



foundation

SAFEGUARDING POLICY

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1) SAFEGUARDING POLICY STATEMENT

The Adsum Foundation will ensure that all children, young people and adults at risk, while engaging in our activities or services are in a safe, caring environment where they feel listened to and valued.

Staff and volunteers in our organisation are committed to practice which promotes the welfare of children, young people and adults at risk and protects them from harm and exploitation.

Staff and volunteers accept and recognise our responsibilities to develop awareness of the issues that cause children, young people and adults at risk harm, and to establish and maintain a safe environment for all. We will not tolerate any form of abuse or harmful treatment.

We are committed to promoting an atmosphere of inclusion, transparency and openness and are open to feedback from the people who use our services, parents, carers, advocates and our staff and volunteers, with a view to how we may continuously improve our services/activities.

The Adsum Foundation's safeguarding policy is intended to cover all functions of The Adsum Foundation where staff and volunteers have contact with children, young people and adults at risk in the course of their duties.

Staff and volunteers in The Adsum Foundation will endeavour to safeguard children, young people and adults at risk by:

- adhering to our safeguarding policy and ensuring that it is supported by robust procedures;
- carefully following the procedures laid down for the recruitment and selection of staff and volunteers;

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- providing effective management for staff and volunteers through support, supervision and training;
- implementing clear procedures for reporting concerns to statutory agencies that need to know, while involving children, adults at risk, parents, carers and advocates appropriately;
- implementing a code of behaviour for staff and volunteers;
- appropriately managing personal information, confidentiality and information sharing;
- implementing clear procedures for receiving comments and suggestions and for dealing with concerns and complaints about our organisation; and
- ensuring general safety and risk management procedures are adhered to.
- Staff to attend annual child protection training. The next certified training will take place on the 26th and 27th January 2021 with Kingsbridge Training Academy, Belfast.

2) RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS

The Adsum Foundation operates transparent and clearly defined recruitment and selection procedures in line with legislative requirements and best practice. Thorough procedures help to screen out those who are not suitable to work with children, young people and adults at risk.

An Access NI Enhanced Disclosure with Barred List Check is required for staff and volunteers in regulated activity (as defined under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)). Therefore, before advertising a post or volunteering role, The Adsum Foundation will decide if it falls into the category of regulated activity.

The Adsum Foundation's recruitment and selection procedures for staff and volunteers include the following:

- defining the post through clear job descriptions and personnel specifications for staff and clear role descriptions and volunteer specifications for volunteers. These identify the key skills, qualities, abilities and qualifications required to fill the post. The job/role description indicates whether the post constitutes regulated activity under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012) or if the post meets the pre-September 2012 definition of regulated activity;
- an open recruitment process;
- completion of an application form/registration form, which will cover past work/volunteering experience;
- completion of a declaration and consent form. The applicant must declare any past criminal convictions, cautions and bind-overs which are not protected and any cases pending against them. The applicant must provide information on any investigation that has been carried out in relation to child or adult at risk abuse in which they have been the alleged perpetrator. They must also give consent for the relevant level of Access NI Disclosure Check to be requested if they are considered the preferred candidate for a post, and have been conditionally offered the job/role subject to the results of appropriate checks;

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- interview (or meeting in the case of a volunteer) appropriate to the job/role with at least two representatives of The Adsum Foundation. Photographic identification and, where required, documentary evidence of qualifications and any accredited training should be produced by the candidate at the interview or meeting.

Following a conditional offer of employment/volunteering the following procedures apply:

- request for two written references, which may be followed up orally as necessary;
- appropriate checks will be undertaken where required. An Access NI Enhanced Disclosure with Barred List Check will be requested on the preferred candidate if the job/role constitutes regulated activity. Where the post meets the former definition of regulated activity (pre-September 2012) an Enhanced Disclosure without Barred List Check will be requested. If required, a registration check with an appropriate Professional Body will also be required;
- all posts are approved by management.

The Adsum Foundation ensures that all information relating to recruitment and selection is securely and confidentially stored.

3) EFFECTIVE MANAGEMENT OF STAFF AND VOLUNTEERS

Effective management of staff and volunteers ensures that everyone in The Adsum Foundation is clear about what we are trying to achieve and what their particular job/role is. The Adsum Foundation wants to prevent harm to the children, young people and adults at risk we support and the provision of appropriate training and support and supervision of staff and volunteers helps to achieve this. We also want staff and volunteers to feel valued and listened to.

