



# **GLADCA SAFEGUARDING FOR ALL POLICY**

Scope of policy: All staff, service-users and visitors

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## **Introduction**

GLADCA places the safety and wellbeing of its service-users and staff at the forefront of all its operations and acknowledges the range of activities that contribute to creating and maintaining an environment that promotes effective safeguarding practice. The principles and procedures set out in this policy also apply to any visitors or invitees to GLADCA's premises so far as GLADCA can reasonably be expected to safeguard these individuals whilst they are on GLADCA's premises or at GLADCA events.

The Safeguarding for All Policy provides for a coherent framework of practice to be in place and for all policies relating to this framework to address this priority. The Safeguarding for All Policy is reviewed each year and when/or changes in law, policy, guidance or best practice occur in order to ensure that it remains a key driver in the development of strategy on safeguarding.

## **Policy Statement**

GLADCA recognises its duties, statutory and otherwise, to ensure that the organisation functions with a view to safeguarding and promoting the welfare of those receiving services from GLADCA or employed by GLADCA.

The Policy applies to all as Safeguarding is everyone's responsibility.

GLADCA is committed to ensuring that it:

- Provides a safe environment for students to learn in.
- Provides a safe environment for individuals to access the services provided by GLADCA
- Identifies children, young people and vulnerable adults who are suffering, or likely to suffer, significant harm, including radicalisation and extremism.
- Takes appropriate action to see that such individuals are kept safe.

In pursuit of these aims, the management and trustees of GLADCA will approve and review policies and procedures with the aim of:

- Raising awareness of issues relating to the safeguarding, including radicalisation and extremism, of children, young people and vulnerable adults and the promotion of a safe environment for the children, young people and vulnerable adults learning within GLADCA or accessing GLADCA's services.
- Establishing a clear line of accountability for the provision of services.
- Identifying groups of more vulnerable children, young people and vulnerable adults with the view to providing 'Early Help' in line with current legislation.
- Aiding the identification of children, young people and vulnerable adults at risk of significant harm, and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.

- The safe recruitment /employment of staff and the safe use of contractors.
- Promoting a culture of listening to children, young people and adults to ensure best practice and keep their wishes at the centre of activities.
- Reviewing processes of sharing information with other professionals.

In addition, a senior member of GLADCA's staff will be nominated with special responsibility for Safeguarding and has undertaken appropriate training.

## **THE PREVENT DUTY**

Prevent is one of the four elements of CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

The PREVENT strategy:

- responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
- provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that need to be dealt with.

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

The Home Office works with local authorities, a wide range of government departments and community organisations to deliver the Prevent strategy. The police also play a significant role in Prevent, in much the same way as they do when taking a preventative approach to other crimes.

The Home Offices uses a range of measures to challenge extremism in the UK, including:

- where necessary, preventing apologists for terrorism and extremism from travelling to this country.
- giving guidance to local authorities and institutions to understand the threat from extremism and the statutory powers available to them to challenge extremist speakers.
- funding a specialist police unit which works to remove online content that breaches terrorist legislation.
- supporting community based campaigns and activity which can effectively rebut terrorist and extremist propaganda and offer alternative views to our most vulnerable target audiences - in this context they work with a range of civil society organisations.
- supporting people who are at risk of being drawn into terrorist activity through the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities.

## **CHANNEL**

This is the referral process and forms a key part of the Prevent Duty. The referral process is a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism.

## Channel Contact Details

### **Cambridgeshire**

Sgt. Paul Harris or PC Andy Penegar

Email: [Prevent@cambspnn.police.uk](mailto:Prevent@cambspnn.police.uk)

## The Counter Terrorism & Security Act (2015):

- This Act places a duty on specified authorities, including Further and Higher Education, to have due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty).
- GLADCA is committed to supporting vulnerable students through its safeguarding policies and procedures and recognises that this can support GLADCA's contribution to the Prevent duty.
- GLADCA has engaged positively with, and will continue to promote the value of, strategies and procedures to ensure all staff have the skills and knowledge to refer any concerns appropriately. Referral for any issue concerning potential radicalisation to extremism should be managed as any other safeguarding referral.

