



# **Child and Vulnerable Adult Safeguarding Policy**

**Updated: September 2017**

**Named Person: Hannah Thompson**

**Deputy Named Person: Rose Kent**

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## 1. Introduction

- 1.1 Accessible Arts & Media recognises the importance of its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults attending workshops, courses, rehearsals and performances. This policy has been written in accordance with the [West and North Yorkshire and York Multi-Agency Policy and Procedures](#).
- 1.2 As part of its mission, Accessible Arts & Media is committed to:
- 1.2.1 Ensuring that the welfare of children, young people and vulnerable adults is paramount at all times.
  - 1.2.2 Valuing, listening to and respecting children, young people and vulnerable adults as well as promoting their welfare and protection.
  - 1.2.3 Recognising that children and vulnerable adults with a communication and/or cognitive disability are more vulnerable to abuse.
  - 1.2.4 Ensuring that all individuals, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.
  - 1.2.5 Ensuring safe recruitment, supervision and training for all staff and volunteers
  - 1.2.6 Adopting a procedure for dealing with concerns about possible abuse to ensure that all suspicions and allegations of abuse and poor practice are taken seriously and responded to swiftly and appropriately.
  - 1.2.7 We are committed to creating a safe environment for children, young people, vulnerable adults, staff and volunteers.

***NB** For the purposes of this policy, the Named Person is Hannah Thompson, who will be the designated officer for child and vulnerable person protection. In Hannah's absence, the Deputy Named Person is Rose Kent.*

## 2. Policy Statement

- 2.1 Accessible Arts & Media recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. It also acknowledges that they can be the victims of physical, sexual and emotional abuse, and neglect. Accessible Arts & Media will ensure the safety and protection of all children, young people and vulnerable adults involved in its activities through adherence to this policy. Accessible Arts and Media ensures a commitment to a zero tolerance of abuse and neglect of children, young people and adults. This policy applies to all staff including senior managers, trustees, paid staff and volunteers.

### 3. Safe practice requirements

- 3.1 All personnel should demonstrate exemplary behaviour in order to promote the welfare of children, young people and vulnerable adults; and to reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.
- 3.2 **Planning a project** for work involving children, young people and vulnerable adults means: -
- 3.2.1 Undertaking, at the outset of project planning, a risk assessment, and monitoring risk throughout the project;
  - 3.2.2 Identifying, at the outset, the people with designated protection responsibility.
  - 3.2.3 Engaging in effective recruitment, including appropriate vetting of staff and volunteers;
  - 3.2.4 Knowing how to get in touch with local authority social services and other agencies, in case you have to report a concern to them;
  - 3.2.5 Putting systems in place to create and manage good relationships with parents and other stakeholders;
  - 3.2.6 Being aware of the content of your work and the impact it may have on children, young people or vulnerable adults.
  - 3.2.7 Ensuring all staff and volunteers are aware of their ongoing responsibilities for the children and vulnerable adults who participate in AAM projects.
- 3.3 Safe practice in a **physical environment** where there is contact with children, young people and vulnerable adults means: -
- 3.3.1 Working in an open environment;
  - 3.3.2 Monitoring risks throughout the project.
- 3.4 Safe **physical contact** with all service users especially those **with Profound and Multiple Learning Disabilities** means: -
- 3.4.1 Seeking agreement of participants prior to any physical contact: including a discussion with the support worker/ carer about the best approach, in relation to our Total Communication practice. Using eye contact and a range of communication methods to ensure the best possible understanding and agreement/engagement from service user.
  - 3.4.2 Making sure disabled participants are informed of and comfortable with any necessary physical contact.
  - 3.4.3 Only touching participants when it is in relation to the particular arts activity to ensure they can participate fully.
  - 3.4.4 Otherwise maintaining a safe and appropriate distance from participants;
- 3.5 Safe practice in **interpersonal dealings** means: -

