



## **PRIORS PARK NEIGHBOURHOOD PROJECT**

### **SAFEGUARDING ADULTS AND CHILDREN POLICY**

#### **General Policy covering both Adults and Children**

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**PPNP Safeguarding Lead and first point of contact:** John Stanley – Tel 07752984042 – email [michael@ppnp.co.uk](mailto:michael@ppnp.co.uk)

#### **Useful contact details:**

In an emergency via 999/101

Adult Help Desk 01452 426868 or email: [socialcare.enq@gloucestershire.gov.uk](mailto:socialcare.enq@gloucestershire.gov.uk).

Children Services helpdesk: **01452 426565**.

Local Area Designated Officer (**Phone:** 01452 426994)

Local Children's Safeguarding Board website: <https://www.gscb.org.uk>

General contacts such as for example links to domestic violence support can be found at:

<https://www.gloucestershire.gov.uk/gsab/useful-contacts/>

Here is an outline of what you can find in the document.

- A. **Adult Safeguarding:** Details of the different types of abuse/neglect and their indicators. Procedures for “what to do/who to contact” in the event of a safeguarding concern. Report form for adult alert.
- B. **Children’s Safeguarding:** Details of the different types of abuse/neglect and what to look for. Procedures for “what to do/who to contact” in the event of a safeguarding concern. Multi Agency Request Form.
- C. Quick practical guide for safeguarding adults and children in Gloucestershire.
- D. Signpost telephone numbers for other organizations which can help.

# 1. STATEMENT OF PRINCIPLES

- 1.1 PPNP's core principle is to welcome everyone and treat everyone equally and with respect. We believe that everyone deserves to live a life free from abuse, harm and neglect and that well-being is not only at the heart of safeguarding but is also key to a better society for everyone.
- 1.3 Whilst PPNP works mainly with adults, as our work grows, we recognize that we will also come into contact with children. Therefore, this policy and supporting pack reflects both adults' and children's safeguarding principles, policies, and practice.

## Adult safeguarding principles

- 1.4 The Care Act 2014 sets out 6 key principles of adult safeguarding: *"empowerment, prevention, proportionality, protection, partnership and accountability"*. PPNP recognizes each and all of these principles in all of the work that we do. They encapsulate what PPNP is, has been and intends to be in the future. PPNP also believes that safeguarding should always be about the individual: it must be person led, focused on real outcomes and should always endeavor to empower people to make their own choices.
- 1.5 The Guidance broadly describes the real life meaning of these principles as follows:

|                                                                                                              |                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Empowerment</b> – People being supported and encouraged to make their own decisions and informed consent. | <i>"I am asked what I want as the outcomes from the safeguarding process, and these directly inform what happens."</i>                |
| <b>Prevention</b> – It is better to act before harm occurs.                                                  | <i>"I receive clear and simple information about what abuse is, how to recognize the signs and what I can do to seek help."</i>       |
| <b>Proportionality</b> – The least intrusive response appropriate to the risk presented.                     | <i>"I am sure that the professionals will work in my interest, as I see them, and they will only get involved as much as needed."</i> |

|                                                                                                                 |                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Protection</b> – Support and representation for those in greatest need.                                      | <i>“I get help and support to report abuse and neglect. I get help so that I can take part in the safeguarding process to the extent to which I want.”</i>                                                                         |
| <b>Partnership</b> – Communities have a part to play in preventing, detecting, and reporting neglect and abuse. | <i>“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”</i> |
| <b>Accountability</b>                                                                                           | <i>“I understand the role of everyone involved in my life and so do they.”</i>                                                                                                                                                     |

## Children’s safeguarding principles:

- 1.6 There are many principles associated with safeguarding children but those which are the most up to date, reflect what children want and what PPNP: believes are as follows:

*“Safeguarding is everyone’s responsibility: for services to be effective each professional and organisation should play their full part; and*

*a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.’* **Working Together 2018 Department of Education**

## 2. SCOPE OF THE POLICY

- 2.1. Whilst this policy talks about our volunteers, staff, and Trustees we believe that to make a real difference safeguarding must be everyone's business and we are therefore committed to passing the concepts contained in this document, where appropriate, through to the wider community. We have also adopted, in line with WTG 2018, even more stringent procedures for ensuring that everyone who works with children or is in a position of trust is checked through our safer recruitment procedure and this is reflected in our everyday practices.
- 2.2 This document sets out PPNP's policy on safeguarding. It does not give details of practice and procedures to be followed. PPNP] has an accompanying safeguarding pack which volunteers, staff and Trustees should use as a resource for further, comprehensive practical information and application.
- 2.3 Whilst this document is specifically designed to set out our policy in relation to safeguarding, we will, where individuals do not fall within this policy but are in difficulty, point them in the direction of other services which we hope will be able to help them. Further, we always recognize that adults, with capacity, have the right to make choices and volunteers, staff and Trustees will always proceed with that in mind.

