



The Worcestershire Woodland Project c.i.c

Date of this document: 21.02.2019

All age safeguarding statement, policy and procedure

Introduction

The Worcestershire Woodland Project (WWP) is a community interest company dedicated to supporting adults with care and support needs to access a therapeutic woodland environment to improve their mental, physical and social wellbeing and to teach new skills around woodland management and rural woodland crafts.

We support people aged 18 upwards and work primarily on private property and as such our encounters with children and young people is very limited. However, this policy relates to safeguarding both adults and children and young people as we recognise that there may be occasions where we work at a different site temporarily, which may be a public place and, that safeguarding is a responsibility of each individual citizen in the wider community and our everyday lives.

The WWP is committed to promoting an environment of safety and openness whereby we work together with other agencies to ensure that the people who use our service remain safe not only whilst with us but also in their everyday lives. We do this through effective communication with the participants support network / providers / parents/ carers etc but also by co-operating with the local authority, in our case Worcestershire County Council and any other local or national body relevant to our work.

Responsibilities

The lead for safeguarding at WWP is **Michael Maguire**, Project Leader and director of the company – 07854 528415

The deputy for this responsibility is **Sarah Child**, director – 07811 150654

All concerns regarding the abuse or neglect of a child, young person or adult with care and support needs will be reported to Worcestershire County Council.

To report a concern about a child or young person, contact:

- Family Front Door on 01905 822 666 from Monday to Friday 8.30am to 5.00pm (until 4:30pm on a Friday) - http://www.worcestershire.gov.uk/info/20383/are_you_a_professional_worried_about_a_child

To report a concern about an adult with care and support needs:

- To report a safeguarding concern call 01905 768053 or complete the online reporting form which is on this link: https://capublic.worcestershire.gov.uk/AdultsSafeguardingConcern/?_ga=2.258797130.1584641465.1539334341-717104738.1499867620
- If you would like safeguarding advice, please phone the Adult Safeguarding Team on 01905 843189 (note this number does not accept referrals).

To report a concern about a child, young person or adult with care and support needs out of hours:

- Out of office hours (5.00pm to 8.30am weekdays and all day weekends and bank holidays) contact the **Emergency Duty team on 01905 768020**

To report a crime or potential crime to the police, you can ring the non-emergency number: **101** or in an emergency call **999**

When to report a concern

Adult safeguarding is not about protecting every adult from every kind of harm or risk to their own personal safety.

The Care Act 2014 tells us that statutory safeguarding responsibilities only apply in specific circumstances, where there is concern that an adult with care and support needs, is experiencing or at risk of neglect or abuse, and as a result of their care and support needs, they are unable to protect themselves.

An adult with care and support needs is a person over 18 years of age who:

- Has a learning disability
- Has mental health needs including dementia or personality disorder
- Has a long-term illness
- Has a physical disability
- Misuses alcohol or drugs
- Is elderly and frail due to ill health, disability or cognitive impairment

And

- Requires extra help to manage their lives to be independent.

The adult at risk must give their consent before a safeguarding concern is reported. Although, there may be occasions when you need to report a concern without the adult's consent; for example:

- If you suspect the adult is being coerced or bullied into refusing support
- If waiting to get their consent would put them at further risk
- If there is a risk to others
- If it is necessary to prevent crime or if a crime may have been committed

In these circumstances you **must** report your concern.

If the adult lacks mental capacity to understand the risks they face, you need to make a best interest decision regarding reporting the concern on behalf of the adult.

The adult should always be told of your decision to report the concern and the reasons for this, unless telling them would put their safety, or the safety of others, at risk.

The key issue in deciding whether to report a concern without the consent of the adult will be the level of risk of harm to the adult (or to any other adults who may have contact with the person or organisation causing the risk of harm.)

A child is anyone who has not yet reached their 18th birthday. When a child at risk of or upon disclosing abuse, immediate contact should be made with the local authority. Although we owe children the opportunity to express themselves and listen to their wishes, we also have a duty to act in the best interests of a child which may mean contradicting their wishes.

The signs and symptoms of abuse

PHYSICAL ABUSE: May involve hitting, slapping, shaking, pushing, throwing, poisoning, misuse of medication, burning or scalding, drowning, suffocating, restraint or otherwise causing physical harm to a child, young person or adult with care and support needs. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child, young person or adult with care and support needs.

PSYCHOLOGICAL ABUSE: Is the persistent emotional maltreatment of a child/young person/adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children/young people/adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate

expectations being imposed. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber- bullying) causing children/young people/adults frequently to feel frightened or in danger, or the exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child, young person or adult with care and support needs to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/young person/adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non- penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children/young people/adults to behave in sexually inappropriate ways, or grooming a child/young person/adult in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children. This also includes **child sexual exploitation**.

