



SpeakEasy N.O.W. Safeguarding Children and Young People Policy and Procedure

Policy Number: 4a

Summary: What this policy is about:



This policy is about how SpeakEasy N.O.W. staff, trustees, and volunteers work together to promote wellbeing of children and young people and to help prevent them from coming to harm, abuse or neglect and respond effectively if concerns are raised or observed. The procedure explains how we will do this.

This policy and procedure are consistent with Worcestershire Safeguarding Children Partnership Social Care (WSCP) Inter -Agency Child Protection Procedures for Safeguarding Children and Worcestershire Council for Voluntary Youth Services Guidance.

Why we need to have this policy:



- To ensure that SpeakEasy N.O.W. meets it's legal and business needs
- To ensure that all staff, trustees, and volunteers know what action they need to take
- To set out clear processes and guidelines
- To ensure that delivery of the service continues

The people who may be affected by this policy are:



- All staff and trustees
- Volunteers
- SpeakEasy N.O.W. Members
- People who we work with or have contracts with



Contents – what this Policy and Procedure are about:

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Safeguarding Children and Young People Policy

SpeakEasy N.O.W. is an organisation run by adults with learning disabilities for adults with learning disabilities.



We try to make sure that the views of people with learning disabilities are heard.

We work with lots of other organisations to make sure we know what is happening for everyone with learning disabilities in Worcestershire. This includes making sure people stay safe.



Organisations or people who provide services for people with care and support needs, or who work with them directly, have a duty to keep them safe.



SpeakEasy N.O.W. has a safeguarding policy for adults, but sometimes we work in places where there are children or young adults. This means we need a separate policy.



Our policy and procedure are consistent with Worcestershire Safeguarding Children Partnership Social Care (WSCP) Inter -Agency Child Protection Procedures for Safeguarding Children and Worcestershire Council for Voluntary Youth Services Guidance.



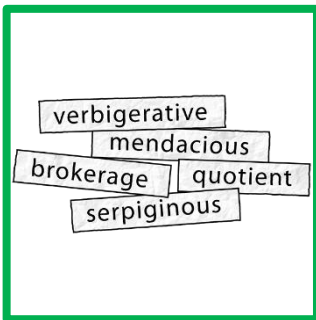
SpeakEasy N.O.W. Safeguarding Policy for Children and Young People

Purpose of Policy – why we need it

The purpose of this policy:



- to protect children and young people who come in to contact with SpeakEasy N.O.W. This includes the children of adults who use our services.
- to provide staff and volunteers with the understanding that guide our approach to safeguarding and child protection



Some of the words in this policy are hard to understand. We have put the words we think people know best in **green** beside hard words so that everyone can understand the policy.



This policy applies to all staff, managers, the board of trustees, paid staff, volunteers, sessional workers, agency staff, students or anyone working on behalf of SpeakEasy N.O.W.



SpeakEasy N.O.W. has a separate policy to say how we make sure that our staff and volunteers are safe to work with people who need care and support. This is called Safer Recruitment.



We know that:

- The wellbeing and happiness of children and young people is a really important part of the Children Act 1989
- All children and young people, no matter what their age, disability, gender, race, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse
- Some children and young people are more vulnerable because of the impact of previous experiences, how much they depend on others, communication needs or other issues i.e. learning disabilities
- Working together with children, young people, their parents, carers, and other agencies is very important in keeping children and young people safe



We will keep children and young people safe by:

- Valuing them, listening to, and respecting them
- Appointing a Designated Safeguarding Officer (DSO) for Children and Young People
- Taking up child protection and safeguarding practices through procedures for staff and volunteers
- Developing and implementing policy and related procedures for safeguarding
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures
- Recruiting staff and volunteers safely making sure all DBS checks are made



Disclosure &
Barring Service



- Recording and storing information safely and securely and sharing information about safeguarding and the things we are doing well with children, young people, their families and volunteers through leaflets, posters and one to one discussion if appropriate.