### **3. WHAT SAFEGUARDING REALLY MEANS**

- 3.1 Safeguarding is simply about helping to protect those who are vulnerable from abuse and neglect. It is nothing to be feared: be alert, be brave and be knowledgeable. With these tools we can all make a difference. With support from individuals and communities' people can be safer. Ultimately, safeguarding really is everyone's business.
- 3.2 In essence safeguarding is simply the principle that everyone deserves to live free from abuse and neglect. Protecting those who are vulnerable – adults in certain groups, for example those with a learning disability or a child, but also those who become vulnerable because of circumstances e.g. domestic violence – and allowing them to live free from abuse, harm or neglect. We need policies and procedures but it's the action in the community that will make the difference.

*“Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organizations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognize that adults sometimes have complex*

*interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.*

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

**Care and Support Statutory Guidelines – Issued under The Care Act 2014 (Department of Health)**

**Working Together 2018** defines safeguarding as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

A child centred approach is fundamental to safeguarding and promoting the welfare of every child. A child centred approach means keeping the child in focus when making decisions about their lives and working in partnership with them and their families.

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including sexual, physical, and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, practitioners should put the needs of children first when determining what action to take.

PPNP recognises that, to keep children safe, we also need to understand and apply what children have said that they need. So, as part of this policy we have included their views (taken from WTG 2018):

**“Children have said that they need.**

- **vigilance:** to have adults notice when things are troubling them.
- **understanding and action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon
- **stability:** to be able to develop an ongoing stable relationship of trust with those helping them.

- **respect:** to be treated with the expectation that they are competent rather than not.
- **information and engagement:** to be informed about and involved in procedures, decisions, concerns, and plans.
- **explanation:** to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response.
- **support:** to be provided with support as well as a member of their family.
- **advocacy:** to be provided with advocacy to assist them in putting forward their views.
- **protection:** to be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee”.

## 4. WHO WE CONSIDER AS VULNERABLE / ADULT IN NEED / ADULT AT RISK

4.1. In terms of being the subject of safeguarding concerns we think of those who are termed as “vulnerable”. Vulnerability is a term which inevitably means something different to everyone. The Care Act 2014 re-defines individuals who are potential subjects of safeguarding procedures as someone who:

- *has needs for care and support (whether the local authority is meeting any of those needs)*
- *And is experiencing, or at risk of, abuse or neglect; and*
- *because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.*

4.2. However, put more simply and for the purposes of practice in the community certain groups might generally be considered as potentially vulnerable. These are:

4.2.1. **ADULTS:** Older people, people with learning disabilities, people with mental health issues, people who are homeless, people who are alcoholics or drug users, people who suffer in situations of domestic violence.

4.2.2. **CHILDREN:** are individuals aged under 18. It might be worth considering that children who are “in care” or on “care plans” can be more vulnerable. But this is not part of any definition.

4.3. PPNP’s volunteers, staff and Trustees will always be mindful of safeguarding these groups but will always try to help everyone in need whether they fall within these definitions or not.

## 5. WHAT IS NEGLECT AND ABUSE?

5.1 There are many different types of behavior which constitute neglect and abuse. Whilst every individual and case will be different PPNP recognizes the following as a general list of the types of behavior which are generally considered as abuse and neglect. The list below is not exhaustive and should volunteers, staff or trustees see another issue which is of potential concern but is not on this list they will raise it through the procedures in place and set out in the safeguarding resource pack. A full description of the types of abuse and neglect and their indicators is set out in the safeguarding resource pack.

5.2 For adults the Care Act Guidance sets out the following as behaviors recognized as abuse and neglect (for full details see PPNP's safeguarding resources pack):

- *Physical abuse.*
- *Domestic violence*
- *Sexual abuse*
- *Psychological abuse*
- *Financial or material abuse*
- *Modern slavery*
- *Discriminatory abuse*
- *Organizational abuse*
- *Neglect and acts of omission*
- *Self-neglect*

5.3. Behaviors which are seen as child abuse and neglect (this is a longer list than can be found in Working Together 2018 but all are considered by the NSPCC as abuse (for full details see PPNP's safeguarding resources pack):

- *Online abuse*
- *Physical abuse*
- *Neglect*
- *Emotional abuse*
- *Child Sexual Exploitation*
- *Female Genital Mutilation*
- *Bullying/Cyber bullying*
- *Peer on Peer abuse*
- *Domestic Abuse*
- *Child trafficking*

- *Grooming*
- *Harmful sexual behaviour*

## **6. LEGISLATIVE FRAMEWORK**

6.1. The legislation below has informed the content of the policy and procedures and has been considered when writing and agreeing to this policy.