- 3.5.1 Treating all children, young people or vulnerable adults equally, and with respect and dignity;
  - 3.5.2 Always putting the welfare of each participant first, before achieving goals;
  - 3.5.3 Building balanced relationships based on mutual trust which empowers children, young people or vulnerable adults to share in the decision-making process;
  - 3.5.4 Giving enthusiastic and constructive feedback rather than negative criticism;
  - 3.5.5 Making the arts fun, enjoyable and promoting equality;
  - 3.5.6 Recognising that children or young people with disabilities may be even more vulnerable to abuse than other children or young people;
  - 3.5.7 Working to ensure that personal and sexual relationships do not develop between artists/facilitators, volunteers and participating young people/ vulnerable adults, and be alert to potential grooming situations.
  - 3.5.8 Ensuring that all young people and vulnerable adults understand peer relationships and appropriate behaviour towards each other: especially including use of toilets, changing areas.
  - 3.5.9 Personal contact details of staff and volunteers will not be shared with children and vulnerable adults. Social media contact is strictly limited to the requirements of Accessible Arts and Media.
  - 3.5.10 Ensuring that Intimate Care duties are only carried out by a disabled person's designated support worker. If the disabled person does not have a support worker or a carer with them, only Accessible Arts and Media staff who have a full children and vulnerable adult Disclosure and Barring Service check are permitted to assist them.
- 3.6 Safe practice in **managing sensitive information** means:
- 3.6.1 Adherence to the Data Protection Policy and procedures for taking, using and storing photographs or images of children, young people or vulnerable adults;
  - 3.6.2 Careful monitoring and use of web-based materials and activities;
  - 3.6.3 Agreed procedures for reporting any suspicions or allegations of abuse;
  - 3.6.4 Ensuring confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in arts projects) as part of the recruitment process (Data Protection Act 1998).
- 3.7 Safe practice in **professional development** means: -
- 3.7.1 Keeping up to date with health and safety in artistic practice;
  - 3.7.2 Being informed about legislation and policies for protection of children, young people and vulnerable adults;
  - 3.7.3 Undertaking relevant development and training;
  - 3.7.4 Intergrating at local level with the children and vulnerable adults safeguarding boards and all relevant training and development.

## **4. Responding to allegations or suspicions of abuse**

- 4.1 It is not the responsibility of anyone working in *Accessible Arts & Media* in a paid or unpaid capacity to decide whether or not abuse has taken place. Under no circumstances should a member of staff or volunteer carry out their own investigation into any allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse (sexual, physical, financial or abuse of position of trust/grooming) will do the following:
- 4.1.1 Concerns must be reported as soon as possible to the Named Person who is nominated by Accessible Arts & Media to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
  - 4.1.2 In the absence of the Named Person, or if the suspicions in any way involve the Named Person then the report should be made to the Deputy Named Person. If the suspicions implicate both the Named Person and the Deputy Named Person, then the report should be made in the first instance to the Chair of Trustees.
  - 4.1.3 In the event of an allegation, referral or disclosure, the Named Person will contact the relevant team in the authority in which they are working (see appendix 1 for details.)
  - 4.1.4 The chair of the board of Trustees must be informed that an allegation, referral or disclosure has been made.
- 4.2 Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with Accessible Arts & Media procedures and kept in a secure place.
- 4.3 Accessible Arts & Media will support the Named Person/Deputy Named Person in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- 4.4 The role of the Named Person/Deputy Named Person is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.

## **5. Appointment, Support, supervision & training of leaders & workers**

5.1 Accessible Arts & Media recognises that anyone may have the potential to abuse children, young people or vulnerable adults in some way, and will ensure that all reasonable steps are taken to prevent unsuitable people from working with these vulnerable groups as well as ensuring the appropriate levels of supervision of all staff and volunteers.

5.2

5.2.1

Accessible Arts & Media will ensure that all staff and volunteers will be appointed, trained, supported and supervised in accordance with legal requirements via the Disclosure and Barring Service. An enhanced criminal records check and full check against the barred lists (child or vulnerable adult or both, dependent on the staff/volunteer role) is required for anyone in Regulated Activity.

5.2.2

For working with children Regulated Activity includes any unsupervised training, teaching, caring for or supervising children OR being the person supervising others in delivering Regulated Activity. To qualify as Regulated Activity it must be carried out frequently, which means: carried out by the same person once a week, (or more often), in a 30-day period or overnight. Additionally Regulated Activity includes undertaking personal care, which is described as using physical help in connection with eating, drinking, toileting, washing and dressing.

5.2.3

For vulnerable adults, Regulated Activity means undertaking personal care which is described as using physical help which involves hands-on physical assistance with washing, dressing, eating, drinking, or assisting with an adult's cash, because of their age, illness or disability.

5.3 Staff, support workers and volunteers will be asked to sign that they have read and agreed to comply with this policy.

## **6. Confidentiality**

6.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

6.2 Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## **7. Guidance for Staff, Support Workers and Volunteers**

### **7.1 The Do's and Don'ts of Child/Vulnerable Adult Protection**

Child/ vulnerable adult protection and child/ vulnerable adult abuse raise powerful emotions in even the most experienced professionals. It is important that you behave maturely and professionally when dealing with this subject. It is in the best interests of children for you to think beyond your emotional response and overcome feeling upset or angry.

