



# Safeguarding Statement and Policy

<b>Name:</b>	Base 51 Safeguarding Children, Young People and Vulnerable Adults statement and Policy
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<b>Version Amendments:</b>	<ol style="list-style-type: none"><li>1. Added learner enrolled on to courses</li><li>2. Added learners</li><li>3. Edited students to student placements.</li><li>4. Added DSL names</li><li>5. Added process chart</li></ol>
<b>Applicable to:</b>	Learners, Young people, employees, volunteers and other members of the public using Base 51 services

## 1. SAFEGUARDING POLICY STATEMENT

BASE 51 is committed to safeguarding the welfare of children, young people and vulnerable adults (referred to as young people) and will take all reasonable steps to protect them from neglect, sexual, emotional or physical harm. This policy applies to all paid staff and volunteers who will at all times show respect for and an understanding of the rights, safety and welfare of young people within the principles and ethos of Base 51.

All young people regardless of their gender, sexual orientation, disability, race, nationality or country of origin, have the same rights to protection.

Base 51 works with young people aged 11 – 25 and includes; young families, their children and vulnerable adults from the age of 18 in this policy.

This commitment is reflected in our recruitment, induction and training for paid and voluntary staff (including trustees) and learners enrolled on to courses

This policy is in line with the Children Act 1989 and 2004; Working Together to Safeguard Children 2018; Children and Social Work Act 2017; Data Protection Act 2018 and the General Data Protection Regulations 2018

Chief Executive

Joanne Jepson

## **2. PURPOSE**

This policy and procedures will inform and provide guidance to all staff, learners, young people and their parents in ensuring the safe welfare of all children, young people and vulnerable adults using Base 51. All staff will be able to recognise signs or suspicions of abuse and respond appropriately.

All Base 51 and NGY staff are required to complete Introduction to Safeguarding Children training, supplemented by an update every year, and are therefore expected to have a good understanding of safeguarding concerns, including potential abuse and neglect of children and young people, which includes signs and indicators of Child Sexual Exploitation.

## **3. SAFEGUARDING, CHILDREN, YOUNG PEOPLE & ADULTS PROCEDURES**

These procedures applies to all paid staff including senior managers, Board of trustees, volunteers, sessional workers, agency staff, students or anyone working on behalf of Base 51 or in the NGY building (see below).

### **3.1. NGY Partnership**

Base 51 delivers from NGY Myplace; one of 63 centres set up under the Government Myplace funding stream. With this grant, Nottingham City Council purchased a building and its refurbishment with Base 51 taking on the organisational lead for NGY. Base 51 provides the governance for NGY, runs the building liaising with all partners, and is responsible for the service delivery from NGY. The Board of Directors take overall responsibility for Base 51 and NGY with NGY identified as project of Base 51.

The Base 51 designated safeguarding lead is responsible for safeguarding for both Base 51 and the NGY Partnership. All partners and agencies working in NGY will follow the following procedures in conjunction with their own agencies Safeguarding and Child Protection Policies. Partnership Agreements will incorporate these arrangements and provide guidance on their implementation.

## **4. DESCRIPTIONS OF ABUSE (taken from Working Together 2018, DfE)**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Those known to them or, more rarely, by a stranger for example, via the internet may abuse in a family or in an institutional or community setting, children. An adult or adults, or another child or children may abuse them.

### **4.1. Contextual safeguarding**

As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including: exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Any potential harmful effects to individuals identified as vulnerable to extremist ideologies or being drawn into terrorism should also be considered.

*Working Together 2018 DfE*

### **4.2. Physical abuse**

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.

### **4.3. Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### 4.4. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

### 4.5. Neglect

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

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

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

### 4.6. Sexual exploitation

Children and young people who are sexually exploited are the victims of child sexual abuse, and their needs require careful assessment. They are likely to be in need of welfare services and – in many cases – protection under the Children Act 1989.

Child sexual exploitation is a form of child abuse ("child" being defined as anyone under 18 years of age). It is complex and can manifest itself in different ways, but essentially it involves children and young people receiving something – for example, accommodation, drugs, gifts, or affection – as a result of them performing sexual activities, or having others perform sexual activities on them.

