



Caring and Sharing Rochdale

Safeguarding Policy

Child Protection Policy

Child Protection Policy Statement

The Caring and Sharing Organisation firmly believes that any form of abuse experienced by a child or young person is intolerable. We acknowledge our duty to safeguard the welfare of all children and young people by implementing practices that ensure their protection.

Key Recognitions:

- The welfare of the child/young person is of paramount importance.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Collaborating with children, young people, their parents, carers and their agencies is essential in promoting young people's welfare.

Policy Objectives:

- To safeguard children and young people who access services provided by Caring and Sharing Organisation, including those of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at a risk of, harm.

Scope of Policy:

This policy applies to all personnels associated with Caring and Sharing Organisation, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students, or anyone representing the organisation.

Safeguarding Measures:

- Valuing, listening to and respecting children and young people.
- Adopting and implementing child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Ensuring safe recruitment practices, including thorough background checks.
- Disseminating information about child protection and best practices with children, parents, staff and volunteers.
- Sharing concerns with relevant agencies and involving parents and children appropriately.

- Providing staff and volunteers with effective management, supervision, support, and training.

-

Commitment to Review:

We are dedicated to reviewing our policy and practices annually to ensure their effectiveness and alignment with evolving needs and standards.

Definition and Signs of Abuse

Definition of Abuse

An abused child is any boy or girl, under 18 years of age, who has suffered from, or is likely believed to be, at risk of significant risk of physical injury, neglect, emotional abuse or sexual abuse.

Sexual Abuse

The actual or likely sexual abuse/exploitation of a child or young person. 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 or buggery) and 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 sexually inappropriate ways.

Signs

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age.
- Medical problems such as chronic itching, pain in the genitals, venereal diseases.
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia.
- Personality changes such as becoming insecure or being clingy.

- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys.
- Sudden loss of appetite or compulsive eating.
- Isolation or withdrawal.
- Inability to concentrate.
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or childminder.
- Bedwetting including day or night/nightmares.
- Worrying about being undressed.
- Suddenly drawing sexually explicit pictures.
- Trying to be 'ultra-good' or perfect; overreacting to criticism.

Physical Abuse

Definition

The actual or likely physical injury to a child, or failure to prevent physical injury (or suffering), to a child. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Factitious Illness may also constitute physical abuse

Signs

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Unexplained recurrent injuries or burns.
- Improbable excuses or refusal to explain injuries.
- Wearing clothes to cover injuries, even in hot weather.
- Refusal to undress at the gym.
- Bald patches.
- Chronic running away.
- Fear of medical help or examination.
- Self-destructive tendencies.
- Aggression towards others.
- Fear of physical contact - shrinking back if touched.
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study').
- Fear of a suspected abuser being contacted.

Emotional Abuse

Definition

The persistent emotional ill-treatment of a child, causing severe and adverse effects on their emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only so far they meet the needs of another person. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some

level of emotional damage is involved in all types of ill-treatment of a child, though emotional abuse may occur alone.

Signs

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Physical, mental and emotional development delay.
- Sudden speech disorders.
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc').
- Overreaction to mistakes.
- Extreme fear of any new situation.
- Inappropriate response to pain ('I deserve this').
- Neurotic behaviour (rocking, hair twisting, self-mutilation).
- Extremes of passivity or aggression.

Neglect

Definition

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 the parent or carer failing to provide adequate food and clothing, shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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.

Signs

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing.
- Emaciation.
- Untreated medical problems.
- No social relationships.
- Compulsive scavenging.
- Destructive tendencies.

Note: A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone

Designated Child Protection Person

The designated individuals are tasked with providing guidance on child protection matters, facilitating internal coordination, and establishing communication with health services, children's

services, and relevant agencies regarding suspected or confirmed cases of child abuse. They may also oversee the implementation of child protection training within the organisation.

These designated persons should be familiar with the Local Safeguarding Children's Board, multi-agency child protection procedures, and the Safeguarding Manager and Development Officer, LSCB. The LSCB's Safeguarding Manager and Development Officer are available for consultation on local child protection issues, training opportunities, or general advice on the development of child protection materials for Caring and Sharing Organisation. Additional assistance from other organisations and forums can be found in the appendix.