- Do not exaggerate or trivialize child/vulnerable adult protection issues.
- Always take seriously any allegations or concerns a child/vulnerable adult makes and follow the procedure set out in this policy.
- Avoid situations where you are alone with children/vulnerable adults. For example:
  - before or after sessions, if a child or vulnerable adult has been dropped off early or is waiting to be collected by their parent/carer;
  - transporting a child/vulnerable adult to or from a session or event
- Avoid doing things of a personal nature that children/vulnerable adults could do for themselves.
- If, during an emergency situation, you have to do something of a personal nature for a child/vulnerable adult, ensure the parents or guardians are informed as soon as possible. And where possible ensure there is another staff member or volunteer present.
- Avoid spending excessive amounts of time with individual children/vulnerable adults. Never show favouritism.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never allow or engage in inappropriate touching of any form.
- When you are coaching leisure activities, always use common sense when selecting individuals to demonstrate skills on. Someone else may misinterpret your actions, no matter how well intentioned. Always explain what you are doing to avoid confusion.
- If you accidentally hurt or distress a child/vulnerable adult in any way, or if the child/vulnerable adult appears to become sexually aroused or misunderstands your actions, report the incident to your Named Person/Deputy Named Person on site at the time. They will decide if, when and how to inform parents/carers. Ensure a written record of the incident is made.
- Do not allow children/vulnerable adults to use foul language unchallenged.
- Never make sexually suggestive comments or tell 'smutty' jokes to a child/vulnerable adult, even in fun.
- Do not allow children/vulnerable adults to bully or ridicule each other.
- Always deal firmly and fairly with attention seeking behaviour like tantrums and crushes.

- Allegations of child/vulnerable adult abuse can be levelled at anyone for a number of reasons. You must be able to demonstrate that you have behaved appropriately at all times. Do not rely on your good name or reputation to protect you – it may not be enough.
- Do not give out your personal phone number or email address or befriend children directly on social media sites.

## **7.2 Suspected Child/Vulnerable Adult Abuse – What Should I Do?**

If you suspect child/vulnerable adult abuse is taking place, or if someone reports child/vulnerable adult abuse to you, the procedures below should be followed.

When a child/vulnerable adult tells you they are being abused. Handling a disclosure:

- Stay calm and non judgemental, and keep your own feelings under control.
- Take what the child/vulnerable adult says seriously. Listen carefully and show that you believe them don't add your own thoughts or experiences.
- Do not ask leading questions; do not probe for more information, let them talk. Child/ vulnerable adult protection law is very strict and a child/vulnerable adult abuse case can be dismissed if it appears a child/ vulnerable adult has been led or words or ideas have been suggested.
- Make sure you are absolutely clear about what the child/vulnerable adult has said. Only ask the minimum questions necessary to ensure a clear and accurate understanding.
- Tell the child/vulnerable adult that they are not to blame, and that they are right to confide in you.
- Do not promise confidentiality – it is a promise you cannot keep. Try and tell them as early as possible that you must pass the information on, and to whom you must pass it.
- Immediately report what the child/ vulnerable adult has said to your Named Person. If the allegations involve this person, or they are not available, you should immediately report the incident to the Deputy Named Person.
- Immediately record what the child/ vulnerable adult has said using their words. Handwrite this, date, time and sign it. Do not ask the child/vulnerable adult to sign it.
- Try to get significant information as soon as possible:
  - Name and addresses of any child, young person or vulnerable adult at risk
  - Whether or not the risk is immediate (i.e. does action need to be taken straight away)
  - What type of risk it is
  - Contact details of the person if not a self-referral
- Do not discuss the incident with anyone other than those listed above. If an investigation takes place, other people, such as the Police and Social Services may need to talk to you.

- In an emergency situation where the Named or Deputy Named Person are not available you must inform social services, or call the emergency duty team.

### **When an accusation is made against you**

When an accusation is made against you or you feel your actions could be misinterpreted e.g. if you have to do something of a personal nature for a child/vulnerable adult during an emergency or if you accidentally hurt or distress a child, immediately report the incident to your Named Person/Deputy Named Person.

