



*'Helping Women, Help Themselves'*

# Safeguarding Children, Young People and Adults (March 2023)



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## **1. Scope and purpose of policy**

**1.1** - Chorley Women's Centre has a statutory duty to ensure that we make appropriate arrangements to safeguard and promote the welfare of children and young people, which reflect the needs of the children they deal with; and to protect adults at risk from abuse or the risk of abuse. This policy details safeguarding arrangements which must be in place to ensure this agency fulfils its statutory duties and responsibilities.

**1.2** -The purpose of this policy statement is:

- To protect all adults, children and young people who receive Chorley Women's Centre's Services from harm. This includes children of adults who use our services.
- To provide staff and volunteers, as well as adults and their families, with the overarching principles that guide our approach to child and adult protection
- To provide a framework so that staff are empowered to work in a safe environment, Our Prevent framework is included within our safeguarding policy and is a measure "to have due regard of the need to prevent people from being drawn into terrorism"

This policy applies to anyone working on behalf of Chorley Women's centre including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

**1.3** To ensure this policy remains up to date and relevant to our organisation, regular safeguarding and policy debrief meetings will be held by those named as safeguarding leads. The policy will be reviewed annually, and any changes will be noted, and the policy signed and dated upon ratification by the committee. All changes will be communicated by the Centre Manager.

**1.4** All changes will be communicated to all staff, committee members and volunteers. This will be in addition to annual safeguarding training which is delivered to ensure any changes to legislation are communicated effectively and efficiently to all.

**1.5.** Annual training covers all aspects of safeguarding children, adults, and their families. Introduction to safeguarding and why it is relevant in our organisation, how to recognise signs of abuse, what to do if anything needs to be reported and who the safeguarding leads and additional contacts are. The Centre Manager will be responsible for organising and delivering training.

**1.6** - All policies and procedures are available to staff and can be requested electronically if required. Please review the following policies in conjunction with this policy:

- Equality and Diversity
- Confidentiality
- General Data Protection Regulation
- Safe Recruitment
- Disciplinary and Grievance



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## **2. Legal Framework**

**2.1** Safeguarding is the action taken to keep children safe from abuse and neglect. It is important that people work together to make sure an individual is safe. Safeguarding is a complex area; Voluntary, community and Faith sectors play a significant role in helping children, young people, and adults at Risk, with care and support needs to live full lives, free from abuse and neglect.

**2.2** This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people, and adults in England.

PAN Lancashire policy and Procedure for safeguarding children manual is available to view – please see link below:

<http://panlancashirescb.proceduresonline.com/index.htm>

We regularly check for any significant updates to safeguarding policies and procedures using Children's Safeguarding Assurance Partnership (CSAP) which replaces LSCB/LSAB

**2.3** statutory, national, and local guidance includes:

- The Children Act 1989 and 2004
- Mental Capacity Act 2005
- DfE Keeping Children Safe in Education (KCSIE) updated September 2022
- DfE 'Working together to Safeguard Children' updated 2018.
- Dept. of Health, Care Act (2014)
- Social care common inspection framework April 2022
- DfE Multi-agency statutory guidance on female genital mutilation (updated July 2020)
- DfE Sexual violence and sexual harassment between children in schools and colleges (Last updated May 2018)
- Home Office Counter Terrorism and Security Act (Prevent Duty 2015)
- Prevent duty guidance (updated April 2019)
- Blackburn with Darwen, Blackpool and Lancashire Children's Safeguarding Assurance Partnership



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### 3. Principles and Responsibilities

**3.1** Chorley Women's Centre recognise that safeguarding is a shared responsibility with the need for effective joint working with other agencies. In order to protect children, young people, and adults from risk of harm, and achieve effective joint working, there must be a constructive relationship at all levels. This must be promoted and supported by:

- A commitment of senior managers and board members to seek continuous improvement with regards to safeguarding adults and children within the work of the organisation
- Clear lines of accountability with the organisation for safeguarding
- Service developments that take account of the need to safeguard all service users, and informed, where appropriate, by the view of service users.
- Staff training and continuous professional development so that staff understand their roles and responsibilities in regard to safeguarding children, adults at risk, children looked after and Mental Capacity Act 2005 and Prevent
- Appropriate safeguarding supervision and support for staff in relation to safeguarding practice.
- Safe working practices including recruitment and vetting procedures.
- Effective inter-agency working, including effective information sharing.

### 3.2 Breaches of Policy

For employees, failure to adhere to the Safeguarding Policy could lead to possible disciplinary action being taken. For others (volunteers, supporters, agency staff and partner organisations) their individual relationship with the agency may be terminated.

