

GAF Safeguarding Policy

Signed by on behalf of the GAF Trustees	
Date approved by Trustees:	May 2023
Date of next review:	Spring 2024

Key Personnel	Name	Telephone no.
Designated Safeguarding Trustee	Hilary Bax	07504 612901
Deputy DST	Peter Taylor	
Chair of Board of Trustees	Trevor Clarke	07747616360
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All staff and volunteers working with children or vulnerable adults are to sign the declaration maintained by the company secretary that they have received, read, agreed and will abide by this safeguarding policy.

This policy should be read in conjunction with the Volunteer Policy and Volunteer Code of Conduct

Policy

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect

This policy defines how Gaf operates to safeguard children, young people, and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people, and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and helpers.

2. Definitions

Children and young people are defined as those persons under 18 years old. This policy will apply to all trustees, volunteers, helpers, and contractors and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Adults at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to section 42 of the Care act 2014

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care or support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk

Persons affected

- all trustees, volunteers and helpers
- all those attending any activity or service that is being delivered from Gaf's premises
- all visitors and contractors

3. Policy principles

There can be no excuse for not taking all reasonable action to protect children and adults at risk from abuse or neglect. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to

receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

Gaf has a zero-tolerance approach to abuse.

Gaf recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Gaf is committed to promoting wellbeing and harm prevention, and to responding effectively if concerns are raised.

Gaf is aware of its local safeguarding Board/ Partnership and other support organisations on the development and implementation of procedures for the protection of children and adults at risk. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Gaf is committed to the following principles:

- the welfare of the child, young person or adult at risk is paramount
- all children, young people and adults at risk have the right to protection from abuse
- **safeguarding is everyone's responsibility:** for services to be effective each professional and organisation should play their full part; and
- **all suspicions and allegations of abuse** must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately

4. Procedures

- A. All trustees will sign the Declaration of Acceptance of Offer for trustees which includes a declaration that they have no convictions in relation to abuse
- B. All trustees will familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board / partnership or other local support organisation **and** ensure that they understand the principles set out in this policy at 3. above
- C. All trustees will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed
- D. All trustees, volunteers or helpers will not have unsupervised access to children or adults at risk unless appropriately vetted
- E. Gaf will follow safe recruitment practices

F. A trustee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise as a matter of urgency, to the relevant safeguarding agency

G. The named person is **Hilary Bax**

H. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation, a concern about behaviours of a trustee, volunteer or helper, or a complaint. An allegation may relate to a person who has contact with children or adults at risk who has:

- Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk
- Possibly committed a criminal offence against, or related to, a child or adult at risk; or
- Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk

Procedure if a trustee, volunteer or helper has a safeguarding concern:

All trustees, volunteers or helpers must raise their concerns with the Safeguarding Trustee or if they are not available the Chair of the Board of Trustees.

Things to remember:

- All allegations/disclosures will be treated seriously as the safety of the person or child is paramount.
- Trustees, volunteers and helpers should stay calm, listen and reassure the person they are concerned about that they are being listened to.
- Trustees, volunteers and helpers should demonstrate a sensitive approach at all times.
- Trustees, volunteers and helpers should be aware of the possibility of the existence of forensic evidence and seek to preserve it without contamination.
- You should never promise to keep information confidential. Trustees, volunteers or helpers will explain that they are required to share information with the Safeguarding Trustee. If there is immediate danger, or someone requires urgent medical attention, then the police or ambulance should be called immediately and the Safeguarding Trustee and Chair of the Board of Trustees informed as soon as possible .

Reporting Procedure

1. Any concerns should be reported immediately to the Safeguarding Trustee, the Chair of the Board of Trustees or, in their absence, another Trustee who will ensure that Gaf's Safeguarding Trustee and Chair of the Board of Trustees are informed.

2. A Safeguarding Concern Form will be completed by the trustee, volunteer or helper. Information recorded on the form must be accurate and wherever possible include the actual words said by the child or vulnerable adult rather than an interpretation of what was said. Specific facts relating to the named people dates, places etc. should be recorded accurately along with any details of the injuries or consequences i.e. where they are and what they looked like. Information may also need to be transposed on to an incident form. The original notes must be kept.
3. The Safeguarding Trustee will then report the concern to Hampshire Children's/Adults Services, also providing a copy of the Safeguarding Concern Form and report to the Chair of Gaf's Board of Trustees.
4. If a criminal offence has occurred, the Safeguarding Trustee or the Chair of the Board of Trustees will call the police and any other linked agencies as necessary.
5. Hampshire Children's or Adults Services will then take the lead on any investigation and inform other agencies, where appropriate.
6. The Safeguarding Trustee or Chair of the Board of Trustees will provide any further information to Hampshire Children's Services as required.
7. Completed safeguarding concern forms will be kept by the Gaf company secretary, stored in a locked cabinet away from other personal files.
 - I. Trustees will ensure that all hirers of Gaf's premises have signed a hiring agreement. This will require all hirers who wish to use the premises for activities which include children and adults at risk, other than for hire for private parties arranged for friends and family, to either produce their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to Gaf's principles and procedures with regard to safeguarding
 - J. Trustees will carry out an annual review of this policy