## Procedures flowchart for dealing with concerns, suspicions or disclosures of harm or abuse

Member of staff is concerned or receives disclosure or suspects a case of harm or abuse

Contact the Director of GLADCA or other designated staff member with special responsibility for Safeguarding  
Currently Yasmin Ilahi

Provide details such as name, date of birth, address of child, young person or adult, together with details of circumstances surrounding the concern

The Director or designated staff member will discuss the concern and provide advice and support to staff and ensure the student or service-user is supported.

The Director or designated staff member will act accordingly, making any necessary referral.

GLADCA will record events, actions and details of reports made and ensure safe and confidential storage of information.

GLADCA will liaise with Social Care/Police and other agencies. Relevant staff will be informed of any developments on a 'need to know' basis.

The Director or Manager of GLADCA will inform the Management Board and Trustees.

## **Related Policies and Procedures**

Key GLADCA policies that contribute to the overarching Safeguarding for All Policy are listed below. Each of these policies addresses GLADCA strategy and operations relating to key activities and safeguarding provision is made within all activities.

*Health Safety and Wellbeing Policy*

*Recruitment and Selection Policy*

*Teaching and Learning Policy*

*Risk Assessment Policy*

*Anti Bullying Policy*

*Single Equality Scheme*

*IT and Data Security Policy*

### **OTHERS:**

*Contractors Vetting and Barring Agreement*

*Lone Workers Policy*

*Educational Visits Policy*

## **Legislative Framework**

GLADCA operates its Safeguarding for All Policy through its acknowledgement and acceptance of its responsibilities set out in the Children Act 1989, Children Act 2004 (S11), Education Act 2002 (S175), Safeguarding Vulnerable Groups Act 2006, Care Act 2014 and other associated legislation. Furthermore, safeguarding and promoting the welfare of children and young people will be undertaken with due regard to the guidance and information on safeguarding provided by national and local government and safeguarding agencies

GLADCA will assist the local authority to exercise its statutory functions. Where provision is provided by or to GLADCA to or by a partner organisation such as a college, GLADCA will liaise with staff in the partner organisation to ensure that local procedures and protocols are adhered to.

In terms of partner agencies – awareness and appreciation of the role of others is essential for effective collaboration between practitioners and their organisations. Inter agency and collaborative work is central to good practice in safeguarding.

GLADCA will refer concerns that a child, young person or vulnerable adult might be at risk of significant harm to C & YPS (Social Care) Services or Adult Social Care (as appropriate) or the Police.

### Definition of Children and Vulnerable Adults

Throughout this policy and associated procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”.

GLADCA recognises that some adults are also vulnerable to abuse and accordingly, the procedures apply to allegations of abuse and the protection of vulnerable adults.

A vulnerable adult definition used is: ‘A person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.’

### **Vulnerable Adult**

- Receives personal care, or nursing, or support to live independently in their own home or in a care home.
- Receives any health or social services support
- Has substantial learning or physical disability
- Has a physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs.
- Has a substantial reduction in physical or mental capacity due to advanced age or illness.

### **Roles and Responsibilities**

All adults working with or on behalf of children or vulnerable adults have a responsibility to protect them. There are however, key people within GLADCA and the Local Authority who have specific responsibilities under safeguarding procedures. Those internal persons named constitute the GLADCA safeguarding team.

### Key Contacts within GLADCA

**Director**

Mohammad Choudhary

**Manager:**

Yasmin Ilahi

**Chairman of GLADCA**

Shabir Akthar

Contact details:

Address: 316-318 Gladstone Street Peterborough PE1 2BX

Tel: 01733 566343

Email: info@gladca.

The Safeguarding team are responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to Children and Young People’s Services –Social Care, Adult Social Care, and/or The Police.

