

# Child Protection and Safeguarding Young Adults Policy, Procedure and Guidance

A New Direction is committed to safeguarding all children and young adults that come into contact with our work.

We believe that all children and young people have an equal right to protection from abuse, emotional abuse and neglect regardless of their age, race, religion and belief, ability, gender, language, background or sexual identity and consider their welfare to be paramount.

## Key Safeguarding Roles

<b>Designated Safeguarding Lead (DSL) for ages 0-18:</b>	Rebecca Branch, Director of Education and Culture
<b>Designated Safeguarding Lead for ages 18-30:</b>	Oliver Benjamin, Director of Employment and Skills
<b>Deputy DSL – Operational:</b>	Steve Moffitt, CEO
<b>Senior Trustee Lead for Safeguarding:</b>	Arfa Butt, Chair of Trustees

## Policy Review

<b>Reviewed by:</b>	Jennifer Smith, Safeguarding Today Ltd and A New Direction DSLs
<b>Date:</b>	August 2024
<b>Approved by:</b>	A New Direction Board of Trustees
<b>Date:</b>	25 September 2024
<b>Next review date:</b>	August 2025

We are committed to reviewing this policy and procedures annually, updating our processes as appropriate.

We review our policies on an annual basis or in the event of a serious safeguarding incident taking place.

The Designated Safeguarding Leads and Board of Trustees will review the Policy. If this is not practicable, then we will ensure external Agencies will review the Policy at least once per year.

Please contact the Designated Safeguarding Leads if you need support understanding the policy or have suggestions for improvement.

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## Outline reporting procedure

**A New Direction is committed to safeguarding all children and young adults that come into contact with our work.**

We believe that all children and young adults have an equal right to protection from abuse, emotional abuse and neglect regardless of their age, race, religion and belief, ability, gender, language, background or sexual identity and consider their welfare to be paramount.

**If you have any concerns here is a summary of our reporting procedures:**



- Allow the child or adult to share their concerns
- Discuss your concerns with the Designated Safeguarding Lead (or, in their absence, the Deputy DSL). This discussion should focus on:
  - The nature of the concerns
  - The risks to the child or adult
  - Whether consent has been secured in the case of an adult – any issues around this
  - The child’s wishes and feelings in the case of a child
  - Action/ next steps
- Concerns should be discussed with the DSL in the same working day; your line manager should also be informed
- Ensure detailed written records are made of all events and what the child or adult has said when applicable; sign and date the records



- If you decide from your discussions that the concerns should be referred on, the Designated Safeguarding Lead or Deputy DSL should, within one working day, make the referral to the relevant local authority safeguarding referral point over the phone and follow this up in writing
- Where there are serious concerns to a child’s or adult’s immediate safety, act straight away (i.e. as soon as possible on the same day), via the CEO if necessary, and inform the local authority emergency duty team at children’s or adult social care. Alternatively, inform the police. Delaying the process may place the child or adult at further risk.

## I. Policy Statement

A New Direction is an award-winning non-profit organisation generating opportunities for children and young people to develop their creativity.

We do this by working with a diverse range of partners, making connections, sharing practice, influencing change, improving the ecology that surrounds children and young people, and providing real and transformative opportunities - from childhood through school years and into employment.

**A New Direction is committed to safeguarding all children and young adults that come into contact with our work.**

Ultimately, trustees have accountability to safeguard children and adults at risk and protect anyone that comes into contact with the charity from harm.

### Commitment Statement

This policy statement defines a child or young person as anyone under the age of 18 and recognises that:

- The welfare of the child is paramount in all decisions regarding children and young people, as enshrined in the Children Act 1989;
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- Some groups of children, such as some with disabilities or some from minoritised backgrounds or experiencing poverty, can be excluded from mainstream services;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

A New Direction also works with young adults over 18 years, some of whom may have care and support needs and be at risk of abuse at different times in their lives. The principles outlined above in relation to children, also apply to our work with young adults. In terms of a legal framework, the arrangements for those over 18 are governed by the Care Act 2014. This Act stipulates that statutory safeguarding duties apply to an adult who

- has care and support needs, and
- is experiencing, or at risk of, abuse or neglect, and,
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

We enable our staff and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse and neglect seriously. We expect everyone (staff, trustees, partners, agency staff, freelance staff, volunteers and anyone working on behalf of A New Direction) to have read, understood and adhere to this policy and related procedures.

However, A New Direction recognises that as with all institutions and organisations, there is always a risk of abuse within our sector, and to safeguard against risk.

A New Direction will take every reasonable step to ensure that children and young people and young adults are protected where:

- Our own staff are directly involved in a project or programme, particularly in relation to our work creation programmes;
- We broker the relationship between a school/ young people's setting and a creative practitioner/ organisation;
- We contract a creative practitioner/ organisation to work with a school/ young people's setting;
- We work in partnership with another organisation or agency; and in our employment work these can include employers, mentors, further educational establishments and venues;
- We use online methods, either directly or via a third party, to engage with children, young people and young adults.