Photography

No photography is allowed at Gaf events unless permission has been obtained from the individuals being photographed and the purpose of the photograph explained. For children, young people or adult at risk, the parent/carer or appropriate adult/carer must give written permission.

It is recommended that the names of children or vulnerable adults should not be used in photographs or video footage, unless with the express permission of the child's parent or carers or the express permission of the vulnerable adult if they have the capacity to make the decision, or their carer if not.

For photographic exhibitions, displays or competitions, the photographer must have the permission from anyone in the photograph before it is shared.

Appendix 1

Trustee, Volunteer and Helper Guidelines

Good practice for trustees, volunteers and helpers:

- Always follow the GAF safeguarding policy
- Always comply with Gaf's Code of Conduct
- Always be publicly open when working with children or young people. Avoid situations where a member of staff or volunteer and an individual child or young person are alone unobserved.
- Children should never be left unattended.
- Listen to and respect the child and provide a safe and positive environment.
- Value and take their contributions seriously
- Always avoid favouritism
- Always ensure equipment is used appropriately and for the purpose for which it was intended
- Always ensure language is appropriate and is not offensive or discriminatory
- If any form of physical contact is required it should be provided openly and according to appropriate guidelines, i.e. National Governing Body of Sport Guidelines.
- With mixed groups, supervision should be by a male and female member of staff, where possible.
- Staff and volunteers must respect the rights, dignity and worth of every person and treat everyone equally within the context of the activity. Encourage them to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Staff and volunteers must place well being and safety of the child or young person above the development of performance.
- Staff and volunteers must feel confident to report concerns or worries about other staff members or volunteers to the appropriate person in authority, i.e. Protection Liaison Officer.
- The chair of the board of trustees and parents must be informed of all incidents and accidents at the earliest opportunity. This can be done in person, by telephone or writing depending on the situation.
- If the child or young person is accidentally injured as a result of a staff member or volunteers actions, seems distressed in any way, appears to be sexually aroused by your actions, misunderstands or misinterprets something you have done, always report such incidents as soon as possible to another colleague and make a written report.
- If a child or young person arrives at the activity or service showing any signs or symptoms that give you cause for concern you must act appropriately and follow the procedures detailed above.

It is not good practice for trustees, volunteers or helpers to:

- Spend unreasonable amounts of time alone with children away from others.
- Take children or young people alone on a car journey, however short.
- Take children, or young people to your home where they will be alone with you.
- Arrange to meet children or young people outside an organised activity or service.

If these situations are unavoidable, they should only occur with the full prior knowledge and consent of the chair of the board of trustees and the child or young person's parents/carer.

Trustees, volunteers or helpers should never

- Engage in sexually proactive games.
- Allow or engage in inappropriate or intrusive form of touching of any form. If it is indicated that the touch is unwelcome or uncomfortable, the adult must stop

immediately. GAF staff and volunteers should monitor one another in the area of touch and physical conduct. If necessary, they should politely challenge other adults, as it is always helpful to have another constructively bring to our attention behaviour we might not be aware of.

- Allow children or young people to use inappropriate language unchallenged, or use it yourself.
- Make sexually suggestive comments about or to a child or young person, even in fun.
- Develop inappropriate relationships such as contact with children or young people that is not part of GAF's work and agreed by the trustees. Sexual relationships between any adult trustee, volunteer or helper with any of these groups using GAF's services represents a serious breach of trust and are not permissible in any circumstances.
- Let children or young people have your personal details such as home/mobile number, home or email address or addresses on social networking sites unless the need to do so is agreed and formally recorded with the trustees and parents/carers.
- Under no circumstances should physical force be used as a form of discipline. The use of unwarranted physical force is likely to constitute a criminal offence. In any case where physical intervention is deemed necessary, the incident and subsequent actions must be reported promptly to the chair of trustees.
- Patronise or treat children or young people as if they are silly
- Exaggerate or trivialise abuse issues
- Let any allegation a child or young person makes be ignored or go unrecorded.
- Do things of a personal nature for children or young people and that they can do themselves, e.g. assist in changing or when toileting. If a child wets or soils him/herself, the parent/carer should be sent for to clean/change them.
- Use the internet to access child pornography sites.
- Rely on your good name or that of GAF to protect you
- Believe "it could never happen to me"
- Take a chance when common sense, policy or practice suggests another more prudent approach

THE ROLE OF PARENTS AND CARERS

GAF welcomes and encourages involvement from parents and carers. They are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate. All parents and carers who assist in workshops or other events are expected to abide by the Code of Practice.