- Providing advice and support to other staff on issues relating to child and vulnerable adult protection
- Maintaining a proper record of any child or vulnerable adult protection referral, complaint or concern (even where that concern does not lead to a referral)
- Ensuring that parents of children and young people or family and carers of vulnerable adults attending GLADCA or utilising its services are aware of GLADCA's Safeguarding policy
- Liaising with the appropriate Children and Young People's Social Care services, Adult Social Care Services, the local authority Safeguarding Board and other appropriate agencies
- Liaising with any organisation which refers service-users to GLADCA to ensure that appropriate arrangements are made.
- Sharing pertinent and appropriate information with partner agencies and organisations.
- Ensuring that staff receive basic training in child and vulnerable adult protection issues and are aware of GLADCA child and vulnerable adult protection procedures.
- The designated senior member of staff will provide an annual report to the Management Board and trustees of GLADCA setting out how the organisation has discharged its duties. He or she is responsible for reporting identified deficiencies in procedure or policy to the Management Board and trustees of GLADCA at the earliest opportunity.
- Have received training in child and vulnerable adult protection issues and inter-agency working, as required by the local Safeguarding Board, and will receive refresher training at least every 2 years
- Ensuring that GLADCA has procedures and policies which are consistent with the local Safeguarding Board's procedures
- Ensuring that each year the Management Board and trustees of GLADCA are informed of how GLADCA and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.
- Seeking feedback from children and young people and vulnerable adults, making sure that they have a voice as to GLADCA safeguarding practice, policies and procedures.

### Supporting Individuals at Risk

GLADCA recognises that those who have been abused or witness to abuse can find it difficult to develop a sense of self-worth or view the world as a positive place. However, it is important to note that the behaviour of individuals at risk may present as challenging, defiant or withdrawn.

GLADCA aims to support individuals through:

- Forging excellent working partnerships with other agencies which, in turn, can help to inform as to an individual's specific issues and needs.
- A learning programme and service provision programme which encourages confidence, self-esteem and self-motivation.
- A 'culture of safety' which promotes a positive, supportive and secure environment which provides all with a sense of being respected and valued.

- Consistent implementation of GLADCA codes of conduct and behavioural policies which ensure that individuals know that some behaviour is unacceptable.
- Continuing support within GLADCA.
- Strong links with external partners as well as local and national agencies to ensure a multi-disciplinary approach to support.
- Development of a responsive and knowledgeable staff group, trained to respond appropriately in Safeguarding situations.
- Effective absence reporting, which can be an early indicator of concern.
- Service-users being encouraged to state how 'safe' they feel, with encouragement to adopt safe and responsible practices.
- Coordination of action and support for priority cases.

### **Links and Referrals within the Local Authority**

#### **Peterborough Safeguarding Children's Board**

To report a concern contact Children's Social Care Services (Duty Social Worker) on 01733 864180 or Emergency out of hours: 01733 234724.

#### **Peterborough Safeguarding Adults Board**

Non-urgent: through Customer Services Peterborough City Council  
01733 747474 or through [www.peterborough.gov.uk](http://www.peterborough.gov.uk)  
Emergency out of hours: 01733 234724

### **Recruitment of Staff**

All new staff will be subject to the new Vetting and Barring Scheme (VBS) in line with the GLADCA 'recruitment policy'. This is a checking process combining the previously used ISA and DBS.

All interviews for new staff include a question in regards to safeguarding and at least one member of the interviewing panel will have undertaken the 'safer recruitment training'.

Agency workers and contractors with 'intensive' or frequent contact with children and /or vulnerable adults will be expected to have an enhanced DBS check.

Records of all staff are kept confidentially by GLADCA in the single central record.

#### **Disclosures for new staff and volunteers**

All new staff and volunteer workers will be required to have a satisfactory enhanced DBS check

Any teaching staff who do not have a valid DBS disclosure will not be allowed unsupervised access to children under the age of 18 or vulnerable adults until this has been received by GLADCA. A risk assessment must be undertaken and agreed by the Manager on every occasion before the member of staff can commence employment.

