Ykids Internal Document

Safeguarding Vulnerable Adults & Children Policy

Version 6
Date: September 2026

This statement was agreed in 2026 and will be reviewed annually. The next review date is 2026 in line with our review schedule.

Signed CEO: Date:

Signed Chair of the Board: _____ Date: 17.10.26

Dr Jaime Craig

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Safeguarding Vulnerable Adults and Children Policy & Procedure

1. Policy Statement

Ykids works alongside individuals to increase emotional resilience, increase aspirations and build skills. As part of this we are concerned with individuals and their circumstances and actively encourage an inclusive environment.

We seek to ensure that all our team members are aware of what is required from them under the safeguarding vulnerable adults and children policy & procedure and make sure that it is practised at all times.

It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse, and neglect of vulnerable adults and children.

We commit ourselves to co-operate fully with the appropriate statutory services when they are conducting official investigations into physical, emotional or sexual abuse and neglect of vulnerable adults, children or young people (by an adult or young person).

This statement is to be brought to the attention of all staff and volunteers when they join as part of their induction programme. Any amendments will be brought to the attention of all team leaders to be cascaded throughout the staff and volunteer teams.

2. Overview

2.1 Policy Overview

This policy seeks to ensure that Ykids undertakes its responsibilities with regard to the protection of children and adults at risk and will respond to concerns appropriately. This is a priority for the organisation. All staff, trustees, volunteers and associates are expected to understand their obligations and duty to implement each aspect of this policy and the associated procedures when required.

The policy should be read alongside all other company policies and procedures and is in line with the procedures of both the Sefton Local Safeguarding Children Board (LSCB) http://www.seftonlscb.co.uk/ and the Safeguarding Adults Board (SAB) https://www.sefton.gov.uk/safeguardingadults

2.2 Safeguarding Overview

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and adults at risk, wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of circumstances or situations by those in a position of power. This can be caused by those inflicting harm or by those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. Abuse can vary from the seemingly trivial act of not treating someone with dignity and respect to extreme punishment, cruelty or torture.

It can take a number of forms, including the following:

- **Physical abuse** including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Sexual abuse** including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.
- **Neglect or acts of omission** including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Psychological abuse** - including **emotional abuse,** threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. This also includes **spiritual abuse,** which is a form of emotional and psychological abuse, characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision-making, the requirement of secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, the requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position**,** isolation as a means of punishment, and superiority and elitism.
- **Discriminatory abuse** including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Financial (or material) abuse** including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Domestic abuse** including psychological, physical, sexual, financial, emotional, or so-called 'honour' based violence.
- **Modern slavery** encompasses slavery, human trafficking, forced labour and domestic servitude. Trafficking and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

For further information on signs and indicators of abuse please refer to the following links:

Child Abuse: https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/

Adult Abuse: http://www.scie.org.uk/publications/ataglance/69-adults-safeguarding-types-and-indicators-of-abuse.asp

2.3 Definitions – for this document

Child:

Describes a child aged 0-17 years old.

An adult at risk:

Is a person 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 themself, or unable to protect themself against significant harm or exploitation.

Vulnerable Adults are entitled to: privacy; be treated with dignity; lead an independent life and to be enabled to do so; be able to choose how they lead their lives; the protection of the law; have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religion or cultural background.

3. Policy Implementation

3.1 Aim

Through this policy, we aim to safeguard and promote the welfare of children and adults with whom the organisation engages across its operational activities. The aims of this policy are set out in accordance with the commitments Ykids makes within our Equality and Diversity Policy.

Implementation overview

Ykids will:

Plan its work so as to minimise situations where the abuse of vulnerable adults and children might occur.

