

HIGH SHERIFF YOUTH AWARD SAFEGUARDING POLICY

1. POLICY STATEMENT

- 1.1 Members of the High Sheriff Youth Award Council (the “HSYA”) and Trustees will come into contact with young people and vulnerable adults (adults at risk) while undertaking their duties in assessing applications for an Award and must be aware of the need to behave in an appropriate manner with children and young people.
- 1.2 The HSYA takes the protection of children and vulnerable adults most seriously and its trustees and volunteers will always act in such a way as to safeguard and promote their welfare.
- 1.3 The HSYA is also committed to working with the organisations it funds to prevent abuse and neglect, and to ensure appropriate responses if it occurs.

2. DEFINITIONS

2.1 **The definition of a child** is anyone who has not yet reached their 18th birthday.

2.2 **Safeguarding a child** means:

- Protecting them from abuse, maltreatment and exploitation
- Preventing anything from harming their health or development
- Ensuring they can grow up under safe and effective care
- Taking action to ensure they have the best outcomes in life

2.3 **The definition of an adult at risk** is anyone aged over 18 who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and
- 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

An adult at risk of abuse may:

- Have an illness affecting their mental or physical health
- Have a learning disability
- Suffer from drug or alcohol problems
- Be frail

2.4 **Safeguarding adults at risk** means protecting their right to live in safety and free from abuse and neglect.

3. UNDERSTANDING AND IDENTIFYING ABUSE AND NEGLECT

3.1 A child or adult at risk may be abused or neglected by a person inflicting harm, or by failing to act to prevent harm. Abuse may occur in a family or in an institutional or community setting, by those known to them or by a stranger, including via the internet. They may be abused by an adult or adults, or a child or children. Abuse and neglect can happen over a period of time but can also be a one-off event.

3.2 By understanding the warning signs, problems can be responded to as early as possible and the right support and services provided. There are a number of warning indicators which might suggest that a child or adult at risk may be being abused or neglected. It is important to recognise that a warning sign doesn't automatically mean they are being abused.

3.3 **Physical abuse** – Some of the following signs may be indicators of physical abuse:

Frequent injuries; Unexplained or unusual fractures or broken bones, bruises or cuts, burns or scalds, or bite marks.

3.4 **Emotional abuse** (also sometimes called psychological abuse) may involve deliberately telling a child or adult at risk that they are worthless or inadequate. It may include not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Emotional abuse may involve serious bullying, including online bullying through social networks, online games or mobile phones, by peers.

Some of the following signs may be indicators of emotional abuse:

Being excessively withdrawn, fearful, or anxious about doing something wrong; Parents or carers withdrawing their attention, giving the 'cold shoulder' or humiliating them, for example, by name-calling or making negative comparisons.

3.5 **Sexual abuse** includes physical contact and non-contact activities, such as involving the child or adult at risk in the production of sexual images, forcing them to behave in sexually inappropriate ways or grooming in preparation for abuse (including via the internet).

Some of the following signs may be indicators of sexual abuse:

Displaying sexual knowledge or interest inappropriate to their age or using sexual language that you wouldn't expect them to have; Physical sexual health problems, including soreness, sexually transmitted infections or pregnancy.

3.6 **Sexual Exploitation** is a form of sexual abuse where a child or adult at risk is sexually exploited. It can involve the victim being persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Sexual exploitation doesn't always involve physical contact and can happen online.

Some of the following signs may be indicators of sexual exploitation:

Appearing with unexplained gifts or new possessions; Having older boyfriends or girlfriends; Suffering from changes in emotional well-being; Misuse of drugs and alcohol; Going missing for periods of time or regularly coming home late.

3.6 **Neglect** is a pattern of failing to provide for someone's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. Neglect may occur if a parent or carer becomes physically or mentally unable to fulfil their caring responsibility. An addiction to alcohol or drugs could impair their ability to keep a child or adult at risk safe.

Some of the following signs may be indicators of neglect:

Living in a home that is indisputably dirty or unsafe; Being left hungry or dirty, or without adequate clothing; Living in dangerous conditions (i.e. around drugs, alcohol or violence); Failing to receive basic health care; Parents or carers who fail to seek medical treatment when a child or adult at risk is ill or injured.

