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Applies to: All Employees, volunteers, trustees, and trainees	Safeguarding and Prevent Policy & Procedure	

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Safeguarding and Prevent Policy & Procedure
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Charitable Incorporated Organisation
Charity Number: 1159808

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Introduction

R-evolution is a Charitable Incorporated Organisation founded in 2015 with the objective of developing the capacity and skills of the general community including people from disadvantaged backgrounds in the Yorkshire and Humber area.

From small beginnings R-evolution has developed into an organisation delivering training programmes around local agendas and skills gaps including Cycle Maintenance and Horticulture as part of a series of projects designed to provide additional community benefit.

Trainees come from a range of disadvantaged backgrounds, including people who are at risk of offending or homelessness, have mental health conditions or are long-term unemployed.

R-evolution believes that it is always unacceptable for a child or adult to experience abuse or discrimination of any kind and recognizes its responsibility to safeguard the welfare of all children and adults at risk.

This policy has been developed to describe the responsibilities of employees, trustees, partners and volunteers for the recognition and prevention of abuse and to clarify the actions to take when abuse is suspected or identified. Therefore, the aim of this policy is to ensure that R-evolution fulfils its responsibilities towards the protection, welfare and safety of children and vulnerable adults.

1. Policy


Safeguarding and Prevent Policy Statement

R-evolution is fully committed to safeguarding the welfare of all stakeholders by taking all reasonable steps to protect them from harm and accepts its corporate responsibility for the well-being and safety of its stakeholders, including children and vulnerable adults.

We recognise our responsibility and acknowledge that it is the duty of R-evolutions workforce in its entirety under the Counterterrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism” and Safeguard the welfare of all stakeholders by creating an environment that protects them from harm and reduces any potential risks of being exposed to violence, extremism, exploitation, or victimisation. Therefore, employees, volunteers and trustees will show respect and an understanding for the rights, safety and welfare of all parties and conduct themselves in a way that reflects the principles, values, and cultures of our organisation. They will also be aware of and follow current legislation regarding the safeguarding of all stakeholders. Our policy sets out, in detail, the roles and responsibilities of all parties in providing a safe working and learning environment whereby everyone is protected from abuse of any kind.

It is R-evolutions intention to:


- Ensure that all stakeholders are protected from abuse, regardless of sex, race, disability, age, sexual orientation, religion or belief, gender reassignment, maternity, or because someone is married or in a civil partnership.

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- Ensure that staff are appropriately trained in safeguarding and to understand the risk of radicalisation, challenging extremism, their role in implementing the Prevent Duty and the impact this has on their job role, and how to refer an individual who they feel is at risk.
- Ensure that appropriate supervision is given, where required.
- Take the necessary steps to inform all stakeholders of relevant policies and procedures and Code of Conduct
- Regularly review and monitor policies and procedures to ensure our legal, moral, and social responsibilities are met.
- Take all suspicions and allegations of abuse and risks of radicalization extremely seriously and to respond to concerns with due speed and consideration.
- Work in Partnership and in accordance with organisations' procedures, where required, including Designated Person in Local Authority, Safeguarding Partners, Safeguarding Adults Boards, and the Channel multi-agency panel.
- To comply with and maintain knowledge of all relevant legislation, codes of practice and appropriate guidance and any amendments
- Have designated Safeguarding and Prevent Officers (DSPOs) in place to advise on and manage any concerns and referrals made.
- Ensure that relevant employment and security checks are undertaken, as required.
- Ensure that all personal information is confidential and should only be shared with the permission of the individual concerned (and/or those with parental responsibility), unless the disclosure of confidential information is necessary to protect a child or adult at risk from serious harm or to promote their welfare. In those circumstances, information must be confined to those people directly involved in the professional work of each individual child or adult at risk and on a strict "need to know" basis.

Roles and Responsibilities

Name	Role	Contact Details
Paul Storey	CEO – Overall accountability for Safeguarding and Prevent	paul@r-evolution.org.uk
Paul Storey	Lead Designated Safeguarding Prevent Officer (Lead DSPO)	paul@r-evolution.org.uk 07415534456
Francesca Thompson	Deputy Lead Designated Safeguarding and Prevent Officer (Deputy Lead DSPO)	francesca@r-evolution.org.uk 07869 674909

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Oliver Rawnsley	Designated Safeguarding and Prevent Officer (DSPO)	oliver@r-evolution.org.uk
Karen Johnson	Designated Safeguarding and Prevent Officer (DSPO)	karen@r-evolution.org.uk 07869 685272
Pete Brown	Nominated Board Member for Safeguarding and Prevent	Board@r-evolution.org.uk

R-evolution has appointed a Lead DSPO, Deputy Lead DSPO and a DSPO to have responsibility for issues related to safeguarding children and vulnerable adults. The Lead DSPO is responsible for acting as a source of advice on child and adult at risk safeguarding matters, for coordinating action within the organization and for liaising with health, children's service, adult services, and other agencies about suspected or actual causes of abuse. If the Lead DSPO is absent from the business, the Deputy Lead DSPO will be responsible for undertaking Lead DSPO duties.


Designated members of staff have a key responsibility for raising awareness, within the staff, of issues relating to the welfare of children and adults at risk and the promotion of a safe environment for children and adults at risk within R-evolution.

Designated members of staff receive training in safeguarding children and adults at risk and interagency working. They also receive refresher training annually. The team are required to keep up to date with developments in safeguarding children and adults at risk.

The CEO has responsibility over safeguarding and Prevent matters across R-evolution, the CEO has responsibility for reporting safeguarding and prevent matters to the board and acting upon their recommendations. The CEO will ensure that resources, support, and all relevant training are available and in place for staff. The CEO will support the Safeguarding and Prevent Team in meeting their responsibilities and will ensure that R-evolution meets its commitments and takes them seriously.


The Board will appoint a Trustee with lead responsibility for the Safeguarding and Prevent Policy whose role, in line with Charity Commission guidance, is to provide assurance to the Board on the implementation of those strategies. In order to do this, they will work closely with relevant senior managers.

- The Lead DSPO is responsible for reviewing the child and adult at risk Safeguarding and Prevent Policy annually, or more frequently if there is a change to current legislation, along with any policies linked to the Safeguarding and Prevent Policy

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such as whistleblowing, anti-bullying and information governance, and processes and procedures that support the embedding and working practices of this policy.

- The Lead DSPO is responsible for ensuring the Safeguarding and Prevent Policy is available publicly and that parents and carers if applicable are aware that suspected abuse referrals may be made, and R-evolutions role in this.
- The Lead DSPO will alert the DBS when a person has been dismissed or left due to risk to or harm that they presented, or may have presented, to a child or vulnerable adult. They are also responsible for ensuring DBS checks are carried out and up to date for employees, volunteers, and trainees.
- The Lead DSPO will alert the police when a crime may have been committed.
- Lead DSPO refer all cases of suspected abuse to the local authority, children's social care agency or, in the case of a vulnerable adult, to the local authority adult's social care.
- Lead DSPO will refer all reportable safeguarding matters to the funding partner.
- All DSPOs liaise with senior management to inform them of issues, especially on-going enquiries, and police investigations.
- All DSPOs maintain a proper record of any safeguarding referral, complaint, or concern, even when that concern does not lead to a referral.
- All DSPOs act as a source of advice, support, and expertise to staff on matters of safety and safeguarding.
- All DSPOs liaise with relevant agencies following a referral to ensure it has been dealt with effectively and identify whether a resolution has been achieved.
- The CEO, with support from the Head of People Development, to ensure that all staff, trustees and volunteers receive training in safeguarding children and vulnerable adults and are aware of R-evolutions procedures for protecting children and adults at risk and that refresher training takes place annually.
- The CEO provides information on a quarterly basis to the Board of Trustees setting about how R-evolution has discharged its duties.
- If the Lead DSPO is absent from the business, the Deputy Lead DSPO will be responsible for undertaking Lead DSPO duties.
- The Lead DSPO understands Safer Recruitment and ensure training is refreshed annually to keep knowledge up to date.

