



**caritas**

diocese of hallam

promoting care and social action

## **Caritas Counselling Service**

### **Policy and Procedures**

### **for Safeguarding**

### **Children and Adults at Risk**

## **The organisation**

Caritas Hallam supports, assists and cares for those who are particularly vulnerable because of their age, physical or mental ability, ill health or dealing with issues that create barriers to learning. We do this in a variety of settings: Schools, Family Homes and Community projects.

## **Who this policy and procedure applies to?**

All staff working within Caritas including:  
Counsellors both paid and volunteers

## **Policy Statement**

We believe that every individual who accesses our services should be treated with dignity and respect and have their choice respected and not be forced to do anything against their will.

Caritas Hallam acknowledges the 'Duty of Care' to Safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We recognise the power dynamics inherent in working with children and adults at risk and the potential for abuse and exploitation by staff of people we work with.

Caritas staff are expected to uphold the dignity of all people with whom they come into contact by ensuring that their personal and professional conduct is of the highest standards at all time

We are committed to ensuring safeguarding practice reflects statutory responsibility, government guidance and complies with best practice.

Caritas Hallam will do this by:

- Respecting and promoting the rights, wishes and feelings of children and adults at risk.
- Raising the awareness of the duty of care and responsibilities relating to children and adults at risk throughout the Charity.
- Promoting and implementing appropriate procedures to safeguard the well being of children and adults at risk to protect them from harm.
- Ensuring that Caritas practices Safe Recruitment in checking the suitability of staff and volunteers to work with children and adults at risk

- Training, supporting and supervising staff and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse, and minimise risk to themselves.
- Requiring staff and volunteers to adopt and abide by this policy.
- Reviewing and evaluating this Policy on an annual basis or ,following a change in legislation, or as required by Local Safeguarding Partnerships
- Creating a safe and healthy environment within all our services in order to minimise situations where abuse or allegations of abuse may occur.
- Working in partnership with other organisations to ensure that concerns or allegations of abuse are appropriately referred to and investigated by the most appropriate agency.
- Building a culture that values and respects all children and adults and modelling appropriate conduct in line with the values and ethos of Caritas Hallam

Our Trustees have a duty of care to ensure the necessary steps are taken to safeguard children and adults at risk. They also have a duty to manage risks within the organisation

It is the duty of all employees, trustees and volunteers to follow this Policy. Failure to comply will be addressed without delay and may result in disciplinary action and ultimately dismissal

### **What is safeguarding:**

Safeguarding is a term we use to describe how we protect adults and children from abuse or neglect.

### **Safeguarding Adults:**

- Protecting an adult's right to live in safety, free from abuse and neglect
- It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect (Dept of Health 2014)

Safeguarding Children is:

- Protecting children from Maltreatment
- preventing impairment of a child's mental and physical health or development
- ensuring 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 (KCSIE 2020)

### **Legal Framework:**

This policy has been drawn up on the basis of law and guidance that seeks to protect children and adults at risk, namely:

Rehabilitation of Offenders Act 1974

Children Act 1989 and 2004

United Nations convention of the Rights of the Child 1992

Care standards Act 2000

The Education Act 2002

Mental Capacity Act 2005

Safeguarding Vulnerable Groups Act 2006

Equality Act 2010

Health and Social Care Act 2012

Care Act 2014

The Children and Social Work Act 2017

Working Together to Safeguard Children 2018

Care and Support Statutory Guidance 2018 (updated 2020)

Keeping Children safe in Education 2020

### **Roles and Responsibilities**

Caritas Hallam is accountable to the Trustees and therefore all safeguarding within the organisation is a standard agenda item at each Trustees Meeting

The Director of Caritas is accountable to Trustees for safeguarding within the organisation and will ensure a clear framework for the management accountability for safeguarding is in operation.

The Senior Management Team is accountable to the Director for safeguarding, for giving leadership on safeguarding as a corporate issue and ensuring it is integral to their department's plan. Safeguarding is a standard agenda item at monthly team meetings

Assistant Director of Caritas provides advice and support through line management and supervision of staff. Supervision occurs on a monthly basis and Safeguarding is a standard item on the agenda. The AD ensures that this policy is upheld and that the team understand their responsibilities.

The Assistant Director is also the Safeguarding lead manager and will stay abreast of developments on safeguarding best practice, advise on changes to policy and practice and coordinate Safeguarding audits and reporting

### **Safeguarding Lead Caritas Hallam**

Caritas Hallam Assistant Director, Bernie Ware, is Lead Person with special responsibility for Safeguarding. Her duties also include raising awareness within the organisation of issues relating to the welfare of children and adults at risk She also has responsibility for ensuring all new staff are aware of Safeguarding Policy and procedures at Induction. Annual safeguarding training is provided to all staff

### **Definitions**

**Child:** A child is legally defined as anyone under the age of 18.

**Abuse:** A form of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult at risk by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family or in an institutional or community setting by those known to them or, by others (e.g., via the internet). An adult or adults, or another child may abuse them.

