

CHILD PROTECTION and ADULTS AT RISK POLICY

Faceless' Child & Adults at Risk Protection statement;

Faceless Company, its trustees, management and staff recognise that the protection and safety of children and adults at risk, is everyone's responsibility. Faceless are committed to good practice that protects children and vulnerable adults from harm. All staff and voluntary helpers accept and recognise their responsibilities under the Children Acts 1989 & 2004 to provide an environment which promotes the safety of children and vulnerable adults at all times.

Our policy has been developed in conjunction with the West Yorkshire Safeguarding Board's policies and an up to date link to the policy is kept on the desktop of all staff members for reference purposes. The policy can be found here:

<http://www.proceduresonline.com/westyorkscb/chapters/contents.html>

Definition of Children

Any of those who have not yet reached their eighteenth birthday.

Definition of Adults at Risk

Faceless Company defines an adult at risk based on the Law Commission's definition as follows: a person who is, or may be in need of, community care services by reason of any disability, age related reason or illness; and who is or may be unable to take care themselves against significant harm or exploitation. To clarify this statement further, the term adult refers to any of the above aged over 18 years.

Context & Purpose of this Policy

Faceless Company believes that:

- The welfare of the child or adult at risk is of paramount consideration.
- All children and adults at risk, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation have a right to protection from harm or abuse.

Through the implementation of this policy, we aim:

- To provide a caring and secure environment for children and groups at risk in all aspects of the company's activities
- To reduce the legal risk and liability for The Faceless Company

Working with children and young people

- A paid member of Faceless company staff should be present at all times.
- In the case of Faceless projects and activities outside school, youth club or other care environments, a register of all children & adults at risk attending the project or workshop should be kept in a hard backed book. Where the workshop is of a drop in nature, children over the age of 8 attending without an adult will be signed in and out of the workshop by Faceless staff. Children under the age of 8 will not be permitted in the workshop without an appropriate adult.
- Parents/guardians or carers should receive information about the nature of the project/ workshop before any child or adults at risk participates.
- Children wishing to participate in a project/ workshop outside school, youth club or other care environments should present a consent form, signed by an appropriate guardian, before being allowed to participate except where the workshop is of a "drop in" nature.
- Care should be taken to release children (or adults at risk, where appropriate) to parents, guardians or other prearranged individuals only.
- Corporal punishment or verbal abuse may not be used at any time by staff or volunteers.
- Workers from Faceless should, wherever possible, avoid being alone with a child or adult at risk.

Staff Orientation & Screening

Faceless will see that appropriate background checks are conducted on paid & volunteer staff who work with children and adults at risk as follows:

If no current¹ Disclosure and Barring Service (DBS) check is available to view when staff or volunteers commence working for Faceless Company, then Faceless Company will acquire enhanced disclosure certificates for each employee or volunteer from the DBS, through Atlantic Data or other appropriate service.

Faceless Company will follow up references before hiring staff who work with children, young people and groups at risk.

At such as time as the Independent Safeguarding Authority scheme comes into operation, if at all, Faceless Company will check all new staff members' registration and will make sure current staff members working with children and vulnerable adults are registered with the scheme.

Volunteers who work with children, young people and groups at risk will sign a document that;

- Indicates they have read, understood and intend to follow the Child /Adults at Risk Protection Policy of The Faceless Company
- States that they have no convictions of child abuse, domestic violence or have had no child abuse convictions removed from their records.

¹ For Faceless Company purposes, current is defined as no more than 1 year old.

Faceless will conduct periodic evaluations of volunteers and staff who work with children, young people and adults at risk. The Faceless Company will never knowingly permit those convicted of domestic violence, child abuse or the abuse of adults at risk, to work with children, young people or adults at risk.

Reporting Allegations

The Community Engagement Manager will be responsible for co-ordinating the child protection/ adults at risk policy and monitoring its implementation in each project and workshop. They will be known as the Senior Designated Safeguarding Officer.

That person Charlie Wells is and is responsible for taking any necessary action when abuse is suspected, seen or alleged. In the case that the named person is indisposed then concerns should be brought to the attention of the Artistic Director.

If an allegation is made, or concerns are raised, they should always be brought to the attention of the Senior Designated Safeguarding Officer.

All staff from Faceless will treat any suspected abuse seriously.

