

Safeguarding Children Policy

KEY INFORMATION

- ➤ Walking With The Wounded (WWTW) has designated safeguarding (SG) leads, and these individuals are: Safety Manager Cheryl Mellor, cheryl.mellor@wwtw.org.uk 07776 685259 or in her absence, Deputy Safety Manager Heather Saunders, heather.saunders@wwtw.org.uk 07980 912 439.
- Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding.
- Safeguarding is a term used in the UK to denote measures to protect the health and wellbeing and human rights of individuals, which allows people (Adults at Risk and Children) to live free from abuse, harm, and neglect. It is an important shared priority of public services, charitable organisations, and a key responsibility of local authorities.
- The way abuse is reported for children and adults at risk is not the same and the legislation for managing each is different. We should all understand the right steps to take when we are worried someone is not safe. Walking With The Wounded (WWTW) have a separate **Safeguarding Adults at Risk Policy.**
- ➤ The welfare of the child is paramount.
- > It is better to help children as early as possible, before issues escalate and become more damaging.
- If, at any time, you believe that a child may be a child in need, or that a child is being harmed or is likely to be, you should take immediate action.

Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding. It is our aim that WWTW is run in a way that actively prevents harm, harassment, bullying, abuse, and neglect, and we should be ready to respond safely and appropriately if there is a problem. Everyone in the organisation has a role to play in safeguarding, it should become part of your day-to-day activities.

WWTW recognises its responsibility to implement, maintain and regularly review procedures which are designed to prevent and be alert to such abuse.

Overview

- Children and adults at risk can experience different types of harm and abuse.
- The way abuse is reported for children and adults at risk is not the same and the legislation for managing each is different. We should all understand the right steps to take when we are worried someone is not safe.
- All adults, including adults at risk, have a right to make unwise decisions including the choice not to take action to protect themselves. This is different for children, where their safety is the primary concern, although listening to their views is still important.
- Children have a right to be safe and should be protected from all forms of abuse and neglect.
- Safeguarding children is everyone's responsibility:
 - i) It is better to help children as early as possible, before issues escalate and become more damaging.
 - ii) Children and families are best supported and protected when there is a coordinated response from all relevant agencies.

WWTW has a Safeguarding Adults at Risk Policy.

Purpose of this policy

WWTW is committed to protecting children against all forms of abuse and aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of these individuals. We will also work to establish best practice and continuous improvement.

This policy explains the responsibilities of staff in relation to the safeguarding of children and the procedures that must be followed when reporting an allegation of abuse.

Scope

Safeguarding children duties apply to any charity working with, or coming into contact with, anyone under the age of 18. WWTW have a duty to:

- protect children from abuse and maltreatment
- prevent harm to children's health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes.

This policy applies to all members of staff and volunteers of WWTW including the Senior Management Team, Regional Management Board and the Board of Trustees. It is the responsibility of everyone working on behalf of the organisation to be vigilant to the risk of abuse in our operations across the UK.

WWTW believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. WWTW will not tolerate abuse and exploitation by staff or associated personnel.

WWTW have a dedicated Safety Manager – Cheryl Mellor, and in her absence, it is Deputy Safety Manager Heather Saunders.

WWTW will ensure that:

- The welfare of the child is paramount.
- No child or group of children must be treated any less favourably than others in being able to access services, which meet their particular needs. All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs.
- All concerns, and allegations of abuse will be taken seriously by both WWTW Trustees and staff
 and be responded to appropriately this may require a referral to children's social care services,
 the independent Local Authority Designated Officer (LADO) and in emergencies the police for
 allegations against Trustees, staff, beneficiaries, and volunteers.
- Our Child Safeguarding Policy is reviewed, approved, and endorsed by the CEO / Regional Management Board every 24 months or when legislation changes.
- Children and parents are informed of the policy and procedures as appropriate this also includes associated WWTW policies and procedures which promote safety and welfare.

Definitions

The term member/s of staff is used to refer to all WWTW employees whether they are employed on a permanent, temporary, or fixed term contract basis.

WWTW may sometimes be referred to as 'the charity' within this policy.