The Adsum Foundation's management procedures for staff and volunteers include the following:

- Induction, which covers:
 - The Adsum Foundation's ethos, activities, policies and procedures;
 - the job/role and the staff member/volunteer's area of responsibility;
 - what is expected of staff and volunteers and the boundaries within which they may operate;
 - support available to the staff member/volunteer;
 - meeting fellow colleagues and volunteers;
 - written acknowledgement of completion. The staff member/volunteer and their manager/coordinator sign off the induction.

- Probationary period for staff and trial period for volunteers:
 - all appointments are conditional on a satisfactory period of employment or volunteering, the timeframe for which will be agreed;
 - following an agreed probationary/trial period, the post will be confirmed in writing.

- Support and supervision:
 - support and supervision is provided for staff and volunteers through regular one-to-one meetings and team meetings.

- Annual appraisal for staff and annual review for volunteers:
 - this is provided to assess and give feedback to staff and volunteers on their general performance and to help identify future support and training needs.

4) REPORTING CONCERNS

Staff and volunteers working with vulnerable groups need to be aware of what is meant by child and adult at risk abuse and the different categories of abuse that exist. Categories and possible indicators of abuse are outlined in Appendix 1.

Abuse can happen anywhere and an abuser can be anyone who has contact with the child or adult at risk. Factors that increase vulnerability can include situations where a pattern of violence exists or has existed, social or emotional isolation, drug/alcohol misuse, disability.

If a staff member or volunteer has concerns about a child or adult at risk they are working with, it is not their responsibility to investigate nor to try to decide if abuse has occurred. It is their responsibility to pass on their concerns through The Adsum Foundation's reporting procedures. Under no circumstances should a staff member or volunteer attempt to investigate or deal with the situation alone.

How can you be alerted to signs of abuse?

- A child or adult at risk may disclose to you, they may tell you that they are being harmed.
- Someone else may tell you about their concerns or something that causes you concern (this could be a staff member, volunteer, carer or neighbour).
- You may notice physical signs or indicators which give cause for concern. See Appendix 1 for possible indicators of abuse.
- The child/adult at risk's demeanour or behaviour may give you cause for concern.
- The behaviour of a person close to the child or adult at risk makes you feel uncomfortable (this could be a family member, carer or peer).
- The behaviour of another staff member/volunteer makes you feel uncomfortable.

What if a child or adult at risk discloses that he/she has been or is being abused?

If a child or adult at risk discloses abuse it is very important that you know how to respond appropriately. Such information is sensitive and it may have taken a lot of courage for the person to reach the stage of telling someone.

The following are guidelines for dealing with disclosure which all staff/volunteers should follow:

Do:

- stay calm;
- listen and hear what the child/adult at risk is telling you;
- express concern and sympathy about what has happened;
- reassure the child/adult at risk that they have done the right thing in telling you;
- record in writing what was said (in the child/adult at risk's own words) as soon as possible afterwards;
- report to your line manager/coordinator
- record that you have made your report.

Don't:

- panic;
- stop someone from disclosing to you;
- promise to keep secrets;
- ask leading questions;
- press the child/adult at risk for more details or ask them to repeat the story;
- gossip about the disclosure or pass on the information to anyone who does not have a legitimate need to know;
- attempt to investigate yourself;
- leave details of your concerns on a voicemail or by email.

ALWAYS REPORT CONCERNS TO THE DESIGNATED OFFICER AS SOON AS POSSIBLE.

If urgent medical/police help is required, call the emergency services and be aware that medical or forensic evidence might be needed.

There may be some initial ‘checking out’ with the child or adult at risk who has disclosed in order for you to ensure his/her safety. For example, if a staff member/volunteer notices a bruise on a child or adult at risk’s arm, it would be appropriate to ask, ‘I see you have a bruise on your arm. How did that happen?’

However, staff and volunteers should not investigate by asking questions that relate to the details, or circumstances of the alleged abuse, beyond initial listening, expressing concern and checking out.

Reporting procedure

There may be emergency situations where it is appropriate to contact the police immediately. But whatever the circumstances of the concern, disclosure, allegation or suspicion, it is vital that you record the details and report these to the Designated Officer without delay. Sharing information, no matter how insignificant it may seem, is one of the most important ways of safeguarding children and adults at risk.