We will endeavour to safeguard children and young adults by:

- Valuing them, listening to and respecting them, ensuring that for young adults we work with their consent unless special circumstances arise, including, for example, a legal obligation, or the need to protect the welfare of a third party, or in order to cooperate with a criminal investigation, or the person has been assessed as lacking mental capacity (as defined in the Mental Capacity Act 2005);
- Taking leadership responsibility at senior board level and via a clear line of accountability for our safeguarding arrangements;
- Adopting this policy and adhering to our associated procedures and code of conduct for staff;
- Developing and implementing effective social media and communications procedures, and IT/online safety policies and related procedures (see separate online safety policy);
- Recruiting trustees, staff, creative practitioners and other adults working in schools/young people's settings safely, including the requirement for individuals to obtain criminal records checks from the Disclosure and Barring Service for eligible posts and the completion of all other elements of our recruitment procedure;
- Recording and storing information professionally and securely;
- Sharing information about safeguarding and child and young adult protection with school staff, partners, including work placement partners and our staff and trustees promptly, ensuring that staff are trained and supervised adequately, carry out their roles competently and that they work in an environment where they feel able to raise concerns and feel supported in their safeguarding role;
- Ensuring that children, young people, young adults and parents are able to raise concerns where they exist and are aware of our policy on safeguarding adults and protecting children and young people;

- Sharing concerns about children with agencies and individuals who need to know (such as school staff and parents) appropriately and without delay, in accordance with our procedures for sharing information;
- Ensuring that staff, trustees, partners, and others working on behalf of A New Direction are fully informed about the processes for dealing with concerns about possible abuse, including online abuse;
- Adopting a clear policy around the management of allegations against staff and practitioners, in liaison with our partners;
- Ensuring that all staff, trustees, partners, agency staff, volunteers and anyone working on behalf of A New Direction knows the name of the Designated Safeguarding Lead, their Deputy and their role;
- Ensuring that all staff, trustees, partners, agency staff, volunteers and anyone working on behalf of A New Direction understand their responsibilities for being alert to the signs of abuse and for referring any concerns to the Designated Safeguarding Lead;
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- Ensuring that we have effective complaints and whistleblowing measures in place;
- Ensuring that we provide a safe physical and online environment for our children, young adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

### Key roles, responsibilities and contact details

Role	Name and Job Title	Contact Details
Deputy DSL - Operational	Steve Moffitt, CEO	<a href="mailto:steve.moffitt@anewdirection.org.uk">steve.moffitt@anewdirection.org.uk</a> 0207 608 2132
Designated Safeguarding Lead	Rebecca Branch, Director Education, Culture, Place	<a href="mailto:rebecca.branch@anewdirection.org.uk">rebecca.branch@anewdirection.org.uk</a> 0207 608 2132
Designated Safeguarding Lead	Oliver Benjamin, Director of Employment and Skills	<a href="mailto:Oliver.benjamin@anewdirection.org.uk">Oliver.benjamin@anewdirection.org.uk</a> 0207 608 2132
Senior Trustee Lead for Safeguarding	Arfa Butt, Chair	<a href="mailto:Arfa.butt@anewdirection.org.uk">Arfa.butt@anewdirection.org.uk</a> 0207 608 2132

### Other useful safeguarding contacts

- Police 999 or local 101
- CEOP Child Exploitation and Online Protection - [www.ceop.police.uk](http://www.ceop.police.uk)
- NSPCC Helpline - 0808 800 5000
- London Borough of Hackney: Local authority designated office (LADO) on 0208 356 4569 / [LADO@hackney.gov.uk](mailto:LADO@hackney.gov.uk).

- Multi Agency Safeguarding Hub (MASH), City and Hackney Safeguarding Children Board - <http://www.chscb.org.uk/> Phone 0208 356 5500
- Childline - 0800 1111

## **Legislation and Guidance**

In keeping safe all its stakeholders, itself and its partners, A New Direction takes account of the following legislation and guidance:

- The Children Acts 1989, 2004;
- The Safeguarding Vulnerable Groups Act 2006;
- United Convention of the Rights of the Child 1991;
- The Data Protection Act 2018;
- The Human Rights Act 1998;
- The Sexual Offences Act 2003;
- The Protection of Freedoms Act 2012;
- The Children and Families Act 2014;
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2015, last updated 30th April 2020
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2018 (updated 2018)
- , last updated 1st May 2024;
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2023;
- The Care Act 2014;
- The Care Act 2014 Care and Support Statutory Guidance (specifically the safeguarding section of this);
- The Mental Capacity Act 2005;
- Keeping children safe in education (KCSIE); HM Government 2023
- Keeping children safe in out-of-school settings: code of practice; HM Government; 2023

## **Further Relevant Policies and Procedures**

This policy statement should be read alongside our policies and procedures on:

- Equality and diversity;
- Recruitment, induction and training;
- Role of the Designated Safeguarding Lead;
- Dealing with disclosures and concerns about a child or young adults;
- Managing allegations against staff and volunteers;
- Recording, record storage and retention;
- Confidentiality and information sharing;
- Code of conduct for staff and volunteers;
- Online safety and Communications (including Social Media and use of IT);
- Safe online and offline use of images;
- Anti-bullying;



- Complaints;
- Whistleblowing;
- Health and Safety;
- Supervision and support;
- Lone working policy and procedure;
- DBS enhanced disclosure checks policy and procedure;
- Disciplinary Procedures.