### 3.3 Responsibilities

**Individual staff members, including all employed staff and volunteers.**

- To be alert to potential indicators of abuse or neglect and to know how to act on those concerns in line with national guidance and the PAN Lancashire safeguarding children and adult procedures.
- To be aware of and know how to access Children's safeguarding Assurance Partnership (CSAP) Policies and Procedures:  
<https://www.safeguardingpartnership.org.uk/policy/?locations=lancashire>  
<https://www.lancshiresafeguarding.org.uk/what-is-safeguarding/>
- To take part in annual refresher training, including attending regular updates so they maintain their skills and are familiar with procedures aimed at safeguarding adults and children and the implementation of the Mental Capacity Act 2005
- Understand the principles of confidentiality and information sharing in line with local and government guidance.



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<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

- To contribute, when requested to do so, to the multi-agency meetings established to safeguard and protect vulnerable children and adults at risk
- Recognise the importance of sharing information, in confidence and with a lead person, regarding concerns they have about a colleague's behaviour
- To minimise any potential risk to vulnerable children and adults at risk.

**3.4** We believe that children, young people, and adults should never experience abuse of any kind and that we have a responsibility to promote the welfare of all children and young people to keep them safe and to practice in a way that protects them.

**3.5** Chorley Women's Centre is committed to safer recruitment policies and practices for staff and volunteers. All volunteers and counselling staff will be DBS checked and all references will be followed up. Safeguarding training will also be completed prior to employment commencing. In order to ensure this is adhered to, records of training and DBS check will be kept by Designated Safeguarding leads.

**3.6** Supervision for all staff and volunteers will be conducted with the Centre Manager. This will be conducted as and when required by staff and also via a monthly meeting. Counselling coordinators will be responsible for peer supervision amongst counselling staff. External supervision will also be in place as per counselling guidelines.



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#### 4. Definition and clarification

**4.1 Children** – in this policy children are identified a child is anyone who:

- Has not yet reached their 18<sup>th</sup> birthday. (As stated in the Children act 1989 and 2004)
- For children aged 16 and 17 years old, however the terminology used by Mental capacity Act 2005 will be adopted in this policy i.e. – **Young person**

**4.2 Safeguarding and promoting the welfare of children** – is defined in 'Working Together to Safeguard Children (2018)' 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 life chances.

**4.3 Child Protection:** part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or who are likely to suffer, significant harm

**4.4 Child in Need:** is part of the Continuum of need threshold for Lancashire, where children and young people are unlikely to meet developmental milestones without multi-agency support, which is assessed by a social worker. This includes a child with disabilities who is in need. There may be a variety of unmet needs and 'underlying' risk factors for a child, for example, domestic abuse, substance abuse, mental health issues, Child Sexual Exploitation.

<https://lancshiresafeguarding.org.uk/media/14679/4718-con-a4-booklet-single-pages.pdf>  
<http://www.lscb.org.uk/wp-content/uploads/Continuum-of-Need-Booklet-Sept-2017.pdf>

**\*\*to be included within the policy\*\***

**4.5 Young Carers:** are children and young people who assume important caring responsibilities for parents or siblings, who are disabled, have physical or mental health problems, or misuse drugs and alcohol.

**4.6 Looked after children:** The Term '**looked after children and young people**' is generally used to identify those looked after by **the local authority**, according to relevant national legislation which differs between England, Northern Ireland, Scotland and Wales. This includes those who are subject to an interim care order, care order (the Children Act 1989 section 31,38) or temporarily classed as looked after on a planned basis for short breaks or respite care. The term is also used to describe 'accommodated' (the Children Act 1989, section 20) children and young people who are looked after on a voluntary basis at the request of, or by agreement with, their parents. We refer to these children as 'Children in Care.' Unaccompanied asylum-seeking children automatically received Looked After Child status.



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## 5. Categories of Abuse- children and Adults

### Children

**5.1 Physical Abuse:** Including Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate sanctions and Female Genital Mutilation.

**5.2 Sexual Abuse:** Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography, witnessing sexual acts, on-line abuse or exploitation, child sexual exploitation (CSE), indecent exposure and sexual assault or sexual acts to which an adult has not consented to or was pressured into consenting.

**5.3 Neglect and acts of omission:** neglect is the ongoing failure to meet a child's basic needs including ignoring medical, emotional, or physical needs or failure to provide appropriate supervision, access to health care and support or educational services. For adults this may mean the withholding of the necessities of life, such as medication, adequate nutrition, and heating.

**5.4 Emotional/psychological abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustifiable withdrawal of services or supportive networks.

