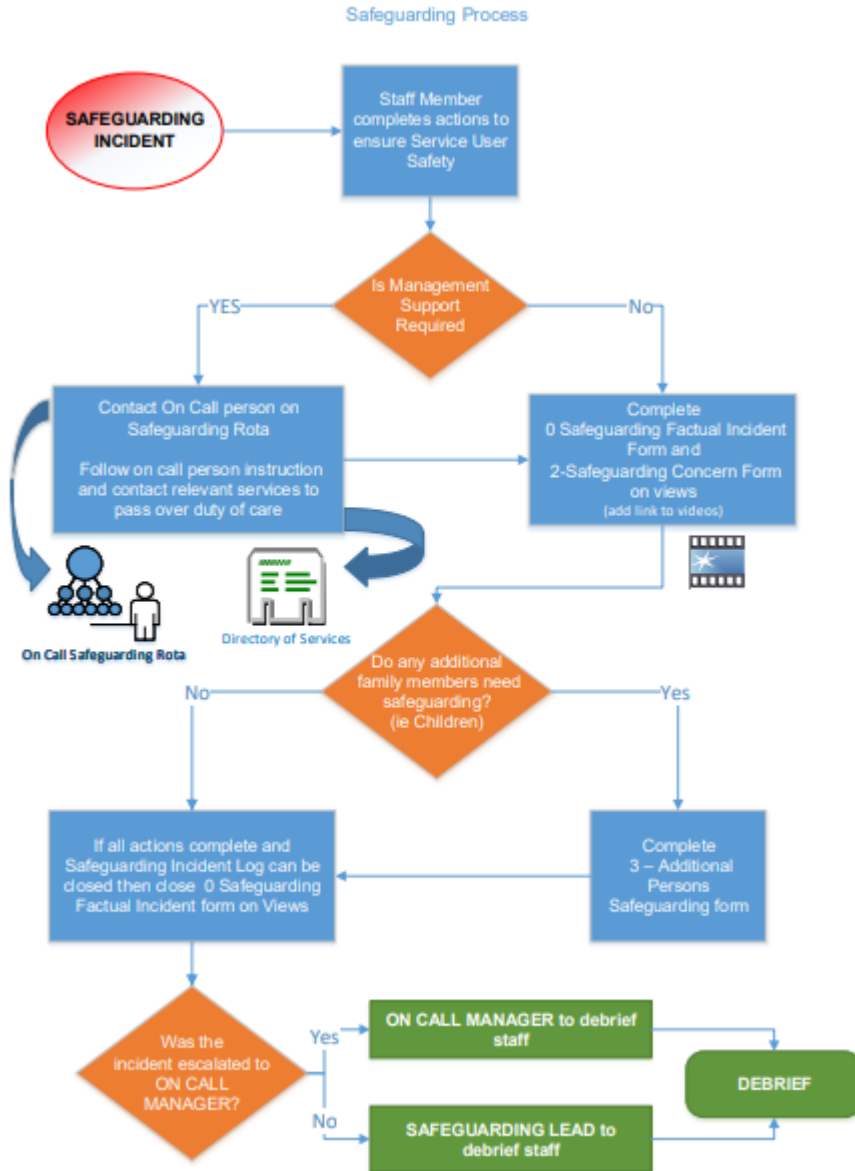
**Appendix 1**

**SAFEGUARDING ACCOUNTABILITY**

ROLE RESPONSIBLE	ACCOUNTABLE FOR....
BOARD OF TRUSTEES	<ul style="list-style-type: none"> <li>Approval of all Safeguarding Policies and Procedures</li> <li>Ensure adequate resources for effective Safeguarding Training</li> <li>Developing a culture within the organisation that promotes effective safeguarding practices.</li> </ul>
CEO	<ul style="list-style-type: none"> <li>Has overall responsibility for ensuring that individuals are aware of and understand the principles of the Safeguarding Policy</li> </ul>
SAFEGUARDING OFFICER & SENIOR LEADERSHIP TEAM	<ul style="list-style-type: none"> <li>All of below</li> <li>Review and update Trustees following six monthly report</li> <li>Read and review weekly update of Safeguardings</li> <li>Attend any serious case reviews on behalf of LW</li> <li>Update and agree any changes to Policy prior to escalation to Board for sign off.</li> <li>Ensure all Staff Training, Wellbeing and Supervisions are adhered to and recorded</li> <li>Ensure that Policy is accessible and implemented, Policy monitored and reviewed annually, sufficient resources are allocated to ensure that the Policy can be effectively implemented</li> <li>Clear and effective communication pathways in Safeguarding to all staff and volunteers.</li> <li>Implement any legal requirements or changes to Policy and Training</li> <li>Safer Recruitment for Staff and Volunteers – ensure robust pre-employment checks and vetting</li> </ul>