Although the number of people who actively seek to abuse vulnerable adults and children is very small Ykids can reduce opportunities for abuse in various ways. We will, for instance:

- Ensure that there is adequate supervision for all children and vulnerable adults.
- Ensure that any child or vulnerable adult working with Ykids is aware of who they can talk to if they have concerns.
- Ensure that all staff and volunteers know where the nearest telephone is in case of emergencies and that staff know how to make external calls.
- Arrange that an adult is not left alone with a child except in an emergency where there is little or no opportunity of the activity being observed by others. This good practice can be of as much benefit to the adult as to the child.
- Make sure the designated person and deputy has the correct and up to date training.
- Ensure staff and volunteers supervising vulnerable adults or children are suitably trained.

3.2 Scope

The policy establishes a framework to support employees in their practice and clarifies the organisation's expectations, including the obligation of employees to take immediate action where any concern regarding the safety, protection and wellbeing of children or adults is noted.

3.3 Responsibilities

The Board of Trustees have overall responsibility for ensuring the safety of all individuals accessing Ykids activities. However, all staff (Chief Executive Officer, Senior Management, Operational Employees and Volunteers) must ensure the safety, health, wellbeing, reduction of risks, safeguarding and protection of children and adults at all times.

All employees (staff, volunteers and associates) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all employees to promote good practice by being an excellent role model, contribute to discussions about safeguarding, and to positively involve people in developing safe practices.

3.4 Additional Specific Responsibilities

Trustees have primary responsibility for safeguarding in their charity. This means:

- Acting in the best interests of children and adults at risk
- Taking all reasonable steps to prevent any harm to them
- Assessing and managing risk
- Putting safeguarding policies and procedures in place
- Undertaking ongoing monitoring and review to ensure that safeguards are being implemented and are effective
- Responding appropriately to allegations of abuse
- Liaising with the Designated Persons and monitoring their work

Trustees may delegate authority to the Senior Management Team (SMT) to ensure effective operational implementation of the policy.

The **CEO** has the responsibility to ensure:

- The policy is accessible
- The policy is implemented
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented

Designated Person/s

Ykids has nominated an experienced member of staff as the 'Designated Person' and a senior member of staff as the 'Deputy Designated Person' who should be contacted in the absence of the designated person

Anne Woodruff (Families Worker) is the Designated Person and, in her absence, her deputy is Neil Hayes (Operations Manager).

The designated person is available for vulnerable adults and children to speak with should they feel the need to talk with someone about an incident which has happened whilst working for or receiving assistance from Ykids, particularly if they feel they have been physically, sexually or emotionally abused or neglected by an adult or another young person.

If the Designated Person is unavailable the Deputy Designated Person should take this role.

If both are unavailable at the same time (E.g. evening / weekend) the member of staff who has been made aware of the concern should make an appointment for the child / vulnerable adult to speak to the Designated Person or Deputy as soon as possible. However, if the child / vulnerable adult is deemed to be in immediate danger the police / social services should be informed by the member of staff immediately and the process flow chart contained in this document followed.

Other responsibilities of the Designated Person / Deputy include:

- Ensuring this policy is monitored and reviewed
- Promoting the welfare of children and vulnerable adults
- Ensuring staff and volunteers have access to appropriate training and information
- Receiving staff concerns about safeguarding and responding to all seriously, swiftly and appropriately
- Keeping up to date with local arrangements for safeguarding and DBS
- Developing and maintaining effective links with relevant agencies, including the Local Safeguarding Children's Board, Safeguarding Adults Board, and Local Authority Designated Officer
- Taking forward concerns about responses

All Employees and Volunteers have responsibility to ensure that they:

- Are familiar with, and adhere to, the policies and procedures of the organisation
- Know who the Designated Persons are
- Know how to report concerns
- Undertake Ykids mandatory induction safeguarding training and access appropriate additional learning opportunities. All safeguarding training should be refreshed every 3 years as a minimum and completion of training should be recorded on staff files.

The name of the designated person and deputy is displayed in the main area and in the Ykids building accessed by children and young people.