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- The Lead DSPO will ensure the programme of induction and training around safeguarding and prevent is appropriate.
- The Lead DSPO will ensure all employees, volunteers and trainees are aware of the code of conduct.
- The Lead DSPO will keep a record of safeguarding and prevent incidents.
- The Lead DSPO will ensure safeguarding and prevent are part of the organisational risk register.

All contact details are in Annex 2

Under no circumstances should a member of staff, volunteer or trustee undertake any investigative activities of alleged or actual abuse, nor should they contact any of the external agencies that will deal with a referral. It is the responsibility of the DSPOs, with support from the Lead, to decide whether a referral should be made and to which agency or agencies. It is the role of the relevant Safeguarding and Police Services agencies to decide if abuse has taken place.

If R-evolution staff are working within another company, then they would need to be aware of the safeguarding process for that external company. The R-evolution DSPO would liaise with the corresponding safeguarding lead during the process, as necessary. For example, if there was a concern about a staff member of the external site, then the R-evolution DSPO would speak with the safeguarding lead of the external company. If there was a safeguarding concern about a R-evolution child trainee/trainee, vulnerable adult, or staff member, then R-evolutions DSPO would deal with this but may, depending on the circumstances, need to inform the DSO of the external site.

If R-evolution is working in schools, then any concerns about pupils or school staff must be reported to the designated safeguarding lead in the school. R-evolutions DSPO also needs to be informed.


2. Procedure

Code of Conduct

Purpose

This code of conduct outlines the conduct R-evolution expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The code of conduct aims to help us protect children and vulnerable adults from abuse and reduce the possibility of unfounded allegations being made. R-evolution is responsible for making sure everyone taking part in our services has seen, understood, and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

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In your role at R-evolution you are acting in a position of authority and have a duty of care towards the children and vulnerable adults we work with. You are likely to be a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and vulnerable adults
- providing a safe environment for children and
- ensuring equipment is used safely and for its intended purpose.
- having good awareness of issues to do with safeguarding and child protection and acting when appropriate.
- following our principles, policies, and procedures
- including our policies and procedures for child protection/safeguarding, prevent and whistleblowing.
- always staying within the law
- modelling good behaviour for children and vulnerable adults to follow
- challenging all unacceptable behaviour and reporting any breaches of the code of conduct to the Lead DSPO
- reporting all concerns about abusive behaviour, following our safeguarding procedures
- this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights


You should:

- treat children and vulnerable adults fairly and without prejudice or discrimination.
- understand that children and vulnerable adults are individuals with individual needs.
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation.
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or vulnerable adults
- ensure your contact with children and vulnerable adults is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and vulnerable adults
- if a situation arises where you are alone with a child or vulnerable adult, ensure that you are within sight or hearing of other adults.
- if a child or vulnerable adult specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child or vulnerable adult are

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- only provide personal care in an emergency and make sure there is more than one adult present if possible
- unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect

You should:

- Always listen to and respect children and vulnerable adults
- value and take children's and vulnerable adults' contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's or vulnerable adults right to personal privacy as far as possible.
- if you need to break confidentiality to follow safeguarding procedures, it is important to explain this to the child or vulnerable adult at the earliest opportunity.

Unacceptable behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and vulnerable adults
- make inappropriate promises to children and vulnerable adults
- engage in behaviour that is in any way abusive
- including having any form of sexual contact with a child or vulnerable adult
- let children and vulnerable adults have your personal contact details (mobile number, email, or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and vulnerable adults
- make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of children and vulnerable adults.

Upholding this code of behaviour


You should always follow this code of conduct and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures.

Depending on the seriousness of the situation, you may be asked to leave R-evolution. We may also make a report to statutory agencies such as the police and/or the local authority. If you become aware of any breaches of this code, you must report them to the Lead DSPO. If necessary, you should follow our whistleblowing procedure and safeguarding procedures.

All children, young people and adults at risk should be treated with respect and the Code of Conduct has been written with respect, dignity and safety for every individual in mind. However, staff understand that children and young people can abuse their peers. Peer abuse can take many forms, such as sexting, bullying, physical and emotional abuse, and inappropriate banter.

Responding to concerns

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R-evolution ensure and emphasise that everyone in the organization understands and knows how to share any concerns immediately with the Lead or Deputy for Safeguarding and the additional DSPOs.

When an allegation of abuse is made to a member of staff, the member of staff who receives it should:


- Reassure the individual making the allegation (child or vulnerable adult) that they have done the right thing.
- Listen and not interrupt.
- Not promise that the matter will be kept confidential. Explain to him /her that the matter must be reported to a member of the designated safeguarding team as part of the legal duty. If there is any doubt as to whether the matter is a safeguarding issue, check with one of the designated safeguarding team members.
- Let the individual finish speaking and then only ask questions if you are still unsure whether this is a safeguarding issue.
- Note that this is not an investigation and simply establish the key facts.
- Only ask simple, open, non-leading questions, e.g., if a child or adult at risk tells you they have been hurt, ask “Can you describe how that happened?” rather than, “Did someone hit you?”
- Accept what the individual is saying and do not offer an alternative interpretation of the alleged event.
- Raise the concern with a DSPO and not ask any more questions.
- Write down what has been said immediately afterwards, to the best of your memory, in the words used by the individual, ensuring that you make clear which is fact and what is opinion or hearsay in any given piece of information.
- Not ask the individual to sign anything at this stage.
- Note anything about the individual which may be connected, e.g., any visible injuries, including the position and description.
- Report the matter to a DSPO immediately within the same working day.
- Complete the relevant documentation (the DSPO Referral Form located on the system under policies) and submit to the designated safeguarding team via e-mail, ensuring that you tell the individual what will happen next.

Remember, if a child or adult at risk tells you about abuse that happened a long time ago or some time has lapsed since it last occurred, it does not make it any less real and distressing for the child or vulnerable adult. Abuse can be historic and relate to incidents that happened a long time ago. They must still be referred on to the DSPO as per this procedure.

Staff should be mindful that an allegation may involve another child/children/young person(s) and if a child has been involved, the Lead DSPO should be contacted immediately as the welfare of the child being accused is equally paramount at this time.

The DSPO will ensure that the member of staff reporting the incident/concern is reassured that their concerns are being appropriately addressed and that they have access to staff support, if needed.

If a child or adult at risk chooses to disclose, you should never:

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- Take photographs of injuries
- Examine marks or injuries solely to assess whether they may have been caused by abuse (there may be a need to give appropriate First Aid)
- Investigate or probe, aiming to prove or disprove possible abuse
- Make promises to the individual about confidentiality or keeping secrets
- Assume that someone else will take necessary action
- Jump to conclusions or react in any way to what the individual is disclosing
- Speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Offer opinions about what is being said or about the persons allegedly involved
- Forget to record what you have been told – what may seem insignificant to you could be extremely important in supporting external agencies to decide whether abuse has occurred or is indeed likely to occur.
- Fail to pass the information on to the designated safeguarding team.
- Ask the individual to sign a written copy of the disclosure or a statement

Where a child or adult at risk has communication difficulties or uses alternative / augmented communication systems, you may need to take extra care to ensure that signs of abuse and neglect are identified and interpreted correctly, but concerns should be reported in the same manner as for other children or vulnerable adults.