It can occur without physical contact, when children are groomed to post sexual images of themselves on the internet. In all cases, those exploiting the child or young person have power over them, perhaps by virtue of their age or physical strength. Exploitative relationships are characterised in the main by the child's limited availability of choice, compounding their vulnerability. This inequality can take many forms but the most obvious include fear, deception, coercion and violence. (Definition taken from Tackling Child Sexual Exploitation Action Plan, DFE, 2011)

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

#### **4.7. Children affected by gang activity**

Children and young people who become involved in gangs are at risk of violent crime and as a result of this involvement are deemed vulnerable. Agencies and professionals have a responsibility to safeguard these children and young people and to prevent further harm both to the young person and other potential victims. Risks associated with gang activity include access to weapons (including firearms), retaliatory violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, sexual violence and substance misuse.

For more information see *Safeguarding Children and Young People who may be affected by Gang Activity 2010*

#### **4.8. Female Genital Mutilation (FGM)**

Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

For more information see *Multi-agency statutory guidance on female genital mutilation 2016*

#### **4.9. Forced Marriage and Honour-based violence**

The terms 'honour crime', 'izzat' or 'honour-based violence' embrace a variety of crimes of violence (mainly but not exclusively against women), including assault, imprisonment and murder where the person is being punished by their family or community. They are being punished for actually, or allegedly, undermining what the family or community believes to be the correct code of behaviour. In transgressing against this correct code of behaviour, the person shows that they have not been properly controlled to conform by their family and this is to the 'shame' or 'dishonour' of the family.

Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence. Forced marriage is defined as a marriage conducted without the full consent of both parties and where duress is a factor. There is a clear distinction between forced marriage and an arranged marriage. In arranged marriages, the families may take a leading role in arranging the marriage, but the choice whether or not to accept remains with the prospective spouses. In a forced marriage, one or both spouses do not consent to the marriage. The young person could be facing physical, psychological, sexual, financial or emotional abuse to pressure them into accepting the marriage.

If there are concerns that a child (male or female) is in danger of a forced marriage in addition to safeguarding procedures set out in this document, the Forced Marriage Unit should be contacted. For further information see *Multiagency practice guidelines: Handling cases of Forced Marriage*, published in 2014.

### 4.10 Domestic violence and abuse: new definition

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

#### Controlling behaviour

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

#### Coercive behaviour

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This is not a legal definition.

#### Definition of domestic violence and abuse: guide for local areas

To help local areas consider the consider how the extension to the definition of domestic violence and abuse may impact on their services, the Home Office, in partnership with Against Violence and Abuse (AVA) has produced a guide for local areas.

### 4.11 Human Trafficking

### Definition of Human Trafficking

“trafficking in persons shall mean the recruitment, transportation, transfers, harbouring or receipt of persons, by the means of the treat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability, or of the giving or receiving of payments to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced or services, slavery or practices similar to slavery, servitude, or the removal of organs”

(c) “The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation, shall be considered “Trafficking in persons” even if this does not involve any means set forth in subparagraph (a) of this article

(d) “child shall mean any person under eighteen years of age”

The European Directive on Human Trafficking (2011/36/EU expands this definition to include exploitation of criminal activities and begging.

### **4.12 County Lines: criminal exploitation of children and vulnerable adults**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. County lines activity and the associated violence, drug dealing and exploitation has a devastating impact on young people, vulnerable adults and local communities.

Child criminal exploitation is increasingly used to describe this type of exploitation where children are involved, and is defined as: Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines, and includes for instance children forced to work on cannabis farms or to commit theft.



Base 51 operates within the Nottingham City Exploitation and Violence Reduction Hub Referral Pathway. [Please see the Intranet for further information.](#)

*For further guidance see Criminal Exploitation of children and vulnerable adults: County Lines guidance, September 2018*

### 4.13 Social Media and Online Safety

Base 51 works with children and young people as part of its activities. Base 51 endeavours to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide staff and volunteers with the overarching principles that guide our approach to online safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.
- The policy statement applies to all staff, volunteers, children and young people and anyone involved in Base 51's activities.

We believe that:

- Children and young people should never experience abuse of any kind
- Children and young people should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- The online world provides everyone with many opportunities; however it can also present risks and challenges
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online, whether or not they are using Base 51's network and devices
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and

## Safeguarding Statement and Policy

in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- Appointing an online safety coordinator – Designated Safeguarding Lead
- Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- Where necessary supporting and encouraging parents and carers to do what they can to keep their children safe online
- Developing an online safety agreement for use with young people and their parents/carers
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- Reviewing and updating the security of our information systems regularly
- Ensuring that user names, logins, email accounts and passwords are used effectively
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- Ensuring that images of children, young people are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account

## Safeguarding Statement and Policy

- Reviewing the Safeguarding policy regularly to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

*Legal framework: This guidance has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on: [www.nspcc.org.uk](http://www.nspcc.org.uk)*

It is essential that staff take appropriate action in any incidents relating to the above points by following the Base 51 Social Media Policy and Safeguarding Children, Young People and Vulnerable Adults Policy.

