



Policy Title: **Safeguarding Children and Vulnerable Adults**

Policy number THREE

Policy approved by Escape Committee: .....Date.....

**Review:**.....(Annually and adopted by the committee)

### **Controlled Copy**

**Purpose of Policy:** To protect children, young people, staff and all adults who receive Escape Support Group services from harm. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who encounters children, their families, and carers, has a role to play. To promote safeguarding and protect children and vulnerable adults who are members of Escape Support Group.

**Policy applies to:** All staff, volunteers, committee and members.

**Safeguarding Lead;** Joanne Prewett, Committee Member  
32 Polkesfield, Stoke St Gregory, Taunton, Somerset, TA3 6EX, Tel - 07825638472

**Deputy Safeguarding Lead:** Sarah Phippen, Team Leader, Escape Support Group, Unit H  
Creech Business Park, Mill Lane, Creech St Michael, Taunton, TA3 5PX

**Policy Statement:** Escape staff, committee and volunteers understand the importance of protecting children and vulnerable adults from neglect, abuse or exploitation (see Appendix A for full details). Escape Support Group is a safe environment in which children and young people can experience our activities.

ESCAPE SUPPORT GROUP are committed to the importance of safeguarding and promoting the welfare of children. It has:

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
- a Designated Safeguarding Lead take leadership responsibility for ESCAPE SUPPORT GROUPS safeguarding arrangements;
- a culture of listening to children and vulnerable adults and taking account of their wishes and feelings, both in individual decisions and the development of services;
- clear whistleblowing procedures and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed;

- a designated Deputy Safeguarding Lead for safeguarding at Escape Support Group. Their role is to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Safeguarding leads should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;
- Safe Recruitment means using recruitment processes that help keep children safe, including robust safety checking. Escape Support Group will only recruit representatives who are suited to work with children. Strict child-safe recruitment practices apply to all candidates, which include but are not limited to comprehensive background screening, thorough interviewing procedures, and robust reference checks. The Child Safeguarding Policy is signed by all staff and is a binding commitment that the employee agrees and is committed to following all safeguarding policies and procedures, both in their professional and personal interactions with children.
- appropriate supervision and support for staff, volunteers and committee members including undertaking safeguarding training
- ensuring that staff, volunteers and committee members are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and vulnerable adults and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
- staff, volunteers and committee members are given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare;
- all staff, volunteers and committee members should have regular reviews of their own practice

In all activities the staff and committee members need to be receptive and alert to the members' behaviours or comments that could indicate a safeguarding issue.

All staff and committee members are monitored by the Disclosure and Barring Service in terms of offences against children or adults. A common sense approach is required if other offences are disclosed that are old, e.g. committed in teens or motoring, if the chair feels that they present no risk to people or the reputation of Escape.

External training for staff and the committee will be sought every year, but the committee will discuss and raise issues of safeguarding at a meeting in the autumn of each year.

## **Procedures and people responsible**

The Safeguarding Lead is responsible for organising and securely filing all Disclosure and Barring paperwork. If a committee member has an offence that could, if repeated, cause harm to children or vulnerable adults, they will be excluded from the committee. When staff are appointed their contract would be terminated during the probationary period if the disclosure form identified convictions or cautions against children or vulnerable adults.

Any concerns must be recorded in one's own handwriting, signed and dated. Concerns cannot be ignored but it is not Escape's role to investigate concerns, and staff or committee members must not question or comment upon their concerns. The handwritten concerns will be sealed in an envelope and held in a confidential file or emailed to [committee@escapesupportgroup.com](mailto:committee@escapesupportgroup.com). Somerset Direct / Somerset Social Care must be informed / contacted immediately or on the next working day.

Concerns around safeguarding about staff or the committee are treated in exactly the same way with a referral to Somerset Direct.

Members are unlikely to read this policy but if staff or committee members are contacted by a member about a safeguarding issue, they should support the member in making a referral to Somerset Direct.

The Safeguarding Lead will organise a safeguarding training session once a year.

Example Risk Assessments are attached for trips, coach incident or accidents whilst on a trip to also ensure the families are safeguarded.

