



LIGHTHOUSE
FUTURES TRUST

***Safeguarding and child protection policy - young people and
adults at risk***

2017

Policy review date: August 2017

Date ratified by trustees: October 2017

Date shared with staff: October 2017

Review date: August 2018

Introduction

Lighthouse Future's Trust is an ambitious, innovative, caring and dynamic charity with a can do attitude. Our goal is to partner with special schools and colleges to support the growth of employment opportunities for those furthest away from sustainable employment.

Our experienced programme managers and job coaches build strong relationships with major employers in both local and national organisations where we plan and deliver supported internships for groups of young adults with an autistic spectrum condition or learning difficulties.

We aim to impart key business skills to our young people through a series of micro-businesses where interns can develop in a highly supported environment and learn customer service skills, supply chain knowledge, barista skills, work-based skills, social media and marketing skills and much more.

This policy applies to all staff including trustees, paid staff, volunteers and anyone working on behalf of Lighthouse Future's Trust. We will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of both young people and adults at risk.

We believe that it is always unacceptable for a young person or adult at risk to experience abuse of any kind and recognise our responsibility to promote their welfare and safety through a commitment to practice which protects them.

Safeguarding staff at Lighthouse Future's Trust:

Designated Safeguarding Lead: Kerry Hazlewood

Telephone number: 07731606252

Designated Safeguarding Officer: to be advised

Telephone number: to be advised

CEO - Lighthouse Future's Trust: Katie Parlett

Telephone number: 07970 377008

Lighthouse Future's Trust

Introduction	2
Contents	3
Lighthouse Futures Trust safeguarding responsibilities and policy principles	4-5
Safeguarding definitions	6
Definitions and Indicators of Abuse - children and young people	7-9
Definitions and indicators of abuse – adults at risk	10-11
The Designated Safeguarding Lead	12
Recording and managing confidential information	13
What to do if you have concerns for a young person or adult at risk	14-15
Allegations against staff or volunteers - young people	16-17
Allegations against staff or volunteers – adults at risk	18-20
Safer recruitment	21
Safer organisational culture	22

Appendices

Appendix 1 – Staff and volunteer good practice guide

Appendix 2 – Safeguarding concern form

Appendix 3 – Staff allegation concern form

Appendix 4 - Further guidance and form links

Appendix 5 - Safeguarding adult concern form – SA1

Appendix 6 – Glossary

Lighthouse Future's Trust safeguarding responsibilities:

To protect and promote the welfare of all young people and adults at risk that work with Lighthouse Future's Trust and to provide staff and volunteers the overarching principles that guide our approach to safeguarding

This policy has clear links to other policies and in particular to policies concerned with the protection of young people and adults at risk as below:

- Anti-bullying
- E-safety
- Staff code of conduct
- Positive handling and physical intervention
- Equality and Diversity Policy
- Health and Safety
- Data Protection
- Safer recruitment
- Information sharing and Data Protection
- Whistleblowing Policy
- Safeguarding supervision

We will ensure that:

- All staff, volunteers, and management understand their legal duties in relation to keeping young people and adults at risk safe from harm, abuse and exploitation.
- the welfare of the young person/adult at risk is paramount
- all young people and adults at risk, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse
- We work in partnership with young people, adults at risk, parents, carers and agencies as this is essential in promoting their welfare
- We demonstrate the same commitment to safeguarding principles and practice and work within our safeguarding young people and adults at risk policy

We will seek to safeguard young people and adults at risk by:

- Valuing them, listening to and respecting them
- Working within current local safeguarding arrangements, legislation, guidance and processes
- Adopting a Code of Conduct for staff and volunteers
- Highlighting the importance of effective safeguarding arrangements with young people adults at risk, staff, volunteers, employers and parents/carers
- Understanding our responsibility to report concerns immediately to the Designated Lead for Safeguarding (DSL). This includes reporting an allegation of concern about another colleague's conduct towards a young person or adult at risk.

- Passing on information to agencies who need to know, and involving young people and adults at risk appropriately
- Providing effective management, training and supervision to all staff and volunteers

Trustees will ensure that:

- They assess the safeguarding risks that might arise from the charity's activities and operations
- Create, develop and put in place suitable policies and procedures to handle allegations and incidents
- Undertake on-going monitoring to ensure effective implementation of those policies and procedures
- Take steps to ensure that both the board and people working within the charity respond properly when allegations and incidents arise and report as necessary to the police and other agencies
- Review policies, procedures at least annually, and following serious incidents, using experience of particular incidents to manage and minimise the risk of something similar happening again by making any necessary changes to our policies and procedures.

