

Friends of Windmill Gardens

Safeguarding children and young people, and vulnerable adults policy¹

Introduction

Friends of Windmill Gardens (FoWG) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults engaged in the breadth of its activities.

The purpose of this policy is to outline the duty and responsibility of staff, volunteers, committee members and trustees working on behalf of FoWG in relation to the protection of children, young people and vulnerable adults from abuse.

All children, young people and vulnerable adults have the right to be safe from harm and should be able to live free from fear of abuse, neglect and exploitation.

The key objectives of this policy are:

- To explain the responsibilities FoWG and its staff, volunteers, committee members and trustees have in respect of children, young people and vulnerable adult protection.
- To provide the above with an overview of children, young people and vulnerable adult protection
- To provide a clear procedure that will be implemented where children, young people and vulnerable adult protection issues arise.

Context

For the purpose of this document 'adult' means a person aged 18 years or over, 'young people and children' are under 18 years of age.

Children, young people and some adults are less able to protect themselves than others, and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse. The broad definition of a 'vulnerable adult' referred to in the 1997 Consultation Paper 'Who decides?' issued by the Lord Chancellor's Department, is a person: "Who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

The first priority should always be to ensure the safety and protection of children, young people and vulnerable adults. To this end it is the responsibility of all staff, volunteers, committee members and trustees to act on any suspicion or evidence of abuse or neglect (see the Public Interest Disclosure Act 1998) and to pass on their concerns to a responsible person/agency.

For purposes of ensuring consistent and widely understood terminology, this policy and procedures will use the phrase 'Vulnerable Adults' to identify those eligible for interventions within the procedures.

Legal framework

This guidance reflects the principles contained within the Human Rights Act 1998, the Mental Capacity Act 2005 and Public Interest Disclosure Act 1998.

¹ Ref NAVCA

It is in line with the Children Acts 1989 and 2004 and with government publications relating to children and young people: Working together to safeguard children' published by the [Department for Education](#) 26 March 2015, 'Framework for the assessment of Children in Need and their families' 2000, 'What to do if You are worried a Child is being Abused' 2003. The guidance reflects "Safeguarding Children and Safer Recruitment".

The Mental Capacity Act 2005, covering England and Wales, provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they may lack capacity in the future. It sets out who can take decisions, in which situations, and how they should go about this.

The Human Rights Act 1998 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) 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 victimisation where they raise genuine concerns about malpractice in accordance with the Act's provisions.

The role of staff, volunteers, committee members and trustees

All staff, volunteers, committee members and trustees working on behalf of FoWG have a duty to promote the welfare and safety of children and young people, and vulnerable adults.

Staff, volunteers, committee members and trustees may receive disclosures of abuse and observe children and young people, and/or vulnerable adults who are at risk. This policy will enable them to make informed and confident responses to specific child and vulnerable adult protection issues.

What is abuse?

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

The Department of Health in its 'No Secrets' report suggests the following as the main types of abuse:-

- **Physical abuse**- including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse**- including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.
- **Psychological abuse**- including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse**- including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

- **Neglect and acts of omission**- including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse**- including racist, sexist, that based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment.

There are additional types of abuse defined specifically with regards to Children and these are listed in Appendix 1 (Definitions of Child Abuse)

Procedure in the event of a disclosure

It is important that children and young people, and vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a child or young person, or vulnerable adult has been abused.

Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the individual.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information. This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child or young person, or the vulnerable adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Responding to an allegation

Any suspicion, allegation or incident of abuse to:

- a child or young person must be reported to the Designated Child Protection Officer (DCPO), or to
 - an adult must be reported to the Designated Adult Protection Officer (DAPO)
- on that working day where possible.

The nominated DAPO/DCPO shall telephone and report the matter to the appropriate local social services duty social worker. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority adult social services department within 24 hours.

Responding appropriately to an allegation of abuse

In the event of an incident or disclosure:

DO

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- Listen
- Offer support and reassurance
- Ascertain and establish the basic facts
- Make careful notes and obtain agreement on them
- Ensure notation of dates, time and persons present are correct and agreed

- Take all necessary precautions to preserve forensic evidence
- Follow correct procedure
- Explain areas of confidentiality, and immediately speak to the Designated Child Protection or Adult Protection Officer for support and guidance
- Explain the procedure to the individual making the allegation
- Remember the need for ongoing support.

DO NOT

- Confront the alleged abuser
- Be judgmental or voice your own opinion
- Be dismissive of the concern
- Investigate or interview beyond that which is necessary to establish the basic facts
- Disturb or destroy possible forensic evidence
- Consult with persons not directly involved with the situation
- Ask leading questions
- Assume information
- Make promises
- Ignore the allegation
- Elaborate in your notes
- Panic

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional protection agencies, following a referral from the designated DAPO/DCPO.

