



**Safeguarding Children, Young People
And Vulnerable Adults**

Handbook

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Introduction

This handbook should be read in conjunction with the Textile Centre of Excellence 'Safeguarding Policy'.

1 Code of Behaviour for staff and subcontractors

In this document reference to 'staff' includes those subcontracting to the Textile Centre of Excellence.

Members of staff and subcontractors must:

Provide the opportunity and environment for children, young people and vulnerable adults to talk to others about any concerns they may have.

Provide an environment that encourages children, young people and vulnerable adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate others.

Assess the risks associated with the situations they and children, young people and vulnerable adults are in and the activities they and children, young people and vulnerable adults undertake in order to ensure all potential hazards and risks have been identified and as far as is reasonably practicable controlled.

Treat everyone with dignity and respect.

Avoid where practicable situations where a staff member or subcontractor is on their own with a child, young person or vulnerable adult.

In the event of an injury to a child, young person or vulnerable adult, accidental or not, ensure that it is recorded and witnessed by another adult. (Use 'safeguarding report form').

Keep written records of any allegations a child, young person or vulnerable adult makes against staff and subcontractors and report allegations in line with the Safeguarding Policy (Use 'safeguarding report form').

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If a child, young person or vulnerable adult touches a staff member or subcontractor inappropriately (or the reverse) record what happened immediately and inform the safeguarding coordinator (Use safeguarding report form).

If a child, young person or vulnerable adult has a physical injury and emergency medical attention is required ensure that this is sought immediately by contacting the emergency services.

Members of staff and subcontractors should not;

Permit or accept abusive or discriminatory behaviour.

Engage in inappropriate behaviour or contact.

Use inappropriate or insulting language.

Show favouritism to anyone.

Undermine or criticise others.

Give personal money.

For 'Self Protection'

Staff **should not** spend excessive amounts of time alone with children, young persons and vulnerable adults, away from others. Meetings with individual children, young persons and vulnerable adults should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or should be aware of the meeting.

Staff **should not** make physical contact with children, young persons and vulnerable adults.

Staff **should not** take children, young persons and vulnerable adults alone in a car.

Staff **should not** meet children, young persons and vulnerable adults outside of the work environment.

Staff **should not** start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should record the facts and report these to the safeguarding coordinator.

Staff should **never** –

State that the matter will be treated in confidence, go no further or not be recorded.

Initiate or engage in sexually provocative conversations or activity

Allow the use of inappropriate language to go unchallenged

Do things of a personal nature for children, young persons and vulnerable adults that they can do themselves

Allow any allegations made by a child, young persons or vulnerable adult go without being reported and addressed

Trivialise or exaggerate child or vulnerable adult abuse issues

Make promises to keep any disclosure confidential from relevant authorities.

Staff **should not** show favouritism to any one child, young persons or vulnerable adult, nor should they issue or threaten any form of physical punishment.

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- Staff **must respect** children, young persons and vulnerable adults' rights to privacy and encourage children, young persons and vulnerable adults to feel comfortable enough to report attitudes or behaviour they do not like
- Staff **will be expected** to act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their leadership role within the organisation. All pre-existing relationships between staff and children, young persons and vulnerable adults **must** be declared
- All staff **should be aware** of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the safeguarding coordinator.
- If a member of staff finds himself or herself the subject of inappropriate affection or attention from a child, young person or vulnerable adult, **they should** make the safeguarding coordinator aware of this.
- If a member of staff has any concerns relating to the welfare of a child or vulnerable adult in their care, be it concerns about actions/behaviours of another staff member or concerns based on any conversation with the child or vulnerable adult; particularly where the child or vulnerable adult makes an allegation, they should report to the safeguarding coordinator.

2 Understanding Harm

Types of Harm

All members of staff and subcontractors must understand the meaning of harm and abuse.

Abuse and neglect are forms of maltreatment of a child, young person or vulnerable adult. Child refers to anyone under the age of 18. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Physical abuse involves causing physical harm to a child, young person or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects on that person's emotional development. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. The activities may involve physical contact. They may include non-contact activities.

