

Activate Community and Education Services	Policy number:	POL-03
	Authorisation level: Draft	Issue Number: 6.1
	Implementation Date: 13/12/13	Revision Date: 30/11/17
Safeguarding Policy and Procedure		

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Commitment

Activate is a college that predominantly works with adults who may be at risk of abuse or neglect. Activate is committed to ensuring that vulnerable adults and other vulnerable groups accessing Activate stay safe from harm. Activate has a legal and moral duty to provide a safe and secure environment for all students and clients who access the sites and expects all staff, volunteers and stakeholders to demonstrate a commitment to safeguarding.

Activate will establish and maintain an ethos where students and other clients feel secure, are encouraged to communicate, are listened to and are safe. Students or other clients will be able to talk freely to any staff member if they are worried or concerned about something.

Scope

It is the responsibility of every member of staff, volunteer and visitor to our organisation to ensure that they carry out the requirements of this policy and always work in a way that will safeguard and promote the welfare of all of the students and clients to our organisation. This includes the responsibility to provide a safe environment in which students can learn and achieve.

All staff, volunteers, trustees, contractors and visitors must follow this policy and seek guidance where required from the Senior Management Team or named safeguarding officers (as outlined in this policy) and report on any safeguarding concerns.

Activate recognise that staff play a particularly important role as they are able to identify concerns early and provide help for vulnerable people to prevent concerns from escalating.

All staff, after training and induction, will know how to recognise indicators of concern, how to respond to a disclosure and how to record and report the information. Promises will not be made

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to students to keep information secret, everything must be reported accurately in order to help them Every student will know what the staff member will do with any information they have chosen to disclose.

Training

All Activate staff, trustees and volunteers are required to complete Safeguarding training supplemented by a refresher every year. Therefore, staff should have an awareness of safeguarding issues, some of which are listed above. In addition, HR is responsible for ensuring the training of all staff is up to date and relevant. This training includes online Safeguarding training and additional CPD.

Policy Statement

Activate is committed to:

- Provide a safe environment for students whilst at college
- Create a safeguarding culture whereby any opportunities for abuse are identified and responded to timely
- To be responsive to any signs of abuse or neglect
- To take appropriate action to ensure students are kept safe and all disclosures are reported appropriately.

In pursuit of these commitments Activate will:

- Have systems and processes to respond to all Safeguarding concerns
- Take all allegations, suspicions and disclosures seriously and respond appropriately and in a timely manner.
- Follow safer recruitment guidelines when recruiting staff
- Ensure all staff have the correct documents and training to work with Activate's students
- Ensure all staff have access to safeguarding advice and guidance
- In respect of safeguarding individuals from radicalisation, we will work to the Prevent element of the government's Counter Terrorism Strategy, and where deemed appropriate seeks external support for students through referrals to the Channel Programme
- Work in a multidisciplinary group to better support individuals and families
- Recognise that peer on peer abuse may take place and Activate will do all it can to prevent this through education and the appropriate behaviour management
- Recognise that staff could be made vulnerable to students.

Prevent

Activate recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for students. We further recognise that if we fail to challenge extremist views we are failing to protect our students from potential harm. As such the Prevent agenda, will be addressed as a safeguarding concern.

Activate has adopted the Prevent Duty in accordance with legislative requirements.

However, we will endeavour to incorporate the relevant duties so as not to:

- Stifle legitimate discussions, debate or student engagement activities in the local community
- Stereotype, label or single out individuals based on their origins, ethnicity, faith and beliefs or any other characteristics protected under the Equality Act 2010.

Prevent happens before any criminal activity takes place by recognising, supporting and protecting people who might be susceptible to radicalisation. The national Prevent Duty confers

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mandatory duties and responsibilities on a range of public organisations, including Further Education Colleges, and seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and violent extremism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, the internet and health

Our Prevent Policy has five key objectives:

- To promote and reinforce shared values, including British Values; to create space for free and open debate; and to listen and support the learner voice
- To breakdown segregation among different student communities, by supporting inter-faith and inter-cultural dialogue and understanding; and to engage all students in playing a full and active role in wider engagement in society
- To ensure student safety and that Activate is free from bullying, harassment and discrimination
- To provide support for students who may be at risk of radicalisation, and appropriate sources of advice and guidance and act as an alerter
- To ensure that students and staff are aware of their roles and responsibilities in preventing violent and non-violent extremism.

