



Adult & Children Safeguarding Policy

Purpose and Scope

Our organisation aims to create an environment where children and adults are valued, safe and where their welfare is paramount.

At Salcare our values are central to what supports children and adult to be safe and feel safe, ensuring people can access the right support for them.

This Adult and Children Safeguarding Policy sets out to:

- Understand how the legislative framework helps us to keep people safe.
- Identify the risks which we as an organisation are duty bound to respond to.
- Have mechanisms in place to ensure that those who work and volunteer within the organisation are safe and suitable to do so.
- Clarify and direct how paid and non-paid staff should respond to concerns or allegations of harm.
- Clarify how the legal framework supports information sharing and be clear about when information should and can be shared.
- Make links within this Policy to the Safeguarding Procedures which details 'what to do when you have a concern'.
- Identify what training staff are required to undertake to ensure they are compliant and competent to undertake their role.

1. [Legislation and definitions](#)

2. [Procedure and Responsibilities](#)

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Salcare organisational safeguarding principles and codes of behaviour

- Appendix 2 The main types of abuse:

- Appendix 3 CHILD PROTECTION/ VULNERABLE ADULTS INCIDENT REPORT FORM

- Appendix 4 - Identifying concerns and removing barriers:

In England, the Department for Education (DfE) provides the key statutory guidance for anyone working with children and young people: [Working together to safeguard children](#) (DfE, 2018). This sets out how organisations should work together to keep children safe. Sections 57 – 62 set out the requirements for voluntary, charity, social enterprise, faith-based organisations and private sectors.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from child maltreatment (Section 47 – Children Act 1989)
- Preventing impairment of children’s health or development – Section 17 – Children Act 1989)
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to achieve best outcomes.

Safeguarding adults means:

The Care Act 2014 statutory guidance defines adult safeguarding as:

Protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

This definition hints at the challenges of safeguarding, but it is important to be clear about which adults we are discussing. A local authority must act when it has ‘reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there):

- has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.’ (Care Act 2014, section 42)

So safeguarding is for people who, because of issues such as dementia, learning disability, mental ill-health or substance abuse, have care and support needs that may make them more vulnerable to abuse or neglect.

Through this policy our organisation recognises the vulnerability of children and some adults and their right without exception to protection from abuse. It is our intention that staff, committee members and identified volunteers place paramount importance on promoting the welfare of children and vulnerable adults and recognise their public and professional responsibility to protect them from any form of abuse.

This safeguarding policy extends to support paid and non-paid staff.

Procedure and Responsibilities

Local procedures

It is our policy to work within the [Derby and Derbyshire safeguarding children procedures](#) (2021) and [Derbyshire Adult Protection](#) procedures at all times; which set out how organisations and individuals should work together to safeguard and promote the welfare of children, young people and vulnerable adults respectively.

The Derby and Derbyshire safeguarding adults & children board's procedures describe the roles and responsibilities of agencies and actions to be taken where there are concerns about a child or adult's safety or welfare and can be accessed:

If you are worried about a child (under 18 years old) [Worried About a Child or Young Person \(proceduresonline.com\)](#)

If you are worried about an adult [Safeguarding adult referrals - Derbyshire Safeguarding Adults Board \(derbyshiresab.org.uk\)](#)

The new Derbyshire safeguarding adults electronic referral form [Safeguarding adult referrals - Derbyshire Safeguarding Adults Board \(derbyshiresab.org.uk\)](#).

Salcare have provided flow charts to support paid and non-paid staff to be clear about what to do if / when they are concerned about a child and / or adult. The flow charts set out what steps to follow in these scenarios and who to contact. [Procedure doc](#)

Salcare's Procedures and Responsibilities:

Whilst we recognise that as individuals, we are not experts in safeguarding we are committed to ensuring we uphold our roles and responsibilities in line with the law and will take all concerns and / or allegations made seriously. We are obligated to act swiftly to raise and record concerns. These concerns may arise from feelings, observations or statements (disclosures) made by a child or vulnerable adult.

Concerns may be discussed with Designated Safeguarding Lead (DSL) who will then bring the written report to the attention of [Derby / Derbyshire Safeguarding Children Partnership](#) or [Adults Social Care](#). It is not workers responsibility to investigate concerns, or interview children or adults, but to accurately record and pass on any concerns.

It is our responsibility to:

- Identify abuse
- Listen to disclosures
- Ask open, non-leading questions (TEDS - tell me, explain to me, describe to me, show me) to understand the context of the concern
- Record

- Pass the information to the DSL for them to take the appropriate action

[If in the event that the DSL is unavailable ALL staff must understand and know who to contact to ensure the right support is put in place at the right time.]

