

# Safeguarding Policy

## *The Strand Community Trust*

### 1. Introduction

Safeguarding is taken seriously by The Strand Community Trust. We acknowledge children's and adult's right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our Centre.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

We will implement, maintain, and regularly review the procedures outlined in the policy, which are designed to prevent and to be alert to abuse.

We will appoint a Safeguarding Co-ordinator and Deputy Safeguarding Co-ordinator, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is everyone's responsibility. The Safeguarding Co-ordinator is the person to whom all allegations or concerns should be addressed. In the absence of the Safeguarding Co-ordinator, the Deputy Safeguarding Co-ordinator should be contacted. Their contact details are found within this document.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid.

We are committed to providing support, supervision, resources, and training to those who work with children and adults.

We believe that domestic abuse, in all its forms, is unacceptable and recognise that it can affect both adults and children.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory agencies if necessary. We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

We will refer concerns about staff — volunteers and paid, that meet the relevant criteria to the Local Authority Designated Officer (LADO).

## 2. Aim and Purpose of the Policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults who attend our activities and events.

## 3. Who This Policy Applies To

This policy is approved and endorsed by the Trustees and applies to:

- All those who attend our Centre
- Our trustees and staff (paid and voluntary)
- Organisations who hire our building with the agreement to operate under the Centre safeguarding policy

## 4. Who We Work With

The Strand Community Trust provides services, activities, and a welcoming environment for a diverse group of individuals and families. Our safeguarding policy applies to the following groups:

### 1. Children:

- Includes anyone under the age of 18 participating in activities or events organised or hosted by the Centre.

### 2. Adults at Risk:

- Includes adults who may be vulnerable due to age, disability, mental health challenges, or other circumstances that require additional safeguarding measures.

### 3. Place of Welcome Participants:

- Individuals attending our designated *Place of Welcome* and *Warm Space*, which includes elderly residents, those experiencing isolation, and people seeking community support.

### 4. Families and Individuals in Need:

- Families supported through our food bank and holiday initiatives, including those from Syrian, Indian, and other minority backgrounds.

### 5. Partner Organisation Beneficiaries:

- Participants in services delivered by our partner organisations, such as Christians Against Poverty (CAP), Age UK, and Together Drug & Alcohol Service.

## Demographics and Characteristics of Our Service Users

Our service users represent a broad cross-section of the community and include:

- **Diverse cultural and ethnic backgrounds:** We engage with families from Syrian, Indian, and other ethnic communities, fostering inclusivity and understanding through cultural events and outreach.
- **Intergenerational groups:** Many of our activities involve a mix of children, parents, carers, and elderly participants.

- **Socioeconomic diversity:** A significant portion of our service users face financial hardship, accessing our food bank, warm space, and community initiatives.
- **Individuals with additional needs:** This includes people with disabilities, cognitive impairments, or health challenges who may require tailored support.
- **People experiencing isolation:** Participants in our Place of Welcome and Warm Space benefit from community connections and companionship.

## Why This Matters

By clearly defining the groups we serve and recognising their unique needs, we ensure that our safeguarding policy is comprehensive, inclusive, and reflective of the community we aim to protect.

## 5. Accountability and Leadership

To ensure robust safeguarding practices, The Strand Community Trust establishes a clear structure of accountability:

1. **Trustees:**
  - Responsible for approving and reviewing the safeguarding policy.
  - Appoint a senior board-level safeguarding lead.
2. **Safeguarding Coordinator and Deputy Coordinator:**
  - Oversee safeguarding operations, including risk assessments and incident management.
  - Ensure compliance with legislation and statutory guidance.
3. **Centre Manager:**
  - Implements safeguarding procedures and ensures adherence by all staff and volunteers.
4. **Staff and Volunteers:**
  - Follow the safeguarding policy and procedures.
  - Report concerns promptly to the Safeguarding Coordinator.
5. **Hirers and Partner Organisations:**
  - Adhere to the safeguarding policy when using the Centre.
  - Confirm in writing their commitment to safeguarding principles.