If a member of the committee or member of staff is concerned about a safeguarding issue they must write in their own handwriting their concerns, why, where and when they became concerned. Addresses and surnames will be provided if necessary by the staff prior to phoning Somerset Direct. They should, on the next working day, contact Somerset Direct and share their concern.

The chairperson must be informed by the committee member or Safeguarding Lead of the actions with Somerset Direct and the handwritten report copied for Somerset Direct with the original held securely inside an envelope and in a locked file within the office.

If a child or vulnerable adult is at immediate risk the police should be called immediately.

Somerset Direct; 0300 123 2224

Risk Assessment Form



**Activity:** *Coach Incidents or accidents*

**Date(s) of the proposed activity:** 28<sup>th</sup> July 2022 - The Wild Place, Bristol

**Person completing this risk assessment:**

*Debbie Dyer & Kirsty Rayner*

**Date of risk assessment:**

**Who could be harmed? (Circle)**  Members  Staff  Guests/Public

**What is already being done to control the risks?**

Members are responsible for their own family members in all settings.

Transport for members is sourced and insured by a coach company.

Escape mobile phone issued to nominated leader for the day.

Lists of participants prepared for nominated leader of the day.

Additional:

*Coach leader's guidance*

Working out the risk rating below

Severity x Likelihood      3=High risk, 2=Medium risk, 1=Low risk 0=No risk

A risk rating score of 8 or 9 must be discussed with a committee member before the activity takes place

**Risk Rating**

<b>How could people be harmed? Action required(Bullet points)</b>	<b>S</b>	<b>L</b>	<b>SxL</b>
Sickness or ill health on coach. Family judgement of actions required 999 call to meet at next safe place, drivers decision Complete H&S incident form	2 3 3	2 1 2	4 3 6
Vehicle minor accident Driver stops and exchanges insurance details Complete H&S incident form	1	3	3
Severe Road accident Call 999 Evacuate bus safely, coach leader or another to record people who can evacuate by self, and wait in safe area Coach leader to record injured people on coach/trapped for emergency services and inform emergency services of types of disability/communication issues if possible. Emergency services/ coach company to arrange return to pick up points Coach leader and others to check on welfare/well being of members Staff follow up members in subsequent days. Complete H&S incident form Emergency committee/trustees meeting	3	1	3
Hostile/aggressive behaviour on coach Support family, isolate aggressor if possible Move other members if possible Complete H&S incident form	2	3	6

What further action needs to be done ?

Approved, if required for high risk score, by \_\_\_\_\_

Risk Assessment Form



**Activity: The Wild Place, Bristol**

**Date(s) of the proposed activity: 28<sup>th</sup> July 2022 - The Wild Place, Bristol**

**Person completing this risk assessment:**

*Debbie Dyer & Kirsty Rayner*

**Date of risk assessment:**

**Who could be harmed? (Circle)**  Members  Staff  Guests/Public

**What is already being done to control the risks?**

Members are responsible for their own family members in all settings.

Transport for members is sourced and insured by a coach company.

Escape mobile phone issued to nominated leader for the day.

Lists of participants prepared for nominated leader of the day.

Wristbands for children for parents to put contact details on in event of lost child.

Additional:

*Coach leader's guidance*

Working out the risk rating below

Severity x Likelihood      3=High risk, 2=Medium risk, 1=Low risk 0=No risk

A risk rating score of 8 or 9 must be discussed with a committee member before the activity takes place

**Risk Rating**

<b>How could people be harmed? Action required(Bullet points)</b>	<b>S</b>	<b>L</b>	<b>SxL</b>
Sickness or ill health at venue Family judgement of actions required 999 call to attend venue, advise venue staff what is happening Complete H&S incident form	2 3 3	2 1 2	4 3 6
Hostile/aggressive behaviour at venue Support family, isolate aggressor if possible Advise venue staff to assist Complete H&S incident form	2	3	6
Lost child at venue Contact venue staff immediately and support family Stay with family and ensure other staff members are aware of lost child and go looking for them. Complete H&S incident form	2	3	6

What further action needs to be done?