### **ADULTS**

#### **Care Act 2014 and Statutory Guidance issued under the Act.**

6.2. This sets out new guidance on all aspects of safeguarding and repeals the No Secrets guidance. It is not set out in detail as its contents inform the major parts of this policy.

#### **Mental Capacity Act 2005**

6.3. The relevant provisions of the MCA 2005 are set out in full below. The MCA was put in place to protect individuals and their freedoms and to allow individuals to make their own choices. It always seeks to empower freedom of choice and when choices cannot freely be made it seeks to make sure that decisions are taken in the individual's best interests (based on their wishes in so far as possible). There are rules for when individuals are considered not to be able to make specific decisions (known as the best interest rules).

6.4. The Act is a useful guide to interactions with people who may lack capacity. Knowledge of it will help anyone working with someone who might be considered vulnerable. The Act also sits well with PPNP's other policies and its ethos and therefore it is included here both for information and to note that PPNP volunteers, staff and Trustees will always act within its principles. Further, if an issue arising from the act is encountered in their work PPNP should have sufficient knowledge to help.

#### ***Part 1 of the Mental Capacity Act 2005***

##### ***The principles***

- *A person must be assumed to have capacity unless it is established that he lacks capacity.*

- *A person is not to be treated as unable to make a decision unless all practicable steps to help him to do so have been taken without success.*
- *A person is not to be treated as unable to make a decision merely because he makes an unwise decision.*
- *An act done, or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in his best interests.*
- *Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.*

### ***People who lack capacity***

- *For the purposes of this Act, a person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or a disturbance in the functioning of, the mind or brain.*
- *It does not matter whether the impairment or disturbance is permanent or temporary.*
- *A lack of capacity cannot be established merely by reference to—*

*(a) a person's age or appearance, or*

*(b) a condition of his, or an aspect of his behavior, which might lead others to make unjustified assumptions about his capacity.*

6.5 The Act also introduces the Independent Mental Capacity Advocate who can be appointed if circumstances warrant an independent voice for someone considered to lack capacity.

### **Deprivation of Liberty Safeguards, Code of Practice 2008**

6.6 This sets out key provisions for the protection of those in some residential settings and hospitals who are deemed not to have capacity. It is a set of safeguards which ensure individuals and their freedoms. Should a situation arise where a deprivation of liberty is required (eg to fulfill medical treatment) – it must usually be authorized by the Local Deprivation of Liberty Team or ultimately: the Court of Protection. It is the responsibility of the individual or organization to obtain the correct authorization prior to any deprivation of liberty.

### **Safeguarding Vulnerable Groups Act 2006**

6.7 Introduced the Criminal Records Bureau check – now DBS

### **The Human Rights Act 1998**

6.8 This gives legal effect in the UK to the fundamental rights and freedoms contained in the European Convention on Human Rights (ECHR).

### **The Public Interest Disclosure Act 1998 (PIDA)**

6.9 This created a framework for whistle blowing across the private, public and voluntary sectors. The Act provides almost every individual in the workplace with protection from victimization where they raise genuine concerns about malpractice in accordance with the Act's provisions [Link to Whistleblowing Policy](#)

### **Protection of Freedoms Act 2012**

6.10 Brought together the agencies which now issue DBS (Disclosure and Barring Service) checks.

### **Equalities Act 2010**

6.11 The principles of the **Equalities Act 2010** underpin this policy.

## **CHILDREN**

### **Working Together to Safeguard Children Guidance 2018**

6.12 This sets out a framework for approaches to safeguarding children. In short form it sets down ideas of how agencies must work together to safeguard children (multi-agency working), it deals with systems for reviews of cases where children have died and/or there is serious cause for concern about agency involvement. It builds on the Munroe report following the inquiry into the death of Baby P.

### **The Children Act 1989**

6.13 This sets out legislation on a variety of issues relating to child abuse, for example legal provisions around Local Authority duty to protect, care orders et al.

### **The Children Act 2004**

6.14 This Act provides the legal basis for how social services and other agencies deal with issues relating to children. The principles of the Act are to allow children to be healthy, remain safe, enjoy life, to be helped to succeed and make a positive contribution.