**Adult at risk:** is defined as someone 18 years of age or over and at risk of abuse or neglect because of their needs for care support by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation (Care Act 2014 [England])

**Abuse:** is defined as: 'a violation of an individual's human and civil rights by any other person or persons '(No Secrets Para 2.5)

Abuse may consist of single or repeated acts

Of particular relevance are the following descriptions of the forms that abuse may take both for children and adults

**Physical abuse:** May involve hitting, shaking, throwing, poisoning, burning scalding, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms or deliberately induces illness in a child.

#### **Adult**

involuntary isolation or confinement,

The inappropriate application of techniques or treatments

## Restraint

**Sexual abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact but they can also include non contact activities e.g. children looking at sexual images or watching sexual activities also grooming children.

**Adult**-without consent because

- a person has capacity and does not want to give it;
- a person lacks capacity and is therefore unable to give it;
- a person feels coerced into activity because the other person is in a position of trust, power or authority. This could include rape, indecent exposure, inappropriate, touching, sexual assault

**Emotional abuse:** This is the persistent emotional maltreatment of a child/Adult that will cause severe and persistent adverse effects on them. It may involve the child/adult feeling worthless and un-loved. It may include deliberately silencing them or making fun of what they say or how they communicate. It may include cyber bullying, isolation or unreasonable or unjustified withdrawal of support networks

Some level of emotional abuse is present in all forms of abuse

**Neglect** Is the persistent failure to meet a child's physical and/or psychological needs, likely to result in the serious impairment of the child's health or development It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

**Adult**

Under or over use of medication, failure to provide adequate or reasonable standard of support that could be reasonably expected to be provided, failure to adhere to other relevant standards of care and professional codes of conduct.

## Other forms of abuse relating to Adults

**Self-neglect** This covers a wide range of behaviours that shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding

**Financial abuse**, including theft, fraud, exploitation, pressure in connection with wills property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Discriminatory abuse** means types of harassment or insults because of their race, gender, cultural background, religion, beliefs, physical or sensory impairment, sexual orientation, or age.

**Institutional abuse** occurs when a health/care/housing or other service routinely neglects individuals and/or violates their rights.

**Modern Slavery** This covers slavery (including domestic slavery) human trafficking and forced labour. Traffickers use whatever they can to pressure, deceive and force individuals into a life of abuse and inhumane treatment (Sec 52 of the Modern Slavery Act)

**Domestic Abuse** This includes psychological, physical, sexual, emotional and financial abuse. It also covers 'honour-based abuse'.

From 2021 there is a new statutory definition of DA that recognises children as victims if they are:

related, see or hear abuse or experience side effects,' partners and family members are also included in the new definition. Both parties must be over 16 and personally connected

## **Other aspects of safeguarding relating to children**

### **Child Sexual exploitation**

- or CSE is a type of [sexual abuse](#). When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called [grooming](#). They may trust their abuser and not understand that they're being abused.

### **Criminal exploitation**

- is child abuse where children and young people are manipulated and coerced into committing crimes e.g., Moving drugs and money from one area to another Also known as County Lines

**Female Genital Mutilation** or FGM is a form of child abuse. It's dangerous and a criminal offence in the UK.

- there are no medical reasons to carry out FGM
- it's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades
- children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained
- it's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

## **Peer on peer abuse-**

- Bullying including cyber bullying
  - Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm.
  - Racist homophobic or transphobic abuse.
  - Sexual violence, such as rape, assault by penetration and sexual assault.
  - Sexual harassment, such as casual comments, remarks, jokes, and online sexual harassment, which may be stand alone or part of a broader pattern of abuse.
  - Sexting (Sharing nudes/Semi Nudes)
  - Initiation / hazing type violence and rituals.
- Up skirting (typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm).

**Radicalisation**-All concerns regarding this must be reported to the Designated Safeguarding Lead (DSL) in accordance with The Prevent Duty Guidance. (2015)

## **Reporting Abuse**

It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to the statutory services regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or dead

All concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately-this may require a referral to Social Services, the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and volunteers and in emergencies, the Police. If the allegations are against clergy, religious or church personnel the Safeguarding Coordinator for Hallam Diocese should also be contacted and then policy and procedures within Catholic Safeguarding Standards Agency (CSSA) will be followed.

## **Procedures for all staff working within Caritas Hallam are:**

Disclosure-If a child, young person or adult contacts Caritas to report a concern or disclosure of abuse either current or historical staff should:

- React calmly so as not to frighten the person.



