

SAFEGUARDING

It is the Policy of Linden Church Trust to safeguard the welfare of all children, young people and adults at risk by protecting them from physical, sexual or emotional harm while they are with staff and volunteers within this organisation.

Recognise

Recognise what is abuse and different types of abuse.

A) Physical Abuse: Causing physical harm or failure to prevent physical harm which includes, but is not limited to, hitting, beating, shaking, kicking, throwing, burning, drowning, suffocating, and poisoning.

B) Psychological/Emotional Abuse: Actual or likely severe adverse effect on emotional and behavioural development caused by persistent or severe emotional ill treatment or rejection. This includes discriminatory language and behaviour, threats of harm, communication (words, tones or body language), which convey that they are worthless, unloved or inadequate and cause to feel frightened or in danger. This can occur both in person and online.

C) Sexual Abuse: Actual or likely exploitation a child, adolescent or dependent, developmentally immature or vulnerable adults in sexual activities that they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family rules. This includes, but is not limited to kissing on the lips, touching of genitals, viewing or taking part in pornography and rape. This can occur both in person and online.

D) Neglect or acts of omission : The persistent or severe neglect of a child or vulnerable adult including failure to access medical care or services; Negligence in the face of risk taking; Failure to give prescribed medication; Poor nutrition or lack of heating or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

E) Spiritual Abuse: The misuse of power, authority and/or trust by a spiritual leader, or someone in a position of spiritual power or authority (whether organisation, institution, church or family), with the intention of controlling, coercing, manipulating, or dominating a child or youth.

F) Financial or material abuse : Fraud, theft, undue pressure to change a will, property or inheritance; misuse or misappropriation of benefits; "forcing" people to beg for money for the perpetrator. This can occur in person or online.

Respond

If a disclosure is made by a child or vulnerable adult you must:

1. Assess any immediate risk of harm and make sure the individual is safe, call 999 for support if immediate support is needed to prevent harm.
2. Let the person know you are concerned about them and that you may need to speak to someone about this.
3. Need to accept what the person says and believe them – it's not our place to decide on whether abuse has taken place.
4. Contact your lead person immediately for advice. Don't promise to keep information secret. You must pass it on.
5. Listen carefully and sympathetically.
6. Avoid asking leading questions. Open questions for clarification are acceptable.

Record

Record carefully what you see, hear and do and keep any notes that you take in case they might be needed at a later stage. As soon as is practical write down what happened, sign it and date it. Then give a copy to your lead project worker, a member of the safeguarding team or relevant social worker as appropriate.

Report

Record carefully what you see, hear and do and keep any notes that you take in case they might be needed at a later stage. As soon as is practical write down what happened, sign it and date it. Then give a copy to your lead project worker, a member of the safeguarding team or relevant social worker as appropriate. Linden Church Trust must work in partnership with other agencies in reporting any allegation or concern we have that a child, young person, or adult at risk is at risk of significant harm if it is reported to a staff member even if it has occurred outside of the centres. This may be the only opportunity they have to trust someone.

- All information should only be disseminated on a “need to know basis”

First Point of Contact

If your concerns relate to one of our projects contact the relevant project lead; Dan Evans for youth work, Kristina Williams for Foodbank, Helen Hunter for Musical Memories Choir and Tracy Ingham for children’s work and play schemes unless they are not available, or it involves them in any way, or if you feel uncomfortable about talking to them about the matter.

Preferred Further Reporting Option

In relation to any safeguarding issues for the activities we are involved in then please contact us via email (info@redcommunityproject.org.uk). If you would rather speak to someone please simply ask us to contact you regarding a safeguarding matter and a member of our safeguarding team will call you as soon as possible.

Contacts:

Safeguarding officers

Helen Hunter - helen@redcommunityproject.org.uk

Kristina Williams - kristina@redcommunityproject.org.uk

Megan Sampson - nutmegsampson@hotmail.com

Paul Flynn c/o finance@redcommunityproject.org.uk

Linden Church Trust/Red Community Project Office | [01792 362122](tel:01792362122)

If none of these are available and an immediate intervention is needed please make the referral yourself. Contact Social Services intake team or the Police (see below) then as soon as possible contact one of the designated Safeguarding officers for the Trust.

Alternative Reporting Options

Should you not wish to report a concern or matter to us directly for any reason then you can use these approaches:

1. **Adult Safeguarding -**

Tel: 01792 636854 Email: adult.safeguarding@swansea.gov.uk

2. **Child Safeguarding -**

Tel: 01792 635700 Email: access.information@swansea.gov.uk

3. **Emergency Duty Team -**

Tel: 01792 775501 Email: EDT@swansea.gov.uk

Police Tel: 01792 456999 ex 52522 (Child Protection Unit) or 999 in an emergency
Online abuse can be reported to www.thinkuknow.co.uk (CEOP)

Further guidance on receiving disclosures

Linden Church Trust must work in partnership with other agencies in reporting any allegation or concern we have that a child, young person, vulnerable adult, asylum seeker or refugee adult is at risk of significant harm if it is reported to a staff member even if it has occurred outside of the centres. This may be the only opportunity they have to trust someone. All information should only be disseminated on a “need to know basis” but confidentiality can be breached in order to safeguard a child or vulnerable adult.

How you should respond

- Stay calm
- Don't show shock
- Listen carefully, gently and patiently rather than asking questions
- If you do ask for more information, use TED (open questions)
- T – Tell me E – Explain to me D – Describe
- Encourage the person to talk and listen to them
- Be non-judgmental
- Start with an open mind and tell the individual that you are taking what they say seriously
- Allow them to recall events and describe what has happened in their own time
- Reassure them that they are doing the right thing by telling you and reassure them they are not to blame.

- Be clear about your own position and what action you must take, such as not promising to keep it confidential and who you will need to share this with.
- Write down what you have been told, using their exact words, including the date, time and place and people present which you sign and date. It's good to confirm with the individual that what you have documented is an accurate reflection of what they have said.
- Make sure you preserve any evidence, keeping it safe (e.g. no washing of clothes) and uncontaminated
- Report the concern
- Ensure the individual has contact details so they can ask any question
- Need to ensure that they stay in control of the process and aware of what happens at each stage as far as possible.

How not to respond

- Don't show shock, disgust or disbelief
- Don't judge
- Don't prompt them or ask detailed or leading questions
- Don't make assumptions or put words in their mouth
- Don't promise them it will never happen again
- Don't interrupt them or stop them from freely recalling events
- Don't make them repeat their account unnecessarily
- Don't pressure them for more details
- Don't ignore what you have been told
- Don't promise to keep secrets, or make promises you can't keep
- Don't contact or confront the alleged abuser
- Don't contaminate or remove any evidence
- Don't dismiss your concerns or worry that you may be mistaken
- Don't discuss the case with anyone apart from those who need to know.
- Don't investigate the concerns