Roles and Responsibilities

Board of Trustees

SMT and Trustees should ensure that there are appropriate policies and procedures in place for appropriate action to be taken in a timely manner to safeguard and promote student welfare.

A member of the Board of Trustees will take the lead for Safeguarding across Activate. The Board's safeguarding link is Jayne Wilson.

The Board will act upon receipt on any allegation against the CEO.

Activate's Safeguarding leads

Activate has designated named people for safeguarding within the organisation who are part of the senior management team.

Name	Role	Contact Address	Email	Tel	Fax
Jane Young	CEO Safeguarding Lead SPOC	Activate The Bracknell Centre, Bracknell Avenue, L32 9PW	jane@activateces.org.uk	0151 5451279	0151 5485321
Helen Mault	Corporate Services Manager Safeguarding Lead SPOC	Activate The Bracknell Centre, Bracknell Avenue, L32 9PW	helen@activatesces.org.uk	0151 5451279	0151 5485321

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During term time at least one of the named people above will be available (during college hours) for staff or students to discuss any safeguarding concerns.

The CEO will also oversee the delivery of effective safeguarding. The CEO will act upon receipt on any allegation against a staff member or volunteer.

The Safeguarding leads with the senior management team will:

- Support the development of a safeguarding culture across Activate
- Hold at least one safeguarding audit per year with a team of staff
- Ensure an awareness of Prevent within the College
- Provide a clear framework to structure and inform our response to safeguarding concerns, including a supportive referral process for those who may be susceptible to the messages of extremism
- Embed British Values into the curriculum and ways of working
- Recognise current practice which contributes to the Prevent agenda
- Identify areas for improvement and implement change
- Hold responsibility for updating and reviewing all policies and procedures relating to safeguarding in response to statutory guidance issued by the Department for Education and Department of Health (Care Act)
- Ensure the policy is available on activateces.org.uk in suitable formats and located around all sites
- Ensure that Activate IT infrastructure has considered online safety in terms of monitoring systems
- Ensure that teaching and learning facilities include safeguarding (including Prevent and online safety) in the offer to every student
- Ensure that Activate follow safer recruitment
- Ensure all Activate staff and volunteers have access to and have a basic understanding of Activate's Safeguarding Policy and Procedure
- Ensure there are processes in place to make referrals to the Disclosure and Barring Service (DBS)
- Refer cases where a person is dismissed or left due to risk/ harm to a child/ vulnerable adult to the DBS
- Ensure there are appropriate processes in place to handle allegations against staff, volunteers etc.

Roles and Responsibilities of Designated Safeguarding Officer and safeguarding leads

Name	Role	Contact Address	Email	Tel	Fax
Nathan Davy	LSA Safeguarding Officer	Activate Banking Hall, Hamilton Square, Wirral, CH41 5AT.	nathan@activatesces.org.uk	0151 5451279	0151 5485321
Stuart Freeman	Tutor Safeguarding Officer	Activate The Bracknell Centre, Bracknell Avenue, L32 9PW	stuart@activatesces.org.uk	0151 5451279	0151 5485321

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Protection:

- Refer cases of alleged or suspected abuse to the relevant investigating authorities
- Liaise with case manager/ designated officer at the local authority for safeguarding concerns
- Act as a source of support, advice and expertise within Activate when deciding whether to make a referral though liaison with appropriate agencies
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- Refer cases where a crime may have been committed to the police
- Liaise with SMT to inform of any issues and on-going investigations and ensure there is always an SMT member who is able to cover this role.

Raising Awareness:

- Ensure safeguarding and adults at risk protection is an agenda item at all appropriate meetings
- Ensure everyone is aware of Activate's safeguarding policy and procedures and they are consulted about safety at Activate
- Ensure there is communication with those who work in partnership with Activate including contractors, suppliers, placement providers and others so they can support Activate's safeguarding policy approach
- During term time the designated safeguarding lead and or a deputy should always be available (during college hours) for staff in the college to discuss any safeguarding concerns

Training:

- HR will monitor Safeguarding training and the impact of training through CPD and appraisals.
- To recognise how to identify signs of abuse and when it is appropriate to make a referral
- Adhere to all procedures relating to Safeguarding
- Ensure all Activate staff and volunteers have an induction which includes safeguarding and how to report concerns
- Be able to keep accurate detailed written records of referral or concerns
- Obtain access to resources and attend relevant or refresher training courses as appropriate

All Staff

All staff will be vigilant with regards to safeguarding students. Staff will be mindful and cautious that not all students will be able to verbally disclose information. They will act upon any suspicion about a student's safety or deal with an actual disclosure by informing a safeguarding officer. Where there are allegations against a staff member or volunteer, staff should see the CEO. Staff will complete safeguarding evidence logs as required.

