



**Safeguarding Children in an Adult Setting Policy**  
**for**  
**The Teignbridge Community Project**  
**CIC**

**Designated Safeguarding Lead: Colette Palmer**  
**Deputy Designated Safeguarding Lead: Anna Lofthouse**  
**Level 3 Safeguarding: Team Leaders**

# Safeguarding Children in an Adult Setting Policy

## The Teignbridge Community Project CIC

### **Introduction:**

This policy is to make sure that The Teignbridge Community Project CIC, has all the right things in place to protect and safeguard children.

The Teignbridge Community Project CIC, believes in protecting a child's right to live in safety, free from abuse, and neglect. This policy sets out the roles and responsibilities of The Teignbridge Community Project CIC, in working together in promoting the child's welfare and safeguarding them from abuse and neglect. Directors, Management, Team Leaders, Employees, Contractors, Volunteers, Parents/Carers/Guardians, should be made aware of how this policy can be accessed.

This policy and related procedures are applicable to the Directors, Management, Team Leaders, Employees, Contractors, and Volunteers of The Teignbridge Community Project CIC. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in discipline/dismissal from the organisation.

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## **Policy Statement**

The Teignbridge Community Project CIC is aware of its obligations under the Health and Social Care Act 2008 (Regulated Activities) 2010 to protect and safeguard children who can be service users at the centre or, volunteer at the centre or, can sometimes accompany clients, their representatives or families, and are present during delivery of the service. All other children attending regular sessions at The Teignbridge Community Project CIC, should be accompanied by a qualified person(s) appointed by the school or organisation that the child/children belong to. There should be an adequate adult: child ratio.

In England a child is defined as anyone who has not yet reached their 18th birthday (Children Act 1989). Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

They are still legally children and should be given the same protection and entitlements as any other child. ( <https://learning.nspcc.org.uk/child-protection-system/children-the-law> )

## **The Policy**

This policy sets out the responsibilities of staff in relation to any allegation of abuse involving children that may be witnessed by staff whilst in the employment of this organisation. We are committed to working in partnership with other multi-agency partners in order that the protection and safeguarding of children is consistent with current policy and guidance.

## **Defining Child Abuse**

Child abuse is a term used to describe ways in which either children or young people are harmed, usually by adults but increasingly by their peers. Often these are people they know and trust. It refers to damage done to a child's or young person's physical, mental or emotional health. Children or young people can be abused within or outside of their family, at school, at play and within any environment such as extra-curricular activities, participation with youth organisations and the like. Abusive situations arise when adults or peers misuse their power over children or young people.

## **Types of Abuse**

**Physical:** Where children's bodies are hurt or injured.

**Emotional:** This is where children do not receive love and affection. They may be frightened by threats or taunts, or be given responsibilities beyond their capabilities.

**Sexual:** This is where adults (and sometimes other children) use children to satisfy sexual desires.

**Neglect:** This is where adults fail to care for children and protect them from danger, seriously impairing their health and development.

**Modern Slavery:** Modern slavery is the severe exploitation of other people for personal or commercial gain. Modern slavery is all around us, but often just out of sight. Adults and children can become entrapped making clothes, serving our food, nail bars, picking crops or working in factories.

**Trafficking:** In the UK is an increasingly high-profile form of child trafficking is County Lines. This involves predominantly British children being groomed by their exploiters who then coerce them into buying and selling drugs, often across the country. The exploiters purposefully prey on the vulnerable children and teenagers, grooming them and gaining their trust over time, often by giving them expensive items such as designer clothes and mobile phones, before forcing them to deal drugs to pay back the 'debt' that they have incurred. Children do not realise what is happening to them is wrong. They may be too fearful to speak out as they have become reliant on their traffickers to feed and clothe them. They may also have been subjected to physical sexual and emotional abuse or do not know where to turn for help. Children who have been trafficked from outside of the UK often speak little or no English, making them even more isolated and dependent on those exploiting them.

**Child Sexual Exploitation:** Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they may be given things, like gifts, drugs, money, status, and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they are in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they are being abused. CSE can happen in person or online. An abuser will gain a child's trust or control them through violence or blackmail before moving onto sexually abusing them. This can happen in a short period of time.

## **Signs of Abuse**

The following signs MAY indicate abuse; however, it is important not to jump to

conclusions, as there could be other explanations:

**Physical:** Unexplained or hidden injuries that lack evidence of medical attention, children may also exhibit a 'frozen stare' when they are in the vicinity of the abuser (this also applies to all groups of abused children).