### Adults – as per children plus the following:

**5.5 Domestic Violence:** including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and forced marriage.

Financial or material abuse: including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, which includes connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Advice around referring high risk cases can be found at:

<https://lancshiresafeguarding.org.uk/media/1456/Domestic-Abuse-Guidance.pdf>

<https://lancshiresafeguarding.org.uk/lancashire-safeguarding-adults/policies-and-procedures/>

**5.6 Modern Slavery:** encompasses slavery, human trafficking and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

**5.7 Discriminatory abuse:** including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, or religion.

(Please see Individual policies relating to Domestic Abuse, FGM and Forced Marriage)

**5.8 Organisational abuse:** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own 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.





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**5.9 self-neglect:** the Lancashire self-neglect framework should be referred to for the management of cases where an adult is at high risk due to severe injury and/or death due to lifestyle/self-neglect/refusal of services. There is no perpetrator in these cases and the adult at risk has mental capacity to make choices about their care and support. It is designed to ensure effective multi-agency working and decision making.

\*It is important to note that any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence, or ignorance\*

See appendix one for referral form and CAF.



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## 6. Safeguarding leads and pathways

**6.1 All staff and volunteers have a responsibility to report to the Centre's Designated Safeguarding Lead:**

In the first instance contact is

Centre Manager: Jackie Moss  
Contact number: 07488 316632.

Alternative contacts are:

Emma Fisher, Counselling Co-ordinator: 07786 829126  
Lydia Keighley, Circle Co-ordinator: 07810 308966  
Sue Collins, Chair of Committee : 07745 994663

The Centre Manager should be contacted for support and advice on raising any concerns outlined in this policy.

In her absence, alternative contacts are available and should be contacted.

### **6.2 Making an alert to local authority safeguarding adults enquiry team or a referral to children's social care:**

An 'alert' is a response to a concern, where an individual believes that a vulnerable adult may be at risk of harm or abuse. Alerts should be raised as soon as abuse or neglect is witnessed or suspected. This should always be the case if the adult remains in or is about to return to the place where the suspected/alleged abuse occurred, and the alleged abuser is likely to have access to the adult or others who might be at risk. This can be done directly to the safeguarding team or out of hours services or via whistleblowing procedures where necessary. The referrer is not expected to prove abuse has happened but to provide information based on the disclosure from the vulnerable adult. All staff have a duty of care in terms of challenging poor practice and escalating their concerns appropriately. Making a safeguarding referral for a child or young person at risk or significant harm.

Information required to raise the alert/referral:

- Who the alleged victim is.
- Who the alleged perpetrator is (if known)
- What has happened
- When the abuse happened
- Where abuse has happened
- How often is it happening?
- Who witnessed it?

**\*NB- a referral should still be completed even if some of the information is missing\***



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### **6.3 Local Area Designated Officer (LADO)**

A Local area Designated Officer (LADO) works within each Local Authority area and is there to support staff across all organisations who work with children and young people if any concerns arise regarding any practitioner who works with children and young people.

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child.
- May have harmed a child.
- Possibly committed a criminal offence against a child/children.

If a practitioner has concerns regarding the conduct of a colleague, then they should in the first instance report this to the Designated Safeguarding Lead – Jackie Moss, who is required by law to report this concern to the LADO. (In Centre Managers absence, alternative contacts are available). However, it is important to note that anyone can contact LADO if they need to do so for advice or support, especially if concerns are regarding the conduct with children and young people of management or holistic organisational practice.

The LADOs for Lancashire are:

Tim Booth / Donna Green / Shane Penn.

They can be contacted on 01772 536 694 or via [LADO.Admin@lancashire.gov.uk](mailto:LADO.Admin@lancashire.gov.uk)

Further information on the role of the LADO and the referral process can be found at:

<https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/safeguarding-children/local-authority-designated-officer/>

[https://www.safeguardingpartnership.org.uk/wp-content/uploads/2022/04/LADO-Contacts-Process-March-2022\\_PanLancs.pdf](https://www.safeguardingpartnership.org.uk/wp-content/uploads/2022/04/LADO-Contacts-Process-March-2022_PanLancs.pdf)

Alerts can also be made online by completing an electronic alert form which can be found on the Lancashire Safeguarding Adults Board.