If a young person or adult has personal needs, their requirements should be discussed prior to commencement of programme and additional support plan implemented. R-evolution will respect personal privacy and dignity, ensuring that young people and adults are supported in meeting their own physical care needs, wherever this is possible.

If it is determined by the DSPO that the concern is not a safeguarding one but rather the child needs support services, then this should be discussed with the child and with the parents. A referral for child in need of local authority services requires parental consent.


The DSPO is responsible for following up any referrals made to social care to ensure that action has been taken. This should be done within 3 working days of having made the referral. A record of actions being taken must be made by the DSPO.

If there is concern that the action is not sufficient to safeguard the child or adult, then the DSPO must discuss with the Lead DSPO and escalate, if necessary, with social care or the police. The LSCB will have procedures to follow in this instance.

Talking to Parents / Carers

In most cases, it is good practice to be open and honest from the outset with parents/carers about concerns and any action that R-evolution intends to take. When a referral is to be made, the lead DSPO will make all reasonable efforts to ensure parents/carers are informed. However, an inability to inform parents/carers should not prevent a referral being made. Consideration will be given with regards to not informing parents/carers when a child or adult at risk expresses a wish that they are not informed at this stage.

There are cases where it would not be good practice for the Lead DSPO to discuss concerns with parents/carers before referral.

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In these cases, arrangements for discussing concerns with parents/carers should be agreed in advance with social care and / or the police.

- Discussion would put a child or adult at risk of significant harm
- Discussion would impede a police investigation or social work enquiry
- Sexual Abuse is expected
- Organised multiple abuse is suspected
- The fabrication of an illness is suspected
- Contacting parents / carers would place you or others at risk
- It is not possible to contact parents / carers without causing undue delay in making the referral

In each case the lead DSPO must make a reasoned judgement and record the decision they reach. Where further guidance is needed, contact should be made with the Designated Local Authority Person, relevant social care department or police.

Abuse Requiring Immediate Response

If medical attention or police emergency action is required, then:

- The emergency services should be contacted on 999 immediately. The DSPO team should be informed without delay
- The DSPO team should contact the relevant social care and / or police service (contact numbers annex 2)
- The DSPO must consider if it is safe for the child or adult at risk to return home or to a potential abusive situation, seeking advice from social care or police, as required.
- Managers in the police or social care agencies will then advise about how to proceed to ensure immediate wellbeing of the child or vulnerable adult
- The child or adult at risk should remain with R-evolution staff or volunteers, if they are in immediate danger or in need of medical attention.


Staff must also be aware that if they feel the referral has not been dealt with, no action has been taken, or that R-evolution senior management is trying to disregard the referral, they should follow the procedures as set out in the Whistleblowing Policy.

Allegations against Staff, Volunteers, and trustees

All allegations of abuse made against members of staff, volunteers, trustees will be managed in line with R-evolutions Safeguarding and Prevent and Recruitment policies and procedures.

These procedures apply to a wide range of allegations, including those that indicate a person may be unsuitable to work with children or adults at risk in their present position or in any capacity. It is essential that any concerns for the welfare of a child or adult at risk arising from abuse or harassment by a member of staff, volunteer and trustee should be reported immediately to the Lead DSPO, who will contact the relevant authority, contact details in Annex 2.

The procedures are, therefore, to be followed in respect of allegations that a member of staff, volunteer or trustee has:

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- Behaved in a way that has harmed, or may harm, a child or vulnerable adult
- Possibly committed a criminal offense against, or related to, a child or vulnerable adult
- Behaved towards a child or adult at risk in a way that indicates they are unsuitable to work with children or adults at risk.

Where you have concerns about a colleague, volunteer, or trustee, you should report these concerns to the Lead DSPO immediately, detailing your concerns on the DSPO referral form (annex 1), and they will manage the allegations in line with agreed policy.

The Lead or Deputy Lead will discuss allegations against staff, volunteers, or trustees with the Designated Local Authority Person. The purpose of this discussion is to consider the nature, content, and context of the allegation and to agree what further action, if any, is necessary. They will notify parents/carers that the person the allegation has been made against will be suspended, partly to protect them during any investigation. They will also consider risks to other children and communication with relevant organisations / bodies and will support the person the allegation has been made against, ensuring they are treated fairly and with impartiality as detailed in R-evolutions disciplinary policy and procedures. They will include any support from the other agencies involved and manage possible media interest. R-evolution will take the lead from these bodies at all stages of the process and involve the relevant DSPO, Senior Managers and HR personnel. These may include:

- Child Protection or Adult at risk Safeguarding Investigation – this will assess whether the child / adult needs protection or in need of services – led by social care
- Criminal investigation – led by the relevant police force
- A Disciplinary Investigation – in line with R-evolutions disciplinary procedures

In the first two instances, social care and / or the police will lead on investigations.

R-evolutions Lead DSPO will notify the Disclosure and Barring Service (DBS) where:

- R-evolution have permanently removed a member of staff, volunteer, or trustee from regulated activity.


R-evolution thinks that the person has either:

- Engaged in relevant conduct, satisfied the harm text or
- Received a caution for, or been convicted of, a relevant offence

For most cases, the DBS only has the power to bar a person who is, has been, or might in the future engage in regulated activity.

R-evolutions CEO will act as the Named Senior Manager to provide high level support to the Head of People Development in handling allegations of abuse made against a member of staff, volunteer, or trustee in line with current policy.

If the concern raised is related to a DSPO, then the Lead DSPO in conjunction with the strategic management team will follow the safeguarding process. If concerning the Lead DSPO, then the Deputy DSPO would be involved with the strategic management team. If concerning the named Senior Management, then the Lead DSPO would be informed in conjunction with the Board of Trustees.

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Where the allegation is found to be of a malicious nature, unfounded and with no further action to be taken, the individual the allegation was made against will be supported back into work and their team environment by the Head of People Development and Chief Operation Officer (COO), with an agreed support plan put in place.

Support for the Referrer

R-evolution will fully support and protect staff, volunteers, and trustees who, in good faith (without malicious intent), make a referral about a colleague who may be abusing a child or adult at risk and reports his or her concern about a colleague's practice.

This support may take the form of counselling or moving the person reporting the abuse/potential abuse to another workplace temporarily whilst the incident is investigated. R-evolutions Whistleblowing procedures can be followed if they feel their concerns are not being acted upon appropriately. However, all staff, volunteers and trustees have a duty to safeguard and promote the welfare of children and vulnerable adults. To investigate concerns robustly, it may not be possible to maintain complete anonymity, but interests of the referrer will be protected when concerns are raised.

Following a referral, staff, volunteers, and trustees may be involved in the assessment and management process led by the relevant social care team, may be invited to take part in any strategy meeting or may attend an initial Case Conference. Where there is a criminal investigation, they may be required to co-operate with the police. In all these circumstances, they will be offered sufficient time to prepare and attend meetings with the support of their line manager and the DSPO Team.

They will also receive appropriate senior management support and the DSPO will continue to provide support and guidance as required/appropriate.

Records will be kept of every concern raised and they will be detailed in terms of what actions have been taken, whether an external agency has been involved and is leading on any investigation, and what the outcome has been, so that the file can be closed and then stored for legal purposes on the secure system.


Record Keeping and Information Security

Well-kept records are essential in situations where it is suspected or believed that a child or adult at risk may be at risk from harm.

Records should state who was present, the time, date, and place. Records should be factual, state exactly what was said, observed or alleged, be written in ink, and signed by the recorder.