- Take what the person says seriously.
- Recognise the difficulties inherent in interpreting what a person who has speech impairment or differences in language is saying.
- Avoid asking direct questions other than those seeking to clarify your understanding of what the person has said. They may be subsequently formally interviewed and should not have to repeat their account
- Reassure the child or adult but do not make promises of confidentiality
- Tell them they were not to blame and that they were right to tell.
- Record immediately, in writing, all the details that you are aware of and what was said, using the child or adult's own words. All documents must be stored securely in a lockable

Drawer/cabinet

- Report disclosure to the Designated lead within the project or in the school you are working in within the same day
- The Diocesan Safeguarding Coordinator should be contacted the same day where the child or adult makes an allegation or discloses something of concern in respect of somebody with a role within the church e.g., Clergy, religious, lay persons including volunteers. Then the National CSSA procedures will be followed

The nominated member of staff will telephone and report the matter to Social Care (duty social worker) and or police. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to Statutory services within 24 hours

### **First Aid and Medical Treatment**

If a child or adult at risk requires first aid or any form of medical attention then the following good practice should be followed:

Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required. This information should be obtained on admission to the service and stored on individual files.

Where possible, ensure access to medical advice and/or assistance is available. Only those with a current, recognised First Aid qualification should respond to any injuries.

Where possible any course of action should be discussed with the child/ adult, in language that they understand and their permission sought before any action is taken. Parental consent may be sought if deemed appropriate in the case of a child and professionals may need to assess for capacity in the case of a disclosure regarding adult abuse.

In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.

### **Transportation of Children and adults at risk**

It is a requirement that vehicles are correctly insured and all reasonable safety measures are taken, e.g. children in the back seat, seat belts are working. Employees have a responsibility to inform the organisation should they be convicted of any driving offence, as stated in the Employee Handbook. Always plan and prepare a detailed programme of the journey and method of transport, give details of the route, anticipated time length and ensure copies with contact details are available for other staff members.

### **Use of the Internet and Other Technology Including Photography and Mobile Phones**

Always ensure that you obtain permission in writing from both the parent and the child prior to using any media equipment or other device to take pictures.

They will not be used on publicity materials including websites (only with permission).

Names of service users should not be placed with photographs on display. Addresses of our services will not be displayed with images of the service.

Report any unauthorised taking of images to your manager immediately.

### **Training**

Safeguarding induction training is mandatory. Policies and procedures will be covered in staff induction and training programmes, and integrated into staff management practices. Regular safeguarding updates occur at every staff briefing. Refresher training takes place every year in September.

### **Confidentiality/Sharing of information**

Protection of children and vulnerable adults raises issues of confidentiality, which must be clearly understood by all.

Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of children and adults at risk with other professionals, particularly investigative agencies and social services.

Where a disclosure has been made, staff should let the child/adult at risk know the position regarding their role and what action they will have to take as a result.

Clear boundaries of confidentiality will be communicated to all.

All personal information regarding a child/ adult at risk will be kept confidential unless there are concerns about the well-being of the child or adult All written

records will be kept in a secure area for a specific time as identified in line with GDPR guidelines

### **Complaint's procedure**

The Diocese has a complaints procedure available to all staff, volunteers and trustees.

### **Whistleblowing policy**

The Diocese also operates a Whistleblowing policy. This is for all staff within Caritas to use when they are dissatisfied with the management response in connection with a safeguarding concern.

### **Safe Recruitment procedure**

The organisation operates procedures that take account of the need to safeguard and promote the welfare of children and vulnerable adults. This includes ensuring all workers both paid and voluntary will be appointed, trained supported and supervised in accordance with Safer Recruitment guidance. This includes:

- written job description/person spec
- Shortlisting
- Gaps in employment checked
- DBS where appropriate to the role
- 2 references including last employer
- Qualifications verified
- Probationary period
- Mandatory safeguarding training as part of induction

There will be an annual review of the effectiveness of safeguarding and protection from abuse policies and procedures and their implementation. This policy and procedure review will seek to identify and address disincentives to reporting concerns.

Date Created:	Created by:	Date Approved:	Review Date:
	Safeguarding Lead: Bernie Ware		

## Appendix 1

### Safeguarding Procedures for Counselling School Service

Caritas Hallam provides a range of services for children, young people and their families. Safeguarding is therefore an important component in the provision of these services.

#### **Key principles of this policy are: -**

The welfare of the child is paramount. This means that the child's well-being must be the focus of each action.

Safeguarding and child protection is an inter-agency responsibility and it is this organisation's policy to co-operate and contribute fully and to refer allegations of child abuse to the statutory agencies.

