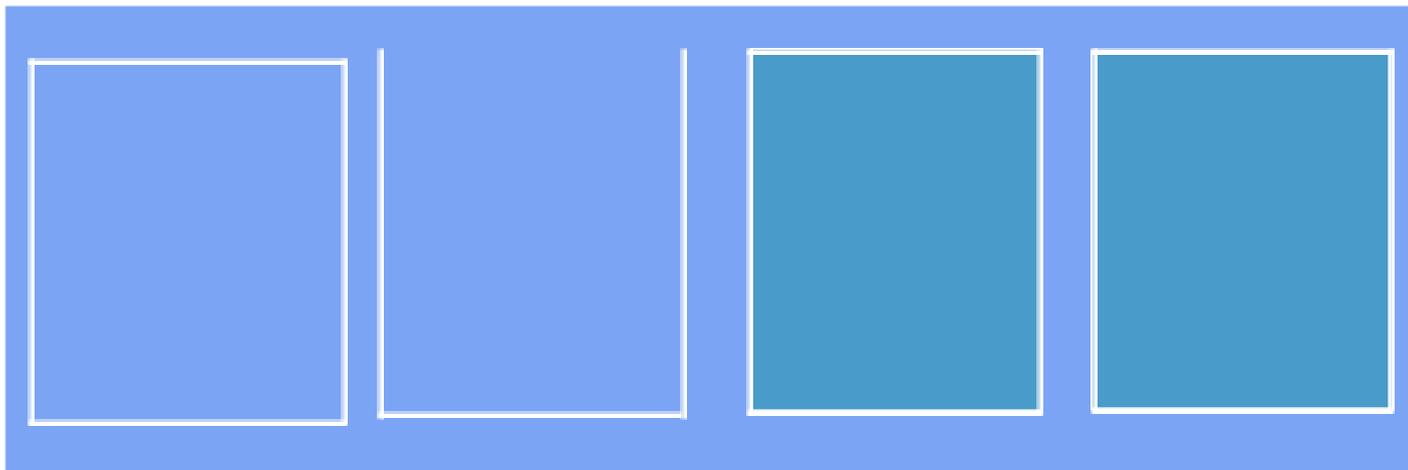


**Circularity - Child and Vulnerable Adult Safeguarding and Protection Policy
14 April 2021**

Scope:	Lays out Circularity policy and procedures to ensure the safeguarding of children, young people and vulnerable adults with whom we come into contact.
Applies to:	<ul style="list-style-type: none"> • All staff – for the purposes of this policy this means employees, trustees, freelance contractors and volunteers. • Project partners • Project participants • All other users of Circularity venues • Recruitment and interview panels
To be used by:	<ul style="list-style-type: none"> • All staff – for the purposes of this policy this means employees, trustees, freelance artists and volunteers • Recruitment and interview panels
Related documents:	Equality and diversity policy; Health and safety policy; Recruitment and selection policy; Recruitment of ex-offenders policy; DBS checking process; Code of Conduct; Lone working policy; Complaints procedure; Whistleblowing policy
Last reviewed	14 April 2021
Last updated:	14 April 2021
Next review:	14 April 2022
Responsible staff member(s):	Chief Executive
Responsible board member:	Chris Baldwin, Safeguarding lead Board member
Safeguarding flow chart (see page 2)	Safeguarding 'Quick View' Procedure Overview
Appendix A Appendix B Appendix C Appendix D Appendix E	How to recognise signs of abuse What to do if I suspect an individual is being abused What to do if an individual tells you they have been abused Disclosure Checking Report of Child Protection/vulnerable adult concerns

"We believe every child, young person or vulnerable person has the right at all times to feel safe and be protected from any practice or situation which could cause them to be physically or psychologically hurt. In Circularity Foundation, if we have suspicions concerning a child, vulnerable adult or young person's physical, sexual or emotional state of health, we will take action." – Circularity Board of Trustees.

Safeguarding 'Quick View' Procedure Overview



Scenario 1

When you identify a child, young person or adult at risk who may be experiencing abuse or neglect



Scenario 2

When a child, young person or adult at risk makes an allegation of abuse or neglect.

Scenario 3

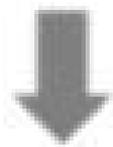
When allegations or concerns are expressed about a Circularity staff member or volunteer.

Scenario 4

When allegations or concerns are expressed about any other person e.g. parent, carer or other project participant.

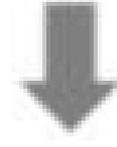
Is the child, young person or adult at risk of immediate significant harm?

