



Section 56: Safeguarding Policy

Our Organisation

The United Kingdom is at the forefront of change in supporting children, young people and adults with undiagnosed & diagnosed Fetal Alcohol Spectrum, we strive alongside our FASD Alliance to work across England and Wales to challenge attitudes, improve services and provide information and advice.

Safeguarding Policy

The purpose and scope of this policy

FASD Friends works with children, young people and families across the South West of England as part of the service. This includes: groups, one-to-one support, family events, training & guest speaker events.

The purpose of this policy is:

- To protect children and young people who receive FASD Friends services. This includes the children and young people and young adults who use our services.
- To provide parents/carers, staff, volunteers and Trustees the overarching principles that guide our approach to child protection and child and adult safeguarding.

This policy applies to anyone working on behalf of FASD Friends, including managers, the Committee, paid staff, volunteers and sessional workers.

We believe that:

- We have a responsibility to promote the welfare of all children, young people and vulnerable adults to keep them safe and to work in a way that protects them.

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- Children, young people and young adults should never experience abuse of any kind.

We recognise that:

- The welfare of the child, young person and young adult is paramount.
- All children/young people and young adults, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have a right to equal protection from all types of harm or abuse (Equality Act 2010).
- Some children, young people and young adults are additionally vulnerable due to the impact of previous experiences, their level of dependency, communication needs or other needs.
- Working in partnership with children, young people, their parents/carers and other agencies is essential in promoting children and young people's welfare.

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

- Valuing, listening to and respecting them.
- Appointing a Safeguarding Lead, a Deputy Safeguarding Lead and a Lead Trustee for safeguarding.
- Developing safeguarding policies and procedures which reflect best practice.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents/carers and families appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have policies in place in relation to dealing with bullying behaviour effectively.
- Developing and implementing an effective online safety policy and related procedures.
- Sharing information about child protection and safeguarding best practise with children, young people, young adults and their families through various channels.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Providing effective management for staff and volunteers through supervision, support and training.
- Using our procedures to manage any allegations against staff and volunteers

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appropriately.

- Ensuring we have effective complaints and whistleblowing measures in place.
- Ensuring we have a safe physical environment for our children, young people, young adults, parents/carers, staff and volunteers.
- Recording and storing information professionally and securely.

Contact details:

FASD Friends's lead person with overall responsibility for children protection and safeguarding is the Designated Safeguarding Lead.

There is also a Deputy Lead to ensure there is appropriate cover for this role at all times.

Due to adoption status of these members names and addresses are withheld as this is a publically viewed document. Details can be requested by contacting:

Fasd.southwest@gmail.com

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people and young adults in the UK.

<https://www.legislation.gov.uk/ukpga/2006/47/section/56>

FASD Friends uses the Children Act 2004 as the basis for how we safeguard children and young people and young adults who use our services. The principles we follow are:

- **Paramount:** The child's welfare is paramount – this is the most important consideration.
- **Parental responsibility:** Parents have a duty of care for their child/young person and meet their needs.
- **Partnership:** Professionals and families are to work together for the welfare of children & young people.
- **Participation:** Children's wishes and feelings should be ascertained so that they can contribute appropriately.
- **Prevention and provision of services:** Services may be necessary to safeguard and promote the welfare of a child.

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- Protection: a child must be protected from serious harm. The Local Authority has a duty to investigate any report that a child is suffering, or is likely to suffer, significant harm.

The duties and procedures used to inform the Safeguarding Policy are:

- Children Act 1989
- Working Together to Safeguard Children 2018
- Mental Capacity Act 2005
- Keeping Children Safe in Education
- UN Convention on the Rights of the Child
- Care Act 2014

Definitions

Safeguarding is the right of every child and vulnerable person accessing FASD Friends to be protected from any form of abuse.

Abuse occurs when the child's, or vulnerable adults' rights are not respected. Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. It includes not only physical, emotional and psychological ill treatment but also neglect, financial abuse, sexual abuse, and the impairment of physical, intellectual, emotional, social or behavioural development.