- Using our safeguarding procedure to share concerns and relevant information with agencies who need to know and involving children, young people and parents, families, and carers appropriately



- Making sure we have a system in place to follow up if someone makes a complaint and for whistleblowing
- Making sure we provide a safe physical environment for our children, young people, staff, and volunteers by applying health and safety measures and risk management following the law and guidance



- We promote, with our members, the importance of empowering people to speak up about abuse. We give them confidence to speak up and provide opportunities to give information about safeguarding issues and hate crime.
- We encourage our members to report any concerns about themselves or other members to our staff.
- We encourage our members to report any concerns about members of staff to the Chief Officer or Trustees.



Designated Safeguarding Lead:

Our designated lead member of staff responsible for Safeguarding – Children and Young People is:



**Morag Edmondson, Chief Officer, SpeakEasy N.O.W.
SpeakEasy N.O.W., St Richards House,
22 Victoria Square, Droitwich, WR9 8DS**



Telephone: 01905 774247 or mobile: 07572 780017



m.edmondson@speakeasynow.org.uk



Our designated lead member of staff will undertake the relevant level of safeguarding training – level 3.

Our designated lead member of staff responsible for Safeguarding will:

- Ensure this policy and procedure is reviewed and updated regularly
- Ensure staff receive induction and regular safeguarding training
- Ensure staff understand their safeguarding responsibilities and know how to protect children and young people





- Ensure everyone who works or volunteers for SpeakEasy N.O.W reads this policy and sign and date it to say that they understand it
- Ensure all staff have appropriate line management and supervision



Disclosure &
Barring Service

Everyone who works or volunteers for SpeakEasy N.O.W must have a DBS (**Disclosure and Barring Service**) police check.



Legal Framework – **the law**

This policy has been written following the law and guidance that seeks to protect children and young people:

- Children Act 1989
- United convention of the Rights of the Child 1991
- Sexual Offences Act 2003
- Children Act 2004
- Data Protection Act 2018 (incorporating General Data Protection Regulation 2016)
- Safeguarding Vulnerable Groups Act 2006





- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Human Rights Act 1998
- Special Educational need and disability (SEND) code of practice: 0 to 25 years
- Working Together to Safeguard Children 2018



- Mental Capacity Act (including DoLS- Deprivation of Liberty Safeguards)– **a checklist to protect people who can't make decisions for themselves**) 2005.

It is important to think about mental capacity at all stages of safeguarding procedures. It helps us make decisions while considering both independence and protection. For example, understanding whether or not a vulnerable adult has the ability to:

- Make lifestyle choices which may put them at risk of abuse
- Understand if something is abusive or consensual **(agreed to)**
- Be involved in decision making
- Give consent for sharing to share information



Other SpeakEasy N.O.W. policies:

This policy should be read alongside other SpeakEasy N.O.W policies including:

- Adult Safeguarding
- Safer recruitment
- Complaints
- Whistleblowing
- Risk Management

These are stored on the SpeakEasy N.O.W. network and are available on request.

Safeguarding Policies are on the SpeakEasy N.O.W. website www.speakeasynow.org.uk



What is abuse?

Abuse is when someone does or says things that can hurt someone or make another child or young person frightened or upset.

It can be when someone has power over another child or young person, and they don't agree with what they are doing to them.

The child or young person might be scared to speak out or unable to stop them.

They may be abused on purpose or by someone who may not realise that what they are doing is abuse.



Different types and signs of abuse

PHYSICAL ABUSE is hurting or injuring someone else.

It could be:

- hitting or shaking someone
- causing physical harm
- poisoning
- burning or scalding
- drowning or suffocating



Some signs of physical abuse can be:

- cuts, bruises, burns or broken bones
- injuries that have not been treated by a doctor or nurse
- pressure sores and skin infections
- dehydration (not getting enough to drink) or unexplained weight change

The child or young person being abused may behave differently.