## **2. Child Protection and Safeguarding Young Adult Procedures**

### **Role of Designated Safeguarding Lead**

A New Direction will ensure that it has a Designated Safeguarding Lead (DSL) for both children and young adults, plus a Deputy DSL, and that these Officers have received appropriate training and support for this role. The role of the DSL (and Deputy, when the DSL is absent) is to:

#### **Strategic Responsibilities**

- Ensure that staff, trustees, partners, agency staff, volunteers, mentors and anyone working on behalf of A New Direction understand the key issues in relation to safeguarding children and young adults in the cultural/ education sectors
- Ensure that all staff, trustees, partners, agency staff, volunteers, mentors and anyone working on behalf of A New Direction are aware of and understand AND's policies and procedures and the relevant multi-agency procedures for working with children and young adults and keeping them safe.
- In liaison with senior management team and the Strategic Designated Safeguarding Lead, ensure that all staff received appropriate safeguarding training
- Responsibility for the monitoring and evaluation of the safeguarding policy implementation and practice

#### **Operational responsibilities**

- Be a point of contact within A New Direction for staff, trustees, partners, agency staff, mentors, volunteers and anyone working on behalf of A New Direction in relation to safeguarding young adults and child protection
- Be aware of local statutory safeguarding procedures and networks
- Make decisions about safeguarding adults and child protection
- Receive and assess information from staff and creative practitioners who have a safeguarding concern about a child or adult
- Consult with a statutory child protection and vulnerable adults agency and/or, in the case of children, with the NSPCC Helpline, to test any doubts or uncertainty about the concerns
- Where appropriate, make a formal referral to a statutory agency or the police without delay



- Take responsibility for managing allegations against staff, in consultation with the individual's line manager.
- Record the concern and action in the child protection or safeguarding adults Log

It is not the role of A New Direction or its Designated Safeguarding Lead to decide whether abuse has taken place or not. It is however, our role to ensure that concerns are shared with appropriate agencies and relevant action taken.

**The Designated Safeguarding Lead** for A New Direction is held between the two Directors (0-18 and 18-30), or, in their absence, the **CEO**. In the event of action needing to be taken in respect of a child or young adult at risk, it is the Designated Safeguarding Lead who must be informed and will take lead responsibility.

These will:

- Oversee and ensure that all staff received appropriate safeguarding training
- Promote a culture and environment whereby staff, freelance staff, mentors and visitors are able to raise concerns
- Evaluate effectiveness of safeguarding
- Manage complaints
- Develop a safeguarding action plan and report against on an annual basis

## **How concerns about abuse might arise**

Awareness of the possibility of a child or young adult being abused might be raised in a number of ways:

- A child or young adult may disclose abuse or exhibit behaviour that suggests that they or someone else is being abused or at risk of significant harm
- It should be noted that a child or young adult may report abuse or risk to a third party when in fact they may be talking about themselves and testing what will happen or the type of response they may receive
- A family member or carer may raise concerns about a child or young person
- Another staff member, volunteer, mentor or third-party colleague may raise concerns about a child or young adult
- A family member or carer may behave in a way that raises concerns that they might present a risk to a child or young person
- There may be concerns that a member of staff, volunteer or someone in a partner agency may have abused a child or young adult or may present a risk
- A young person or young adult (or an older relative or carer) may disclose historical abuse that suggests either or both that the person is still suffering harm as a result of the abuse or that other members of the family or social circle are still at risk or long-term survivors of the abuse

## **Responding to concerns about possible abuse**

### **I. Safety is paramount**

If anyone acting for or employed by A New Direction has reason to believe that a child or young adult may be suffering abuse or at risk of abuse, then the safety and welfare of that, or any other child/young adult likely to be affected, is the paramount consideration in deciding what action needs to be taken.

## **2. Direct disclosures**

If the concerns take the form of a direct disclosure by a child or young adult, the staff member should:

- Listen carefully, giving the person undivided time and attention;
- The person should be reassured that they have done nothing to deserve being abused and that reporting it demonstrates courage;
- Verbal reassurance needs to be backed up by supportive non-verbal behaviour such as attentiveness, empathy and an avoidance of any language or gestures that may demonstrate shock, impatience or disbelief;
- The aim is to facilitate the disclosure (but not to cross-examine) in order to determine whether there is real cause for concern;
- The responsibility for undertaking any investigation lies with the relevant local authority;
- The person should be informed that the concerns will need to be shared with the DSL;
- The staff member should make notes of the incident as soon as possible after the disclosure, ideally using the record log form (see App 1) but, if this is not possible, then the notes can be made on a clean sheet of paper and transferred to the record log form afterwards

## **3. Concerns**

If staff, trustees, partners, agency staff, volunteers and anyone working on behalf of A New Direction see or hear something that causes them concern but is not a direct disclosure, this should be recorded using the record log form (see App 1) and shared with the DSL. Causes for concern will be discussed in training so that all parties are clear about the distinctions between these and direct disclosures.

## **4. Discussion with the DSL**

The disclosure or concerns must be discussed with the Designated Safeguarding Lead or, in their absence, the CEO, on the same day that they emerge. The discussion should focus on:

- The date and time of the interview or disclosure or emergence of the concern
- The child's or young adult's account (if available);
- Any physical or other signs of injuries noted, e.g. bruising;
- Any relevant background information;
- An assessment made by the staff member as to why the information given constitutes a child or adult protection concern (including risk to others as well as to the child or adult at the centre of the concern);
- What the child or young adult would like to happen (if known);
- In the case of a young adult, whether they have given consent to the information being shared outside the organisation;
- In the case of a young adult, whether there might be issues of mental capacity to give consent to information sharing;
- In the case of a young adult, whether they might be being coerced into withholding consent to information sharing;

- Whether there might be issues at stake or a duty of care that might override the young adult's decision to withhold consent to information sharing (see section above on 'consent and capacity');
- Action taken by the staff member;
- Agreed next steps and who should be informed. This should include the staff member's manager within A New Direction

#### **5. Making a record – See appendix I Report/Incident Log**

Information concerning the disclosure, or any other child protection concerns or concerns about safeguarding young adults, should be recorded on the same day, using the standard report log form. The report should be clear as to the source of the information, ensuring the distinction is made between fact, hearsay and opinion noting where the information came from and who said it. Consideration should be given to the tone to ensure that it is respectful and appropriate. If the initial notes of the disclosure or concern have not been made on the report log form, then this is the stage when these separate notes should be transferred to the form, although the original notes should be stored alongside.