Records must also be stored, retrieved, and destroyed within current Data Protection laws and R-evolutions Information Governance and Data Protection requirements.

The DSPO Referral Form should be used to record all information, irrespective of role or delivery contract.

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Staff, volunteers, and trustees are guided in recording, so that they are mindful of the possibility that this may be shared with others at some stage and in exceptional circumstances, the possibility that records may become evidence in court proceedings. Equally, staff, volunteers and trustees must be aware that documents regarding an individual that R-evolution holds may be subject to a Freedom of Information request under the Freedom of Information Act. Under the Act, individuals have the right to access their own records, unless the situation is covered by the following exemptions:

- Information that would be likely to prejudice the prevention and detection of a crime, or the capture or prosecution of an offender
- Information held for the purpose of social work where disclosure would be likely to prejudice the work, by causing serious harm to the physical or mental health or condition of the data subject or another person.

Records are kept for the time required legally and / or contractually by the various government Commissioners and there is a robust storage, retrieval and disposal process and system in place.

Details of allegations that are found to be malicious will be removed from personnel files. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, detail of how the allegation was followed up, resolution to the allegation, and notes of action/s taken, and any decisions reached, is kept on the confidential personnel file of the accused and a copy provided to the person concerned.


The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction, and it will help to prevent unnecessary re-investigation if an allegation re-surfaces later. In respect of safeguarding allegations against an adult, the record should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation, if that is longer.

Records in relation to a safeguarding concern about a child should be kept for 7 years.

Where a request for information sharing is made, the Lead DSPO and senior management would decide as to whether they are able to share the information and, if necessary, would seek relevant legal advice and advice from other bodies such as the NSPCC and ChildLine. All decisions taken about information sharing are expected to keep the safety of the young person or adult at risk of central and paramount importance. Once the decision has been made, regardless of whether it must be shared or not, this is still recorded, identifying the reasons for the decision. If the request has come from the LSCB, they will provide R-evolution with clear rationale as to why the information is needed and the request should be proportionate to the reason.

All trainees undergo an induction. Part of this process includes consent forms, as required, and collection of other personal details. This is recorded on secured systems, and other documents relating to delivery all are stored securely.

Trainees and their parents/carers are made aware of the need for R-evolution and/or delivery partners to hold information relating to them, what will be held, how it will be held, how long it may be held, who might have access to it and how it will be used.

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The safeguarding form is sent to the DSPO team, and this is then uploaded by a member of the DSPO team to the secure safeguarding folder within 24 hours. It can only be accessed by the DSPO team. Once a copy has been uploaded to the system, any local records will be destroyed. All concerns and incidents are reported onto senior management level and lessons learnt in how these were dealt with are discussed. Where appropriate, procedures are revised.

Awareness sessions regarding data and information security are delivered to staff at all levels in the organisation, with reminders of new items sent through email. All information covering data protection and security are held on our system, which all staff, volunteers and trustees are made aware of through induction and training sessions.

We also provide an online Introduction to GDPR/Data Protection e-learning course, which all staff are required to complete in their first two weeks of induction.

R-evolutions definition of its staff's role and responsibilities to data security and protection are detailed in our Information Governance and Data Protection Policy and Procedure, which is reviewed at least annually.

All guidance will be found on our system under P drive and policies.

Guidance


Abuse is the violation of an individual's human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act. Abuse can take many forms and is not acceptable in any way.

R-evolution endeavours to safeguard children and adults at risk by:

- Valuing, listening to and respecting them
- Adopting policies, guidelines, a Code of Conduct and behaviour for employees, volunteers, and trustees
- Sharing information about concerns with agencies which need to know, and involving parents and children appropriately
- Ensuring that the DBS, in accordance with their guidelines, checks all staff, volunteers and trustees with responsibilities for children and adults at risk, including relevant non-delivery roles
- Recruiting staff, volunteers and trustees are aware of our Safeguarding and Prevent Policy and procedures
- Providing all staff, volunteers and trustees with safeguarding training
- Ensuring that all children, adults at risk, their parents and carers are aware of our Safeguarding and Prevent Policy and procedures
- Ensuring that all staff and stakeholders are aware of their role and responsibilities in relation to safeguarding.

R-evolution is committed to be alert to a young person who:

- Is disabled and has specific additional needs
- Has special educational needs (whether they have a statutory Education, Health and Care Plan)

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- Is a young carer
- Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organized crime groups.
- Is frequently missing / goes missing from care or from home
- Is at risk of modern slavery, trafficking, or exploitation
- Is at risk of being radicalized or exploited
- Is in family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- Is misusing drugs or alcohol themselves
- Has returned home to their family from care
- Is a privately fostered child.

R-evolution is committed to reviewing its policies and good practice annually, unless there is a change to legislation, or if there has been a significant change within the organisation. The Lead DSPO is responsible for updating the policy with support from the CEO.

R-evolution operates a culture of openness and transparency and embeds the principles of the 4 R'S, ensuring that all staff, volunteers, and trustees understand their responsibilities about safeguarding.

The 4 Rs:

Recognise – the signs and indications of abuse

Respond – as soon as possible

Record – everything you have heard, what was said, or any actions seen

Refer – to the designated person

Adult at Risk


An adult at risk is a person who is over the age of 18 years who is or may need advisory services by reason of mental or other disability, age or illness, and may be unable to take care of him or herself or unable to protect him or herself from significant harm or serious exploitation. An adult at risk may be a person who:

- Has a physical or sensory disability
- Is physically frail or has a chronic illness
- Has a mental illness or dementia
- Has a learning difficulty
- Misuses drugs and / or alcohol
- Has social and / or emotional issues
- Exhibits challenging behaviours

How does Channel work?

Channel works in a similar way to existing safeguarding partnerships aimed at protecting vulnerable people.

Channel is designed to work with individuals of any age, is shaped around the circumstance of everyone and can provide support for any form of radicalization or personal vulnerabilities.

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Each Channel panel is chaired by a local authority and brings together a range of multi-agency partners to collectively assess the risk and decide whether a support package is needed. The group may include statutory and non-statutory partners, as well as lead safeguarding professionals. If the group feels the person would be suitable for Channel, it will look to develop a package of support that is bespoke to the person. The partnership approach ensures that those with specific knowledge and expertise around the vulnerabilities of those at risk can work together to provide the best support. Useful links are below for more information:

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>
www.counterterrorism.police.uk

What does Channel support look like?

Channel Interventions are delivered through local partners and specialist agencies. the support may focus on a person's vulnerabilities around health, education, employment, or housing, as well as specialist mentoring or faith guidance and broader diversionary activities such as sport. Each support package is tailored to the person and their circumstances.

A person will always be Informed first if it is felt that they would benefit from Channel support. The process is voluntary, and their consent would be needed before taking part in the process. This process is managed carefully by the Channel Panel.

Who can make a referral?

Anyone can make a referral. Referrals come from a wide range of partners, including education, health, youth offending teams, police, and social services.

What happens with the referral?

Referrals are first screened for suitability through a preliminary assessment by the Channel Coordinator and the local authority. If suitable, the case is then discussed at a Channel panel of relevant partners to decide if support is necessary.


Raising concern

If you believe that someone is vulnerable to being exploited or radicalized, please use the established safeguarding procedures to escalate your concerns to the DSPO, who can raise concerns to Channel if appropriate.

Trainee Recruitment

When joining a programme, a detailed record of the trainee's needs will be kept, and an Individual Learning Plan (ILP) prepared to ensure all the needs are planned for. All trainees receive information detailing our support policies and key contacts. There is also follow up review points to capture their journey and to check their needs are being met.

