

# Safeguarding policy and procedure

This policy sets out the best practice for Basford Culture Centre to respond to safeguarding concerns.

*'Safeguarding' is about protecting a child or adult's right to live in safety, free from abuse and neglect. Safeguarding is everyone's responsibility'.*

## Definitions:

A child is classified as anyone under the age of 18 years of age.

An **'Adult at risk of abuse'** refers to someone over 18 years old who, according to the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

This policy and procedure applies to all volunteers and group members

## As a group we will:

- have a zero-tolerance approach to abuse. We cannot and will not ignore abuse.
- tell volunteers and group leaders how to recognise possible abuse and how to report their concerns
- actively work to prevent abuse from occurring within the group and respond appropriately if abuse or neglect has occurred.
- report all concerns of abuse, including any concerns relating to volunteers and group leaders, to the relevant internal and external people quickly and appropriately.
- have a designated lead for safeguarding
- have appropriate recruitment of volunteers, including knowing when to obtain a DBS check.
- ensure that appropriate safeguarding policies and procedures are adopted, used and monitored
- ensure that systems are in place for concerns to be raised
- ensure that volunteers are not placed in situations which could make them particularly vulnerable
- ensure that people who use our group are not placed in situations which could make them vulnerable

## Volunteers will:

- understand the safeguarding responsibilities which are part of our role
- always act, and be seen to act, in the child's and/or adult's best interests
- avoid any conduct which would lead any reasonable person to question our motivation and intentions
- take responsibility for our own actions and behaviour

## Revision

This policy and related guidance from Nottingham City Council (<https://www.nottinghamcity.gov.uk/>) will be monitored by the XXXX on a regular basis for compliance and will be reviewed at least annually

Date approved or amended	Amendments	Signed

## What is Abuse?

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering. Abuse can happen anywhere. Forms of abuse include:-

- **Physical**

Such as hitting, pushing, pinching, shaking, scalding, restraint, hair pulling or otherwise causing physical harm to a child.

- **Sexual**

Sexual abuse involves forcing or enticing a child or adult to take part in sexual activities, the activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways whether or not the victim is aware of what is happening..

Sexual abuse also applies where a vulnerable adult has not or could not have consented, or to which they were pressurised into consenting.

- **Psychological (sometimes referred to as emotional)**

Including 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 support networks.

- **Financial or material**

Including theft, fraud, internet scamming, exploitation, 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.

- **Neglect and acts of omission**

Including ignoring medical, emotional or physical care needs, failure to access appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

- **Modern slavery**

Encompasses slavery, human trafficking, and forced labour and domestic servitude.

Any of these forms of abuse can be either deliberate or be the result of ignorance, lack of training, knowledge or understanding.

## Reporting procedure for Safeguarding concerns)

### Is the child/ adult at risk of immediate harm?

**Yes**

If the person is at immediate risk of harm or needs medical attention call 999 to contact the ambulance service and/or the police and follow the advice given. As soon as possible (but within 24 hours) follow the reporting steps on the right.

**Remember it is not your role to decide if abuse has happened.**

**You may hold a valuable piece of the jigsaw in the knowledge you have that the Safeguarding Professionals may need to keep someone safe**

**It is your role to pass your concerns to your Safeguarding Lead.**

You may be worried about an adult but find they do not fall into the categories that define an 'Adult at Risk of abuse' in the policy. In which case the situation might not be classed as a 'safeguarding' matter but could possibly be a 'welfare or wellbeing' matter. This just means that the person may need a different kind of support that is available from other, non-safeguarding, professionals.)

Tell your safeguarding Lead

**No**

*NB: If you feel there is a risk of abuse or neglect, but they are not in immediate need of protection, you should call the Police on 101.*

Speak with the Safeguarding Lead who is:- *(insert name and contact details here)*

If there is a safeguarding concern regarding an adult, they will seek advice or make a referral to:

**Nottingham City Council Access Duty Team**

Call: 0300 1310 300 (8.30am – 5pm)

Email: [adult.contactteam@nottinghamcity.gov.uk](mailto:adult.contactteam@nottinghamcity.gov.uk)

If there is a safeguarding concern regarding a child, they will seek advice or make a referral to:

Children's Social Care Team

Call: 0115 876 4800

Email: [candfdirect@nottinghamcity.gov.uk](mailto:candfdirect@nottinghamcity.gov.uk)

If the Safeguarding Lead is not available and you think that waiting until they are available could cause a delay and leave a child or adult at risk of harm you can contact the number above for advice on what action to take next. Follow their guidance. You can also call the NSPPC Free helpline for advice if you are unsure about a child's safety: 0808 800 5000

Record the concern and send it securely within 24 hours in writing to your Safeguarding Lead including the following:

Who was at risk and who was involved, were there children in the family? What had happened? When did the event(s) happen? Where did it happen? Why are you concerned?

*Remember that all of your notes may be useful and could be used at a later date so make sure that they:*

*are factual and not full of opinion.*

*always use the same words the person used when they told you about the situation*

*include the full date.*