3.5 Recording

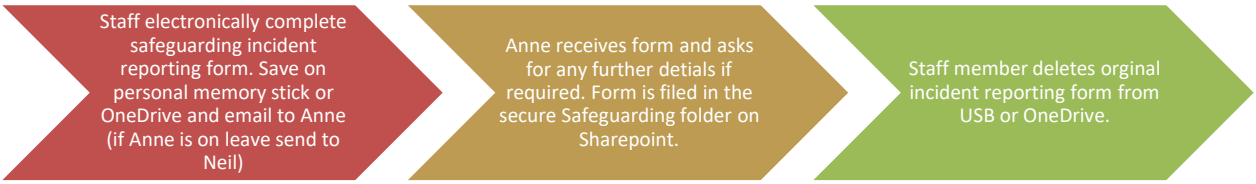
The designated person will make notes and keep confidential records of any disclosure or concerns they or another staff / team member has and seek advice from the Social Services Department or the Police. See

'incident reporting form' at the end of this policy; blank copies are held electronically on the server and Paper Copies held in the Office.

Staff and volunteers must ensure that their recording of facts, incidents, assessments, referrals, case discussions are all sufficient, accurate, concise, up-to-date, legible, dated and factual. Opinions should be kept to a minimum and backed up by factual evidence. Any supporting evidence (e.g. Clothing) should be preserved and clearly labelled. These records must be stored in the Safeguarding Sharepoint Folder which is accessible by the Designated Person / Deputy, as well as nominated administration staff and the CEO. This protects the individual's right to privacy and security. These records are available to individuals on request (not third-party information) and may be used as evidence in disciplinary proceedings or in civil or criminal prosecutions. Records should be signed by the employee recording concerns and by the Designated Person who has provided guidance on the course of action.

Information will only be shared with other agencies that have a need to know, in accordance with Sefton LSCB and SAB procedures and Government guidance on information sharing.

The process below should be followed when documenting safeguarding concerns observed by staff where there is no immediate danger which necessitates immediate contact with police / social services. This is in line with the IASME quality standards and GDPR.



The retention period for all safeguarding recording is 70 years.

3.6 Procedure

This procedure outlines the stages involved in raising and reporting a safeguarding concern at Ykids.

All information relating to the following areas should be recorded on the **Safeguarding Incident Reporting Form**:

- Welfare concerns that do not meet a safeguarding referral threshold but which staff have had a professional discussion about with their line manager or a designated safeguarding lead.
- When information has been shared with another agency in relation to welfare matters, including where actions have been agreed.
- Where information has been shared to support a safeguarding referral which a partner agency is leading on.

Using this recording process enables us to govern the sharing of information and also monitor concerns which may progress to safeguarding concerns. This form is contained at the end of this document.

The decision to refer will be taken by the Designated Person in line with Sefton LSCB's Thresholds for Intervention or Sefton guidelines on Safeguarding Adults, as applicable.

If the person reporting the concern feels that the issue should be managed differently, they have the right to refer directly to Social Services or if appropriate escalate the concern to Sefton LSCB or SAB in line with each Board's escalation procedures. In either of these instances, the referrer should inform the Designated Person of their intended action.
REMEMBER - It is important that everyone in Ykids is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional vulnerable adult and child protection agencies following a referral to them of concern about someone.

3.7 Safeguarding Children Referral:

The direct page which links to referral forms and process is: https://www.sefton.gov.uk/childrens-services/report-a-concern/

This link can also be accessed through the Sefton Council Home Page www.sefton.gov.uk > Children's Services > Report a Concern

For referrals specifically in relation to concerns about Child Sexual Exploitation, forms should be sent securely to SocialCareCustomerAccessTeam@sefton.gcsx.gov.uk Please see website above https://www.sefton.gov.uk/childrens-services/report-a-concern/ before making the referral.

Prior to making a referral through to Children's Social Care, if you would like to have a consultation with a Social Worker please call Sefton's MASH Team on either 0151 934 4013 / 4481.

