

# BEE ACTIVE

## Safeguarding Children, Young People and Young Vulnerable Adults Policy

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### **Purpose**

This document outlines Bee Active's policy on identifying and responding to concerns regarding the safeguarding and protection of children and young people, with a specific section on protection of vulnerable adults. This policy, with the associated procedures, provides guidance for all staff who may come across concerns of this nature within the context of their work for Bee Active. These include:

- all members of Bee Active staff, volunteers and work placement students.
- other individuals, consultants and agencies contracted by Bee Active.

The policy seeks to promote effective multi-agency working.

Bee Active provides activities for young people, some of whom may be vulnerable adults. The policy and procedure for responding to concerns regarding the protection of vulnerable adults, when these are identified through inspection or other activity, are incorporated in this document. Although the legislative and policy base is different when responding to the safeguarding needs for adults, most of the principles and procedures for staff are the same as those for children and young people.

The Designated Safeguarding Lead is Ben Mills (01782 205915 / ben@beeactive.co.uk)  
Designated Safeguarding Officer- Emma Colley (01782 205915 / emma@beeactive.co.uk)

## Safeguarding children

### The definition of safeguarding – children and young people

In relation to children and young people, Bee Active adopts the definition used in the Children Act 2004 and the Department for Education (DfE) guidance which define safeguarding and promoting children and young people's welfare as:

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

The above statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

### Aims and objectives

Bee Active delivers a wide range of services which often cover settings that also have broader safeguarding responsibilities. In all of these activities, as well as responding to immediate concerns, we will ensure that there is a clear focus on the safety and welfare of children, young people and vulnerable adults. This focus will be consistent across the services we provide and in our approach to frameworks and regulation.

Bee Active's role as a learning and development organisation with a focus on continuous improvement will provide clarity about the roles and responsibilities of staff, in safeguarding children.

In return we expect that providers will have appropriate measures in place to safeguard and promote the welfare of children and that they will bring matters requiring local attention to the relevant authorities.

All Bee Active staff are required to complete an on-line basic safeguarding training and assessment programme, supplemented by a refresher module after three years, and to attend safeguarding training. Staff are therefore expected to have a good understanding of safeguarding concerns, including potential abuse and neglect of children and young people, which may come to light in the work place as well as in the settings we perform in.

Staff who work in areas involving vulnerable adults are also required to complete an online training and assessment module on this aspect of safeguarding.

At whatever level we identify risks, Bee Active will highlight them and seek to ensure that appropriate steps are taken to safeguard the children concerned.

All of Bee Active's employees, and those who undertake work on Bee Active's behalf, must maintain a proper focus on safeguarding children, young people and vulnerable adults, and this must be reflected both in sound individual practice and in our internal policies and guidance. All permanent and contracted staff working with children and young people (including young people who are vulnerable adults) must:

- give highest priority to their safety and welfare
- recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- respond appropriately to disclosure by a child, or young person, of abuse
- respond appropriately to allegations against staff, other adults and against themselves
- understand and implement safe practice in carrying out their duties
- be alert to the risks which abusers, or potential abusers, may pose and vigorously pursue concerns to ensure that providers are able to demonstrate a similar level of commitment
- be aware of the importance of the role of inspected services in promoting the safety and welfare of children and young people
- contribute, as necessary, to all stages of Bee Active's safeguarding and protection processes.

### **Bee Active's Responsibilities**

Bee Active does not investigate individual child protection cases or referrals. Bee Active is not the statutory authority for the conduct of enquiries into specific child protection concerns; therefore, all staff should follow the procedures to ensure that all allegations or suspicions of abuse or significant harm to any child are reported to the Local Safeguarding Children Board. We will share all relevant information with the respective statutory child protection agencies (children's services and/or police) without delay and within agreed protocols. The reasons for action taken, or not taken, by Bee Active will be clearly recorded.

Bee Active will ensure that it fulfils its responsibilities to work jointly with others to safeguard and promote the welfare of children and young people and, where necessary, to help bring to justice the perpetrators of crimes against children.

For the purposes of this policy, Bee Active's responsibilities cover:

- identifying specific safeguarding concerns that need to be raised with a senior manager within the partner organisation such as a school or nursery as part of our work. Such concerns could include but may not be limited to:
  - no designated senior person for child protection
  - inadequate safeguarding arrangements
  - incomplete records of serious incidents
  - inadequate response to bullying
  - incomplete records of recruitment checks/inadequate recruitment checking processes
  - lack of clarity about the safeguarding needs of children, young people and vulnerable adults
  - concern about the presence of radicalisation and/or extremism within any setting or the failure to address such issues appropriately
  - failure to share information on children and young people on child protection plans with relevant providers
- the role of designated staff in Bee Active's team in responding to notifications of serious incidents and child deaths
- responding to specific child protection concerns about children at risk of significant harm that are likely to need to be referred through to social care services and possibly the police.

