

## **Croydon Voluntary Action (CVA) Safeguarding Policy Concerning Children, Young People & Vulnerable Adults**

### **CVA SAFEGUARDING POLICY**

#### **1. Introduction**

Every child or vulnerable adult deserves to be safe and secure in their activities.

CVA has put in place safeguards to protect children, young people and vulnerable adults. CVA has also put in place safeguards to avoid putting their workers in positions where abuse might be alleged, and to ensure that all workers know exactly what to do should abuse be suspected. CVA believes it is important to not only protect the vulnerable from abuse but to actively promote the welfare of children, young people and vulnerable adults - not just to protect, but to safeguard.

The Department of Health defines a vulnerable adult as a person who is aged 18 or over that is or may need community care services because of a disability (mental or other), age or illness and is someone who could be unable to look after themselves, or protect themselves from harm or exploitation.

#### **2. CVA Values for Safeguarding**

**Privacy:** With regards to vulnerable adults, the right of individuals to be left alone or undisturbed and free from intrusion or public attention into their affairs.

**Dignity:** Recognition of the intrinsic value of people regardless of circumstances by respecting their uniqueness and their personal needs; treating with respect. The protection from abuse is seen as part of the general responsibility of CVA. Children and young people have the right to be protected from abuse of all types, and to expect that individuals in positions of responsibility will do everything possible to promote those rights. CVA has a responsibility and promotes non-abusive relationships creating anti-abusive environments.

**Independence:** Creating steps to independence and opportunities to act and think without reference to another person, including a willingness to incur a degree of calculated risk.

**Choice:** Opportunity to select independently from a range of options and assert individuality.

**Fulfilment:** The realisation of personal aspirations and abilities in all aspects of daily life. All have the right to live in a caring and safe environment.

**Valuing Diversity:** Respect for different cultures, ethnic backgrounds, disabilities, religions, ages, genders, and sexual preferences.



CVA informs vulnerable adults, children and young people and carers of its duty to follow up any safeguarding concerns and report suspected cases of abuse when disclosed or observed.

Reviewed: July 2021

Approved for CVA by: MIKE MULWEY

Position: HONORARY TREASURER

(Please PRINT)

Signature:

Date: 6<sup>th</sup> July 2021

Next Review Date: July 2022

## APPENDIX

### CVA SAFEGUARDING PROCEDURES & GUIDANCE

#### 1. CVA contact with Children, Young People & Vulnerable Adults

CVA works with children and young people and vulnerable adults directly and indirectly through project work including Asset Based Community Development (ABCD), Volunteer Centre and other networks and projects.

#### 2. Preventing Opportunities for Abuse: This policy needs to be read in conjunction with the following policies and procedures:

- Equal Opportunities
- Complaints
- Whistle Blowing
- Disciplinary
- Grievance
- Data Protection

CVA aims to:

- Ensure it practices safe recruitment in checking the suitability of staff and volunteers to work with children and vulnerable people
- Raise awareness of safeguarding issues, equipping children and vulnerable adults with the skills needed to keep them safe through training and awareness raising
- Implement its procedures for identifying and reporting cases, or suspected cases of abuse
- have training in safeguarding children and vulnerable adults for managers and staff who may be the first point of contact for concerns of abuse etc

#### 2.1. Safer Recruitment and Supervision of staff/volunteers

All CVA staff/volunteers will complete a Disclosure and Barring Service (DBS) application if they are working with children or vulnerable adults. If the post holder is likely to be unsupervised at any time they must apply for a satisfactory Enhanced Disclosure. A Standard Disclosure will only be appropriate if the post holder is guaranteed not to have unsupervised access to children or vulnerable adults. CVA will also seek at least two satisfactory references for every paid or unpaid post. In addition all CVA workers will be

subject to regular one to one supervision and an annual appraisal of their work and personal development.

## **2.2. Training & Development**

- All CVA staff working with children and vulnerable adults are required to maintain up to date knowledge of Safeguarding vulnerable adults and children and young people through annual training.
- All CVA staff/volunteers will have access to ongoing training opportunities to promote their safeguarding knowledge, this includes basic training on the CVA Policy and procedures with access to specific training where necessary.