3.8 Safeguarding Adults Referral:

The number to call to make a safeguarding referral for a vulnerable adult is **0345 140 0845**

If you think a child or adult is in immediate danger or it is an emergency call 999

**This information regarding referrals is relevant when raising a concern about a child/adult living in Sefton. If the child/adult lives in another borough, that Authority's procedure must be followed*

3.9 Safeguarding Children's Flow Chart

Staff or Volunteer is made aware of safeguarding concern through disclosure or observation

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Staff member or volunteer only discusses concerns with the Designated Person to decide the appropriate actions to undertake.
Designated Person is Anne Woodruff, contact tel. no. 0151 944 2111 / 07963 769059
or in their absence Neil Hayes, contact tel. no. 0151 944 2111 / 07737 752596

who will provide guidance on action that needs to be taken. All records should be forwarded to the designated person so they can be held securely centrally.

↓

Not a Child Protection Concern

- Concerns may still need to be logged and monitored
- A CAF may be required*

↓

Staff member or Volunteer believes concern should be acted upon but Designated Person does not agree.

Staff/Volunteer has the right to refer concern straight to social services. Staff/Volunteer should inform Designated Person of their intentions.

↓

Child Protection Concern

↓

If a child discloses abuse it must not be investigated further by any staff or volunteers of Ykids:

- If it is thought a child has suffered sexual abuse the police must be contacted immediately
- If it is thought a child has suffered severe harm (e.g. physical assault) the police must be contacted immediately – if medical attention is required this must take priority over any other action
- If it is thought a child may be in need of protection to prevent significant harm from occurring they must refer the matter to Sefton Social Care

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A verbal referral should be made within 48 hours by telephone to Social Care Customer Access Team on 0151 934 3737 or Social Care Emergency Duty Team on 0151 920 8234 (if out of hours) by either the staff/volunteer or Designated Person and followed up in writing.

Safeguarding Concern dealt with via Social Care Team or advice given on what actions to follow

If Social Care assesses that concerns meet their referral threshold criteria and an assessment / intervention is co-ordinated, Social Care may not always be able to share all information regarding individual cases referred to them due to data protection and sensitive information. However, it is good practice to follow up that support is being appropriately provided and to continue to advocate for support if there are continuing concerns.

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3.10 Safeguarding Vulnerable Adults Flow Chart

Staff or Volunteer is made aware of safeguarding concern

Staff member or volunteer accurately records events giving rise to concern on the recording form held by the Designated Person(s).
Designated Person, Anne Woodruff: 0151 944 2111 / 07963 769059

Or if unavailable, Neil Hayes: 0151 944 2111 / 07737 752596

who will provide guidance on action that needs to be taken.

All records should be forwarded to the designated person so they can be held securely centrally.

Staff member or Volunteer believes concern should be acted upon but Designated Person does not agree.

Staff/Volunteer has the right to refer concern straight to social services. Staff/Volunteer should inform Designated person of their intentions.

If an adult discloses abuse it must not be investigated further by any staff or volunteers of Ykids.

- If it is thought an adult has suffered sexual abuse the police must be contacted immediately
- If it is thought an adult has suffered severe harm (e.g. physical assault) the police must be contacted immediately – if medical attention is required this must take priority over any other action
- If it is thought an adult may be in need of protection to prevent significant harm from occurring they must refer the matter to Sefton Plus on 0845 140 0845 or 0151 920 8234 (if out of hours).

A verbal referral should be made by telephone to Sefton Council's Adult Social Care (by either the staff / volunteer or Designated Person / Deputy on 0845 140 0845 or Social Care Emergency Duty Team 0151 920 8234 (if out of hours).

This should be followed up in writing within 48 hours. A call back will be made to follow up the referral from the Social Care Customer Access Team.

Safeguarding Concern dealt with via Sefton Adults Framework for Action.

Investigations are carried out by nominated officers within individual Social Care Teams.