Accountability for Safeguarding

Trustees; are accountable for ensuring that the charity has appropriate structure, processes, and resources in place to ensure safeguarding is central to everything it does and monitor compliance. The boards safeguarding lead is Flora McLean.

Chief Executive Officer; is the senior individual accountable for all aspects of safeguarding across the charity.

The Senior Management Team (SMT); each member of the SMT is accountable for embedding safeguarding within their department.

Safety Steering Group; are responsible for the provision of safeguarding advice and guidance across the organisation.

Designated Safeguarding Leads; support staff to recognise and respond to safeguarding concerns and are responsible for ensuring safeguarding training is available for staff if appropriate to their role.

Safer Recruitment

WWTW have policies and procedures that covers the recruitment of all potential paid staff and volunteers. WWTW ensures that all potential new staff:

- **Complete an application process**. This includes address, evidence of relevant qualifications, paid work and voluntary work experience and criminal convictions.
- Provide two pieces of identification which confirm both identity and address.
- Undergo an interview (formal or informal) involving at least two interviewers.
- **Provide at least two references** which are followed up before a post is offered. One reference is from the last employer or an organisation that has knowledge of the applicant's work.
- **Complete a Disclosure and Barring Service check** (formally CRB check) relevant to the level of their position and agree to WWTW requesting an update every three years.

WWTW understands:

- That a person who is barred from working with children or adults at risk is breaking the law if they work or volunteer or try to work or volunteer with these groups.
- That an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
- That if our organisation dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult or would have done so if they had not left, we must make a referral to the Disclosure and Barring Service.

Staff training

All staff and workers who come into direct contact with children will undertake safeguarding training as part of their induction training, refresher training will be provided every 3 years or before if deemed necessary. WWTW's SG will be issued to all new staff during the induction process.

WWTW is aware that safeguarding cases can be distressing and that both paid and unpaid staff who have been involved may find it helpful to talk about their experiences, in confidence, with the Safety Manager Cheryl Mellor or Clinical Lead Carolyn Brown.

Type and signs of abuse

Child abuse is broken down into four distinct categories:

Physical abuse, sexual abuse, emotional / psychological abuse, and neglect.

- 1. **Physical abuse** is when someone hurts a child or young person on purpose. Examples of physical abuse are:
 - hitting, slapping, shaking, or throwing
 - burning or scalding
 - drowning, suffocating, or choking
 - pushing or kicking
 - inappropriate restraint or false imprisonment
 - disciplining a child using an implement such as a belt, stick or flex
 - misusing medication
 - fabricating or inducing an illness or ill health

Signs and symptoms of physical abuse in children can include:

- unexplained recurrent injuries, marks, or burns
- covering injuries with clothing even in hot weather
- fear of physical contact and shrinking back if touched

The above are just a few examples.

- 2. **Sexual abuse** is when a child is enticed or forced to take part in sexual activities. This kind of abuse does not always involve a high level of violence and the child may or may not be aware of what is happening. Examples of sexual abuse are:
 - causing or inciting a child to watch or engage in sexual activities
 - encouraging a child to behave in sexually inappropriate ways
 - involving a child in looking at sexual images or videos
 - involving a child in the production of sexual images or videos
 - grooming a child in preparation for abuse (including via the internet)

Signs and symptoms of sexual abuse in children can include:

- extreme reactions such as depression, self-mutilation, suicide attempts, running away, overdoses or anorexia
- personality changes such as becoming insecure or clinging
- being isolated or withdrawn
- medical problems such as chronic itching, pain in the genitals or venereal diseases

The above are just a few examples. Another form of sexual abuse is child sexual exploitation.

- 3. **Emotional abuse** happens in many different ways. It can affect how a young person or child feels about themselves, or how they fit in with friends, at school, or where they live. Examples of emotional abuse are:
 - being made to feel inadequate, worthless, or unloved
 - being unfairly blamed

- being bullied, including over the internet (cyber-bullying)
- being made to feel frightened or in danger
- witnessing the abuse of others such as domestic abuse

Signs and symptoms of emotional abuse in children can include:

- reduced physical, mental, and emotional development
- continual self-depreciation, e.g. 'I'm stupid', 'I'm ugly', 'I'm worthless'
- inappropriate response to pain, e.g. 'I deserve this'
- neurotic behaviour, e.g. rocking, hair twisting or self-mutilation

The above are just a few examples.