## Existing staff

If an existing member of staff changes job role they will be subject to a new DBS check.

It is the responsibility of every member of staff to disclose to GLADCA any criminal convictions that are incurred during their employment. Failure to do so will be considered a disciplinary offence and in some circumstances may lead to dismissal.

## Appointment of Agency Workers and Contractors

Agency staff will not be allowed unsupervised access to children under the age of 18 or vulnerable adults unless they have had a DBS check at an enhanced level without a break of service of more than 3 months.

Contractors will not be allowed unsupervised access to children under the age of 18 or vulnerable adults unless they have had a DBS check at an enhanced level. Access to GLADCA premises will be restricted and adequate supervision maintained.

## **Reporting an Allegation against a member of staff**

The Local Authority oversees and manages the process of investigation relating to allegations against individuals working with children, young people or adults in a paid or voluntary capacity. This could also include concerns around an individual's conduct, which indicates they may pose a risk to children.

### **Local Authority Contact Details**

#### **Peterborough**

##### Children

Duty Social Worker (office hours) Tel: 01733 864180

Emergency out of hours: 01733 234724

##### Adults

Non-urgent: through Customer Services Peterborough City Council

01733 747474 or through [www.peterborough.gov.uk](http://www.peterborough.gov.uk)

Emergency out of hours: 01733 234724

### **Training**

All staff will receive training to familiarise them with child and vulnerable adult protection issues and responsibilities and GLADCA procedures and policies. GLADCA will undertake a rolling programme of training aimed at ensuring that:

All newly recruited staff have a clear understanding of their role and responsibilities in safeguarding children, young people and vulnerable adults and are aware of the associated procedures.

All Senior Managers and designated members of the Management Board are familiar with their role and responsibilities.

All staff are aware of their role and responsibilities and receive guidance on how to deal with suspicions or disclosures of abuse.

Members of staff must renew their training every 3 years and designated safeguarding staff every 2 years.

## **Procedures**

It is the duty by law of any member of staff, volunteer or visitor who receives a disclosure of abuse, or suspects that abuse may have occurred, to report it to a member of the safeguarding team. If a member of the team cannot be found then the matter should be brought to the attention of the most senior member of staff.

Written disclosures need to be recorded.

If appropriate, the member of the Safeguarding Team will refer cases of suspected abuse or allegations to the relevant Local Safeguarding Board by telephone in accordance with the Local Safeguarding Board Procedures. In some cases it may be appropriate for the Police to also be contacted.

It is not the job of GLADCA to investigate allegations; this is the responsibility of the Authorities. However, essential information may help these investigations and details such as service-user's name, address, and date of birth, family composition, and reason for referral should be recorded. The name of the person who initially received the disclosure and whether or not the parents/guardians/family of the service-user are aware of the referral should also be included.

Advice and guidance can be obtained from the Local Safeguarding Board.

Support will be made available for staff dealing with safeguarding issues.

### **Professional Confidentiality**

A member of staff must never agree with a service-user to keep a secret and where there is a safeguarding concern this must be reported to a member of the safeguarding team and may require further investigation by the appropriate authorities.

Staff will be informed of relevant information in respect of individual cases on a 'need to know basis' only. Any information shared with a member of staff in this way must be held confidentially by themselves.

## **Key Definitions and Concepts**

### **Child Protection**

Some children and young people are in need because they are suffering or likely to suffer “significant harm”. Where local authorities believe a young person is suffering, or likely to suffer, significant harm, they have a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a young person.

### **Children in Need**

Children and young people who are defined as being “in need” under Section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of service(s). A child with a disability is a child in need.

### **Significant Harm**

The concept of significant harm is the threshold that justifies compulsory intervention into family life in the best interests of the child or young person and gives local authorities a duty to make enquiries as to whether to take action (Section 47, Children Act 1989) to safeguard or promote the welfare of a young person who is suffering, or likely to suffer significant harm. The Act also gives powers to the Police to take emergency action to protect a young person from significant harm.