Neglect is the persistent failure to meet a child, young person or vulnerable adult's basic physical and/or psychological needs.

This is not an exhaustive list and it must be recognised that it is not the role of Textile Centre of Excellence staff or subcontractors to make an assessment of whether children or young people have suffered harm. **Textile Centre of Excellence staff or subcontractors do have a duty to report any concerns about harm in accordance with the Safeguarding Policy.**

Becoming Aware of Harm

The harm or possible harm of a child, young person or vulnerable adult may come to the attention of a member of staff or subcontractor in a number of ways.

Information about the harm can be given by the child, young person or vulnerable adult, or his/her friends, a family member or close associate.

The child, young person or vulnerable adult's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve 'acting out' a harmful situation in play.

Observation of an injury which arouses suspicion because;

It does not make sense when compared with the explanation given.

The explanations differ depending on who is giving them (e.g. differing explanations from the parent / carer and child, young person or vulnerable adult).

The child, young person or vulnerable adult appears anxious and evasive when asked about the injury.

Suspicion being raised when a number of factors occur over time, for example, the child, young person or vulnerable adult fails to progress and thrive in contrast to his/her peers.

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Contact with individuals who pose a 'risk to children'. This relates to an individual that has been identified as presenting a risk or potential risk of harm to children.

This can be someone who has been convicted of an offence listed in Schedule One of the Children and Young Person's Act 1933 (Sexual Offences Act 2003), or someone who has been identified as continuing to present a risk to children.

Possible Substance misuse – the potential for a child, young person or vulnerable adult to be harmed as a result of the excessive use of alcohol, illegal and controlled drugs, solvents or related substances may occur during a child, young person or vulnerable adult's life.

Possible Suspicion of Domestic Violence – Children and young people can suffer directly and indirectly if they live in a household where there is domestic violence. It is likely to have a damaging effect on the health and development of children. This can include children witnessing violence in the home.

Possible Bullying – This can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities and social acceptance of their peer group).

Bullying can cause considerable distress, to the extent that it can affect health and development and at the extreme significant harm.

3 Procedure for responding to an allegation of abuse

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

Do not make promises regarding confidentiality. Explain to the person **at the outset** that you will need to report the disclosure and share the information with the safeguarding coordinator. The safeguarding coordinator will, where possible respect the wishes of the individual; however, information will be shared with external agencies where it is judged that a person is at risk of suffering significant harm.

The member of staff or learner who has concerns about possible abuse or neglect should contact their line manager and safeguarding coordinator as soon as possible for advice and support. A record of the incident or concern should be made on the safeguarding report form.

If the complainant is the child, young persons or vulnerable adult him/herself, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and court proceedings.

The safeguarding coordinator must report the matter to the local safeguarding board as a matter of urgency whether or not they feel this action is justified in the particular circumstances of the case. In the unlikely event that these services cannot be accessed contact the relevant police child protection team for the area.

A written record of the report will be retained by the safeguarding coordinator. The written record will note the date and time of the report and must include the name and position of the person to whom the matter is reported.

The safeguarding coordinator should discuss with the relevant authority what action will be taken to inform the parents/guardian of the child or vulnerable adult and a note of that conversation should be made.

Allegations against a Member of Staff

In the event there is any suspicion, allegation or apparent abuse of a child or vulnerable adult by a member of staff the matter should be reported to the safeguarding coordinator or Managing Director as soon as possible.

On being notified of any such matter the safeguarding coordinator and Managing Director shall:

- take such steps as they consider necessary to ensure the safety of the child or vulnerable adult in question
- liaise with the person who reported the original concern and ensure that a report of the matter is completed
- report the matter to the local safeguarding authority in accordance with the procedure set out above if not already done so
- notify the Managing Director

If the safeguarding coordinator is the subject of the allegation or complaint the matter must be reported direct to the Managing Director.

If a complaint has been made against the Managing Director the matter must be reported to the Chairman of the Board of Directors.

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All staff should be aware of the fact that allegations may be made against them, and that the allegation may have grounds for substantiation or not.

Any such notification may result in immediate suspension of the member of staff, and may result in the application of the company's disciplinary procedure where it is considered appropriate.