



Lincolnshire YMCA Ltd Policy Document

Safeguarding

At YMCA Lincolnshire we regard the safety and welfare of our customers, residents and young people in our care as our top priority. We believe that they all have an absolute right to protection from abuse regardless of their age, race, religion, ability, gender, language, background or sexual orientation.

This policy applies to all staff, including senior managers, directors, the board of trustees, paid staff, volunteers and sessional workers, agency staff, students, secondees, contractors and all other persons supporting, providing or delivering services for or on behalf of the charity (hereafter referred to as Partner Organisations (see APPENDIX I for Partner Organisation Policy Statement) working on behalf of Lincolnshire YMCA. The purpose of this policy is:

- To protect children, young people and adults at risk who receives services from YMCA Lincolnshire.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and protecting children, young people and adults at risk.

YMCA Lincolnshire believe that children, young people and adults at risk should never experience abuse of any kind. We value and respect every child or vulnerable adult and endeavour always to listen to them, to consider their wishes and feelings and respond appropriately to safeguard them, promote and protect their human and civil rights, well-being, and the independence and choices of adults. We are committed to taking action that protects them including:

- Raising awareness and understanding of safeguarding and protection issues
- Adhering to legislation and guidance to prevent instances of abuse and neglect occurring
- Adhering to safe recruitment and selection practices
- Having a robust staff supervision process
- Providing training and guidance for employees and volunteers
- Operating comprehensive safeguarding procedures and ensuring all staff and volunteers have knowledge and understanding of these
- Appointing an organisational Designated Safeguarding Lead, a deputy, safeguarding co-ordinators in each area and a lead board member for safeguarding
- Adhering rigorously to our procedures and code of conduct
Working cooperatively with other agencies to safeguard and promote the welfare of children and adults at risk
- Ensuring that DBS practices are followed and the confidentiality of personal information is maintained and the requirements of the Data Protection GDPR legislation is followed

Adults at risk are assumed to have capacity, except where it has been established that this is not the case. Where an adult lacks the mental capacity to make decisions, multi-disciplinary assistance is offered to support decisions being made in the adult's best interests. Otherwise we acknowledge and accept that an adult has the right to self-determination and risk taking. We will monitor this and undertake recorded risk assessments as necessary.

The Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and adults at risk. Please see a full list of relevant legislation in Appendix 5

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

- Recruitment and Induction
- Role of the designated safeguarding offices
- Dealing with disclosure and concerns about a child, young person or vulnerable adult
- Managing allegations against staff and volunteers
- Mobile phones and ICT Policy including E-safety
- Anti-bullying
- Complaints
- Health and Safety
- Safeguarding Training, Staff supervision and support
- Lone Working Policy and Procedure
- Professional Boundaries Policy / Monitoring Staff Behaviour
- Confidentiality and Sharing Policy
- Special Needs Policy
- Positive Behaviour Policy
- Volunteer Policy
- Whistleblowing Policy
- Equal Opportunities Policy
- Medications Policy
- Mental Capacity Policy

Where there are concerns regarding a member of staff or another adult who works with children or adults at risk, the Managing Allegations Against A Staff Member Procedure should be followed.

All concerns and allegations will be taken seriously by trustees, staff and volunteers and responded to appropriately in accordance with the Safeguarding Children procedure and Safeguarding Adults at risk Procedure with referrals being made as required.

This policy is endorsed by the board of trustees and reviewed annually or when legislation changes.

Signed:

Date:

Appendix 1

Partner Organisation Policy Statement

Safeguarding Children, Young People and Adult at Risk in Partnership

Our Charity is committed to safeguarding and promoting the welfare of children, and have a duty to ensure that there are arrangements in place so that written agreements clarify responsibilities around safeguarding for all partners involved.

Where third parties work in one of our venues, or in conjunction with one of our projects, but are not directly employed by our Charity, the third party is responsible for undertaking checks, storing records and ensuring their service users are aware of their safeguarding procedures. Written confirmation of this must be given to us prior to engagement as a partner. Where this is not the case (eg: such as the use of emergency plumbers) third parties must be supervised at all times by a YMCA employee.

We have a robust safeguarding policy and safeguarding procedures in place that are reviewed regularly. All staff (including supply staff, volunteers and partner agencies) must ensure that they are aware of, and understand, our policy and procedures.

Parents and carers are welcome to read our policies and procedures on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

We will ensure that our concerns about children who attend our services are discussed with the child's parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

If you are concerned about a child's welfare, please report this to one of our Designated Safeguarding Leads as soon as possible on the same day. Contact details are displayed at all our sites.

Please do not investigate the incident except in conjunction with our safeguarding representatives.

Appendix 2

Adult Abuse and the Six key principles

The following six Key principles underpin all adult safeguarding work

Empowerment

People being supported and encouraged to make their own decisions and informed consent.

I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.

Prevention

It is better to take action before harm occurs.

I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.

Proportionality

The least intrusive response appropriate to the risk presented.

I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.

Protection

Support and representation for those in greatest need.

I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.

Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.

Accountability

Accountability and transparency in delivering safeguarding.

I understand the role of everyone involved in my life and so do they.

Adult Abuse

Physical abuse including:

- assault
- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

Domestic violence including:

- psychological
- physical
- sexual
- financial
- emotional abuse
- so called 'honour' based violence

Sexual abuse including:

- 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
- sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse including:

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse including:

- theft
- fraud
- internet scamming
- 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

Modern slavery encompasses:

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

- Read [Modern slavery: how the UK is leading the fight](#) for further information.