### **Child Sexual Exploitation**

Child Sexual Exploitation is the term used for contact or non-contact child sexual abuse when there is any actual or attempted abuse of a child’s vulnerability or trust and an opportunity for the abused to enhance their social standing or receive payment from third parties. Non-contact abuse includes online grooming and sexual exploitation. (DoH 2014)

### **Radicalisation**

Radicalisation is defined as the process by which people come to support terrorism and extremism and in some cases to then participate in terrorist groups.

### **Extremism**

Extremism is defined by the Crown Prosecution System (CPS) as: “The demonstration of unacceptable behaviour by using any mean or medium to express views, which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts;
- Foster hatred which might lead to inter-community violence in the UK”

### **Vulnerable Adults**

The above definitions and the following indications also apply (with appropriate adaptation) to vulnerable adults

## **Types of Abuse and how to recognise them**

The following explanations of types of possible signs of abuse are taken from Working Together to Safeguard Children

Lists of signs and symptoms cannot provide a definitive diagnosis of abuse and many children or young people at some time of their life may exhibit one or maybe more of them. However, such signs and symptoms may suggest abuse if a young person exhibits either several of them, perhaps within a short space of time, or an extreme form of a particular symptom, or if a pattern of signs and symptoms emerges.

It is important that staffs are aware of the signs and symptoms and, whilst they may be indicative of some other problem or issue, the possibility that the young person is being abused should not be discounted. Any concern about a young person who is showing signs of abuse or of being at risk of abuse should be followed up with the Safeguarding Team.

### 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.

#### **Possible signs:**

- Bruises and scratches to face and head
- Pinch bruises or bite bruises
- Bruising around both eyes simultaneously
- Torn frenulum (skin linking upper jaw and lip)
- Fingertip bruising on front and back of chest (gripping)
- Finger or hand marks on any part of the body
- Ligature marks on either neck, arms or legs
- Cigarette burns
- Linear or shaped burns or bruises (e.g. iron/radiator)
- 'non-cascade' scalds
- Head injury, may be no outward sign of injury
- Poisoning
- Bald patches
- Recurrent unexplained/untreated injuries or lingering illness

#### **Possible behaviour:**

- Explanation inconsistent with injury
- Refusal to discuss injuries
- Fear of going home or parents/family being contacted
- Arms and legs kept covered in hot weather or fear undressing
- Frozen watchfulness/cowering/flinching at sudden movements

- Withdrawal from physical contact
- Fear of medical help
- Admission of excessive punishment
- Running away
- Self-destructive tendencies

### Emotional Abuse

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's 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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. 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 seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber 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.

### **Possible Signs**

- Speech delay, poor verbal ability, lack of communication skills
- Lack of concentration, learning problems
- Unreasonable fear of new situations
- Eating disorders (over eating and under eating)
- Inappropriate emotional responses to stressful situations
- Low self-esteem
- Self-mutilation
- Alcohol, drugs, solvent misuse

### **Possible Behaviour**

- Over reaction to mistakes
- Obsessive behaviour (e.g. rocking, twisting hair, sucking thumb)
- Withdrawal from relationships with other children
- Fear of parents/family being contacted
- Extremes of passivity or aggression
- Attention seeking
- Chronic running away
- Compulsive stealing, scavenging for food or clothes
- Impaired capacity to enjoy life

### Neglect

Is the persistent failure to meet a child's basic physical and/or psychological need, likely to result in a 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, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical harm and external harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Or ensure access to appropriate medical care or treatment.
- It may also include neglect or, or unresponsiveness to a child's basic emotional needs.