The Adsum Foundation has implemented a reporting procedure that will be communicated to staff/volunteers at induction and through support and supervision meetings. The following reporting procedure should be followed:

Record and report

Staff and volunteers should record any concerns, disclosures, allegations and/or suspicions of abuse on the Child and Adult at Risk Protection Report Form A in Appendix 2. This should include the date and time that the staff member or volunteer became aware of the concerns, the parties who were involved, and any action taken. Any questions asked in ‘checking out’ the concerns should also be recorded on this report form. This information must be kept in a secure place and passed to the Designated Officer as soon as possible.

Any concerns expressed by a person outside of The Adsum Foundation (for example parents, carers, social worker) should be recorded on the Child and Adult at Risk Protection Report Form B in Appendix 3. This should include the date and time that the person became aware

of the concerns, the parties who were involved, and any action taken. This information must be kept in a secure place and passed to the Designated Officer as soon as possible noting name of Designated Officer and date the report was made.

Designated Officer's role and responsibility

When the Designated Officer is alerted to concerns about a child or adult at risk, s/he should act promptly and in accordance with the reporting procedure of The Adsum Foundation, including, the need to:

- ensure that the child or adult at risk is in no immediate danger and that any necessary medical or police assistance has been sought;
- consider whether the concern is a safeguarding issue or not. This may involve some 'checking out' of information provided, taking care not to investigate; but recording reasons for non-referral.
- make a formal referral if it is considered the concern to be a safeguarding issue.

If The Adsum Foundation's Designated Officer decides that the concern is not considered a safeguarding issue or a discussion has taken place with the local authority and it is decided that there should be no referral made to a statutory authority, a record should be made of the concern. The details should be kept on file, including any action taken, the reasons for not referring, and the situation monitored on an ongoing basis. This is important in case further concerns are raised which, when taken together, indicate that the child or adult at risk is being harmed and protective action is required.

Historical abuse

In the case of a staff member or volunteer receiving information that abuse has occurred in the past this information should be passed to the Designated Officer as there could be a continued risk to other children or adults at risk.

Confidentiality

Information relating to a child or adult at risk concern should be confidential and shared on a need to know basis only. It should not be shared inside or outside The Adsum Foundation, other than with those who need to know, such as the Designated Officer.

Breaches of confidentiality can be damaging to the child and adult at risk and any investigations that may take place.

Allegations against staff and volunteers

An allegation against a staff member/volunteer is a difficult situation for an organisation to deal with, as the individual who is the subject of the allegation may be a close colleague or friend. However, it is extremely important that the procedure for dealing with allegations is followed accordingly.

When responding to an allegation made against a staff member/volunteer, The Adsum Foundation recognises its responsibilities, firstly to the child or adult at risk, and, secondly to the staff member/volunteer. Two related but independent strands of enquiry are followed in such circumstances, in relation to reporting concerns and disciplinary/problem solving procedures.

Record and report

If a staff member/volunteer receives any information about an allegation against another staff member/volunteer this must be recorded and reported to their Designated Officer on the Child and Adult at Risk Protection Report Form A (see Appendix 2). This should include the date and time that the staff member or volunteer became aware of the information and the parties who were involved. This information must be kept in a secure place shared only with the Designated Officer.

When the information has been reported all details should be recorded fully by the Designated Officer who will pass this information to the line manager or supervisor of the individual against whom the allegation has been made.

The following procedure should be followed:

- The Adsum Foundation Designated Officer will consult with the HSC Trust and/or PSNI to ensure that any subsequent action taken by The Adsum Foundation does not prejudice the HSC Trust or PSNI investigation;
- Following this consultation, the individual will be informed by their line manager or supervisor that an allegation has been made against him/her and provide them with an opportunity to respond. The details of this response should be fully recorded by their line manager or supervisor;
- through consultation with the statutory authorities, The Adsum Foundation will agree the most appropriate way forward;
- protective measures should be implemented as a priority. This may include suspending/removing the staff member/volunteer from their role or moving him/her to alternative duties for the period of the investigation. Suspension is a neutral act to allow the investigation to proceed and to remove the staff member/volunteer from the possibility of any further allegation, as well as protecting vulnerable people. Where suspension is considered necessary, it will be dealt with as quickly and sensitively as possible.