YES



Contact Emergency Services/Seek Relevant professional advice

NO



- A **Recognise – Identify When something isn't right**
- B **Respond – Discuss incident with nominated Safeguarding lead**
- C [Redacted]
- D [Redacted]
- E [Redacted]



Referral accepted by relevant local authority authority

Referral not accepted by relevant local



Monitor and Review as appropriate

Safeguarding lead to discuss alternative action

NOMINATED LEAD'S

Primary
Mr Chris Baldwin
Circularity
chris.baldwin@circularity.org

Chris is the nominated child and vulnerable adult representative, which means that she is the first person that children, vulnerable adults, staff or volunteers should approach with concerns or suspicions of abuse. She is responsible for ensuring that child and vulnerable adult protection policies and procedures are being implemented correctly. Chris will, where appropriate, report to the Board.

If Chris is not available then a secondary contact will be nominated.

POLICY STATEMENT

At Circularity we believe that:

- The welfare of children, young people and vulnerable adults is paramount.
- All children, young people and vulnerable adults whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to take part in all of Circularity activities in a safe environment and to be protected from all and any forms of abuse.
- All suspicions or allegations of abuse must be treated seriously and responded to appropriately and immediately.
- All our staff, freelance contractors, trustees and volunteers, have access to this policy so that they are clear on how to respond appropriately.

Staff, freelance contractors and volunteers working closely with a child or young person or vulnerable person in creative activities can have a great deal of power and influence over them, especially when that person is in some way responsible for their success or failure within a project or activity. It is therefore very important that everyone understands this and does not abuse their position of trust.

DEFINITIONS

Abuse

Abuse is often divided into 4 categories: Physical, emotional, sexual or neglect - though those affected by abuse may often suffer more than one type. (See Appendix A for How to Recognise Signs of Abuse)

Physical abuse is intentional, non-accidental use of physical force... on the part of a parent or other care-taker in interaction with a child in his or her care, aiming at hurting, injuring or destroying that child" (Owen and Pritchard (2000) p.40)

Emotional abuse is the persistent emotional ill treatment of a person causing severe and long-lasting adverse effects on that person's emotional wellbeing. They may be made to feel or believe they are unloved, worthless or inadequate, or they may be frightened, feeling they are in danger. Emotional abuse may involve exploitation or corruption.

Sexual abuse occurs when a person is used to gratify another person's sexual needs. The individual is forced or enticed to take part in sexual activities, whether or not they understand or consent. Sexual abuse can also be non-contact activities, such as involving vulnerable individuals in looking at or in production of pornographic material, watching sexual activities or encouraging them to behave in sexually inappropriate ways. Abuse may be same-sex or opposite sex, might be by other children, young people or adults. People from all areas of life may be sexual abusers.

Neglect is the persistent failure to meet a child's or vulnerable adults basic physical and/or psychological needs in a manner likely to severely damage their health or normal development. Neglect can mean failure to -

- Provide adequate food, shelter and clothing
- Protect the individual from physical harm or danger
- Seek appropriate medical care/treatment which the individual obviously needs
- Meet the individual's basic emotional needs

Child

The Children Act 1989 defines a child as being up to and including age 18. This may be extended for some children who are disabled or in local authority care settings.

Young person

There is no legal definition and the term merely refers to the upper age-ranges of the definition of a child. For example, 16 or 17 year olds would usually prefer to be called "young people" rather than "children".

Vulnerable Adult

Classification: A person who may be dependent, frail, in need of support, people with learning disabilities or in need of care of supervision.

Staff Member

The term Staff Member includes all Circularity employees, trustees, freelance artists and unpaid volunteers working on behalf of Circularity.

Good Practice - Safeguarding Against Possible Abuse

Code of Behaviour

Circularity staff members **MUST NOT**:

- Take part in rough physical games or rough play with children or vulnerable adults.
- Allow or engage in inappropriate touching of any kind. Touch should only be in response to an individual's need and be appropriate to the individual's age and stage of development.

- Physically restrain an individual unless this is to prevent physical injury to another person, to prevent damage to property or to stop the commission of a criminal offence. Restraint must be appropriate and reasonable: otherwise, the restraint itself can be defined as an assault.
- Make sexually suggestive comments and actions.
- Do things of a personal nature for an Individual that they can do for themselves or that their care worker could do for them.
- Personally lend or borrow money from individuals or give or receive gifts from them.

Except in emergency situations staff should not:

- Spend time alone with a child or young person or vulnerable adult - if this is unavoidable, the staff member should make sure that they can be clearly seen or observed by others, and/or inform another member of staff.
- Go into a toilet with children or vulnerable adults unless another adult is present or the care worker gives permission.

