

Safeguarding Policy



Policy reviewed: October 2025

Reviewed by: George Turner

Date of next review: October 2026

Signed off by: Rebecca Smith

Date: November 2025

Role: Trustee

Introduction

This is a safeguarding policy for Carney's Community, a charity working with disadvantaged young people, based in Wandsworth borough, at Carney's Community Centre, 30 Petworth Street, Battersea, SW114QW.

Carney's Community aims to reduce offending, re-offending and anti-social behaviour, whilst improving social mobility and community cohesion. We achieve this by engaging a range of participants, in positive and constructive activities, with a focus on mentoring and boxing. These participants are from a variety of backgrounds, with a focus on the disadvantaged and excluded. We believe that by empowering young people through mentoring, participation, focusing on their strengths and learning from each other, we can improve not only their opportunities, but also those of their local communities.

Our Objects are:

- Engaging more young people in positive and constructive activity
- Reducing offending, re-offending and Anti-Social Behaviour
- Improving the communication and ultimately the mobility between the different social classes
- Improving the employability of young people
- Improving family and community cohesion

Carney's Community is a Battersea based charity, that uses a combination of group and one to one work to support some of the local community's most disadvantaged groups, whilst also being open to mainstream groups. We do this by offering free boxing fitness sessions, alongside their core long term, intensive and unconditional one to one support with the aim of reducing offending, improving physical and emotional health and bridging the social divide, which is common in today's society. In short, we try to behave in the same way any good parent or family should.

The activities we deliver, that require us to have a safeguarding policy are:

- Boxing fitness sessions
- Youth club and standard youth club activities (pool, table tennis, workshops etc)
- Fit and Fed (where we feed participants)
- Cooking
- Session based mentoring
- One to one Key work
- Bike workshop
- Cycling
- Generic youth club activities

1. Policy Statement

All children, young people and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or identity, have the right to equal protection from all types of harm or abuse and must be able to live free from fear of abuse, neglect and exploitation.

Safeguarding, and promoting the welfare of children and adults, encompasses protecting children and adults from maltreatment, preventing impairment of adult's health or development, and ensures children grow up in safe circumstances.

At Carney's Community, working in partnership with all participants and their parents, carers and other agencies, we aim to create a safe environment within which they can thrive. Carney's also aims to provide an environment where staff can work confidently, with clear guidelines to reference, to ensure safeguarding procedures are followed at all times and protection measures are implemented when considered necessary.

Overall responsibility for Safeguarding at Carney's Community is held by the DSO (Designated Safeguarding Officer) George Turner.

2. Policy Aims

To provide protection for children, young people and adults who use Carney's Community services.

To provide staff and volunteers with guidance on procedures that they should adopt in the event that they suspect a child, young person or adult may be experiencing, or be at risk of, harm.

The policy applies to all staff, including senior managers, board of trustees, paid staff, volunteers, sessional workers, agency staff or anyone working on behalf of Carney's Community.

3. Policy Objectives

Through the elements within this policy, Carney's Community will seek to safeguard children, young people and adults by:

- Valuing, listening to and respecting them
- Adopting protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about protection and good practice with all participants, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving adults at risk appropriately
- Providing effective management for staff and volunteers through supervision, support and training
- Regularly reviewing safeguarding training for workers, any issues that arise and the relevant policies to ensure they are fit for purpose

4. Duty of Care

When children, young people or adults at risk are involved in organised activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty of care to ensure their safety and welfare.

This occurs either as a legal duty of care, or a moral duty of care.

Duty of Care Statement

At Carney's Community we acknowledge our duty of care to safeguard and promote the welfare of children, youth, and adults. Carney's Community is committed to ensuring its safeguarding practices reflect best practice.

Within Carney's Community the duty of care starts by ensuring all staff and volunteers are qualified for the task and that the activity is managed in a safe manner throughout. The activity undertaken has in place standards for safeguarding and protecting the participants and conforms to guidance on travel arrangements, recruitment and selection procedures, training and qualifications.

5. The Role of Staff, Volunteers and Trustees

The Designated Safeguarding Officer (DSO) for the charity is the CEO, George Turner.

The Deputy Designated Safeguarding Officer (DDSO) is the Senior Key Worker, Layla Madkour.

The Lead Trustee for safeguarding is Rebecca Smith.