### Accountability in Action:

Regular reporting to trustees on safeguarding issues, incidents, and policy updates ensures transparency and reinforces a culture of safety.

## 6. Duty of care and confidentiality

### Duty of Care to Beneficiaries

We have a duty of care to all beneficiaries of the Centre, including children or adults at risk. Confidentiality will be maintained at all times, except where disclosure is necessary to protect an individual or others from harm.

## Respectful Conduct and Organisational Integrity

The Strand Community Trust recognises that the reputation of our organisation is built on mutual respect, professional behavior, and the collective integrity of our trustees, staff, volunteers, and partners. All individuals associated with the Centre have a responsibility to maintain a professional standard of conduct that supports our mission and protects the organisation's reputation. This includes

- Exercising discretion and respect in all communications.
- Avoiding actions that could harm the Centre's standing in the community.
- Addressing conflicts or misunderstandings through appropriate, constructive channels.

The Centre is committed to protecting its reputation and the dignity of its representatives. It will take appropriate measures to address conduct that undermines the Trust and respect essential to our work, ensuring accountability while promoting a culture of integrity and collaboration.

## 7. Promoting Equality, Diversity, and Inclusion in Safeguarding

This safeguarding policy works in tandem with The Strand Community Trust's Equality, Diversity, and Inclusion (EDI) Policy to ensure that all individuals, regardless of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or socioeconomic background, are protected from harm.

We are committed to:

- **Non-discrimination:** Safeguarding practices will adhere to the principles outlined in the *Equality Act 2010*, ensuring equal protection for all.
- **Recognizing diverse needs:** Vulnerable individuals from minority groups or those with additional needs will receive tailored support to overcome barriers and reduce risks of harm.
- **Creating an inclusive safeguarding culture:** All safeguarding activities will foster dignity, mutual respect, and understanding among individuals, reflecting the Centre's EDI principles.

### Application of EDI in Safeguarding

- **Accessibility:** Reasonable adjustments will be made to ensure safeguarding processes are accessible to individuals with disabilities or additional needs.
- **Staff Training:** EDI training will complement safeguarding training to ensure staff are equipped to handle the diverse needs of our community.
- **Challenging Discrimination:** Any discriminatory practices or barriers identified during safeguarding processes will be addressed in line with the Centre's EDI policy.

### Embedding EDI into Safeguarding Procedures

All safeguarding coordinators, staff, and volunteers must:

1. Apply EDI principles when responding to safeguarding concerns.

2. Be vigilant about the specific vulnerabilities faced by underrepresented groups.
3. Ensure safeguarding measures actively promote equality, diversity, and inclusion.

## 8. Preventing abuse

### Recruitment and Selection

The Centre will appoint a Safeguarding Co-ordinator and Deputy Safeguarding Co-ordinator for the safeguarding of children and adults. A job description is attached as Appendix 2.

We are committed to safe recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include;

- Asking applicants to complete an application form
- Providing workers with role descriptions
- Completion of self declaration forms
- Obtaining DBS checks wherever legally entitled to do so
- Taking up 2 references (not from family members)
- Interviewing candidates

### Staff and Volunteer Training

The Strand Community Trust is committed to equipping all staff and volunteers with the knowledge and skills necessary to uphold safeguarding standards:

1. **Mandatory Training:**
  - All staff and volunteers will complete safeguarding training within their first month of appointment.
  - Training will cover recognising abuse, handling disclosures, and reporting concerns.
2. **Ongoing Professional Development:**
  - Refresher training will be provided annually to ensure compliance with the latest statutory guidance.
  - Specific training for high-risk activities (e.g., one-to-one work, online engagement) will be arranged as needed.
3. **Induction Process:**
  - New staff and volunteers will receive a safeguarding briefing, introducing the policy, reporting procedures, and key contacts.
  