The individual designated for Caring and Sharing Organisation possesses expertise in child protection and has undergone necessary training to stay updated on new developments.

The responsibilities of the designated person include:

- Establishing contact with the senior social work staff member responsible for child protection in the organisation's catchment area as a proactive measure.
- Providing information and guidance on the implementation and adherence to child protection policies and procedures, especially in reporting relevant concerns to the social work/health board.
- Being knowledgeable about the Local Safeguarding Children Board Child Protection Procedures.
- Ensuring timely and confidential referral confirmation in writing, typically within 24 hours.
- Liaising with children's service authorities and relevant agencies as needed.
- Keeping key personnel within the organisation informed about any actions taken and subsequent steps, such as disciplinary measures against staff members.
- Maintaining individual case records detailing the organisation's actions, interactions with other agencies, and outcomes.

- Identifying child protection training needs for the organisation and participating in relevant training.
- Addressing the aftermath of incidents within the organisation as necessary.

Child Protection Procedures

What to do if you suspect a child is being abused

If a member of *Caring and Sharing* suspects that a child is being abused, they will seek advice from the designated child protection person who will help you decide what further actions should be taken.

All members of Caring and Sharing Organisation *are* aware of, and have contact details for, the designated child protection person

Knowing how damaging abuse is to children, it is up to the adults working with Caring and Sharing to take responsibility for stopping it.

What we would do if a child engaging with *Caring and Sharing Organisation* tells us about abuse

- Staying calm and reassuring when a child discloses abuse.
- Finding a quiet place to talk and actively listening to the child.
- Believe in what you are being told. Listen, but do not press for information.
- Inform the child that you are glad that they have informed you. You will however have to inform the designated child protection person and contact relevant authorities promptly.

- Contact the Child Protection Social Work Team and/or the Police.
- Seek medical advice if required.
- Complete reporting allegations or suspicions of abuse form (see appendix A & B).

What to do if you have witnessed a child being abused

- Inform Caring and Sharing's designated child protection worker.
- Contact the Child Protection Social Work Team and or Seek medical advice if required.
- Complete reporting allegations or suspicions of abuse form (see appendix C and D).

Remember: It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is the task for the professional child protection agencies following a referral to them of concern about a child.

Good practice

Before any activity starts, the designated person shall ensure that adequate child protection procedures are in place, as follows.

- Each parent must fill out a consent form for each child/young person attending activities run by Caring and Sharing Organisation.
- A register must be kept of all children/young people attending Caring and Sharing Organisation activities, including information about arrival and departure times.
- A daily diary or signing-in book must be kept for all adults on the premises (staff members, volunteers, parents and visitors).
- Team members will record any unusual events on the accident/incident form or in the daily diary, unless this includes anything confidential.

- Where possible, staff/volunteers should not be alone with a child/young person, although it is recognised that there may be times when this may be necessary or helpful.
- Caring and Sharing Organisation recognises that physical touch between adults and children/young people can be healthy and acceptable in public places. However, staff/volunteers will be discouraged from this in circumstances where an adult and child/young person are alone together.
- All team members should treat all children/young people with dignity and respect in their attitude, language and actions.

Best Practices

Prior to commencing any activity, the designated individual shall ensure that sufficient child protection protocols are established, including:

- Working in an open environment always (for example, avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children/young people equally, and with respect and dignity.
- Putting the welfare of each child/young person first always.
- Maintaining a safe and appropriate distance with children/young people (for example, it is not appropriate for staff/volunteers to have an intimate relationship with a child/young person or to share a room with them).
- Building balanced relationships based on mutual trust, empowering children/young people to share in the decision-making process.
- Making school activities and other off-site activities fun, enjoyable and safe.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible – for example, by encouraging them to take responsibility for children/young people in changing rooms.
- Ensuring that parents/carers, staff/volunteers, coaches or officials work in pairs, if groups have to be supervised in changing rooms
- Ensuring that, when mixed groups are taken away, they are always accompanied by a male and a female member of staff/volunteer (but remember that same-gender abuse can also occur).