All Students

All students will act in ways that avoid or reduces risks for themselves and others. They will inform a member of staff where they have concerns for their own or another student's welfare.

Referral and associated guidance

If an incident constitutes an emergency, then dial 999 for the police or ambulance services.

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In the case of suspected abuse, or where Activate has a concern about the welfare of an adult at risk, or that adult is likely to be at risk of suffering significant harm, then Activate has a responsibility to make a referral to the Local Authority.

Recording information

Details of the alleged abuse should be recorded using the referral form or gathering as much information as is possible to supply, where possible, verbatim.

All information recorded should include:

- Factual information, for example times, dates and names of people
- Whether information was gathered face to face, by telephone in person or via a third party
- Rough notes, letters, emails or other documents which might be supporting evidence.

All referrals must be recorded in writing at the soonest possible convenience and sent to the local safeguarding team for the area in which adult at risk resides.

Named officers should record all actions and outcomes and will do so until the case is closed by the local authority.

Safeguarding Procedure

Introduction

Safeguarding runs through every provision that Activate offers and supplies. It is important that everyone understands that the first priority is the protection of people and in ensuring that this procedure is followed at all times.

Application

This procedure applies to all people accessing Activate services.

Responsibility

CEO and CSM are Activate's safeguarding leads. The CEO has a legal responsibility to ensure that it is adhered to and for ensuring that all staff are trained in the application of this procedure. Everyone has responsibility for implementing this procedure.

Process

This process described here MUST be followed:

Any suspicion of abuse must be reported immediately to the CEO, or the Corporate Services Manager (CSM) or safeguarding officers. The following actions are taken by all staff:

Step 1

Immediate Action to be taken

If a student tells you about something that may be abuse (including radicalisation), or if you see anything which may have resulted from abuse (e.g. bruising) you must tell CEO, or the CSM immediately or if unavailable the safeguarding officers.

If the person needs emergency help, dial 999. If there is any evidence, it should not be disturbed.

Inform CEO, the CSM or safeguarding officer. Explain the circumstances and await instructions.

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If a student makes a disclosure, you should listen but DO NOT interview them. If they ask you to keep the matter secret tell them that this is not possible and that you will tell someone. Write down as many details as you can as soon as possible after the event. Do not collaborate with anyone else when you write it down and where possible use the words of the student.

Check that it is OK for the student to go home at the end of a session. This is only possible with the explicit confirmation of the management leading on the safeguarding concern.

Step 2

Role of Designated Safeguarding Lead, Officer, or Deputy

The Manager or most senior staff member on duty or safeguarding officers should consider the allegation and if it falls within local authority guidelines for abuse (including radicalisation), begin the notification process¹.

If a member of staff is suspected to be a perpetrator, the Safeguarding lead will ensure that they do not work on any Activate provision without the express agreement of the CEO and Discipline-01 is activated if necessary.

The staff that raised the concern will be notified of the outcome of the notification.

Step 3

Follow up on reporting

The designated person will follow up on any Safeguarding notifications made to the local authority or Channel team within 48 hours and no longer than 72 hours after making a notification to the local authority, requesting confirmation of action taken. This is then recorded on the Safeguarding file.

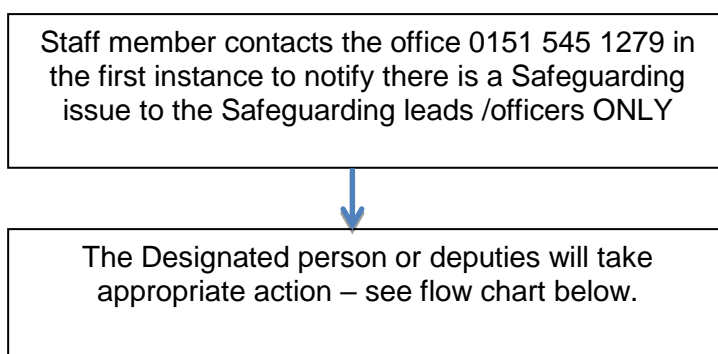
The staff member who raised the concern will be notified of the outcome of the notification.

Step 4

Conclusion of Investigation by Safeguarding Officer

Activate will follow instruction from the Safeguarding team from the local authority. Where procedures have not been met an internal investigation into events may be done.

