



Children's & Vulnerable Adult's Safeguarding Policy - SEND Butterflies South Coast

SEND Butterflies South Coast abides by the duty of care to safeguard and promote the welfare of children, young people and at-risk adults. We are committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children and vulnerable adults is paramount in all of our group's activities and in all the decisions we take.
- All children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting their welfare.

Purpose:

SEND Butterflies South Coast will:

- Protect children, young people and vulnerable adults who access and receive SEND Butterflies South Coast's services.
- Protect them from harm. This includes the children of adults who use our services.
- Provide committee and group supporters, as well as children and young people and their families, with the overarching principles that guide our approach to child and adult protection.

This policy applies to anyone volunteering on behalf of SEND Butterflies South Coast, including the management committee and group supporters. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in exclusion from the community group.

Definitions:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and

- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Safeguarding children: Safeguarding children is defined in Working Together to Safeguard Children 2018 as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

SEND Butterflies South Coast have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults. There is a Designated Safeguarding Lead – DSL.

Training and Awareness:

SEND Butterflies South Coast will ensure that the committee, group supporters and any relevant persons linked to the group have an appropriate level of safeguarding training and/or awareness.

For all volunteers who are supporting our group families with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

Similarly, volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. As above, they will have an appropriate level of safeguarding training and/or awareness. This means that they will;

- Understand what safeguarding is and their role in safeguarding vulnerable adults.
- Recognise an adult potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with vulnerable adults.
- Have knowledge of the Safeguarding Vulnerable Adults Policy.

Child/Vulnerable Adult Protection Response to Concerns

Any concerns that a child or vulnerable adult may be at risk of significant harm need to be reported to the Multi Agency Safeguarding Hub (MASH) on 02392 688793 or 0845 671 0271 or via email at MASH@portsmouthcc.gov.uk. If outside office hours, the Emergency Duty Team can be contacted on 0300 555 1373. A concern can consist of either a direct disclosure from a child or adult or on-going concerns about welfare.

Responding to a disclosure

Actions to take

Where actual or suspected abuse comes to the attention of committee or group supporters, they will report this to the DSL at the earliest possible opportunity. People are encouraged and supported to trust their judgment and if they suspect abuse has, or is, taking place to report this.

On discovering an allegation of abuse, the DSL will, if necessary, immediately refer the case to MASH and/or the Local Authority Designated Officer. The DSL will be responsible for ensuring that written records are dated, signed and kept confidentially.

Disclosure by/or about a child or vulnerable adult.

The person receiving the information concerning disclosure/possible abuse should:

- Inform the SEND Butterflies South Coast DSL.
- React calmly so as not to frighten the individual.
- If the allegation is straight from the child/vulnerable adult tell the individual that he/she is not to blame.
- Take what the individual says seriously, recognising the difficulties inherent in interpreting what is said by an individual who has a disability and/or differences in language or is very young.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Re-assure the individual but do not make promises of 'keeping secrets' which might not be feasible in the light of subsequent developments.
- Inform the individual (and parent/carer if appropriate) about the referral process.
- Make a written record of the observation or disclosure that includes:
 - a. The date and time of the observation or disclosure.
 - b. The exact words spoken by the individual as far as possible.
 - c. The name of the person to whom the concern was reported, with the date, time and the names of any other person(s) present at the time.
- If any marks/injuries are witnessed on an individual that are suspected to be from abuse, this must be record with a description of the size and location of the injury.

N.B.: Not all individuals can express themselves verbally. Communication difficulties may make it hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities, conditions or an individual's impairments. However, where there are concerns about the safety of a young person/adult

with impaired communication skills, record what has been observed in detail and follow procedures to report these concerns.

Actions to Avoid

The person receiving the disclosure/possible abuse should not:

- Panic,
- Allow their shock or distaste to show,
- Ask leading questions,
- Speculate or make assumptions,
- Make negative comments about the alleged abuser,
- Approach the alleged abuser,
- Make promises or agree to keep secrets.

Confidentiality and Information Sharing:

SEND Butterflies South Coast expects all committee and group supporters to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child or vulnerable adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

Recording and Record Keeping:

A written record must be kept about any concern regarding a child or adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Safe Working:

SEND Butterflies South Coast is committed to safe support and working practices, that reduce the risk of harm to children and vulnerable individuals from people unsuitable to work with them or have contact with them. All committee have been checked and vetted and hold Disclosure and Barring Service certificates at an enhanced level. Any other person who supports the activities of the group, who has not been checked in this way, will not support alone and will always have a committee member present with them.

Use of Mobile Phones and other Digital Technology:

All committee and group supporters should be aware of responsible use of mobile phones and any digital technology. They should understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities. No vulnerable adult should be photographed without their consent, this may simply be verbal.

Social Media:

No images of the children of families we support should be used online for social media or in promotion material without the explicit consent of the person with parental responsibilities. The same is true for any vulnerable adults we support, if they give their consent, they should be made fully aware of when and where their images may be seen.

Whistleblowing:

It is important that people within SEND Butterflies South Coast have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong-doing within the group. This includes concerns about another committee member or group supporter. SEND Butterflies South Coast will protect whistleblowers.

Important Contacts:**Safeguarding Lead**

Name: Sharlene Bouche-Carter

Email address: sharlenesendbutterflies@gmail.com

Telephone number: 07587 181302

Deputy for Safeguarding

Name: Paula Wright

Email address: paula.sendbutterflies@gmail.com

Telephone number: 07922 595655

Safeguarding concern

Multi Agency Safeguarding Hub (MASH) - 02392 688793 or 0845 671 0271
or email: MASH@portsmouthcc.gov.uk.

Outside of office hours

The Emergency Duty Team - 0300 555 1373

Police

Emergency – 999

Non-emergency – 101

NSPCC Helpline

0808 800 5000