- 4. **Neglect** is when a child or young person's basic needs are persistently not being met by their parent or guardian. These basic needs include:
 - adequate food, clothing, and shelter
 - protection from physical and emotional harm or danger
 - adequate supervision (including not being left at home alone)
 - access to appropriate medical care including dental treatment

Signs and symptoms of neglect in children can include:

- constant hunger or tiredness
- poor personal hygiene
- poor condition and cleanliness of clothing
- untreated medical problems
- no social relationships

The above are just a few examples.

Who could be an abuser?

The person who is responsible for the abuse is often well known to the person abused and could be a relative, care worker, neighbour, friend, stranger, or other person.

If, at any time, you believe that a child may be a child in need, or that a child is being harmed or is likely to be, you should involve your line manager and a director, and submit an immediate report to your local authorities' children's safeguarding team via the numbers provided in **Appendix D**. If you see further signs of potential abuse and neglect, report and refer again.

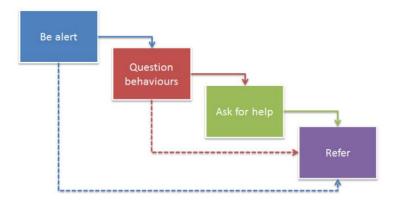
All safeguarding incidents **must** be reported within 24 hours **using the Incident Report Form in Appendix A to this policy.**

Should the incident/concern involve either of the designated leads, please contact Clinical Lead Carolyn Brown, carolyn.brown@wwtw.org.uk 07577 655917.

What to do if a child discloses information

If a child is in immediate danger or is at risk of harm, you should refer to children's social care and/or the police on 999.

There are four key steps to follow to help you to identify and respond appropriately to possible abuse and/or neglect.



Note that it may not always be appropriate to go through all four stages sequentially.

If a child is in immediate danger or is at risk of harm, you should refer to children's social care and/or the police. Before doing so, you should try to establish the basic facts. However, it will be the role of social workers and the police to investigate cases and make a judgement on whether there should be a statutory intervention and/or a criminal investigation

You should record, in writing, all concerns and discussions about a child's welfare, the decisions made and the reasons for those decisions.

Being alert to signs of abuse and neglect

The first step is to be alert to the indicators of abuse and neglect, to have read this document and to understand the procedures set out to report a concern. If you don't feel confident it's okay to request further training via your line manager.

Questioning behaviors

The signs of child abuse might not always be obvious, and a child might not tell anyone what is happening to them. if you think something seems unusual you should try to speak to the child, alone, as long as this will not cause the child distress, to seek further information.

If a child reports that they are being abused directly to you in conversation, you should listen to them, take their allegation seriously, and reassure them that you will take action to keep them safe. At all times, you should explain to the child the action that you are taking. It is important to maintain confidentiality, but you should not promise that you won't tell anyone, as you may need to do so in order to protect the child.

If you feel that sharing information with a child's parent(s) will place the child at an increased risk of harm, e.g. where the parent(s) or carer(s) may be responsible for the abuse, passing the information on to the designated SG Lead will be sufficient for them to take the appropriate action. Never take action you do not feel comfortable with.

You will need to decide the most appropriate action to take, depending on the circumstances of the case, the seriousness of the child's allegation and the local multi-agency safeguarding arrangements in place. You

might refer directly to children's social care and/or the police, or discuss your concerns with others and ask for help.

Ask for help

Discuss your concerns with your line manager or designated SG lead.

Further advice and guidance is available from:

- Local children's social services
- The police
- NSPCC helpline 0808 800 5000 help@nspcc.org.uk

If you have concerns about the safety or welfare of a child and feel they are not being acted upon by your manager or named/designated safeguarding lead, it is your responsibility to act.