The safety of all our trainees is paramount and where a trainee wishes to join a course from a referral agent or has disclosed behaviours that may be as a concern a risk assessment will

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be completed to assess course suitability and if the required support plan can be put in place prior to a course offer.

External speakers and events

An external speaker or visitor is used to describe any individual or organisation who is not a member of staff or trainee working with us, who has been invited to speak to staff/trainees. The Prevent duty does not seek to ban any speakers or impinge on freedom of speech. The duty ensures that the right processes are in place to manage events and speakers. This could mean:

- Ensuring a reasonable notice period for checks to be made, which could potentially be from an open source. This could include looking into instances where potential hate speech may have taken place at previous events.
- Processes or protocols to demonstrate how information about the speaker is used to decide about whether to allow their event to take place or not (risk assessed)
- A requirement for speakers to sign up to the organisation's equality and diversity policy
- Evidence of the final decision made about whether to allow the speaker into the organization, including the mitigation measures put in place.


An event is any event, presentation, visit or initiative organized by a staff group/ department or individual that is being held on our premises or where we are being represented by a stand which is not ours, e.g., at an exhibition, event or fair. It also includes events where external speakers are streamed live into an event or a pre-recorded film is shown. It also includes activity being held on our premises but organized by external clients.

All speakers or visitors should be made aware by the person or group arranging the event that they have a responsibility to abide by the law and our policies, including that they:

- Must not advocate or incite hatred, violence or call for the breaking of the law
- Are not permitted to encourage, glorify, or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- Must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
- Must be mindful of the risk of causing offence to (or seek to avoid insulting) other faiths or groups within a framework of positive debate and challenge
- Are not permitted to raise or gather funds for any external organization or cause without explicit permission of the organisation.

Abuse of position of Trust

We recognize that our staff, volunteers, and trustees are in a position of trust with the trainees in our care, whether they are children, young people, or adults at risk, and acknowledge that it could be considered a criminal offence to abuse that trust. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all of those in positions of trust to understand the power this can give them over those they care for and to understand their responsibility.

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We acknowledge that the principle of equality embedded into the legislation of the Sexual Offenders Act 2003 applies irrespective of sexual orientation, and neither homosexual non heterosexual relationships are acceptable within a position of trust.

We recognize that the legislation is intended to protect young people who are over the age of consent but under the age of 18 years.

We recognize the importance that its staff, volunteers, and trustees protect the rights and needs of all children, young people and adults at risk on our programmes.

Anti-Bullying and Harassment


All incidents of bullying and harassment, including cyber-bullying, racist, homophobic, and gender-related bullying, will be dealt with in accordance with our Harassment policy. We recognize that children and young adults at risk with special needs and/or disabilities are more susceptible to being bullied.

Communications

- When communicating with young people / vulnerable adults online, observe the same rules of behaviour as if speaking with them in person by being professional: polite, respectful, not swearing or saying anything (using the written word, images, or icons) that could be regarded as sexual innuendo, bullying or discrimination.
- Ask yourself whether the content of any online communication has a clear work purpose.
- Do not use any text speak abbreviations or symbols / emoticons, even if you ordinarily use these in your personal life
- Never disclose non-public and confidential information about us, our staff, associates, volunteers, or the young people with whom we are working
- Do not say anything or re tweet any posts that could be deemed offensive, controversial, or socially inappropriate in any way.
- Contact with young people or adults at risk online should only be a recognized element of your work and done strictly for business purposes.
- Do not send any illegal or inappropriate content (written, images or icons), including sexting via mobile phones.

Openness and scrutiny

- Always communicate with young people in a way that is open for others to see
- Do not use private messaging facilities on social networks or apps; if it needs to be private, then do this by email exchange or phone and note the conversation afterwards
- Ensure there is always a record of such communication that would be open for others to check
- It should always be clear who the communication is from when we are communicating with a young person or a vulnerable adult
- There should be no use of anonymous apps, where the sender can remain anonymous

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Recording

Only use social media and apps where there is a permanent record of what's been said and sent, thereby being open to scrutiny, e.g., the use of Snapchat is not appropriate.

Use of Equipment

Our IT equipment (including computers, laptops, mobile phones, PDAs, etc) must not be used to view, download, create or share (with colleagues or children) illegal content, including abusive images of children or young people.

Safer Recruitment and Training for Staff

When recruiting new members of staff, we follow the Safer Recruitment principles and ensure that the DBS checking service is used to assess applicants' suitability for positions of trust. The company also complies fully with the Code of Practice and aims to treat all applicants for positions fairly. DBS checks are undertaken in line with government guidance and current legislation, alongside appropriate references being obtained and ensuring qualifications are verified. Safer Recruitment training has been undertaken by the Head of People Development and Lead DSPO, who conducts recruitment activities in accordance with statutory guidance.

Newly appointed staff will have an induction and a probationary period of a minimum of 6 months in line with our probation policy. A robust induction into the safeguarding of children, young people and adults at risk procedures is provided when they join the organization, this includes mandatory reading of the internal and external policies and e-learning modules. Probation is a period of both professional development and review. It provides a fair opportunity for an employee to understand the organization, the standard of performance required and to be given the guidance and support needed to be effective in his or her new role.

Probation allows the manager of the newly appointed employee to assess objectively whether the recruit is suitable for the role, considering the individual's overall capability, skills, performance, and general conduct in relation to the job in question.


We ensure that all employees are made aware of the standards expected of them and implements the appropriate support, training feedback to achieve these standards.

Furthermore, probation aims to identify the essential development required to undertake the job role, identify any areas for development following initial interventions, and provide support in these areas through a structured plan.

3. Definitions

Definitions and Indicators of Abuse:


Abuse, including neglect, is a form of maltreatment of a child or vulnerable adult. In relation to adults, the terminology 'serious harm' is frequently used within the guidance rather than 'significant harm', which is a term from the Children Act 1989. Someone may abuse a child

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or an adult at risk by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family or in an institutional or community setting by those known to them, or, more rarely, a stranger, for example via the Internet. They may also be abused by an adult or adults, or by another child or children.

Working Together to Safeguard Children 2018 defines four types of abuse: physical, emotional, sexual and neglect. Adults at risk may also be subjected to these forms of abuse. Children and adults at risk may be subjected to financial, discriminatory, and institutional abuse, and staff should be familiar with indicators of all forms of abuse.


Physical Abuse	
Physical Abuse may involve	Signs may include
<ul style="list-style-type: none"> • Hitting • Shaking • Throwing • Poisoning • Burning or scalding • Drowning • Suffocating or otherwise causing physical harm 	<ul style="list-style-type: none"> • Unexplained bruises, marks, or injuries to any part of the body • Frequent visits to the GP or A & E • An injury inconsistent with the explanation offered • Fear of parents or carers being approached for an explanation • Aggressive behaviour or severe temper outbursts • Flinching when approached • Reluctance to get changed, or wearing long sleeves in hot weather • Depression • Withdrawal behaviour, or other behaviour change • Distrust of adults, particularly those with whom a close relationship would normally be expected.