## **2.3. Safer Practice in Direct Work**

- The Designated Safeguarding Lead at CVA is Sara Milocco, Head of Communities, [sara.milocco@cvalive.org.uk](mailto:sara.milocco@cvalive.org.uk)
- No CVA member of staff or volunteer will, wherever possible be alone with a child or vulnerable adult without alerting others to the reason.
- Parent, carer or next of kin consent (where appropriate) and contact details will be recorded for all children or vulnerable adults accessing CVA services (with reference to the Data Protection Policy)
- If any allegation is made against a member of CVA staff concerning alleged abuse of a child, their manager must immediately make contact with the LADO (Local Authority Designated Officer) 020 8726 6000 ext. 84322. The manager will not begin an investigation until they have the LADO's agreement. The procedure to be followed is in line with the London Child Protection Procedures <http://www.londoncp.co.uk>

## **2.4 Safer Practice for Staff who may come into contact with Children and Vulnerable Adults but do not directly work with them**

- All staff in this context will have a Standard DBS check, this includes some administrators, managers and workers
- Where practical, no CVA member of staff or volunteer will be alone with a child or vulnerable adult without alerting others to the reason
- Safeguarding considerations will be included in the Access & Security Policy for all Voluntary Action Centres.

## **2.5 Social Media**

As technology develops, the Internet and its range of services can be accessed through various devices including mobile phones, computers and game consoles. Although the Internet has many positive uses, it provides the key method for the distribution of indecent images of children. Furthermore, social networking sites, chat

rooms and instant messaging systems are increasingly being used by online predators to “sexually groom” a child, young person or vulnerable adult. In addition, electronic communication is being used more and more by young people as a means of bullying their peers and distributing inappropriate images.

CVA Social Media Guidelines must be followed in order to safeguard CVA employees and the people we work with.

## **2.6 Photography**

Photos of young people taking part in CVA programs and activities are an excellent way of communicating and promoting CVA but when personal information is added to photographs, these images can be used to identify children, and put their safety and privacy at risk. Photographs can also be adapted for inappropriate use. To manage the risks associated with photographing children and young people all employees and volunteers involved with photographing children and young people must ensure that CVA photography permissions forms are completed and fully comply with procedures detailed therein.

## **3. Definitions of types of Abuse**

### **3.1 Physical Abuse of Children, Young People or Vulnerable Adults**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult. Female Genital Mutilation (FGM), modern slavery and domestic abuse are also included into this category.

For more specific indicators of risk of:

FGM see <https://www.fgmaware.org/indicators-of-risk.html#>

Modern slavery <https://www.salvationarmy.org.uk/spot-signs>

Domestic abuse <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/domestic-abuse/#signs>

<b>Physical Abuse - Indicators</b>	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> <li>• Unexplained injuries — bruises/ abrasions / lacerations</li> <li>• The account of the accident may be vague or may vary from one telling to another</li> <li>• Unexplained burns</li> <li>• Regular occurrence of unexplained injuries</li> <li>• Spend longer in the bathroom or toilet</li> <li>• Have difficulty walking, standing or sitting</li> <li>• Most accidental injuries occur on parts of the body where the skin passes over a bony protrusion</li> </ul>	<ul style="list-style-type: none"> <li>• Withdrawn or aggressive behavioural extremes</li> <li>• Uncomfortable with physical contact</li> <li>• Seems afraid to go home</li> <li>• Complains of soreness or moves uncomfortably</li> <li>• Wears clothing inappropriate for the injuries weather, in order to cover body</li> <li>• The interaction between the child, vulnerable adult and carer</li> <li>• Have unusual behaviour after an absence from school or college</li> </ul>

### **3.2 Neglect**

Neglect is the persistent failure to meet a child's or vulnerable adult's basic physical and / or psychological needs, likely to result in the serious impairment of the child's or vulnerable adults health or development. Neglect may involve a parent/carer failing to:

- Provide adequate food, clothing and shelter
- Protect a child or vulnerable adult from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's or vulnerable adult's basic emotional needs. Also including self-neglect.