- Ensuring that, at tournaments or residential events, adults do not enter children's/young people's rooms or invite children/young people into their rooms.
- Being an excellent role model, including not smoking or drinking alcohol in the company of children/young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children/young people and not pushing them against their will.
- Securing written consent from parents/carers for staff to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written consent from parents/carers, if it is necessary for staff/volunteers to transport children/young people in their cars.

Practices to Avoid

The following practices should be avoided except in emergency situations. If circumstances arise where these actions are unavoidable, it should be done with the full knowledge and consent of the organisation's designated authority or the parents/guardians of the child/young person. Examples include situations such as when a child/young person sustains an injury requiring hospitalisation, or if a parent/carer fails to arrive to pick up a child/young person at the end of a session.

Outings and Trips

- All vehicles hired for outings must have insurance, be roadworthy, and equipped with seatbelts.
- Each driver should be accompanied by at least one escort. Both drivers and escorts should have up-to-date Criminal Record Bureau (CRB) checks and undergo appropriate recruitment procedures. They must agree to adhere to the established guidelines.
- A roll call will be conducted at the beginning of the journey and before commencing the return journey. If multiple vehicles are used, children/young people are encouraged to travel together in the same vehicle to and from the destination.
- If a child/young person goes missing while on a trip, staff/volunteers should instigate an immediate search. If the child/young person cannot be found within half an hour, the appropriate security staff/volunteers and the police should be notified.

- If, having notified security staff/volunteers and the police, the child/young person cannot be found, the parents/carers of the child/young person must be notified immediately.
- The care of the remaining children/young people is paramount. It is imperative that they return to the home site as quickly as possible, while a senior staff/volunteers member remains at the visit site to coordinate contact between security staff/volunteers and the child's/young person's parents/carers.

Use of premises by other organisations

In the event of a room or rooms on the premises being used by other organisations, the letting agreement should ensure that the hiring organisation works to approve child protection procedures and/or that those hiring the room(s) read and agree to abide by these guidelines.

When using premises that do not belong to Caring and Sharing, staff and volunteers need to ensure that the children and young people in the facilities are appropriately looked after.

Promoting Positive Behaviour: Discipline versus Abuse

One of the risk factors associated with abuse is the belief in and utilisation of physical punishment as a disciplinary measure. Forms of punishment are evident in family, community, and educational contexts. While learning from punishments and sanctions is crucial for development, as they teach us to avoid actions that jeopardise our well-being or disrupt societal balance, it's important to note that punishment can sometimes escalate to abuse.

The peril often arises when punishment takes a physical form. Physical punishment encompasses actions such as: -

- Spanking, slapping, smacking with the hand.
- Striking with an object (e.g. belt, shoe, ruler, stick).
- Forcing a child to kneel on hard objects (e.g. floor, pencils).
- Forcing a child to hold an uncomfortable position (e.g. standing motionless).

Research shows that physical punishment can lead to child aggression, delinquency and poor mental health. Physical punishment does not effectively deter the repetition of the undesirable behaviour; rather, it teaches children that violence pays, and may lead to aggressive, anti-social behaviour in

later child/adulthood. Therefore it is suggested that positive, non-violent discipline is the key to better-behaved children, and by consequences, a better-behaved society.

Frequently, physical abuse has been identified as a consequence of action taken by parents / carers to discipline a child. Thus, once adults give in to the use of physical punishment in their attempts to discipline a child, the likelihood of physical abuse occurring becomes very real.

Alongside physical punishment is emotional punishment, aimed at 'teaching a lesson.' Threats, belittlement, ridicule, insults, and humiliation can be equally damaging to a child's development, hindering emotional stability and impeding overall growth in mental, spiritual, moral, and social domains.

Physical punishment yields similarly negative consequences as physical abuse, particularly in educational settings, where excessive punishment can alienate children from the system and associated behaviours. This alienation can persist into adulthood.

Studies have also found that the consequences of abusive punishment have wider ramifications. Parents who have experienced physical / emotional methods of punishment are more likely to deal with their own children in the same way. Using excessive punishment as a disciplinary tool leads to the same psychological and behavioural maladjustment, and overt physical harm as abuse itself.

The only way to avoid the danger of physical / emotional punishment turning into abuse is to explore more constructive, alternative approaches to discipline. Studies have found that punishment does not effectively deter undesirable behaviour; rather, alternative reinforcement methods are more effective. In other words, it works better to reward good behaviour and thus encourage its repetition than to punish wrong behaviour.