Accidents and Injuries

If anyone is injured whilst working with Circularity, a record of the injury must be made in the accident book. The countersignature of the person with responsibility for the individual must also be obtained. The accident book must be kept for 21 years.

It should also be recorded in the accident book if a child or young person arrives at a session with an obvious physical injury. This record should be counter-signed by the person with responsibility for the individual. Not only could this record be useful if a formal allegation is made later, but is also a record that the Individual was not injured whilst involved in the project.

Recruitment of Personnel

Circularity operates a careful and appropriate selection process for staff, which require applicants to:

- Complete an application form and have their identity checked against their birth certificate/passport.

- An Interview by at least 2 members of Circularity (Board of Trustees).
- Explain any inconsistencies or gaps in employment history.
- Undergo Police checks and checks with the Disclosure and Barring Service (DBS) (see Appendix D for details) on acceptance of employment/volunteering.
- Have a supervised probationary period while they are new to the organisation

Circularity will seek advice about recruiting someone with a criminal record (please see our Recruitment of Ex-Offenders Policy).

No unsupervised access to children, vulnerable adults or young people will be allowed until all the above checks are completed.

Staff Training

Circularity will make all staff members aware of this Policy and their duties regarding Child Protection and Vulnerable People and appropriate safeguarding training will take place.

Procedure to be followed where abuse is alleged or suspected.

(See also Appendix B - What Do I Do If I Suspect an Individual Is being abused?)

A staff member, trustee, volunteer or freelance contractor working with Circularity who:

- Suspects an individual has been or is at risk of being abused
- Has had abuse disclosed to them
- Receives a complaint from anyone about protection of children, vulnerable adults or young people during Circularity's work
- Has an allegation made directly against them

MUST:

1. REPORT the matter to the Nominated Child and Vulnerable Adult Protection Representative (Katy Lawrence) so that the concerns can be discussed immediately. If the NCVAPR is unavailable then report to the secondary lead (to be nominated in Chris' absence).
2. Complete the Record of Child Protection Concerns form (Appendix E) within 24 hours. This form should be kept by the NCVAPR in a secure location.
3. If there is an allegation against a staff member the NCVAPR will discuss the matter with the staff member.
4. If the child, young person or vulnerable adult is part of an organised group or workshop, the NCVAPR will consult the group's leader to agree what course of action to take.
5. If the child, young person or vulnerable adult is under the supervision of their parents/carers then the NCVAPR will discuss the matter with the parents/carers if this is appropriate.
6. In the event that the individual is unsupervised the NCVAPR will seek advice from the relevant authorities (see 7 below).
7. On the basis of points 2-6 (above) the NCVAPR will refer to Relevant local authority safeguarding team.
8. Written records must be kept of all meetings, actions and procedures carried out, including the outcome of any investigation.

9. Circularity reserve the right to unilaterally make a referral to the relevant local authority safeguarding team where it is felt that this is in the child or young person's or vulnerable adult's best interests.
10. The NCVAPR will keep the Personnel Committee and any member of staff involved in the incident suitably informed of any referral.
11. A) Staff members must not discuss matters arising from the above with anyone other than the NCVAPR. Any other discussion could be deemed a disciplinary procedure. All information recorded must be kept in a secure area and access to it will be on a need to know basis only.

B) A member of staff who has had a direct allegation made against them may discuss the allegation in confidence with their legal representative, the Nominated Child and Vulnerable Adult Protection Representative, and the relevant outside agencies if required.
12. Any staff member who feels that the NCVAPR has not fulfilled his/her duties properly, or if they have any child or vulnerable adult Protection concerns relating to the NCVAPR should contact the Circularity HR Subcommittee.
13. Any staff member having concerns about any other staff members should report it to the NCVAPR for investigation.
14. Throughout all child and vulnerable adults protection procedures Circularity will follow the local Area Child Protection Committee guidelines.

The Role of the Nominated Child and Vulnerable Protection Representative

Receive information from everyone who has concerns about child and vulnerable adult protection and record it in writing.

Assess the information promptly, carefully and without bias or prejudice and make it clear that in some circumstances you will have a duty of care to report it to the relevant local authority safeguarding team.

If the situation is unclear the NCVAPR will seek immediate advice from a professional.

Make a formal referral to the relevant local authority safeguarding team without delay. It is not the role of the organisation to decide whether a child has been abused or not.

Make sure the children and young people using the project know:

- About the child protection policy and procedures
- You are the person to speak to if they have any concerns
- Who to speak to if you are not available
- In order to carry out this role effectively the NCVAPR will need basic level training in child protection.