#### **6. Sharing of record with DSL**

The record should be signed and dated and a copy given or emailed to the Designated Safeguarding Lead, also on the same day. The document should be marked confidential and, if emailed, should be password protected.

#### **7. Storing records**

The DSL is responsible for ensuring that records are stored confidentially, in password protected electronic files, or in lockable cabinets if hard copy. These records contain sensitive information. Filing of them should be accurately stored within an established filing structure that is compatible with data protection, including strict rules on which individual members of staff have access to the information in those documents.

#### **8. Sharing confidential information**

The DSL is responsible for deciding how and with whom the confidential information is shared in order to ensure that the allegation can be effectively and appropriately investigated and progressed. Signed records will be kept to document the decisions made, and the report log form will be updated and kept by the DSL in a confidential file.

### **Making referrals when there are concerns about possible abuse or risk of abuse**

#### **9. In an emergency**

If the personal safety of a child or adult is immediately threatened, it is vital that urgent action is taken as soon as possible on the same day. In the case of a child, this will mean contacting the duty social worker or an out-of-hours duty social worker or the NSPCC Helpline. It may also mean contacting the staff member in the school or youth setting with responsibility for child protection. In the case of a young adult, it will mean contacting the duty social worker for adult safeguarding

and the safeguarding lead in the young adult's work placement. In exceptional circumstances, a referral can be made to the police.

#### **10. Informing the person who is at possible risk and dealing with issues of consent**

If the person who is the subject of the concern is a child, they must be informed, whenever possible, about any action being taken on their behalf, the reason for this, and what is likely to happen. All efforts should be made to acknowledge how hard this may be for the child and to help them understand the need to seek help. Where choices and options can safely be offered regarding the way in which information is passed on, this should happen.

If the person who is the subject of the concern is an adult and clearly capable of consenting to the action being taken, that consent must be given unless issues are at stake which override the person's consent. In these circumstances, the DSL should be informed that there are concerns about capacity/

Verbal consent from an adult should be further supported with written consent unless this would delay the sharing of the information and/or cause unwarranted anxiety to the adult.

If there is a concern that the adult may lack the capacity to provide consent the DSL should contact the local authority adult safeguarding team to seek expert advice; in addition, if it is perceived that the adult is at immediate risk, the emergency procedure outlined above should be followed straight away.

The adult who is the subject of the concern should be informed, whenever possible, about any action being taken on their behalf and what is likely to happen. If there is no immediate danger, it is advisable to give the young adult a little time to fully understand what action is being pursued and why, before proceeding. It is also important to operate in line with the principles of empowerment, protection, prevention, proportionality, partnership and accountability.

#### **11. Making the referral**

If the discussion with the DSL leads to a decision to make a referral to the local authority (either children's social care or the adult safeguarding team), then this should be done within one working day of the decision being made.

The referral should be made over the telephone and followed up in writing within the same working day. Some local authorities have a standard referral form, and, if so, this should be used. A copy should be kept securely, alongside A New Direction's own records of the matter.

All safeguarding records regarding concerns, allegations and decisions should be retained for periods that are in line with NSPCC guidance on [Storage of Records](#)

The Information Commissioner's Office Guidance on Sharing Information to Safeguard Children should also be considered: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-sharing/a-10-step-guide-to-sharing-information-to-safeguard-children/>

If the concern relates to any allegations or concerns about risk presented by a staff member, volunteer or third-party colleague, the procedure for dealing with this should be followed (see section below)

## **12. Following up the referral**

One of the main purposes of recording is to make sure that the DSL is able to respond properly to concerns for children and young adults. The DSL will decide what action is necessary in response to your concern. Actions they take will of course depend on how serious and urgent the concern is. These can range however from a decision to keep a close eye on the child or young adult, to referring the child or young adult to Local Authority Children's Services or Adult Services or the Police so that they can undertake an assessment of their needs, including their need for protection. The NSPCC Helpline (0808 800 5000) can also be used to facilitate this process or to seek advice.

## **13. Working with schools/colleges**

As a lead partner working with schools we will, in the case of a young person who is enrolled at a place of education, work with the school's/college's Designated Safeguarding Lead and Head, as set out in AND's schools protocol. In the event of a referral to an external investigating agency being required, this will include a discussion about whether the referral should be made by the school, using their safeguarding procedures, or by AND. AND's general preference is to work with the school's own procedures, but, if the school declines to make a referral where AND feels that this is necessary, AND reserves the right to do this on its own behalf. If the source of the concern is from within the school itself and the school is not willing to take action, AND will escalate the concern to the appropriate authorities.

## **14. Talking to parents and carers**

In the event we need to report any concerns it is normally good practice to be open and honest at the outset with parents/carers about the concerns, the possible need for a referral, and information sharing between agencies. Where appropriate, all reasonable efforts should be made to inform parents / carers before making a referral. However, there are cases where it will not be appropriate to discuss concerns with parents/carers before referral – specifically if this could cause a delay to the referral being made, or if there is any indication that to inform parents might place the child or another child or adult at risk or further risk. In such situations, the timing of contact with parents/carers will be agreed with City and Hackney Safeguarding Children Board and/or the Police once the referral has been made. If the DSL is unsure about whether to inform parents or not, then advice should be sought from the potential investigating agency or from the NSPCC Helpline.