They might:

- flinch at movements made by the abuser
- change their behaviour when the abuser is around
- try to keep away from the abuser
- appear unusually quiet and withdrawn



SEXUAL ABUSE is forcing or persuading someone to take part in sexual activities.

They might not understand what is happening.



It is when someone makes another child or young person take part in sexual activities that make them sad, angry, or frightened.



Sexual abuse is being touched where someone doesn't want to be touched or being told to touch other people in these places.

- private parts
- bum
- breasts
- penis or vagina
- mouth

Physical sexual abuse can be:



- rape (someone making or forcing another child or young person to have sex when they don't want to)
- unwanted oral sex (this is sometimes called a blow job for a man or going down on a woman)
- being made to masturbate someone else (people sometimes use the word wank)
- being made to do sexual acts which someone pays the for



Non-contact sexual abuse is where a child or young person is:

- persuaded to be photographed or videoed
- forced to let other people look at their body or watch them masturbate



- forced or persuaded to look at sexual photographs or films
- being sexually harassed verbally (someone saying something about their body or about sex that they don't want them to and can't get them to stop)



Some sexual activity is abuse because it is not legal.

Underage sex and incest having sex with relatives (this is called incest)



Signs of sexual abuse could be:

- sexually transmitted diseases or pregnancy
- pain, soreness, itchiness, tears, or bruises in genital areas (vagina or penis) or anus (bum), breasts (boobs) or inner thighs (inside the top of the legs)
- self-harming
- fear of the abuser
- being unusually quiet and withdrawn



PSYCHOLOGICAL AND EMOTIONAL ABUSE is making someone feel bad about themselves and stopping their human rights so they can't make their own choices.

It could be:

- telling them that they are stupid or no good
- telling them they are unloved and not wanted
- threatening them by saying things like “I am going to kill myself if you do that” or “No one will believe you and you will be taken away.”
- expecting too much from someone

Signs of emotional abuse can be:



- the child or young person is not allowed to talk to other people
- they may feel bad about themselves
- they may be stressed and unable to relax or sleep properly
- they may be afraid of the abuser
- they may be angry and want to argue or fight with the abuser

It can include:



- controlling behaviour – **where someone makes a child or young person dependent on them by taking away their independence**
- coercive behaviour – **where someone uses an act or acts of assault, violence, or threats to punish or frighten a child or young person**



NEGLECT is not caring for someone who needs care.

It may include:

- doing nothing when a child or young person is unwell or needs help
- not giving medication or using it in the wrong way
- not helping someone to eat or dress or clean themselves if they need help
- keeping someone locked up in a room
- tying someone to a chair or bed



Signs of neglect can be:

- the child or young person is hungry and is underweight
- they have dirty clothing
- untreated medical problems
- the child or young person is anxious and unhappy

DISCRIMINATORY ABUSE (picking on people because they are different) is when someone is abused because of their:



- gender (man or woman)
- race (what country they come from)
- disability
- faith (what they believe about God)
- culture (how they specifically live their life)
- sexual orientation (lesbian, gay, liking men and women and when someone has the body parts of a man but is a woman or vice versa)



It may be:

- bullying or harassment
- being treated differently in a bad way

Signs of discriminatory abuse can be:



- the child or young person feeling bad about themselves
- lack of confidence and worry
- fear of the abuser

ORGANISATIONAL OR INSTITUTIONAL ABUSE (abuse in services) is when someone is supported by services, and they are neglected or not treated properly.



Signs of institutional abuse are when a child or young person is seriously at risk because of:

- poor care standards
- rigid routines
- not enough staff
- staff without the right training or skills
- not being given informed choices



FINANCIAL ABUSE is when someone takes or uses money or things that belong to someone else.

This can also include financial Scams – making false promises to con people out of their money by email or letter or telephone or in person.