### **Children and Families Act 2014**

6.15 This Act seeks to improve services for vulnerable children and support strong families. It underpins wider reforms to ensure that all children and young people can succeed, no matter what their background. The changes to the law are intended to offer greater protection to vulnerable children, better support for children whose parents are separating, a new system to help children with special educational needs and disabilities and help for parents to balance work and family life.

### **Children and Social Work Act 2017**

This Act seeks to:

- Improve decision making and support for looked after and previously looked after children in England and Wales.
- Improve joint work at the local level to safeguard children and enable better learning at the local and national levels to improve practice in child protection.
- Promote the safeguarding of children by providing for relationships and sex education in schools.

## **7. INFORMATION SHARING AND CONFIDENTIALITY**

### **Adults**

#### **Basic principles**

7.1 Safeguarding vulnerable adults raises a myriad of criminal and civil legal issues. Principally, these are issues of consent and confidentiality which must be considered when dealing with safeguarding. There is a complex and sometimes impenetrable array of legislation, guidance and common law which is beyond the scope of this policy. In this connection however, PPNP recognizes that adults who have capacity are free to make certain choices which objectively are considered as abuse or neglect. Moreover, adults with mental capacity can consent to some behaviors which could constitute abuse, even some potentially criminal behavior e.g. actual bodily harm.

7.2 If an issue arises where there is a serious conflict between safeguarding a vulnerable adult and that adult's rights to consent then PPNP will seek legal advice. However:

- where there is a serious risk of serious harm.
  - there is a risk or harm to the wellbeing and safety of the adult or others.
  - other adults or children could be at risk from the person causing harm,
  - it is necessary to prevent crime or if a crime may have been committed;
- or
- the person lacks capacity to consent

the safety of the adult will be paramount, and a report made either in an emergency via 999/101 or to the Adult Help Desk 01452 426868 or email [socialcare.enq@gloucestershire.gov.uk](mailto:socialcare.enq@gloucestershire.gov.uk).

7.3 PPNP further recognizes, and will consider carefully, situations where abuse might be escalated by any report or action being taken e.g. in domestic violence. In these and other relevant circumstances reports of information will be made in confidence to police or lead adult safeguarding who will deal with it in line with all relevant statutory and common law rules.

7.2 There are circumstances where adults may disclose that they are being abused or neglected (short of a situation where there is a risk of immediate harm when an alert will be raised) to which they do not consent. But they may not want it to be reported. If a volunteer, staff member or Trustee finds themselves in this situation they should tell the person that they must raise the concern in confidence with the designated person at PPNP. Any action proposes to take will only be taken with the individual's consent. In these circumstances, the volunteer, staff member or Trustee must seek advice as soon as possible. PPNP will always seek to gain consent and will have in mind the issue of capacity when taking these decisions. It is worth repeating here that PPNP believes that safeguarding must be person led and our actions will always seek to empower the individual to make their own choices.

## **Reporting a concern**

7.3 In all other circumstances where a disclosure has been made or an incident is witnessed, the volunteer, staff member or Trustee should set in training the safeguarding procedure in the resource pack. Notwithstanding the contents of the paragraphs above: there is no absolute duty to refer to any matter but volunteers, staff and Trustees must always let the adult know the position regarding their role in and what action they propose to take as a result.

7.4 If action is taken volunteers, staff and Trustees must assure the adult that they will keep them informed of any action which is taken and why. The

adults' involvement in the process of sharing information must be fully considered and their wishes and feelings considered.

### **Information storage**

- 7.5 All personal information regarding a vulnerable adult will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines. Records will only record details required in the initial contact form. For full information about data protection please see our data policies and procedures.

### **Sharing information during an investigation**

- 7.6 PPNP might under some circumstances have a responsibility to share relevant information about the protection of vulnerable adults with other relevant professionals, investigative agencies, and adult social services (in the context for example of an adult case review or when requested by the safeguarding board). There may be situations where PPNP is asked to supply information held in confidence to the police or social care regarding an ongoing investigation. Should this be the case PPNP will always endeavor to help and will, where it considers appropriate and with all speed, seek advice.