Salcare's designated safeguarding lead (DSL) person is:

[Odette Andre](#) Children and [Lizzie Nugent](#) Adults

These are the Lead persons, all concerns for safeguarding children and adults should be discussed with them prior to making a plan of action for next steps.

If a safe guarding concern needs to be written please use the [online safeguarding form](#)

In the event that they are unable to be contacted, contact:

Tony Blockley They can be contacted on 01773764562

If a person's behaviour at work, in the community, at home or online may cause concerns about their suitability to work or volunteer with children and young people. If you have reason to believe that a person who works or volunteers with anyone under the age of 18 may have:

- behaved in a way that has harmed a child/or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved in a way that indicates they would pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

If in the circumstances that this is either inappropriate or they are not available, you are required to:

Please contact the Local Authority Designated Officer (LADO) on 01332 642376.

When an allegation is made against anyone working or volunteering with children, the Allegations Against Staff, Carers and Volunteers procedure in the [Derby and Derbyshire Safeguarding Children Procedures](#) must be followed.

If there are concerns about allegations which fit the above criteria, the Manager should immediately complete the [Derby and Derbyshire LADO form](#) (located in the DDSCP documents library) and email securely to the email addresses below for the attention of LADO. The duty LADO will respond to written referrals:

- **Derby City** to CPMduty@derby.gov.uk
- **Derbyshire County** to professional.allegations@derbyshire.gov.uk.

Safer Recruitment

Our working practices reflect our commitment to the safety & welfare of children and vulnerable adults, this includes following the recruitment and selection procedures for staff or volunteers set out in the Derby and Derbyshire Safeguarding Procedures (2021) and Derbyshire County Councils Adult Protection (safeguarding Adults) (2021) procedures.

All staff and volunteers are provided with an induction that makes them aware of the organisations policies and procedures, including those for safeguarding and promoting the welfare of children and vulnerable adults.

Information sharing

Salcare abides by the Law for Information Sharing and GDPR. However this must not get in the way of keeping children or adults safe from harm.

Salcare follows the procedures set out in [Derbyshire's Information Sharing protocol](#). All staff and volunteers are expected to complete DCC CPC training annually and this will be reviewed as part of their annual appraisal/annual review.

This is a 10 step guide on data protection considerations when sharing personal information for child safeguarding purposes. It aims to help you feel confident about sharing information when you need to safeguard a child or young person at risk of harm. [A 10 step guide to sharing information to safeguard children | ICO](#)

Quick guide for when you do not need consent:

Is this child at risk of immediate harm?

Has this child been harmed - is there evidence of harm?

Is the child under 6 months and you suspect a non-accidental injury?

If the answer to any of the above is 'yes' then you do not need consent.

Safe environment

When transport is organised, consideration will be given to the appropriate provision of safety seats or seat belts for children within the vehicle.

Activities will be planned to take account of the age, ability and needs of those involved.

Where use of the internet by children or young people is permitted the DSCB guidance will be followed www.saferderbyshire.org.uk

The National Crime Agency's CEOP Education team aim to help protect children and young people from online child sexual abuse. We do this through our

education programme, providing training, resources and information to professionals working with children, young people and their families. [CEOP Education \(thinkuknow.co.uk\)](http://www.ceop.education.gov.uk)

Training

Whilst those working with children or vulnerable adults who access Salcare are not considered as experts in Safeguarding we recognise this is an essential part of our responsibilities.

For staff who have contact with children and adults within the organisation but who do not case manage / hold will receive Basic Safeguarding Training every three years.

For staff who have contact with children and / or adults within the organisation and hold cases will receive a more advanced level of safeguarding training every three years

Trustees of Salcare will receive Safeguarding Training every three years.

The Designated Safeguarding Lead and Director of Services will receive advanced training and will be expected to update this training every two years. This may include both formal and informal training.

Line Managers will direct training and where to access this from.

Monitoring and Evaluation

It is the responsibility of all staff to ensure that when a concern has been raised it is appropriately recorded.

The Designated Safeguarding Lead will keep a record of all incident report forms completed. The Management Team and relevant staff will be made aware that an incident has been recorded and of its later outcome.

A log will be kept of all staff and volunteers working within Salcare who have undergone a DBS check or if their role/application does not meet the threshold.

A log will be kept of any staff attending child or vulnerable adult safeguarding training.

Communication

All staff, Board members and volunteers working at Salcare are expected to read and understand this policy and complete safeguarding training.

Appendices

- 1) Salcare organisational safeguarding principles and codes of behaviour
- 2) Types of Abuse
- 3) Incident report form
- 4) Identifying concerns and removing barriers

Appendix 1

Salcare organisational safeguarding principles and codes of behaviour

1. Our Values

We Value People

- We show respect & kindness towards everyone we work with.