If the situation is an emergency, you must dial 999. The police have the power to intervene if a vulnerable adult, child or young person is in immediate danger.

If you are concerned about a child or a vulnerable adult you must take action.

Follow the steps outlined in Appendix 2

Confidentiality

The protection of children and young people and vulnerable adult protection raises issues of confidentiality which should be clearly understood by all.

All staff, volunteers, committee members and trustees have a professional responsibility to share relevant information about the protection of children and young people, and of vulnerable adults with other professionals particularly investigative agencies and social services.

Clear boundaries of confidentiality will be communicated to all.

All personal information regarding a child or young person, or 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.

If a child or young person, or an adult confides in a member of staff, volunteer, committee member or trustee and requests that the information is kept secret, it is important that the adult, child or young person is told sensitively that there is a responsibility to refer cases of alleged abuse to the appropriate agencies.

Within that context, the adult, child or young person should, however, be assured that the matter will be disclosed only to people who need to know about it.

Where possible, consent should be obtained from the child or young person, or the adult, before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child or young person, or the vulnerable adult, is the priority.

Where a disclosure has been made, staff, volunteers, committee members and trustees should let the child or young person, or the vulnerable adult, know the position regarding their role and what action they will have to take as a result. They should recognise the needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

Staff, volunteers, committee members and trustees should assure the child or young person, or the adult, that they will keep them informed of any action to be taken and why. The child's or young person's, or the vulnerable adults, involvement in the process of sharing information should be fully considered and their wishes and feelings taken into account as far as is reasonable.

This policy needs to be read in conjunction with other policies for FoWG.

The role of key individual agencies

All local authorities have local frameworks within which responsible agencies work together to ensure a coherent policy for the protection of children and young people, and vulnerable adults at risk of abuse. All local authorities have a Safeguarding Children Board, and a Safeguarding Adults Board which oversees multi-agency work aimed at protecting and safeguarding children and young people, and vulnerable adults. It is normal practice for these boards to comprise of people from partner organisations who have the ability to influence decision making and resource allocation within their organisation.

The Police

The Police play a vital role in Safeguarding Children and with Safeguarding Adults with cases involving alleged criminal acts. It becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols.

Role of designated child protection officer

The role of the designated officer is to deal with all instances involving the protection of children and young people that arise within FoWG. They will respond to all child protection concerns and enquiries. **The Designated Child Protection Officer for FoWG is Jean Kerrigan (to be reviewed annually).**

Should you have any suspicions or concerns relating to Child Protection, contact Lambeth Children's Social Care on 020 7926 5555 (24 hours). Email: dutymanager@lambeth.gov.uk

Role of designated vulnerable adult protection officer

The role of the designated officer is to deal with all instances involving the safeguarding of adults that arise within FoWG. They will respond to all vulnerable adult protection concerns and enquiries. **The Designated Adult Protection Officer for FoWG is Viv Whittingham (to be reviewed annually).**

Should you have any suspicions or concerns relating to Adult Protection, contact **Lambeth Adult Social Care either:**

Online: [Safeguarding Adults Online Form](#)

Tel: 020 7926 5555 (9am to 5pm. Monday to Friday)

Outside office hours (This includes public holidays) Tel: 020 7926 5555

Email: adultsocialcare@lambeth.gov.uk or adultsocialcare@lambeth.qcsx.gov.uk (secure email address)

Training

Training will be provided, as appropriate, to ensure that staff, volunteers, committee members and trustees are aware of these procedures and understand their duty of care and what to do in the event of a disclosure. Specialist training will be provided for the member with child and young person protection responsibilities and for the member with vulnerable adult protection responsibilities. A training log will be maintained for each staff member and relevant volunteers to ensure that the training is up to date and to identify gaps within the team where more training may be required. This log will also hold dates of DBS checks to ensure that these are also up to date.

Complaints procedure

FoWG has a complaints procedure available to all staff, volunteers, committee members and trustees.

Recruitment procedure

FoWG operates procedures that take account of the need to safeguard and promote the welfare of children and young people, and of vulnerable adults, including arrangements for appropriate checks on new staff, volunteers, committee members and trustees where applicable. All staff and volunteers directly engaging with children or vulnerable adults are DBS checked on commencement of engagement with FoWG. In the case of a delay in FoWG receiving the completed DBS for an individual, a risk assessment will be carried out to mitigate any potential risks to vulnerable adults or children in relation to the tasks that that individual will carry out.