Lighthouse Future's Trust adopts the following policy principles:

- All individuals have the right to live their lives free from abuse
- Individuals have a right to confidentiality in respect of personal information insofar as this does not infringe the rights of other people
- All individuals have the right to information to enable them to make informed choices
- All individuals have the right to the protection of the law and access to the judicial process;
- All individuals have a right to express their views and have these views taken into account;
- Children, young people and adults who lack capacity cannot be expected to bear the primary responsibility for their own protection.

Safeguarding definitions

A definition of safeguarding – children and young people:

The following is taken from **The Children Act 2004** and the Department for Education (DfE) guidance **Working Together to Safeguard Children 2015** which define safeguarding and promoting children and young people's welfare as:

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

The term 'child' includes anyone under the age of 18

Child protection is part of safeguarding and promoting welfare, it is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Responding to concerns regarding the safeguarding and welfare of adults at risk is different from that of children and young people under 18. The **Working Together to Safeguard Children 2015** guidance only applies to children and young people until they reach the age of 18.

A definition of safeguarding – adult at risk

For the purposes of this policy, an adult at risk is an adult who:

- is aged 18 years or more, and
- has needs for care and support (whether or not these are currently being met),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those care needs is unable to protect himself or herself against abuse, neglect, or the risk of it.

This definition includes adults with physical, sensory and mental impairments and learning disabilities, whether present from birth or due to advancing age, chronic illness or injury.

The term 'adults at risk' replaces 'vulnerable adults'.

Remember - Safeguarding is everyone's responsibility!

Definitions and indicators of abuse – children and young people

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

The following are definitions and indicators of abuse from guidance in [Working Together to Safeguard Children 2015](#)

Physical abuse: A form of abuse, which may involve hitting, shaking, throwing, poisoning, burning or scalding, 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: The persistent emotional maltreatment of a child such as to cause severe and persistent 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 them or 'making fun' of 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. 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. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: The 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, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual exploitation: Child sexual exploitation is a form 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 (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Examples which may indicate emotional abuse (not to be used as a checklist):

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

Female Genital Mutilation

Female Genital Mutilation (FGM) refers to procedures that intentionally alter, mutilate or cause injury to the female genital organs for non-medical reasons. FGM is medically unnecessary and can have serious health consequences, both at the time it is carried out and in later life.

FGM is illegal in the UK and has been a criminal offence since 1985. The Female Genital Mutilation Act 2003 strengthened existing law to make it an offence to arrange for a child to be taken abroad for FGM, and for UK nationals or permanent UK residents to abet, counsel, procure or undertake FGM abroad, even in countries where the practice is legal.

Definition and indicators of abuse – adults at risk

Abuse can take many forms and the circumstances of the individual should always be considered. It may consist of a single act or repeated acts. The following are examples of issues that would be considered as a safeguarding concern.

Physical abuse - includes hitting, slapping, pushing, kicking, misuse of medication, unlawful or inappropriate restraint, or inappropriate physical sanctions.

Domestic abuse – is “an incident or 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” (Home Office, 2013). Domestic violence and abuse may include psychological, physical, sexual, financial, emotional abuse; as well as so called ‘honour’ based violence, forced marriage and female genital mutilation. Now applies to those aged 16 and over.

Sexual abuse - includes rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting.

Psychological abuse - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks.

Financial and material abuse – includes 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 - includes human trafficking, forced labour and domestic servitude. Traffickers and slave masters use the means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.

Neglect and acts of omission - includes 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 - includes abuse based on a person’s race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.

Organisational abuse – includes neglect and poor practice within an institution or specific care setting such as a hospital or in relation to care provided in the individual’s home.

This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Self-neglect - covers a wide range of behaviours, such as neglecting to care for personal hygiene, health or surroundings and includes behaviours such as hoarding.

It might be appropriate to make a safeguarding referral in relation to self-neglect where:

- a person is declining assistance in relation to their care and support needs, and
- the impact of their decision, has or is likely to have a substantial impact on their overall individual wellbeing

We aim to provide a safe, secure and supportive environment and recognise that some individuals may not always have the communication skills that enable them to discuss or disclose incidents that upset or frighten them. We aim to create an environment where everyone feels confident in the agreed procedures that put the safety and welfare of young people and adults at risk first. Abuse can happen in all groups within society, across all cultural, ethnic and religious communities and all socio-economic groups.