### **7.2.1 Who needs to know?- Safe Practice**

**The welfare of the child, young person or vulnerable adult is the prime concern. Decisions about confidentiality should always be motivated by this statement.**

- When possible, let people know what you write about them. This can prevent mistrust and helps ensure accuracy.
- Tell people who you will pass the information on to and what you will say.
- If you are uncertain or upset and do not want to breach confidentiality, discuss this with your manager/ supervisor. They are there to support you.
- You will probably want to talk to your friends and family about the work you do with children, young people and vulnerable adults. Be aware of what you are saying- we work in communities where everybody knows everybody, especially within the area of disability. It is not enough to change the names and then discuss details of children, young people, vulnerable adults or their families.
- Help and encourage children, young people and vulnerable adults to maintain their own confidentiality and their dignity.
- Be wary of hearsay and gossip. Do not join in and if you are concerned about something you are told or overhear, always discuss with your manager or supervisor.
- You will receive information about the child, young person or vulnerable adult who use the service. Keep this information in one place and keep it safe to ensure confidentiality.
- Never promise to keep a secret. You do not know what you are agreeing to and may not be able to honour your promise.
- When dealing with other people's information, ask yourself"
  - How do I best keep this young person safe?
  - How would I feel?
  - Why do I need to know?
  - Who else needs to know?
  - How do I keep myself safe?

### **7.2.2 Information for social services/ police about suspected abuse**

If a safeguarding referral is agreed to be the right course of action the Named or Deputy Named Person will complete an AAM Safeguarding referral form and or the respective local authority referral form. Where possible, Named or Deputy Named Person will telephone the respective social worker or care manager to alert them. To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The name, age and date of birth of the child, young person, or vulnerable adult.
- Their home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The victim's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Has anyone else been consulted? If so record details.
- If the victim was not the person who reported the incident, have they been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

Where possible referral to the police or social services should be made in writing within 24 hours and the name of the contact that took the referral should be recorded.

### 7.2.3 Procedure for any concerns of abuse

Receipt of concern/ allegation (observed or disclosed)



Listen and do not comment on the information



Make record of the information immediately



Inform the person making the allegation that the information will be passed on to the named person