Signs of financial abuse can be:

- the child or young person suddenly has no money to pay for bills or food
- the child or young person lends their money and never gets it back
- someone controlling a child or young person's money and using it for themselves
- the child or young person works but does not get any money because the abuser takes it
- the child or young person talks a lot about their money or refuses to talk about their money



Abuse

There are other types of abuse that you might notice:

- **SEXUAL EXPLOITATION** (where someone is made to have sex with people they don't want to)
- **FEMALE GENITAL MUTILATION (FGM)** (where the vagina of a woman or girl is cut or stitched together)
- **TRAFFICKING** of people to exploit them sexually, financially, or illegally working (where a child or young person is taken against their will away from their home or parents and then taken to another country) See SpeakEasy N.O.W. Modern Slavery Policy.





Abuse

- **ABUSE LINKED TO BELIEFS** such as spirit possession or witchcraft (believing a child or young person is possessed by the devil).



- **HONOUR BASED VIOLENCE** (when families feel dishonour has been brought to them and they are violent towards that family member).

- **DOMESTIC ABUSE OR VIOLENCE** (family members using violence or abuse - hitting or being nasty to other family members)



- **EXPLOITATION** – using someone to make money or take something from them or harming them.

- **CRIMINAL EXPLOITATION** – where a person or a group deceives or controls someone to get something they want or for money or to make the child or young person do what they want.



- **ORGANISED CRIME AND COUNTY LINES** – serious crime planned and organised by criminals working together for money or drugs.



My House

- **CUCKOOING** – this is where a drug dealer or gang take over an individual person's home by force or by deceiving them to deal drugs from the home.

- **PREVENT** – this is part of the Government Counter Terrorism Strategy – to identify people who might be vulnerable to becoming radicalised to commit terrorist offences.





Ways abuse might be brought to your attention

- a child might tell you themselves
- a child might tell another child
- a child might tell you something that is worrying but not tell you all the details
- a member of staff might be concerned about the way a child looks or behaves or about the behaviour of a parent or carers towards the child
- a parent or carer might tell you about abuse they think might be happening



Talking to a child who has told you that he or she or another child is being abused

- stay calm
- reassure them that telling someone was the right thing to do
- let the child know that you now have to do what you can to keep them safe
- let the child tell their whole story. Don't try to investigate or quiz them, but make sure that you are clear as to what they are saying
- ask the child what they would like to happen after what they have said
- don't make promises you can't keep
- don't say everything will be fine now.





Helping a child in immediate danger or in need of emergency medical help

- If the child is in immediate danger and is with you, remain with them and call the police
- If the child is elsewhere, contact the police and explain the situation to them



- If the child needs emergency medical help, call an ambulance and while you are waiting for it to arrive, either give first aid yourself or get help from a first aider
- contact your direct manager and the designated safeguarding officer



A decision will need to be made about who should inform the child's family and social services and when they should be informed. If you have contacted the police or health services, they should be part of this decision.



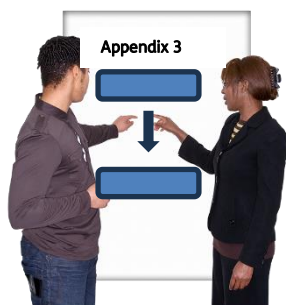
The welfare of the child is our highest priority when making this decision.

Things that need to be thought about:

- the child's wishes and feelings
- the parents right to know (unless this would put the child or someone else in danger, or would interfere with a criminal investigation)
- the impact of telling or not telling the parent



- the current assessment of the risk to the child and the way to manage that risk
- any risk management plan that is already in place



Once any immediate danger or emergency medical needs are dealt with, follow the steps set out in the flowchart at the end of this document – **Appendix 3**.



Safeguarding Procedure:

What to do if you think abuse is happening to a child or young person

Sometimes you may not have any evidence that abuse is happening, but you may feel that something is not right.



You might see or hear something about someone that makes you worried.

If you are unsure about whether or not someone you know is being abused or is at risk, you should always get advice.