All staff, volunteers and trustees working on behalf of Carney's Community have a duty to promote the welfare and safety of children, young people and adults. Please see our Duty of Care Statement for more information.

Carney's Community runs a number of sessions where we engage with participants under the age of 18, young adults and adults (that are not DBS checked) in the same sessions. This is to help improve relations between different age and income groups and we always ensure that no adult, who does not have a DBS, is left unsupervised with a person under 18 or an adult at risk.

Staff, volunteers and trustees may receive disclosures of abuse and/or observe young people who display the behaviours we identify with being at risk of abuse. This policy will enable staff/volunteers to make informed and confident responses to specific safeguarding issues.

All safeguarding concerns should be acted upon immediately. If you are concerned that a child or adult might be at risk or is actually suffering abuse, you should tell the Designated Safeguarding Officer (DSO). **The DSO for Carney's Community is George Turner.** It is the responsibility of the DSO to make themselves available for consultation by staff, volunteers, visitors, children and their families.

In the event of the DSO being unavailable, any concerns should be brought to the attention of a Deputy Designated Safeguarding Officer, Layla Madkour, Lead Key Worker (see Section 11 for contact information).

5. Safeguarding Children

5.a. Context

Under the terms of the Children Act 2004 anyone under the age of 18 is considered to be a child/young person.

Safeguarding children is the responsibility of everyone. Carney's Community recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children's Acts 1989 and 2004. We provide compulsory biennial safeguarding training for all our staff and volunteers.

In line with Working Together to Safeguard Children 2018, Carney's Community recognises its role in the multi-agency safeguarding arrangements within Wandsworth and sits on both the Multi Agency Child Exploitation (MACE) and the Multi Agency Risk Vulnerability Exploitation (MARVE) Panel.

5.b. Recognising signs of abuse

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives.

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons, as they move through the stages of childhood or their families experience changes. It is nevertheless important to know what could indicate that abuse is taking place and to be alert to the need to consult further.

Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm leading to neglect. Abuse can take place within a family, in an institutional or community setting, by telephone or on the internet. Someone known to a child or a complete stranger can carry out abuse.

If you are worried about a child it is important that you keep a written record of any physical or behavioural signs and symptoms and notify the DSO at the earliest opportunity. In this way you can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

Physical Abuse

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating or otherwise causing physical harm to a child. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated or induced illness, or Munchausen's syndrome by proxy.

Symptoms that indicate physical abuse include (but are not limited to):

- Bruising in or around the mouth, on the back, buttocks or rectal area
- Finger mark bruising or grasp marks on the limbs or chest of a small child
- Bites
- Burn and scald marks; small round burns that could be caused by a cigarette
- Fractures to arms, legs or ribs in a small child
- Large numbers of scars of different sizes or ages

Emotional Abuse

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. It usually co-exists with other forms of abuse.

Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them. It may involve seeing or hearing the ill-treatment of someone else.

Symptoms that indicate emotional abuse include (but are not limited to):

- Excessively clingy or attention-seeking behaviour
- Very low self-esteem or excessive self-criticism
- Excessively withdrawn behaviour or fearfulness; a 'frozen watchfulness'
- Despondency
- Lack of appropriate boundaries with strangers; being too eager to please
- Eating disorders

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse.

Symptoms of physical and emotional neglect can include (but are not limited to):

- Inadequate supervision; being left alone for long periods of time
- Lack of stimulation, social contact or education
- Inadequate nutrition, leading to ill-health
- Constant hunger; stealing or gorging food
- Failure to seek or to follow medical advice such that a child's life or development is endangered
- Inappropriate clothing for conditions

Sexual Abuse

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. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under the Sexual Offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13, is a crime.

Symptoms of sexual abuse include (but are not limited to):

- Allegations or disclosure
- Genital soreness, injuries or discomfort
- Sexually transmitted diseases; urinary infections
- Excessive preoccupation with sexual matters; inappropriately sexualized play, words or drawing
- A child who is sexually provocative or seductive with adults
- Repeated sleep disturbances through nightmares and/or wetting

Older children and young people may additionally exhibit:

- Depression
- Drug and/or alcohol abuse
- Eating disorders; obsessive behaviours

- Self-mutilation; suicide attempts
- School/peer/relationship problems

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law in England. Carney's Community does not condone practices that are illegal or harmful to children. Some examples of particular practices are:

- **Forced marriages.** No faith supports the idea of forcing someone to marry without their consent. This should not be confused with arranged marriages between consenting adults.
- **Under-age marriages.** In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more.
- **Female Genital Mutilation (FGM).** This is against the law yet we know that for some in our communities it is considered a religious act and a cultural requirement. It is also illegal for someone to arrange for a child to go abroad with the intention of having her circumcised.
- **Ritualistic abuse.** Some faiths believe that spirits and demons can possess people (including children). What should never be condoned is the use of any physical violence to get rid of the possessing spirit. This is abuse and people can be prosecuted even if it was their intention to help the child.