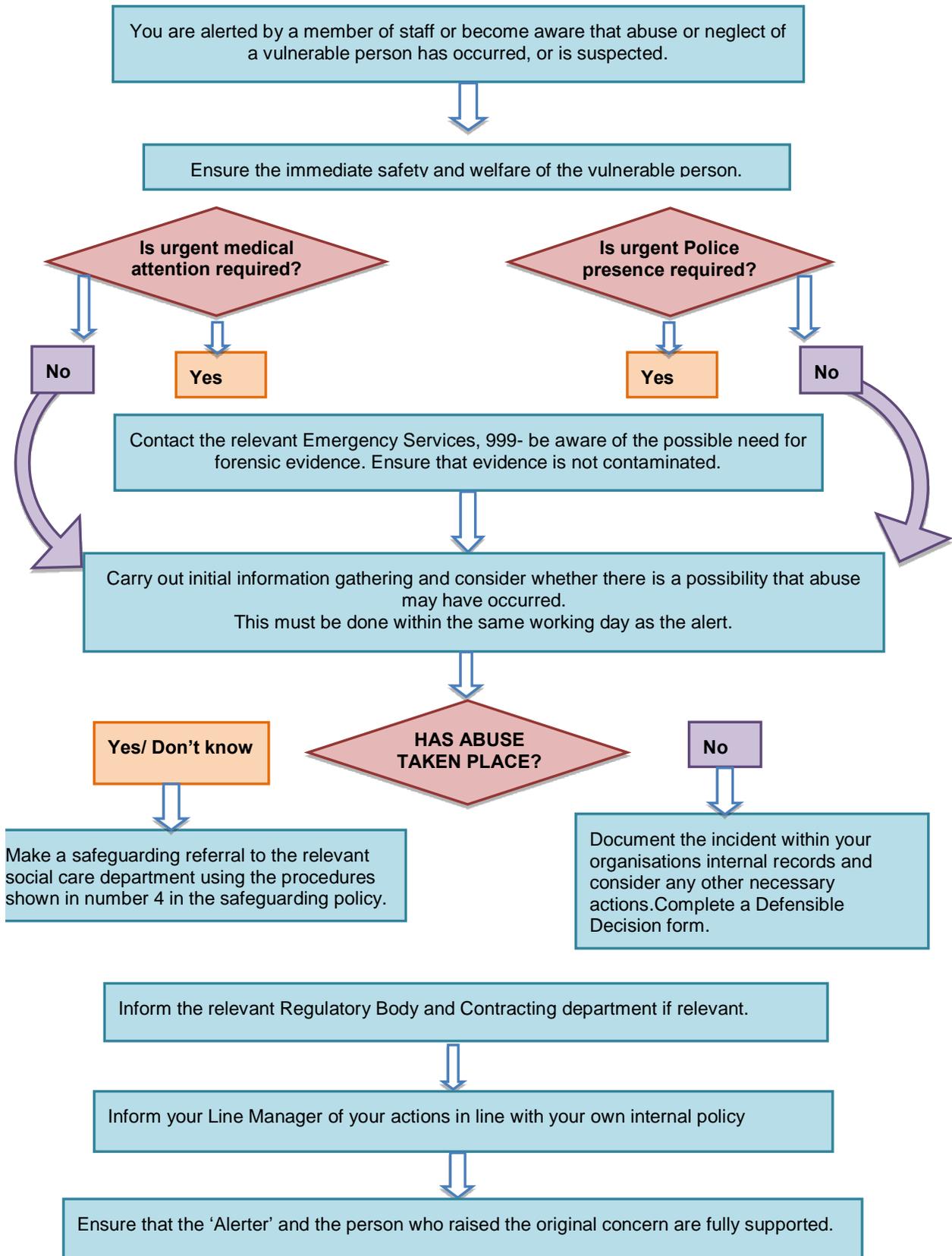


Pass on information immediately to named person



Named person will take advice from children's or adult social services

## Process for the Role of Referrer/ Named Person



## **7.3 Types of Abuse and their Symptoms**

Abuse can be categorised into distinct types:

- 1. Physical Abuse:**
- 2. Sexual Abuse:**
- 3. Emotional Abuse:**
- 4. Physical Neglect:**
- 5. Abuse of a Position on Trust**
- 6. Financial Abuse**
- 7. CSE or Child Sexual Exploitation**

### **7.3.1 Physical Abuse:**

This involves physical injury to a child, young person or vulnerable adult, including deliberate poisoning, where there is definite knowledge or a reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Typical signs of Physical Abuse are:

- **Bruises and abrasions** – especially about the face, head, genitals or other parts of the body where they would not be expected to occur given the age of the child. Some types of bruising are particularly characteristic of non-accidental injury especially when the child's/vulnerable adult's explanation does not match the nature of injury or when it appears frequently.
- **Slap marks** – these may be visible on cheeks or buttocks.
- **Twin bruises on either side of the mouth or cheeks** – can be caused by pinching or grabbing, sometimes to make a child/vulnerable adult eat or stop them from speaking.
- **Bruising on both sides of the ear** – this is often caused by grabbing a child/vulnerable adult that is attempting to run away. It is very painful to be held by the ear, as well as humiliating and this is a common injury.
- **Grip marks on arms or trunk** – gripping bruises on arm or trunk can be associated with shaking a child/vulnerable adult. Shaking can cause one of the most serious injuries to a child; i.e. a brain haemorrhage as the brain hits the inside of the skull. X-rays and other tests are required to fully diagnose the effects of shaking. Grip marks can also be indicative of sexual abuse.
- **Black eyes** – are mostly commonly caused by an object such as a fist coming into contact with the eye socket. **NB.** A heavy bang on the nose, however, can cause bruising to spread around the eye but a doctor will be able to tell if this has occurred.
- **Damage to the mouth** – e.g. bruised/cut lips or torn skin where the upper lip joins the mouth.
- **Bite marks**
- **Fractures**

- **Poisoning or other misuse of drugs** – e.g. overuse of sedatives.
- **Burns and/or scalds** – a round, red burn on tender, non-protruding parts like the mouth, inside arms and on the genitals will almost certainly have been deliberately inflicted. Any burns that appear to be cigarette burns should be cause for concern. Some types of scalds known as ‘dipping scalds’ are always cause for concern. An experienced person will notice skin splashes caused when a child accidentally knocks over a hot cup of tea. In contrast a child who has been deliberately ‘dipped’ in a hot bath will not have splash marks.

### 7.3.2 Sexual Abuse

The involvement of dependent, developmentally immature children, vulnerable adults and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles. Sexual abuse of children includes both contact sexual activity and exposing children to pornographic images. Grooming of a child under 18 is a criminal offence even if no contact sexual activity takes place (see also Abuse of Position of Trust below.)

Typical signs of Sexual Abuse are:

- **A detailed sexual knowledge inappropriate to the subject’s age**
- **Behaviour that is excessively affectionate or sexual towards other children or adults.**
- Attempts to inform by making a disclosure about the sexual abuse often begin by the initial sharing of limited information with an adult. **It is very characteristic of victims of sexual abuse to have an excessive pre-occupation with secrecy** and try to bind the adults to secrecy or confidentiality.
- **A fear of medical examinations.**
- **A fear of being alone** – this applies to friends/family/neighbours/baby-sitters, etc
- **A sudden loss of appetite, compulsive eating, anorexia nervosa or bulimia nervosa.**
- **Excessive masturbation is especially worrying when** it takes place in public.
- **Promiscuity**
- **Sexual approaches or assaults** – on other children or adults.
- The drawing of **pornographic or sexually explicit images.**

### 7.3.3 Emotional Abuse

The severe adverse effect on the behaviour and emotional development of a child/vulnerable adult, caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment – this category should be used where it is the main or sole form of abuse.