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Emotional Abuse: is the persistent maltreatment of a child or adult at risk which causes severe and persistent adverse effects on the child or vulnerable adult's emotional development.	
Emotional Abuse may involve:	Signs may include:
<ul style="list-style-type: none"> • Conveying to the child or adult at risk that they are worthless and unloved. • Conveying that they are inadequate or valued only insofar as they meet the needs of another person. • Not giving the child or vulnerable adult opportunities to express their views • Deliberately silencing them • Making fun of what they say or how they communicate • Age or developmentally inappropriate expectations being imposed on the child or vulnerable adult • Demanding interactions that are beyond their developmental capability • Overprotection and limitation of exploration and learning • Preventing the child or vulnerable adult participating in normal social interactions • Seeing or hearing the ill-treatment of another child or vulnerable adult • Serious bullying (including cyber bullying) • Causing children or adults at risk to frequently feel frightened or in danger • Exploitation or corruption of children or vulnerable adults 	<ul style="list-style-type: none"> • A failure to thrive or grow • Sudden speech disorders • Developmental delay, either in terms of physical or emotional progresses • Behavioural changes • Being unable to play or socialise with others • Fear of making mistakes • Self-harm • Fear of parents or carers being approached regarding their behaviour • Confusion • Use of inappropriate language, possession of violent, extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremist or seeking to recruit others.

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Sexual Abuse	
Sexual Abuse may involve:	Signs may include:
<ul style="list-style-type: none"> • Forcing or enticing the child or adult at risk to take risk part in sexual activities, not necessarily involving at a high level of violence, whether the child or adult at risk is aware of what is happening • Physical contact, including assault by penetration (for example, rape or oral sex) • Non penetrative acts, such as masturbation • Kissing • Rubbing and touching outside of clothing • Non-contact activities, such as involving children or adults at risk in looking at, or in the production of, pornographic material or watching sexual activities • Encouraging children to behave in sexually inappropriate ways • Grooming a child in preparation for abuse (including via the internet) 	<ul style="list-style-type: none"> • Pain or itching in the genital/anal areas • Bruising or bleeding near the genital/anal areas • Sexually transmitted diseases • Vaginal discharge or infection • Stomach pains • Discomfort when walking or sitting down • Pregnancy • Sudden or unexplained changes in behaviour, e.g., becoming aggressive or withdrawn • Fear of being left with a specific person or group of people • Nightmares • Leaving home • Sexual knowledge which is beyond their age or developmental stage • Sexual drawings or language • Bedwetting • Saying they have secrets they cannot tell anyone about • Self-harm or mutilation, sometimes leading to suicide attempts


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Neglect: this is the persistent failure to meet the basic physical and/or psychological needs of a child or adult at risk, likely to result in the serious impairment of the child or vulnerable adult's health or development.	
Abuse by neglect may involve:	Signs may include:
<ul style="list-style-type: none"> • Neglect may occur during pregnancy because of material substance abuse • A parent or carer failing to provide adequate food, clothing, and shelter • Exclusion from home or abonnement • Failure to ensure adequate supervision • Failure to protect a child or adult at risk from physical harm or danger • Failure to ensure adequate care takers • Failure to ensure access to appropriate medical care or treatment • Neglect of, our unresponsiveness to, a child or vulnerable adult's basic emotional needs. 	<ul style="list-style-type: none"> • A constant hunger, sometimes stealing food from others • Dirty or smelly • Loss of weight, or being constantly underweight • Inappropriate dress for the weather • Complaining of being tired all the time • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Worsening health conditions • Pressure sores • Mentioning that they are being left alone or unsupervised • Sore or extreme nappy rash • Lack of response to stimuli or contact • Poor skin contact, or skin infections • Frozen watchfulness • Anxiety • Distress • Child moves away from parent under stress • Little or no distress when separated from primary carer • Inappropriate emotional responses • Language delay

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Financial Abuse	
Financial Abuse may involve:	Signs may include:
<ul style="list-style-type: none"> • Being overcharged for services • Being tricked into receiving goods or services that they do not want or need • Inappropriate use, exploitation, or misappropriation or property and/or utilities • Theft • Deception • Fraud • Pressure in connection with wills. 	<ul style="list-style-type: none"> • Lack of basic requirements, e.g., food, clothes, or shelter • Inability to pay bills • Unexplained withdrawals from accounts • Inconsistency between standard of living and income • Reluctance to take up assistance which is needed • Unusual interest by family or other people in the person's assets • Recent changes in deeds • Power of Attorney obtained when the person lacks capability to make the decision.

Institutional Abuse	
Institutional Abuse may involve:	Signs may include:

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<ul style="list-style-type: none"> • Service users required to fit in excessively to the routine of the service • More than one individual is being neglected • Everyone is treated in the same way • Other forms of an abuse on an institutional scale 	<ul style="list-style-type: none"> • Inflexible daily routines, e.g., set bedtimes and / or deliberate waking • Dirty clothing and bed linen • Lack of personal clothing and possessions • Inappropriate use of nursing and medical procedures • Lack of individualised care plans and failure to comply with care plans • Inappropriate use of power, control, restriction, and confinement • Failure to access health care, dentistry services etc • Inappropriate use of medication • Misuse of resident's finances or communal finances • Dangerous moving or handling practices • Failure to record incidents or concerns
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Sexual Exploitation and Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purpose of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know – for example, a family member, friend or professional. Groomers may be male or female. They could be any age.

Child sex exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power, or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They may be also groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.


Child on Child Sexual Violence and Sexual Harassment

This exists in many forms, from calling someone sexualised names, flicking bra straps, lifting skirts, grabbing bottoms, genitalia etc.

Mate Crime

Mate crime happens when people with learning difficulties are befriended by someone who uses the relationship to exploit or abuse them.

Online Safety and Social Media

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All staff, volunteers, and trustees are trained in e-safety and recognizing and reporting concerns. Our Information governance and data protection policy recognize that Internet Safety is a whole team/organization responsibility.

Children, young people, and adults at risk may expose themselves to danger, whether knowingly or unknowingly, when using the Internet and other technologies. Additionally, some children, young children and adults at risk may find themselves involved in activities which are inappropriate or possibly illegal.

We therefore recognise our responsibility to educate our trainees, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the Internet and related technologies. These issues are addressed within the trainee journey, within relevant policies and procedures.

The welfare and protection of our children and adults at risk is paramount and consideration should always be given as to whether the use of photography will place them at risk. Images may be used to harm children or adults at risk, for example as a preliminary to grooming or by displaying them inappropriately on the internet, particularly social networking sites. For this reason, consent must be sought from those with parental responsibilities (this may include the Local Authority in the case of looked after children)


We are aware of the Safeguarding Partners escalation procedures for raising concerns in respect of poor practice and recognize our responsibility to utilize these as and when necessary, in the interest of safeguarding and promoting the welfare of children and vulnerable adults.

Online safety also involves being aware of the risks to young people, our staff/volunteers and adults at risk when communicating via the Internet, digital and mobile devices and using social media. Social media includes blogs, Wikis, online communities, and social networking sites such as Facebook and Twitter.

As an organization working with young people, we acknowledge the impact and involvement that social networking sites such as Facebook and Twitter have on the lives of young people, and their role in the ways which they interact with each other. These tools are used by us to encourage young people in their projects and involvement with gratitude activities. At the same time, we recognize the dangers and potential risks that these sites can pose to both young people and R-evolution staff/volunteers, and that they have the potential to be abused as a means of interacting with young people.

There is a wide range of ways to communicate with young people and this is a rapidly changing environment as new technologies, applications, and social media sites merge. No Code of Conduct for e-safety can cover all these separately. However, there are broad principles that we expect all staff/volunteers and trustees to adhere to safeguard young people and themselves in respect of using all these forms of media, devices, apps, and social networking sites.

Sexting

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Sexting means sending sexually explicit messages and/or suggestive images, such as nudes, while the name suggests that this is only done via text message, these types of messages can be via any messaging service, including emails and social media.