  - Volunteers and paid staff will also be given support and supervision in their roles during and beyond the induction phase.
4. **Specialised Roles:**
  - Staff in designated roles, such as the Safeguarding Coordinator, will receive advanced training, including risk assessment and managing allegations.
5. **Monitoring Compliance:**
  - Attendance records will be maintained for all training sessions and non-compliance with training requirements will be addressed as a matter of priority.

- All trustees, paid staff and volunteers will work within a code of conduct (Appendix 3) and understand that failure to adhere to this code may result in action taken, possibly involving suspension or termination of their role.

## Facility Hire

Organisations wishing to hire our building for activities involving children or adults must confirm in writing that they will follow the principles of this safeguarding policy. If they have their own safeguarding policy, they will be asked to provide a copy.

## 9. Safeguarding Risk Assessment and Mitigation

To ensure the safety of all children and adults at risk in our care, the Strand Community Trust has developed a structured framework for identifying, assessing, and mitigating safeguarding risks within our activities and environment.

### Identified Risks

We acknowledge that our Centre's activities may present the following risks:

1. **Mixed-age group interactions:** Risk of inappropriate interactions or misunderstandings.
2. **One-to-one interactions:** Potential for boundary issues or false allegations.
3. **Physical spaces:** Unmonitored areas within the premises.
4. **Online engagement:** Risks of grooming, cyberbullying, or inappropriate communication.
5. **Cultural and language differences:** Miscommunication or exclusion risks for underrepresented groups.

### Mitigation Strategies

We implement the following strategies to reduce risks:

- **Mixed-age groups:** Ensure appropriate supervision ratios and activity plans that suit all age groups.
- **One-to-one interactions:** Require that such interactions occur in visible, open spaces or with another adult present.
- **Physical spaces:** Conduct regular environmental audits and secure high-risk areas.
- **Online engagement:** Adhere to a Digital Safety Policy and provide training on safe online behavior.
- **Cultural inclusivity:** Train staff to recognize and adapt to cultural and linguistic needs.

### Monitoring and Updates

- All safeguarding risks are monitored through regular risk assessments conducted by the Safeguarding Coordinator.
- Identified risks and mitigation strategies are reviewed biannually, or as circumstances change, to ensure their continued effectiveness.

## Regular Documentation and Review

The Centre is committed to maintaining transparent records of all identified risks and mitigation strategies:

- **Preventative measures:** Document all measures taken to reduce risks, with assigned responsibilities.
- **Incident reporting:** Maintain detailed records of safeguarding concerns and responses, ensuring secure storage.

**Review mechanisms:** Establish a process for regular policy and practice reviews, conducted at least annually or after significant incidents.

## 10. What Are We Protecting People From?

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is included as Appendix 4, relating to adults is Appendix 5.

## 11. Recognising Abuse

It is important to be aware of the possible signs and symptoms of abuse. Please see Appendix 6 for those relating to children and Appendix 7 for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs or behaviours. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

## 12. Responding to Safeguarding Concerns

### Procedures for Disclosures or Allegations

If a child, young person or adult makes a disclosure that they are being abused and/or an allegation of abuse against someone, it is important that the person being told:

- Stays calm and listens carefully
- Reassures them that they have done the right thing in telling
- Does not investigate or ask leading questions
- Explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- Does not promise to keep secret what they have been told
- Informs the Centre Safeguarding Co-ordinator as soon as possible (if they are implicated inform the Deputy)
- Makes a written record of the allegation, disclosure or incident and signs and dates this record (template in Appendix 8). This should be given to the Centre Safeguarding Co-ordinator and stored securely)

# Procedures for Whistleblowing and Escalation

The Strand Community Trust encourages all individuals to raise safeguarding concerns without fear of retribution.

## 1. Whistleblowing Policy:

- All staff and volunteers have the right to report concerns about practices or behavior that could put individuals at risk.
- Reports can be made anonymously to the Safeguarding Coordinator or Deputy.