There is always a commitment to work in partnership with parents or carers where there are concerns about their children or vulnerable adults; therefore, in some situations it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, they may have experienced bereavement in th

family. However, there are some circumstances in which a child might be placed at even greater risk if such concerns were shared (e.g., where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concern still exists, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and be recorded.



REPORTING PROCEDURE FOR SUSPECTED ABUSE

STAFF MEMBER Reports to:

GROUP LEADER AT WORKSHOP AND NOMINATED CHILD PROTECTION REPRESENTATIVE (NCVAPR)

Reports to:

Relevant local authority safeguarding team

APPENDIX A

How to Recognise Signs of Abuse

Physical Abuse

Outward signs of physical abuse are usually **non-accidental** injuries, such as bruises/cuts on areas such as cheeks or thighs, bruises made by hands or fingertips (slapping or pinching). Other signs for concern are burns with a clear outline of the object which made them (such as cigarette or iron burns), bite marks, scalds, broken bones or a child saying that they are frightened of a particular person or that they are being hit, kicked etc. by someone.

Behavioural indicators of physical abuse could be the child being clingy or cowering away from the carer, sudden changes in behaviour, uncharacteristically withdrawn or aggressive behaviour or acting out violence or aggression during role play situations.

Abused children often demonstrate "frozen watchfulness", i.e. they are constantly looking around, being vigilant whilst staying physically inactive or passive. (Experience of an unpredictable, unfriendly environment has taught them not to trust adults).

Emotional abuse

Signs of emotional abuse might be the individual being withdrawn, not wanting to take an alert, active part in things, or having low self-esteem. Sudden speech disorders might occur or, if a child, they might show developmental delay, physically or emotionally. They might display neurotic behaviour (e.g. hair twisting or rocking), be unusually frightened of making mistakes, harm themselves or be afraid of their parents/carers being approached about their behaviour.

Sexual abuse

Physical signs of sexual abuse may be stomach pains, discomfort in the genital or anal area making sitting or walking uncomfortable. A child may be spontaneously sick for no apparent reason.

Behavioural signs of sexual abuse may be sudden or unexplained changes in behaviour (e.g. becoming aggressive or withdrawn), having nightmares, running away from home, sexual knowledge beyond their normal age or development level, acting in a sexually explicit manner towards adults, sexual language or drawings, bedwetting, eating disorders, self-harm, talking

about "secrets", having sudden and unexplained sources of money, not being allowed to have friends (especially adolescents).

Neglect

An individual suffering neglect may be constantly hungry, always be unclean, have poor general health or untreated medical conditions, not have appropriate clothes for the weather conditions, lose weight or be constantly underweight. They may suffer repeated accidental injury (possibly from lack of proper supervision).

Behavioural signs may be constant lethargy, low self-esteem, not asking for or making use of medical assistance when it is needed, not having many friends. Some children may engage in compulsive scavenging or stealing or they may mention they have been left alone or unsupervised

APPENDIX B

What to do if I suspect an individual is being abused?

If you see or suspect abuse of a child or young person you **MUST** make the person with legal responsibility for them (e.g. careworker, youth worker or teacher) aware of the problem. However if you suspect that the person with responsibility is the source of the problem, you should make your concerns known to another member of staff at the site. Explain that you will also be reporting your concerns to Circularity's Nominated Child and Vulnerable Adult Protection Representative.

Write down your concerns/what you witnessed and your response. (Use Appendix E - Report of Child Protection Concerns). You must be objective, **keep to the facts** and **be truthful** about what you have seen/heard or observed. **Notify Circularity's Nominated Child Protection and Vulnerable Adult Representative** about what has happened straight away and pass the completed form to them within 24 hours.

Confidentiality is important. Information you have must only be shared with people who are relevant to the case.

DEALING WITH YOUR OWN FEELINGS

You may experience feelings of:

- Worry and apprehension over what is happening
- Awkwardness because you have formed relationships with the individual and the carer
- Lack of confidence and fear of getting it wrong
- Being intimidated by the carer
- You may feel scared by what you have seen or heard

It is important to talk your feelings through with someone. Ask for appropriate help if you need it and don't bottle up your thoughts and feelings.

APPENDIX C

What to do if an individual tells you that they have been abused

It is possible that a child or young person or vulnerable adult may tell you directly (disclose) that they are being abused. Alternatively they may hint through their words or actions at what is happening to them. If they choose to talk to you **this is because they trust you. LISTENING** to them is the most important thing you can do.