3.11 Disclosure of Information

There is a difference between confidentiality and secrecy. All personal and delicate information disclosed to us is confidential, but may not always be secret.

Personal and delicate information about staff and volunteers will be:

- Confidential to Ykids and can be shared with staff and volunteers on a 'need to know basis' *and*
- Can be shared with another agency when:
  - Permission is given by the person about whom the information is held.
  - There is an overriding justification to share information without the person's consent.
  - The law requires it.

Where there are concerns about the wellbeing of a child or adult at risk, it is best practice to gain consent to share information. However, if there are concerns relating to the parent/family in relation to the abuse, this may not be appropriate. If there are concerns that a child may be at risk of significant harm or an adult may be at risk of serious harm, then follow the relevant procedures without delay.

Under GDPR, information regarding safeguarding is processed under the classification 'protect vital interests'.

4. Policy Monitoring & Review

The policy and practices of the organisation will be formally reviewed annually to ensure that they remain current and compliant with the law and best practice. The designated persons will report to the Ykids Board of Trustees on matters of significance relating to this safeguarding policy, as appropriate or at the request of the Board.

The organisation will monitor the following safeguarding aspects:

4.1 Safer recruitment practices - For staff and volunteers

a) A detailed application form should be completed

b) 2 references should be taken about the suitability of the applicant for the post being considered

c) An interview (informal for volunteers to include motivation for volunteering)

4.2 DBS checks – Ykids will undertake DBS checks for all staff and for volunteers working in a face-to-face role with young people. Details of criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974) must be provided so an adequate risk assessment can be undertaken. (Ykids Board of Trustees reserves the right to dismiss a member of staff / volunteer and / or ban them from the property should they feel it is necessary.)

4.3 Team Meetings - Regular staff meetings will be held where team leads meet together to raise issues about their area of work and discuss them. Staff will be encouraged to raise concerns and / or pay particular attention to any situation or suggestion that a vulnerable adult or child is being either highly favoured or harshly treated, as these are signs of abuse.

In addition, the policy will be monitored through:

- Records made and kept of staff and volunteer supervision and appraisal
- Register / record of staff training on child / vulnerable adult protection
- Whether safeguarding concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and actions of Designated Person for Safeguarding

This policy and its implementation will be reviewed at least annually and whenever there are any legislative changes or amendments to guidance issued by relevant statutory bodies.

5. Communications, Training and Support for Employees

Ykids commits resources for the induction and training of staff and volunteers, effective communications, and support mechanisms in relation to Safeguarding.

5.1 Induction

The induction of new staff and volunteers will include meeting the designated safeguarding person, reading appropriate policies and procedures, and undertaking mandatory training.

5.2 Training

All workers will be informed of this policy and procedures at induction and with any updates required by law.

All staff are required to undertake basic training in safeguarding children and adults (regardless of their role or position). The minimum training required is NSPCC Educare Level 1 Child Protection and Protecting Vulnerable Adults eLearning courses. The Designated Person(s) should complete an appropriate Level 2 training. Training needs will also be informed by line management processes.

5.3 Support

We recognise that involvement in situations where there is risk or actual harm can be stressful. All those making a complaint or allegation or expressing concern, whether they are staff, service users, carers, or members of the general public, should be reassured that:

- They will be taken seriously
- Their comments will be treated confidentially, but their concerns may be shared if they or others are at significant risk

- Service users will be given immediate protection from the risk of reprisals or intimidation

Staff will be given support by their line manager and the Designated Person(s) and afforded protection if necessary. The Board of Trustees and Senior Management team are responsible for ensuring that external support is provided, if necessary and appropriate.