### 7.3.4 Physical Neglect

The persistent or severe neglect of a child/vulnerable adult (for example, by exposure to any kind of danger, including cold and starvation), which results in serious impairment of the child's/vulnerable adult's health or development, including non-organic failure to thrive. Persistent stomach aches, feeling unwell, and apparent anorexia can be associated with Physical neglect.

Typical signs of Physical Neglect are:

- **Underweight** – a child/vulnerable adult may be frequently hungry or pre-occupied with food or in the habit of stealing food or with the intention of procuring food. There is particular cause for concern where a persistently underweight child/vulnerable adult gains weight when away from home, for example, when in hospital or on a school trip. Some children also lose weight or fail to gain weight during school holiday when school lunches are not available and this is a cause for concern.
- **Inadequately clad** – a distinction needs to be made between situations where children are inadequately clad, dirty or smelly because they come from homes where neatness and cleanliness are unimportant and those where the lack of care is preventing the child from thriving.

Physical Neglect is a difficult category because it involves the making of a judgement about the seriousness of the degree of neglect. Much parenting falls short of the ideal but it may be appropriate to invoke child protection procedure in the case of neglect where the child's development is being adversely affected.

**7.3.5 Abuse of a Position of Trust** may take place where a staff member or volunteer engages or attempts to engage a young person or vulnerable adult in a sexual relationship. In the case of a young person of 16 or 17, this is still a criminal offence even when the child is legally able to consent. Grooming of children under 18 is a criminal offence even if no sexual conduct takes place, but if it can be shown to have been intended.

Sharing of personal mobile numbers or social media contacts must not happen between staff and participants as it can open the way to Abuse of Position of Trust, or lead to accusations thereof.

A level of distance in social contact needs to be maintained with project participants, although AAM recognises that this can be difficult when working learning disabled adults, living with a degree of independence. We expect staff to seek guidance from AAM's director or chair of trustees if they are unsure where or how to draw the line.

**7.3.6 Financial Abuse:** Taking money, goods or property without permission. This can include theft, fraud, exploitation or putting pressure on someone to make a will, transfer the ownership of property or carry out other financial transactions.

**7.3.7 Child Sexual Exploitation (CSE)** is a type of sexual abuse in which children are sexually exploited for money, power or status. See Appendix 2 for more information and guidance.

## **8 Monitoring and Reviewing of Policy.**

**8.1** The policy will be reviewed bi-annually and updated in response to changes in relevant legislation and good practice or in response to an identified failing in its effectiveness.