### **Possible Signs**

- Unkempt appearance, poor personal hygiene
- Poor skin/hair condition
- Drop through height/weight centiles
- Small stature (where not a family characteristic)
- Constant tiredness
- Repeated accidents
- Untreated medical conditions
- Inappropriate clothing
- Constant hunger
- Frequent lateness, or non-attendance
- Accidental self-poisoning

### **Possible Behaviour**

- Chronic running away
- Compulsive stealing
- Scavenging of food and clothes
- Low self-esteem
- Neurotic behaviour (e.g. rocking, thumb sucking, hair twisting)
- Inability to make social relationships
- Tendency to destroy things

### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Possible Signs**

- Wetting and soiling themselves
- Sudden drop in performance/poor concentration
- Obsessed with sexual matters as opposed to normal exploration
- Changes from being happy and active to being fearful and withdrawn
- Unexplained sources of money/gifts
- Soreness and bleeding to the throat
- Chronic ailments e.g. stomach pains, headaches without obvious cause
- Eating disorders
- Becomes severely depressed
- Has a poor self-image
- Uses drugs/alcohol to excess
- Not allowed to have friends around
- Fearful of undressing for physical education
- Pregnancy

### **Possible Behaviour**

- Overly compliant behaviour
- Behaves in a sexually inappropriate way in relation to their age
- Withdrawn and unhappy, insecure and “clingy”
- Plays out sexual acts in too knowledgeable a way for their age
- Regresses to behavioural pattern of much younger children
- Say of themselves that they are bad or wicked
- Arriving early and leaving late with few, if any, absences
- Recurring nightmares and/or fear of the dark
- Had a “friend who has a problem” and then tells about the abuse of “a friend”
- Self-mutilates/attempted suicide
- Running away

### **Child Sexual Exploitation**

Child Sexual Exploitation is the term used for contact or non-contact child sexual abuse when there is any actual or attempted abuse of a child’s vulnerability or trust and an opportunity for the abused to enhance their social standing or receive payment from third parties. Non-contact abuse includes online grooming and sexual exploitation. (DoH 2014)

### **Possible Signs**

- going missing for periods of time or
- regularly returning home late
- regularly missing school or not taking part in education
- appearing with unexplained gifts or new possessions
- associating with other young people involved in exploitation
- having older boyfriends or girlfriends
- suffering from sexually transmitted infections

- mood swings or changes in emotional wellbeing
- drug and alcohol misuse
- displaying inappropriate sexualised behaviour.

### **Radicalisation**

Radicalisation is defined as the process by which people come to support terrorism and extremism and in some cases to then participate in terrorist groups.

### **Possible Signs**

- Being overly secretive about their online viewing
- Displaying feelings of isolation or expressions of an 'us and them' mentality – a sign of the sense of social isolation
- Becoming more argumentative or domineering in their viewpoints, being quick to condemn those who disagree and ignoring views that contradict their own
- Questioning their faith or identity.
- Downloading or promotion extremist content.
- Social isolation – losing interest in activities they used to enjoy, distancing themselves from friends and social groups.
- Altered appearance – change in style of dress and/or personal appearance.
- Abnormal routines, travel patterns or aspirations.

### **Extremism**

Extremism is defined by the Crown Prosecution System (CPS) as: "The demonstration of unacceptable behaviour by using any mean or medium to express views, which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts;
- Foster hatred which might lead to inter-community violence in the UK"

### **Specific Issues and Further Information**

Further information and specialised advice is available on areas such as forced marriage, female genital mutilation, those affected by drugs and alcohol abuse in families, fabricated illness, children abused through prostitution, complex (organised or multiple) abuse involving one or more abusers and a number of children. Forced marriage is a marriage conducted without the full consent of both parties where duress is a factor. This should not be confused with an "arranged marriage". Forced marriage is regarded as a form of domestic abuse for adults, and where children are involved, as a form of child abuse.

All concerns should be reported to the Safeguarding Team who will liaise with appropriate agencies.

## **Procedures for Handling and Responding to Disclosures and Allegations of Abuse**

The following brief notes provide guidance for staff who receive a disclosure or who have concerns about allegations of abuse.