All of the above actions will be taken in accordance with The Adsum Foundation's disciplinary/problem solving procedures, and will have due regard to guidance from the HSC Trust or PSNI.

- If the allegation is unsubstantiated, the staff member/volunteer will be given support to reintegrate into The Adsum Foundation and resume their post.
- If the allegation is substantiated and the staff member/volunteer has been found to have harmed or put at risk of harm a child or adult at risk, and The Adsum Foundation permanently removes the staff member/volunteer from regulated activity (or would have done had they not left) following internal procedures, The Adsum Foundation will be under statutory duty to refer the staff member/volunteer to the Disclosure and Barring Service (DBS) under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012).

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What if a staff member's/volunteer's concerns are not taken seriously?

If a staff member/volunteer raises a safeguarding concern but feels the Designated Officer is reluctant to pass this on, you should discuss the concern with the Board of Trustees of The Adsum Foundation.

If you still feel that the matter should be referred and has not been, you have the option to raise concerns outside of The Adsum Foundation structures and access confidential advice from an independent source. Full record keeping is essential.

The Adsum Foundation takes poor/malpractice seriously and staff/volunteers, who have passed on a genuine concern which has not been appropriately acted upon in accordance with reporting procedures, can pass information on as outlined above.

The Adsum Foundation considers it a disciplinary/problem solving matter to victimise a staff member/volunteer for raising a genuine concern. Similarly, maliciously making a false allegation will be a disciplinary/problem solving matter.

5) CODE OF BEHAVIOUR

The Adsum Foundation expects all staff and volunteers to conduct themselves in a way that ensures children, young people and adults at risk are protected and kept safe from harm while they are engaged in any activity associated with the organisation. Equally, The Adsum Foundation expects those who avail of services/participate in activities to behave in a manner that is respectful towards others.

Communication

Staff and volunteers should:

- treat every child, young person and adult at risk with dignity and respect;
- adopt a child/person centred approach;
- listen to children, young people and adults at risk and communicate with them appropriately;
- involve children, young people and adults at risk appropriately in decision making;
- be aware of their role and the boundaries within which they should work;
- identify themselves as a representative of The Adsum Foundation during the course of their duties.

Staff and volunteers should never:

- make sexually suggestive comments to or about a child, young person or adult at risk;
- form inappropriate relationships with children, young people or adults at risk;
- gossip about children, young people or adults at risk and their families;
- let allegations made by a child, young person or adult at risk go unreported;
- invite a child, young person or adult at risk to their own home;
- use inappropriate language with children, young people and adults at risk;
- give their personal contact details to children, young people and adults at risk they are working with;

- allow a child, young person or adult at risk to use inappropriate language unchallenged.

Physical contact

Staff and volunteers should:

- ensure that physical contact is supportive, takes place in an open environment and is not secretive;
- ensure that it is in response to the need of the child, young person or adult at risk and is appropriate to the task required;
- ensure that physical contact is carried out carefully, sensitively and respectfully;
- never engage in any inappropriate contact with a child, young person or adult at risk;
- ensure that any dangerous behaviour by children, young people or adults at risk is stopped;
- not do things of a personal nature that a child, young person or adult at risk can do for themselves;
- not engage in any type of physical intervention or restraint, unless specifically trained and informed to do so within their job/role;
- inform their line manager/coordinator of any changing or additional needs with regards to physical support required by a child, young person or adult at risk.

Diversity

Staff and volunteers should:

- be open to and aware of diversity in the beliefs and practices of children, young people, adults at risk and their families;
- be aware of the difficulties posed by language barriers and other communication difficulties;

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- use all of the communication tools necessary to understand what a child, young person or adult at risk is trying to tell them;
- not discriminate against children, young people, adults at risk and their families who have different cultural backgrounds and beliefs from their own;
- report any discrimination by other staff members/volunteers.

Safe supervision

Staff and volunteers should:

- ensure that children or adults at risk in their care are not left unattended or unsupervised.

Staff and volunteers should avoid:

- spending excessive amounts of time alone with a child or adult at risk away from others;
- taking a child, young person or adult at risk alone on a car journey unless with the full consent of the parent, carer or advocate and The Adsum Foundation;
- meeting a child, young person or adult at risk outside of the auspices of The Adsum Foundation.