A child is anyone who has not yet reached their 18th birthday. FASD Friends staff and volunteers may often prefer to use the words 'young person' to describe teenagers but this definition does not exist in law. It is important to be clear that any young person up to their 18th birthday is legally regarded as a child and is covered by the Children's Act (2004).

An adult is anyone aged 18 or above. A vulnerable adult is someone of 18 years or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness' and who is or maybe unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Staff Recruitment, Training and Development

FASD Friends's recruitment and selection procedure requires references, proof of identity, an enhanced DBS check and 3 yearly re-checks for every FASD Friends member of staff as well as volunteers and Committee members. All colleagues will work within the procedures that accompany this policy and all front-line colleagues will receive training on this policy at induction and in their on-going supervision.

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All FASD Friends staff, volunteers and Trustees will attend Safeguarding Adults and Child Protection training, which will be refreshed every two years. Training includes but is not limited to the recognition of signs of abuse, how to respond to concerns, online safety, exploitation and radicalisation.

The Safeguarding Lead will provide relevant briefings to FASD Friends staff on any changes to safeguarding legislation and procedures, learning from local and national serious case reviews, local service provision and local safeguarding concerns.

FASD Friends will maintain accurate records of satisfactory completion of child protection and adult safeguarding training by staff, volunteers and trustees.

Rights and Responsibilities

Children, young people and young adults who are service users of FASD Friends have the right to:

- Be listened to and to have alleged incidents and concerns taken seriously and acted on in an appropriate way.
- Have sight of the Safeguarding Policy.
- Receive sensitive, fair and respectful treatment during the processes undertaken in line with this policy.
- Have their wishes and feelings taken into account when safeguarding decisions and actions are being made.
- Be consulted and informed about decisions made about them, including if the actions taken by FASD Friends under this procedure are against their wishes, and to receive information about the actions taken and their outcomes.

Children and young people have a right to expect FASD Friends to have taken appropriate steps to safeguard them from contact with inappropriate adults. Therefore, all FASD Friends staff and volunteers, including Board of Trustees members will:

- Be subject to an enhanced DBS check and renewal of DBS every 3 years
- Provide two references

Paid staff in direct contact with children and young people will also:

- Have safeguarding training as part of their induction
- Work within the jurisdiction and framework of all cross county partnership safeguarding hubs

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- Work alongside the Safeguarding Leads, Trustee Lead for Safeguarding and their Line Manager in all instances where safeguarding is a concern
- Work to FASD Friends' confidentiality and safeguarding policies and procedures
- Be accountable to FASD Friends' policies regarding complaints and grievances
- Safeguarding Leads will attend Designated Safeguarding Training every two years.

Confidentiality, Consent and Information Sharing

FASD Friends recognises that all matters relating to child protection and safeguarding young adults are confidential. The Safeguarding Lead will disclose any information about a child or young adult to other members of staff on a need to know basis and in the best interests of the person it concerns. All staff members, volunteers and trustees must be aware that they cannot promise to keep a secret which might compromise theirs, or some else's, safety or wellbeing. All children and young adults accessing FASD Friends are required to sign a confidentiality and information sharing agreement informing them of our role in safeguarding and limitations of confidentiality.

Multi-agency Working

FASD Friends will develop and promote effective working relationships with other agencies including but not limited to schools, universities, child protection conferences, core groups, child in need meetings, strategy discussions and Best Interest meetings.

We will participate in serious case reviews and other reviews as and when required to do so across the South West Child Protection and Safeguarding partnerships.

Supporting children, young people and young adults

FASD Friends recognises the significant impact of trauma on children, young people and young adults and acknowledges that FASD Friends may be the only stable, secure and predictable part of their lives.

All members of FASD Friends received trauma training.