SAFEGUARDING LEAD/ DEPUTY SAFEGUARDING OFFICER	<ul style="list-style-type: none"> <li>All of below</li> <li>Oversight of On Call Rota</li> <li>Update, review and close all current safeguarding incidents.</li> <li>Weekly update to Senior Management Team of overview report.</li> <li>Monthly completion of Audit Report</li> <li>Six Monthly SG report to Board of Trustees</li> <li>Review of Serious incidents including accidental death and suicide</li> </ul>
LINE MANAGER	<ul style="list-style-type: none"> <li>Staff Wellbeing</li> <li>Staff Training</li> <li>Staff supervision</li> </ul>
ON CALL SAFEGUARDING PERSON	<ul style="list-style-type: none"> <li>To ensure available and accessible when on On Call Rota</li> <li>Ensure On Call rota up to date with annual leave and contact information (ie Tel no)</li> <li>Staff safety</li> <li>Ensure that incident is dealt with correctly and as per LW Policy, Procedure and Guidance</li> <li>Liaising with Statutory Services in an emergency</li> </ul>
STAFF MEMBER	<ul style="list-style-type: none"> <li>Dealing with actions and reporting of safeguarding incident in line with LW Policy, Procedure and Guidance</li> <li>Ensure that Duty of Care is passed to relevant service where applicable.</li> <li>Escalate to On call Safeguarding person where additional guidance is required</li> <li>Report and Record on Views (CRM) all accidental and suicidal deaths and inform Safeguarding Lead</li> <li>Liaising with Statutory Services in an emergency</li> </ul>

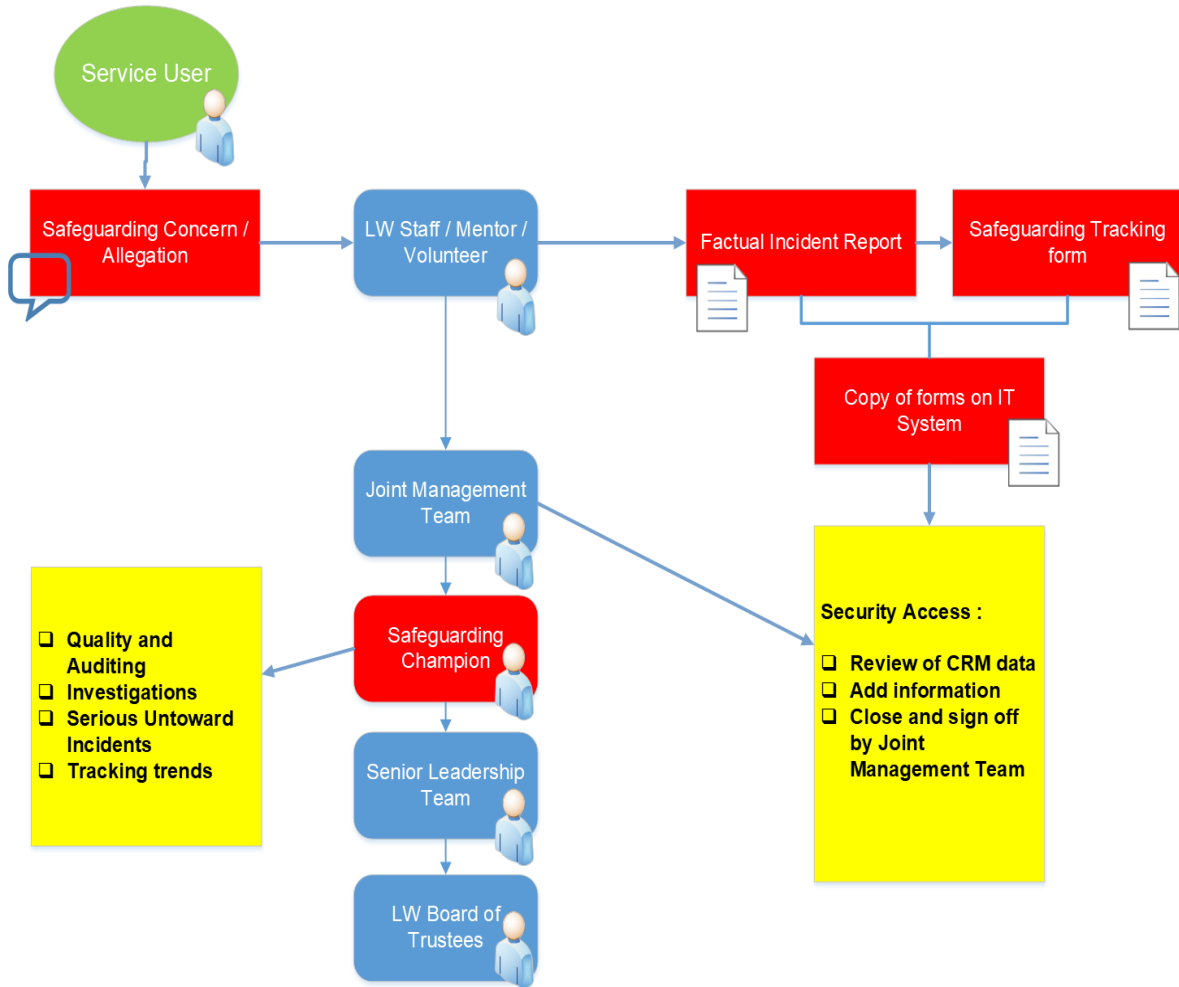
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**Appendix 3**