### 4.14 Safeguarding Children and Young People Against Radicalisation and Violent Extremism

**Radicalisation** is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

“**Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas” (HM Government Prevent Strategy 2011)

Since the publication of the Prevent Strategy\* there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been attempts to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Keeping children safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding children from other risks. Children should be protected from messages of all violent extremism including, but not restricted to, those linked to extreme Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

Prevent, in the context of counter-terrorism is intervention before any criminal offence has been committed with the aim of preventing individuals or groups from committing crimes.

## 4.14.1. Risks

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Children and young people can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include through the influence of family members or friends and/or direct contact with extremist groups and organisations or, increasingly, through the internet. This can put a young person at risk of being drawn into criminal activity and has the potential to lead to the child suffering Significant Harm.

This may take the form of a “grooming” process where the vulnerabilities of a young person are exploited to form an exclusive friendship which draws the young person away from other influences that might challenge the radical ideology. The risk of radicalisation is the product of a number of factors and identifying this risk requires that practitioners exercise their professional judgement, seeking further advice as necessary. It may be combined with other vulnerabilities or may be the only risk identified.

On-line content in particular social media may pose a specific risk in normalising radical views and promoting content that is shocking and extreme; children can be trusting and not necessarily appreciate bias that can lead to them being drawn into these groups and adopt their extremist views.

There is some evidence that specific groups such as young Muslim women have been targeted for radicalisation and grooming, leading to attempts to travel to the Middle East and place themselves at risk.

## 4.14.2. Indicators

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There is no standard template for radicalisation, but issues that may make an individual vulnerable to radicalisation can include:

- Identity Crisis - Distance from cultural / religious heritage and uncomfortable with their place in the society around them;
- Personal Crisis - Family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging;
- Personal Circumstances - Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations - Perceptions of injustice; feeling of failure; rejection of community values;
- Criminality - Experiences of imprisonment; previous involvement with criminal groups.

However those closest to the individual may first notice the following changes of behaviour:

- Use of inappropriate language;
- Possession of violent extremist literature;
- Behavioural changes;
- The expression of extremist views;
- Advocating violent actions and means;
- Association with known extremists;
- Seeking to recruit others to an extremist ideology.

It should be borne in mind that someone radicalised over the internet may exhibit little change in behaviour.

Practitioners should ensure that assessments place behaviour in the family and social context of the young person, and include information about the young person's peer group and conduct and behaviour at school. Holding radical or extreme views is not illegal, but inciting a person to commit an act in the name of any belief is in itself an offence. The safeguarding aim should be to engage with the young person and, if there is a cause for concern, to ensure that such views are constructively challenged before an offence is committed.

### **4.14.3. Protection and Action to be taken**

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Any practitioner identifying concerns about the child or young person should report them to the Safeguarding lead person within Base 51, who will discuss these concerns with the police Prevent Team.

The Police Prevent Team is best contacted via [Prevent@Nottinghamshire.pnn.police.uk](mailto:Prevent@Nottinghamshire.pnn.police.uk) who will then discuss with you whether a formal referral is required.

Consideration should be given to the possibility that sharing information with parents may increase the risk to the child and therefore may not be appropriate. However, experience has shown that parents are key in challenging radical views and extremist behaviour and should be included in interventions unless there are clear reasons why not.

Wherever possible the response should be appropriately and proportionately provided from within the normal range of universal provision of the organisation working with other local agencies and partners. Responses could include curriculum provision, additional tutoring or mentoring, additional activities within and out of school and family support.

Where a higher level of targeted and multi-agency response is indicated and where concerns are identified in respect of potential signs of radicalisation which indicate the child young person is vulnerable, the person raising the concerns should discuss their concerns with the police Prevent Team who will decide if a referral to the Channel Panel is required. This Panel reviews and refers individuals to programmes that challenge extremist ideology. This may also result in a formal multi-agency assessment being conducted.

#### 4.14.4. Issues

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Protecting children and young people from radicalisation and extremism is in many respects comparable to the procedure for protecting children from forced marriage or gang related activity; in that initially concerns may be inconclusive and protecting a child or young person against a potential risk can be dependent on a wider range of factors than an intervention after an actual act of abuse has occurred.