Staff and volunteers should never:

- abuse, harm or place at risk of harm a child, young person or adult at risk;
- engage in rough physical games with children, young people or adults at risk, including horseplay;
- engage in sexually provocative games with a child, young person or adult at risk;
- handle a child, young person or adult at risk's money;
- borrow money from, or lend money to, a child, young person or adult at risk.

Anti-Bullying

The Adsum Foundation is committed to providing a safe environment for everyone involved. Staff/volunteers should be vigilant for any signs of bullying (for example verbal, physical, emotional) and seek advice from the Designated Officer in relation to reporting any incidents.

Anti – Bullying Guidelines

Everyone taking part in activities and services delivered by The Adsum Foundation should be able to have fun and enjoy taking part. Bullying is wrong and The Adsum Foundation does not tolerate bullying wherever it occurs or whoever is responsible. If bullying does happen, it should be reported to a member of staff as soon as possible.

What is bullying?

Bullying is when someone makes someone else unhappy by being nasty to them on purpose. It can happen face-to-face or through cyberspace, and comes in many different forms:

Verbal: Name calling, teasing, mocking, taunting and threats.

Physical: Any form of physical violence including hitting, kicking, tripping, punching and pushing.

Sexual: Unwelcome sexual advances or remarks that are intended to cause offence, humiliation or intimidation. This could include pressure to send images of a sexual nature.

Emotional: Leaving people out, being unfriendly, tormenting, ridiculing, humiliation, taking peoples things, setting people up and spreading rumours.

Bullying often stems from a perceived difference in ability, race, religion, sexual orientation, gender identity or political views.

Staff, volunteers, children, young people, adults at risk must be vigilant to the signs of bullying and identify bullying hotspots (i.e. where children are likely to be most vulnerable).

Bullying can make someone feel scared and alone. It may result in change in behaviour and/or personality, absence, unkempt appearance, unexplained injuries, self-harm and or missing/damaged possessions. Sometimes the person being bullied is afraid to tell someone else but it is important that they do so that someone can help and stop the bullying. No one should ever be bullied and everyone has the right to feel safe.

Do

- Respect yourselves and each other
- Treat everyone fairly
- Listen to each other
- Learn from each other
- Include everyone
- Be friendly to each other and have fun
- Stand up for yourselves and each other
- Encourage everyone to join in
- Look out for each other

Don't

- Don't hurt anyone
- Don't pick on anyone
- Don't tease anyone
- Don't call anyone names
- Don't take anyone else's things
- Don't ignore bullying of any kind

If you are being bullied or think someone else is being bullied tell a member of staff.

Responding to an incident:

Any incident of bullying must be fully recorded and reported to the leader in charge. The leader in charge should inform other members of staff as appropriate so that everyone can remain vigilant.

Staff must support the person being bullied:

- Listen and focus on the person.
- Learn what's been going on and show you want to help.
- Assure the person that bullying is not their fault.
- Assess the severity of the situation - the nature, frequency and duration of the bullying behaviour and the degree of distress suffered by the person.
- Inform the person's parents/carers as soon as possible.
- Work together with the person and their parents/carers to resolve the situation and protect the person being bullied - ask the person what can be done to make him or her feel safe. For example, this might involve the people involved working in different teams or sitting separately during break/lunch times until the issue is resolved.

Staff must address the bullying behaviour:

- Address the bullying behaviour with the rest of the group, if appropriate. For example, remind everyone of the anti bullying guidelines. Facilitate a discussion around what bullying is and how it may affect a person.
- Speak to the person individually. Make sure the person knows that the bullying behaviour is inappropriate and harms others. Remind them of the anti bullying guidelines.
- Point out the level of distress experienced by the person being bullied.
- Work with the person to understand some of the reasons he or she has demonstrated bullying behaviour.
- Outline that bullying is taken seriously. Calmly tell the person that bullying will not be tolerated and if the matter persists they may be excluded from activities.

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- Inform the person's parents as soon as possible.
- Work with the person and their parents to try and stop the bullying behaviour and encourage positive behaviour.
- Involve the person in making amends or repairing the situation, where appropriate.
- Monitor the situation carefully.
- If the bullying behaviour continues the person may need to be temporarily or permanently excluded from activities.

Remember that any safeguarding concerns must be reported to the Designated Officer as soon as possible as per reporting procedures.