Forced marriage

A forced marriage occurs without the full consent of one or both parties, or where consent is unable to be given (due to learning/ physical disabilities) and duress is a factor. Duress can include physical, psychological, financial, sexual and emotional pressure, use of deception and other means. Duress may come from parents, the wider family and /or the community. Duress and forced marriage cannot be justified on religious or cultural grounds.

Honour based violence

Honour Based Violence (HBV) is a crime or incident committed to protect or defend the honour of a family and/or community. There is not one specific crime; HBV generally occurs in domestic settings and can involve a range of offending behaviours which are used against individuals, families or other social groups to control and protect perceived cultural / religious beliefs and honour. HBV may include murder, fear of or actual forced marriage, controlling sexual activity, domestic abuse (including psychological, physical, sexual, financial or emotional), child abuse, rape, kidnapping, false imprisonment, assault, harassment and forced abortion. This list is not exhaustive.

Radicalisation and preventing extremism

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Radicalisation is usually a process not an event. During this process, there will inevitably be opportunities to intervene in order to reduce the risk of the individual being attracted to extremist ideology and causes and safeguard him/her from the risk of radicalisation. It is important to be able to recognise the factors that might contribute towards the radicalisation of an individual. Indeed, some of the factors that lead an individual to becoming radicalised are no different to those that might lead individuals towards involvement with or being vulnerable to other activity such as gangs, drugs and sexual exploitation

The Channel programme

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist related activity

Disabilities and additional needs

We recognise that individuals with disabilities or additional needs may be more vulnerable to abuse as additional barriers can exist when recognising abuse and neglect. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the disability without further exploration
- Individuals with SEN and disabilities can be disproportionately impacted by things like bullying – without outwardly showing signs and
- Communication barriers and challenges in overcoming these barriers.

Our staff and volunteers form part of the wider safeguarding system for young people and adults at risk.

The Designated Safeguarding Lead

Lighthouse Future's trust has appointed a trained Designated Safeguarding Lead (DSL) who has specific responsibility for dealing with safeguarding concerns. In their absence a Deputy Designated Safeguarding Officer will be available to support staff and volunteers and to offer advice on any concerns.

Safeguarding staff at Lighthouse Future's Trust:

Designated Safeguarding Lead: Kerry Hazlewood

Telephone number: 07731606252

Designated Safeguarding Officer: to be advised

Telephone number: to be advised

CEO - Lighthouse Future's Trust: Katie Parlett

Telephone number: 07970 377008

Remember: any member of staff or volunteer can make a referral to Children's Social Care, Adult Social Care or contact the Police if they have concerns for the safety of a young person or adult at risk.

The role and responsibility of the Designated Lead is:

- To ensure that staff and volunteers are aware of who they must go to and what they should do if a young person or adult at risk has disclosed abuse or neglect.
- To offer support and advice to staff and volunteers with safeguarding concerns
- To ensure that any concerns about a young person or adult at risk are dealt with according to Lighthouse Future's Trust Safeguarding and child protection policy for young people and adults at risk.
- To ensure that where there are safeguarding concerns action is taken immediately and without delay and appropriate referrals made where necessary
- To maintain confidential and secure records and ensure restricted access
- To liaise with staff volunteers and external agencies to promote the safety and welfare of all young people and adults at risk.

Recording and managing confidential information

The management and recording of confidential information in relation to safeguarding concerns is the responsibility of the Designated Safeguarding Lead. They ensure all concerns are recorded, monitored and secured. The responsibility for safeguarding concerns overall lies with the Chief Executive Officer of Lighthouse Future's Trust.

All paper records will be kept in a separate locked cabinet in a secure place and will not be taken off the site without the express written permission of the Chief Executive Officer.

Access to these records will be strictly limited on a need to know basis and controlled by the Designated safeguarding Lead and the Chief Executive Officer.

Electronic records relating to safeguarding concerns including e-mails and reports will be printed out as they are received and kept along with paper records in the individual's safeguarding file.

Emails and reports must not be saved onto shared drives or other devices. There is a password protected safeguarding drive for electronic safeguarding records with access restricted to the above named staff in the organisation.

Safeguarding records will be kept separately from other intern information files/records. Where safeguarding records exist and an intern transfers to another service, Lighthouse Future's Trust will provide the new setting with a summary of outstanding concerns and the names/ contact details of key professional from other agencies who are aware or involved with the concerns.