References, internet links and further sources of information

Vulnerable adults:

- 'No Secrets' report. The first national policy developed for the protection of vulnerable adults, for use by all health and social care organisations and the police. It introduced guidance around local multi-agency arrangements and was issued under Section 7 of the Local Authority Social Services Act 1970. Its implementation is led by local authorities with social services responsibilities.
http://www.dh.gov.uk/en/Publicationsandstatistics/Lettersandcirculars/Dearcolleagueletters/DH_4002849
- Action on Elder Abuse (AEA) is a charity working to protect, and prevent the abuse of, vulnerable older adults. <http://www.elderabuse.org.uk>
- The Centre for Policy on Ageing was established in 1947 by the Nuffield Foundation with a remit to focus on the wide-ranging needs of older people. <http://www.cpa.org.uk/index.html>

Children and young people:

- 'Working together to safeguard children' published by [Department for Education](#) 26 March 2018 www.gov.uk/government/publications/working-together-to-safeguard-children--2 Updated Feb 2019
- Contact the NSPCC Information Service with any questions about child protection or related topics: Tel: 0808 800 5000 | Email: help@nspcc.org.uk | For modal forms and other information see <https://www.nspcc.org.uk/preventing-abuse/safeguarding/>
- London Safeguarding Children Board <http://www.londonscb.gov.uk/> supports organisations working with children and local boards.

Date agreed: 7th Feb 2017

Last amendment/review: 8th March 2022

Friends of Windmill Gardens Executive Board Representative:

Position: Safeguarding Lead for Children

Name: Jean Kerrigan

Signed: JK

Date: 8th March 2022

Position: Safeguarding Lead for Vulnerable Adults

Name: Viv Whittingham

Signed: VW

Date: 8th March 2022

Appendix 1

Definitions of Child Abuse

Definitions of Child abuse

The below types of child abuse are defined by the NSPCC as:

- **Protecting children from neglect**

Neglect is not meeting a child's basic physical and psychological needs (Department for Education, 2018; Department of Health, 2017; Scottish Government, 2021; Wales Safeguarding Procedures Project Board, 2020).

It is a form of child abuse that can have serious and long-lasting impacts on a child's life - it can cause serious harm and even death.

- **Harmful sexual behaviour**

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour displayed by children and young people which is harmful or abusive¹.

Problematic sexual behaviour (PSB) is developmentally inappropriate or socially unexpected sexualised behaviour which doesn't have an overt element of victimisation or abuse.

- **Child sexual abuse**

Child sexual abuse (CSA) is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline (Department for Education, 2018; Department of Health 2017; Scottish Government, 2021a; Wales Safeguarding Procedures Project Board, 2020). Children and young people may not always understand that they are being sexually abused.

Contact abuse involves activities where an abuser makes physical contact with a child. It includes:

sexual touching of any part of the body, whether the child is wearing clothes or not

forcing or encouraging a child to take part in sexual activity

making a child take their clothes off or touch someone else's genitals

rape or penetration by putting an object or body part inside a child's mouth, vagina or anus.

Non-contact abuse involves activities where there is no physical contact.

It includes:

flashing at a child

encouraging or forcing a child to watch or hear sexual acts

not taking proper measures to prevent a child being exposed to sexual activities by others

making a child masturbate while others watch

persuading a child to make, view or distribute child abuse images (such as performing sexual acts over the internet, sexting or showing pornography to a child)

making, viewing or distributing child abuse images

allowing someone else to make, view or distribute child abuse images

meeting a child following grooming with the intent of abusing them (even if abuse did not take place)

- **Bullying**

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable (Oxford English Dictionary, 2021).

It can involve people of any age, and can happen anywhere – at home, school or using online platforms and technologies (cyberbullying). This means it can happen at any time. Bullying encompasses a range of behaviours which may be combined and may include the behaviours and actions we have set out below.

Verbal abuse

Physical abuse

Emotional abuse

Cyberbullying/online bullying

Bullying can be a form of discrimination, particularly if it is based on a child's disability, race, religion or belief, gender identity or sexuality.

- **Sexting**

Sexting is when people share a sexual message and/or a naked or semi-naked image, video or text message with another person. It's also known as nude image sharing.

Children and young people may consent to sending a nude image of themselves. They can also be forced or coerced into sharing images by their peers or adults online.

If a child or young person originally shares the image consensually, they have no control over how other people might use it.

If the image is shared around peer groups it may lead to bullying and isolation. Perpetrators of abuse may circulate a nude image more widely and use this to blackmail a child and/or groom them for further sexual abuse.

It's a criminal offence to create or share explicit images of a child, even if the person doing it is a child. If sexting is reported to the police, they will make a record but may decide not take any formal action against a young person.

- **Child sexual exploitation**

Child sexual exploitation (CSE) is a type of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (Department for Education, 2017; Nldirect, 2021; Scottish Government, 2018; Wales Safeguarding Procedures Project Board, 2020a).

Children and young people in sexually exploitative situations and relationships are persuaded or forced to perform sexual activities or have sexual activities performed on them in return for gifts, drugs, money or affection.

CSE can take place in person, online, or using a combination of both.