- 7.7 In summary – some basic principles:

- *Don't give assurances about absolute confidentiality.*
- *Try to gain consent to share information as necessary.*
- *Consider the person's mental capacity to consent to information being shared and seek assistance if you are uncertain.*
- *Make sure that others are not put at risk by information being kept confidential:*
- *Does the public interest served by disclosure of personal information outweigh the public interest served by protecting confidentiality?*
- *Could your action prevent a serious crime?*
- *Don't put management or organizational interests before safety.*
- *Share information on a 'need-to-know' basis and do not share more information than necessary.*
- *Record decisions and reasoning about information that is shared.*
- *Carefully consider the risks of sharing information in relation to domestic violence or hate crime.*
- *Seek advice if you are unsure what to do.*

## **Children**

- 7.8 Disclosure and confidentiality are in many ways much simpler in relation to safeguarding children. Children can't legally consent to abuse and neglect, but confidentiality of information must always be kept at the forefront of any safeguarding alert. Only give information to those who need to know and who are aware of the issues of confidentiality.
- 7.9 Whilst similar issues to those above might arise about inflaming a situation or the child not wanting the allegation to be reported you should If you see or are told of an issue report it to the delegated manager or in an emergency contact the police, ambulance service.
- 7.10 It is important to remember sharing information is an intrinsic part of any practitioner's role. The decisions about how much information to share, with whom and when can have a profound impact on people's lives. You should weigh up what might happen if the information is shared against the consequences of not sharing the information. Early sharing of information is key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services.
- 7.11 Children's help desk number: **01452 426565**.
- 7.12 All information recorded must be kept in confidence.

## 8. ROLE OF THE KEY AGENCIES

- 8.1 Social **Care (Gloucestershire County Council)** is the lead agency for safeguarding adults and children in Gloucestershire. Help desks are the first port of call unless it is an emergency. **Police** are a key partner in safeguarding and have a duty to protect the public and prevent crimes, **Health** are also central to safeguarding (**including 2gether NHS Foundation Trust**) and **CAMHS** (Child, Adolescent Mental Health Service). Contact details for each of these agencies can be found in the safeguarding resource pack.
- 8.2 The Care Act 2014 puts wellbeing and empowerment at the heart of the Local Authority and other statutory bodies' duty to adults. The lead agency for safeguarding both adults and children are Gloucestershire County Council, but agencies must now work together. To this end, there is a Multi-Agency Safeguarding Hub, an Adult and Children's Safeguarding Board, and a statutory duty to undertake Child Serious Case Reviews and Adult Case Reviews (in appropriate circumstances). This essentially mirrors the children service model of multi-agency working which is

designed to look at the interests of the child whose safety and voice should be at the heart of everything they do.

## 9. ALLEGATIONS AGAINST PPNP STAFF, TRUSTEES OR VOLUNTEERS [link to safer recruitment policy](#)

9.1 All volunteers, staff and Trustees will be appropriately DBS (formerly CRB) checked in accordance with their role and in line with the current law. However, PPNP recognizes that in the course of our work allegations of abuse could be made against our volunteers, staff, or Trustees. PPNP will treat any such allegations with the same set of values as are contained in this policy. We will keep an open mind and investigate properly and diligently (The investigation will be undertaken by either the Director of Operations or the Chief Executive). The individual will be suspended during the investigation and the relevant agency informed. The individual will of course have a nominated contact at PPNP throughout the process. If the allegation concerns an issue with a child PPNP will inform the Local Area Designated Officer (**Phone:** 01452 426994) who will take the appropriate steps.

9.2 As a guide to helping volunteers, staff, and Trustees to avoid any difficulty in this connection - PPNP advises that individuals:

- Avoid lone working, where possible
- Always let another know where you will be working and a timeframe for your activity.
- Never make inappropriate friendships or arrange to meet vulnerable people in circumstances unconnected to their work.
- Set an example in everything they do.
- Keep a note of any situations that make them feel uncomfortable.
- Be alert to any potential harm or inappropriate behavior by people who are vulnerable.
- Respect individuals' rights to privacy

Volunteers, staff, and Trustees **should not:**

- Permit abusive behavior by others or engage in it themselves.
- Allow or engage in suggestive remarks, gestures or touching of a kind which could be misunderstood.
- Do anything which might undermine a good reputation for providing a safe environment.

## 10 TRAINING

10.1. As part of any induction program or process all volunteers, staff and Trustees will be appropriately trained in all aspects of safeguarding.

10.2 Every volunteer, staff member or Trustee will receive more detailed training relevant to their respective roles.

10.2. All Induction programs and packs will include safeguarding training.

10.3. All staff, volunteers and Trustees will take part in safeguarding training on a rolling basis (to be agreed but suggest updates every 12 months) One-to-one single issues that are of concern can and should be raised at any time.

Signed by ...   
Jon Stanley – Chair of Trustees

Date ...10<sup>th</sup> May 2023

  
Signed ...  
Michael Bourne - Trustee

Date ...10<sup>th</sup> May 2023