Additional categories of abuse – Adults at risk

Financial abuse – theft, fraud, exploitation, coercion in relation to an adult's financial affairs, or the misuse or misappropriation of possessions or benefits.

Possible indicators of financial abuse are:

Unexplained withdrawals from the bank; Unusual activity in bank accounts; Unexplained shortage of money; Unpaid bills.

Organisational Abuse – neglect and poor care practice within an institution or specific care setting such as a hospital or care home, from isolated incidents to continuing ill-treatment.

Possible Indicators of organisational abuse are:

Inflexible and non-negotiable systems and routines; Lack of consideration of dietary requirements; Name calling or inappropriate ways of addressing people.

4. ROLES AND RESPONSIBILITIES

4.1 The HSYA's Board of Trustees must assure themselves that good practice in safeguarding is part of the charity's day to day work and that reasonable steps are taken to ask those organisations funded by the charity to confirm that this is the case.

4.2 The Safeguarding Lead for the HSYA is Henry Curwen, who can be contacted on SafeguardingLead@surreyhighsheriff.org

4.2 The Safeguarding Lead for the charity is responsible for overseeing safeguarding activity in the organisation, including:

- Ensuring safeguarding is included in recruitment and induction for all trustees and volunteers
- Ensuring that trustees and volunteers are supported to enable them to identify and respond to concerns; and if requested, safeguarding training appropriate to their role is made available
- Ensuring any relevant requirements of The Disclosure and Barring Service (DBS) are met
- Supporting and advising trustees and volunteers in dealing with safeguarding concerns.

4.3 All trustees and volunteers must treat safeguarding matters seriously.

4.4 All trustees and volunteers will undertake an DBS check.

5. IMPLEMENTATION

5.1 **Where a disclosure is made** to a HSYA trustee or volunteer:

Firstly, suggest that they talk to an appropriate adult in their own organisation. If that is not possible, and you feel able to listen, you must:

- Keep an open mind and avoid asking leading questions
- Confirm that the information will be treated seriously
- Do not give promises of confidentiality as the matter may develop in such a way that these cannot be honoured
- Ask the person concerned what they want to be done about the concern or allegation
- Make a written record of the information as soon as possible, where possible using the individual's own words. Appendix 1 is an example of a suitable format.

This will include:

- The name of the complainant and, where different, the name of the individual who has allegedly been abused
- When and where the alleged incident took place, including date and time
- Who was present
- The account of what is alleged to have happened
- A description of any injuries observed
- Trustee / Volunteer's name, signature and date

The trustee or volunteer must report the disclosure to the Safeguarding Lead and inform the Chairman of the HSYA Trustees or HSYA Council as soon as possible.

5.2 Where abuse is suspected but not disclosed:

- Trustees and volunteers must also report any suspected abuse to the Safeguarding Lead.
- Must make a written record of the date and time of the report of suspected abuse. The form in Appendix 1 can be used.

5.3 The Safeguarding Lead is responsible for deciding, based on the information gathered, whether external authorities need to be informed.

5.4 In the case of concerns, the Safeguarding Lead shall contact the Surrey County Council's Single Point of Access (SPA) on 0300 470 9100 (Monday to Friday from 9am to 5pm) or Out of Hours in an Emergency on 01483 517898. The SPA is the point of contact for any Surrey organisation concerned about the safety of a child or adult at risk.

5.5 Written records shall be retained of any report to Surrey County Council.

5.6 No trustee or volunteer at the HSYA should attempt to investigate an incident or allegation themselves.

5.7 If a trustee or volunteer has concerns about the safety or welfare of a child or adult at risk and feels they are not being acted upon by Safeguarding Lead, it is their responsibility to take action.

5.8 If a child or adult at risk is in immediate danger or risk of harm, a referral must be made to Surrey County Council and/or the Police.

5.9 The current High Sheriff must be informed.

6. SAFEGUARDING OF CHILDREN AND ADULTS AT RISK BY GRANT FUNDED ORGANISATIONS

6.1 Responsibility for ensuring the safety of children and adults at risk taking part in projects funded by the HSYA rests with the projects themselves. However, as part of its assessment and decision-making process the HSYA will ensure that funded projects have suitable Safeguarding Policies and Procedures in place before funding can commence.