NEGLECT: Is the persistent failure to meet basic physical and/or psychological needs, including medical and nutritional needs likely to result in the serious impairment of health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Also neglect of, or unresponsiveness to basic emotional needs.

FINANCIAL OR MATERIAL ABUSE: This could include theft, fraud or internet scamming. It could involve coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It could also involve the misuse or misappropriation of property, possessions or benefits.

MODERN SLAVERY: This encompasses slavery, human trafficking, forced labour and domestic servitude. It may involve traffickers and slave masters using means to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Also including **child sexual exploitation**.

DISCRIMINATORY ABUSE: This can include forms of harassment and slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation and religion.

ORGANISATIONAL ABUSE: This can include neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in a person's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

SELF-NEGLECT: This covers a wide range of behaviour such as neglecting to care for personal hygiene, health or surroundings including behaviours such as hoarding. Self-neglect is likely to be a safeguarding concern when an adult is no longer able to protect themselves by controlling their own behaviour, or if there is a significant risk to others.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child/young person/adult discloses abuse or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about their welfare.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of others, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

DOMESTIC VIOLENCE: Is any incident or pattern or incidents of controlling, coercive, threatening behaviour, or the types of abuse listed above if it occurs between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

Becoming aware of a safeguarding issue

It is important to recognise that there are many different ways we could become aware of an allegation of abuse or a threat to a person's safety. These may include, but not entirely:

- An allegation from a third party is received
- A child, young person or adult's appearance, behaviour, play, drawing, statements and conversation cause suspicion of abuse or neglect
- a child/young person/adult reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a worker towards a child/young person/adult.

If any member of staff, volunteer, participant, carer, parent or visitor to the project has a concern about an individual they can, at any time, request to discuss this with Mike Maguire, to ascertain if this information needs to be escalated to a safeguarding alert.

What to do if you are concerned about a child/young person/adult

The WWP commits to treat all allegations extremely seriously. Never think that someone else may be dealing with it. If you receive information that a child/young person/adult may be at risk of, or experiencing harm make sure all staff, volunteers, participants, carers, parents or visitors to the project must use this policy and procedure to direct them to be able to respond appropriately. The procedure for acting upon allegations or observations of abuse is as follows:

Stage 1

- **EVALUATE THE RISK:** is the child/young person/adult in immediate danger. If yes, call **999** immediately for the appropriate emergency services. NHS **111** for help with non-life-threatening injuries or health concerns.
- If you do suspect a crime has been committed leave the scene as intact as possible and unavailable for others to use or wander towards etc.
- **CONSIDER:** might there be other people at risk. If so, then contact Mike Maguire immediately who will decide on how to proceed.

Stage 2

- Unless it would place them **at risk**, talk to a child/young person/adult about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
- **Listen carefully** to what the child/young person/adult has to say and take it seriously. Always act as if you believe what they are saying to gather the information needed to report the concern.
- **Always explain** to that any information they have given you will have to be shared with others, if the information indicates they and or other children/young people/adults are at risk of harm;
- **Notify Mike Maguire**, lead for safeguarding at WWP
- **Record** what was said as soon as possible after any disclosure in the form of a written report, which should include:
 - Date and time of notification
 - Name
 - What was said
 - Actions taken/to be taken (both internal and external actions - based on the issues raised in the allegation.
- Respect confidentiality and file documents securely – this should be done by giving the document to Mike or Sarah.

Stage 3

- Mike Maguire will take immediate action if there is a suspicion that a child/young person/adult has been abused or likely to be abused. He should contact the police and/or report the safeguarding concern to WCC as above.
- Parents / carers / representatives will need to be informed about any safeguarding concern referral unless to do so would place the child/young person/adult at an increased risk of harm.

Recruitment practice

The WWP recognise that there are people who work or seek to work with children/ young people/adults who may pose a risk to or who may harm them. A clear process for recruiting staff and volunteers helps to reduce this risk.

The recognised best practice for this is:

- Use an application form to assess the candidate's suitability for the role.
- Make it clear that you have a commitment to safeguarding adults and protecting children.
- Have a face-to-face interview with pre-planned and clear questions.
- Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children, young people and adults with care and support needs.
- Check the candidate's identity by asking them to bring photographic ID.
- Apply for a **DBS check** for all volunteers and staff who have contact with children/young people or adults with care and support needs.
- **Always** check any references they provide. Ask specifically about an individual's suitability to work with children, young people and adults with care and support needs.
- Provide them with a copy of your safeguarding procedures.