In addition staff are encouraged to contact the designated senior staff or Management Board member if they have any initial concerns about the possible child or vulnerable adult protection situation.

Remember GLADCA adopts a person-centred approach and the wishes of the individual are at the centre of all our activities.

### **Receiving a Disclosure**

#### **DO**

- Take allegations or suspicions of abuse seriously
- Respond with tact and sensitivity to anyone who confides in you
- Re-assure the person that it is right to speak to someone
- Allow the person to speak in his/her own way and time
- Discuss the need to refer to the appropriate person in GLADCA
- Make brief notes using the person's own words

#### **DON'T**

- Promise confidentiality (only those who need to know will be told)
- Make judgements
- Investigate the allegation or suspicion of abuse
- Ask leading questions or probe for details
- Interpret what has been said or make assumptions about the situation
- Contact parents/carers before seeking advice

### **Following up a Disclosure, Allegation or Suspicion of Abuse**

- Contact a member of the GLADCA Safeguarding team as soon as practicable
- Provide written details
- All written information and rough notes will be retained by the designated senior staff member.
- The designated senior staff member will seek advice from the appropriate agencies
- Where there are serious concerns of 'significant harm' the designated senior staffmember will refer immediately to the local Safeguarding Board.
- If urgent hospital treatment is needed for an individual whilst on GLADCA premises, inform the Director or Manager if this relates to a child or vulnerable adult protection issue.
- Both the service-user, and if required, the member of staff to whom the disclosure was made can access support via GLADCA from counselling and support services.

## Records and Monitoring

GLADCA maintains up to date and accurate records of any cause for concern in regards to our service-users. There is also indication of the status of each individual case and when it is deemed appropriate to pass this information to other agencies.

Members of staff receiving a disclosure of or noticing signs of abuse should record these concerns as accurately and as soon as they can. These forms should be passed to a member of the safeguarding team and will be kept securely in a confidential cabinet. A confidential database accessible only by safeguarding team members is kept to update and monitor the case load. This database also provides statistics that help to inform the nature of support and where extra resources may be needed by our service-users.

### IMPACT ASSESSMENT:

This policy has been assessed and considered for impact upon people who share the following protected characteristics and factors: race, gender and gender identity, disability (including learning difficulty), religion and belief, sexual orientation, age, pregnancy, maternity and marital status.

### EQUALITY IMPACT ASSESSMENT SUMMARY:

This policy has been impact assessed and has identified the following:

- Negative impacts (N)
- Appropriate actions/mitigations to address the negative impacts have been put in place (N/A)
- Positive impacts (Y)

### LINKED POLICIES:

Equality Policy

### MONITORING PROCEDURE:

Regular review

### RESPONSIBILITY:

Manager (Yasmin Ilahi)

### Approved

\_\_\_\_\_ **Director**

\_\_\_\_\_ **Date**

## Useful References and Additional Information

Peterborough Safeguarding Children Board Procedures  
([www.safeguardingpeteborough.org.uk/children-board](http://www.safeguardingpeteborough.org.uk/children-board))

Peterborough Safeguarding Adults Board Procedures  
([www.peteborough.org.uk/healthcare/safeguarding/safeguarding-adults/safeguarding-adults-board](http://www.peteborough.org.uk/healthcare/safeguarding/safeguarding-adults/safeguarding-adults-board))

'What to do if you think that a child is being abused' - 2015  
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused>

'Keeping Children Safe in Education' - July 2015  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

Forced Marriage Unit of the Foreign and Commonwealth Office  
(<http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/>)  
NSPCC ([www.nspcc.org.uk/](http://www.nspcc.org.uk/))

Child Exploitation and Online Protection Centre (CEOP) ([www.ceop.police.uk/](http://www.ceop.police.uk/))  
National Domestic Violence Helpline (<http://www.nationaldomesticviolencehelpline.org.uk/>)  
Women's Aid ([www.womensaid.org.uk/](http://www.womensaid.org.uk/))