We are aware that the behaviour of a child or young person or young adult in challenging circumstances may change and we need to work in a way that meets their needs within the remit of our organisation.

We recognise that children, young people and young adults may be at risk in a wide range of contexts such as home, school and their community (contextual safeguarding) as well as from peers not just adults. We understand that all children and young adults involved in peer-on-peer abuse need protection and support.

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Safeguarding Adults

The Care Act is a significant part in safeguarding adults who are experiencing, or are at risk of, abuse or neglect or are unable to protect themselves. The Care Act safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The procedures that deliver this policy complement cross county local authority safeguarding procedures and will ensure that all colleagues engaged in delivering our services:

- Are alert to the possibility of abuse of an adult in our services
- Know how to recognise abuse relating to adults
- Understand the need to share information about concerns with agencies that need to know
- Understand professional boundaries
- Know and use local authority guidelines with FASD Friends policies
- Know how and where to report concerns
- Are aware of good practice

The aims of adult safeguarding are to:

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Stop abuse or neglect wherever possible
- Safeguard adults in a way that supports them in making choices and having control about how they want to live their lives
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or wellbeing of an adult.

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The application of this policy recognises the key principles of the Mental Capacity Act 2005 which sets out the right for everyone covered by the Act to make decisions and for any decision made on their behalf to be in their best interests. This includes young people over 16 years.

Colleagues will always act in accordance with the principles of that Act when they believe that someone is being abused and in determining how to report that abuse.

We will work with relevant agencies, on individual cases and reviewing best practice and new legislation so that we develop appropriate strategies for responding to the needs of young adults in our service.

Safeguarding Children

The procedures that deliver this policy compliment cross county local authority safeguarding procedures and will ensure that all colleagues engaged in delivering our services:

- Are alert to the possibility of abuse of a child in our services
- Know how to recognise abuse
- Understand the need to share information about concerns with agencies that need to know
- Understand professional boundaries
- Know and use local authority guidelines with FASD Friends policies
- Know how and where to report concerns
- Are aware of good practice

Our procedures ensure that colleagues know the arrangements and contact details for reporting concerns to local authority safeguarding teams. All leaders of operational teams are aware of safeguarding partnership websites. We will work with relevant agencies, on individual cases and reviewing best practice and new legislation so that we develop appropriate strategies for responding to the needs of children in our service.

FASD Friends staff need to be aware of specific safeguarding issues as identified in Keeping Children Safe in Education (KCSIE). KCSIE identifies the following specific safeguarding issues:

- Child missing from education
- Children with family members in prison
- Child sexual exploitation
- Child criminal exploitation: county lines

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- Domestic abuse
- Homelessness
- Honour based violence
- FGM and forced marriage
- Radicalisation
- Peer on peer abuse
- Bullying
- Drugs
- Health & wellbeing

FASD Friends staff will be aware of the different categories of abuse and may be experienced within these categories.

Emotional abuse is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development. It may involve:

- making a child feel worthless, unloved or inadequate
- only there to meet another's needs
- inappropriate age or developmental expectations
- overprotection and limitation of exploration, learning and social interaction
- seeing or hearing the ill treatment of another, e.g. domestic abuse
- making the child feel worthless and unloved - high criticism and low warmth
- serious bullying (including cyber bullying)
- exploitation or corruption

Neglect is the persistent failure to meet a child's basic physical 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 misuse. Once a child is born, it may involve a parent/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

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- ensure adequate supervision, including the use of inadequate care givers
- ensure access to appropriate medical care or treatment
- ensure regular school attendance

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

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, 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.

Physical abuse is not solely perpetrated by adults. Children/young people can also commit acts of physical abuse.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. Activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts.

They may include non-contact activities, such as involving children looking at or in the production of sexual images, including on the internet, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation is also sexual abuse; 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 could take the form of grooming of children, e.g. to take part in sexual activities or to post sexual images of themselves on the internet.