If a child or adult at risk discloses or tells of their concern for another person during a Faceless Company workshop or project or when the occurrence of abuse at a Faceless project or workshop is suspected, then the following procedures will be followed;

- The Staff member will document their concerns/the disclosure (following the procedure set out below) to Faceless' Senior Designated Safeguarding Officer, or, if it is more appropriate, they will inform the designated Safeguarding Officer of the setting they are based in.
- In the event of a complaint the Senior Designated Safeguarding Officer (SDSO) will then contact Social Care Direct and refer the case to them, or the police in an emergency, along with any information or evidence taken by the staff member involved. (Social Care Direct – 08458 503 503)
- In the case that the accused is a member of the Faceless Team, they will, if deemed appropriate by senior management, be relieved of all duties or contact with children and young people until any investigation is complete. The case will also be referred directly to the Local Authority Designated Person and Safeguarding Children or the equivalent safeguarding manager, within the local authority, for adults at risk. The SDSO/DDSO should not investigate the allegation, and you must **NOT** discuss the concerns or allegations directly with the staff members concerned.

Recognising abuse can be very complex; some indicators are really obvious whilst others are not so obvious. Some individuals will go to great lengths to try to hide any possible signs that something is wrong and this can make the identification process even more difficult. Remember that if there are signs or indicators that abuse may be happening it doesn't always mean abuse is happening. However, you must always report your concerns.

Finally, remember, it is not your responsibility to investigate or draw conclusions, only to report what you have seen or been told.

Procedure in the Event of Disclosure by a Child or Adult at Risk

It takes a lot of courage for a child or adult at risk to disclose abuse. They're very brave but may also be very loyal to those who've abused them.

They may be confused, want the abuse to stop but also still care for the person who has abused them and not want them to get in any trouble in any way.

When responding to a disclosure of abuse, it's important that you:

- Remain calm, be available to listen carefully to what you are being told and try not to show any shock or disbelief.
- Listen with the utmost care to what the individual is saying
- Always inform them that this information will have to be passed on but only to people who need to know and who will help protect their safety and welfare
- Always offer reassurance to the child or adult at risk. Let them know that they were right to inform you, that the abuse isn't their fault, that they've done the right thing and that you are listening to them and treating the information seriously.
- Do not rush the child/adult at risk into giving details of the abuse. Your role is to listen to what they want to tell you and not to conduct an investigation.
- Always use a language that they understand and wherever possible their words to clarify or expand on what has been said.
- Question normally without pressurising and only using open questions.
- Make notes of the main points carefully.
- Where injuries are present, it may be useful to use a body map to record details of the injuries.
- Be aware of the possibility of forensic evidence if the disclosure refers to a recent incident of a physical or sexual nature. For example, do not disturb the scene, discourage bathing or washing and do not remove clothing or bedding.
- Always inform the SDSO or their deputy in your organisation immediately, unless the disclosure implicates them in any way. If you're unable to make contact with these people then contact Children's/Adult's Social Care Services.

A full written record of the disclosure should be made by the person who was privy to the disclosure as soon as possible on the same day and stored in a secure location until passed

to the relevant agency by the SDSO. Ensure all records are clearly signed and dated and include:

- The time at which the conversation with the child/adult at risk took place
- The time the record was written
- A clear factual outline of what was said
- Details of the individual's body language, etc
- Always attach any initial notes made, body maps etc.

All referral information, phone calls, discussions and actions should also be recorded by the SDSO and kept with the full record. This should also include a record of any decisions made not to refer the incident, along with the reasons. You may use any type of paper or incident form for your recordings but try not to use personal diaries and note books, as they could become evidence in the future.

What NOT to do if someone discloses abuse to you

- Don't make any promises - to keep secrets, that you can make everything better etc.
- Don't use leading questions or investigate. This may cause unnecessary stress and repetition for the person concerned. It may also invalidate any evidence if required for a prosecution.
- Don't put words into the individual's mouth.
- Never ask or make the individual write statements about abuse that may have happened to them. This is inappropriate.
- Don't stop someone who is freely recalling significant events; allow them to share whatever is important to them.
- Don't contact the alleged 'perpetrator' or alleged 'victim' (unless you have no choice because they make contact with you).
- Don't be judgmental (e.g. 'Why didn't you try and stop them?')
- Don't break the confidentiality agreed between the person disclosing the information, yourself and your SDSO, DDSO or manager.

Always remember to:

- Monitor by carefully observing the individual when you have contact
- Record your concerns factually, non-judgementally and as soon as possible
- Consult with your SDSO or their deputy

If an individual is at imminent risk you must not delay. Obtain urgent medical treatment if required and contact Children's/Adult's Social Care Services immediately or the police in an emergency.

What to do if an adult discloses incidents of past abuse

Adults may also disclose that they have been abused in the past. Although known as historic abuse, these incidents should be treated with equal importance. The abuser may still be a risk to others.

Adults may also disclose that they have abused, or do abuse children and/or adults at risk. All such disclosures must be taken seriously and dealt with in the same way as previously described.

Body Maps

Body maps are useful tools used to document and illustrate visible signs of harm and physical injuries.

- You should always use a black pen (never a pencil) and do not use correction fluid or any other eraser.
- Clothing should never be removed for the purpose of the examination unless the injury site is freely available because treatment is being carried out.