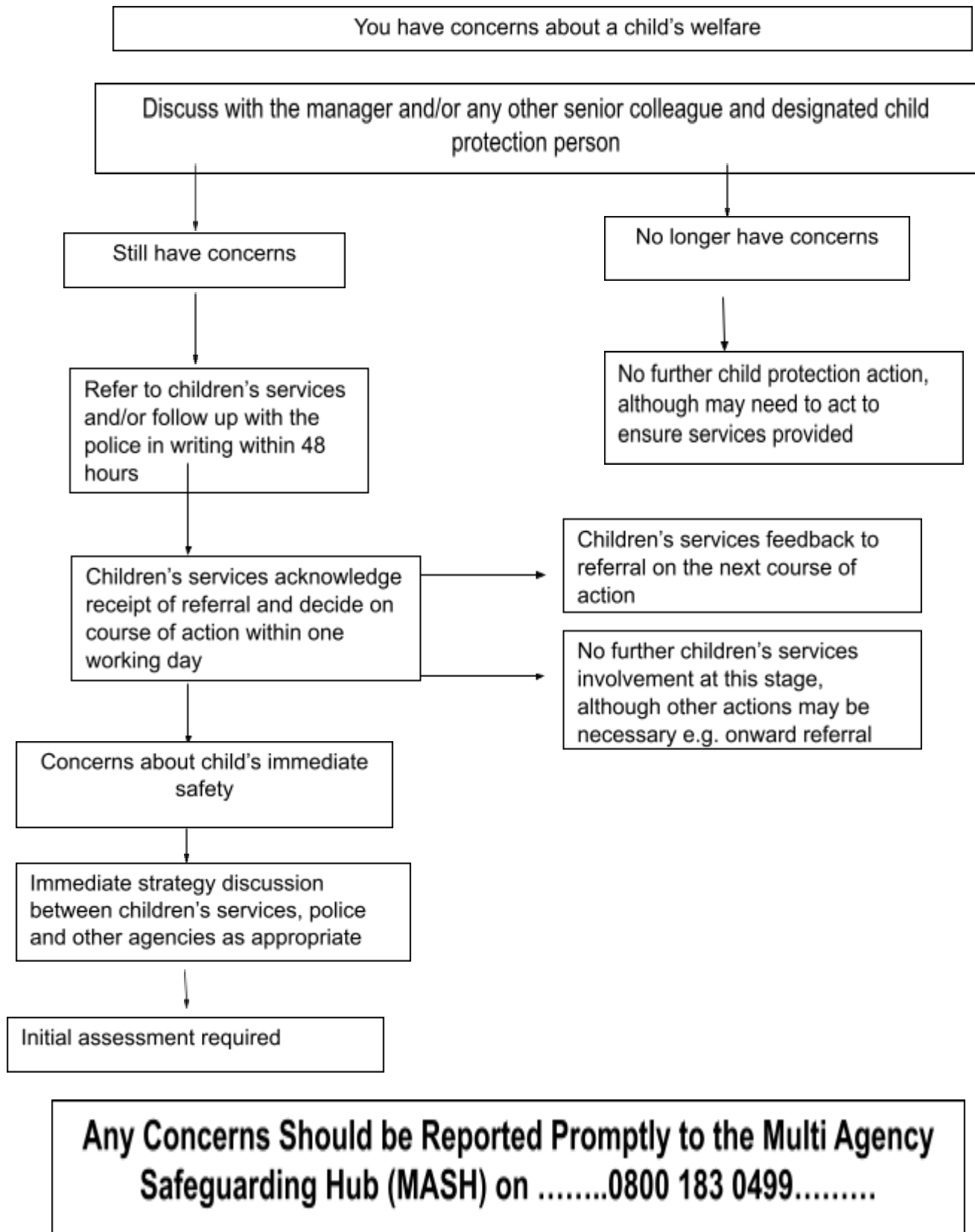
Strategies for Achieving Positive Behaviour

- Create an environment which encourages and reinforces good behaviour.
- Show respect and consideration to each child, promoting responsibility and honesty.
- Promote self esteem, positive relationships and self discipline.