Breach of Code of Behaviour

If a staff member/volunteer is unsure of their actions and feel they may have breached the Code of Behaviour, they should consult with their line manager/coordinator as soon as possible.

Breaching the Code may result in The Adsum Foundation implementing disciplinary procedures/problem solving procedures and ultimately dismissal or, for volunteers, being asked to leave.

6) CONFIDENTIALITY

Children, young people and adults at risk are often protected by good communication between staff, volunteers, children, adults at risk and their parents, carers and advocates. The Adsum Foundation is committed to providing an inclusive environment, where transparency and openness are central to how services/activities are provided.

While personal information about children, young people and adults at risk is confidential, information about the care and safety of the child or adult at risk or others or where a crime is suspected must be reported by staff/volunteers to their line manager/coordinator as per reporting procedures and using the appropriate forms. The Adsum Foundation, as appropriate, will share this information with external agencies such as the PSNI.

7) GENERAL SAFETY AND MANAGEMENT OF ACTIVITIES

The Adsum Foundation is committed to providing a safe environment for children and adults at risk. An important factor in ensuring the general safety of activities is risk assessment. This is the process of examining what could possibly cause harm to children, adults at risk, staff or volunteers involved with The Adsum Foundation.

Dealing with accidents, incidents and near misses

Staff and volunteers must report all accidents, incidents and near misses to their line manager/coordinator and record the details.

Where the accident, incident or near miss is in some way connected to a safeguarding matter, it should be reported to their Designated Officer for appropriate action.

Safeguarding Policy Appendix 1

CATEGORIES AND INDICATORS OF ABUSE

Physical abuse includes hitting, slapping, pushing, burning, biting, restraining or disciplining in an inappropriate way and misuse of medication.

Indicators may include fractures, bruising, pain, burns, repeated attendance at GP surgery/hospital and delay between injury and seeking medical attention.

Psychological/emotional abuse includes verbal abuse, humiliation, harassment, intimidation or bullying and threatening or insulting behaviour.

Indicators may include being withdrawn, the child/ adult at risk being too eager to do everything they are asked, compulsive behaviour, lack of concentration/focus.

Sexual abuse includes direct or indirect sexual activity. Indirect activity includes forcing or enticing a child/vulnerable adult to watch pornographic material.

Indicators may include genital itching or soreness, genital bruising or bleeding, stomach/abdominal pain, sexually transmitted disease or infection, changes in sexual behaviour or language and not wanting to be touched.

Neglect includes failure to meet the basic needs of the child/adult at risk, lack of food or water, lack of appropriate clothing, lack of ventilation, lack of hygiene and failure to access medical care when required.

Indicators may include being hungry/thirsty, weight loss, being unclean or untidy, isolation and inadequate supervision and experiencing pain/discomfort.

Financial abuse includes misusing or stealing an individual's money/benefits or possessions and pressure about wills, property or inheritance.

Indicators may include having unusual difficulty with finances, being protective of money and possessions, not paying bills, not having normal home comforts and refusing care because of finances.

Institutional abuse is when an organisation fails to ensure that the necessary processes and systems are in place to safeguard service users and maintain good standards of care. It includes lack of training for staff/volunteers, poor supervision and management, poor record keeping and inappropriate use of rules, custom and practice.

Indicators may include no personal clothing/possessions for the service user, no care plan for him/her, repeated admissions to hospital, poor staff morale and high staff turnover, lack of clear lines of accountability and instances of staff/volunteers treating service users unsatisfactorily.

Discriminatory abuse is abuse of person because of their ethnic origin, religion, language, age, disability, gender or sexuality.

Indicators may include being refused access to services, being excluded inappropriately, not receiving the care services required and someone making critical or insulting remarks about the individual.

Child sexual exploitation (CSE) is a form of sexual abuse in which a person(s) exploits, coerces and/or manipulates a child or young person into engaging in some form of sexual activity in return for something the child needs or desires and/or for the gain of the person(s) perpetrating or facilitating the abuse' (SBNI 2014, adopted from CSE Knowledge Transfer Partnership NI).

As noted in the definition above, CSE is a form of sexual abuse. The key factor that distinguishes cases of CSE from other forms of child sexual abuse is the concept of exchange – someone coerces or manipulates the child into engaging in sexual activity in return for something they need or desire and/or for the gain of those perpetrating or facilitating the abuse.