## Outline reporting procedure



- Allow the child or adult to share their concerns
- Discuss your concerns with the Designated Safeguarding Lead (or, in their absence, the Deputy DSL). This discussion should focus on:
  - The nature of the concerns
  - The risks to the child or adult
  - Whether consent has been secured in the case of an adult – any issues around this
  - The child’s wishes and feelings in the case of a child
  - Action/ next steps
- Concerns should be discussed with the DSL in the same working day; your line manager should also be informed
- Ensure detailed written records are made of all events and what the child or adult has said when applicable; sign and date the records



- If you decide from your discussions that the concerns should be referred on, the Designated Safeguarding Lead or Deputy DSL should, within one working day, make the referral to the relevant local authority safeguarding referral point over the phone and follow this up in writing
- Where there are serious concerns to a child’s or adult’s immediate safety, act straight away (i.e. as soon as possible on the same day), via the CEO if necessary, and inform the local authority emergency duty team at children’s or adult social care. Alternatively, inform the police. Delaying the process may place the child or adult at further risk.

### **Allegations or concerns about possible risks of abuse presented by a staff member, volunteer or third-party colleague**

Any staff member, who believes that a colleague may be behaving in way which presents a risk to children or young adults, or infringes the Code of Conduct, or may have presented a risk to children or young adults in the past, should immediately inform his/her line manager who should, in turn, inform the DSL. If the person concerned is the line manager or DSL, the CEO should be informed.

If the behaviour of a staff colleague, trustee, partner, agency staff, volunteer or anyone working on behalf of A New Direction causes you concern:

- Do not ignore your concerns

- Do not confront the person about whom you have concerns
- Discuss your concerns with your line manager and then involve the Designated Safeguarding Lead or, in their absence, the Deputy Designated Safeguarding Lead (CEO) of A New Direction
- Do not delay in passing on concerns to someone who is in a position to take them forward
- Do not worry that you may have been mistaken. It is better to have discussed it with someone with the experience and responsibility to make an assessment.
- The organisation still has a Duty of Care to the person subject to concern/investigation.

Staff about whom there are concerns should be given information to help them understand the concerns expressed and the processes being invoked. They should also be informed of the outcome of any internal investigation and the implications for disciplinary processes. The internal investigation should be completed as quickly as possible, consistent with its effective conduct. In any case involving a criminal investigation, the decision as to when to inform the suspect of the allegations should always be jointly agreed between the police and other relevant agencies.

Subject to consent where the concern is about risk to a young adult, support should also be offered to parents and carers of any child or young adult who has allegedly been harmed by a member of staff or volunteer working for A New Direction. They should be given information on any concerns, advised on the processes to be followed and informed of the outcomes, except in circumstances when the allegations involve the parent/carer directly. Professional advice should be sought as to what can be said to parents/carers.

All enquiries into allegations will be overseen by the Designated Safeguarding Lead who will liaise with police, Social Care, the Disclosure and Barring Service (if necessary), and other interested parties, and attend relevant meetings as required, keeping staff informed as appropriate.

### **3. Code of conduct**

A New Direction will ensure that all staff, trustees, partners, agency staff, volunteers and anyone working on behalf of A New Direction is familiar with our Code of Conduct which outlines prohibited behaviours and our expectations of anyone working in schools or young people's settings.

The Code of Conduct applies regardless of whether the contact with children or young people (including young adults) is taking place face to face or online. It states:

- Always put the welfare and safety of the child or young adult first;
- Treat all children and young adults equally, with respect and dignity;
- Avoid having, or being perceived to have, favourites;
- Ensure you have agreed roles, responsibilities and standards of behaviour with other adults involved, including work colleagues;
- If it is necessary to be alone with a child or young adult:



- Make sure another adult knows where you are and approximately how long you will be;
- Invite the child or young adult to bring a friend
- Leave the door open of the room you are in;
- Move into the centre of the room so you are in plain view.
- Avoid physical contact with children and young adults unless it is unavoidable for a particular activity or if the person in question or someone at risk from them has been, or is about to be injured;
- If physical contact cannot be avoided, seek permission of the child or young adult wherever possible and ensure they are comfortable with what you are going to do;
- Listen to what children and young adults are saying to you;
- Ensure that children and young adults understand that you will treat what they tell you confidentially, and not share without their consent except in specific circumstances relating to child or young adult protection;
- If you see something that concerns you regarding a child or young adult, contact the Designated Safeguarding Lead at A New Direction and follow the child protection or safeguarding adult procedures;
- Outside work hours, try to avoid contacting children or young adults involved with A New Direction. A New Direction's role is to support them to access the world of work, and staff and volunteers need to model behaviours associated with appropriate professional/ personal boundaries;
- Do not give your personal telephone number or email address to children or young adults you work with;
- Do not develop or imply social or sexual relationships, either face to face or via social media, with the children or young adults you are working with
- ;
- Never accept, or give, gifts or money to children or young adults you work with. If you are presented with a token 'thank you' gift from a child or adult, accept it with thanks and inform your line manager. If you wish to present a token gift to a child or young person for a specific reason, this should be discussed and agreed in advance with your line manager;
- Support and watch out for colleagues you are working with to ensure they are not being drawn into situations that could be misinterpreted – remember how colleagues view one another's practice will indicate how outsiders will view it

### **Prohibited behaviours**

The following types of behaviour are breaches of the code of conduct and are never acceptable when working with children, young people or young adults. Any such behaviour on the part of staff, trustees, partners, agency staff, volunteers or anyone working on behalf of A New Direction will always lead to disciplinary action:

- Hitting or striking a child or young adult;
- Verbally abusing (including shouting or swearing at) a child or young adult;
- Deliberately humiliating or undermining a child or young adult;
- Inappropriate intimate touching, sexual conversations or use of sexual innuendo with a child or young adult;
- Encouraging or knowingly being involved in a child or young adult committing a crime;

- Taking illegal substances before or during workshops or meetings, or indeed, at all;
- Being intoxicated at an A New Direction event involving its stakeholders and partners;
- Using digital technology to contact children in a personal capacity, groom a child or young adult or to abuse them in any way;
- Creating, sharing or downloading abusive images of children or young adults;
- Bringing a New Direction into disrepute through inappropriate use of social media or other forms of online technology.