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## Appendix 4 – Designated Safeguarding Lead Role Description

The designated person within an organisation has primary responsibility for putting into place procedures to safeguard adults at risk, supporting organisations welfare/safeguarding leads, where relevant and for managing concerns about adults at risk.

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment within the organisation.
- Play a lead role in developing and establishing the organisation’s approach to safeguarding adults and in maintaining and reviewing the organisation’s implementation plan for safeguarding adults in line with current legislation and best practice.
- Coordinate the dissemination of the safeguarding adult policy, procedures, and resources throughout the organisation.
- Contribute to ensuring other policies and procedures are consistent with the organisation’s commitment to safeguarding adults.
- Advise on the organisation’s training needs and the development of its training strategy.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Support the safeguarding group
- Manage liaison with, and referrals to, external agencies for example adult social-care services and the police.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
- Provide advice and support to safeguarding staff and play a lead role in their recruitment, selection, and training.
- Represent the organisation at external meetings related to safeguarding

## Appendix 5 - Safeguarding Groups

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Safeguarding Groups comprise of a select number of individuals with identified and relevant skills, knowledge experience and/or status within the organisation and include at least one member with safeguarding adult expertise. The group's role and decision-making powers need to be embedded within the organisation's governance structure and be linked to related organisational functions such as codes of conduct, and the disciplinary policy and procedures.

The senior management team and Lancashire Women Board should receive regular reports from the Safeguarding Group summarising the cases that have been addressed and their outcomes, as well as any issues that require action by Lancashire Women e.g., changes to policy or procedures.

Safeguarding Groups should have clear terms of reference. They meet regularly or can be brought together as the need arises.

**Safeguarding Group roles include:**

- to ratify any actions already taken by Safeguarding Lead Officer.
- to identify appropriate 'route' for escalated cases (e.g., internal/ disciplinary action alone or referral to statutory agencies plus internal/ disciplinary action).
- to decide the level (from local to national) at which the organisation will deal with the concern.
- to review progress of case(s).
- to identify/ communicate learning from cases.

Case Management Groups' membership should include:

- A designated Chair
- A secretary (often the designated Safeguarding Lead).
- Mangers from relevant parts of the organisation where appropriate e.g., Human Resources, Membership, Legal.
- Co-opted independent safeguarding expertise

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## Appendix 6 – Types of Abuse

**Abuse:** A form of maltreatment of a child at risk. Somebody may cause abuse or neglect a child at risk by inflicting harm, or by failing to act to prevent harm. Children at risk may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g., via the internet). They may be abused by an adult or adults or other children or young people.

**Physical abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to an adult at risk. Physical harm may also be caused when a person 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 their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on a child. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing a child to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment though it may occur alone.

