

**Safeguarding Children and Adults Policy**

## **Purpose**

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with My Sight Notts. This includes harm arising from:

* The conduct of staff or personnel associated with My Sight Notts
* The design and implementation of My Sight Notts’ programmes and activities

The policy lays out the commitments made by My Sight Notts and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

* Sexual harassment in the workplace – this is dealt with under My Sight Notts Anti Bullying and Harassment Policy
* Safeguarding concerns in the wider community not perpetrated by My Sight Notts or associated personnel

## **What is safeguarding?**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

## **Scope**

* All staff contracted by My Sight Notts
* Associated personnel whilst engaged with work or visits related to My Sight Notts, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

## **POLICY STATEMENT**

My Sight Notts believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. My Sight Notts will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

My Sight Notts commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

**What is abuse**

Forms of abuse include (as defined in the Care Act 2014):

* Physical abuse including hitting, slapping, and pushing, kicking, misuse of medication, restraint, or inappropriate sanctions
* Domestic Violence including psychological, physical, sexual, financial, emotional abuse and honour-based violence
* Sexual abuse including rape and sexual assault or sexual acts to which the adult at risk has not consented, or is incapable of giving informed consent or was pressured into consenting. This may involve contact or non-contact abuse (e.g. touch, masturbation, being photographed, teasing, and inappropriate touching)
* 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
* Modern Slavery encompasses slavery, human trafficking; forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
* Discriminatory abuse including racist, sexist, based on a person's disability, culture and other forms of harassment, slurs or similar treatment
* Organisational abuse (previously known as institutional abuse) Neglect and poor professional practice in care settings also need to be taken into account. It may take the form of isolated incidents of poor practice at one end of the spectrum, through to pervasive ill-treatment or gross misconduct at the other. It can occur when the routines, systems, communications and norms of an institution compel individuals to sacrifice their preferred lifestyle and cultural diversity to the needs of that institution. Repeated instances of poor care may be an indication of more serious problems
* Neglect and acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life, such as medication, adequate nutrition and heating
* Self- neglect this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

## **Prevention**

My Sight Notts will:

* Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
* Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with My Sight Notts. This includes the way in which information about individuals in our programmes is gathered and communicated
* Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
* Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
* Follow up on reports of safeguarding concerns promptly and according to due process

**Recruitment and Selection**

Any recruitment carried out is subject to full checks including application form, short listing, interview and DBS where appropriate as detailed in the My Sight Notts’ Recruitment and Selection Policy.

**Training and Induction**

Safeguarding is built into every part of the recruitment, training, induction and supervision processes at My Sight Notts.

* Safeguarding training at Level 2 is mandatory for all front-line delivery staff and must be completed within their 3 month probationary period.
* Safeguarding training is renewed every two years
* All staff are expected to read and sign to acknowledge that they have read and understand the organisation’s Safeguarding policy.
* All Lead Volunteers that work independently from a member of staff also undertake Safeguarding training as part of their induction with renewal every two years
* All trustees will attend safeguarding training and a lead trustee for safeguarding will be appointed
* All staff supervisions include a section on safeguarding refreshers on how to report, signs of abuse as well as any general concerns

### Staff responsibilities

**Child safeguarding**

My Sight Notts staff and associated personnel must not:

* Engage in sexual activity with anyone under the age of 18
* Sexually abuse or exploit children
* Subject a child to physical, emotional or psychological abuse, or neglect
* Engage in any commercially exploitative activities with children including child labour or trafficking

**Adult safeguarding**

My Sight Notts staff and associated personnel must not:

* Sexually abuse or exploit at risk adults
* Subject an at risk adult to physical, emotional or psychological abuse, or neglect

**Protection from sexual exploitation and abuse**

My Sight Notts staff and associated personnel must not:

* Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
* Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, My Sight Notts staff and associated personnel are obliged to:

* Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
* Report any concerns or suspicions regarding safeguarding violations by a My Sight Notts staff member or associated personnel to the appropriate staff member

## **Enabling reports**

My Sight Notts will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by My Sight Notts Whistleblowing Policy.

My Sight Notts will also accept complaints from external sources such as members of the public, partners and official bodies.

### Reporting Procedure

**How to Spot Signs of Abuse in Children and Young People**

Some common signs that there may be something concerning happening in a child’s life include:

* Unexplained changes in behaviour or personality
* Becoming withdrawn
* Seeming anxious
* Becoming uncharacteristically aggressive
* Lacks social skills and has few friends, if any
* Poor bond or relationship with a parent
* Knowledge of adult issues inappropriate for their age
* Running away or going missing
* Always choosing to wear clothes which cover their body.

These signs don’t necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but we can help you to assess the situation.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children’s safety and wellbeing.

