

Safeguarding Children, Young People and Adults Policy

Company	Thirteen
Lead Manager	Janice McNay
Date of Final Draft and Version Number	April 2021
Review Date	March 2024
Officer Responsible for Review	John Rafferty

Policy Review History

Version	Action & Changes	Author	Date
1	Review and amalgamation of the Prevent and Safeguarding Children, Young People Policy and the Prevent and Safeguarding Adults Policy	JR	April 2021

1 POLICY STATEMENT

- 1.1 Thirteen considers the abuse of anyone at risk to be wholly unacceptable and recognises the harmful effect that abuse has on the victim, their families and the wider community. Thirteen believes that the welfare of children, young people and adults at risk is paramount and that everyone has the right to protection from abuse regardless of age, culture, disability, gender, racial origin, language, religious belief or sexual orientation.
- 1.2 Thirteen works closely in partnership with a range of organisations, including the Local Authorities, who work within regulatory standards and have a number of specific duties to ensure the safeguarding and welfare of children, young people and adults at risk. The services provided by Care providers to adults within Thirteen facilities meet Care Quality Commission standards.
- 1.3 Reports of abuse or suspected abuse are taken extremely seriously and Thirteen is committed to identifying, responding to and addressing any issues identified. Thirteen works towards minimising the potential for abuse to occur by implementing appropriate policies and procedures, which include the offer of support to any victim in a safe and supportive environment throughout any investigation process.
- 1.4 Thirteen recognises its wider Safeguarding responsibilities under the PREVENT Duty to protect children, young people and adults from radicalisation, whether within their family or from outside influences.
- 1.5 Thirteen will not tolerate forced labour or child labour in any aspect of its business and are fully committed to acting ethically and with integrity in all business dealings and relationships. Thirteen holds itself and its supply chain fully accountable and strives to adhere to the provisions of the Modern Slavery Act 2015.
- 1.6 All reported incidents will be addressed in a way that ensures allegations are dealt with in confidence, in a manner which best respects people's dignity, and that investigations are carried out impartially. Any allegation or suspicion of abuse by an employee of Thirteen will be addressed through formal statutory investigation procedures and internal disciplinary procedures.
- 1.7 Thirteen aims to educate and raise awareness of abuse to both employees and the wider community to help ensure that they understand the role they have and to encourage them to report any suspected cases of abuse to the relevant agency. Thirteen will also ensure that appropriate measures to promote the health, safety and welfare of the people involved in its work.
- 1.8 The policy references the safeguarding and promoting the welfare of children defined 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

- 1.9 With regards to adult safeguarding, the policy references the 6 safeguarding Principles as contained in the Care Act 2014



2 REFERENCE MATERIAL

- 2.1 Thirteen will comply with all relevant legislation and regulations including, but not restricted to, those listed below:

- Mental Health Act 1983
- Sexual Offences Act 2003
- Housing Acts 2004
- Disability Discriminations Act 1995 & 2005
- Human Rights Act 1998
- General Data Protection Regulations 2018
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2018
- Equality Act 2010
- Care Act 2014, and associated guidance
- Domestic Violence Crime and Victims Act 2004
- Anti-Social Behaviour Act 2003
- Freedom of Information Act 2000
- Counter-terrorism and Security Act 2015
- Prevent Duty guidance 2019
- Modern Slavery Act 2015
- Children Act 1989 and 2004
- Homeless Act 2002
- Counter-terrorism and Security Act 2015
- NICE Guidance on Child Abuse and Neglect Oct 2017
- Statutory Guidance on Female Genital Mutilation

This policy has links to other internal policies such as;

- Information Governance Framework
- Anti-Social Behaviour and Hate Incidents Policy
- Transparency Policy
- Lone Working Policy and Procedure
- Prevent and Safeguarding Procedure
- People Framework

3 DEFINITIONS

Children – a child is defined as anyone who has not yet reached their 18th birthday, any child or young person will be referred to as Children.

Safeguarding (Children & Young People) – NSPCC defines safeguarding as ‘the action that is taken to promote the welfare of children and protect them from harm’.

Safeguarding (Adults) - the Care Act 2014 defines safeguarding as ‘Protecting an adult’s right to live in safety, free from abuse and neglect’

Thirteen Representative – any employee, volunteer, apprentice, contractor delivering a service on behalf of Thirteen

GDPR – General Data Protection Regulations

DSL – Designated Safeguarding Lead

DSR – Designated Safeguarding Referrer

DSC – Designated Safeguarding Champion

Prevent - Part of a Government counter-terrorism strategy aimed at stopping people becoming terrorists or supporting terrorism

Channel – Key part of Prevent Strategy - a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into radicalisation

MSP – Making Safeguarding Personal - is an initiative which aims to develop a person-centred and outcomes focus to safeguarding work in supporting people to improve or resolve their circumstances.