**Date approved:**

**Next review date: March 2018**

**Signed by:**

**Print Name:**

**Position:**

**Appendix 1:**

**1. Contact Information for Child and Adult Social Care Services**

Authority	Children	Vulnerable Adults
City of York	<p>Children's Advice and Assessment Service</p> <p>The new contact details and referral pathway are at:  <a href="http://www.saferchildrenyork.org.uk/allegations-against-childcare-professionals-and-volunteers.htm">www.saferchildrenyork.org.uk/allegations-against-childcare-professionals-and-volunteers.htm</a></p> <p>Where appropriate, a referral should be made using the LADO Referral Form. If you do not have secure email please contact:  <b>01904 551900</b> or <a href="mailto:childrensfrontdoor@york.gov.uk">childrensfrontdoor@york.gov.uk</a></p> <p>Or if it is out of office hours contact:  <b>Emergency duty team: 01609 780780</b> or <a href="mailto:edt@northyorks.gov.uk">edt@northyorks.gov.uk</a></p>	<p>Adults Safeguarding and DOLS Team</p> <p>Via Customer Advice Centre on <b>01904 555111</b></p> <p>Out of normal office hours: Emergency Duty Team  <b>0845 034 9417</b></p>
East Riding	<p>Early Help and Safeguarding Hub (EHaSH)</p> <p><b>01482 395500</b></p> <p>Email:<a href="mailto:childrens.socialcare@eastriding.gcsx.gov.uk">childrens.socialcare@eastriding.gcsx.gov.uk</a></p> <p>Monday - Thursday 9.00am - 5:00pm.                      Friday 8:30am - 4:30pm.</p> <p>Out of Hours <b>(01377) 241273</b></p> <p>Secure email:  <a href="mailto:emergency.duty.team@eastriding.gcsx.gov.uk">emergency.duty.team@eastriding.gcsx.gov.uk</a></p>	<p>Safeguarding adults team.  <a href="mailto:safeguardadults@eastriding.gov.uk">safeguardadults@eastriding.gov.uk</a></p> <p>Web: <a href="#">East Riding Safeguarding Adults Board (external East Riding website)</a></p> <p>Outside of hours emergency duty team on <b>(01377) 241273</b>.</p>
North Yorkshire	<p>Customer Service Centre</p> <p><b>0845 034 9410</b></p> <p>Outside office hours  <b>0845 034 9417</b></p>	<p>Customer Service Centre</p> <p><b>0845 034 9410</b></p> <p>Outside office hours  <b>0845 034 9417</b></p> <p>For more information:  <a href="http://www.northyorks.gov.uk/article/24309/Safeguarding-vulnerable-adults">http://www.northyorks.gov.uk/article/24309/Safeguarding-vulnerable-adults</a></p>
<p><b>Emergency Duty Team:</b> The Emergency Duty Team, which covers out of hours concerns about children and adults for York and North Yorkshire is: <b>01609 780780</b></p>		
<p>If you think a child or vulnerable adult is at immediate risk of harm, call <b>999</b>                      In non-emergency cases that require police attention, call <b>101</b></p>		

## 1. AAM Contact Information

<b>Named Person:</b> Hannah Thompson, Project & Accessible Communication Coordinator Burton Stone Community Centre Evelyn Crescent, York, YO30 6DR Email: <a href="mailto:hannah.thompson@aamedia.org.uk">hannah.thompson@aamedia.org.uk</a> <a href="http://www.aamedia.org.uk">uk</a> Tel: 01904 626965 Mob: 07762 347593	<b>Deputy Named Person:</b> Rose Kent AAM Managing Director Burton Stone Community Centre Evelyn Crescent, York, YO30 6DR Email: <a href="mailto:rose.kent@aamedia.org.uk">rose.kent@aamedia.org.uk</a> Tel: 01904 626965 Mob: 07971 491683	<b>Chair of Trustees:</b> AAM Burton Stone Community Centre Evelyn Crescent York, YO30 6DR <b>NB Please do this in writing clearly marking the envelope 'Private and Confidential'</b>
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## **Appendix 2**

### Child Sexual Exploitation Awareness

*Sexual exploitation of children and young people under 18 involves exploitative situations and relationships where young people (or someone close to them) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, or having performed on them, sexual activities. Source: H.M. Government*

Child Sexual Exploitation (CSE) can happen in towns, cities and rural areas. It can happen to girls and boys. It exposes children to physical danger and the long-term emotional and health consequences can be very grave. It damages families and the lives of parents, carers and siblings.

Anyone under the age of 18 is a child by law and anyone under 16 cannot legally consent to sex. Children who are sexually exploited should be protected by the law, even if in the perpetrator's eyes they no longer look like children. There is some evidence to suggest that children from 13 are more at risk because from that age they are required to give evidence in court and the fear of doing so may be a disincentive to report their abusers.

The perpetrators of Child Sexual Exploitation often prey on vulnerable young people, taking advantage of their low self-esteem to facilitate the grooming process. Frequently, but not always, drugs are used, both as a grooming tool and to make the victim dependent on the abuser. However not all victims are obviously vulnerable and may not necessarily come from unstable family backgrounds.

Considerable amounts of money change hands as young people are treated as commodities. Organised groups traffic young people to different parts of the country, which makes it more difficult for the young person to escape and find their way to safety. Other perpetrators may see their ability to provide young girls for parties in their criminal community as no different to providing drugs.

Perpetrators of CSE come from all ethnic groups and so do their victims.

Evidence shows that CSE is often organised and its perpetrators part of a network of paedophiles and pimps. Both girls and boys are groomed towards sexually exploitative relationships, usually by men posing as their boyfriends.

Signs of CSE have been identified by parents, carers & agencies:

- The young person suddenly has more money than usual
- They are wearing new clothes
- They have a completely new group of friends and have moved away from their friendship group
- They have a different way of speaking
- They have a new phone, one that nobody seems to have the number for
- They have undergone a sudden change in physical appearance; either looking after their appearance much more or much less
- They have an older partner who is paying for everything
- They are refusing to communicate with key adults, parents or carers
- They have a new street name and are getting phone calls from strangers using this new name
- They are truanting from school
- They are using drugs
- They are suffering from sexually transmitted diseases.