**Sexual Abuse & Sexual Exploitation:** Sexual abuse involves forcing or enticing a child to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g., rape and buggery) or nonpenetrative acts. They may include non-contact activities, such as involving a child in seeing, receiving, or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

**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 their health or development. Neglect may occur during pregnancy because of maternal substance abuse. Neglect may involve a person or carer failing to:

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

It may also include neglect of, or unresponsiveness to a child's or young person's basic need and basic emotional needs

**Discriminatory Abuse:** Including racial or sexual harassment and abusive treatment based on a child disability.

Abuse of Disabled person, Disabled people are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Carers of disabled people may experience multiple stresses. This group of people may be particularly vulnerable to abuse for several reasons including:

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- Having fewer social contacts than other children.
- Receiving intimate personal care from a larger number of carers.
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain about fear of losing services.
- Being particularly vulnerable to bullying or intimidation.
- Being more vulnerable to abuse by peers than other children..

**Disability** is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

**Bullying:** Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g., hitting, kicking, theft), verbal (e.g., racist, or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of modern technologies as a tool for bullying and such incidents should be taken seriously.

**Online abuse:** Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation, or emotional abuse. It can take place anywhere and anytime.

**Self-Harming Behaviour:** children who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

**Self-Neglect:** is when a person being unable, or unwilling, to care for their own essential needs. It can cover a wide range of behaviour including neglecting personal hygiene, health or surroundings, refusal of necessary support and obsessive hoarding. This type of behaviour has serious implications for the health and wellbeing of the person concerned and for the people who care for and support them.

**What is self-neglect?**

- lack of self-care to an extent that it threatens personal health and safety
- neglecting to care for one’s personal hygiene, health, or surroundings
- inability to avoid harm as a result of self-neglect
- failure to seek help or access services to meet health and social care needs
- inability or unwillingness to manage one’s personal affairs

**Female Genital Mutilation (FGM):** Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on newborn babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid, or abet female genital mutilation. Parents/carers may be liable under this act. It

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is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children’s Social Care.

The rights of women and girls are enshrined by various universal and regional instruments including the Universal Declaration of Human Rights, the United Nations Convention on the Elimination of all Forms of Discrimination Against Women, the Convention on the Rights of the Child, the African Charter on Human and Peoples’ Rights and Protocol to the African Charter on Human and Peoples’ Rights on the rights of women in Africa. All these documents highlight the right for girls and women to live free from gender discrimination, free from torture, to live in dignity and with bodily integrity. It is increasingly found in Western Europe and other developed countries primarily among immigrant and refugee communities.

The Serious Crime Act 2015 has amended the Female Genital Mutilation Act 2003 1. Introduced Female Genital Mutilation Protection Orders (“FGMPO”) - breaching an order carries a penalty of up to five years in prison. The terms of the order can be flexible and the court can include whatever terms it considers necessary and appropriate to protect the girl or woman; 2. Allowing for the anonymity of victims of FGM – prohibiting the publication of any information that could lead to the identification of the victim. Publication covers all aspects of media including social media; 3. Extended the extra-territorial reach of Female Genital Mutilation (FGM) offences to include “habitual residents” of the UK; 4. Created a new duty of Mandatory Reporting of Female Genital Mutilation for regulated professionals in health and social care professionals and teachers/teaching assistants in England and Wales which came into force on the 31st October 2015.

FGM is much more common than is generally realised both worldwide and in the U.K. It is deeply embedded in the culture of the practicing community who may resent what they perceive as the imposition of liberal western values on them, but it is not a matter which can be left to personal preference or culture and custom. FGM is an extremely harmful practice that violates the most basic human rights. However, any community education should be sensitive to cultural norms and pressures.

Suspicious may arise in a number of ways that an individual is being prepared for FGM to take place abroad. All professionals need to consider whether any other indicators exist that FGM may have or has already taken place, for example:

- Preparations are being made to take a long holiday
- The child or young person has changed in behaviour after a prolonged absence from home
- The child or young person has health problems, particularly bladder or menstrual problems

**Forced Marriage:** A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children’s or Adults’ Social Care.

**Honour Based Violence** is a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and / or community by breaking their honour code. For children and young people at risk it is a form of abuse and a serious abuse of human rights. It can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion

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from family and/or community members. Women, men, and younger members of the family can all be involved in the abuse. Victims can find it difficult to leave abusive relationships or ask for help if their immigration status is uncertain. They may face several issues such as a fear of deportation, bringing 'shame' on their families, financial difficulties, and homelessness, or losing their children. The notion of shame and the associated risk to the victim may persist long after the incident that brought about dishonour occurred. This means any new partner of the victim, children, associates, or their siblings may be at serious risk of Significant Harm.