<b>Neglect- Indicators</b>	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> <li>• Unattended medical need</li> <li>• Underweight or obesity</li> <li>• Recurrent infection</li> <li>• Unkempt dirty appearance</li> <li>• Smelly</li> <li>• Inadequate / unwashed clothes</li> <li>• Consistent lack of supervision</li> <li>• Consistent hunger</li> <li>• Inappropriately dressed</li> </ul>	<ul style="list-style-type: none"> <li>• Poor social relationships</li> <li>• Indiscriminate friendliness</li> <li>• Poor concentration</li> <li>• Low self-esteem</li> <li>• Regularly displays fatigue or is lethargic</li> <li>• Frequently falls asleep</li> <li>• Frequent unexplained absences</li> </ul>

### **3.3 Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent effects on the child's or vulnerable adult's emotional development, and may involve:

- Conveying to children or a vulnerable adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's or vulnerable adult's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or vulnerable adult participating in normal social interaction;
- Seeing or hearing the ill-treatment of another;
- Serious bullying, causing children or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults;

- Radicalisation towards ‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and
- Intolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.

<b>Emotional Abuse – Indicators</b>	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> <li>• Poor attachment relationship</li> <li>• Unresponsive / neglectful behaviour towards the child’s or vulnerable adults emotional needs</li> <li>• Persistent negative comments about the child or vulnerable adult</li> <li>• Inappropriate or expectations</li> <li>• Self harm</li> </ul>	<ul style="list-style-type: none"> <li>• Low self-esteem</li> <li>• Unhappiness, anxiety</li> <li>• Withdrawn, insecure</li> <li>• Attention seeking</li> <li>• Passive or aggressive behavioural extremes</li> <li>• Being distanced from their cultural /religious heritage and experiences</li> <li>• Discomfort about their place in society</li> </ul>

### 3.4 Sexual Abuse

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, including prostitution, whether or not the child or vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

Sexual abuse includes non-contact activities, such as involving children or vulnerable adult’s in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children or vulnerable adult’s to behave in sexually inappropriate ways.

<b>Sexual Abuse- Indicators</b>	
Physical Indicators	Behavioural Indicators



<ul style="list-style-type: none"> <li>• Sign of blood / discharge on the child's or vulnerable adult's underclothing</li> <li>• Awkwardness in walking / sitting</li> <li>• Pain or itching — genital area</li> <li>• Bruising, scratching, bites on the inner thighs / external genitalia.</li> <li>• Self harm</li> <li>• Eating disorders</li> <li>• Involuntary urination / defecation</li> <li>• Sudden weight loss or gain</li> </ul>	<ul style="list-style-type: none"> <li>• Sexually provocative behaviour or knowledge that is incompatible with a child's age and understanding</li> <li>• Drawings &amp; or written work that is sexually explicit</li> <li>• Self harm / Suicide attempts</li> <li>• Running away</li> <li>• Substance abuse</li> <li>• Significant devaluing of self</li> <li>• Loss of concentration</li> </ul>
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### 3.5 Discriminatory forms of Abuse

This form of abuse involves direct/indirect discrimination of children or vulnerable adults because of their race, gender, sexuality, disability, religion, mental health status or age.

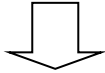
#### **Discriminatory Abuse — Examples:**

- Lack of culturally or gender sensitivity in care practices
- Access to services denied due to lack of disability awareness and access needs of members
- No attempt to address language barriers
- No provision of culturally sensitive food
- No awareness of importance of faith festivals etc

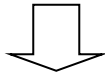
#### 4. How to Report Suspected Abuse

Where a worker or volunteer (Practitioner) suspects a child or vulnerable adult has or is being abused the Practitioner follows the process below:

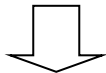
1. Practitioner has concerns about a child or vulnerable adult's welfare



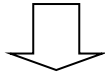
2. Practitioner believes the child or vulnerable adult is in immediate danger must call the police on 999. If not go to 3 below.



3. Practitioner must discuss concerns with his/her line manager/and/or other CVA Senior Manager as appropriate as soon as possible

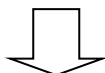


4. CVA Manager must record concerns using as much information as possible such as what was said, what was observed, when, where and who else was there, date, time and place of disclosure/concerns. All documents must be dated, signed, scanned and logged with the Designated Safeguarding Lead Sara.milocco@cvalive.org.uk 07540720103. All sensitive information must be stored online under a password protected Management folder.