**Procedures for safeguarding children**

Staffordshire Safeguarding Children Board (SSCB) and Stoke-on-Trent Safeguarding Children Board (SCB) expect all staff and employees including adults working with children and young people, temporary staff, volunteers, students, contractors or external partner agencies, to express any concerns that they may have with regards to the conduct of any individual(s).

In line with the expectations of both Boards, Bee Active is committed to the highest standards of openness, integrity and accountability. All persons working for, or with this organisation, must feel safe and supported in order to express their concerns.

In the first instance you should contact the Bee Active's Designated Safeguarding Lead, Ben Mills and or Deputy Designated Safeguarding Officer- Emma Colley to outline the nature of your concern. If it meets the threshold guidance given on Staffordshire Safeguarding Childrens Board then the case will follow the guidance provided.

Further information about Staffordshire's Threshold Framework: 'Accessing the Right Help at the Right Time' can be found at the following link:

[https://proceduresonline.com/trixcms1/media/3666/stoke-on-trent-and-staffordshire\\_threshold\\_document\\_october\\_2019.pdf](https://proceduresonline.com/trixcms1/media/3666/stoke-on-trent-and-staffordshire_threshold_document_october_2019.pdf)

A copy of this guidance and further information and definitions will be available in the Company office. It is imperative that all safeguarding and welfare concerns and actions are detailed and recorded clearly and accurately.

Staffordshire and Stoke on Trent LSCBs have worked together to produce joint policies and procedures in line with current legislation and statutory guidance. This has resulted in the need to reconfigure the presentation and order of the existing SSCB procedures to synergise the work of both Boards and improve the way in which the SSCB procedures were presented.

Appendix 1 gives a full and detailed list of all the procedures and their new reference numbers.

**Safeguarding vulnerable adults**

The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is different from that of children and young people under 18. Any incidents or concerns relating to a young person of 18 years and over, even if still at school, are not covered by Local Safeguarding Children Boards or their procedures.

Government guidance in relation to adults is contained in the document 'No Secrets' and the previous Protection of Vulnerable Adults (POVA) guidance (now Adult's List guidance). Good practice guidance is also available through the Association of Directors of Social Services (ADSS) publication – Safeguarding Adults: A national framework of standards for good practice and outcomes in adult protection work.

However, it is important to be aware that following amendments to the Safeguarding Vulnerable Groups Act 2006, by the Protection of Freedoms Act 2012, adults are no longer deemed vulnerable because of their personal attributes, characteristics or abilities. An adult is considered 'vulnerable' if they receive a health, personal or social care service from a professional. Personal services would include, for example, help with financial matters, feeding, washing or dressing.

In this policy, the term 'vulnerable adults' is used for any persons over the age of 18 who meet the statutory definition in paragraph 18 above, and whose education or welfare falls to be considered under one of the Ofsted's remits.

### **The definition of abuse of vulnerable adults**

The definition of abuse of adults is contained in 'No Secrets' (para 2.5). Abuse is a violation of an individual's human and civil rights by another person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Within this context abuse can take the form of:

- physical abuse – including hitting, pushing, kicking, misuse of restraint or inappropriate sanctions
- sexual abuse – including sexual assault or acts to which the adult did not, or could not, consent
- psychological abuse – including emotional abuse, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse, isolation or withdrawal from services
- financial or material abuse – including exploitation and pressure in connection to wills, property, inheritance or financial transactions
- neglect or acts of omission – including ignoring medical or physical care needs, withholding of medication or adequate nutrition and failure to provide access to appropriate health, social care or educational services
- discriminatory abuse – including racist, sexist and other forms of harassment.

### **Bee Active's Responsibilities**

Bee Active is committed to working with other agencies to ensure that people in settings that we occupy are safeguarded. People who use our services have a right to live and work in environments free from abuse, neglect and discrimination.

Bee Active does not investigate issues of concern in relation to vulnerable adults. Local authorities and the police hold the lead responsibility for responding to allegations of abuse in relation to adults, and in coordinating the local interagency framework for safeguarding adults.

Bee Active will bring to the attention of the local authority social services and the police any concerns in relation to safeguarding or allegations of abuse identified through any part of its work.

Bee Active will annually assess the impact of this policy to:

- ensure that appropriate staff training and induction arrangements are developed and delivered, and the impact of these on practice is systematically and routinely evaluated;
- ensure that Bee Active's recruitment and other HR processes and procedures take appropriate account of safeguarding considerations;
- ensure all Bee Active staff and relevant colleagues are consistently communicated with on safeguarding matters.