We value the importance of making sure that young people and adults at risk understand their personal information will be treated respectfully and confidentially and recognise that this fundamental to safe and effective provision.

What to do if you have concerns about a young person or adult at risk

The information in this policy is intended to ensure the welfare and protection of all young people and adults at risk that work with Lighthouse Future's Trust. It is important to recognise the ways in which safeguarding concerns arise. The following information gives some examples; it is not an exhaustive list.

Safeguarding Concerns or concerns for safety may come to light in any of the following ways:

- a young person or adult at risk reports that abuse has taken place or that they feel unsafe
- a third party or anonymous report is received
- the appearance, behaviour or statements of a young person or adult at risk gives cause for concern that there may be issues of abuse and/or neglect;
- a young person or adult at risk discloses an incident(s) of abuse which happened in the past
- a disclosure is made regarding the serious misconduct of a member of staff or volunteer or another adult towards a young person or adult at risk
- a disclosure is made regarding the behaviour or actions of another adult at risk or young person

It is important that you treat all safeguarding concerns seriously. All concerns must be discussed with the Designated Safeguarding Lead or Designated Safeguarding Officer immediately. Staff and volunteers must follow the reporting flow chart 'how do I report a safeguarding concern' which follows.

Do not assume that someone else might be dealing with the concern - doing nothing is not an option

How do I report a safeguarding concern?

1. If an intern makes a disclosure listen and check your understanding. Don't promise confidentiality and let them know you may have to speak to someone else about what they are telling you. Make some notes as soon as possible using their exact words wherever possible.

2. Speak to The Designated Safeguarding Lead (DSL) or the Designated Officer (DO) for advice as soon as possible. The Police or Social Care may need to be informed. **Remember anyone can make a referral to Children's Social Care (CSC) or Adult Social Care (ASC) if they have immediate concerns for safety.**

3. The Designated Safeguarding Lead (DSL) will offer you support and advice which may include what to do next. You will also need to complete a Safeguarding Concern Form which you can find on the shared drive. Please do not save completed concern forms here.

4. Deliver the Safeguarding Concern Form by hand or email it within one hour. If the form is emailed mark it as 'confidential'. Do not put any personal details in the subject box. Send this directly to the Designated Safeguarding Lead or Designated Officer. Confirm to check that you have sent it and they have received it with a telephone call.

5. The Designated Safeguarding Lead or Designated Officer will provide you with feedback on any action they have taken if it is appropriate to share. If you would like further support after dealing with the disclosure please contact the Designated Safeguarding Lead or the HR Manager.

Note: The parent/carer will need to be informed about any referral to CSC unless to do so would place the child at an increased risk of harm.

Allegations against staff or volunteers – children and young people

Allegations against staff and volunteers are managed in line with West Yorkshire Procedures. Every Local Authority appoints a Local Authority Designated Officer (LADO). The LADO works within Children’s Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- A. behaved in a way that has harmed, or may have harmed, a child
- B. possibly committed a criminal offence against children, or related to a child, or
- C. behaved towards a child or children in a way that indicates s/he may pose a risk to children. (Working Together To Safeguard Children).

Inappropriate behaviour by staff/volunteers could take the following forms:

- Physical includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
- Emotional includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children’s rights, and attitudes, which discriminate on the grounds of race, gender, disability or sexuality.
- Sexual includes, for example, sexualised behaviour towards pupils, sexual harassment, sexual assault and rape.
- Neglect: may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc.

A safeguarding complaint that meets the above criteria must be reported to the CEO (“case manager”) immediately. If the complaint involves the CEO then the next most senior member of staff must be informed and the chair of trustees.

The case manager should gather as much information about the alleged incident as possible in order to establish whether there is substance to the allegation. The case manager must use the local authority designated officer (LADO) notification form in order to assess the level of concern. As part of this initial consideration, the case manager should consult with their HR Manager.

The completed LADO notification form must be sent to lado@leeds.gcsx.gov.uk **within one working day of the allegation being made**. This will assist the case manager and HR in consultation with the LADO to decide on the most appropriate course of action.

The case manager **should not** carry out any investigation or **directly interview** an individual about whom there is a concern, until the above process has been duly completed and relevant partners have been consulted.

A multi-agency allegations management meeting may be arranged to look at the complaint in its widest context. The case manager must attend this meeting, which will be arranged by the LADO. All issues must be recorded and the outcome reached must be noted to ensure closure.

In many cases, it may be appropriate to provide further training and support to staff/volunteers and ensure that they are clear about the expectations for their conduct.