Who you should contact first:

Morag Edmondson, Chief Officer, SpeakEasy N.O.W. is designated Safeguarding Officer.

Any concerns or disclosures regarding safeguarding should be discussed with the designated Safeguarding Officer first.



The designated Safeguarding Officer will make a decision about the information you have given and will contact the Family Front Door as soon as possible or within 24 hours if this is necessary.





The Family Front Door is the central point for all referrals for children and young people aged 0 – 18 years living in Worcestershire where there is a safeguarding or child protection concern for them.

Where appropriate, a written report will be provided within 2 working days.



The following services can help to decide who to contact about a safeguarding issue:



Family Front Door – central point for all referrals for children and young people aged 0 – 18 years living in Worcestershire for safeguarding or child protection concerns:

During normal office hours

Monday – Friday 8.30 am – 5 pm (4.30 pm on a Friday)

➤ 01905 822666



Outside normal office hours: 5 pm – 8.30 am weekdays, all day weekends and bank holidays contact the Emergency Duty team on:

➤ 01905 768053



➤ Website link: [Contact | Worcestershire County Council](#)



You must make sure that the child or young person is not in any immediate danger. If they are, you should phone **999** straight away.

All cases of suspected abuse must be reported straight away or within 24 hours.



You can do this by following the steps in the section **Report and Inform**.



What to do if a child or young person tells you they are being abused

You must take action straight away if someone makes a disclosure **(tells you they are being abused)**.



First you must make sure that the child or young person is not in any immediate danger.

If a criminal offence has taken place or may be committed, contact the police immediately.

Call 999 or 112 from a mobile.



If it is safe to do so, you can talk to the child or young person in a private and safe place to find out what happened and what they would like to happen next.

The child or young person's views are very important, and they should let people know what they would like to happen next.

You should:

- stay calm
- listen to them
- accept what the child or young person is saying
- don't question them
- reassure them



- let them know it's not their fault
- ask them what they would like to happen next
- tell them that you are taking this information seriously
- explain that you may need to tell someone else who needs to know so that they can help
- **don't** promise to keep it a secret
- **don't** say "everything will be fine now"

It may take a lot of time before everything is fine again.



You must then report the disclosure straight away by following the steps in the section **Report and Inform**.

Report and Inform – how to report safeguarding



Morag Edmondson, Chief Officer, SpeakEasy N.O.W. is the designated Safeguarding Officer. Any concerns or disclosures regarding the above should be discussed with the Chief Officer first.

The designated Safeguarding Officer will make a decision about the information you have given and will contact the Family Front Door as soon as possible or within 24 hours if this is necessary.



Where appropriate, a written report will be provided within 2 working days.



All disclosures (**when someone tells you they are being abused**) or suspected abuse must be reported straight away.

You should make a written record of what you have seen or heard or what you are worried about.

Try and write this down as soon as possible so you can remember what has been said.

If anyone else saw or heard anything, ask them to do the same.



You can use the safeguarding alert form (**Appendix 2**) at the end of this document to help you prepare to report the abuse.

- include as much detail as possible
- only write down the facts, not your opinion
- make sure you put the date on the form and any other information you have written down



If you need help, you can ask someone you know well to help you to prepare your report.



Keep a copy of the form and any other information for yourself. Put it somewhere private and confidential.



The Chief Officer, Morag Edmondson, lead Designated Safeguarding Officer at SpeakEasy N.O.W. will make a decision about the information you have given and will contact the Family Front Door as soon as possible or within 24 hours if this is necessary.

Where appropriate, a written report will be provided within 2 working days.



Family Front Door – central point for all referrals for children and young people aged 0 – 18 years living in Worcestershire for safeguarding or child protection concerns:

During normal office hours

Monday – Friday 8.30 am – 5 pm (4.30 pm on a Friday)

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Outside normal office hours: 5 pm – 8.30 am weekdays, all day weekends and bank holidays contact the Emergency Duty team on:

➤ 01905 768053



➤ Website link: [Contact | Worcestershire County Council](#)



If the abuse or neglect is very serious or if there has been a crime, contact the police immediately.