Behaviours that could be seen to transgress concepts of honour include:

- Inappropriate make-up or dress;
- The existence of a boyfriend or a perceived unsuitable relationship e.g., a gay/lesbian relationship;
- Rejecting a forced marriage;
- Pregnancy outside of marriage;
- Being a victim of rape;
- Inter-faith relationships (or same faith, but different ethnicity);
- Leaving a spouse or seeking divorce;
- Kissing or intimacy in a public place;
- Alcohol and drugs use.

It is important to be mindful that people may be subject to honour-based violence for reasons which may seem improbable or relatively minor to others.

Staff and volunteers should never lose sight of the fact that they are interacting with extremely vulnerable people, who may be faced with making life changing decisions in an extremely short space of time. Many honour-based violence victims, as in other forms of domestic abuse, just want the abuse to stop. They fear 'criminalising' their parents, families and/or their faith group and fear being isolated from their communities.

**Online bullying or cyberbullying:** Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos. Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- encouraging children at risk to self-harm
- creating fake accounts, hijacking, or stealing online identities to embarrass an adult at risk or to cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring adults at risk into sending sexual images or engaging in sexual conversations

**Online grooming:** Grooming is when someone builds an emotional connection with a child at risk to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Groomers can use social media sites, instant messaging apps including dating apps, or online gaming platforms to connect with a child at risk. They can spend time learning about a person's interests from their online profiles and then use this knowledge to help them build up a relationship. It is easy for groomers to hide their identity online. Groomers no longer need to

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meet children at risk in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

**Sexting;** Sexting is when someone shares sexual, naked, or semi-naked images or videos of themselves or others or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages. Sexting may also be called ‘trading nudes,’ ‘dirties’ or ‘pic for pic.’

**Cuckooing:** Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

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## Appendix 7 – Sources of Information and Support

Also see crib sheet on SharePoint ...

(link [Safeguarding - Everything you need to know \(sharepoint.com\)](#))

Lancashire County Council - Call **0300 123 6720** or out of hours 0300 123 6722

[www.safeguardingpartnership.org.uk](http://www.safeguardingpartnership.org.uk)

[www.lancshiresafeguarding.org.uk](http://www.lancshiresafeguarding.org.uk)

Blackpool Council - All enquiries about a child or family should be made to: 01253 477592  
and out of hours: 01253 477600

Duty and assessment team

Children's social care

125 Albert Road

Blackpool

FY1 4BA

Addressed to: The duty officer

Blackburn with Darwen - Monday to Friday: 08:45 to 17:00 telephone: 01254 585949

Emergency out-of-hours (evenings and weekends) telephone: 01254 587547

NSPCC - 08088005000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Childline - 0800 1111

National LGBT (Lesbian, Gay, Bisexual and Transgender) + Domestic Abuse Helpline

Tel: 0800 999 5428

### **National 24Hour Freephone Domestic Abuse Helplines**

<b>England</b>	<b>Northern Ireland</b>
Tel: 0808 2000 247 <a href="http://www.nationaldahelpline.org.uk/Contact-us">www.nationaldahelpline.org.uk/Contact-us</a>	Tel: 0808 802 1414 <a href="http://www.dsahelpline.org">www.dsahelpline.org</a> Twitter: <a href="https://www.twitter.com/dsahelpline">www.twitter.com/dsahelpline</a> Facebook: <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a>
<b>Scotland</b>	<b>Wales</b>
Tel: 0800 027 1234 Email: <a href="mailto:helpline@sdafmh.org.uk">helpline@sdafmh.org.uk</a> Web chat: <a href="http://sdafmh.org.uk">sdafmh.org.uk</a>	Llanelly Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

### **Rape Crisis Federation of England and Wales**

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)

[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)

### **Respond**

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Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: [services@respond.org.uk](mailto:services@respond.org.uk)

[www.respond.org.uk](http://www.respond.org.uk)

### Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential, and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

### Victim Support

Provides practical advice and help, emotional support, and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

[www.victimsupport.com](http://www.victimsupport.com)

The following legislation and guidance is relevant to this policy, either because it has influenced its introduction and/or its content:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012 -The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation
- GDPR and data protection act 2018
- Working Together to Safeguard Children (2018)
- Children and Families Act 2014
- The Protection of Children Act 1999
- The Children Act 1989
- UNCRC Article 19
- The Prevent Duty

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