DBS – Disclosure and Barring Service

TSAB – Teeswide Safeguarding Adults Board

HSSCP – Hartlepool and Stockton Safeguarding Children’s Partnership

STSCP – South Tees Safeguarding Children’s Partnership

Forms of Abuse definitions Appendix 1

OFSTED – Office for Standards in Education, Children’s Services and Skills

4 POLICY CONTENTS

4.1 Reporting a Safeguarding Concern

- 4.1.1 The Safeguarding Children, Young People and Adults procedures details the reporting process within the organisation, and all Thirteen representatives, will follow the Teeswide Safeguarding Adults Procedures and the Tees Children’s Safeguarding Partnerships Procedures, recommendations when reporting safeguarding matters to external services.

4.2 Confidentiality and Disclosure of Information

- 4.2.1 Thirteen works with outside agencies in order to safeguard children, young people, and adults at risk, which requires sharing of information between partner services. The need to distinguish between the principles of confidentiality and the need to share information must be in line with guidance detailed in the Safeguarding procedures, information sharing protocols and data protection legislation. Additional information and guidance is also available in Thirteen’s Information Governance Framework.

4.3 Recording, Storing and Sharing Information

- 4.3.1 Information is recorded, stored, shared and destroyed in accordance with the GDPR. The consent of the individual should be secured, however if consent is not received information can still be processed if there is a legitimate purpose, such as preventing serious harm to an adult at risk, protecting a child’s health and well-being, providing urgent medical treatment or in the detection or prevention of crime.

4.3.2 Thirteen employees are responsible for recording all concerns and ensuring that the status of open cases and the outcome of closed cases can be accessed. All information is recorded and stored on a secure internal management system.

4.3.3 We comply with the requirements of Data Sharing Agreements of the relevant authorities involved in Safeguarding children, young people and adults.

4.4 Consent and Capacity

4.4.1 It will always be assumed that a customer has the capacity to make decisions about their personal safety unless information or advice received suggests otherwise. In such cases, any actions required will be taken within the requirements of legislation.

4.4.2 In the case of a child or young person the professional should seek to discuss concerns with the family and, where possible seek the family's consent to making a referral unless this may, either by delay or the behavioural response it prompts or for any other reason, place the child at increased risk of Significant Harm.

4.5 Working in Partnership

4.5.1 The main legislative framework for recognising and responding to safeguarding is provided by the Children Act (1989). The Children Act (2004) introduced further provisions to strengthen multi-agency working including statutory duties for Local Authorities to promote co-operation between the relevant agencies.

4.5.2 Registered Housing Providers are expected to comply with Section 11 of the Children Act (2004) that specifies 'organisations should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children'. In accordance with the Act, Thirteen ensure that staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role.

4.5.3 The Care Act 2014 emphasises the importance of effective multi-agency partnership working and taking a person-centered approach that actively involves individuals in safeguarding risk assessments and risk management plans. 4.5.4 Thirteen recognises the duty it has and will take all reports of abuse and neglect seriously, working alongside other organisations to safeguard adults at risk, working with the principles of Making Safeguarding Personal (MSP).

4.5.5 Where it is considered that a criminal offence has occurred, police will be notified immediately and employees will liaise with the relevant lead officers for safeguarding children, young people and adults at risk within the Local Authority.

4.5.6 Thirteen works in partnership with the local Channel Panel focusing on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent (counter-terrorism) teams in the relevant police authority will be informed, in cases of suspected radicalisation of a child, young person or adult at risk.

4.5.7 It is recognised that cases of anti-social behaviour and/or hate incidents may also include evidence of other types of abuse that can have an effect on victims at risk. Arrangements are in place for dealing with anti-social and hate incidents in a separate policy and any safeguarding concerns will be reported in accordance with this and related procedures.

4.6 Recruitment and Staff Selection

4.6.1 As part of the People Framework the Safer Recruitment process, ensures Thirteen use the Disclosure and Barring Service to assess the suitability of applicants for positions of trust and

fully comply with DBS guidance. Enhanced DBS checks will always be carried out prior to starting employment where the role involves direct provision of services to people at risk.