Safeguarding Process diagram

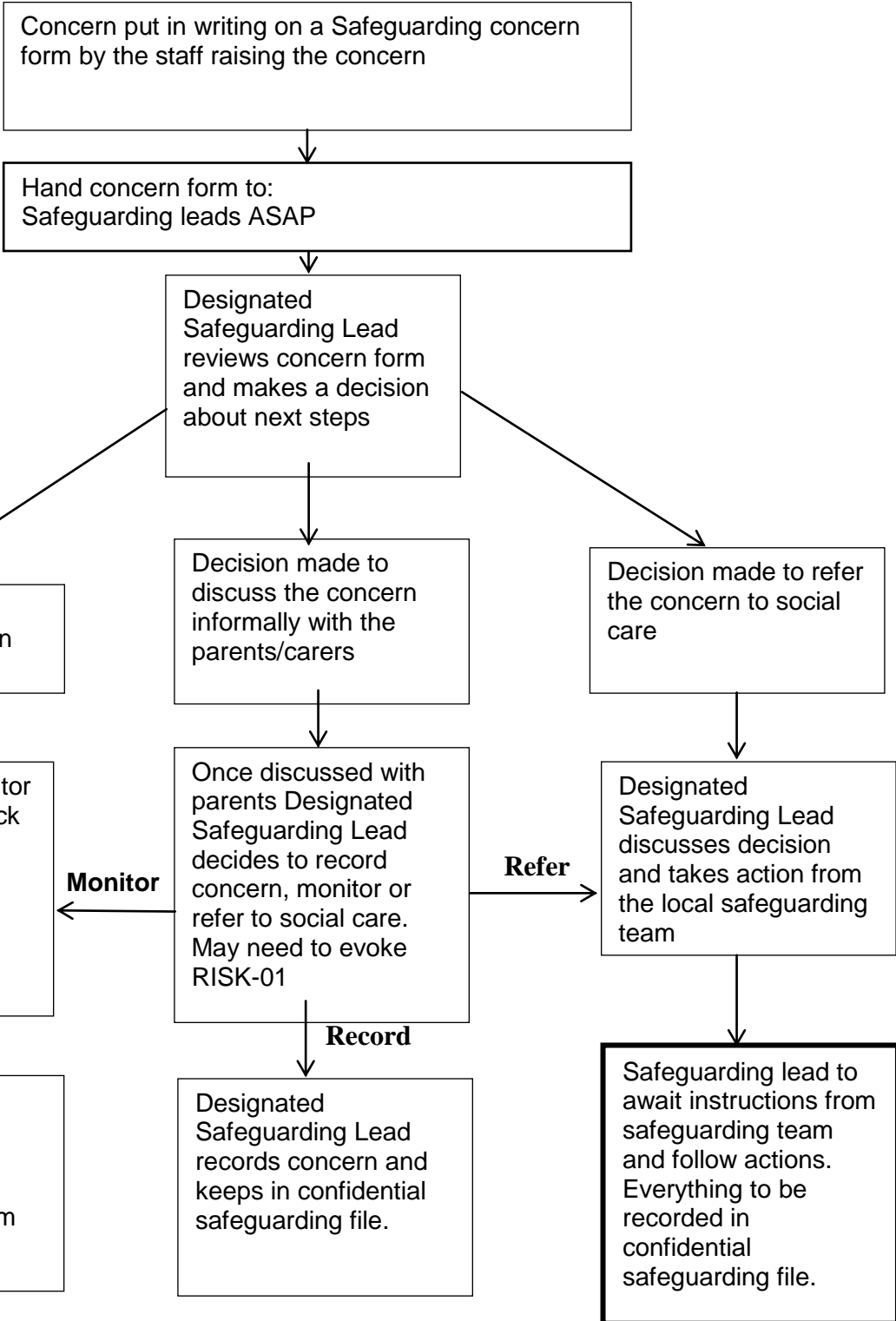


¹ Contact details of safeguarding board are Appendix i

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FLOW CHART FOR RAISING SAFEGUARDING CONCERNS

NB: Where a student is in immediate danger, police will be informed. A student must remain safe at all times, and not left in a vulnerable position.