## 2. Escalation Process:

- If a concern is not addressed appropriately, staff should escalate the matter:
  - **First Level:** Report to the Safeguarding Coordinator or Deputy.
  - **Second Level:** Escalate to the Centre Manager or trustees.
  - **Final Level:** Contact external authorities, such as the LADO, NSPCC, or Devon MASH.

## 3. Protection for Whistleblowers:

- The Centre will protect whistleblowers from victimisation.
- Investigations will remain confidential and impartial.

## Procedure in the Event of a Concern of Abuse

If there is an immediate threat of harm, the Police should be contacted without delay. Where it is judged that there is no immediate threat of harm, the following will occur:

- The concern should be discussed with the Centre Safeguarding Co-ordinator and a decision made as to whether the concern warrants a referral to the statutory authorities
- A confidential record will be made of the conversation and the circumstances surrounding it using the template in Appendix 8. This will be kept securely and a copy passed to the statutory authorities should a referral be made
- The person about whom the allegation is made must not be informed by anyone in the centre if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted on this matter.

## If Someone in the Centre is Alleged or Known to have Harmed Children or Adults

We will contact the relevant statutory authority

## Record-Keeping

Effective safeguarding relies on accurate, secure, and accessible record-keeping. The Centre commits to:

### 1. Documenting Safeguarding Concerns:

- Use standardised forms (Appendix 8) for recording disclosures or concerns.
- Ensure detailed, factual records, including:
  - Names and contact details of those involved.
  - Date, time, and location of the incident.



- Observations and verbatim statements where possible.
  - Actions taken, including referrals to external agencies.
2. **Secure Storage:**
    - Maintain safeguarding records separately from general records.
    - Protect records with restricted access, overseen by the Safeguarding Coordinator.
  3. **Retention Period:**
    - Retain records in line with statutory requirements (e.g., 6 years for children).
    - Periodically review and securely dispose of outdated records.
  4. **Audit and Oversight:**
    - Conduct biannual audits to ensure compliance with record-keeping practices.

## 13. Handling Allegations Against Staff

The Centre is committed to addressing allegations against staff with fairness and urgency, ensuring the safety of all parties involved.

1. **Initial Steps:**
  - Any allegation must be reported immediately to the Safeguarding Coordinator or Deputy.
  - The Coordinator will notify the LADO for guidance and next steps.
2. **Suspension and Investigation:**
  - Consider temporary suspension of the staff member to prevent further risk while the investigation is ongoing.
  - Cooperate fully with statutory agencies and follow their recommendations.

For any concerns relating to children, the Multi-Agency Safeguarding Hub (MASH) will be contacted. The timing and method of any action taken will be discussed and agreed with their representative. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by them about when to inform the worker and the Centre will strictly follow this advice.

For concerns relating to adults the Devon Safeguarding Adults Board will be contacted.

3. **Internal Actions:**
  - If the allegation is substantiated, appropriate disciplinary action will be taken, up to and including dismissal.
  - In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the Centre withdraws permission for an individual to engage in work with children/adults at risk OR would have done so if that individual had not resigned, retired or been made redundant.
  - In such cases, a report will be made to the Charities Commission as they deem such a referral to be a 'serious incident' and therefore require notification.

4. **Communication:**
  - Ensure the accused staff member is informed of their rights and provided with support.
  - Communicate with other staff, parents, or individuals only as advised by statutory agencies to maintain confidentiality.
5. **Documentation:**
  - Maintain a confidential and detailed record of all allegations, actions taken, and outcomes.
  - Share records with statutory agencies as required.

## 14. Review and Updating the Policy

The trustees will review this policy annually, updating as required.