In more serious cases, allegations may be investigated under the formal disciplinary procedures and, where allegations are upheld, formal warnings issued as well as specific training and support. In cases where children/young people may be at further risk and/or evidence/witnesses may be compromised and/or the allegations are so serious that they may, if upheld, constitute gross misconduct, suspension of the member of staff/volunteer may be appropriate and should be considered in line with the school's Disciplinary Policy.

Any staff/volunteers who are dismissed by the school for gross misconduct or cumulative misconduct relating to safeguarding of children/young people will be referred to the DBS for consideration of barring. Similarly, where the school has a reasonable belief that the member of staff/volunteer would have been dismissed by the school had they been employed at the time of the conclusion of investigations will be referred to the DBS. The school will keep written records of all of the above.

LADO Contacts: Ted O'Sullivan or Carolyn Hargreaves Tel: 0113 3789687.

Allegations against staff or volunteers – adults at risk

Where there are allegations that an employee or volunteer has:

- behaved in a way that has harmed an adult at risk,
- behaved in a way that has placed a patient/service user in a position of unacceptable risk
- behaved in a way that indicates s/he is unsuitable to work with adults at risk

Lighthouse Future's CEO will ensure that the issues are responded to in a timely, thorough and effective manner taking the following into consideration:

- West Yorkshire Multi-Agency Safeguarding Adult Policies and Procedures
- Lighthouse Future's Trust employment policies and procedures
- employment law
- regulatory requirements
- the responsibility of all individuals and organisations to safeguard adults at risk, and promote their welfare
- the needs to treat any individual employee or volunteer fairly and provide them with support
- the need to report an incident to the police where is reason to believe a crime has occurred

Where an allegation of abuse or neglect involves the practice, conduct of an employee, or volunteer a safeguarding concern must be raised. How to report an allegation is available on the following page.

Further guidance on when to make an alert is contained within the West Yorkshire Safeguarding Adult Policy and Procedure, and the Practice Guidance: Alert and Referral Stages: Additional Guidance which can be found at [Leeds safeguarding adults partnership website](#)

The adult at risk may need particular support and reassurance when making a disclosure or allegation. Employees and volunteers hold a position of trust, and an adult at risk may be put off from disclosing abuse out of a sense of loyalty, fear or other repercussions.

All such allegations of abuse must be acted upon appropriately in order to ensure the safety of both the adult at risk and others.

Where the actions of an employee or volunteer have been alleged to be abusive, the consent of the adult at risk is not required. It would be best practice however to inform the adult at risk as to how the issues are to be addressed and if a safeguarding concern is being made, unless to do so might place them or anyone else at additional risk.

The adult at risk should be advised of the duty to act on the concerns and should not in any way be made to feel responsible for any of the actions or decisions that follow.

Where an alert has been made Lighthouse Future’s Trust CEO has a responsibility to inform the regulator (**The Charity Commission - reporting Serious incidents**), contacting the local authority and the police if a crime has been committed or suspected.

This is in accordance with **West Yorkshire Multi-Agency Safeguarding Adult Policy and Procedures**.

Safeguarding Adults Contacts

<p>To Raise A Safeguarding Concern or Seek Advice Adult Social Care: Contact Centre Emergency Out of Hours Team (Bank Holidays and all other times)</p>	<p>0113 222 4401 07712 106 378</p>
<p>West Yorkshire Police</p> <p>If the person is in imminent danger</p> <p>If a crime has been committed but the person is not in imminent danger.</p> <p>You can also ring the police for advice on the non-emergency number</p>	<p>999 101 101</p>

How do I report a staff or volunteer safeguarding allegation?

1. Member of staff or volunteer has a concern or an intern discloses something to a member of staff or volunteer. Do not discuss the allegation or concern with anyone else. This is very sensitive information, it may be that an allegation could prove to be unfounded or malicious.

2. Complete a Staff Allegation Form in as much detail as possible. Please write as accurately as possible - recording the facts. It is important that this happens as soon after the event as is possible. The matter may need to be reported to the Local Authority or Police.

3. The Chief Executive Officer or their Deputy should be notified within **2 hours** of the disclosure and the completed form should be emailed or hand delivered to them. The envelope should be marked confidential. If emailing this must not include any personal details in the subject box. This must also be followed up with a telephone call to check it has been received.