PREVENT – counter terrorism

Although Worcestershire is judged to be at low risk the WWP are committed to following the guidance and principles set out in The National Prevent Strategy (2011) which is part of the Government's Counter Terrorism Strategy CONTEST. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The highest risk is from 'lone actors', who are particularly difficult to both detect and identify. In such cases, the internet and social media have proven to be powerful tools for extremists to radicalise individuals.

The WWP as an organisation and as part of the wider Worcestershire community recognise the importance of promoting strong and positive relationships between people from different backgrounds in the workplace.

Sarah Child, director, has completed Prevent training and is aware of what to do should anyone within the WWP have any concerns. Sarah Child is therefore the WWP Prevent Lead.

What to do if you have concerns about an individual:

- In the first instance discuss with a colleague the behaviours you may be seeing.
- If these continue to concern you, you should raise the concerns with Sarah Child, Prevent Lead, to consider further and, if appropriate, assist you to complete a safeguarding referral flagged in the text as a concern for PREVENT.
- In the case of an adult, this should then be passed to the on-duty adult safeguarding team or, in the case of a child, to the Family Front Door.
- The leads within those two teams will then triage the referral in concert with two other colleagues for referral into the Channel Process.
- If the referral is deemed suitable it will be added to the agenda of the next channel meeting. If not, it may be referred into the normal safeguarding process or treated as a non-safeguarding issue.

RECORDING AND MANAGING CONFIDENTIAL INFORMATION

In line with GDPR, the WWP support the rights of children, young people and adults with care and support needs to confidentiality unless the organisation considers they could be at risk of abuse and/or harm (in which case information will be shared, on a 'need to know' basis and recorded as such.

All personal records are kept in an electronic format which is password protected and not kept on site so not accessible by anyone other than Mike Maguire or Sarah Child. Any paper documents required would be kept in a lockable metal file by either director.

At the end of this policy is a copy of the form available to all staff and volunteers to use as a tool to record any allegations of abuse. All WWP staff and volunteers must understand that the form they complete could be used as evidence in a court of law, should any allegation result in criminal proceedings. This means that in all instances, the form must be completed fully, signed and dated.

Policy management

This policy is available as a paper copy at both sites used by WWP (Craft Lab, Keepers Yard and Churchill Wood)

This policy is available at any time by accessing the Policies and Procedures section of our website: www.worcestershirewoodlandproject.org

This policy is available as an easy read document for our participants who would find a document such as this inaccessible. (the easy read version is unfortunately not available online due to copyright law on the images)

This policy will be reviewed annually to ensure that its content remains compliant with local and national guidelines and the law. Consideration will also be given to any organisational changes when reviewing the policy and procedure.

The review and any changes made will be detailed, signed and dated. Written and online copies will be amended and recirculated as appropriate following the annual review.

The date of this version of the document is located on page 1 and the review date schedule and any changes detailed at the end of the document.

In summary, the WWP, as an organisation and as part of its working practices aims to:

- Provide its staff, volunteers and participants information about what to do if an abuse allegation is made
- Ensure all staff and volunteers understand the signs and symptoms of abuse.
- Promote an environment for its participants that encourages discussion and understanding about abuse for their own safety and that of their peers.
- Promote good safeguarding practice in the working environment by:
 - Having adequate policies, procedures and risk assessments in place.
 - Ensure all staff, volunteers and participants understand that physical punishment or threat of physical punishment must never be used
 - Ensure that all staff, volunteers and participants understand that verbal humiliation of children/young people/adults with care and support needs is unacceptable

Review schedule

Review date	Reason for review	Detail of amendments	Reviewers	Next review due
				21/02/2020



The Worcestershire Woodland Project Safeguarding form

Guidance:

- This form should be used for recording concerns/allegations of abuse, harm and neglect
- **ALL AREAS MUST BE COMPLETED**
- The form can be typed or handwritten
- This form should be given to Michael Maguire, Safeguarding Lead (or if this is not possible, Sarah Child)

TODAY'S DATE: (the date this form is completed, not the date of the occurrence, unless the same)	
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Name of the person at risk	
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D.O.B of person at risk		If D.O.B unknown, is person at risk considered to be an adult or child/yp?	
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How is this person known to you? For example, project participant	
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Name of person completing this form (this person will also need to sign at the end)	
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Name of witness to an allegation of abuse (if different to the above)	
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Details of the concern / allegation: This should be factual and contain no opinion. It should detail direct observations not supposition. It should list any injuries, marks, behaviours and conversations. It should use full names and how that person is known by you and the victim, e.g. peer, parent, staff etc. It should detail where the concern took place (if know) and when (if another date /not directly observed)

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Signature of person completing this form and named above:	
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Signature of consent to share this information (if required / appropriate)	
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This form must be handed to Michael Maguire, Project leader and Safeguarding Lead