- Consistently respond to both positive and inappropriate behaviour.
- Reward and praise good behaviour consistently.
- Be consistent.
- Use positive language at all times.

Appendix A

Reporting Child Protection Concerns



Appendix B

Reporting Child Protection Concerns in Relation to Staff and Volunteers

You have concerns about the behaviour of staff or a volunteer in relation to the welfare of a child/children



Discuss with supervisor/line manager and designated child protection person



Supervisor/line manager may not show concern but you should remain persistently concerned



Refer to local Authority Designated Officer (0161 770 8080)



Manager considers all facts and information



Concerns are ongoing and they are in the category of child protection



Refer to children's services and/or police. Discuss the suspension of worker/volunteer with investigating agencies while investigation is ongoing



Concerns are ongoing but not in category of child protection



Refer to Disciplinary procedure

Any Concerns In Relation to Staff and Volunteers Should Be Reported Promptly to the Local Authority Designated Officer Tel: ...0300 303 0440.....

Appendix C

Responding 2: Reporting allegations or suspicions of abuse

Everyone member of Caring and Sharing should be aware of the designated person within the organisation who should immediately always be informed of any concerns about a child being abused:

Child Protection Designated Person Details

Name: Omolara Kolajo

Job/Role/Title: CEO

Address: 78 Norton Road, OL12 0BJ

Telephone no: 0794238892

Contacts of appropriate persons outside the organisation

Children's Social Care Team

Email: ehash@rochdale.gov.uk

Address: Floor 4

Number One Riverside

Smith Street

Rochdale OL16 1XU

Emergency no. 999

Police station

Address: The Holme The Esplanade, Rochdale OL16 1AG

Telephone no: 0161 872 5050

NSPCC Child Protection Helpline 0808 800 5000

Appendix D

Checklist for reporting suspected abuse

Name of child:

Age and date of birth:

Ethnicity

Religion

First language

Disability

Any special factors

Parent's/carer's name(s)

Home address (and phone no. if available).

Are you reporting the Caring and Sharing Organisation's own concerns or passing on those of somebody else?

Give details.

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.

- Any physical signs? Behavioural signs? Indirect signs?
- Have you spoken to the child? If so, what was said?

- Have you spoken to the parent(s)? If so, what was said?
- Has anybody been alleged to be the abuser? If so, give details.
- Have you consulted anybody else? Give details.
- Caring and Sharing's name and position.
- To whom it was reported and date of report.

Signature

Designated Child Protection Person

The designated person is:Omolara Kolajo

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Contact details are:

.....07854162395.....

In the absence of the designated person, the matter should be brought to the attention of the second designated person.

The second designated person is:Nicky Iginla.....

Contact details are:07944238892.....

The social care number for the area is:0300 303 0440.....

The emergency number is:999.....

USEFUL CONTACTS

Local authority contact numbers

NSPCC Child Protection Helpline

0808 800 5000

0800 056 0566 – deaf or hard of hearing

0800 096 7719 – Asian Child Protection Helpline

help@nspcc.org.uk

Kidscape – Protecting children from abuse and bullying 2 Grosvenor
Gardens, London SW1W 0DH

020 7730 3300

www.kidscape.org.uk

Helpline 0845 120 5204

The Churches' Child Protection Advisory Service, Part of PCCA

Christian Child Care PO Box 133, Swanley, Kent BR8 7UQ

www.ccpas.co.uk

www.pcca.co.uk

The Muslim Parliament of Great Britain, 109, Fulham Palace Road,
London W6 8JA.

www.muslimparliament.org.uk

Africans Unite Against Child Abuse – AFRUCA

20 Piercy Street

Manchester

M4 7HY

Tel : 01612059274

www.afruca.org

Email: info@afuca.org

Policy & Procedures for Safeguarding Vulnerable Adults

This policy will enable Caring and Sharing -Rochdale to demonstrate its commitment to keeping safe the vulnerable adults with whom it works alongside. Caring and Sharing -Rochdale acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers, and management committee can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Caring and Sharing -Rochdale to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported
- and to stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of vulnerable adults. Vulnerable adults are defined as:

- People aged 18 or over
- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
- Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.(No Secrets, Department of Health, 2000)
- Foreign National Ex-Offenders

The policy applies to all staff, including senior managers, management committee members, trustees, paid staff, volunteers, sessional workers, agency staff, students and anyone working on behalf of Caring and Sharing -Rochdale. It is acknowledged that significant numbers of vulnerable adults are abused and it is important that Caring and Sharing -Rochdale has a Safeguarding Adults Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy the Caring and Sharing -Rochdale will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion

- to ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to manage services in a way which promotes safety and prevents abuse recruit staff and volunteers safely, ensuring all necessary checks are made
- provide effective management for staff and volunteers through supervision, support and training

CARING & SHARING -ROCHDALE:

- will ensure that all management committee members, trustees, staff, volunteers, service users, and carers/families are familiar with this policy and procedures
- will work with other agencies within the framework of the Oldham Safeguarding Adults Board Policy and Procedures, issued under No
- Secrets guidance (Department of Health, 2000)
- will act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency.
- will pass information to Adult and Culture Services when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organisation who provides a service to vulnerable adults or children
- will inform service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent
- will make a referral to the Adult Social Care Direct team as appropriate
- will endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults
- will ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Adult and Culture Services Directorate)

The Designated Named Person for Safeguarding Adults in Caring and Sharing -Rochdale is Nicky Iginla, Projects Coordinator.

They should be contacted for support and advice on implementing this policy and procedures.

These are kept at the Projects Coordinator's office.

Procedures

1. Introduction

These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by Caring and Sharing -Rochdale. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. Caring and Sharing -Rochdale is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, trustees of the organisation, management committee members, staff and volunteers act appropriately in response to any concern around adult abuse.

2. Preventing abuse

Caring and Sharing -Rochdale is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within Caring and Sharing -Rochdale will be treated with respect.

Caring and Sharing -Rochdale is committed to safer recruitment policies and practices for paid staff, trustees and volunteers. This may include DBS disclosures for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers.

Management committee members/trustees will be required to provide two references and where appropriate have a Criminal Records Bureau disclosure.

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

Service users will be encouraged to become involved with the running of the organisation. Information will be available about abuse and the complaints policy and Safeguarding Adults policy statement will be available to service users and their carers/families.

3. Recognising the signs and symptoms of abuse

Caring and Sharing -Rochdale is committed to ensuring that all staff, the management committee, trustees and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse. Caring and Sharing -Rochdale will ensure that the Designated Named Person and other members of staff, trustees and volunteers have access to training around Safeguarding Adults.

"Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: Department of Health, 2000)

Abuse includes:

- Physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint Sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- Psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- Financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- Neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- Discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment
- Sexual abuse: including rape, attempted rape, sexual assault, inappropriate touch anywhere, indecent exposure, sexual photography
- Domestic abuse: including physical, sexual, emotional or financial abuse.
- Modern day slavery: including trafficking of people, forced labour, servitude and slavery.
- Self-neglect: this includes someone neglecting their personal hygiene, not eating or drinking enough, or living in a very unclean environment.
- Institutional: This occurs in hospitals, assisted living situations and group homes.
- Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

4. Designated Named Person for safeguarding adults

Caring and Sharing -Rochdale has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, a deputy will be available for workers to consult with. The Designated Named Person(s) for Safeguarding Adults within Caring and Sharing -Rochdale is/are:

Nicky Iginla

Tel: 07944238892

Should this person be unavailable then management committee members, trustees, staff or volunteers should contact Adult Social Care Direct directly. See below for contact details.

The roles and responsibilities of the named person(s) are:

- To ensure that all staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect.
- To ensure that concerns are acted on, clearly recorded and referred to an Adult Social Care Direct team or to the allocated social worker/care manager where necessary.
- To follow up any referrals and ensure the issues have been addressed.
- consider any recommendations from the Safeguarding Adults process
- To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- To ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- If appropriate staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome.

5. Responding to people who have experienced or are experiencing abuse

Caring and Sharing -Rochdale recognises that it is a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying

- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed e To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Named Person in your organisation
- To record what happened in name of place/file/log where safeguarding adults concerns will be recorded

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a member of the management committee, a trustee, staff member or volunteer feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with Adult Social Care Direct. The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to the Adult Social Care Direct team.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests. The Designated Named Person may take advice at the above stage from Adult Social Care Direct and/or the Safeguarding Adults Unit and/or other advice giving organisations such as Police.