Discriminatory abuse including forms of:

- Harassment
- Slurs or similar treatment:
- Because of race
- Gender and gender identity
- Age
- Disability
- Sexual orientation
- Religion

Read [Discrimination: your rights](#) for further information.

Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission including:

- 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 such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Taken from care Act Statutory Guidance available at <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

Appendix 3

Child Abuse

Safeguarding and promoting the welfare of children, and in particular protecting them from significant harm, depends on effective joint working between agencies and professionals that have different roles and expertise.

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse. All professionals and volunteers should be alert to potential signs of abuse or neglect

Physical - Physical abuse 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.

Sexual - A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online

Emotional - Children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm.

Neglect - Neglect is the ongoing failure to meet a child's basic needs. It's dangerous and children can suffer serious and long-term harm.

On line abuse - Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

Sexual Exploitation - Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

Female genital mutilation - Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.

Bullying and cyberbullying - Bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Domestic abuse - Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Child trafficking - Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Grooming - Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Harmful sexual behaviour - Children and young people who develop harmful sexual behaviour harm themselves and others.

Taken from Lincolnshire Safeguarding Children Board, available at <https://www.lincolnshire.gov.uk/lscb/professionals/child-abuse/125943.article>

Appendix 4

YMCA Lincolnshire Safeguarding Lead

Roles and Responsibilities

The role of the Designated Safeguarding Lead is to:

- Be available to any employee or child, young person or adults at risk to discuss any individual protection or poor practice concerns
- Receive referrals or reports of possible individual abuse or poor practice
- Have an understanding of legislation and government guidance relevant to this role
- Have an understanding of the roles and responsibilities of the statutory agencies within the field of individual protection
- Responsible for individual protection - establish contact with the senior member of Social Services Department within Lincolnshire
- Provide information and advice on individual protection within the organisation and act as a local source of advice on individual protection matters
- Ensure that the YMCA Safeguarding Individual Policy is adhered to and support the interest of children, young people and vulnerable adults on YMCA activities and events
- Ensure that the appropriate agencies are informed of relevant concerns about individual children, young people and vulnerable adults
- To establish contact with the Lincolnshire Safeguarding Children's and Adults Board (LSCB & LSAB) and to be aware of local procedures
- Manage the administration/organise the paperwork and record the information received
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing following the correct procedures
- Maintain accurate records relating to the concerns raised and/or ongoing investigations affecting YMCA
- Keep relevant people within the organisation informed about any action taken, along with any further action required
- To uphold confidentiality as appropriate, in all individual protection matters
- Advise the organisation of individual protection training needs

Appendix 5

Legislation and Guidance

- Children Act 1989
- UNCRC 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Deprivation of Liberty Safeguards (DoLS) 2009
- Equality Act 2010
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Care Act 2014
- Care and Support Statutory Guidance 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 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: HM Government 2015
- Working together to safeguard children; a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015
- Counter-Terrorism & Security Act 2015
- Serious Crimes Act 2015
- General Data Protection Regulations 2018

Appendix 6

Contact Numbers and Additional Information

Contact details – these should be displayed in an accessible are in every department:

Designated Safeguarding Lead (DSL)

Name: Caroline Killeavy, Chief Executive
 Phone/Email caroline.killeavy@lincsymca.co.uk or 01522 503 389

Designated Safeguarding Officer (DSO)

Area: Childcare
 Name: Zara Smith, Senior Childcare Manager
 Phone/Email zara.smith@lincsymca.co.uk or 07841444294

Area: Activities
 Name: Mikey Coulson, Deputy Activity Centre Manager
 Phone/Email Michael.coulson@theshowroom.org.uk or 01522 508368

Area: Climbing Wall
 Name: Jack Drake, Climbing Supervisor
 Phone/Email jack.drake@lincsymca.co.uk or 01522 508390

Area: Events and Conferencing
 Name: Laura Fisher, Conference & Retail Manager
 Phone/Email laura.fisher@theshowroom.org.uk or 07436 583 791

Area: Hostel
 Name: Babs Jobling
 Phone/Email babs.jobling@lincsymca.co.uk or 01522 888214

Area: Emergency Shelter
 Name: Andy Hicks
 Phone/Email Andrew.hicks@lincsymca.co.uk or 01522 888204

Area: Retail
 Name: Laura Fisher, Conference & Retail Manager
 Phone/Email laura.fisher@theshowroom.org.uk or 07436 583 791

USEFUL NUMBERS AND WEBSITES

Children’s Services Customer Services
 8am – 6pm 01522 782111
 Out of Hours 01522 782333

Lincoln Police 01522 885361/7
 Gainsborough Police 01427 618136/7

Lincolnshire Safeguarding Children’s Board
<https://www.lincolnshire.gov.uk/LSCB>

Lincolnshire Safeguarding Adults Board

<https://www.lincolnshire.gov.uk/lsab>

Local Area Designated Officer

Paul Fisher 01522 554674

Rachel Powis 01522 554668

CEOP (Child Exploitation and Online Protection Centre)

www.ceop.police.uk

NSPCC Helpline

0808 800 5000

Anti-terrorism Hotline

0800 789 321

Further Useful websites

Useful website for organisations other than schools focusing on safeguarding:

<http://www.safecic.co.uk>

Channel guidance:

<https://www.gov.uk/government/publications/channel-guidance>

Useful guidance for charities:

<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>

Working Together to Safeguard Children:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

Employing overseas staff (including those who have just worked overseas for a short period of time):

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>