When you notice an injury to a child or adult at risk, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Does the individual need immediate medical attention?
- Exact site of injury on the body, e.g. upper outer arm/left cheek
- Size of injury - in approximate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the individual feel hot?
- Does the individual feel pain?
- Importantly, the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required and date/time/sign.
- Remember, a copy of the body map should always be kept with the full disclosure record.

DEFINITIONS OF ABUSE

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, poisoning, burning or scalding, drowning, suffocating, or otherwise cause physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

SEXUAL ABUSE

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

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Other Types of Abuse it is necessary to be aware of:

INSTITUTIONAL ABUSE

This is mistreatment or abuse by regime or the individuals within an institution. This may involve poor standards of care, lack of positive responses to complex needs, rigid routines, inadequate staffing and an insufficient knowledge base within the service.

DOMESTIC VIOLENCE

This may involve threatening behaviour, violence or abuse from another person who the individual is or has been in a relationship with, or a family member. The violence can be psychological, physical, sexual or emotional. It can include 'honour-based violence', female mutilation, and forced marriage.

BULLYING

Bullying happens when an individual or group of individuals show hostility towards another individual. This can be emotional, physical, sexual or racist. Emotional bullying is by far the most common form but usually the most difficult to spot. It is always distressing for the individual subjected to it and can have serious consequences and therefore should always be taken seriously.

CYBER-BULLYING

This is a more recent form of bullying which occurs through emails, text messages, telephone calls or sharing information about an individual on social networking sites. Cyber-bullying may be; emotional, racist or sexual. The perpetrators often feel disassociated from their actions, but the consequences can be serious and it can be particularly distressing for the individual subjected to it.

Useful Contact Details

WAKEFIELD to make a referral:

Social Care Direct

Tel: 0845 8503503 (24hr phone line)

Email: social_care_direct@wakefield.gov.uk

Police Child & Public Protection Unit
WDSCB

Tel: 0845 6060606

Tel: 01977 722047

Email: wdsbc@wakefield.gov.uk

<http://www.wakefield.gov.uk/HealthAndSocialCare/ChildrenAndYoungPeople/default.htm>

LEEDS to make a referral:

Local Authority Call Centre

Tel: 0113 398 4702

Emergency Duty Team

Tel: 0113 240 9536

www.leedslscb.org.uk

BRADFORD to make a referral:

Children's initial Contact Point

Tel: 01274 437500

Emergency Duty Team

Tel: 01274 530434

www.bradford-scb.org.uk

KIRKLEES to make a referral:

Safeguarding Duty Teams

Tel: 01924 326093 / 483792

Emergency Duty Service

Tel: 01924 326489

Emergency Duty Team:

Email: gatewaytocare@kirklees.gov.uk

<http://www.kirklees.gov.uk/community/health-care/acpc/acpc.asp>

CALDERDALE to make a referral:

The Initial Response Team

Tel: 01422 353279

Emergency Duty Team

Tel: 01422 365101

<http://www.calderdale.gov.uk/socialcare/family/childprotection/index.html>

Further Reading

Every Child Matters Framework - Presented to Parliament by the Chief Secretary to the Treasury by Command of Her Majesty September 2003

[Working Together to Safeguard Children and Young People 2013 – HM Government](#)

Guidance for Safer Working Practice for Adults who Work with Children and Young People – Department for Children, Schools & Families

No Secrets 2000: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse – Department of Health & the Home Office

[No Secrets Review 2009](#) – Department of Health

Safeguarding Adults: A National Framework of Standards for good practice and outcomes in adult protection work - Association of Directors of Social Services

[STATEMENT OF GOVERNMENT POLICY ON ADULT SAFEGUARDING](#) – Department of Health

An Introduction to Child Protection Legislation in the UK – NSPCC Factsheet

[What to do if you're worried a child is being abused](#) – HM Government

[CPS Table of Behaviours and Offences](#) – Crown Prosecution Service

[Information Sharing: Guidance for practitioners and managers](#) – HM Government

The Common Assessment Framework – Children's Workforce Development Council

[Faceless Company, Workshop Code of Conduct](#)

[Faceless Company, Risk Assessments](#)

[Faceless Company, Health & Safety Policy](#)

[Faceless Company, E-safety Policy \(undergoing review\)](#)

[Faceless Company, Equality & Diversity Policy](#)

Policy & Procedure Review

The Child Protection/Vulnerable Groups Policy and Procedures will be reviewed and updated annually by the trustees of the Faceless Company or to reflect any changes in law should that be sooner.

Adoption Date

26/08/2003

Review Date

21/05/2014

Next Review Scheduled

June 2015

Signature of Group Representative

Signature:

Bev Adams

Print Name:

Bev Adams

Signature of Designated Person to oversee child protection

Signature:

Charlie Wells

Print Name:

Charlie Wells