This also means that sexts can be sent or received via several electronic devices, such as smart phones, computers, and tablets.

If a child is under the age of 18, it is illegal for them to take a nude photo of themselves or a friend, as well as distributing them, even though the age of sexual content is 16, the Protection of Children Act means it is against the law for a child to share a sexual image, even if it is with someone who is also under the age of 18.

Images covered under the law include, but are not limited to, naked pictures, topless photos of girls, any sex acts and sexual images in underwear. If it is found that a child under the age of 18 is in possession of any of these, has been sending them or taking these types of photos, the police can record it as a crime.

Modern Slavery

Modern Slavery examples include forced labour, debt bondage, sexual or criminal exploitation, domestic servitude, and trafficking.

Modern Slavery (s.1 of the Act) comprises of the following:

1. Slavery, servitude and forced or compulsory labour
2. Human Trafficking (s.2) – this is the movement of a person for the purposes of being exploited. There is no minimum distance (i.e., it can be from one room to another).

Exploitation can include (in addition to above):


- Sexual exploitation (regardless of age of the individual being exploited)
- Removal of organs
- Securing services by force, threats, or deception (in particular, if the individual being exploited is a child or an adult at risk).

Child Trafficking is child abuse; children are recruited, moved, or transported and then exploited, forced to work or sold. They are often subject to multiple forms of exploitation.

Suicide and Mental Health Matters

Mental health and mental ill health can be defined in vastly different ways. Mental health influences how we think and feel about ourselves and others and how we interpret life events. Whereas mental ill health is a term that is used for a person whose thinking, emotions and behaviours negatively affect their ability to go about day-to-day activities such as work, home life and it disrupts their abilities. This can be particularly prevalent during times of isolation from others. There are several different types of mental illnesses including:

1. Depression
2. Anxiety disorders

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3. Self-harm
4. Suicide
5. Substance misuse

Suicide is a major public health issue in England. Suicide and suicidal thoughts need to be given the highest priority when dealing with an individual presenting these feelings. That said, not all people expressing suicidal thoughts want to die, they often do not want to feel the way they currently are which results in the thoughts turning to suicidal. The most important action to take when speaking to a person showing signs of suicide is to ask them directly 'are you having thoughts of suicide?' This will be able to guide the best possible action depending upon the answer you receive.

All R-evolution employees will complete mental health awareness training in the workplace.

Eating Disorders

Characterised by an abnormal attitude towards food that causes someone to change their eating habits and behaviour (www.nhs.co.uk/eating-disorders). Anorexia nervosa, when a person tries to keep their weight as low as possible e.g., by starving themselves or exercising excessively. Bulimia: when a person goes through periods of binge eating and is then deliberately sick or uses laxatives to try to control their weight. Binge eating disorder: When a person feels compelled to overeat large amounts of food in a short period of time.


Self-Harm

The idea of self-harm is tied up in stereotypical actions. It is a behaviour not an illness, people self-harm to cope with emotional distress or to communicate that that are distressed. It can present itself in many ways, for example:

1. Cutting, scratching the skin with sharp objects such as knives or razor blades
2. Burning oneself with heated wax or cigarettes
3. Hitting or banging arms, legs or head on walls or other objects
4. Compulsory action of pulling hair out of the head
5. Abusing drugs and alcohol for risk rather than enjoyment
6. Eating Disorders

It is generally seen as a physical reaction to emotional pain and can be extremely addictive, this means that it is often more productive to focus on why an individual feels compelled to harm themselves, rather than the means by which they are doing so. Self-harm should not be misunderstood for being suicidal.

Violence

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Gun and Knife Crime

Gun and knife crime are not as common as some people think, but it does happen. Guns and knives can affect everyone, not just people in gangs. Gun and knife crime include stabbing or shooting someone. It is illegal to:

- carry a knife
- threaten someone with a knife or gun
- commit a crime with the use of a weapon - like a robbery
- commit a crime by pretending you have a real knife or gun

Some people carry weapons like knives and guns to feel protected, because of peer pressure or to feel powerful. If a person has a weapon, they might not always plan to use it – whether it is used as a weapon or not, it is still illegal.

Police have the power to stop and search if they think someone has a weapon. This could result with an arrest or the person going to prison for carrying, buying, or selling a weapon.

Situations involving weapons can get out of control very easily and they might not have time to think about actions.

If carrying a weapon, a person is more likely to:

- be attacked or threatened by other gangs who use weapons
- be arrested by the police
- kill or injure yourself badly with your weapon
- hurt or kill others with your weapon
- hurt innocent people if a fight happens
- be charged with murder through joint enterprise if you are at a place where someone is killed, even if you weren't carrying the weapon.


Gangs

Being in a gang can make a person feel part of something or that they belong but being part of a gang like this can be dangerous. Sometimes a person can be forced to commit a crime or do things that are unsafe. If a gang carries knives or other weapons, they might get them out to show off or intimidate people. This can be very scary for other people, especially if they think the gang will use them.

Why do people join Gangs?

Young people join gangs for lots of different reasons. Some of these include:

- fitting in with friends and other gang members
- having the same interests as other people, like sports or music
- feeling respected and important
- to be protected from bullying or from other gangs
- making money from crime or drugs
- gaining status and feeling powerful.

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Being in a gang is not against the law but being involved with illegal activities (that some gangs do) could be an offence. A person could go to prison or end up with a criminal record if involved with:

- gun and knife crime
- violence or harassment
- turf wars or postcode wars
- carrying, using, or selling drugs
- theft or other illegal activities
- rape and sexual assault.

If a trainee has a criminal record, you might not be:

- accepted into a university, college, or higher education
- able to get a job, internship or do work experience
- allowed to travel to some countries, like the USA or Australia

Domestic Violence Abuse

Domestic violence and abuse are any incident, or pattern of incidents, of controlling, coercive or threatening behaviour, and violence or abuse between those aged 16 years or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: psychological, physical, sexual, financial and or emotional.


Identifying cases of Female Genital Mutilation (FGM) and Forced Marriage

There are many different types of abuse but there are some that staff may be less aware of. Female Genital Mutilation (FGM) and Forced Marriage fall into this category. Any indications that children or adults at risk may be subject to FGM or Forced Marriage, or that this may have already taken place, will be dealt with under the procedures outlined in this policy. In support of this provision, R-evolution will do everything that it can to ensure that:

- The DPSO's are aware of the issues surrounding FGM, Forced Marriage and current legislation.
- Advice and signposts are available for accessing additional support, e.g., the NSPCC's helpline, ChildLine services, Forced Marriage Unit

Where there are concerns about FGM or Forced Marriage, a referral must be made as a matter of urgency. It is also extremely important that if a child or adult at risk has disclosed that they are at risk of FGM or Forced Marriage, the case is referred to Social Care, even if it is against that person's wishes. R-evolution staff must NOT consult or discuss these concerns with the child or vulnerable adult's parents or family, or others within the community, if there is an imminent risk, e.g., the child or adult at risk being taken out of the country, police must be informed (999) and the safety of the child or adult at risk must be the prime consideration whilst awaiting the police response. It was made a legal requirement in October 2015 to report known cases to FGM in under 18's.

Prevent Duty

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Prevent is about safeguarding and supporting those vulnerable to radicalisation. Prevent is 1 of the 4 elements of CONTEST, the Government’s counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism

What does PREVENT do?

1. Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
2. Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
3. Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.

The main aim of Prevent is to stop people from becoming terrorists or supporting terrorism

At the heart of Prevent is safeguarding children and adults and providing early intervention to protect and divert people away from being drawn into terrorist activity.