4. If you receive the allegation outside office hours you must contact the CEO or their Deputy **immediately the next working day** with the completed Staff Allegation Form. Remember - do not discuss the allegation with any other colleagues. If you believe that the young person or adult at risk is in immediate danger you must also contact either Children's Social Care /Adult Social Care or the Police immediately. Contact information is in the box below.

5. Adult Social Care on 0113 222 4401 (Monday to Friday, 9am to 5pm). All other times - Emergency Duty Team on 0771 210 6378. Children's Social Care - Duty and Advice team on 0113 376 0336 (Monday to Friday, 8am to 6pm). All other times - Emergency Duty Team on 0113 376 0469 .
Police: Emergency 999. Non-emergency 101

Safer recruitment

Sometimes there are people who work, or seek to work with children and young people who may pose a risk to children and who may harm them. Lighthouse Future's trust has a clear process for recruiting staff and volunteers, which should help, reduce this risk. We recognise that although we may already know someone well we ensure that they go through the same recruitment and selection process as a paid worker. We will ensure this in the following ways:

- Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps us to get all of the important information we need to ask.
- Make it clear in all our recruitment materials that we have a commitment to safeguarding and protecting young people and adults at risk. We will include this in our job application pack.
- Have a face-to-face interview with pre-planned and clear questions.
- Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- Check the candidate's identity by asking them to bring photographic ID.
- Check the candidate actually holds any relevant qualifications they say they have.
- Apply for a **DBS check**. This will be for all our staff, volunteers and trustees who have contact with young people or adults at risk **or** have access to our records.
- We will **always** check references applicants provide, asking specifically about an individual's suitability to work with children.
- Provide them with a copy of our safeguarding policy and procedures
- There may be occasions where we wish to appoint a worker from abroad. This will mean that DBS checks may not be able to be undertaken. Nevertheless, a "fit person" check may be available from the country the person is moving from and we will ensure that additional references are undertaken on any worker from abroad.

Safer organisational culture

Whistleblowing

Whistle Blowing and other confidential reporting policies provide guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken when they have concerns about any adult's behaviour.

The NSPCC whistleblowing helpline is available for staff and volunteers who do not feel able to raise concerns regarding child protection failures involving young people internally.

NSPCC: 0800 028 0285

available from 8:00am to 8:00pm

Monday to Friday

Email: help@nspcc.org.uk

Management and supervision of staff

It is important that all staff have an opportunity to discuss with their line manager any safeguarding matter giving them concern and this is best done by providing regular supervision. Lighthouse Future's Trust has in place both formal and informal arrangements for staff involved in safeguarding to be able to benefit from effective supervision and case management. The Designated Safeguarding Lead, Designated Safeguarding Officer and the CEO will have access to regular case supervision.

Training and induction

All staff and volunteers are made aware of systems within our organisation that support safeguarding and this will be explained to newly appointed staff as part of their staff induction.

This includes:

- our Safeguarding and child protection policy for young people and adults at risk
- our staff code of conduct and safer working practice document
- the school's whistleblowing procedures
- the role of the Designated Safeguarding Lead (DSL) and the Safeguarding Designated Officer (DSO)

In line with local protocols, the Designated Lead for Safeguarding will attend the 3-day Children's Services Education child protection training course and the Leeds LSCB multi-agency Working Together to Safeguard Children and Young People training. They will attend refresher training at least every two years.

We will ensure all staff including temporary and volunteers receive induction training appropriate to their roles and responsibilities. All staff will access refresher training at least every three years and regular safeguarding updates as required, but at least annually to provide them with relevant skills and knowledge to safeguard young people and adults at risk effectively.

Appendix 1



Good practice protects us all - staff and volunteer checklist for working with young people and adults at risk

It is important to...

✓	Treat interns with dignity and respect their right to be involved in their own decision making
✓	Be an excellent role model at all times.
✓	Be alert to the signs and indicators of abuse and report safeguarding concerns promptly to the Designated Safeguarding Lead (DSL).
✓	Report any allegations of inappropriate staff/volunteer conduct immediately.
✓	Maintain professional boundaries – this means remembering that staff and volunteers are in a position of trust. This means for example that you can be 'friendly' but not be 'friends'.
✓	Make sure that safe working practice guidance is always followed.
✓	Infatuations – if you think this may be happening to you please talk to the Designated Safeguarding Lead or Designated Officer for advice. It is important as protection for yourself.
✓	Respect individual rights to privacy and be aware that close physical contact could be misinterpreted.
✓	Ensure your relationships with interns are appropriate. Take care that language, behaviour and actions cannot be misunderstood.