Refer

If, at any time, you believe that a child may be a child in need, or that a child is being harmed or is likely to be, you should refer immediately to local authority children's social care. This referral can be made by any practitioner. If you see further signs of potential abuse and neglect, report and refer again.

When referring a child to children's social care, you should consider and include any information you have on the child's development needs and their parents'/carers' ability to respond to these needs within the context of their wider family and environment.

It is important to remember that throughout the four stages, sharing information is an intrinsic part of any practitioner's role. The decisions about how much information to share, with whom and when can have a profound impact on people's lives. You should weigh up what might happen if the information is shared against the consequences of not sharing the information. Early sharing of information is key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services.

What happens after a referral has been made to children's social care?

Once you have made a referral, a social worker should respond within one working day telling you what further action they have decided to take.

You might be asked to participate in further assessment of the child, either through an early help assessment, through a child in need assessment (section 17 of the Children Act 1989) or a child protection enquiry (section 47 of the Children Act 1989), which will be led by a social worker.

Where there is a risk to the life of a child or a likelihood of serious immediate harm, an agency with statutory child protection powers — children's social care, the police, or the NSPCC — must act quickly to secure the immediate safety of the child. This can be via an emergency protection order (under section 44 of the Children Act 1989) or police protection powers (under section 46 The Children Act 1989).

Investigation against staff

WWTW will investigate all complaints against staff of alleged or suspected abuse fully, in accordance with this policy.

WWTW will put your needs first and respect your experiences as genuine. We will listen and treat you with dignity.

WWTW may be required to refer information to the Disclosure and Barring Service or Disclosure Scotland as appropriate. The charity may also consider it necessary to inform the police of allegations against staff under investigation.

Other ways to raise concerns

In cases where staff are concerned an allegation of abuse or harm has not been investigated thoroughly staff may raise a concern in confidence by following WWTW's whistleblowing or complaints procedures.

Suspension

WWTW reserves the right to suspend an employee on full pay pending investigation into an allegation of abuse and pending any resulting disciplinary proceedings.

Disciplinary Action

Following a thorough investigation, cases in which WWTW has reason to believe that an allegation of abuse against a member of staff has foundation could result in disciplinary action against the employee ultimately leading to dismissal.

POLICY REVIEW

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Policy Details		
Version	V3	
Date Ratified:	12 July 2022	
Implementation Date:	14 July 2022	
Responsible Head of Dept:	Director of Operations	
Review Date:	24 months	

Appendix A - Incident Report Form

Appendix B - After Action Report Form

Appendix C - Charity Commission Guide (extract) for when to report an incident

Appendix D – Safeguarding Area Contact Numbers



Appendix A – WWTW Safeguarding Policy, Incident Report Form

This form is to be used by members of WWTW staff to record disclosures or suspicions of abuse towards WWTW clients or staff. The completed form should be sent to: incident.reporting@wwtw.org.uk. If you are working with partner organisations, the relevant officer should also be informed, and procedures followed.

Your Name:	Position:			
Place of (organisation) work:	Contact phone number:			
Allegations against or on behalf of:				
Name:				
Address/phone number if available:				
Other relevant details:				
Relationship to Client – Staff member (Advisor-Client) etc.				
Details of the allegations/suspicions				
Are you recording:				
Disclosure of incident of abuse against you?				
Disclosure made directly to you by the client?				
Disclosure or suspicions from a third party?				
Your suspicions or concerns?				
Date and time of disclosure:				
Date and time of incident:				
Details of the allegation/suspicions. State exactly what you were told/observed and what was said. Use the person's own words as much as possible.				
Action taken so far:				

Please indicate if any of the following have occurred:
$\hfill\square$ A client or other individual connected with the charity's activities has/alleges to have suffered serious harm
\square Allegation that a staff member has physically or sexually assaulted or neglected a client whilst under the charity's care
$\hfill\square$ A client or other individual connected with the charity's activities has/alleges to have suffered serious harm
$\hfill\square$ Allegation that a trustee, staff member or volunteer has been sexually assaulted by another trustee, staff member or volunteer
\square A staff computer is found to contain images of child pornography
$\hfill\square$ A client or other individual connected with the charity's activities has/alleges to have suffered serious harm
\square A client or individual connected with charity's activities has died or been seriously harmed; a significant contributing factor is the charity's failure to implement a relevant policy
\Box The charity discovers that an employee or volunteer coming into contact with children or at-risk adults is on the sex offender's register.
If any of the above have been ticked, please note that WWTW has an obligation to report this to the Charity Commission.