Appendix 2

Key Contacts

Adult Services

During office hours:

- Hants Direct Adult Service – 0300 555 1386
- Adult Service Advice Line – 01962 842214
- The Action Elder Abuse Confidential Free phone help Line 0808 808 8141
9am-5pm

Outside office hours the Emergency Duty Teams can be reached on:

- Hants Direct Adult Service – 0300 555 1373

Children Services

- NSPCC Child Protection Helpline - 0808 800 5000 www.nspcc.org.uk
- Hants Direct – 0300 300 0117
- ChildLine - 0800 1111
- Young People Crisis Line Hampshire 0300 303 1590
- No Limits 02380 224 224

Other services:

- MIND mental health support – 0300 123 3393
- East Hampshire MIND – 02392 498916

- National Domestic Violence – 0800 2000 247
- Men’s Domestic Abuse Line – 0808 801 0327
- Stop It Now Helpline – 0808 1000 900
- Hampshire Domestic Abuse services – 03300 165 112
- Domestic Abuse (Southampton) Pippa – 02380 917917
- Samaritans – 116 123 / : 08457 90 90 90

- Citizen’s advice Bureau – 01264 365534
- The Crisis Centre - 01264 366122
- Children & Adolescent Mental Health Services (CAMHS) 01264835356

- Public Concern At Work (Practical and legal advice - 020 7404 6609
On how to raise concern at work)
- Rape Crisis – 0808 802 9999
- Women’s Aid - 023 8067 1626
- Victim Support - 023 80 841924

If you think a crime has taken place

- Local police - 101 non urgent
- Hampshire Police Constabulary - 0845 045 45 45

If someone is injured, call 999

Police emergency: call 999

Care Quality Commission - Helpline 03000 616161

Disclosure and Barring Service

PO Box 181, Darlington, DL1 9FA 03000 200 190 customerservices@crb.gsi.gov.uk

Appendix 3

Types of Abuse

Eleven types of abuse are currently identified through the legislation and guidance framework:

- **Physical abuse** – Involves any manner of causing physical harm to a child or vulnerable adult or fabricating symptoms of, or inducing illness in, a child or vulnerable adult, including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic abuse** – including psychological, physical, sexual, financial, emotional abuse, so called ‘honour’ based violence.
- **Sexual abuse** – Sexual abuse involves forcing or enticing any child or vulnerable adult of whatever age to take part in any form of sexual activity, whether or not s/he is aware of what is happening; or behaving, or inducing a child/ vulnerable adult to behave, in sexually inappropriate ways - including rape, indecent exposure, sexual harassment, inappropriate looking and touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and enduring effects on the child’s emotional development including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, and forced labour and domestic servitude, where traffickers and slave coerce, deceive and force individuals into a life of abuse, servitudes and inhumane treatment
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment. This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, as well as racist, sexist, homophobic or ageist comments.
- **Organisational abuse** - Including neglect and poor care practice within an institution or special care setting such as a hospital or care home, or where care is provided within their own home.
- **Neglect and acts of omission** Neglect involves the persistent failure to meet a child’s or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health and development – these include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating.
- **Self-neglect** - Self-neglect covers a wide range of behaviour, neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

- **Radicalisation** - involves the exploitation of susceptible people who are drawn into violent extremism by radicalisers often using a persuasive rationale and charismatic individuals to attract people to their cause. The aim is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. The PREVENT Strategy, launched in 2007, seeks to stop people becoming terrorists or supporting terrorism.

Note – Abuse can be carried out by children and Gaf recognises that if a child or children is or are causing harm to an adult with care and support needs, this should be dealt with under the adult safeguarding policy and procedures, but will also need to involve the local authority children’s services.