**Emotional:** Often children revert to younger behaviour, nervousness, sudden underachievement, attention-seeking, running away from home, stealing and lying.

**Sexual:** Often children are pre-occupied with sexual matters, as evidenced by words, play, drawings, display sexually provocative behaviour with adults, disturbed sleep, nightmares, bed wetting, secretive relationships with adults and children, stomach pains with no apparent cause.

**Neglect:** Appearing ill-cared for and unhappy, being withdrawn or aggressive, or having lingering injuries or health problems.

**Self-harm:** Deliberate or systematic abuse of the person, usually covert but signs of a physical nature such as scarring are usually noticed. Alopecia may be present.

**Trafficking:** The child looks dishevelled, or dressed in clothes they could not afford, the clothes look inappropriate for the weather and the wrong size, signs of physical abuse bruising or red marks, there may be visible tattoos suggesting part of a gang, the child avoids eye contact appear fearful of adults and children, they can be aggressive towards people in authority, the adult with them may appear very controlling by speaking for them or interpreting for them. If known to you they may exhibit a change in behaviour and reluctant to talk, recently moved to a new house and changed school.

**Radicalisation:** Becoming increasingly argumentative, refusing to listen to other

points of view, unwilling to engage with children who are different, embracing conspiracy theories, feeling persecuted, distancing themselves from old friends, converting to a new religion, being secretive, changing online identity, having more than one online identity, spending a lot of time on the phone, accessing extremist online content, joining extremist organisations.

Child sexual exploitation: Sexual exploitation can be difficult to spot and sometimes mistaken for "normal" teenage behaviour. Knowing the signs can help protect children and help them when they've no one else to turn to.

**These are some of the common signs (not exhaustive):**

- Unhealthy or inappropriate sexual behaviour.
- Being frightened of some people, places, or situations.
- Being secretive.
- Sharp changes in mood or character.
- Having money or things they cannot or will not explain.
- Physical signs of abuse, like bruises or bleeding in their genital or anal area.
- Alcohol or drug misuse.
- Sexually transmitted infections.
- Pregnancy.

**Bullying**

Bullying is not always easy to define, as it can take many forms and take place over a period of time. The main types are physical (hitting, kicking, theft), verbal (threats, name calling) and emotional (isolating and individual from activities and games); all types can be characterised by:

- Deliberate hostility and aggression towards a victim.

- A victim who is weaker and less powerful than the bully or bullies.
- An outcome that is always painful and distressing for the victim.

**Bullying behaviour may also include:**

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

Emotional and verbal bullying is more common than physical violence, it can also be difficult to cope with or to prove.

**What to do if you Suspect or Witness Abuse**

The following action should be taken by someone who has concerns about the welfare of a child or young person.

**NON-ACTION IS NOT AN OPTION**

Child abuse can and does occur outside the family setting, and abuse that takes place within a public setting is rarely an isolated event. It is crucial that people are aware of this possibility and that all allegations are treated seriously and appropriate actions taken.

When staff are providing a service to adults, they should ask whether there are children in the family and consider whether the children need help or protection from



harm. Children may be at greater risk of harm or in need of additional help in families where the adults have mental health problems, misuse substances or alcohol, are in a violent relationship, have complex needs or learning disabilities.

## **Disclosure**

If a child or young person should engage any member of staff in a disclosure information exchange, they should do the following:

- React calmly so as not to frighten the child or young person.
- Tell the child or young person that they are not to blame and that they are right to tell someone of their problems. Ensure they have privacy and the time they need.
- Take seriously what the child or young person says.
- Avoid leading the child or young person and keep any questions to the absolute minimum to ensure a clear understanding of what has been said.
- Re-assure the child or young person; however, do not promise confidentiality or outcomes that might not be kept to in the light of further developments.
- Record in full what has been seen and heard as soon as possible. Use a SG1 form or ensure all information is correctly recorded. This is a legal document.
- Report concerns to: **Colette Palmer, Safe Guarding Lead**, or **Anna Lofthouse, Designated Safeguarding Lead**. Our Team Leaders are Level 3 trained in Safeguarding, please see one of these if either lead is temporarily unavailable,

The manager will then take advice from the Children's Safeguarding Service. They will make the initial referral to the appropriate agency. All managers will be aware of their roles and responsibilities using the guidance issued by the local authority. Confidentiality should be maintained on a strictly need-to-know basis, and relevant documents stored in a secure location. Advice will be given to the manager in

regards to any actions which are deemed necessary.