- dial emergency services **999** (or 112 from a mobile phone)

Then contact Family Front Door service:

During normal office hours

Monday – Friday 8.30 am – 5 pm (4.30 pm on a Friday)

- 01905 822666



Outside normal office hours: 5 pm – 8.30 am weekdays, all day weekends and bank holidays contact the Emergency Duty team on:

- 01905 768053



- Website link: [Contact | Worcestershire County Council](#)



Morag Edmondson, Chief Officer is the Designated Safeguarding Officer at SpeakEasy N.O.W.

If you make a safeguarding report or phone the Access Centre, you must always tell the designated Safeguarding Officer, who will inform the Trustee Co-Chair at the earliest opportunity.



You can contact Morag Edmondson on:

➤ 01905 774247 or 07572 780017



Or write to:

SpeakEasy N.O.W., St. Richards House,
22 Victoria Square, Droitwich, WR9 8DS.



Or Email:

➤ m.edmondson@speakeasynow.org.uk



If the Designated Safeguarding person is not available, then tell your line manager or another member of staff and discuss whether appropriate to call Family Front Door.



Remember to keep your copies of written documents safe until the issue has been dealt with and then destroy them by shredding them. Don't put them in the rubbish bin or in general recycling.



Any information recorded electronically must be held securely.



If, following discussion with lead designated safeguarding officer, this doesn't need to be reported as a safeguarding issue, discuss any signposting or other support that could be offered to the child or young person.



Also discuss whether or not, in terms of confidentiality, we can discuss with appropriate other agencies, if signposting is required and whether we need to notify any external agencies such as: NHS England, National Guardian's Office.

Appendix 1 – Policy Form – staff signature



Please sign this policy to say you have read it with your line manager and understand it.



Your name _____



Date _____

Line manager's name _____

Date _____



A note of when you had your training will be kept on your supervision file.

Appendix 2 – Child/Young Person Safeguarding Alert Report Form:



Safeguarding Alert Report Form

Details of the child/young person with care and support needs (the child/young person who is at risk or who has been abused)	
Child/Young Person's name	
Child/Young Person's address	
Gender (male or female)	
Ethnicity (what is the person's ethnic background?)	
Child/Young Person's phone number	
Child/Young Person's date of birth	
What care and support or medical needs do they have?	
Do they have any language or communication needs?	

Relationships	
Who they live with? (Write alone if they live by themselves)	
Do they have any children or other people they care for?	
Do they have a carer?	
Do they want any friends or family members to be contacted?	
Details of the concern (What you are worried about and what you need to report)	
Describe in your own words What you are worried about or What happened or What you were told	

Put a cross next to what kind of problem you think this is	Physical abuse Sexual abuse Discrimination Financial abuse Neglect Emotional abuse Institutional abuse
Date and time of the incident (The thing that happened)	
Were there any witnesses? (Other people who saw what happened)	
Name of the person you think may have abused someone	
Does this person have any support needs?	
How do they know the person they may have abused?	

Consent and understanding (Does the child/young person who is at risk or who has been abused know and understand what is being reported?)	
The child/young person: ➤ knows and agrees to you raising a safeguarding alert or ➤ has been helped to understand but isn't able to agree to the safeguarding alert or ➤ has not agreed to the safeguarding alert, but I believe it is important to report it.	
Protection	
What has been done to keep the child/young person safe?	
Is the child/young person still at risk?	
Has there been a crime?	
Have the police been informed?	
What would the child/young person like to happen now that you have reported it?	

Is anyone else at risk? If so, you will need to report it separately.	
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Your details	
Your name	
Your phone number	
Your email address	
Your job or your relationship to the person (How do you know this child/young person?)	
Today's date	

Appendix 3 – Flow chart for Safeguarding Children and Young People