**Appendix 1****SECTION 1C - CONTENTS PAGE****Section 1 – Policy Framework and Principles**

- Front Page and Position Statement (joint with Stoke LSCB)
- No longer in use
- Contents Page (joint with Stoke LSCB)
- No longer in use
- Staffordshire's Threshold Framework- 'Accessing the Right Help at the Right Time' (Staffordshire only)
- Multi Agency Guide to Agencies Roles and Responsibilities
- (No policy)
- The Framework for the Assessment of Children in Need and their Families (joint with Stoke LSCB)
- Safeguarding and Promoting the Welfare of a Child Key Definitions (joint with Stoke LSCB)
- Legal Framework (joint with Stoke LSCB)
- Information Sharing Guidance (joint with Stoke LSCB)
- Glossary of Terms

**Section 2 – Strategic Arrangements for Safeguarding Children**

- A. No longer in use
- B. No longer in use
- C. Recruitment and Selection Procedures for All (Staffordshire only)
- D. Organisational Whistle Blowing Policy to Safeguard and Promote the Welfare of Children (joint with Stoke LSCB)
- E. SSCB Training Strategy 2016-2019

**Section 3 – Managing Individual Cases**

- Making Referrals (Staffordshire only)
- Staffordshire and Stoke-on-Trent Multi-Agency Referral Form
- MARF (Police use only)
- Undertaking Assessments and Investigations (joint with Stoke LSCB)
- Bruising in Non Mobile Babies Guidance
- Bruising in Non Mobile Babies Flowchart
- Initial Child Protection Conferences (Staffordshire only)

**Section 4 – Promoting the Welfare and Safety of Children in Specific Circumstances**

- Managing Allegations of abuse against a persons who work with children and the role of the LADO (Staffordshire only)
- Complex Child Abuse Investigations (joint with Stoke LSCB)
- Responding to Concerns about Unborn Children (Staffordshire only)
- Concealed Pregnancy and Birth (joint with Stoke LSCB) – under review
- Private Fostering Guidance - under review
- Protecting Children who Move Across Local Authority Boundaries – under review
- Children Missing from Care and Home and Vulnerable Missing Families (joint with Stoke LSCB)
- Child Sexual Exploitation (joint with Stoke LSCB) – under review
- Appendix C – Police Information Report Form

- Children who display Sexually Harmful Behaviour (joint with Stoke LSCB) – under review
- Sexually Active Children and Young People Guidance
- Safeguarding Trafficked Children Guidance
- Safeguarding Trafficked Children Toolkit
- Forced Marriage (joint with Stoke LSCB)
- Female Genital Mutilation – currently under review
- Domestic Abuse (Staffordshire only) – currently under review
- Parenting Capacity and Mental Health (joint with Stoke LSCB) – currently under review
- Child Neglect – under review
- Neglect Threshold Matrix (Appendix 1)
- Working with Parents who Misuse Substances (Staffordshire only) – under review
- Fabricated/Induced Illness (joint with Stoke LSCB) – under review
- Children with a Disability (joint with Stoke LSCB)
- Children & Young People in Prison (Staffordshire only)
- Children & Young People who Self Harm or Disclose and Intent to Die by Suicide
- Protocol for the Provision of Therapy for Child Witnesses

### **Section 5 – Individuals who pose a Risk to Children**

- People who Pose a Risk to Children – under development
- Multi Agency Public Protection Arrangements (MAPPA) – under development
- No longer in use
- Staffordshire and Stoke-on-Trent Multi-agency Risk Assessment Conference (MARAC)– Information Sharing Protocol
- MARAC Risk Assessment and Referral Form

### **Section 6 – Further Guidance for Practitioners**

- Safeguarding Children Template Policy & Procedures for the Private & Voluntary Sector (joint with Stoke LSCB)
- Child in Custody Flowchart
- E-Safety Policy (joint with Stoke LSCB)
- Spirit Possession (Staffordshire only)
- No longer in use
- No longer in use
- Working with Highly Resistant Families
- Licensing Policy (under review)
- No longer in use
- Guidance on Recording Incidents for those Organisations Working with Children in the Private and Voluntary Sector (joint with Stoke LSCB)
- Safeguarding Children in Madrassahs (Staffordshire only)
- Prevent Channel Guidance (joint with Stoke LSCB & SSASPB)

### **Section 7 – Appeals/Professional Disagreements**

- Escalation Procedure (Staffordshire only)
- Section 8 – Serious Case Reviews
- Joint LSCB How to do it Toolkit
- Joint LSCB Learning Development Framework

### **Section 9 – Protocols**

- A. A Joint Protocol to Reduce the Prosecution of Looked After Children

### **Section 10 - When a Child Dies**