Record Keeping

If a member of FASD Friends staff, volunteer or trustee has a cause for concern in relation to a child or young person or young adult, they will fill out a Record of Concern sheet within 24 hours. A copy will be given to one of the Safeguarding Leads to read and sign and decide on the next steps in relation to the concern recorded. All records will be kept in individually named files and held securely (encrypted) with access given to only the Safeguarding Leads.

All records should be factual. It is equally important to record the reasons for making the decision not to refer to children's/adult's social care services as when the decision is taken to refer. Records of Concern must be signed, dated and named by the person making the record and co-signed by a Safeguarding Lead.

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All concerns of Safeguarding will be reported to the Trustees of FASD Friends. Details will be anonymous and any concerns or reflection will be supported and discussed.

Records of Concern are kept for 25 years from the date the concern was raised and when this time has passed, will be destroyed in a suitable manner.

Home vs Host local authorities and referrals

FASD Friends works with children, young people, young adults and families who are located in various counties under differing local authorities.

The Safeguarding Lead (or staff under direction of the Safeguarding Lead) will refer concerns to the child/young person's home local authority.

This is also relevant when contacting the Local Authority Designated Officer (LADO).

The LADO is responsible for managing all child protection allegations made against staff and volunteers who work with children and young people.

What to do if abuse is suspected

There is no hard and fast rule about how an individual or agency makes a judgement about whether to report a safeguarding concern to a statutory agency. It's a process of listening, gathering evidence, judging risk and taking action. However, there are two basic rules which staff members and volunteers should always follow:

1. Do not ignore it.
2. Do not work in isolation.

Safeguarding Procedures which will be followed by all members of the FASD Friends community.

1. Gather basic factual information but do not quiz the person as this might affect a later court case.
2. Tell the service involved what you are going to do next. Explain that you cannot promise confidentiality when there is evidence or disclosure about a safeguarding concern.

Parental permission is sought when referring to children, unless this might place the child at risk. Service users are kept informed throughout the process, unless this might raise the risk of significant harm.

3. Talk to FASD Friends Safeguarding Lead (or Deputy Safeguarding Lead) about all safeguarding concerns and disclosures. Agree what immediate action you should

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take. Sometimes this may mean calling out of hours' services or the police.

4. If significant harm is suspected, the Lead (or you, if agreed) will refer the matter to the relevant Social Services team. This is done by phone and/or email to an assessment team or emergency duty team on the same day or at least within 24 hours and followed up in writing.

5. If the Lead is not sure whether to make a referral, they will call the relevant Social Services team for advice.

6. Once referred, it is the local authority's legal duty to assess the threshold of risk and need, and decide on further action (or not).

Supporting information

1. If a child or vulnerable adult tells you about an incident of abuse you should listen attentively to what is said and offer reassurance, then talk immediately with the Safeguarding Lead.

2. Be careful! Do not quiz the person or ask leading questions. Just simply take down the facts as they are saying them. Be very aware that interviewing children and vulnerable adults about such matters is a matter for a trained police officer or social worker and it may affect a later court case if you are seen as influencing what someone says.

3. Tell the service user that you must disclose the information to FASD Friends Safeguarding Lead, who may decide that Social Services must be informed. You can decide not to tell them if you have a reasonable belief that in doing so there will be an increased risk of significant harm.

4. If a Member of FASD Friends Staff, volunteer or trustee shares a concern about a staff member or volunteer within FASD Friends or another agency you must inform the Safeguarding Lead without delay and before the end of the working day. If the Safeguarding Lead is not available, inform the Deputy Safeguarding Lead.

5. For disclosures outside of office hours, make a detailed record of the disclosure, with date and time, and inform the Safeguarding Lead the next working day. If you believe the person to be in imminent danger, you must contact the local authority emergency duty team or the police and the Safeguarding Lead by phone.