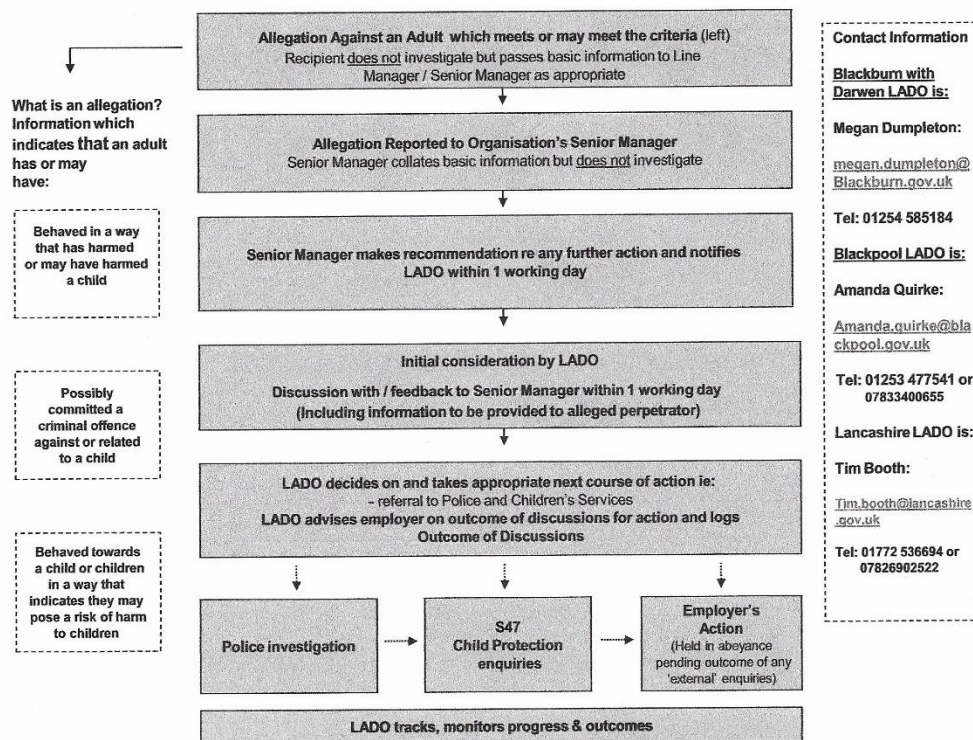
[https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/?utm\\_source=Redirect&utm\\_medium=Shorturl&utm\\_campaign=Shorturl](https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/?utm_source=Redirect&utm_medium=Shorturl&utm_campaign=Shorturl)



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## Flowchart: Procedure for Managing Allegations



**Remember:** The LADO must be contacted when you have received any allegation or concern about any person who works with children who may have:-

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against, or related to, a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children



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## 7. Useful Contact list

|   |   |
|---|---|
| Safeguarding Adults Team<br>Between 9am and 5pm   | 0300 123 6720   |
| Safeguarding Adults team<br>Between 5pm and 8pm (out of hours)                                | 0300 123 6722   |
| Safeguarding Children's Team<br>Between 9am and 5pm   | 0300 123 6720   |
| Safeguarding Children's Team<br>Between 5pm and 8pm (out of hours)                            | 0300 123 6722   |
| LADO<br>Email:  | 01772 536694<br><a href="mailto:LADO.Admin@lancashire.gov.uk">LADO.Admin@lancashire.gov.uk</a>                                |
| In an emergency – if a person is at risk of serious harm or needs immediate medical attention | 999   |
| Police Public Prevention Unit   | 101 or 01772 614444   |
| PREVENT (reporting radicalisation)<br>Anti-Terrorism hotline<br>Email:                        | 101 or 01772 413398<br>0800 789 321<br><a href="mailto:concern@lancashire.pnn.police.uk">concern@lancashire.pnn.police.uk</a> |

### 7.2 Useful information:

<https://www.lancshiresafeguarding.org.uk/media/1453/V2-Guidance-for-Safeguarding-Concerns-final.pdf>



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## **8. Record keeping**

**8.1** Record your decision and the reasons for it- whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose. Your records may form part of a safeguarding meeting which you may be asked to attend. Contributions to multiagency safeguarding meetings are invaluable and support best practice. Where there are concerns about a vulnerable person, all concerns, discussions, and decision made and the reasons for those decisions must be recorded in writing in the service user records. For those agencies providing direct care, any bruises, marks and/or unexplained injuries observed should be clearly documented on a body map, within the records. Records must be stored appropriately and in accordance with information governance guidelines – i.e., sensitive data should be stored securely. (Please see individual policy relating to Information Governance)

### **8.2 Record keeping**

The sharing of information is vital for early intervention to ensure that children, young people, and adults at risk, get the services they require. It is also essential to protect people from suffering harm from abuse or neglect. It is essential that all staff understand when, why and how they should share information.

Always consider the safety and welfare of the person when making decisions on whether to share information about them.

Where there is concern that the person may be suffering or is at risk of suffering significant harm then their safety and welfare must be the overriding consideration and information must be shared. This detailed guidance refers to safeguarding practitioners' information sharing advice (Gov.uk 2018)

(Please also see individual policies and procedures on confidentiality and sharing information)



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Appendices once printed to include:

Children's social care referral process

Lancashire continuum of need and thresholds guidance

LADO information

X

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Jackie Moss  
Centre Manager

Date Signed: 4th April 2023

Date for review: 4th April 2024