6.2 To enable groups to fully address safeguarding issues, the HSYA will also ensure that groups requesting specialist support to enable them to ensure the safety of children and adults at risk will be referred to suitable sources.

7. VISITS TO GRANT-FUNDED ORGANISATIONS

7.1 When a HSYA trustee or volunteer visits a funded organisation, they will meet various people during the course of the visit, which may include children and/or adults at risk.

7.2 In all circumstances, HSYA trustees and volunteers are not to be left alone with a child or adult at risk.

7.3 It is the visited organisation's responsibility to ensure that children and adults at risk are protected from any harm, but HSYA trustees and volunteers must be mindful and must not request to be left alone with an individual to ask for their personal account of the support they have received from the visited organisation.

7.4 The summary at Appendix 2 is intended to provide guidance to trustees and volunteers engaging in visits to grant-funded organisations on appropriate behaviour and to ensure their personal safety.

8. ALLEGATIONS AGAINST HSYA TRUSTEES OR VOLUNTEERS

8.1 If an allegation is made against a HSYA trustee or a volunteer it will be taken seriously and the risk to those using the HSYA's services will be assessed without delay. The Chair of Trustees and current High Sheriff must be informed.

8.2 The trustee or volunteer will be suspended with immediate effect.

8.3 If a HSYA trustee or a volunteer has a concern about a colleague, they must immediately discuss their concerns with the Safeguarding Lead – not with the colleague.

8.4 Any internal investigation regarding trustees or volunteers that is a safeguarding concern must be carried out with the agreement of the local authority and/or the police to ensure that any criminal investigation or protection plan is not compromised.

8.5 The Local Authority Designated Officer (LADO) Service manages allegations against individuals who work or volunteer with children in Surrey. **Regardless of the nature of the allegations and who receives the allegation, the Safeguarding Lead shall report it to the LADO on 0300 123 1650 (option 3) or LADO@surreycc.gov.uk (Monday to Friday from 9am to 5pm). This includes situations where the worker resigns.**

8.6 In the event of an allegation against the HSYA's Safeguarding Lead, the matter will be escalated to the Chair of Trustees.

9. IMAGE CONSENT

The HSYA uses photographs and digital images for reporting and publicity purposes. If these photographs or digital files contain images of young people, then the consent of their parent or guardian must be obtained before the image can be used. Where possible this consent should be obtained prior to the photograph or image being taken or recorded. A suitable consent form can be found in Appendix 3.

Safeguarding Alert Form

This form is to be used by anyone who wishes to report concerns about abuse or who has had a disclosure of abuse made to them. **Please complete it immediately after the disclosure and forward it to the HSYA's Safeguarding Lead by email to: SafeguardingLead@surreyhighsheriff.org**

<p><i>1. Your Details</i></p> <p>Name.....</p> <p>Position.....</p> <p>E-mail.....</p> <p>Telephone Number</p>
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<p><i>2. Details of the Individual (The victim of alleged or suspected abuse)</i></p> <p>Name</p> <p>Address.....</p> <p>.....</p> <p>Telephone Number</p>
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<p><i>3. Details of the Complainant (Where this is different to the victim)</i></p> <p>Name</p> <p>Address.....</p> <p>.....</p> <p>Telephone Number</p>
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<p><i>4. Details of the Alleged Perpetrator</i></p> <p>Name</p> <p>Address (if known)</p> <p>.....</p> <p>Telephone Number (if known).....</p>
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5. Please give details of the incident or disclosure

Try to be as factual as possible, using the alleged victim's own words.
Detail any action taken (including medical intervention, etc.)