6. Staff members and volunteers should be aware that it is their duty to tell the appropriate person when significant harm is disclosed or you have a safeguarding

concern. It is not their duty to make a judgement about what action FASD Friends should take (this is the responsibility of the Safeguarding Lead or the Deputy in their absence).

Allegations against staff/volunteers/Trustees

If the allegation is against another staff member or volunteer, follow the procedure and inform the Chief Executive Officer (CEO) and Safeguarding Lead immediately.

Your first duty is to the safeguarding of children and vulnerable adults and you are never under an obligation to colleagues to keep secrets affecting safeguarding. Once you have passed on the information to the CEO/Safeguarding Lead, do not talk about the disclosure with other staff members or volunteers.

If an allegation that could potentially be considered as gross misconduct is made' the worker involved will be suspended on full pay with immediate effect. The member of staff may also be suspended in situations where it is considered in the best interest of the child and member of staff . The Chair and Lead for Safeguarding will be informed and a process of investigation will begin. The Local Authority Designated Officer (LADO) will be informed of the allegation.

In addition, FASD Friends will take steps to ensure that workers are not vulnerable to false allegations. These will include:

- A worker will never work with a child or young person unless another member of staff is in the building or outdoor venue
- Staff will maintain appropriate boundaries at all times
- If a child or young person has a reported history of making allegations against carers or staff, boundaries will be tightly held and client work closely monitored through supervision.

Safeguarding is about identifying the children who need early help. It is everyone's responsibility.

Safeguarding procedure and steps for FASD Friends under 18s

Step 1- You begin to have serious concern about a child's safety

Speak with your manager or if your manager is not available speak to FASD Friends Safeguarding lead or deputy safeguarding lead details provided on the contact list above. If either of these members of the team are not available, contact the CEO or in the last instance the Chair of FASD Friends.

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ACTION:

- ✓ Record carefully on a record of concern sheet, distinguishing between fact and opinion.
- ✓ Be aware of siblings/other young people in the situation.

Important note

If Immediate action is required, this overrides speaking the safeguarding lead.

Make a referral to children's social care and/or the police immediately if you believe a child is suffering or likely to suffer from harm, or in immediate danger. Anyone can make a referral. Tell the Safeguarding Lead as soon as possible if you make a referral directly.

Step 2-Disclosure

A child informs you that they or a young person/child they know is being abused. Disclosure is usually verbal, but can be in writing, drawing, their presentation etc.

ACTION:

- ✓ Explain to the child that you are concerned for their welfare, and want to listen to what they have to say
- ✓ Do not question the child about particular incidents, but make sure you clarify who the alleged victims and perpetrators of abuse are
- ✓ Do not lead the conversation or attempt to assist the child to express themselves
- ✓ Make sure the child understands that you cannot keep this information confidential, and that you will inform your Safeguarding Lead who may report it to the LSCB/police. If the disclosure is in writing inform the child that you will report the contents. Parents/carers will be informed if appropriate to do so.

Step 3-Report

Speak with your manager or contact frequently and discuss the concerns (if not contactable use a common sense approach and contact another person on the list provided below)

Your manager will advise and support you to what the next steps will be. You or your manager may need to report the concerns to the relevant agencies as set out below in all cases the staff member must document concerns on a record of concern sheet, be clear and communicate with the service user involved. If you can't get in contact with any of the people on the list below, please ring your local safeguarding team for advice and the next step.

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STEP 4-

Supervision /debrief/reflect and check in

Agree a time to meet with the Safeguarding Lead and Line Manager as soon as possible. The Lead should keep you informed but do ask if you don't hear from them as soon as you would like. Their priority will be to implement the policy and they will endeavour to try to keep you informed however the matter may be complex and time consuming.

Step 5-

Keep everyone concerned updates as appropriate.

It's important to keep the service user I the loop, only if it is safe to do so and that they also feel supported. It's important that the service user feels supported and is aware of the outcomes.

This is about the child not us!!