DO

- Listen carefully, be prepared to spend time and not rush them
- Use reflective listening skills. For example, if they say, "Someone is hurting me" a response could be, "Hurting you in what way?"
- Show that you believe the individual, even if what they say sounds unbelievable
- Show empathy for the individual, putting yourself in their shoes, acknowledging their feelings, e.g. "You're feeling upset now"
- Reassure the individual truthfully, e.g. "I will always like you", "You are right to tell me this"; "This is not your fault".
- Find out what is frightening the individual so you know how to help. For example, they may have been threatened not to tell.
- Explain to the Individual that you are going to have to tell someone else, and why.
- Follow the reporting procedure given in Appendix B. (See Appendix E for "Report of Child and Vulnerable Adult Protection Concerns").

DON'T

- Don't ask leading questions, which are ones that put words into the individual's mouth, e.g., "This person abused you then?"
- Don't ask direct questions, e.g. "Was it?"
- Don't put the individual under pressure by interrogating them with lots of questions and avoid using questions beginning with Why? How? Where? When? Or Who? A question such as "Why didn't you tell me this before?" implies disappointment and may discourage the individual.
- Don't criticise the person who has hurt the individual - give more general support, e.g., "Nobody should make you this upset".

APPENDIX D

Disclosure Checking

Circularity use a company called Safer Recruitment to carry out DBS checks on volunteers and artists. The nominated member of staff responsible for doing this is Chris Baldwin (Board Member)

The Standard or Enhanced checks for volunteers is free with only the administration charges applying. Time taken to complete a DBS check is variable, depending on the information made available (upwards of 20 days).

Further information is available at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

APPENDIX E

Report of Child Protection/Vulnerable Adult Concerns

Name of Child:

Address:

Telephone No.

Parent/Carers details:

Name(s):

Telephone No(s)

What is said to have happened/what was seen?

When and where did it occur?

Who else, if anyone, was involved and how?

What was said by those involved?

Were there any obvious signs e.g. bruising, bleeding changed behaviour?

Was the child able to say what happened, if so, how did they describe it?

Who has been told about it and when?

Do the parents/carers know?

SIGNED:

DATE:

List of local authority safeguarding teams:

Children: -

Call Derbyshire: 01629 533190. Out of hours: 01629 532600

Staffordshire First Response: 0800 1313 126. Out of hours: 0345 604 2886

Leicestershire First Response: 0116 305 0005 (24 hour phone line)

Adults: -

Call Derbyshire: 01629 533190

Staffordshire First Response: Phone: 0345 604 2719. Out of hours: 0345 604 2886

Leicestershire Adult Social Care: 0116 305 0004. Out of hours: 0116 255 1606

Email:adultsandcommunitiescsc@leics.gov.uk

Further information

These telephone numbers may be useful:

Police non-emergency: 101

Crimestoppers: 0800 555 111

NSPCC Helpline: 0808 800 5000

Action on Elder Abuse: 0808 808 8141

Care Quality Commission: 03000 616 161

The NSPCC and its ChildLine helpline service provide advice for both adults and children. If you are worried about a child contact the NSPCC trained counsellors for 24 hours per day, 7 days per week help, advice and support tel: 0808 800 5000. ChildLine tel: 0800 1111.

Rape Crisis offers a range of support, counselling, advocacy and information for women and girls of all ages who have experienced any form of sexual violence, whether recently or in the past. They also provide specialist rape crisis centres which are independent from the police, criminal justice system, health or any other statutory agencies. Freephone telephone 0808 802 9999.

Female Genital Mutilation is a helpline specialising in responses to female genital mutilation (FGM). They operate 24 hours per day 7 days per week and are staffed by specially trained child protection helpline counsellors who can offer advice, information and assistance to members of the public. Tel: 0800 028 3550 or email: fgmhelp@nspcc.org.uk

Help for domestic abuse offenders

The respect freephone line is aimed at perpetrators of domestic abuse, helping them to stop the abuse and change their behaviour. Tel: 0808 802 40 40 if you need help

Derbyshire LGBT+ is a lesbian, gay, bisexual and transgender support service for the people of Derby and Derbyshire, tel: 01332 207704, email: info@derbyshirelgbt.org.uk

SV2 - Supporting Victims of Sexual Violence can be contacted on tel: 01773 746115

Advice for Men (SAM) tel: 08000 198 668. The men's advice line is available for anyone experiencing abuse or for relatives or professionals who have a concern

Women's Aid: 0808 2000 247 is the key national charity working to end domestic violence against women and children. They support a network of over 350 domestic and sexual violence services across the UK.