Date of acceptance: APRIL 2017

Date of last review: DECEMBER 2024

### Procedures for Updating the Policy

To ensure the safeguarding policy remains current and effective, the following procedures are in place:

1. **Annual Review:**
  - The policy will be reviewed annually by the Safeguarding Coordinator and trustees.
  - Reviews will consider changes in legislation, feedback from staff, and lessons learned from incidents.
2. **Ongoing Updates:**
  - Updates may be made outside of the annual cycle if new statutory guidance is issued or significant safeguarding issues arise.
3. **Consultation and Approval:**
  - Changes will be developed in consultation with staff, volunteers, and partner organizations.
  - All updates must be approved by the trustees before implementation.
4. **Communicating Changes:**
  - Any revisions to the policy will be communicated promptly through staff meetings, newsletters, and updated policy documentation.
  - Staff and volunteers will confirm their understanding of significant changes.

## 15. Contacts

Should anyone have any concerns, complaints or compliments, please contact:

**Safeguarding Co-ordinator** : Sharon Mackay

Tel: 07572 127965

Email: [strandcommunitytrust@gmail.com](mailto:strandcommunitytrust@gmail.com)

See **Appendix 2** for detailed role description and qualifications.

**Deputy Co-ordinator** : Paul Lentle  
Centre Manager  
Tel: 07572 127965  
Email: [strandcommunitytrust@gmail.com](mailto:strandcommunitytrust@gmail.com)

It would be helpful to have complaints in writing as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon. Any written complaint will be responded to within 10 days.

### **Statutory Authorities**

Multi Agency Safeguarding Hub (MASH)	03451 551071
Torbay and Devon Safeguarding Adults Partnership	03451 551007
Out of hours concerns	08456 000388
Urgent Police	999
Non-urgent Police	101

# Appendix 1

## The Strand Community Trust's Safeguarding Policy Statement

The following statement has been agreed by the trustees of the Strand Community Trust

The Centre is committed to the safeguarding of children and adults at risk, and to ensuring their wellbeing.

We believe that all children and adults at risk should know they are valued in the Centre. We respect the personal dignity and rights of children and adults at risk (e.g. The Human Rights Act 1998, The United Nations Convention of the Rights of a Child) and will ensure that our policies reflect this.

We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk.

We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of a child under 18 years of age.

We recognise that domestic abuse can affect both adults and children and is unacceptable in all its forms.

We will report any abuse of children or adults at risk that we discover or suspect.

Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency.

We recognise that the Children's/Adult Services has responsibility for investigating all allegations or suspicions of abuse, concerning children, adults at risk and those working with them.

We recognise that safeguarding is the whole Centre community's responsibility.

### **We are committed to:**

The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse.

Following the relevant legislation regarding safeguarding.

Ensuring that we keep up to date with developments regarding safeguarding.

Building constructive links with statutory authorities.

Taking all reasonable steps to ensure that those working with us are doing so within the parameters of our safeguarding policy.

Supporting the Centre Safeguarding Co-ordinator and the Deputy in their work and any action they may take to protect a child or adult at risk.

Following safer recruitment principles in the appointment of anyone (paid or voluntary) who will work with children or adults at risk.

Supporting, supervising and resourcing training for those working with children or adults at risk.

Ensuring that children and adults at risk who use the Centre feel valued and empowered to tell us if they are suffering harm.

Supporting all those in our Centre who are affected by abuse.

# Appendix 2

## The Role of the Centre Safeguarding Co-ordinator

### Context

We believe that children and adults at risk deserve the best possible care that we can provide and that the Centre should be a safe place for everyone involved. We recognise and give thanks for the time and devotion given by anyone in this role.