Safeguarding procedure and steps for FASD Friends over 18s

Step 1-

You begin to have serious concern about a young person's safety

Speak with your manager or if your manager is not available speak to FASD Friends Safeguarding lead or deputy safeguarding lead details provided on the contact list above. If either of these members of the team are not available, contact the CEO or in the last instance the Chair of FASD Friends.

ACTION:

- ✓ Record carefully on a record of concern sheet, distinguishing between fact and opinion.
- ✓ Be aware of siblings/other young people in the situation.

Important note

If Immediate action is required, this overrides speaking to the safeguarding lead.

Make a referral to children's social care and/or the police immediately if you believe a child is suffering or likely to suffer from harm, or in immediate danger. Anyone can make a referral. Tell the Safeguarding Lead as soon as possible if you make a referral directly.

Step 2-

Disclosure

A young person over the age of 18 informs you that they or a young person/child they know is being abused. Disclosure is usually verbal, but can be in writing, drawing, their presentation etc.

ACTION:

✓ Explain to the Young person that you are concerned for their welfare, and want to listen

to what they have to say

✓ Do not question the young person about particular incidents, but make sure you clarify

who the alleged victims and perpetrators of abuse are

✓ Do not lead the conversation or attempt to assist the child to express themselves

✓ Make sure the young person understands that you cannot keep this information confidential, and that you will inform your Safeguarding Lead who may report it to the LSCB/police. If the disclosure is in writing inform the young person that you will report the contents. Parent/carers will be informed if appropriate to do so.

Step 3-

Report

Speak with your manager frequently and discuss the concerns (if not contactable use a common sense approach and contact another person on the list provided below)

Your manager will advise and support you to what the next steps will be. You or your manager may need to report the concerns to the relevant agencies as set out below. In all cases the staff member must document concerns on a record of concern sheet, be clear and communicate with the service user involved. If you can't get in contact with any of the people on the list below, please ring your local safeguarding team for advice and the next step.

Step 4 –

Supervision /debrief/reflect and check in

Agree a time to meet with the Safeguarding Lead and Line Manager as soon as possible. The Lead should keep you informed but do ask if you don't hear from them as soon as you would like. Their priority will be to implement the policy and they will

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endeavour to try to keep you informed however the matter may be complex and time consuming.

Step 5- Keep everyone concerned updates as appropriate.

It's important to keep the service user in the loop, only if it is safe to do so and that they also feel supported. It's important that the service user feels supported and is aware of the outcomes.

This is about the young person not us!!

Working in schools or colleges with children and young people

When working in schools or colleges with children and young people where a safeguarding concern is raised, always speak to the safeguarding lead within the school to ensure clear communication. A Record of Concern should be filled out and the FASD Friends Safeguarding Lead informed, noting your actions in passing it on to the schools safeguarding lead

Remember there is no such thing as a silly question.

Key Contacts:

NHS England safeguarding leads South West:

<https://www.england.nhs.uk/south/info-professional/nursing-midwifery-care/safeguarding/>

DEVON:

Making a MASH referral for contact (Devon): <https://www.dcfp.org.uk/training-and-resources/making-a-mash-contact/>

Childrens Social Care Devon: <https://www.devon.gov.uk/help/contact-us/local-offices/childrens-social-care/>

SOMERSET:

Designated Lead: <https://sscb.safeguardingsomerset.org.uk/working-with-children/designated-lead/>

CORNWALL & ISLES OF SCILLY:

Designated Leads: <https://ciossafeguarding.org.uk/>

DORSET:

Designated Leads: <https://www.dorsetnexus.org.uk/Services/2878>

GLOUCESTERSHIRE:

Designated Leads: <https://www.gloucestershire.gov.uk/gscp/>

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BRISTOL:

Designated Leads:

<https://www.bristolsafeguardingineducation.org/networks/designated-safeguarding-lead-dsl-networks/>

WILTSHIRE:

Designated Leads: <https://rightchoice.wiltshire.gov.uk/Services/4132>

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