Whilst there is a need for the organisation to hold information securely, keeping children safe from harm requires professionals and others to share information. Issues of confidentiality are therefore overridden where the safety of children is at risk.

The overriding legislation which addresses Safeguarding issues is the Children Act 1989 & 2004, Working together to Safeguard Children 2018 (updated 2020) and Keeping Children safe in education 2021

The Assistant Director (Bernie Ware) is the named Safeguarding Lead and has the responsibility of promoting child safeguarding policy and procedures within Caritas Hallam

#### **Procedures**

The Counsellors and Social Workers within the School Team have contact with children, young people and families in the community and through schools covering a large geographical area served by many different local authorities

These Safeguarding Policies and Procedures are used by Caritas School social workers and counsellors. However each School has their own Safeguarding Policy and Procedures and any disclosures received from young people to Caritas staff whilst working within school will follow the Safeguarding policy and procedures for that school.

When the Staff member within Caritas receives information that indicates "there are reasons to suspect that a child is suffering / is likely to suffer significant harm" they must ensure that the information is shared with the statutory services e.g. Police or Social Care who have a duty to undertake assessments and investigations where there are definite child protection concerns .If the disclosure

takes place in school the counsellor/social worker will pass the information obtained from the child or young person to the Designated Safeguarding Lead(DSL) in school. The Caritas worker will alert the DSL as soon as is reasonable but always within the same day  
Regular feedback on work undertaken will be shared with Social Care and the worker's role will be reviewed regularly  
All Safeguarding issues are discussed in supervision with the Line Manager.

Useful telephone numbers:

Safeguarding Coordinator Hallam -07909117964

Social care Areas within Hallam Diocese:

Sheffield-0114 2716100  
Barnsley-01226 773300  
Rotherham-01709 382121  
Doncaster-01302 734100  
Chesterfield-01629 533190

The **National Domestic Abuse Helpline** is confidential and available 24 hours a day. 0808 2000 247

**Anxiety** **UK**  
Phone: 03444 775 774 (Monday to Friday, 9.30am to 10pm; Saturday to Sunday, 10am to 8pm)  
Website: [www.anxietyuk.org.uk](http://www.anxietyuk.org.uk)

**Mind** - Promotes the views and needs of people with mental health problems.  
Phone: 0300 123 3393 (Monday to Friday, 9am to 6pm)  
Website: [www.mind.org.uk](http://www.mind.org.uk)

**Samaritans** - Confidential support for people experiencing feelings of distress or despair.  
Phone: 116 123 (free 24-hour helpline)  
Website: [www.samaritans.org](http://www.samaritans.org)

**Age** **UK**  
Phone: 0800 6781602  
Website: [www.ageuk.org.uk](http://www.ageuk.org.uk)

## Appendix 2

### **Counselling Adult Clients Who May Be at Risk**

Clients need to feel they are being properly protected, listened to and that the outcome is just. They should not feel they are under threat of retribution or made to feel they should withdraw their allegation.

#### **What should you do if you suspect, or if you have witnessed a vulnerable person being abused?**

The person should be listened to and taken seriously. If an individual discloses abuse to you then you need to inform them that you have to pass this information on in accordance with these procedures.

Only ask the individual, suspected of being abused or disclosing to you, sufficient questions to determine whether something has happened. These questions should be asked in a safe and private setting.

If you think the person may be at immediate risk of harm you should contact the Police without delay.

Contact your Line Manager as soon as possible and within one working day, or where there is an immediate risk to someone your manager should be contacted straight away. Your manager will take your concerns seriously; tell them you have concerns that might be adult abuse. A decision will then be made as to whether the situation needs to be raised as a safeguarding issue.

Ensure that the individual and/or others are not in immediate danger. If they are in danger discuss what immediate action is needed with your Line Manager.

Local Adult Safeguarding Procedures will be followed. A social worker may be appointed to undertake the investigation. It will be your Line Manager who will contact the relevant others.

Where the allegation of harm is by member of clergy/religious/church personnel including: Inappropriate behaviour, possible harm caused to child or adult at risk or possible crime committed against child or adult at risk contact Safeguarding Coordinator for the Diocese

Keep written records at all times. This should include what happened, to whom it happened, where and when (date and time). Also record details of any suspected perpetrator; being mindful of confidentiality. Records should be signed and dated and kept in a locked filing cabinet

The person who discloses abuse will be offered support both from Caritas Hallam and external agencies as appropriate. They must not feel abandoned or rejected by staff.

Do not contact the individual about the allegations or concerns that are being raised to tell them about the information. To do so could endanger others and or prejudice any form of investigation. Take advice from Safeguarding Professionals about what and when information can be shared with relevant parties e.g., the victim, families and the accused person, so as not to compromise the alleged victim's safety or prejudice an investigation

A person about whom an allegation has been made shall be supported