These definitions of abuse are taken from the Working together to Safeguard Children document, produced by the Department for Education (2015).

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

5.c. Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

Radicalisation and Extremism

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Extremism is defined as "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas." (HM Government Prevent Strategy).

In line with "Prevent" we believe in safeguarding individuals from being drawn into terrorism, ensuring those vulnerable to extremist and terrorist narratives are given appropriate advice and support at an early stage. Prevent is no different to any other form of safeguarding from harm.

Symptoms that indicate radicalisation and extremism include (but are not limited to):

- Isolation from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger

Serious Youth Violence and knife crime

Serious Youth Violence is defined as “any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19” i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. Knife crime refers primarily to stabbings but also to the illegal carrying of knives by young people in a public place.

Symptoms that could indicate involvement in youth violence and knife crime include (but are not limited to) :

- Being secretive about where they are, what they are doing, who they are seeing
- Having multiple mobile phones
- Coming home with items they can't afford, or they are unwilling to explain where they got them, such as phones, expensive trainers or clothes
- Going missing for periods of time or playing truant from school
- Stopping attending extra-curricular activities
- Fear of going to certain places
- Associating with older people
- Possessing weapons
- Having marks or injuries that they seem very secretive about

Online safeguarding and sexting

Sexting is when people share a sexual message and/or a naked or semi-naked image, video or text message with another person. It's also known as nude image sharing. Children and young people may consent to sending a nude image of themselves. They can also be forced or coerced into sharing images by their peers or adults online.

If a child or young person originally shares the image consensually, they have no control over how other people might use it. If the image is shared around peer groups it may lead to bullying and isolation. Perpetrators of abuse may circulate a nude image more widely and use this to blackmail a child and/or groom them for further sexual abuse.

It's a criminal offence to create or share explicit images of a child, even if the person doing it is a child. If sexting is reported to the police, they will make a record but may decide not take any formal action against a young person.

See the Carney's Community Online Safety Policy for more information on this topic.

The NSPCC has information and advice for dealing with sexting: [Sexting: advice for professionals | NSPCC Learning](#)

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

5.d. Procedure in the event of an allegation/disclosure

All complaints, allegations or suspicions will be taken seriously.

This procedure must be followed whenever an incident regarding safeguarding is suspected, observed or reported, including disclosures made by young people.

It is important to remember that the person who first reports an incident/suspicion/disclosure is **not** responsible for deciding whether abuse has occurred. This is a task for the professional child protection agencies, following a referral from the DSO.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

Responding to an allegation/disclosure

In the event of an incident or disclosure:

DO

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- Take precautions to preserve forensic evidence, if necessary
- Speak to your manager for support and guidance
- Inform parents/carers if appropriate, and if this does not put the young person involved at increased risk
- Listen
- Offer support and reassurance
- Ascertain and establish the basic facts, recording them as outlined below
- Explain areas of confidentiality
- Explain the reporting process to the person making the allegation
- Remember the need for ongoing support.

DON'T

- Ignore the allegation – if you are unsure what to do consult the DSO or refer to this policy
- Confront the alleged abuser
- Be judgmental, dismissive or voice your own opinion
- Investigate or interview beyond that which is necessary to establish the basic facts
- Ask leading questions, assume information or elaborate in your notes
- Make promises

Remember confidentiality – all information must be recorded and stored in accordance with the Data Protection Policy. Information is shared on a 'need to know' basis.

A full record must be made as soon as possible (on the same working day) detailing the nature of the allegation/incident/suspicion and any other relevant information.

