



SAFEGUARDING POLICY



Helen Owen Marketing Enterprises (HOME) CIC

Company Number: 89455585

Address: 29 Desmond Road, Eastbourne, BN22 7LF

Tel No: 07720 854185

Email address: info@homecic.com

Introduction to the HOME CIC Safeguarding Policy

The policy and procedures have been divided into five sections. Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

Section 1. Details of the Place of the Organisation

Our Commitment

Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding Abuse and Neglect

Safeguarding Awareness

Suspicious of Abuse

Allegations against a Person Working with Vulnerable Adults

Section 3. Prevention

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The Safeguarding Policy

SECTION 1

Details of the place of organisation

Name of Organisation: Helen Owen Marketing Enterprises (HOME) CIC

Address: 29 Desmond Road, Eastbourne, BN22 7LF

Tel No: 07720 854185

Email address: helen@homecic.com

Company Number: 89455585

Insurance Company: Chapman and Stacey

The following is a brief description of our organisation and the type of work we undertake with vulnerable adults:

Helen Owen Marketing Enterprises (HOME) is a not-for-profit marketing company that seeks to help young people and those that have been unemployed for a long period of time to engage in their local community by helping local community groups, agencies and charities with their marketing.

Our commitment

HOME CIC recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the local authority Social services, Eastbourne, and any amendments subsequently published. The Trustees agree not to allow the document to be copied by other organisations.

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse: See Appendix 2

Signs and symptoms of abuse: See Appendix 5

How to respond to a person wishing to disclose abuse: See Appendix 3

Safeguarding awareness

The Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis in Eastbourne.

HOME will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Ms Helen McCabe (hereafter the "Safeguarding Co-ordinator") tel no: 01323 749960 who is nominated by the Trustees 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.
- Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Adult Social Services office telephone number (office hours) is 0345 60 80 191, or out of hours emergency telephone number is 01323 636399

The Police Child Protection Team telephone number is 101 and ask for Adult Protection advice.

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- HOME will support the Safeguarding Co-ordinator/Deputy 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.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Trustees demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

Allegations of abuse made against a person who works with children in Working Together 2006 states that local authorities should have a designated officer to manage cases where an accusation is made against someone working with children (whether working in a paid or voluntary capacity). These individuals are often known as Safeguarding Advisers or Local Authority Designated Officers. Where accusations involve a worker then speak to social services and the police and ask whether the individual needs to be referred.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. When liaising with a SA / LADO the need to refer to the DBS should be discussed.

Prevention

Safe Recruitment

The Trustees will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Disclosure and Barring checks

The framework for the use of services to undertake disclosure and barring checks is described at Appendix 4

Management of Workers – Codes of Conduct

As a Trusteeship we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Trustees is committed to offering signposting to pastoral care, such as the Fegans Family charity or the Adult Survivors Support Group (NHS) as appropriate.

SECTION 5

Practice Guidelines

As an organisation / place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached/will be developed.

Appendix 1

Trustees Safeguarding Statement

The Trustees recognise the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Chair of the Trustees Ms Helen McCabe.

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Ms Helen McCabe, Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from HOME CIC, Seaside Road, Eastbourne.

Statutory Definitions of Abuse (Vulnerable Adults)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

Counsellor's Response to Disclosures of Abuse

Where a vulnerable adult discloses abuse, the counsellor should:

- Allow them to share whatever they wish, without putting pressure on them to identify the alleged abuser
- Not ask leading questions, but rather reflect back what is being said, allowing them to express themselves
- Sensitively explore the issues and possible action
- If the vulnerable adult has a faith they may wish to express themselves through prayer. This can be very therapeutic for the person involved but the counsellor should be careful not to impose their personal beliefs or coerce the person into saying things they don't want to say.
- If what you hear raises concerns about their immediate safety or the safety of a child(ren) or another vulnerable adult, explain this and suggest they could help keep themselves and others safe by sharing this with an experienced and understanding person from Children's or Adult Social Services or the police.
- Discuss the concern with your supervisor / safeguarding co-ordinator, which may then lead to you or the safeguarding coordinator contacting Children's or Adult Social Services or the Police Child Protection Team for advice.
- Make careful notes of what is alleged, i.e. what they said, how you responded, what led to the allegation being made. This document should be signed and dated, kept confidential and stored securely.
- For adults it may be appropriate to reassure them that they do not have to make a formal statement leading to a prosecution unless they wish to but that this can be discussed with someone from the Police Child Protection Unit or Children's or Adult Social Services.
- Consider offering to accompany them if/when they speak to the authorities.
- Be aware that if they decide to make a formal statement which leads to a prosecution, your notes could be used as evidence and you may be required to attend a court hearing.
- Avoid discussing the substance of the allegation from then on but offer emotional support during any proceedings, concentrating on areas that have arisen as a result of the abuse rather than the abuse itself.
- Ensure you have adequate supervision.
- Seek advice from CCPAS and the appropriate counselling bodies e.g. Association of Christian Counsellors (ACC) or British Association for Counselling and Psychotherapy (BACP)