We Work Alongside People

- We work alongside our service users and their families to get the best outcomes. Everyone is treated as an individual with their own needs, with their own circumstances, and we support them to have agency over their lives.

We're Accessible

- We are a local, friendly team, with lived experience of the work we do, so we're understanding whilst being able to be completely professional in our practice.

We're Accountable

- We give and receive feedback truthfully because we're accountable to people we work with, as well as to each other and our funders.

We're Fair & value Equality

- Everyone comes from different walks of life; we treat people how we want to be treated, with equal respect for all.

We're collaborative, not competitive

- We work with other systems, for example, in health, education & policing, to support the person & family holistically. We partner with external agencies to add value, make our resources go further and avoid duplication.

Salcare principles and codes of behaviour are applicable to all staff, student placements and volunteers involved in the organisation:

1. Salcare is committed to providing high quality services
2. As an organisation, we will place the needs of vulnerable children and adults as a first concern and always act to ensure their safety and protection
3. We recognise that the best results are achieved in partnership and are committed to working in this way wherever possible. (partnerships being with children and their families, multi-agency professionals and each other at Salcare)
4. We recognise that some groups of children and adults may be more vulnerable to abuse, for example those with disabilities.

5. The organisations policies and procedures apply to all irrespective of gender, ethnicity, disability, sexual orientation or religion.
6. All employees, student placements and volunteers are expected to contribute to a positive working environment and to conduct themselves accordingly
7. Our code of behaviour recognises that the following behaviours will not be tolerated:
 - Sexual conduct
 - Lending or borrowing money or property
 - Giving or receiving gifts
 - Exclusive (intimate) or secretive relationships with those using the service
 - Taking people who use our services to your home
 - Physical restraint

8. All employees, student placements and volunteers are expected to contribute to a positive working environment and to conduct themselves accordingly, this includes:
 - Treating others with kindness and respect
 - Remembering that someone else may misinterpret their actions no matter how well intentioned - clear professional boundaries is imperative
 - Recognising that special caution is required when discussing sensitive issues. Consideration must be made to where conversations are taking place, who with and how this is recorded.
 - Challenging unacceptable behaviour and reporting all allegations, including low level concerns and suspicions of abuse

Appendix 2

The main types of abuse:

- Abuse can take a variety of forms and spans all classes and cultures. Whilst no one person is ever in the position of knowing that total picture regarding the wellbeing of any child or vulnerable adult it is everyone's responsibility to record information and pass on concerns.
- Abuse and neglect are forms of maltreatment that can be caused by inflicting harm or by failing to act to prevent harm. Abuse can occur in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. An adult or adults, child or children may cause the abuse.
- Abuse against adults can be defined as "A single or repeated act or a lack of appropriate action...which causes harm or distress to another person." Abuse might be physical, sexual, psychological, discriminatory, financial, or any combination of these. Neglect is also a form of abuse
- It is generally accepted that there are four main forms of child abuse. The following definitions are based on those from the Derby and Derbyshire Safeguarding Children procedures (2007).

- **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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **Physical abuse** ~ 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.
- **Sexual abuse** ~ involves forcing a child or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Emotional abuse** ~ the persistent emotional maltreatment of a child such as causing severe and persistent adverse effects on their emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 serious 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.

The impact of the above types of abuse and further guidance regarding definitions and the impact of the abuse of disabled children, bullying, self-harm/ suicidal behaviour, female genital mutilation, forced marriage can be found in the [Derby and Derbyshire Safeguarding procedures](#).

Vulnerable adults may also be subjected to pressure and abuse relating to their finances or material belongings.

Immediate action must be taken to record and pass on concerns in cases where:

- The child, vulnerable adult and/ or carer is unwilling to talk about an injury or gives an explanation which appears inconsistent or,
- There are a series of unexplained injuries or,
- There is a significant change in a child' or vulnerable adults behaviour or,
- They or a third party disclose an incident

If a member of staff or volunteer has a concern or if someone discloses abuse, they should:

1. Remember it is everyone's responsibly and taking action is essential to keeping people safe
2. If it is an emergency call 999
3. Safeguarding is emotional, remember if someone has told you something it is because they trust you. Try to keep calm.
4. Listen to the information you are being told, jot down basic notes if appropriate to do so.
5. Reassure them, tell them you believe them, thank them for sharing this information with you and inform them of what you need to do next.
6. Check in with yourself - breathe and check your body language.
7. Ask open questions to help establish the facts and context of what has happened:
USE TEDS:
 - **T**ell me...
 - **E**xplain to me..
 - **D**escribe to me...
 - **S**how me...
8. Summarise what you have heard and check you have understood correctly
9. You have a duty to share the information with the right people. Reassure them by explaining what will happen next:
 - You can not keep what they have told you a secret, to help them you have to share this information with your line manager
 - By sharing this information you can make sure the right help can be put in place
10. Record your conversation and bring it to the attention of your line manager (see appendix 3). In an emergency situation call the Adult or Children's Social Care Duty Team for advice. (if this is regarding an adult working within the organisation contact Director of Services)
11. Follow the procedures flow chart for further action
12. If it is decided that a referral should be made, the Designated Safeguarding Lead (Jacqui Bell) will inform the duty officer at the Adult or Children's Social Care Team,

who has a duty to investigate and ensure the safety of the child. It is important that they are clear about:

- The nature and context of concerns
- How and why they have arisen
- The apparent needs of the child or vulnerable adult

10. The referral should be followed up in writing (email) sent to the relevant social care office within 24 hours of the telephone referral. A copy should be placed in the relevant organisational file.

12. If you have a concern or receive an allegation about a member of staff, or volunteer, who works with children or vulnerable adults that causes concerns that they have:

- Behaved in a way which is harmful
- Possibly committed a criminal offence
- Behaved towards a child or vulnerable adult in a way that indicates s/he is unsuitable to work with them

Discuss your concerns with Manager and then to designated safe guarding lead.

However, if your concern is about the DSL, you can also approach any line manager. If you feel unable to discuss your concern with a member of staff then you should inform the board of trustees' or contact the duty social care team

Appendix 3

[Online Safeguarding concern link](#)

CHILD PROTECTION/ VULNERABLE ADULTS INCIDENT REPORT FORM

Details of person completing this form:

Name:

Name of person form to be passed to

Date form completed: Time:

Date/time you discussed this incident with your Line Manager or DSL

Date: Time:

Primary cause for concern

NEGLECT

PHYSICAL ABUSE

SEXUAL ABUSE

BULLYING

EMOTIONAL ABUSE

Other:.....

Details of person you are concerned about

Give as much detail as you can:

First Name:

Surname:

Age:

Male/Female:

Address:

Name of parent/ carers:

Phone number for parents/ carers:

Have they been informed? Yes/ No

School/ Day Centre (if applicable):

Any other identifying details:

Details of Incident

Time it happened:

Date it happened:

Where it happened:

Describe the Incident or Injury

Include what you saw, heard and observed in as much detail as possible.

Describe any obvious changes in behaviour or physical injury such as cuts or bruises and where on the body they were positioned. Draw a diagram overleaf if you wish.

Was anyone else present?

Give identifying details of this person, e.g. Name, and contact details, description:

Anything else which you feel might be helpful or any needs identified concerning their immediate safety

Your Signature:.....

Date:.....

Time:.....

Referral to Children or Adults Social Care

To be completed by organisations Lead Person:.....

Date referred:..... Time:.....

Name of Children or adults Social Care Officer:.....

Organisations Lead Person signature:.....

Appendix 4 - Identifying concerns and removing barriers:

Concerns may come to the attention of staff and volunteers in a number of ways including:

- Through observation – behaviour may indicate that it is likely someone is being abused
- Through disclosure – the child or vulnerable adult may disclose abuse
- Through information – provided by parents, carers, other people or agencies
- Through signs of physical injury for which there seems to be no satisfactory explanation

There may be barriers to reporting abuse including the power of relationships and the skilled way that abusers target their victims. They may not tell because they:

- Are scared because they have been threatened
- Believe they will be taken away from their home
- Believe they are to blame
- Feel embarrassed
- Feel guilty
- Don't want to get the abuser into trouble
- Have communication or learning disabilities
- May not have the vocabulary to say what has happened
- Are afraid they won't be believed
- Believe they have told, maybe by dropping hints, but haven't been believed so don't try again
- Are being exploited and groomed by other adults and / or children

Abuse thrives on secrecy and needs to be handled in a sensitive, accepting way. However, through clear policies, procedures and training we are committed to safeguarding children and vulnerable adults.

SALCARE

July 2024

Review date: July 25 ongoing, minimum annually

(Or when updates provided by Derbyshire Safeguarding Board)

Revision	Date	Comment	by
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Version 1	10/03/23	Initial Draft	O.Andre
Final July 24	31/07/2024	Changed DSL contact and numbers	O.Andre
Final Nov 24	22/11/2024	Changed DSL contacts and online form	O.Andre
Feb 25	12/02/25	Changed DSL contacts	O.Andre