This must include:

- the date, the time, the place where the incident/alleged incident happened,
- your name and the names of any others present,
- the name of the complainant and, where different, the name of the young person
- the nature of the alleged incident,
- a description of any injuries observed,

- the account of the allegation/incident, making careful notes, *in the exact words of the person making the allegation*, and obtain agreement on them when possible and appropriate to do so

The Incident Report Form is below (Appendix 1) and also available in the office, to record allegations and disclosures. It is most important to quickly and accurately record the incident/ allegation with the necessary information and the form can be filled in later if not immediately available.

Any suspicion, allegation or incident regarding safeguarding must be reported to the DSO on the same working day where possible. If the DSO is unavailable, contact the deputy DSO, Layla Madkour.

If you feel that a child is at risk of harm you must refer the child to the Children's Services [Multi-Agency Safeguarding Hub \(MASH\)](#) team. All safeguarding concerns must be referred to MASH, using the multi-agency referral form which you can access by clicking [here](#).

For all referrals requesting local authority early help services, a referral needs to be made to Wandsworth [Multi-Agency Safeguarding Hub \(MASH\)](#) through a [multi-agency referral form](#) as a part of the integrated front door for children's services. These services include targeted family support, targeted youth support service, youth community service, early years and children centre service. Clearly state what you are asking the service to do and ensure that you have consent from the parent or young person to share the referral with the proposed service.

See Appendix 2: Disclosure flow chart for more details about the process to follow after a disclosure.

See Appendix 3: MASH Flow chart

Allegations made against staff and volunteers

Organisations that work or come into contact with children and young people need to be aware of the possibility that allegations may be made against members of their staff and volunteers. Allegations will usually be that some kind of abuse or inappropriate behaviour has taken place.

Carney's Community seeks to minimise the risk of this happening by following safe recruitment guidelines (see Section 8) for all staff and volunteers, and ensuring all staff and volunteers are aware via their induction, training and on the job supervision of safeguarding issues and how to behave professionally and appropriately while at work.

Where an allegation or complaint is made by one staff member against another, Carney's Community will refer to the 'whistle-blowing' framework created in The Public Interest Disclosure Act 1998 (PIDA) across the private, public and voluntary sectors. The Act provides almost every individual in the workplace with protection from victimisation where they raise genuine concerns about malpractice in accordance with the Act's provisions.

In the event of an allegation being made, it should be brought to the notice of the DSO immediately (in cases where the allegation is made against this person, the complainant should approach our trustee who leads on safeguarding, Rebecca Smith becsmith1@hotmail.com or the Chair of Trustees, Charles Gibson CGibsonQC@hendersonchambers.co.uk).

The procedure for dealing with allegations about professionals working with children and families are that it must be reported to the Local Authority Designated Officer (LADO). The MARF Form must be completed and emailed within 24 hours to mash@wandsworth.gov.uk. You will also be asked to complete a MARF so that any potential concerns about harm to children can be investigated if needed. You can contact the LADO by telephone on 020 8871 7440/07974 586461 or email LADO@wandsworth.gov.uk. In Wandsworth the role of the LADO is undertaken within the Safeguarding Standards Service. You must contact the LADO to get support for all LADO concerns

Once an incident has been reported, irrespective of any investigation by social workers or the police, Carney's Community will do the following:

- Follow the Disciplinary Procedure as outlined in the Employee Handbook. Where necessary the alleged abuser will be suspended from work until the outcome of any investigation is clear.
- The DSO must consider whether the person has access to young people or adults at risk anywhere else and whether those organisations or groups need to be informed.

All incidents should be investigated internally after any external investigation has finished, to review organisational practice and put in place any additional measures to prevent a similar thing happening again.

Employers must refer someone to the Disclosure and Barring Service (DBS) if they:

- sacked an employee because they harmed someone
- sacked an employee or changed their role because they might have harmed someone
- were planning to sack an employee for either of these reasons, but they resigned first
- an employee received a caution for, or has been convicted of, a relevant offence

It is breaking the law if you don't refer someone to DBS when you should.

DBS helpline

Contact the helpline for help referring someone to DBS. See: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-the-harm-test> for further guidance

Telephone: 0300 0200 190

This will be done by the DSO, after consultation with the trustees.

5.e. Good practice

All staff members and volunteers are responsible for children and young people while on the premises and must make sure that safeguarding guidelines are adhered to.

Group Work

Where possible, there will always be at least two adults present with a group of children. It is vital that the ratio of adults to children is adequate to ensure safety. The ratio at Carney's Community is 1 adult to 8 under 18's.