### Purpose of the role

- To co-ordinate safeguarding policy and procedure in the Centre
- To be the first point of contact for safeguarding issues
- To be an advocate for good safeguarding practice in the Centre

### Responsibilities

#### To co-ordinate safeguarding policy and procedure in the Centre

- To be familiar with the policy, procedures and keep updated as to developments in national policy
- To ensure that the policy is reviewed, updated and fit for purpose
- To make others in the Centre aware of the policy and procedures regarding safeguarding
- To ensure safer recruitment practices are in operation

#### To be the first point of contact for safeguarding issues

- To be the named person that children/adults at risk, Centre users and outside agencies can talk to regarding any issues regarding safeguarding
- To be aware of contacts needed for referrals
- To be aware of when to seek advice and when to refer
- To take appropriate action in relation to any safeguarding concerns which arise within the Centre
- To co-operate with agencies (e.g. Police) when they are carrying out investigations
- To ensure that appropriate records are kept by the Centre and the information is stored securely

#### To be an advocate for good safeguarding practice in the Centre

- To promote sensitivity within the Centre towards all those affected by abuse

- To promote adherence to safeguarding policy and procedure
- To promote opportunities for training regarding safeguarding to any relevant paid/voluntary staff
- To seek appropriate support for the role
- To update their own training every three years
- To ensure that the Deputy Co-ordinator is available when on leave

# Appendix 3

## Code of Conduct for working with children and adults at risk

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children, young people or adults at risk. Therefore, all workers should agree not to behave in such a way as to call into question their suitability to work in this area or act as a role model in the Centre.

All workers should adopt the following code of conduct:

- Treat all people with dignity and respect
- Don't abuse the power and responsibility of your role
- Always act inclusively, making everyone feel valued and welcome
- Treat people with equal care and concern
- Do not impose sanctions or rules that have not been agreed
- Refer to a colleague or manager if you are struggling
- When seeking to diffuse aggressive or threatening behaviour, do so non-physically. Ensure one-to-one conversations are safe and within your remit
- Only use physical contact if public, appropriate for situation, age, culture, gender
- Only use physical contact in response to the child/adult's needs, not your own (e.g. a frightened lost child may want to hold your hand as you guide them back to their parent)
- Respect others' privacy
- Encourage respect for difference, diversity, beliefs, culture
- Do not discriminate or leave discrimination or bullying unchallenged
- Avoid any actions or communications that could harm the reputation of trustees, staff, or fellow hirers

**I agree to abide by the above code of conduct when working with children/adults at risk**

Name:

Signed:

Date



# Appendix 4

## What is abuse and neglect of children?

Abuse and 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 institution or community setting, by those known to them or by a stranger, for example over the internet. They may be abused by an adult or adults or another child or children.

### Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing or mocking what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as overprotection and limitation of exploring learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the mistreatment of another. It may involve bullying (including cyber bullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.

Some form of emotional abuse is involved in all maltreatment but can also occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving physical violence, whether or not the child is aware of what is happening.

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The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may also include non-contact activities such as

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looking at pornographic material, activities, becoming involved in the production of materials or grooming a child in preparation for abuse (including via the internet).

Sexual abuse can be committed by men, women or other children.

## **Neglect**

Neglect is a persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, drink, clothing, shelter
- Protect a child from physical 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 basic emotional needs.

# Appendix 5

## What is abuse of adults at risk?

Abuse is a violation of an individual's human and civil rights by any other person or persons. 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 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

This is the infliction of pain or physical injury, which is either caused deliberately or through a lack of care.

## Psychological or emotional abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

## Sexual abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

## Neglect or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for the important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired.

## Financial or Material abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

## Discriminatory abuse

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. This exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

## **Institutional abuse**

This is the maltreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

# Appendix 6

## Signs of possible abuse in children

### Physical Abuse

- Unexplained injuries
- Injuries that are inconsistent with explanations
- Injuries that reflect an item being used e.g. iron
- Bruising, particularly on trunk, upper arm, shoulders, neck or fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures especially spiral
- Swelling and lack of normal use of limbs
- Untreated injuries
- Serious injury without adequate explanation
- Unusually fearful of adults
- Unnaturally compliant to parents
- Fear of medical help/refusal to discuss injuries
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

### Emotional Abuse

- Physical, mental and emotional lags
- Acceptance of excessive punishments
- Over reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour such as rocking, hair twisting, thumb sucking
- Self harm
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