Appendix B – WWTW Safeguarding Policy, After Action Report Form

Safeguarding Officer Use only		
Name:		
After Action Report		
Actions Taken:		
WWTW Risk Register Updated:		
WHEN TO REPORT CHECKLIST:		
$\hfill \square$ A client or other individual connected with the charity's activities has/alleges to have suffered serious harm		
\square Allegation that a staff member has physically or sexually assaulted or neglected a client whilst under the charity's care		
$\hfill\square$ A client or other individual connected with the charity's activities has/alleges to have suffered serious harm		
$\hfill\square$ Allegation that a trustee, staff member or volunteer has been sexually assaulted by another trustee, staff member or volunteer		
\square A staff computer is found to contain images of child pornography		
$\hfill\square$ A client or other individual connected with the charity's activities has/alleges to have suffered serious harm		
\square A client or individual connected with the charity's activities has died or been seriously harmed; a significant contributing factor is the charity's failure to implement a relevant policy		
\Box The charity discovers that an employee or volunteer coming into contact with children or at-risk adults is on the sex offender's register.		
If any of the above have been ticked, please note that WWTW has an obligation to report this to the Charity Commission.		

Informed:	
Organisation:	
CEO:	
Name:	
Signed:	

Appendix C – Charity Commission Guide extract: when to report safegauring issues



Examples table: deciding what to report

Serious incidents to report

Incidents not to report

Protecting people and safeguarding incidents

A beneficiary or other individual connected with the charity's activities has/alleges to have suffered serious harm

Allegation that a staff member has physically or sexually assaulted or neglected a beneficiary whilst under the charity's care

The Chief Executive of the charity has been suspended pending the outcome of an investigation into their alleged sexual harassment of a fellow member of staff

Allegation that a trustee, staff member or volunteer has been sexually assaulted by another trustee, staff member or volunteer

A staff computer is found to contain images of child pornography

An internal investigation has established that there is a widespread culture of bullying within the charity

A beneficiary or individual connected with the charity's activities has died or been seriously harmed; a significant contributory factor is the charity's failure to implement a relevant policy

Charity failed to carry out DBS checks which would have identified that a member of staff or trustee was disqualified in law (under safeguarding legislation) from holding that position

Minor unusual/aggressive behaviour by a beneficiary towards a member of staff

Police called to charity premises because a beneficiary is drunk and disorderly

Charity becomes aware of allegations of abuse or neglect of a beneficiary that occurred outside the charity; the charity has reported the allegations to the appropriate agencies, and there is no harm to the charity's reputation

Beneficiary in a care home received the wrong medication as a 'one-off' error and there was no significant harm

Logged accident book reports where there was no significant harm to individuals

Details of reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where there has been no significant harm to individuals

Minor accidental injury to a charity service user e.g. slipping on a wet floor

A staff member who is not in a senior position or position of specific responsibility (e.g. head of safeguarding) has bullied or harassed a fellow staff member. There is

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Appendix D

Safeguarding Area Contact Numbers

If an adult or child is in immediate danger you should contact 999

If the situation does not require emergency assistance and in conjunction with your line manager, you should report your concerns to:

Aldershot

Hampshire Adult Services: 0300 555 1386

Hampshire Children's Services:

0300 555 1384 (08.30-17.00hrs, Mon-Fri)

0300 555 1373 (out of hours: nights, weekends, and bank holidays)

Bedfordshire

Adult Safeguarding

0300 300 8122 (08.00-17.20hrs Mon-Fri)

01733 234 724 (out of hours: nights, weekends, and bank holidays)

Use online form to report a concern:

https://forms.centralbedfordshire.gov.uk/officeforms/EF1204 Safeguarding vulnerable adults.of ml

Children

Central Bedfordshire Access and Referral Hub: 0300 300 8585 (08.45-17.20hrs Mon-Thurs, 08.45-16.20 Fri)

Social Care Emergency Duty Team: 0300 300 8123 (out of hours: nights, weekends, and bank holidays).