Working 1:1

Ideally, no member of staff or volunteer will be left alone with a child or young person where others cannot observe them.

Where a staff member or volunteer must be with a child or young person on a 1:1 basis (e.g. a Studio session or 1:1 mentoring) the staff member/volunteer will be DBS cleared and either monitored by CCTV or in a room with windows so other staff can see them. We also offer key work and this will often be delivered 1:1, by experienced key workers who are not supervised or observed.

There may be exceptional circumstances when the criteria above are not met, due to the need for confidentiality for the child/young person involved (e.g. counselling sessions, which take place in a room monitored by CCTV with audio. This is switched off for the duration of the session).

Young people (under 18) may be admitted to the building outside of allocated session hours if a member of staff is available to monitor them.

Other

The DSO must attend safeguarding level three training every two years (not a refresher course) and records of this training must be kept on file.

Other regular users of the building (for example those who have a SLA with Carney's) should hold a DBS check and update this every three years. Our agreements with these users include the proviso that these will be checked from time to time.

Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose.

This policy needs to be read in conjunction with other Carney's Community policies including:

- Confidentiality
- Disciplinary and Grievance
- Data Protection
- Duty of Care Statement

5.f. Safeguarding contacts

Designated Safeguarding Officer (DSO)

George Turner

07513 384084 george@carneyscommunity.org

Deputy DSO

Layla Madkour, Senior Key Worker

07379 161521 Layla.Madkour@carneyscommunity.org

Wandsworth Multi Agency Safeguarding Hub (MASH)

Tel 9.00am – 5.00pm: 020 8871 6622

Tel after 5pm/weekends: 020 8871 6000

Email: mash@wandsworth.gov.uk

Website: www.wscb.org.uk

Wandsworth Multi Agency Referral Form (MARF)

[Make a referral to the Multi-Agency Safeguarding Hub \(MASH\) - Wandsworth Borough Council](#)

Wandsworth Initial Point of Contact (IPOC)

020 8871 6622 IPOC@wandsworth.gov.uk

NSPCC Helpline: 0800 800 5000

Missing Persons Unit (Met Police): 0207 275 3404

OFSTED: 0300 123 4666

In an emergency dial 999

6. Safeguarding Adults

6.a. Definitions

For the purpose of this policy 'adult' means a person aged 18 years or over.

Who is included under the heading 'adult at risk?'

An Adult (a person aged 18 or over) who is or may be in need of community care services by reason of mental or physical 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'. (Definition from 'No Secrets', March 2000, Department of Health)

This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It is important to include people whose condition and subsequent vulnerability fluctuates. It may also include:

- an individual who may be vulnerable as a consequence of their role as a carer, in relation to any of the above.
- victims of domestic abuse, hate crime and anti-social abuse behaviour.

The persons' need for additional support to protect themselves may be increased when complicated by additional factors, such as: physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

Many adults at risk may not realise that they are being abused. For instance an elderly person, accepting that they are dependent on their family, may feel that they must tolerate losing control of their finances or their physical environment. They may be reluctant to assert themselves for fear of upsetting their carers or making the situation worse.

It is important to consider the meaning of 'Significant Harm'. The Law Commission, in its consultation document 'Who Decides,' issued in Dec 1997 suggested that; 'harm' must be taken to include not only ill treatment (including sexual abuse and forms of ill treatment which are not physical), but also 'the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, intellectual, emotional, social or behavioural development'.

What do we mean by abuse?

Abuse of an adult at risk may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be an act of neglect or an omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual.

For some adults the issues of abuse may relate to neglect and poor standards of care. They are ongoing and if ignored may result in a severe deterioration in both physical and mental health and even death.

6.b. Recognising signs of abuse

Types and indicators of abuse and neglect

The Care and Support statutory guidance identifies types of abuse, but also emphasises that organisations should not limit their view of what constitutes abuse or neglect. The specific circumstances of an individual case should always be considered.

Discriminatory abuse

Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse

Domestic abuse

The Home Office (March 2013) defines domestic abuse as: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological; Physical; Sexual; Financial; Emotional. Domestic Abuse includes controlling and coercive behaviour.