This is a developing area of work and more detailed guidance and training opportunities will be made available in due course.

\* Prevent is part of the Government's counter-terrorism strategy CONTEST. Its aim is to stop people becoming terrorists or supporting terrorism. Prevent addresses all forms of terrorism but continues to prioritise according to the threat they pose to the country's national security. Prevent involves the identification and referral of those susceptible to violent extremism into appropriate interventions. These interventions aim to divert the susceptible and vulnerable from embarking down the path to radicalisation.

#### Further Information

**Inspire** - a non-governmental advocacy organisation (NGO) working to counter extremism and gender inequality.

**Channel** - Supporting individuals vulnerable to recruitment by violent extremists.

**Prevent** - Part of the Government's counter-terrorism strategy, which seeks to address the ideology that support terrorism and protect vulnerable people.

**Childnet International** - online radicalisation and extremism.

#### Nottinghamshire Police Prevent Team

[prevent@nottinghamshire.pnn.police.uk](mailto:prevent@nottinghamshire.pnn.police.uk) or call 101 and ask for Nottinghamshire's Prevent Team.

### 5. Vulnerable Adults

Base 51 will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

## Safeguarding Statement and Policy

*'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances*

*Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professionals and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act'*

*Care and Support Statutory Guidance, Department of Health, updated June 2020*

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse. An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

Base 51 adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Base 51 will not tolerate the abuse of adults and all staff and volunteers should ensure that their work reflects the principles above and ensure the adult with

care and support needs is involved in their decisions and informed consent is obtained.

- We will ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse.
- We will be transparent and accountable in delivering safeguarding actions.

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice,

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

## **5.1 Types of Adults abuse.**

The Care and Support statutory guidance sets out the 10 main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

*For more information, read section 14.17 of the Care and Support Statutory Guidance. <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>*

## **5.2 Signs of Abuse**

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts



## Safeguarding Statement and Policy

- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly,
- The person never seems to have money,
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury),
- The person has signs of a pressure ulcer,
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- Partners;
- Other family members;
- Neighbours;
- Friends;
- Acquaintances;
- Local residents;
- People who deliberately exploit adults they perceive as vulnerable to abuse;
- Paid staff or professionals; and
- Volunteers and strangers

### **6. CONFIDENTIALITY**

BASE 51 Confidentiality Policy states clearly that if it is apparent that the young person (or another child or young person they are involved with) may be at risk of significant harm, confidentiality will be broken. **This policy must be clearly explained to all young people before engaging them in any services.** When necessary, in order to protect them from significant harm, absolute confidentiality cannot always be maintained. For this reason, it may be in the best interests of a young person to disclose confidential information to an appropriate agency such as Social Care or Mental Health Services.

### **7. ACTIONS TO BE TAKEN**

#### **Early Intervention - Common Assessment Framework (CAF)**

Base 51 recognises and works within the Nottingham City Family Support Pathway (2010 and 2014). This enables children and young people with high risk

factors to be given appropriate support to prevent problems increasing to a level requiring statutory protection.

A CAF should be used when:

- concerns are raised about how well a child or young person is progressing
- a child/parent/carer raises concern
- the child/young person's needs are broader than Base 51 can address
- the child/young person will benefit from an assessment
- the child/young person has substantial disabilities
- Concerns raised about the parent/carer's parenting capacity
- External/environmental factors are impacting on the child/young person
- The child/young person meets the mandatory requirements for the NCSCB i.e. a teenage parent (see Base 51 Desktop Safeguarding Folder)

### **8. CONCERNS OF ABUSE**

#### **Response to signs or suspicions of abuse**

Every worker whether employee or volunteer, has a responsibility to act if they have concerns regarding a young person. In all cases, an **immediate** discussion must take place with their line manager and duty manager. The duty worker can call children and Families Direct for advice and guidance. The Designated Safeguarding Lead must be updated at the first opportunity and information entered onto Lamplight. Information will be shared with other members of staff as appropriate.

### **9. DESIGNATED LEAD**

The Base 51 Designated Lead's for Safeguarding are the:

Base 51 Programme Manager – Jeniesha Doyle  
Deputy Chief Executive – Aneela Asim  
Chief Executive – Joanne Jepson

The role of the Designated Lead includes:

- Making sure all staff are aware how to raise safeguarding concerns
- Ensuring all staff understand the symptoms of child abuse and neglect
- Overseeing the referral process of any concerns to social care
- Ensuring accurate record keeping for all young people with safeguarding concerns

The Designated Lead for Trustees is the Chair of the Board, Mr Peter Morley.