Use the online form to report a concern:

https://forms.centralbedfordshire.gov.uk/officeforms/Bic100.ofml

Bristol / Gloucestershire

Adults Care Direct

0117 922 2700 (08.30-17.00hrs Mon-Fri)

Use online form for out of hours reporting: https://www.bristol.gov.uk/social-care-health/report-suspected-abuse

Children

Use the online form to submit a concern https://www.bristol.gov.uk/social-care-health/reporting-concerns-about-a-child-first-response

Cambridgeshire

Adult Safeguarding 0345 045 5202 (08.00-18.00hrs Mon-Fri, & 09.00-13.00hrs Sat)

01733 234 724 (out of hours: nights, weekends, and bank holidays)
Use online form to report a concern: https://cambridgeshire-

self.achieveservice.com/service/Safeguarding referral form

Children

0345 045 5203 during office hours

01733 234 724

Use the online form to submit a concern: https://cambridgeshire-

self.achieveservice.com/service/Childrens Services online referral form

Essex

Social Care Direct (Adults) 0345 603 7630

Essex Safeguarding Children Board 0345 603 7627

Gateshead

Adult Social Care Direct: 0191 433 7033 (24 hours a day, 7 days a week)

Gateshead Councils Children Services:

0191 433 2653 (08.30-17.00hrs Mon-Fri)

0191 477 08 44 (out of hours: nights, weekends, and bank holidays)

Hertfordshire

Adults

0300 123 4042 (08.00-18.00hrs Mon-Fri, & 09.00-16.00hrs Sat)

Online form for non-urgent social care referral: https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/professionals-request-social-care/professionals-make-a-social-care-referral-form.aspx

Adult at risk of abuse or neglect: https://hcsportal.hertfordshire.gov.uk/web/portal/pages/home

Children

0300 123 4043 (24hrs a day, 7 days a week)

London

Adult Social Care Team

020 73332 1224 (09.00-17.00hrs Mon-Fri)

020 8356 2300 (out of hours: nights, weekends, and bank holidays)

London Safeguarding Children Partnership

City of London, Children's Services: 020 7332 3621

Specific L/A contact can be found here: https://www.londonscb.gov.uk/contacts/safeguarding-

contacts/

Manchester

Manchester contact centre (adults & children) 0161 234 5001 (24 hours a day, 7 days a week)

Norfolk

Adults Social Services: 0344 800 8020

Use their online form to report a concern: https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern

Children's Advice and Duty Service: 0344 800 8021

Northern Ireland

Adult Protection Gateway: 0289 441 3659

Children

Gateway Service Team contact details: https://www.nidirect.gov.uk/publications/gateway-service-teams-contact-details

Scotland

Adult Support Services Team (if the individual has no social worker) 0300 100 1800 01896 752 111 (out of hours support: nights, weekends, and bank holidays)

Children

Report to your local council, find the appropriate number here: https://www.mygov.scot/report-child-abuse/

Shropshire / Stafford (West Midlands)

Adults First Point of Contact Team: 0345 678 9044 (09.00-16.00hrs Mon-Thurs) Emergency Social Work Duty Team 0345 678 9040 (outside the above hours)

Children

Initial Contact Team 0345 678 021

Suffolk

Adults Safeguarding

MASH Professional Consultation Line – for guidance: 0345 606 1499

Use the online form to submit a concern:

https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/adultsa#h1

Children

MASH Professional Consultation Line: 0345 606 1499

Customer First – emergencies: 0808 800 4005 Use the online form to submit a concern:

https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-7e6115a7-

b0ba-484d-991f-084c1248ac72/AF-Stage-52cf8e73-0daf-47d4-bb55-0fdad856d3e6/definition.json&redirectlink=/en&cancelRedirectLink=/en