**** PLEASE REMEMBER THAT IN AN EMERGENCY DIAL 999 ****

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Good practice

Do:

- Stay calm and take the person seriously
- Reassure the person and tell them you are glad they have told you
- Reassure the person that what has happened is not their fault
- Be honest about your position; who you must tell and why
- Report the information to Activate's named protection officer
- Keep the person fully informed about what you are doing and why
- Give the person information about confidential sources of help (if appropriate)

Do not:

- Make promises that you can not keep
- Interrogate with lots of questions
- Cast doubt on what a person tells you. Remember it has taken a lot of courage for them to tell you
- Say anything which might make the person feel responsible for the abuse, for example why they have not told anyone before
- Contact the alleged abuser or gossip about the incident with others
- Gossip about the incident

Allegations and/ or concerns about a staff member or volunteer

A staff member or volunteer must be referred to the Independent Safeguarding Authority in the following circumstances:

- The adult working with a vulnerable adult has harmed a vulnerable adult
- The adult working with vulnerable adults may harm a child or vulnerable adult in a way that indicates they are unsuitable to work with vulnerable adults.

Where there is an allegation against a member of the SMT reports should go directly to the designated officers at the local authority² by the CEO. Or in the case of the CEO, the board of trustees.

Where a staff member feels unable to raise an issue with Activate or feels that their genuine concerns are not being addressed, please refer to Activate's Whistleblowing Policy.

Activate's named protection officer or SMT member should also contact the local authority in which the adult at risk resides and speak to the MASH (Multi-agency Safeguarding Hub) or duty officer for advice and guidance.

² Appendix ii

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Related Policies and Procedures

Other policies / procedures linked to Safeguarding policy are:

Safer Recruitment and Selection Policy (POL-05)

Training Policy (POL-09)

Administration of Medication Policy (POL-10)

Equality and Diversity Policy (POL-12)

Whistleblowing Policy (POL-14)

Internet and Intranet Policy (POL-28)

Contractors Policy (POL-61)

Safeguarding Procedure (SAFEGUARD-01)

Activate's Code of Conduct

Review

This policy is reviewed annually by SMT and board of trustees.

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Appendix i Safeguarding Contact Numbers

Knowsley

Knowsley Access Team

Address: Ground Floor, Municipal Buildings, Cherryfield Drive, Kirkby, L32 1TX

Phone: 0151 443 2600 - 9am to 5pm Monday-Friday

Email: knowsley.accessteam@knowsley.gov.uk

Wirral

Centre Advice and Duty Team

CADT is available Monday to Friday from 9am to 5pm (Central Advice & Duty Team)

Phone: 0151 606 2006

Minicom: 0151 606 2573

Email: cadt@wirral.gov.uk

Fax: 0151 606 2600

Liverpool

Careline

Adult services: Call 0151 233 3800 (e-fax: 0151 225 2275)

Minicom: 0151 225 2500

Non urgent enquiry: submit a non-urgent enquiry online at <http://liverpool.gov.uk/health-and-social-care/careline/>

St Helens

Monday - Friday 9:00am 5:00 pm - 01744 676600

Out of hours - 0345 050 0148 or 0845 050 0148 -The service operates outside normal working hours at the following times: Monday to Thursday 5.00pm to 9.00am, Friday 4.30pm to 9.00am, Saturday, Sunday and Bank Holidays 9.00am to 9.00am (24 hours)

Halton

Emergency Duty Team

Telephone: 0845 0500 148

Email: EDT@halton.gov.uk

Sefton

Telephone: 0151 934 3737 / 0151 934 3748

Address: 8th Floor, Merton House, Stanley Road, Bootle, Merseyside. L20 3UU

Website: www.sefton.gov.uk/safeguardingadults

Lancashire

Telephone: 0300 123 6721

**** PLEASE REMEMBER THAT IN AN EMERGENCY DIAL 999 ****

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Appendix ii Examples of harm and abuse which would be Safeguarding Concerns

Abuse is a violation of a person's human rights. The abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological. It may be an action, neglect or failure to act. It may be persuading a vulnerable person into a financial or sexual transaction where consent could not be obtained or was inappropriately obtained. Abuse can happen in any relationship and result in significant harm to, or exploitation of, the person subjected to it.

For greater details about abuse and how to spot it, visit the SCIE (<https://www.scie.org.uk/adults/safeguarding/>), Mencap (<https://www.mencap.org.uk/advice-and-support/safeguarding/safeguarding-adults>) or NHS Choices (<http://www.nhs.uk/Conditions/social-care-and-support-guide/Pages/vulnerable-people-abuse-safeguarding.aspx>) webpages.

Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, using unnecessary physical force, misuse of medication, force feeding or withholding food, intentionally making someone uncomfortable, restraint or inappropriate sanctions or otherwise causing physical harm. The abuse may be deliberate or unintentional. This abuse also includes Female Genital Mutilation (FGM), forced marriages and honour based violence.

Possible signs of physical Abuse:

- Physical injuries
- Injuries inconsistent with a person's lifestyle
- Bruising, cuts, swelling, welts, burns, marks on the body
- Clump of hair missing
- Unexplained falls
- Subdues or a change in the behaviour
- Signs of malnutrition
- Failure to seek medical attention
- Frequent changes to GP

Psychological or Emotional Abuse

This includes persistent psychological or emotional ill treatment and can be in person or cyber or the use of electrical devices. It may involve conveying individuals are worthless or unloved, inadequate, or valued only where they meet another person's needs. It may involve frequently causing individuals to feel frightened or in danger, threatening or causing harm or abandonment, deprivation of contact, failure to respect dignity and privacy, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, withdrawal from services or supportive networks. It could involve social isolation, preventing someone to access services and opportunities or removing aids (mobility or communication) or leaving people intentionally unattended when they need support.

Psychological abuse is often present in most other forms.

Possible signs of emotional and psychological abuse:

- Change in behaviour when someone is around, or the subject of conversation
- Sleep disturbances
- Low self-esteem
- Uncooperative behaviour
- Signs of distress

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- Change in appetite
- False claims of a person to distract attention or attract attention

Sexual Abuse including sexting

Forcing or enticing a people to take part in any sexual activity to which the individual could not consent to, did not consent to or was pressured into consenting. These can be penetrative or non-penetrative acts, or non-contact activities, e.g. on-line activities like sexting, or coercing people in watching pornographic material or sexual activities, or encouraging people to behave in sexually inappropriate ways.

Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any relationship of any length.

Possible signs of sexual abuse:

- Bruising, particularly to thighs, buttocks, upper arms
- Torn, stained or bloody clothing
- Bleeding, pain or itching in genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital areas
- Infections, unexplained genital discharge and sexually transmitted infections
- Pregnancy in women, specifically those who are unable to consent to intercourse
- Uncharacteristically using sexually explicit language
- Changes to sexual behaviour or attitude
- Incontinence not related to medical diagnosis
- Self-harming
- Poor concentration and sleep disturbances
- Change in mood / behaviour
- Fear of receiving help with personal care
- Reluctance to be alone
- Protecting over phone
- Unusual social media access

Child Sexual Exploitation

Sexual exploitation of young people under 18 involves exploitative situations where a young person (or a third person or persons) receives 'something' e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money, as a result of performing and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the young person's recognition, for example, being persuaded to post sexual images on sexual media. In all cases, those exploiting the young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic gain. Violence, coercion and intimidation are common in exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social, economic and/or emotional vulnerability. Activate work with adults and need to be mindful that the people we work with could also be the abuser.

Self-Neglect

This is not a direct form of abuse. However, staff need to be aware we may owe a duty of care to an individual who places him/herself at risk e.g. through risky behaviours, drug or alcohol misuse, unsafe sexual activity.

Possible signs of self-neglect:

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- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, shelter, clothes
- Malnutrition / dehydration
- Living in unsanitary conditions
- Hoarding
- Collecting a large number of animals
- Neglecting household maintenance
- Inability or lack of willingness to take medication or treat injury / illness

Neglect and Acts of Omission

Neglect is the persistent failure to meet basic physical and psychological needs. It can be the result of deliberately withholding things from an individual or not providing them when needed. It may involve a parent or carer failing to ensure an individual gets:

- Adequate food, shelter and clothing,
- Protection from physical harm or danger, especially when someone cannot properly assess risks or deal with challenging situations
- Access to appropriate medical care or treatment,
- The help or support people need to carry out the activities for daily living
- Reasonable emotional support.

Possible signs of neglect and acts of omission:

- Poor and unhygienic environment
- Poor personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss / gain
- Unrelated injuries from medical issues
- Inconsistent or reluctant contact with external support agencies
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

Bullying including Cyber Abuse

Cyber abuse is any form of abuse which takes place (through texts, messaging or photo sharing) via computers or mobile phones. Most of the harms listed below can either occur directly, or indirectly through vulnerable individuals being persuaded into harmful behaviour. Cyber abuse involves anything that causes someone to feel uncomfortable or upset and includes threats, abusive comments, embarrassing or nasty pictures, rumours or gossip, stolen identity and blackmail. Sex abuse, grooming, financial exploitation and radicalisation can also take place on the internet.