6. Staff Code of Conduct and Professional Boundaries

6.1 Expectations

Ykids expects employees (staff, volunteers and associates) to protect their own professional integrity and that of the organisation. The bullet points below are set in place to protect vulnerable adults and children and apply to all those in contact with them. This is not the same as treating each person who relates to vulnerable adults and children as being under suspicion, but a matter of taking sensible measures to protect vulnerable adults and children, which are then observed by everyone. All Ykids groups should be planned with safeguarding in minds to minimise the risk.

Professional boundaries must be adhered to.

Employees ***will***:

- Remember they are a role model and provide an example for those they work with to follow
- Bear in mind that some actions, no matter how well-intentioned, may be easily misinterpreted and so leave all parties vulnerable
- Be alert to any potential harm to children and adults at risk
- Respect the right to privacy
- Provide opportunities for children and adults at risk to discuss any concerns they may have
- Speak to the Designated Person(s) if concerned about the safety or welfare of an individual
- Speak to the Designated Person(s) if they suspect a child or adult at risk is developing or has developed an infatuation with them, or has inappropriate feelings towards any member of staff or volunteer
- Refer to the Ykids Whistleblowing policy if concerns arise about the suitability of a member of staff or volunteer in relation to working with children or adults at risk, or if an allegation is raised by another member of staff, service user or third party, such as an external organisation or community member
- Follow guidance in relation to the use of electronic communication as set out in the Ykids Computer and Electronic Communication Policy and seek further guidance as required when considering the development and use of project-based social networking sites

Employees will not:

- Arrange to see or communicate with service users in circumstances unconnected with their work, including the use of texting and personal social media accounts such as Facebook, Twitter, Instagram and Zoom

- Be left alone for substantial periods of time or have prolonged electronic communication with any child or adult at risk, except where one-to-one work is necessary. In which case, they should inform another staff member where they are going, with whom and for how long and keep a record of an electronic communication.
- Permit abusive behaviour by others or engage in it themselves
- Show favouritism to, or become too closely associated with, an individual. Nor should they get drawn into inappropriate, attention-seeking behaviour (e.g. crushes)
- Allow or engage in suggestive remarks, gestures or touching of any kind which could be misunderstood
- Do anything which might undermine a good reputation for providing a safe environment

If a child or adult at risk shares worrying or sensitive information with you, ***do not***

- Promise to keep secrets
- Hesitate to share concerns on any of these matters with the Designated Person(s)

6.2 Vehicles

- All workers driving any vehicle which transports vulnerable adults and/or children must hold a valid driver's licence for the type/class of vehicle they are driving.
- All vehicles used in the transportation of vulnerable adults and/or children must have a valid road fund licence, be appropriately insured, have a valid MOT certificate and comply with all appropriate legislation and regulations. Seat sharing is not permitted and seat belts must be worn.
- 2 members of staff are required to be present when transporting vulnerable adults / children in a vehicle
- Staff are not allowed to transport children / young people in their own vehicle without the permission of the parent / guardian and again 2 members of staff must be present for the whole journey.

7. Whistle Blowing

Staff and volunteers are encouraged to take action when suspicious that abuse is occurring at work – no matter what the setting, who the perpetrator is or who the victim is. Ykids will respect and not penalise those who stand up for anyone who is suspected of being abused.

Ykids recognises its duty to report concerns or allegations made against its employees (staff, volunteers and associates) within the organisation or by a professional from another organisation.

An allegation or concern could come from an employee, trustee, volunteer or associate within the organisation. Any concerns or allegations should be immediately reported to the Designated Person(s) in accordance with the Ykids Whistleblowing Policy. If an allegation has been made regarding the Designated Person, this should be taken to the Deputy Designated person. If the allegation concerns both Designated Persons then it should be taken to the CEO.

All Local Authorities have a Designated Officer (DO) who provide advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process;

- When an allegation has been made about a member of staff The Designated Officer for the Local Authority (DO) should also be informed within **one working day** of all allegations that come to an employer's attention or that are made directly to the police; and
- if an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

If the allegation refers to an adult suffering or at risk of suffering significant harm, a referral must be made to Sefton Adult Services. (Refer to the flow charts above.)