Appendix 4

**SAFEGUARDING CONCERN REFERRAL FORM
(Confidential when complete)**

Section A-Details of the person you are concerned about:			
Name		Age / Date of Birth:	
Home Address:		Male <input type="checkbox"/>	Female <input type="checkbox"/>
		Ethnicity:	
Post code:		Police Log and Date:	
Telephone / Mobile:		Social Services Identification No:	
Current location of if different from above.			
GP Name		GP Address	
Has a referral been made to any other organisation; e.g. Police, CQC. Please specify			
<p>Client Group (This data is required for legal recording purposes and the terminology provided by the DH) tick all that apply: ✓</p> <p>Child <input type="checkbox"/> Physical Disability <input type="checkbox"/> Frailty <input type="checkbox"/> Sensory Impairment <input type="checkbox"/></p> <p>Dementia Learning Disability <input type="checkbox"/> Mental Health <input type="checkbox"/> Substance Misuse <input type="checkbox"/></p> <p>Unknown <input type="checkbox"/></p> <p>Other – detail:</p>			
<p><u>ADULTS ONLY</u></p> <p><u>Mental Capacity.</u></p> <p>Does the person subject of the referral have capacity to agree to the referral? Yes <input type="checkbox"/> (Person to sign below) No <input type="checkbox"/> (Person referring to explain and sign below.)</p> <p><u>Consent of person being referred.</u> I agree that the information detailed below can be shared with the local authority, police and partner agencies in order to help with this safeguarding enquiry.</p> <p>Signed (Service User): _____ Printed Name: _____ Date: _____</p> <p><u>Reasons for not seeking consent</u></p> <p>Please give reasons for any decisions to refer without the persons written or verbal consent, <i>for example; other people are at risk of abuse, a person's mental capacity is questionable, this should also be documented in the client's notes.</i></p> <p>Signed (Referrer): _____ Printed Name: _____ Date: _____</p>			
<p>Type of Abuse tick all that apply: ✓</p> <p>Physical <input type="checkbox"/> Sexual <input type="checkbox"/> Financial <input type="checkbox"/> Neglect <input type="checkbox"/></p> <p>Psychological <input type="checkbox"/></p> <p>Institutional <input type="checkbox"/> Discriminatory <input type="checkbox"/> Other - detail:</p>			
Section B- Details of Concern/ Suspected Abuse			
<p>Please describe as fully as possible: include how it came to your attention, time(s), dates(s) and location(s) of alleged incident(s) and names of witnesses (if known). Detail any injuries and complete a body map.</p> <p>If necessary continue on a separate sheet of paper and include with fax/email</p> <p>Additional Sheets Yes/No</p>			

Action taken to protect the victim; details of any measures taken to secure the victim's immediate safety for example, increase in home care visits, admitted to hospital or respite care etc.

Section C-Details of person suspected or alleged to have caused/allowed the abuse (if known)

Name:	Age / Date of Birth:		
Home Address:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="checkbox"/>
	Ethnicity:		
	Police Log and Date:		
Post code:	Social Services Identification No:		
Telephone / Mobile:			
Current Location if different from above:			
Relationship of person alleged to have caused the abuse to the Adult at Risk you are concerned about: ✓			
Husband/Partner/Wife <input type="checkbox"/> Son/Daughter <input type="checkbox"/> Friend/Neighbour <input type="checkbox"/>			
Other Resident <input type="checkbox"/> Stranger <input type="checkbox"/>			
Health Care Practitioner <input type="checkbox"/> Social Care Practitioner <input type="checkbox"/> Volunteer <input type="checkbox"/> Other - detail:			
Are you concerned about other Adults or Children at risk from the person suspected of causing or allowing the abuse? No <input type="checkbox"/> Yes (please provide details) <input checked="" type="checkbox"/>			
Does the person suspected of causing the abuse provide care to the victim or any other person? ✓ No <input type="checkbox"/> Don't Know? <input type="checkbox"/> Yes (please provide details) <input checked="" type="checkbox"/>			
Is the person suspected of causing the abuse aware of the allegation? ✓ Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>			
Is the person suspected of causing the abuse at risk? ✓ Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Detail:			

Section D-Details of person raising the concern if different from.

Name:	Job Title:
Address:	Telephone / Mobile:
Post code:	Email:
Signature:	Date:

DECLARATION

Gaf is fully committed to safeguarding the wellbeing of children, young people and adults at risk by protecting them from neglect, physical, sexual and emotional harm.

Working as a trustee, volunteer or helper of Gaf it is important that you have taken time to thoroughly read this Safeguarding Policy and procedures.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children, young people and vulnerable adults in our care.

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Declaration

I have read and understand Gaf's Safeguarding Policy and Procedures and I accept the principles therein.

Signed: _____ Date: ___/___/20__

Name: _____
(Please print)

Position in organisation: _____

Review Date _____

This will be kept on file by the company secretary