The ‘something’ received by the child or young person can include tangible items such as food, accommodation, drugs, alcohol, cigarettes, money, gifts and/or intangible ‘rewards’ OR ‘benefits’ such as affection, a sense of value or belonging. The gain for those perpetrating or facilitating the abuse can include financial benefit, status or control.

Potential indicators of CSE include, but are not limited to:

- Unexplained gifts – money, clothes, mobile phone etc. Leaving home/care without permission
- Persistently going missing or returning late
- Receiving lots of texts/phone calls prior to leaving
- Returning distraught/dishevelled and/or under the influence of substances
- Truanting from school
- Entering or leaving cars driven by unknown adults or by taxis
- Significantly older ‘boyfriend’ or ‘girlfriend’
- Secretiveness around behaviours
- Concerning use of the internet
- Physical symptoms or infections
- Inappropriate sexualised behaviour for age

CSE can be difficult to identify. Many children and young people, and professionals, can misinterpret such experiences as consensual and fail to recognise the exploitation involved.

Safeguarding Policy Appendix 2

CHILD AND ADULT AT RISK PROTECTION REPORT FORM A

This report form should only be used for concerns reported by staff and volunteers within The Adsum Foundation.

Please answer all relevant questions as fully as you can.

Work location:	_____
Name of child/adult at risk:	_____
Age/Date of birth:	_____
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Name of parent(s)/carer(s) (if known):	_____
Home address (if known):	_____ _____ _____

**PLEASE COMPLETE THOSE SECTIONS BELOW THAT ARE
RELEVANT**

DISCLOSURE BY A CHILD/ADULT AT RISK
When was the disclosure made (dates and times)?
Who did the child/adult at risk make the disclosure to?
What did the child/adult at risk actually say?

INDICATORS

Describe any signs or indicators of abuse (with times and dates).

Has the child/adult at risk alleged that any particular person is the abuser? (If so, please record details and the relationship, if any, to the child/adult at risk below.)
--

DETAILS OF ANY IMMEDIATE ACTION TAKEN – E.G. FIRST AID

HAS THE CHILD/VULNERABLE ADULT EXPRESSED ANY RESERVATIONS ABOUT YOU TALKING TO THE DESIGNATED OFFICER ABOUT THE MATTER?

DOES THE CHILD/ADULT AT RISK HAVE ANY PARTICULAR NEEDS, E.G. COMMUNICATION?

--

SIGNATURES	
To be signed by the person reporting the concern.	
Name:	_____
Job/Role title:	_____
Signed:	_____
Date:	_____
Date received and actioned by Designated Officer.	
Name:	_____
Signed:	_____
Date:	_____

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ACTION TAKEN BY DESIGNATED OFFICER:

Signed: _____

Date: _____

Safeguarding Policy Appendix 3

CHILD AND ADULT AT RISK PROTECTION REPORT FORM B

This report form should only be used for concerns reported by individuals external to The Adsum Foundation.

Please answer all relevant questions as fully as you can.

Name of child/adult at risk:	_____
Age/Date of birth:	_____
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Name of parent(s)/carer(s) (if known):	_____
Home address (if known):	_____ _____ _____

**PLEASE COMPLETE THOSE SECTIONS BELOW THAT ARE
RELEVANT**

DISCLOSURE BY A CHILD/ADULT AT RISK VULNERABLE ADULT
When was the disclosure made (dates and times)?
Who did the child/adult at risk make the disclosure to?

What did the child/adult at risk actually say?

INDICATORS

Describe any signs or indicators of abuse (with times and dates).

Has the child/adult at risk alleged that any particular person is the abuser? (If so, please record details and the relationship, if any, to the child/vulnerable adult below.)

DETAILS OF ANY IMMEDIATE ACTION TAKEN – E.G. FIRST AID.

HAS THE CHILD/DESIGNATED OFFICER EXPRESSED ANY RESERVATIONS ABOUT YOU TALKING TO THE LINE MANAGER OR NOMINATED MANAGER ABOUT THE MATTER?

DOES THE CHILD/ADULT AT RISK HAVE ANY PARTICULAR NEEDS, E.G. COMMUNICATION?

Agreed by Board of Trustees on 8th September 2021 – to be reviewed on 4th September 2024

Signed: _____
Date: _____

Agreed by Board of Trustees on 8th September 2021 – to be reviewed on 4th September 2024