It's important not to....

×	Ignore safeguarding disclosures or assume that someone else is taking action.
×	Make unnecessary comments or inappropriate personal remarks that could be considered to have a sexual, discriminatory or bullying nature. Sometimes jokes or 'banter' can offend.
×	Always take allegations of harm seriously - neither exaggerate nor trivialise.
×	Share your personal contact details with interns; this includes personal mobile phone numbers, social networking and personal email addresses.
×	Accept gifts from interns, except ones of a small financial value like flowers or chocolates. Likewise, don't give a gift or 'reward' a specific interns unless it is part of an agreed reward system or competition for all interns.



Safeguarding concern form

Complete this form if you have had a disclosure from an intern, which you believe to be a safeguarding concern. Using the notes that you took make sure that you record your account on this form in the words of the person disclosing.

Is this referral concerning an intern under 18	YES		NO	
Is this referral concerning an intern who is an adult at risk	YES		NO	

1. Intern details

Name of Intern		Gender		DOB		Age	
Name of provision		Name of provision staff					

2. Disclosure Details

Name of staff completing the form		Name of any other staff involved	
Day of disclosure	Date of disclosure	Time of disclosure	Place of disclosure

3. Describe the nature of the incident/concern including giving as much detail as possible. Record concerns accurately and as they were reported.

<p><i>Please continue if necessary on a separate sheet and attach.</i></p>
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Signature Staff completing the form		Name and Signature of DSL	
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4. Please describe the action you have taken:

<input type="checkbox"/>	Referred to the Designated Safeguarding Lead (this must happen within 24hrs or 6 hours if you believe there to be a serious risk)
<input type="checkbox"/>	Other – Please describe:

5. For Admin/DSL use only

Provider contact details			
Parents informed (if appropriate) provide details		Date/time informed	
Provider informed (if appropriate) provide details		Date/time informed	
Review Date	Actions and referrals – CSC/ASC/Police/Channel/other		

Referral contact numbers

- Leeds Adult Social Care: 0113 222 4401
- Leeds Children Social Care: 0113 222 4403
- Leeds (Out of hours – evenings/ weekends): 0113 240 9536
- **NSPCC** 24 hour telephone service www.nspcc.org.uk
- Worried about a child? Call the helpline Tel: 0800 800500



Confidential

Safeguarding allegation concern form - Incident Involving a member of staff or volunteer

Please complete this form if you believe that a person who works with young people or an adult at risk has:

- Behaved in a way that has harmed a young person/adult at risk or may have harmed a young person/adult at risk
- Possibly committed a criminal offence against or related to a young person/adult at risk
- Behaved towards a young person/adult at risk in such a way that indicates they may pose a risk of harm towards them

Is this referral concerning an intern under 18

YES	<input type="checkbox"/>
YES	<input type="checkbox"/>

NO	<input type="checkbox"/>
NO	<input type="checkbox"/>

Is this referral concerning an intern who is an adult at risk

1. Name of Staff/volunteer

Name of Member of Staff/volunteer		Gender		DOB	
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2. Intern details

Name of Intern		Gender		DOB			
Name of provision		Name of provision staff					

3. Disclosure Details

Name of staff completing the form		Name of any other staff involved	
Day of disclosure	Date of disclosure	Time of disclosure	Place of disclosure

4. Please describe the nature of the incident/concern including giving as much detail as possible. Record concerns accurately and as they were reported.
Please continue if necessary on a separate sheet and attach.

Signature Staff completing the form <i>By signing this form you are agreeing that this is a true record of events.</i>		Name and Signature of DSL <i>By signing this form you are agreeing that this is a true record of events.</i>	
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5. Please describe the action you have taken:

<input type="checkbox"/>	Referred to the Designated Safeguarding Lead (this must happen within 24hrs or 6 hours if you believe there to be a serious risk) <i>DSL action:</i>
<input type="checkbox"/>	Referred to LADO
<input type="checkbox"/>	Referred to Police
<input type="checkbox"/>	Referred to Prevent
<input type="checkbox"/>	Referred to Social Care

6. If under 18 or adult at risk

Date referred to LADO Tel: 0113 247 8457 (Local Authority Designated Officer)	
Referred by:	
CEO LFT notified (please circle)	YES NO
LADO discussion/advice/outcome	

7. For Admin use only

Record		Reference		Date	
Signed by DSL <i>By signing this form, you are agreeing that this is a true record of events.</i>				Date	
Review Date and update on concern					