Female genital mutilation (FGM)

Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act (2003) makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

Financial or material abuse

Theft, fraud, internet scamming, postal and doorstep scams, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits are all forms of financial abuse and are more often than not targeted at adults at risk. The adult at risk can be persuaded to part with large sums of money and in some cases their life savings. These instances should always be reported to the local police service and local authority Trading Standards Services for investigation. Financial abuse can have serious effects including loss of income and independence and harm to health, including mental health. Where the abuse is perpetrated by someone who has the authority to manage an adult's money, the relevant body should be informed, e.g. the Office of the Public Guardian for deputies and attorneys and DWP for appointees.

Forced marriage

Is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. In a situation where there is concern that an adult is being forced into a marriage they do not or cannot consent to, there will be an overlap between action taken under the forced marriage provisions and the adult safeguarding process. In this case action will be co-ordinated with the police and other relevant organisations. The police must always be contacted in such cases as urgent action may need to be taken.

Hate Crime

The police define Hate Crime as 'any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability'. It should be noted that this definition is based on the perception of the victim or anyone else and is not reliant on evidence. In addition, a non-crime hate incident (NCHI), includes incidents that do not constitute a criminal offence.

Honour-based violence

Will usually be a criminal offence, and referring to the police must always be considered. It has or may have been committed when families feel that dishonour has been brought to them. Women are predominantly (but not exclusively) the victims and the violence is often committed with a degree of collusion from family members and/or the community. Some of these victims will contact the police or other organisations. However, many others are so isolated and controlled that they are unable to seek help. Adult safeguarding concerns that may indicate honour-based violence include domestic violence, concerns about forced marriage, enforced house arrest and missing person's reports. If an adult safeguarding concern is raised, and there is a suspicion that the adult is the victim of honour-based violence, referring to the police must always be considered as they have the necessary expertise to manage the risk.

Human trafficking

Is actively being used by Serious and Organised Crime Groups to make considerable amounts of money. This problem has a global reach covering a wide number of countries. It is run like a business with the supply of people and services to a customer, all for the purpose of making a profit. Traffickers exploit the social, cultural or financial vulnerability of the victim and place huge financial and ethical obligations on them. They control almost every aspect of the victim's life, with little regard for the victim's welfare and health. The Organised Crime Groups will continue to be involved in the trafficking of people, whilst there is still a supply of victims, a demand for the services they provide and a lack of information and intelligence on the groups and their activities.

Mate Crime

A 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate crime is often difficult for police to investigate, due to its sometimes ambiguous nature, but should be reported to the police who will make a decision about whether or not a criminal offence has been committed. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Modern slavery

Slavery, servitude and forced or compulsory labour. A person commits an offence if: "The person holds another person in slavery or servitude and the circumstances are such that the person knows or ought to know that the other person is held in slavery or servitude", or "The person requires another person to perform forced or compulsory labour and the circumstances are such that the person knows or ought to know that the other person is being required to perform forced or compulsory labour." There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist. Someone is in slavery if they are: Forced to work - through mental or physical threat; Owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse; dehumanised, treated as a commodity or bought and sold as 'property'; Physically constrained or has restrictions placed on his/her freedom of movement.

Contemporary slavery takes various forms and affects people of all ages, gender and races. Adults who are enslaved are not always subject to human trafficking. Recent court cases have found homeless adults, promised paid work opportunities enslaved and forced to work and live in

dehumanised conditions, and adults with a learning difficulty restricted in their movements and threatened to hand over their finances and work for no gains.

Neglect and acts of omission

Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

Organisational abuse

Is the mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights.

Physical abuse

Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Psychological abuse

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Restraint

Unlawful or inappropriate use of restraint or physical interventions. In extreme circumstances unlawful or inappropriate use of restraint may constitute a criminal offence. Someone is using restraint if they use force, or threaten to use force, to make someone do something they are resisting, or where an adult's freedom of movement is restricted, whether they are resisting or not. Restraint covers a wide range of actions. It includes the use of active or passive means to ensure that the person concerned does something, or does not do something they want to do, for example, the use of key pads to prevent people from going where they want from a closed environment.

Sexual abuse

Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Sexual exploitation

Involves exploitative situations, contexts and relationships where adults at risk (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) in return for them performing, sexual activities on others, or others, performing sexual activities on them. It affects men as well as women. People who are sexually exploited do not always perceive that they are being exploited. In all cases those exploiting the adult have power over them by virtue of their age, gender, intellect, physical strength, and/or economic or other resources. There is a distinct inequality in the relationship. Signs to look out for are not being able to speak to the adult alone, observation of the adult seeking approval from the exploiter to respond and the person exploiting the adult answering for them and making decisions without consulting them.