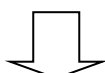


5. If needed, Practitioner/Manager should call:

- Single Point of Contact Consultation Line 0208 726 6464 or use the online form the [SPOC Safeguarding Referral Form](#)
- or the Adult Abuse Reporting Line 020 87266500 or use the online form <https://www.croydon.gov.uk/healthsocial/adult-care/support-assessment-and-safeguarding/help-from-adult-social-care-or-report-a-safeguarding-concern>



6. If online forms are not used and the Practitioner/Manager calls telephone lines above, the phone call should be followed up in writing to the relevant agency within 48 hours with copy kept in CVA Incidents file.



7. CVA to review safeguarding practice of the incident at a special staff meeting at CVA premises.

## 6. Legislation & Guidance

CVA staff and volunteers should be aware of the following legislation and guidance

### [Working together to Safeguard children 2020](#)

The Department for Education published the key statutory guidance for anyone working with children in England in July 2018. It sets out how organisations and individuals should work together and how practitioners should conduct the assessment of children. The current guidance was updated on the 21st February 2019 to reflect how local authorities should notify the [Child Safeguarding Practice Review Panel](#) and revised again on the 9th December 2020 to incorporate factual changes in relation to information sharing, homelessness duty and references to domestic abuse. A summary of the most recent changes can be found [here](#).

### [Children and Social Work Act 2017](#)

The Children and Social Work Act 2017 received Royal Assent on 27 April 2017. It mainly applies to England only and includes a wide range of provisions relating to support for children in care and care leavers; the welfare and safeguarding of children and regulation of the social work profession.

### [Digital Economy Act 2017](#)

Makes it a requirement for providers of internet pornography to prevent access to their material by anybody under the age of 18, and creates an age verification regulator, to publish guidelines about how this should be achieved. The regulator will have the power to fine providers that fail to comply, and require internet service providers (ISPs) to block access to any platform that makes extreme online pornographic material within the UK.

### [Serious Crime Act 2015](#)

Includes Female Genital Mutilation (FGM)

### [Protecting children from radicalisation: the prevent duty 2015](#)

### [Care Act 2014](#)

The Act modernises and consolidates the law on adult care in England into one statute and has been described as the biggest change to the law in 60 years. Key changes include the introduction of national eligibility criteria, a right to independent advocacy and, from 2016, a cap on care costs faced by self-funders.

### [Safeguarding Vulnerable Groups Act 2006](#)

In response to recommendation 19 of the Bichard Inquiry Report into child protection procedures following the Soham murders, new arrangements for people whose jobs and voluntary work bring them into contact with children and vulnerable adults

(previously referred to as the vetting and barring scheme) is due to be phased in from autumn 2008 under the Safeguarding Vulnerable Groups Act. Updated in 2010.

### [The Children Act 2004](#)

This act provided legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm.

## **Further Advice & Guidance**

### **Children, Young People & Families:**

For more information on what to do if you are worried about a child in Croydon, visit the [Croydon Safeguarding Children Board](https://croydonlcsb.org.uk/) website <https://croydonlcsb.org.uk/>

For non-urgent actions: the [Croydon's Single Point of Contact](#) offers access to advice and support ensuring a prompt response when children or young people are considered to be at risk. They will also support practitioners in agreeing an Early Help offer for children and young people. 0208 726 6464

[Family Lives](#) (national) parenting and family support 0808 800 2222

[Halo project](#), support and advice for victims (forced marriages, honour based violence) 08081 788 424.

### [NSPCC Child Protection Helpline:](#)

For adults: 0808 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

For children: 0800 1111 [Childline](#)

For FGM: NSPCC FGM [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk) 0800 028 3550

### **Vulnerable Adults:**

Croydon Adult Abuse Reporting Line 020 8726 6500 or use [this online form](#).

Action on Elder Abuse: 0808 808 8141



Respond: 020 7383 0700. Provides services to people with learning disabilities who have experienced abuse, loss or trauma.

See a detailed list of other services by Ann Craft Trust [here](#).

**The CVA Safeguarding Policy can be made available in large print, electronic form, audio, community languages and in Braille on request**