Prevent addresses all forms of terrorism but continues to ensure resources and effort are allocated based on threats to our national security.

The Counter Terrorism and Security Act 2015 places a duty on certain bodies to have ‘due regard to the need to prevent people from being drawn into terrorism’.

The government have defined extremism in the Prevent Strategy as vocal opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

The Prevent Team will, in partnership with other professionals including those involved in Safeguarding, investigate further to assess the nature and **extent** of the risk. The relevant local police prevent teams will complete an initial assessment, which will be used to inform the decision as to whether an individual should be referred to Channel.

Terms and Definition	
Radicalisation and/or Extremism may involve	Signs may include

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<ul style="list-style-type: none"> • An ideology is a set of beliefs • Radicalisation is the process by which a person comes to support terrorism and forms of extremism leading to terrorism. • Safeguarding is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism related activity. • Terrorism is an action that endangers or causes serious violence, damage or disruption, is intended to influence the government or intimidate the public and is made with the intention of advancing a political, religious or ideological cause. • Vulnerability describes factors and characteristics associated with being susceptible to radicalisation. • Extremism is vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Calls for the death of British Armed Forces is also included. 	<ul style="list-style-type: none"> • Isolation and identity crisis • Personal crisis and / or circumstances • A misconception and / or rejection of UK foreign policy • A disrupt of Western media reporting • Perceptions that UK government policy is discriminatory • Perception that their aspirations for career and lifestyle are undermined by limited employment prospects • Thinks that the 'world owes them a favour' <p>Other factors:</p> <ul style="list-style-type: none"> • Ideology, politics and / or youth rebellion • Provocation and anger (grievance) • Need for protection • Seeking excitement and action • Fascination with, or a morbid interest in, violence, weapons and uniforms • Seeking family and father substitutions • Seeking friends and community, status and identity.
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Linked Policies

- Policy on Handling of DBS Certificate Information
- Policy on the Recruitment of ex-offenders
- Information Governance and Data Protection
- Slavery and Human Trafficking Policy
- Equality and Diversity Policy
- Security Policy
- Performance Management Policy and Procedure
- Disciplinary Policy and Procedure
- Harassment Policy and Procedure
- Recruitment Policy and Procedure
- Grievance Policy and Procedure

Annexes

Annex 1: DSPO referral form

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Annex 2: List of Relevant Agencies and Contact Details

Annex 1 DSPO Referral form

Safeguarding and Prevent Reporting Form


Use this form to record a concern that you have about a child or vulnerable adult at risk.

Remember, if it is an emergency and the person is in immediate danger, phone the police on 999.

Otherwise, once completed, please pass this form to Designated Safeguarding and Prevent Officer (DSPO), if you are an Officer pass to the Lead DSPO.

IMPORTANT: Please write clearly and only write facts of what you heard or saw, even if the language used was unpleasant. If you do need to clarify anything, please state clearly that

Date of incident	
Time of incident	
Location of incident	
Section A: DETAILS OF PERSON AT RISK	
Name	
Address	
Telephone number	
Email	
Section B: HOW YOU BECAME AWARE OF THE ALLEGED ABUSE OR NEGLECT (tick as appropriate)	
I witnessed an incident directly	<input type="checkbox"/>
I have concerns based on potential indicators of abuse or neglect	<input type="checkbox"/>
They told me directly about abuse or neglect they are experiencing	<input type="checkbox"/>

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Someone else told me about potential abuse or neglect	<input type="checkbox"/> Their name is: Their relationship to the person is: Their contact details are:
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Section C: FULL DETAILS OF THE ALLEGED ABUSE OR NEGLECT

DETAILS

Please give full details of the incident/concern/allegation of abuse or neglect

What exactly did you see/hear/ witness?

IMPORTANT: Please write clearly and only write facts of what you heard or saw. Use exact words, even if the language you heard was unpleasant.

If you do need to clarify anything, please state clearly that is it your opinion or assumption.

YOUR OBSERVATIONS


Please include your observations here:

A description/ location of any visible injuries

A description of the behaviour, their physical or emotional state

Signed by person making this report

PRINT YOUR NAME

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Date	
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THANK YOU FOR COMPLETING THIS FORM.

PLEASE NOW PASS THIS FORM TO A DSPO, if you are an Officer, pass to the Lead DSPO.

Please remember your responsibility for data protection. Do not leave this information in an insecure location or discuss with anyone else.

THE REST OF THIS FORM SHOULD BE COMPLETED BY DSPO /LEAD/ SAFEGUARDING TRUSTEE

SECTION D: REPORTING EXTERNALLY	
Have you reported this to any agencies, add reasons?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, who did you speak to	
Date and time reported	
What action are they taking, if any?	
Case referene number (if any)	
Have the police been informed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, who did you speak to?	
Any case reference number?	
What action are the police taking, if any?	
Signed by the DSPO/Lead/Trustee	

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Print your name	
Date	

THANK YOU FOR COMPLETING THIS FORM.

PLEASE NOW FILE THIS INFORMATION SECURELY AFTER COMPLETING AND REPORT TO THE TRUSTEE BOARD THE NATURE OF THE CONCERN AND WHAT ACTION WAS TAKEN.

Annex 2: List of relevant Agencies and Contact Details

Children

If you are ever concerned that a child is in immediate danger, please call the police on **999**.

For non-emergency, the Police can be contacted on **101**.

Hull

Children's Social Care (Local Authority)

- Access & Assessment Team (01482) 448879
- Emergency Duty Team (01482) 300304

Local Authority Designated Officer (01482) 790933

Hull Safeguarding Children Board (01482) 379090

www.hullsafeguardingchildren.co.uk/

East Riding of Yorkshire

Children's Social Care (Local Authority)


- Referrals (01482) 395500
- For Help and Advice (01482) 393339
- Emergency Duty Team (01377) 241273

East Riding Safeguarding Children Board (01482) 396998/9

www.erscb.org.uk/

North Lincolnshire

- 01724 296500 (9am to 5pm Monday to Thursday, 9am to 4.30pm Friday)
- 08081 689667 (free phone)

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- 01724 296555 (answerphone – out of office hours and at weekends)

North East Lincolnshire

Multi Agency Safeguarding Hub, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN

Telephone: 01472 326292 (option 2)

Adults

If you are ever concerned that anyone is in immediate danger, please call the police on **999**.

For non-emergency, the Police can be contacted on **101**.

East Riding of Yorkshire

Tel 01482 396 940 (Mon-Thurs 9.am-5pm Fri 9am-4.30pm)

Out of hours 01377 241 273

Secure email: safeguardingadultsteam@eastriding.gcsx.gov.uk

Electronic Concern form & online web forms can be found at www.ersab.org.uk

Hull

The Hull team recommend that you discuss your concern with the Multi Agency Safeguarding Hub before completing the concern form. A member of the team will be able to give you guidance and support and agree the next steps with you.

Multi Agency Safeguarding Hub details

Address: Brunswick House, Strand Close, Beverley Road, Hull HU2 9DB

Tel: 01482 616 092 - ask for the adults safeguarding team duty officer


Tel: 01482 300 304 - after 5:00pm or during weekends

Email: adultsafeguarding@hullcc.gcsx.gov.uk (secure)

North Lincolnshire

Tel : [01724 297000](tel:01724297000)

Email : adultprotectionteam@northlincs.gov.uk

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North East Lincolnshire

Team name: Safeguarding Adults Board , 3 Town Hall Square, Town Hall Square,
Grimsby, North East Lincolnshire, DN31 1HX
Telephone: 01472 326118
Opening times: Monday to Friday 8.30 am to 5.00 pm except bank holidays