Appendix 4

Further guidance and form links

Please find below useful links (hover over) to further guidance and forms:

- **Charity Commission - Safeguarding children and young people**
- **Charity Commission - Risk Framework**
- **The Children Act 2004**
- **Working Together to Safeguard Children 2015**
- **Keeping Children Safe in Education - September 2016**
- **Disclosure and barring service**
- **What to Do If You're Worried a Child is Being Abused**
- **Information sharing - Advice for practitioners providing services to vulnerable children, young people, parents and carers (2015)**
- **Safeguarding adults: a national framework of standards for good practice and outcomes in adult protection work**

- **The Care Act 2014**

- **Protection of Freedom Acts 2012**

- **Child Sexual Exploitation - Definition DfE 2017**

- **Adult multi -agency safeguarding forms - SA1 and body map**

- **Leeds safeguarding adults board**
- **LSCB - Sexual exploitation risk assessment forms**
- **LSCB - FGM information**

Appendix 5

Glossary

Adults at risk

- Abuse and Neglect: Refers to: 'ill-treatment (including sexual abuse and forms of ill treatment that are not physical); the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, emotional, social or behavioural development'. (Who Decides?" Law Commission, 1997).
- Abuse was defined by 'No Secrets' (2000, DH and Home Office) as: '...a violation of an individual's human and civil rights by any other person or persons'. Adults at risk are people over 18 years of age who are or may be in need of community care services by reason of mental health, age or illness, and who are or may be unable to take care of themselves, or protect themselves against significant harm or exploitation. The term replaces 'vulnerable adults'.
- Advocacy: is taking action to help people say what they want, secure their rights, represent their interests and obtain services they need.
- Best Interest: is a principle in the Mental Capacity Act 2005 (the Act) which states that any act done or decision made on behalf of an adult lacking capacity must be in their best interests. This can cover financial, health and social care decisions. Capacity is the ability to make a decision about a particular matter at the time the decision needs to be made.
- Case conference: is a multi-agency meeting held to discuss the outcome of the investigation and to put in place a protection or safety plan.
- DoLs (Deprivation of Liberty safeguards) are measures to protect people who lack the mental capacity to make certain decisions for themselves. They came into effect in April 2009 using the principles of the Mental Capacity Act 2005, and apply to people in care homes or hospitals where they may be deprived of their liberty. It also relates to situations in which adults at risk are unlawfully restrained. In situations in which restraint may need to be used with an adult, the measures implemented must be in the best interests of the individual and the least intrusive response appropriate to the risk presented.
- Duty social worker: on duty at all times out of hours to meet urgent needs that cannot wait until the next working day. In the absence of a named social worker, the duty social worker is who is called in the case of an urgent matter. .
- EDO (emergency duty officer) is the social worker on duty in the emergency duty team (EDT). EDT (emergency duty teams) are social services teams that respond to out of hours referrals where intervention from the council is required to protect a child or

adult at risk, and where it would not be safe, appropriate or lawful to delay that intervention to the next working day.

- IMCAs (independent mental capacity advocates) were established by the Mental Capacity Act 2005. IMCAs are a legal safeguard for people who lack the capacity to make specific important decisions, including making decisions about where they live and about serious medical treatment options. IMCAs are mainly instructed to represent people where there is no one independent of services, such as a family member or friend, who is able to represent the person. Mental capacity Refers to a person's ability to make their own choices and decisions. Under UK law, someone's capacity is judged according to the specific decision to be made, so a person may have sufficient capacity to make simple decisions but not more complicated ones.
- Referral – a concern may become a referral when it is passed on to a Safeguarding Adults referral point and accepted as a Safeguarding Adults referral. Safeguarding Adults is used to describe all work to help adults at risk stay safe from significant harm. It replaces the term 'adult protection'.
- Strategy discussion is a multi-agency discussion between relevant organisations involved with the adult at risk to agree how to proceed with the referral. It can be face to face, by telephone or by email.
- Strategy meeting is a multi-agency meeting with the relevant individuals involved, and with the adult at risk where appropriate, to agree how to proceed with the referral.
- Vital interest is a term used in the Data Protection Act 1998 to permit sharing of information where it is critical to prevent serious harm or distress or in life threatening situations.
- Wilful neglect or ill treatment is an intentional or deliberate omission or failure to carry out an act of care by someone who has care of a person who lacks capacity to care for themselves. Section 44 of the Act makes it a specific criminal offence to wilfully ill-treat or neglect a person who lacks capacity.