Approved, if required for high risk score, by \_\_\_\_\_

## APPENDIX A



**Child Abuse** - Anything, which individuals, institutions or processes do or fail to do which directly or indirectly, harms children or damages their prospect of safe and healthy development into adulthood. The main categories of Child Abuse are Physical Abuse, Emotional Abuse, Neglect/Negligent Treatment, Sexual Exploitation & Abuse and Exploitation.

### **Emotional Abuse**

Harm to a child's emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g., bad name-calling; threats; yelling, screaming, or swearing at; teasing; constant criticism; belittling; persistent shaming; etc.), failure to meet a child's emotional needs, and rejecting, ignoring, terrorising, isolating or confining a child.

### **Exploitation**

The actual or attempted abuse of a position of vulnerability, power differential, or trust for the benefit of the individual leveraging their position, power, privilege, or wealth (through enticement, manipulation, coercion or trickery) to engage a child in labour, domestic servitude, forced criminality, soldiering or organ harvesting. Typically, the person(s) exploiting a child does so in order to profit monetarily, socially, or politically. It can happen to one or a group of a children, in the community of origin, outside of the community, or internationally. The exploitation of a child may include but is not limited to:

- domestic servitude (e.g., cleaning, childcare, cooking, etc.)
- forced labour (commonly in factories or agriculture)
- forced criminal activities such as pickpocketing, begging, transporting drugs, manufacturing drugs, selling pirated merchandise
- used for benefit fraud
- forced to become a child soldiers or join a gang



## **Grooming**

Is the process in which an adult builds a relationship with a child or the child's carer to gain the child's or the carer's trust for the purposes of sexually abusing and/or exploiting the child. Grooming typically occurs in phases, and it can happen online or face to face, by a stranger or by someone the child or carer knows. Since it is a gradual process, it can sometimes be difficult to detect. Here are a few indicators that an adult may be grooming a child or his/her carer:

- a. Favouring the child over others
- b. Providing the child with rewards or privileges
- c. Isolating the child from others
- d. Expressing interest in a child who is particularly vulnerable or in need of support (e.g., previous abuse of the child by another)
- e. Befriending the parents or carer's who are responsible to protect the child
- f. Providing the child with alcohol or drugs
- g. Building intimacy (i.e., having inside jokes or telling the child that nobody understands him/her like the groomer does)
- h. Threatening, blackmailing, intimidating, or scaring a child by saying the groomer will do something to the child's family or friends

## **Neglect/negligent treatment**

The failure to meet a child's basic physical and/or psychological needs either deliberately or through negligence. Neglect includes but is not limited to failing to provide adequate food, sufficient or seasonally-appropriate clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment or providing inappropriate medical treatment (e.g. administering medication when not authorized); or failing to provide a safe physical environment (e.g. exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorised adult, access to weapons or harmful objects, failing to child-proof a space that children will occupy, etc.).

## **Physical Abuse**

Non-accidental use of physical force that inadvertently or deliberately causes a risk of or actual injury or suffering to a child. Physical force includes but is not limited to hitting, shaking, kicking,

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pinching, pushing/pulling, grabbing, burning, female genital mutilation, torture, and other physical acts. Physical injury or suffering may include but is not limited to bruises, marks, soft tissue swelling, hematomas, fractures, sprains, dislocation, burns, damage to organs, death, permanent disfigurement, and any other non-trivial injury.

## **Sexual Exploitation & Abuse**

All forms of sexual violence and coercion, sexual solicitation, manipulation or trickery including incest, early and forced marriage, rape, involvement in or exposure to indecent images/video (aka pornography), sexual slavery/trafficking, and statutory rape. Sexual abuse may include but is not limited to indecent touching or exposure, explicit sexual language towards or about a child and grooming. Sexual abuse does not always involve touching. Sexual Exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another. Be aware that technology is a tool sometimes used to sexually exploit a child. The sexual exploitation and abuse of children under the age of 18 is child abuse and a policy violation. It may also constitute a criminal offense, depending upon the age of consent, local laws and customs.