Possible signs of bullying (including cyber abuse):

- Belongings getting "lost" or damaged
- Unexplained physical injuries
- Being afraid to go to college, being mysteriously 'ill' each morning, or skipping college
- Not doing as well at college
- Asking for, or stealing, money
- Being nervous, losing confidence, or becoming distressed and withdrawn
- Problems with eating or sleeping
- Bullying others

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Radicalisation

Radicalisation involves individuals or groups of people being drawn into extremism and terrorism either by supporting terrorist related activity or by becoming terrorists. This relates to all forms of terrorism such as international terrorism, significantly Al Qaeda or ISIL affiliated, far right extremist ideology and other forms of terrorism. It also includes students being persuaded to leave UK to participate as soldiers or support workers in foreign wars e.g. Syria.

Possible signs of radicalisation:

- Isolating themselves from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use

Discriminatory and Faith Abuse

This involves abuse, bullying and harassment relating to the individual's age, gender, disability, religion, race or ethnicity or sexual orientation. Recognised signs may be very similar to psychological and emotional abuse. Abuse that is targeted at a person because of hostility or prejudice towards a person's disability, race, caste or ethnicity, religion or belief, sexual orientation or transgender identity is a Hate Crime. It could also take the form of a Mate crime whereby a vulnerable person is befriended so people can exploit the friendship for their own gain.

Possible signs of discriminatory abuse:

- Signs of physical or emotional abuse (see physical and emotional or psychological abuse)
- Changes to typical behaviour
- Expressions of frustration fear or anxiety
- The support being offered does not take into consideration the person's individual needs in relation to their protected characteristics

Financial or Material Abuse

This may include theft, fraud, scamming, exploitation or pressure in connection over financial transactions. This also includes the inappropriate use, misuse or misappropriation of property, possessions or benefits. This can also include:

- Preventing a person from accessing their own money or assets
- Staff taking a loan from a person attending Activate
- Undue pressure, duress, threat or influence put in the person in connection with financial transaction
- Arranging less care than required to save money
- Misuse of benefits in the family home
- False representation of a person's bank details
- Exploitation of a person's money or assets e.g. unauthorised use of a mobility car
- Misuse of power of attorney or other legal authority
- Rogue trading e.g. unnecessary or overpriced maintenance or failure to carry out agreed work.

Possible signs of financial or material abuse:

- Missing personal items
- Unexplained lack of money, inability to maintain regular lifestyle or signs of hardship

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- Person allocated to manage financial affairs is evasive or uncooperative
- People are showing unusual interest in the assets of the person
- Change in behaviour and low self-esteem
- Feeling that the abuse is their fault when it is not
- Unnecessary property maintenance

Domestic Violence or abuse

This is a single or more incidents of controlling, threatening, forcing behaviour towards an intimate partner or a family member who is 16 or over and regardless of their gender or sexuality.

Domestic violence or abuse includes incidents or patterns of incidents of controlling, coercive or threatening behaviour. It also includes 'honour'-based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour can include:

- Acts of assault, threat, humiliation or intimidation
- Harming, punishing or frightening a person
- Isolating the person
- Exploitation of resources or money
- Preventing the person from evading abuse
- Regulating everyday behaviour

Domestic violence or abuse can be linked to:

- Psychological or emotional abuse
- Physical abuse
- Sexual abuse
- Financial abuse

Possible signs of domestic violence or abuse:

- Low self-esteem
- Change in behaviour
- Feeling that it the person's fault, when it is not
- Physical evidence of harm
- Verbal abuse or humiliation in front of others
- Fear of external support
- Damage to home or property
- Isolation from friends and family
- Limited access to finances

Trafficking and Modern Slavery

Trafficking means the recruitment, transportation, transfer, harbouring or receipt of persons for exploitation. This is most often for sexual purposes, but it can extend to forced labour, slavery or the removal of organs. Trafficking is usually achieved through the threat or use of force, abduction, fraud or deception, payment or abuse of positions of power. Modern slavery can include forced labour, domestic servitude, sexual exploitation (such as escort work, prostitution, pornography) or being forced to work to pay off debts that are unrealistic.