- 4.6.2 In addition to pre-selection checks, the safeguarding process includes comprehensive induction and training to ensure employees and volunteers understand their roles and responsibilities when working with children, young people and adults at risk. This includes mandatory refresher training on an annual basis.

4.7 Staff Responsibility

- 4.7.1 Statutory guidance under the Care Act 2014 and Children's Act 1989 and 2004 makes specific reference to responsibility or 'Duty of Care', which is shared by staff at all levels, to take appropriate action where there is a suspicion, concern or allegation of abuse. It is everyone's responsibility to report concerns about colleagues, customers, the wider community and themselves.
- 4.7.2 Thirteen's Transparency policy provides guidance for all members of staff around whistleblowing, including their responsibility to raise any concerns without fear of reprisal and receive support throughout any investigations.

4.8 Training

- 4.8.1 All employees and board members of Thirteen will complete mandatory e-learning training on an annual basis.
- 4.8.2 The DSL, DSR's and DSCs will receive specialist training in both PREVENT and Safeguarding to enable them to carry out their role effectively.
- 4.8.3 It is recognised that safeguarding children, young people and adults' cuts across a wide range of topics including the Prevent Strategy, domestic abuse, stalking and honour-based violence, sexual and criminal exploitation, mental health and mental capacity, substance misuse, self-neglect and hoarding.
- 4.8.4 Records of all safeguarding training are stored and managed on internal management systems, and training is audited regularly for quality.

4.9 Images and Publicity

- 4.9.1 Thirteen is keen to publicise its work and document activities and good practice through the use of photographs and film. Images of anyone under 18 years of age will not be used without prior permission of a parent, carer or guardian.
- 4.9.2 Safeguarding information is communicated to Thirteen Representatives, customers and local communities using a range of methods to best meet the needs of service users.

Procurement and Projects

- 4.9.1 Specific content has been included in all project, contract, tender and procurement documents, to outline minimum requirements relating to safeguarding children, young people, and adults at risk. Failure to meet these requirements will result in ineligibility.

4.10 Governance and Performance

- 4.10.1 Safeguarding arrangements, including recording and monitoring processes will be monitored and reviewed to ensure service quality and improvement.
- 4.10.2 Safeguarding and performance information will be reported monthly and quarterly to Executive and Service Directors and via the Assurance Framework to the Audit and Risk Committee.
- 4.11.3 The Board will receive an annual update, to include trend analysis of safeguarding statistics for the year.

5.0 Appendix 1

TYPES OF ABUSE Children, Young People and Adults

Type of Abuse	Information
Physical Abuse	https://www.tsab.org.uk/general-public/physical-abuse/ Physical abuse NSPCC
Domestic Abuse	https://www.tsab.org.uk/general-public/domestic-violence/ Domestic abuse NSPCC
Sexual Abuse/Exploitation and Child Sexual exploitation	https://www.tsab.org.uk/general-public/sexual-abuse/ Sexual abuse NSPCC Child sexual exploitation: at a glance NSPCC
Psychological/Emotional Abuse	https://www.tsab.org.uk/general-public/psychological-abuse/ Emotional abuse NSPCC
Neglect and Omission	https://www.tsab.org.uk/general-public/neglect-and-acts-ofomission/ Child neglect NSPCC
Modern Slavery/Child Trafficking	https://www.tsab.org.uk/general-public/modern-slavery/ Child trafficking NSPCC

Grooming	Child grooming NSPCC
On – line Abuse	Online abuse NSPCC
Bullying and Cyber bullying	Bullying and cyberbullying NSPCC NSPCC
Female Genital Mutilation (FGM)	Female genital mutilation (FGM) NSPCC
Harmful Sexual Behaviour	Harmful sexual behaviour NSPCC
Self - Neglect	https://www.tsab.org.uk/general-public/self-neglect/
Financial and material abuse	https://www.tsab.org.uk/general-public/financial-or-materialabuse/
Organisational Abuse	https://www.tsab.org.uk/general-public/organisational-abuse/
Discriminatory Abuse	https://www.tsab.org.uk/general-public/discriminatory-abuse/

GOVERNANCE INFORMATION

Equality and Diversity	Initial Screening took place on the two initial separate policies, this identified no adverse impact on the protected characteristics on the application of this policy.
Customer Involvement and Consultation	The policy was shared with the Involved Customers who gave positive feedback and found the policy clear and easy to read.
Monitoring and Review	To be reviewed March 2024, or on change of legislation
Responsibility	John Rafferty