The alleged individual has the right to seek representation and Ykids will support any member of staff or volunteer who is subject to such a complaint. However, irrespective of the outcome of any Police or Social Care investigations, Ykids will consider disciplinary action, in accordance with its Disciplinary Procedure, until the matter has been resolved.

If, following consideration and any consultation, the concern is clearly about bad practice rather than abuse, Ykids will take the necessary action to advise, manage or instigate disciplinary action against the member of staff or volunteer about whom the allegation has been made.

Appendix 1

Safeguarding Incident Reporting Form

Anne Woodruff, Safeguarding Lead
Neil Hayes, Deputy Safeguarding Lead
Claire Morgans, CEO

Please complete this form as fully as possible and hand it to your Designated Person(s) (preferably within 24 hours of the incident) who will be able to support you in following the policy and procedures. The Designated Person(s) is also responsible for confidentially storing and monitoring this information in line with data protection guidelines. The form should be stored securely until given by hand to the Designated Person(s).

Name of person completing this form:	
Position of person completing this form:	
Date and time of completion of form:	
Are you reporting your own concerns / observations or passing on those of somebody else? Give details.	

Date and time of the incident / disclosure:			
Child / vulnerable adult's name: (The person this has happened to)		**Age:**	
Address:			
The person responsible: (The person who showed this behaviour)		**Age:**	
Address:			
Any special factors e.g. Disability			
Name(s) and address of parent / carer (if appropriate):			

What has prompted the concerns? Include dates, times etc of any specific incidents.

Observations - Any physical signs? Behavioural signs, indirect signs?

Have you spoken to the child's parents/ guardian or the vulnerable adult's carers? If so, what exactly was said? (Please record details in the person's own words. Keep to the facts and do not add opinions.)

Is anyone alleged to be an abuser?

Have you consulted anyone else?

What outcome are you seeking as a result of completing this form? (You can leave this blank if necessary)

Supporting Information (additional views, observations, or comments)	
Name of person reporting additional information:	
Position of person reporting additional information:	
Date and Time of report:	
Information sent via: (Email, in person, call, etc)	

Supporting Information (additional views, observations, or comments)	
Name of person reporting additional information:	
Position of person reporting additional information:	
Date and Time of report:	
Information sent via: (Email, in person, call, etc)	

Action Taken by Designated Person

Designated Person(s) Signature **Date**

Additional Information by anyone else involved:	
Date closed:	
Date archived:	

Appendix 2

Definitions and Explanations

Do not ever think that you could never be placed in the position of reporting child abuse.
The generic term 'child abuse' is used to describe various ways in which children are harmed or mistreated. There are many different ways in which children can be harmed, all with a common factor that the child feels undervalued and worthless. Abuse can happen anywhere, but research indicates that the perpetrators of such abuse are likely to be known and trusted by the child.

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent fabricates the symptoms or deliberately induces illness in a child.

Sexual Abuse

Involves forcing 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 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 ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- Telling a child they are worthless, unloved or inadequate
- Valued only insofar as they meet the needs of another person
- Age or developmentally inappropriate expectations being imposed on a child
- Overprotection and limitation of exploration and learning
- A child seeing or hearing the ill treatment of another
- Serious bullying
- Causing a child to frequently feel frightened or in danger
- Exploitation or corruption of a child

Spiritual Abuse

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the church

Within faith communities harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing ministries. Ykids recognises every individual's right to make their own choices and no member of Ykids staff should ever act in a manner that 'forces' their religious beliefs onto another person.

Neglect

Persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur:

- During pregnancy as a result of substance abuse
- Failure to provide adequate food and clothing
- Failing to provide shelter including exclusion from home or abandonment
- Failing to protect a child from physical harm or danger
- Failure to ensure adequate supervision (including the use of inadequate caregivers)
- Failure to ensure access to appropriate medical care or treatment

Financial / Material Abuse

Financial abuse is a crime. It is the use of a person's property, assets, income, funds or any resources without their informed consent or authorisation. It includes:

- theft
- fraud
- exploitation
- undue pressure in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits
- the misuse of an enduring power of attorney or a lasting power of attorney, or Appointeeship.