Rochdale Adult Safeguarding Board

Phone: 01706 927700

Email: rbsb.admin@rochdale.gov.uk

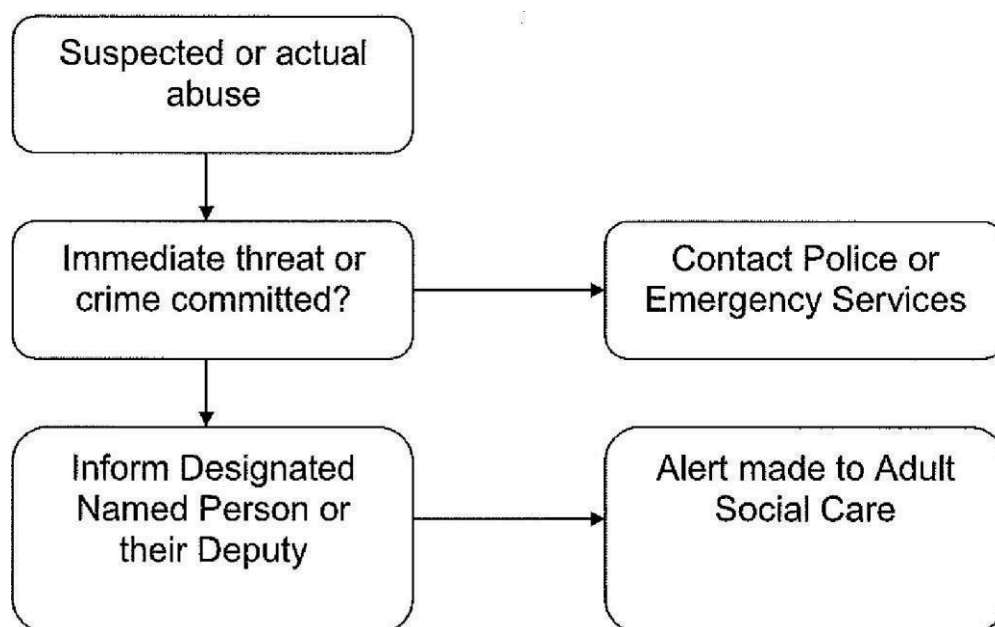
Available: Monday-Friday 8:45am-4:45pm

Rochdale Police

Phone: 0161 872 5050

(Ask for Local Area Police Station or Public Protection Unit)

You should ask to make a safeguarding adults alert.



A Safeguarding Adults Manager (a Team Manager from Adult and Culture Services) will then decide if the safeguarding process should be instigated or if other support/services are appropriate. Feedback will be given to the person who raised the safeguarding adults alert.

6. Managing allegation made against member of staff or volunteer

Caring and Sharing -Rochdale will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Named Person will liaise with Adult Social Care Direct to discuss the best course of action and to ensure that the Caring and Sharing -Rochdale's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Caring and Sharing -Rochdale has a whistle blowing policy and staff are aware of this policy. Staff will be supported to use this policy.

7. Recording and managing confidential information

Caring and Sharing -Rochdale is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know.

All allegations/concerns should be recorded in name of place/file/log where safeguarding adults concerns will be recorded* The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate. .

The information that is recorded will be kept secure and will comply with data protection.

This information will be secured in a locked filing cabinet in the organisation. Access to this information will be restricted to the Designated Named Person and Management Committee.

8. Disseminating/Reviewing policy and procedures

This Safeguarding Adults Policy and Procedure will be clearly communicated to staff, trustees, volunteers, service users, parents and carers. The Designated Named Person will be responsible for ensuring that this is done.

The Safeguarding Adults Policy and Procedures will be reviewed annually by the Management Committee. The Designated Named Person for Safeguarding Adults will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly communicated to staff, trustees and volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

Date of this Review	Date of next Review	Policy reviewed and updated by	Policy approved by	Signature
July 2025	July 2026	Safeguarding Lead	Board of Trustees	