**How to Spot Signs of Abuse in Vulnerable and At-risk Adults**

## **Possible Indicators of Physical Abuse**

## Multiple bruising, fractures, burns, bed sores, fear, depression, unexplained weight loss, assault (can be intentional or reckless)

## **Possible Indicators of Neglect and Acts of Omission**

Malnutrition, untreated medical problems, bed sores, confusion, over-sedation, deprivation of meals may constitute “wilful neglect”

## **Possible Indicators of Psychological and Emotional Abuse**

Fear, depression, confusion, loss of sleep, unexpected or unexplained change in behaviour, deprivation of liberty could be false imprisonment. Aggressive shouting causing fear of violence in a public place may be an offence against Public Order Act 1986, or harassment under the Protection from Harassment Act 1997

## **Possible Indicators of Sexual Abuse**

Loss of sleep, unexpected or unexplained change in behaviour, bruising, soreness around the genitals, torn, stained or bloody underwear, a preoccupation with anything sexual, sexually transmitted diseases, pregnancy, rape – e.g. a male member of staff having sex with a Mental Health client (see Mental Health Act 1983), indecent assault

## **Possible Indicators of Financial and Material Abuse**

Unexplained withdrawals from the bank, unusual activity in the bank accounts, unpaid bills, unexplained shortage of money, reluctance on the part of the person with responsibility for the funds to provide basic food and clothes etc, fraud, theft

## **Possible Indicators of Organisational Abuse**

Inflexible and non-negotiable systems and routines, lack of consideration of dietary requirements, name calling; inappropriate ways of addressing people, lack of adequate physical care – an unkempt appearance

## **Possible Indicators of Self-Neglect**

This includes various behaviours; disregarding one’s personal hygiene, health or surroundings resulting in a risk that impact on the adult’s wellbeing, this could consist of behaviours such as hoarding.

## **Possible indicators of Modern Slavery**

Modern Slavery is an international crime, it can include victims that have been brought from overseas, and vulnerable people in the UK. Slave Masters and Traffickers will deceive, coerce and force adults into a life of abuse, callous treatment and slavery.

## **Possible indicators of Domestic Abuse**

Definition of Domestic Abuse:

Incident of pattern of incidents of controlling, coercive, or threatening behaviour, violence, or abuse…by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Includes: psychological, physical, sexual, financial, emotional abuse; so called ‘honour based violence; Female Genital Mutilation; forced marriage

Age range extended down to 16 (for the purpose of the safeguarding adult arrangements, safeguarding children arrangements would be applied to a person under 18)

## **Possible indicators of Discriminatory Abuse**

Abuse can be experienced as harassment, insults or similar actions due to race, religion, gender, gender identity, age, disability, sexual orientation.

## **Possible indicators of Sexual Exploitation**

Sexual exploitation is a subset of sexual abuse. It involves exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol, affection, money) as a result of them performing, or others performing on them, sexual activities

**Listen, Respond, Record, Refer**

**Designated Safeguarding Lead:**

Name/Position: Emma Lucas, Services Manager

Telephone: 0115 9706806/07734 962006

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**Chief Executive Officer**

Name: Michael Conroy

Telephone: 0115 970 6806/ 07817 437200

Email: [michaelc@mysightnotts.org.uk](mailto:michaelc@mysightnotts.org.uk)

**Designated Trustee for Safeguarding**

Name: Faye Dale

Contact email: [faye.dale@outlook.com](mailto:faye.dale@outlook.com)

## **If a person is in immediate danger, call 999**

## **Response**

My Sight Notts will follow up safeguarding reports and concerns according to legal and statutory obligations.

My Sight Notts will apply appropriate disciplinary measures to staff found in breach of policy.

My Sight Notts will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

## **Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only, and should be kept secure at all times.

## **Glossary of Terms**

**Beneficiary of Assistance**

Someone who directly receives goods or services from My Sight Notts’ programme. Note that misuse of power can also apply to the wider community that My Sight Notts serves, and also can include exploitation by giving the perception of being in a position of power.

**Child**

A person below the age of 18

**Harm**

Psychological, physical and any other infringement of an individual’s rights

**Psychological harm**

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

**Protection from Sexual Exploitation and Abuse (PSEA)**

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

**Safeguarding**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centered and also protect those accused until proven guilty. Safeguarding puts beneficiaries and affected persons at the centre of all we do.

**Sexual abuse**

The term ‘sexual abuse’ means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

**Sexual exploitation**

The term ‘sexual exploitation’ means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition incudes human trafficking and modern slavery.

**Survivor**

The person who has been abused or exploited. The term ‘survivor’ is often used in preference to ‘victim’ as it implies strength, resilience and the capacity to survive, however it is the individual’s choice how they wish to identify themselves.

**At risk adult**

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care 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.

**Useful Numbers**

**Nottingham City**

Nottingham City Child Safeguarding Partnership 0115 876 4762

Nottingham City Multi-Agency Safeguarding Hub (MASH) 0115 976 4800

Out of hours emergency contact 0300 456 4546

Nottinghamshire MASH team 0300 500 8080

Nottinghamshire County out of hours emergency contact 0300 456 4546

Nottingham City Adult Access Duty Team 0300 131 0300

Nottinghamshire Adult Safeguarding team 0300 500 8080

NSPCC 0808 800 5000

**If a child or adult is in immediate danger, please call 999**

**List of Related Documents**

Recruitment and Selection Policy

Whistleblowing Policy

Disciplinary Policy

Code of Ethics

Complaints Policy

Bullying and Harassment Policy

**Implementation, Monitoring and Review of this Policy**

The Chief Executive Officer has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and additionally whenever there are relevant changes in legislation or to our working practices.

**Policy created:** 01.08.20

**Policy reviewed:** 06.09.23

**Next review:** 06.09.24

**Emma Lucas, Services Manager**