Possible indicators of financial abuse:

- Unexplained withdrawals from the bank
- Unusual activity in the bank accounts
- Unpaid bills
- Unexplained shortage of money
- Reluctance on the part of the person with responsibility for the funds to provide basic food and clothes etc.

Discriminatory Abuse

Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. It can be a feature of any form of abuse of an adult, but can also be motivated because of age, gender, sexuality, disability, religion, class, culture, language, race or ethnic origin.

It can result from situations that exploit a person's vulnerability by treating the person in a way that excludes them from opportunities they should have as equal citizens, for example, education, health, justice and access to services and protection.

Hate Crime

A Hate Crime is any behaviour that someone thinks was caused by hostility, prejudice or hatred of:

- Disability (including physical impairments, mental health problems, learning disabilities, hearing and visual impairment)
- Gender identity (includes people who are transgender, transsexual or transvestite)
- Race, skin colour, nationality, ethnicity or heritage
- Religion, faith or belief (including people without a religious belief)

- Sexual orientation (people who are lesbian, gay, bisexual or heterosexual)

Forced Marriage and Honour Based Violence

What is a forced marriage?
A forced marriage is a marriage that takes place without the full and free consent of both parties.

In a forced marriage, you are coerced into marrying someone against your will. You may be physically threatened or emotionally blackmailed to do so, or you may be a victim of psychological abuse. Forced marriage cannot be justified on any religious or cultural basis.

Forced marriages are not the same as arranged marriages, where you can choose whether to accept the arrangement or not. In an arranged marriage, families take the lead in selecting a marriage partner but the couple has the free will and choice to accept or decline the arrangement. The tradition of arranged marriages has operated successfully within many communities and countries for a very long time.

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence, however it can also affect men and boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:

- domestic abuse
- threats of violence
- sexual or psychological abuse
- forced marriage
- being held against your will or taken somewhere you don't want to go
- assault

Female Genital Mutilation (FGM)

Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown due to the 'hidden' nature of the crime.

FGM is usually carried out on young girls between infancy and age 15, most commonly before puberty starts. Different languages use different terminology for FGM.
There are no health benefits to FGM. Removing and damaging healthy and normal female genital tissue interferes with the natural functions of girls' and women's bodies.

Immediate effects include severe pain, shock, wound infections, injury to tissues and organs.

FGM can sometimes cause death. Long-term consequences include chronic vaginal and pelvic infections, kidney impairment and possible kidney failure, complications in pregnancy and new-born deaths and psychological damage.

FGM is illegal in the UK. It is also illegal to arrange for a child to be taken abroad for FGM. If caught, offenders face a large fine and a prison sentence of up to 14 years.

Children / vulnerable adults who may be particularly vulnerable.

Some people are more vulnerable to abuse than others. Several factors may contribute to that increased vulnerability such as social attitudes and assumptions including prejudice and discrimination; isolation, social exclusion, communication issues, a reluctance on the part of some adults to accept that abuse can occur, as well as an individual's personality, behaviour, disability and family circumstances.

To ensure that everyone receives equal protection we will give special consideration to children / vulnerable adults who are:

- Disabled or have special educational needs
- Young carers
- Affected by parental substance misuse, domestic violence or parental mental health needs
- Asylum seekers
- Living away from home
- Vulnerable to being bullied or engaging in bullying
- Living in temporary accommodation
- Live transient lifestyles
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- At risk of child sexual exploitation (CSE)
- Do not have English as a first language
- At risk of female genital mutilation (FGM)
- At risk of being drawn into extremism

This list provides examples of additionally vulnerable groups but is not exhaustive.