## **4. Recruitment practices**

A New Direction recognises that its most important resource in achieving its aims and in keeping children and young adults safe, is its workforce. To this end, we operate thorough recruitment and selection procedures for permanent and agency staff, freelancers and volunteers. Our aim is to recruit the best workforce possible to work with our children and young people and we will take all practical measures to ensure that our staff and volunteers share our vision for keeping children and young adults safe, and that people unsuitable for working with young adults at risk and children are not recruited to positions where they will have contact with young adults and children during the course of their work.

A New Direction also seeks actively to develop and grow relationships with education establishments and creative professionals, and we work to embed and integrate our own safer recruitment and safer working practices with those of our partners.

Please refer to our policy on recruitment and selection for full details.

### **Third party partners**

As part of our due diligence and contracting processes with third party organisations, A New Direction will seek assurances that, if undertaking any work with children and young adults, the potential partner organisation has its own up-to-date safeguarding policies and procedures, are compliant with Statutory Guidance on Out of School Settings (2023), and that it uses safer recruitment and selection methods with all its staff and volunteers.

### **Training provision**

Following induction training in safeguarding, all our workforce regularly working in schools/ young adults 'settings and on work placement programmes, will be subject to an annual assessment of training needs and will be expected to work on their ongoing professional development around safeguarding practice as agreed with A New Direction and, if applicable, their own employers.

Creative practitioners contracted to work on specific projects by A New Direction will be required to familiarise themselves with and abide by A New Direction's Child Protection and Safeguarding Young Adults policies and related procedures, and A New Direction's Code of Conduct.

## 5. Understanding Child Abuse

### Types of Abuse

**Physical abuse:** is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse:** is perpetrated by both men and women. Children can also abuse other children (Peer on Peer Abuse). Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

**Child sexual exploitation:** (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**County lines:** is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK,

using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children (disabled children are particularly vulnerable) to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

**Neglect:** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

**Grooming:** very commonly plays a key part in the sexual abuse of children. It refers to a process by which an individual manipulates those around them – typically (but not only) the child – to provide opportunities to abuse. It can involve communication with a child where this is an intention to commit a sex offence in person and/or online.

**Extremism:** goes beyond terrorism and includes people who target the vulnerable, including the young, by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of our armed forces is classed as extremist.

**Female genital mutilation ("FGM"):** Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act makes it illegal to practise FGM in the UK or to take women and girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

**Bullying:** is the use of aggression with the intention of hurting another person this may be by an adult towards a child or peer on peer abuse. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding equipment/threatening gestures);

- Physical pushing, kicking, hitting, punching or any use of violence;
- Sexual unwanted physical contact or sexually abusive comments;
- Discriminatory comments, jokes about or targeted abuse aimed towards disabled children, homophobic, transphobic, sexist, gendered, racist or faith based comments;
- Verbal name-calling, sarcasm, spreading rumours, teasing.

**Cyberbullying:** is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. This could take the form of posting derogatory abusive comments, videos or images on social media. Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on.

**Online Safety:** All adults concerned with SportCheer England are advised and encouraged to communicate with those under 18 via the parent/Guardian. Adults who work with children in SportCheer England should not communicate with children via any social media App. Alternatively, if this is not a suitable method of communication, SportCheer England advise that a relevant secure App is used. Alternatively, a third party over 18 MUST be included in the communication, such as the Club Safeguarding Lead. If there are any concerns relating to a child being at risk of harm through online communications, then the Incident Reporting Form should be completed and a Report to CEOP (Child Exploitation and Online Protection) should be made at <https://www.ceop.police.uk/Safety-Centre/>

**Discriminatory abuse:** Abusive or bullying behaviour because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'. Discriminatory behaviour is unacceptable. This includes incidents on and off the sport cheer performance or training (including social media).

**Poor practice:** This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of Children, Young People and Adults at Risk are not afforded the necessary priority, compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing Children, Young People and Adults at Risk in potentially compromising and uncomfortable situations, failing to ensure the safety of Children, Young People and Adults at Risk, ignoring health and safety guidelines, or giving continued and unnecessary preferential treatment to individuals.

**Hazing:** Any rituals, initiation activities, actions or situations, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional wellbeing of Children, Young People and Adults at Risk.

**Peer-on-peer abuse and harmful sexual behaviour:** Children can abuse other children. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying);
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Sexual violence, such as rape and sexual assault;
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- 'Upskirting', which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- Sexting (also known as youth produced sexual imagery); and
- Initiation/hazing type violence and rituals.

**Infatuations:** Children, Young People and Adults at Risk may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. They should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a Child, Young Person or Adult at Risk may be infatuated with him/her or with a colleague, should discuss this at the earliest opportunity with the Safeguarding Team.

**Domestic violence or abuse:** is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- Can happen inside and outside the home;
- Can happen over the phone, on the internet and on social networking sites;
- Can happen in any relationship and can continue even after the relationship has ended;
- Both men and women can be abused or abusers.