### Neglect

- Tired/listless
- Poor personal hygiene

- Poor state of clothing
- Emaciation/pot belly/short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive without medical reason
- Constant hunger
- Frequent lateness or poor attendance at school
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

## **Sexual Abuse**

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy especially in very young girls
- Sore genitalia, anus or mouth
- Repeated stomach aches
- Weight gain or loss
- Unexplained or recurrent urinary tract infections
- Unexplained gifts/money appearing
- Inappropriate sexual knowledge for child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration/restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour e.g. bed wetting
- Suicide attempts/self harm
- Eating disorders

# Appendix 7

## Signs of possible abuse in adults

### Physical

- History of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or overuse of medication
- Unattended medical problems

### Psychological

- Alteration of mental state e.g. withdrawn, agitated, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, frightened of expressing wishes
- Unexplained paranoia

### Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour e.g. sexually explicit behaviour
- Torn, stained or bloody underwear
- Unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self harming

### Neglect or Omission

- Malnutrition/weight loss
- Persistent hunger
- Poor physical condition
- Poor hygiene
- Varicose ulcers or pressure sores
- Being left in wet clothing or bedding
- Clothing in poor condition
- Failure to access appropriate health or social care services
- No callers or visitors

### Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds to property

## **Discriminatory**

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

## **Institutional**

- Lack of flexibility or choice over meals, bedtimes, visitors
- Inadequate medical care
- Misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. not given glasses or hearing aids
- Missing documents/absence of care plans
- Public discussion of private matters
- Lack of social opportunity



# Appendix 8

## Safeguarding Incident Recording Form

<b>Basic information</b>	
Full name of child, young person or adult concerned	
Address (including postcode)	
Email address	
Telephone number	
Date of birth	
Date and time of incident	
Location	
Other people present (witnesses)	
<b>Record of incident</b>	
<p>Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>Record what you said as well as what the child, young person or adult said.</p> <p>If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.</p>	
<b>Who has been spoken to about the incident?</b>	

<i>Position/Organisation</i>	<i>Name</i>	<i>Email</i>	<i>Telephone number</i>
Safeguarding Coordinator			
Synod Safeguarding Officer			
Children's Services			
Adult Services			
Police			
NSPCC			
Parent/Carer			
Other (please state role and organisation)			
<b>Feedback and follow up actions (continue on a separate sheet if necessary)</b>			

Name :  
(Person who wrote this report)

Position held:

Signed:

Dated:  
The Strand Community Trust Ltd. Reg 1137694

# Appendix 9

## Child Protection Policy

This policy is tailored to address the unique vulnerabilities of children under the age of 18 who engage with the Centre's activities.

### Key Objectives

- Provide a safe environment for children to thrive.
- Prevent harm through proactive measures.
- Respond swiftly and appropriately to concerns or allegations.

### Specific Measures

- **Code of conduct for working with children:** Reinforce best practices for interacting with children, emphasizing dignity, respect, and boundaries.
- **Parental/guardian involvement:** Require consent for children's participation and keep parents informed.
- **Training:** Mandate child protection training for all staff and volunteers working with children.
- **Monitoring:** Conduct regular reviews of activities and spaces to ensure child safety.

# Appendix 10

## Vulnerable Adults Protection Policy

This policy addresses the specific needs and risks of adults who may be vulnerable due to age, disability, mental health issues, or other factors.

### Key Objectives

- Recognize the rights of adults to make informed decisions about their own welfare.
- Safeguard adults at risk from harm while promoting independence and dignity.

### Specific Measures

- **Empowerment:** Ensure that adults at risk are involved in decisions about their care.
- **Confidentiality:** Respect privacy while prioritizing safety.
- **Support services:** Provide referrals to specialized services where appropriate.
- **Environment safety:** Adapt spaces and activities to meet the needs of adults with mobility or cognitive impairments.