Safer Recruitment – Summary

1. Introduction

Safer recruitment is the practice of ensuring that our recruitment processes for both staff and volunteers is as robust as it can be in order to prevent unsuitable people from working with vulnerable adults.

We endeavour to make sure that we do everything we can not to appoint people who may pose a risk to vulnerable adults.

2. Who does this apply to?

Safer recruitment therefore concerns all HOME staff (paid or volunteer) within the organisation working with vulnerable adults.

3. Robust recruitment and selection

A robust recruitment process is always applied to ensure the safest levels of paid staff and volunteer recruitment.

Notes on Volunteers

Volunteers are also seen by vulnerable adults as safe and trustworthy adults. We adopt the same recruitment measures as we do for paid staff.

In other circumstances, for example where we approach a person who is well known to them to take on a particular role, a streamlined procedure can be adopted: seeking references, checking to ensure others in the community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and obtaining a Disclosure and Barring Service (DBS) Disclosure remain essential.

Where a volunteer's role will be one off, such as accompanying staff and children on a day outing or helping at an event, these measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children.

4. Recruitment and Vetting Checks

Professional and Character References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

They should always be sought and obtained directly from the referee.

Ideally, references will be sought on all short-listed candidates, including internal ones. It may not however be possible in all circumstances to obtain references for all candidates prior to interview, either because of limited resources (e.g. in the case of smaller private and voluntary organisations), delay on the part of the referee

Disclosure & Barring Service (DBS) Checks

Disclosures enable organisations to check information about individuals held on national and local police records and confidential lists held by the Disclosure & Barring Service (DBS) on those unsuitable to work with children and/or vulnerable adults. The DBS, covers England, Wales and Northern Ireland. In Scotland, the Protecting Vulnerable Groups Scheme (PVG Scheme) has been in operation since late 2010.

Enhanced Disclosure (without Barring Data)

All candidates for posts that are eligible for disclosures through the DBS, must make application and receive a satisfactory disclosure BEFORE confirmation of appointment.

NB. The planned registration arrangements under the ISA for those working with vulnerable groups was repealed and will not form part of the DBS responsibilities.

Qualification & Registration Checks

Proof of any qualifications or professional registrations claimed in an applicant's application must be provided at the time of interview.

Previous Employment History Checks

Employers should always ask for information about previous employment and obtain satisfactory explanations for any gaps in employment. If a candidate for a post is not currently employed in work with children and/or young people, it is also advisable to check and confirm with the previous employer to confirm details of their employment and their reasons for leaving.

Health Checks

Anyone appointed to a post involving regular contact with vulnerable adults must be medically fit.

Right to Work in the UK

Employers must confirm the right of those they employ to work in the UK.

5. Safer Practice

Post Appointment - Induction and Probation

Regardless of role or previous experience of working with children, there should be an induction (and probation) programme for all staff and volunteers newly appointed in an organisation.

The content and nature of the induction and probation process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction and probation programme should include information about relevant policies, procedures, codes of conduct and how to identify and raise concerns about the welfare of children.

Maintaining a Safer Culture

As described above, there is a real need for continued vigilance with safeguarding issues. It is important that all staff in your organisation have appropriate training, induction, probation (and where possible opportunities for appraisal) so that they understand their roles and responsibilities and are confident about carrying them out.

Training

Ongoing training is essential to maintaining a safe workforce. This should include as a minimum safeguarding (and refresher) training at an agreed frequency for all staff and volunteers.

6. Managing Allegations

The framework for managing allegations against staff who work with children and young people applies to a wider range of allegations than those in which there is reasonable cause to believe a child is suffering, or is likely to suffer, significant harm.

The framework also caters for cases of allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in his or her present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child; or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Appendix 5

Signs of Possible Abuse (vulnerable adults)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
On behalf of the Leadership

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Stop it Now
0808 1000 900

Through the Roof
01372 749955

Action on Elder Abuse
0808 808 8141

Childnet Int
www.childnet.com

CEOP
ceop.police.uk

NAPAC
020 3176 0560



CCPAS 
setting standards in safeguarding

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