**Child Criminal Exploitation:** is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person



under the age of 18 into any criminal activity

(a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

**Abuse of a position of trust:** This is a legal concept within The Sexual Offences Act 2003. It involves an adult of 18 or over engaging in sexual activity with or in the presence of a child or young person under 18 (even if the young person is over the age of consent), where the older person is in one of a number of specific roles and positions of responsibility towards the child or young person. These are defined in the legislation and currently include teachers, care workers, youth justice workers, social workers and doctors, sports coaches and religious leaders. . A number of specific offences may be committed during the abuse of a position of trust. These include causing or inciting a child to engage in sexual activity, causing a child to watch a sexual act and many others.

### **Responsibilities under Working Together to Safeguard Children**

Under Chapter 1 of this statutory guidance it is the responsibility for staff and volunteers working for or on behalf of A New Direction to share information and work together with statutory partners if they have concerns that a child or young person may be at risk of abuse or neglect. Once a referral has been received by a local authority children's social care team, they should, within one working day, make a decision about the type of response that is required and acknowledge receipt to the referrer. Feedback should also be provided to the referrer on decisions taken by the local authority. For example, the local authority, may take the view that the child and family are in need of support services, or may decide that the child is in need of protection. If A New Direction believes that the position taken by the local authority is inadequate to protect the child or young person, we will consider escalating the referral within the Local Authority. It is not the job of A New Direction to take a view on whether abuse has taken place or is at risk of taking place, nor is it the job of A New Direction to conduct an assessment on this matter; this is the role of the statutory agencies such as the local authority and police.

### **Working with children and young people or young adults with additional needs or disabilities**

Abuse of children and young people/young adults with additional needs can be at increased risk of abuse, and this abuse may be less likely to be identified and acted upon for a variety of reasons, communication barriers, being vulnerable to bullying and intimidation, multiple care givers, and isolation and poorly co-ordinated services.



## 6. Understanding Young Adult Abuse

### Adults at Risk of Harm

A person aged 18 or over who has needs for care and support (whether or not the local authority is meeting any of those needs) and

- is experiencing, or at risk of, abuse or neglect and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

This may include people with learning disabilities, sensory impairments, mental health needs, older people and people with a physical disability or impairment. It may also include people who are affected by the circumstances that they are living in, for example experiencing domestic violence. This list is not exhaustive. An individual's level of vulnerability to harm may vary over time depending on the circumstances they are in and their needs at that time.

### Types of abuse

The Care and Support Act 2014 statutory guidance refers to 10 different types of abuse affecting adults. They include:

- **Physical** – this is 'the use of force which results in pain or injury or a change in a person's natural physical state' or 'the non-accidental infliction of physical force that results in bodily injury, pain or impairment'. It may include behaviours like the misuse of medication, inappropriate restraint or the use of inappropriate sanctions, as well as the actions more commonly associated with physical abuse (such as slapping, pushing etc)
- **Sexual** – examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships which they do not want or have not consented to. Specific behaviours could include:
  - rape
  - indecent exposure
  - sexual harassment
  - inappropriate looking or touching
  - sexual teasing or innuendo
  - sexual photography
  - subjection to pornography or witnessing sexual acts
  - indecent exposure
  - sexual assault
  - putting pressure on the young adult to consenting to sexual acts
- **Emotional and psychological** – this is behaviour that has a harmful effect on the person's emotional health and development, or any form of mental cruelty

that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity. Specific behaviours might include:

- threats of harm or abandonment
  - deprivation of contact
  - humiliation
  - blaming
  - controlling
  - intimidation
  - coercion
  - harassment
  - verbal abuse
  - cyberbullying
  - isolation
  - unreasonable and unjustified withdrawal of services or supportive networks
- **Organisational** – institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. It may include care or support provided in the person's own home. Such abuse violates the person's dignity, resulting in lack of respect for their human rights. It may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
  - **Discrimination** – this type of abuse may include:
    - discrimination based on gender, race, colour, language, culture, religion, politics or sexual orientation
    - discrimination based on a person's disability or age
    - harassment and slurs which are degrading
    - hate crime
  - **Financial and material** – this is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It may include:
    - theft
    - fraud
    - internet scamming
    - exploitation or coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
    - the misuse or misappropriation of property, possessions or benefits
  - **Neglect and acts of omission - examples of this might include:**
    - ignoring medical, emotional or physical care needs
    - failure to provide access to appropriate health, care and support or educational services

- the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Self-neglect**
  - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour like hoarding.
- **Domestic violence and abuse** – this is abuse in the context of an intimate relationship that may be any or a combination of physical, sexual, psychological/emotional, or financial
- **Modern Slavery – examples of this might include**
  - Human trafficking
  - Forced labour
  - Domestic servitude
  - Sexual exploitation, such as escort work, being forced to be a sex worker, and pornography
  - Debt bondage – being forced to work to pay off debts that realistically they never will be able to

It should be noted that the legislation and guidance makes it clear that this list is not exhaustive and that those working with adults at risk should be open to the possibility of other forms of abuse, including:

**County lines:** The organised criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using Children, Young People and Adults at Risk. Gangs recruit Children, Young People and Adults at Risk through deception, intimidation, violence, debt, bondage and/or grooming. Gangs also use local property as a base for their activities, and this often involves taking over the home of an Adult at Risk who is unable to challenge them. County line gangs pose a significant threat to Children, Young People and Adults at Risk upon whom they rely to conduct and/or facilitate such criminality.

**Cuckooing:** Cuckooing is a term often linked to county lines. Cuckooing is when gangs establish a base in the location they are targeting for drug dealing and to operate their criminal activity from, often taking over the homes of adults at risk by force or coercion. People exploited in this way will quite often be exposed to physical, mental and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business. Victims of cuckooing are often drug users but can include older people, those suffering from mental or physical health problems, female sex workers, single mums and those living in poverty. Victims may suffer from other forms of addiction, such as alcoholism.