## Safeguarding Statement and Policy

### **Base 51 Concerns Meeting**

Where there are concerns about individual young people these can be taken to the Internal Base 51 Concerns Meeting so information and support plans can be shared. The Programme Manager manages these meetings which take place weekly or earlier if needed. Only staff who are involved (or may need to be) attend the concerns meeting. Notes are kept of these meetings and actions circulated to staff concerned. The Programme manager will ensure actions are completed and recorded.

### **Making a referral**

Children and Families Direct can be called for advice and guidance by the duty worker for Nottingham City young people

Workers should report a concern regarding a young person living in Nottinghamshire to the Multi-Agency Safeguarding Hub (MASH)

Telephone: 0300 500 8090

Fax: 01623 483 295

Email: [mash.safeguarding@nottscc.gcsx.gov.uk](mailto:mash.safeguarding@nottscc.gcsx.gov.uk)

Outside working hours contact the Emergency Duty Team on 0300 456 4546

For concerns regarding a young person living in Nottingham City contact Children and Families Direct, the single point of access.

Telephone: 0115 876 4800

Fax: 0115 876 2927

Email: [candf.direct@nottinghamcity.gcsx.gov.uk](mailto:candf.direct@nottinghamcity.gcsx.gov.uk)

There is a Multi-Agency Referral form to make a referral to Nottingham City Council Children's Services (template in the safeguarding folder on the Base 51 Intranet)

## **10. ALLEGATIONS**

### **About another young person**

10.1.1. A young person or parent/carer might make a direct allegation against another young person.

10.1.2. A young person or parent/carer might express discomfort with the behaviour of another child or young person that falls short of a specific allegation.

10.1.3. Another young, member of staff or volunteer may directly observe behaviour from young person towards another that gives cause for concern.

10.1.4. The group/organisation may be informed by a parent or by the police or another statutory authority that young person is the subject of an investigation.

10.1.5. A young person may volunteer information to the organisation that he/she has harmed another child or is at risk of doing so, or has committed an offence against or related to a child

### **10.2. Allegations about a member of staff**

In the event of an allegation being made against a member of Base 51 staff, (including trustees, volunteers, students on placement, follow the procedure ***Allegations made about a member of staff***. The concern needs to be discussed immediately with your manager or the duty manager and the safeguarding designated lead for Base 51. One of these managers should then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with young people.

### **11. CONSENT**

If there are concerns that a young person is at risk, or that they are placing another child/young person at risk, then these concerns, where appropriate, will be explained to the young person and consent sought for information to be shared with appropriate agencies.

If a young person refuses consent, then information will still be passed on and where appropriate, the young person informed of this. There may also be some occasions when it is considered that information is passed on without the knowledge or consent of the young person. This will only be if seeking consent may increase the risk to the young person or if a member of staff (paid or voluntary) or another service user would be put at risk.

### **12. RECORDING OF INFORMATION**

Where a referral is made the multi-agency referral form must be used and a copy stored on the young person file (Lamplight) with all records maintained in line with Data Protection requirements and the Base 51 Record Keeping Policy. It is essential that all information relating to each case is only shared with appropriate people and kept in a secure location with limited access for paper files.

### **13. REFERRALS TO OTHER AGENCIES**

BASE 51 works within the Nottingham City Safeguarding Children Board (NCSCB) Procedures.

When working with children and young people who are under 18 years of age; those who are particularly vulnerable or those with childcare responsibilities, Base 51 must give consideration to the potential risk of significant harm.



## Safeguarding Statement and Policy

All staff (paid and voluntary) must be committed to attending regular and ongoing Safeguarding training, and where required possess an up to date Disclosure and Baring Service (DBS) certificate.

### **14. CROSS CUTTING POLICIES AND PROCEDURES**

The following policies and procedures are relevant to the implementation of this policy:

- Base 51 Harassment and Bullying Policy
- Base 51 Confidentiality Policy
- Base 51 Professional Boundaries Policy
- Base 51 Information Sharing Policy
- Base 51 Social Media Policy

A wide range of additional information and resources can be found on the [Inter-agency Safeguarding Procedures for Nottinghamshire and Nottingham City website](#).

## Safeguarding Procedure