Incident details	Date	Time	Location

6. Has the incident been reported to any authority? Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes which agency was informed?
Crime or reference number
Contact Name and telephone number

7. What does the person want to happen in relation to the incident or allegation?
Have you explained that you have to report such concerns to the Safeguarding Lead? Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the person consented to their information being shared with the local authority or the police? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you will share their information without consent, give justification for that decision

Signed Date:

When completed as fully as possible please forward to the Safeguarding Lead:

Henry Curwen
SafeguardingLead@surreyhighsheriff.org

To be completed by receiving Safeguarding Lead:

<p>Received by:</p> <p>Name Date</p> <p><i>Sent to Referral Agency</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name of Agency</p> <p>Date Time</p> <p>Notes</p>

Personal Safety - A brief guide for visits to organisations supporting young people and vulnerable adults

Your personal safety whilst you are undertaking visits is of the utmost importance. Be aware of the risks you may encounter during the journey to and from the visit, or during the visit itself. Think about the visit in advance and plan accordingly – a few simple steps can help to avoid or minimise most risks. **You should put your personal safety first at all times.**

Before the Visit

- Always tell someone where you are going and what time you expect to return. Write down the address of the organisation, the name of the person you are going to meet with and their phone number. If your plans change, contact that person to let them know.
- Do not travel if it would be risky or dangerous for you to do so – if a meeting has to be postponed because of bad weather or other disruption, then so be it.
- Plan your route in advance and leave someone the details in case you break down in an area that does not have mobile reception.
- If you plan to travel by public transport, find out the times of buses or trains in advance. Book taxis in advance wherever possible if you need to use them; use a reputable service and tell someone which taxi service you are using.
- Arrange your meetings in suitable locations. If an organisation does not have a business or project address, arrange to meet at a public location (e.g. a local community centre or café). Do not go to people's homes or invite them to yours.
- If you have any concerns, contact the office to discuss them.

During the Visit

- If you feel uncomfortable or threatened at any time during a visit, do not hesitate to leave. You could excuse yourself by saying something like "I've left some papers in my car".
- Familiarise yourself with your locality on arrival.
- Carry your mobile phone with you and keep it switched on (silent/vibrate mode) during the visit. Be aware that reception may be non-existent or poor in some locations.
- If the weather or other conditions deteriorate, delay your journey home if it would be risky or dangerous for you to travel.
- Do not leave valuables on display in your car. Wherever possible, avoid carrying high value items or wearing expensive watches or jewellery.
- If you do not feel comfortable in an area, or it is dark by the time you finish your meeting, ask someone to walk you back to your car or to call you a taxi to take you back to the station or your home.
- Avoid waiting alone for buses in remote or poorly lit areas.

After the Visit

- If you encounter any difficulties during a visit, report them to HSYA trustees at the earliest opportunity, and to the Police if relevant.

continued

Code of Conduct in Relation to young people

As a matter of course, members of the HSYA Council and Trustees should adhere to the following guidelines:

- Make sure you are not alone with a young person. Another adult should be present.
- Do not make inappropriate physical contact with a young person. Physical contact should not extend beyond a handshake (or similar) as a greeting and on departure.
- Do not meet or arrange to meet young people away from activities arranged by the organisation.
- Photographs should not be taken or used without the consent of the young person and their parent(s). The High Sheriff Youth Award's Image Consent Form must be completed.
- If you must have a private conversation with a young person, make sure that you have informed another adult, that the door to the room is not closed and ask the other adult to glance into the room occasionally.

Surrey High Sheriff Youth Award Image Consent Form

The Surrey High Sheriff Youth Award (HSYA) provides funding to groups of young people across the county to support the work they do. The project your son/daughter takes part in has applied successfully for HSYA funding. We are asking the project if they have any suitable photographs or digital images of the young people that we can use to promote the HSYA.

If they do have suitable photographs or digital images, we need to ask you, the parent or guardian, to sign the form below giving your consent for us to use the photographs or digital images.

Name of project-----

Name of young person-----

Please answer the questions below:

1. May we use photographs/digital images of your child (unidentified by his/her full name):
 - In publications (our brochure and flyers)?
 - On our HSYA website?
 - On display boards at events?
 - On the High Sheriff of Surrey website?

Please circle your answer **YES / NO**

2. Do you consent to your child being photographed/digitally imaged by local newspapers and other news media on the basis that their full names are withheld?

Please circle your answer **YES / NO**

Signed ----- (Parent/Guardian)

Date-----