It is important to be aware of the signs and symptoms of CSE but it may be counter productive to try to catch the young person out. After all, many of these behaviours could have another explanation or be a normal part of growing up.

Often the young person will be in denial about what they are doing. In the early stages of grooming they will feel valued, loved and spoiled by the new attention they are getting. But remember, the young person may be being targeted by a ruthless, manipulative criminal who will be well practised in causing as much conflict as possible between the young person and their family or their carers.

If you are concerned, keep a record of what is happening. Research has shown that the most important factor is to have the trust of the young person so that they will open up and talk and so that they know they can come to the parent/carer or key adult if they are worried.

Other young people will often be the first to notice something is wrong and they may have street knowledge of who the CSE target is hanging out with. **It is common for pimps to use peers to bring other young people into exploitative situations.** The teenage community may be aware of this but will have barriers to reporting it or passing it on. It is very important that they know there are confidential channels for them to do this.

**Childline:** 0800 1111

**NSPCC:** 0808 800 500

**NAPAC:** 0808 801 033 <http://napac.co.uk/> Supporting recovery from childhood abuse

**CROP** - the Coalition for the Removal of Pimping supports parents and carers affected by CSE. More information and contact details: [www.cropuk.org.uk](http://www.cropuk.org.uk)

### Appendix 3 - Glossary

<b>Child</b>	In this document, a child is defined as any person under the age of 18.
<b>Criminal Record Bureau</b>	The criminal records bureau used to provide criminal record checks for employers, before the merge to Disclosure and Barring Service.
<b>Disclosure Barring Service</b>	Criminal Records Bureau and Independent Safeguarding Authority have merged to form the Disclosure and Barring Service (DBS). This means there is only one organisation that processes criminal checks and barring decisions. The merge took place December 2012.
<b>Intimate Care</b>	Intimate care is any care which may involve, washing, touching or carrying out an invasive task that a child, young person or adult are unable to carry out themselves because of physical disability, special educational needs associated with learning difficulties, medical needs. Intimate care may involve help with drinking, eating, dressing and toileting.
<b>ISA</b>	The Independent Safeguarding Authority (ISA) has been created to help prevent unsuitable people from working with children and vulnerable adults.
<b>Mental Capacity</b>	The ability to make a particular decision about a particular situation at a particular time. Capacity must always be assumed unless proved otherwise.
<b>Profound and Multiple Learning Disability</b>	There is no accepted definition of profound and multiple learning disabilities, but it is usually associated with significant developmental delay, with additional physical and sensory impairments.
<b>Regulated Activity</b>	Regulated activity is activities that you must not do if you are barred from working with children or vulnerable adults. Activities that are within unsupervised activities, or 'specified places' which happen frequently (at least once a week, or 4 days a month) are classed as regulated activity. Any activity that involves personal care, intimate care, health care or fostering and registered child minding, even if done once, is also classed as regulated activity.
<b>Risk Assessment</b>	Framework and documentation to be used to assess the level of risk of significant harm occurring in the future.
<b>Safeguarding Adults</b>	All work which enables any adult " <i>who is or may be eligible for community services</i> " to retain independence, wellbeing and choice and to access their human right to live a life that is free from abuse and neglect.
<b>Safeguarding Adults Board</b>	The body of Safeguarding Lead Officers from Partner Agencies responsible for overseeing the implementation and monitoring of Safeguarding Adults Policy and Procedures.
<b>Total Communication</b>	Total communication is the use of different communication types, such as speech, signs, body language, facial expression, written word, visual prompts and any other means of communication, which allows a message to be received and understood.
<b>Vulnerable adult</b>	AAM uses the broad definition referred to in the 1997 consultation paper Who Decides? Issued by the Lord Chancellor's department which says: 'A vulnerable adult is a person which is, or may be, in need of community care services because of mental disability or other disability, age or illness, and who is, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.
<b>Young person</b>	In this document, a 'young person' is in the upper age ranges of the official definition of a child. The term has no legal status- it acknowledges that people ages 16 or 17 may not think of themselves as 'children'.
<b>Zero Tolerance</b>	Non-acceptance of anti-social and especially criminal behaviour, with an emphasis on dealing effectively with every manifestation of the behaviour however large or small.

**Appendix 4**

Read and Acceptance Form for Staff and Volunteers



## Child and Vulnerable Adult Safeguarding Policy

**NAME:** .....

**JOB TITLE:** .....

**I have read, understood and agree to comply with this policy.**

**SIGNED:** .....

**DATE:** .....