Possible signs of modern slavery:

- Signs of physical or emotional abuse (see physical and emotional or psychological abuse)
- Lack of personal effect or identification

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- Unkempt clothing and personal appearance
- Hesitant to talk to strangers
- Fear of law enforcers

Female genital mutilation (FGM)

FGM involves procedures including partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. It is illegal to perform in the UK or to take anyone out of the country for it to occur. FGM is a deeply rooted tradition, widely practised mainly among specific ethnic populations in Africa and parts of the Middle East and Asia. It often occurs to primary school age girls.

Possible signs of FGM:

- A long holiday abroad or going 'home' to visit family
- Relative or cutter visiting from abroad
- A special occasion or ceremony to 'become a woman' or get ready for marriage
- A female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt

Forced marriage

A forced marriage is where one or both individuals do not (or in cases of people with learning disabilities, cannot) consent to the marriage. It can be achieved for example through emotional or psychological abuse (bringing shame on the family), threats of violence or other forms of coercion like financial abuse. Since 2014 it is illegal to conduct in the UK or transport someone out of the country for this purpose. It is regarded as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Often, the victim is persuaded to leave the UK and signs may include one way air tickets.

Possible signs of forced marriage:

- Withdrawal from college, or prevented to attend
- Change in behaviour, engagement, or performance
- Increased surveillance by family
- Persistent absences or requests for extended leave of absence; poor punctuality

Institutional

Institutional abuse is abuse from an organisation or power such as a college, supported living. This can include all abuse listed above but done from a position of power. It can also include failure for institutions to respond to complaints, interference in personal correspondence, failure to comply with health and safety, data protection and other legislation.

Possible signs of institutional abuse:

- Lack of choice for people choosing a service
- Improper staffing levels
- Poor standards of care
- Poor record keeping
- Inadequate facilities and activities
- Absence of individual plans
- Lack of management and overview

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Appendix iii Glossary of terms

Activate recognise that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap.

Adult protection looks at recognising abuse and neglect and acting on it as an important aspect of safeguarding.

Safeguarding looks at keeping children, young people and vulnerable adults safe from a much wider range of potential harm and delivers preventative action not just reaction.

Abuse is a form of maltreatment of a child, young person or vulnerable adult. Somebody may abuse or neglect a vulnerable adult by inflicting harm or by failing to act to prevent harm. Vulnerable adults may have been abused in a family or in an institutional community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or a child or children.

There are five accepted categories of abuse which are:

- Physical abuse (including over/ under medication and force feeding)
- Emotional or psychological abuse
- Sexual abuse (including rape, incest, CSE and pornographic coercion/ sexting, female mutilation)
- Financial abuse
- Neglect³

This can also include:

- Financial abuse (including exploitation of resources and property)
- Racial
- Religious
- Honour based violence
- Forced marriage
- Institutional
- Discrimination and oppression
- Abuse by strangers, door-step crime / victimisation
- Peer abuse

People working for and with Activate should be aware that Safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but is not limited to bullying (including cyber bullying), gender based violence / sexual assaults and sexting. Staff should also be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put vulnerable adults in danger.

A vulnerable adult is defined in the Care and Support, Statutory Guidance (2017) as an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

³ See Appendix ii for further details on examples of harm and abuse

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Other adults receiving Children’s services is when someone is 18 or over but are still receiving children’s services. If a safeguarding concern is raised, the matter should be dealt with through adult safeguarding arrangements.

Appendix iv Relevant legislation and guidance

Keeping Children safe in education (2016) Department for Education

Available from: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Protecting Children from Radicalisation: The Prevent Duty (2015) Department for Education

Available from: <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

Child Abuse Concerns: guide for practitioners (2015) Department for Education

Available from: <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Information Sharing: advice for safeguarding practitioners (2015) Department for Education

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

Ofsted Safeguarding Policy (2015) Ofsted

Available from: <https://www.gov.uk/government/publications/ofsted-safeguarding-policy>

Care and Support statutory guidance (2017) Department of Health

Available from: <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

Education Act (2011)

Available from: <http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>

Border, Citizen and Immigration Act (2009)

Available from: <http://www.legislation.gov.uk/ukpga/2009/11/contents>

Children and Young Person’s Act (2008)

Available from: <http://www.legislation.gov.uk/ukpga/2008/23/contents>

Female Genital Mutilation Act (2003)

Available from: <http://www.legislation.gov.uk/ukpga/2003/31/contents>

Safeguarding Vulnerable Groups Act (2006)

Available from: <http://www.legislation.gov.uk/ukpga/2006/47/contents>

Adult Safeguarding Questions (2015)

Available from: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/adult-safeguarding-practice-questions/>