It can be more difficult for some children to disclose abuse than for others, e.g. disabled children and vulnerable adults will have to overcome additional barriers.

Those working with these groups need to be especially vigilant and give extra thought to how to respond.

Reporting child sexual exploitation

Report to your Designated Safeguarding Lead or, Deputy Designated Safeguarding Lead, outside of normal office hours who will call 999 if the child is at immediate risk.

### **Allegations Against Staff**

If a member of staff has concerns, or receives a complaint or allegation about another member of staff who has

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against, or in relation to a child.
- Behaved towards a child or children in a way that indicates they may be unsuitable to work with children.

Then you must immediately report to **Colette Palmer** or **Anna Lofthouse**, who will telephone the Children's Safeguarding Service. The safeguarding and allegations officer will advise you on the action to take next.

If a concern is raised outside of work hours and you think a referral to social services is required, you should contact the Emergency Duty Team and inform either the Children's Safeguarding Service or local authority designated officer (LADO) at the first available opportunity during working hours.

The LADO is a specific dedicated role within the local authority where the allegation

concerns an employee. They should be used in respect of all cases in which is alleged that an employee has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they worked regularly or closely with children is unsuitable to work with children.

A staff member is a person whose work brings them into contact with children in their setting. It therefore applies to all adults whether paid or working in a voluntary capacity including supply/ agency workers on or off premises or sites.

The LADO (Local Authority Designated Officer for Teignbridge can be contacted by:

**Telephone: 01392 384964**

**Email: [childsc.localauthoritydesignatedofficersecure.mailbox@devon.gov.uk](mailto:childsc.localauthoritydesignatedofficersecure.mailbox@devon.gov.uk) (for a LADO contact form.)**

Teignbridge Multi-Agency Safeguarding (MASH) Telephone: 0345 155 1071

Emergency duty service: 0345 6000 388

## **Recording of Information, Suspicions or Concerns**

Information passed to the Social Services Department or to the police must be as informative as possible, as it may be used in any subsequent legal action; hence there is the necessity for making a factual, detailed record of the following:

- The child or young person's name, address, and date of birth.
- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's or young person's account, in their own words if possible, of what has happened and how any bruising or other injuries occurred.

- Any observation made by yourself.
- Any times, locations, dates, or other relevant information.
- A clear distinction between what is fact, opinion, or hearsay.
- Your knowledge of and relationship to the child or young person.
- Needs to be signed and dated by the person completing the form.

Whenever possible, referrals to Social Services Department should be confirmed in writing within 24 hours and the appropriate statutory notification completed and sent to the Care Quality Commission (CQC).

Keep a record of the name and designation of the social services member of staff or police officer to whom concerns were passed, and record the time and date of the call in case any follow-up is needed.

## **Related Guidance**

### **CQC News: CQC Updates Information 'Safeguarding' Children and Adults in England**

<https://www.cqc.org.uk/news/stories/cqc-updates-information-safeguarding-children-adults-england>

### **CQC Inspectors handbook Safeguarding**

[https://www.cqc.org.uk/sites/default/files/20190621\\_CQC%20Inspector\\_Handbook\\_Safeguarding\\_update.pdf](https://www.cqc.org.uk/sites/default/files/20190621_CQC%20Inspector_Handbook_Safeguarding_update.pdf)

### **Gov.UK Report Child Abuse:**

<https://www.gov.uk/report-child-abuse>

## Training Statement

All staff, during induction, are made aware of the organisation's policies and procedures, all of which are used for training updates. All policies and procedures are reviewed and amended where necessary, and staff are made aware of any changes. Observations are undertaken to check skills and competencies. Various methods of training are used, including one to one, online, group meetings, and individual supervisions. External courses are sourced as required.

## Appointed Person

**An appointed person** should be made known to staff, volunteers and clients alike; as the designated person to whom concerns should be addressed.

**The appointed person at The Teignbridge Community Project CIC is: Colette Palmer**  
**Contact number: 07790 930938**

If the concern is about this designated person, please report to: **Anna Lofthouse**  
**Contact number: 07445 158419**

Reviewed: 1<sup>st</sup> August 2024

Next Review: 1<sup>st</sup> August 2026

Signed:



Date: 1<sup>st</sup> August 2024

**Colette Palmer, Director**

Signed:



Date: 1<sup>st</sup> August 2024

**Anna Lofthouse, Director**