**Radicalisation:** The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of Children, Young People and Adults at Risk for the purposes of involvement in extremist activity is a serious safeguarding issue.

### **Key Principles**

Safeguarding adults can be complex. Adults have the right to self determination and may choose not to act to protect themselves. Safeguarding adults means creating a culture that informs the adult and consults them on all decisions affecting them and works in partnership with them.

As a principle, safeguarding concerns should be disclosed with the adult to establish their views and involved them in the safeguarding process. However, this in some cases, may not be possible. If in doubt, staff should share their concerns with the Designated Safeguarding Lead.

### **The Care Act:**

The six principles of the Care Act apply:

- Empowerment – supporting the young adult to make their own decisions and informed consent
- Protection – support and representation for those in greatest need
- Prevention – it is better to take action before harm occurs, including signposting to agencies that can help
- Proportionality – proportionate and least intrusive response appropriate to the risk presented
- Partnership – local solutions through services working with their communities
- Accountability – accountability and transparency in delivering safeguarding

If a member of staff or volunteer has a concern that the Adult lacks capacity to make a decision, then they should share their concerns with the Designated Safeguarding Lead. Decisions about capacity can only be made by a Medical Professional.

A summary of the key elements can be found on

[www.scie.org.uk/publications/adultsafeguardinglondon/files/protecting-adults-at-risk-in-london.pdf](http://www.scie.org.uk/publications/adultsafeguardinglondon/files/protecting-adults-at-risk-in-london.pdf)

### **Specific factors relevant to safeguarding young adults**

- Young people do not suddenly stop needing safeguards when they reach their 18th birthday – their legal status might change but independence is a gradual process that starts at birth and goes on well into adulthood.
- New challenges arise when a young person enters the adult world. This is an exciting time for anyone, but creates the potential for new risks and new areas of vulnerability. Many young people are moving away from home for the first time, or starting work or volunteer placements. Most are starting to take full control of their finances, and many are starting relationships with adult partners. Some are becoming parents.

- Service providers, including A New Direction, continue to have a duty of care to the young people that use their services, even after those young people are 18. However, young adults who may have previously received health or local authority services (for example, those who have been 'in care' or 'looked after' by a local authority) may find that on attaining 18 years, these services are withdrawn and they are in danger of 'falling through the net' and of being denied services they require on an ongoing basis. This is now referred to as 'Transitional Safeguarding'.
- Some young adults are 'at risk' to a greater extent than most others, due to issues already listed. These risk factors may exist singly or in combination, and, in some cases, could be triggered by or exacerbate the vulnerability of young people who are already trying to deal with the normal pressures of young adult life; there may be complex causal pathways and relationships between some of the various factors.
- A young adult (or indeed anyone) who may be considered by others to be at risk, may not think of themselves as vulnerable, and may in fact feel insulted at being viewed in this way. It is, therefore, important to take into account the perceptions and feelings of a young adults whom you deem to be vulnerable but who prefers not to be placed in this category. Care and sensitivity should be used if you find that there are safeguarding concerns relating to them.
- Some young adults at risk of abuse are also young parents, thus their children (or unborn children) may also be at risk of abuse or harm.

## **7. Signs and indicators of abuse of both children and young adults**

### **Children**

There may be signs and indicators that a child or young person is at risk of abuse or is being abused. Indicators can be difficult to recognise. The presence of one or more signs should not be taken as proof that abuse has or is taking place. A person may be at increased risk if you do not raise your concerns, however small.

### **Adults**

Some signs and indicators may be explained by something plausible, for example, bereavement, sudden absence of a parent/carer, adolescence or accidental injury.

No single person can have a full picture of an Adult at Risk's circumstances. Staff should never think that their concerns are not significant enough to act on. Staff should share their concerns with the Designated Safeguarding Lead.

For more information about signs and indicators of abuse of children and young people, go to the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

For more information about adult abuse, go to the SCIE website:

<http://www.scie.org.uk/publications/atagance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

## Appendix I Report Incident Log

### Report Log Safeguarding Incident for Child or Young Adult

Name of Child/ Young adult		
Identified Gender	Age:	Date of birth:
Ethnicity:	Language:	Additional needs:
Name(s) of parent(s)/carer(s):		
Address of child /parent /carer or young adult		
Name and contact details of child/young adult's school/college if applicable		

#### Your details

Your name:	Your position:	Date and time of incident (if applicable):
<p>Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)</p> <p>Reporting own concerns Responding to concerns raised by someone else</p>		
<p>If you are responding to concerns raised by someone else, please provide their name and position within the club/organisation/group:</p>		

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:



The child's or young adult's account / perspective

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Please note: concerns should be discussed with the family **unless**:

- —
- —
- —

—  
department to decide whether or not discussions with the family should take place.  
—  
—

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:

—  
Has the situation been discussed with the designated safeguarding officer (DSO) for children?

Yes/No (delete as appropriate)

If so, please summarise the discussion:

After discussion with the supervisor/line manager and DSO, do you still have child protection concerns?

Yes/No (delete as appropriate)

Have you informed the statutory child protection authorities?

Police: Yes/No

Date and time:

Name and phone number of person spoken to:

Local authority children's social care: Yes/No

Date and time:

Name and phone number of person spoken to:

Action agreed with child protection authorities:

What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, or adult safeguarding details of any further steps taken to provide to child and family, and any other agency involved:

Signed	Date and time	Name and position