Perpetrators of CSE use a power imbalance to exploit children and young people.

- **Online abuse**

Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices (Department for Education, 2018; Department of Health, 2017; Scottish Government, 2021; Welsh Assembly Government, 2018).

It can happen anywhere online that allows digital communication, such as:
social networks

text messages and messaging apps

email and private messaging

online chats

comments on live streaming sites

voice chat in games.

Children and young people can be revictimised (experience further abuse) when abusive content is recorded, uploaded or shared by others online. This can happen if the original abuse happened online or offline.

Children and young people may experience several types of abuse online:

bullying/cyberbullying

emotional abuse (this includes emotional blackmail, for example pressuring children and young people to comply with sexual requests via technology)

sexting (pressure or coercion to create sexual images)

sexual abuse

sexual exploitation.

Children and young people can also be groomed online: perpetrators may use online platforms to build a trusting relationship with the child in order to abuse them. This abuse may happen online or the perpetrator may arrange to meet the child in person with the intention of abusing them.

- **Peer-on-peer sexual abuse**

Peer-on-peer sexual abuse is a form of HSB where sexual abuse takes place between children of a similar age or stage of development.

- **Physical abuse**

Physical abuse is defined as deliberately hurting a child and causing physical harm (Department of Health, 2017; Department for Education, 2018; Scottish Government, 2021; Wales Safeguarding Procedures Project Board, 2020). It includes injuries such as:

bruises

broken bones

burns

cuts.

It may involve:

hitting

kicking

shaking

throwing

poisoning

burning

scalding

drowning

any other method of causing non-accidental harm to a child.

Physical abuse may also happen when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. This is known as Fabricated or Induced Illness (FII) (Department for Education, 2018; Department of Health Social Services and Public Safety, 2017; Scottish Government, 2021; Wales Safeguarding Procedures Project Board, 2020).

- **FGM**

Female genital mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

- **Protecting children from county lines**

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse.

Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police.

Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk.

Dedicated mobile phone lines or “deal lines” are used to help facilitate county lines drug deals. Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police.

Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county.

- **Domestic abuse**

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can also happen between adults who are related to one another and can include physical, sexual, psychological, emotional or financial abuse.

Domestic abuse can include:

sexual abuse and rape (including within a relationship)

punching, kicking, cutting, hitting with an object

withholding money or preventing someone from earning money

taking control over aspects of someone's everyday life, which can include where they go and what they wear

not letting someone leave the house

reading emails, text messages or letters

threatening to kill or harm them, a partner, another family member or pet.

- **Witnessing and experiencing domestic abuse**

Domestic abuse always has an impact on children. Being exposed to domestic abuse in childhood is child abuse.

- **Child trafficking and modern slavery**

It's defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation (HM Department for Education (DfE) and Home Office, 2011; Department of Health, Social Services and Public Safety and Police Service of Northern Ireland, 2011; Scottish Government, 2013; Wales Safeguarding Procedures Project Board, 2020). Child trafficking is a form of modern slavery (HM Government, 2014).

Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

- **Emotional abuse**

Emotional abuse is the ongoing emotional maltreatment of a child, which can have a severe and persistent negative effect on the child's emotional health and development (Department for Education (DfE), 20201; Department of Health, 20172; Scottish Government, 20213; Wales Safeguarding Procedures Project Board, 20204). It's also known as psychological abuse.

Exposing a child to aggression, cruelty or abuse between others is also a form of emotional abuse (Doyle and Timms, 2014).

Most forms of abuse include an emotional element, but emotional abuse can also happen on its own.

Children can be emotionally abused by anyone:

parents or carers

family members

other adults

other children.

Appendix 2

YOU ARE CONCERNED ABOUT A CHILD OR VULNERABLE ADULT

If you witness, suspect, or are told about possible abuse within the Friends of Windmill Gardens setting. Answer question 1. If the answer is NO – no further action is needed.

If the answer is YES, continue to answer questions 2- 3. If there is still concern FoWG's designated safeguarding officer must take the action as outlined in step 4.

1. Are you seriously concerned about the child's or adult's immediate health or safety?

YES

NO

Seek appropriate medical advice. Inform doctor or paramedic that it relates to child / vulnerable adult.

2. Have there been concerns about this child or vulnerable adult before?

YES

Check the records. Speak with FoWG's designated safe-guarding officer

3. FoWG's designated safeguarding officer to talk to the carer or parent. Does the parent's or carers reply satisfy your concerns?

YES

NO/UNCERTAIN

Make a note of the concern in the child and vulnerable adults log book.

Refer to FoWG Safeguarding lead at nearest available point

4. If FoWG's designated child or vulnerable adults safeguarding officer is still concerned about the child or vulnerable adult they MUST:

Refer immediately to the Local Authority Designated Officer – 020 7926 5555