Radicalisation

Radicalisation is comparable to other forms of exploitation, such as grooming and Child Sexual Exploitation. The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

There are a number of factors that may make the individual susceptible to exploitation by violent extremists. None of these factors should be considered in isolation but in conjunction with the particular circumstances of the individual.

Prevent is part of the Government's counter-terrorism strategy CONTEST and aims to provide support and re-direction to vulnerable individuals at risk of being groomed into terrorist activity before any crimes are committed. The Counter-Terrorism and Security Act 2015^{xlvi} requires specified authorities, in the exercise of their functions, to have due regard to the need to prevent people being drawn into terrorism. The support available for individuals at risk of being radicalised is called Channel. Refer to section 10. Contacts below for further information about Channel.

6.c. Children

It is essential that the needs of any children within an abusive or domestic violence situation where there is an adult at risk involved are considered and acted upon. For any incidents of domestic abuse where children may be involved/ be witnesses please follow Carney's Community's Child Safeguarding Policy.

6.d. Procedure in the event of an allegation/disclosure

It is important that adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that an adult at risk has been abused.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

Responding to an allegation:

In the event of an incident or disclosure:

DO

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- Take precautions to preserve forensic evidence, if necessary
- Speak with your manager for support & guidance
- Listen
- Offer support and reassurance
- Ascertain and establish the basic facts, recording them as outlined below
- Explain areas of confidentiality
- Explain the reporting process to the person making the allegation

Remember the need for ongoing support.

DON'T

- Ignore the allegation – if you are unsure what to do consult the DSO or refer to this policy
- Confront the alleged abuser
- Be judgmental, dismissive or voice your own opinion
- Investigate or interview beyond that which is necessary to establish the basic facts – it is not your responsibility to respond to the allegation or decide on the best course of action, just to listen, report and record.
- Ask leading questions, assume information or elaborate in your notes
- Make promises or keep secrets

Remember confidentiality – all information must be recorded and stored in accordance with the Data Protection Policy. Information is shared on a 'need to know' basis.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This must include:

- the date, the time, the place where the incident/alleged incident happened,
- your name and the names of any others present,
- the name of the complainant and, where different, the name of the young person
- the nature of the alleged incident,
- a description of any injuries observed,
- the account of the allegation/incident, making careful notes, *in the exact words of the person making the allegation*, and obtain agreement on them

The Incident Report Form is below (Appendix 1) and also available in the office, to record allegations and disclosures. It is most important to quickly and accurately record the incident/ allegation with the necessary information and the form can be filled in later, if not immediately available.

Any suspicion, allegation or incident regarding safeguarding must be reported to the DSO on the same working day where possible. If the DSO is unavailable, contact the deputy DSO.

If you believe the adult to be in immediate danger, contact the appropriate agencies yourself:

- The adult social care Access Team: 020 8871 7707 Email: accessteam@wandsworth.gov.uk
- Community Mental Health Team: 020 8767 3411
- Safeguarding Adults Team: safeguardingadults@wandsworth.gov.uk
- Emergency Duty Team – Out of hours Service 020 8871 6000

The DSO will telephone and report the matter to the appropriate local adult social services duty social worker. 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 the relevant local authority adult social services department within 24 hours.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies, following a referral from the DSO.

This policy needs to be read in conjunction with other policies for Carney's Community including:

Confidentiality

Disciplinary and Grievance

Data Protection

Duty of Care Statement

Allegations made against staff and volunteers

Organisations that work or come into contact with adults at risk need to be aware of the possibility that allegations may be made against members of their staff and volunteers. Allegations will usually be that some kind of abuse or inappropriate behaviour has taken place.

Carney's Community seeks to minimise the risk of this happening by following safe recruitment guidelines (see Section 10) for all staff and volunteers, and ensuring all staff and volunteers are aware via their induction, training and on the job supervision of Safeguarding issues and how to behave professionally and appropriately while at work.

Where an allegation or complaint is made by one staff member against another, Carney's Community will refer the 'whistle-blowing' framework created in The Public Interest Disclosure Act 1998 (PIDA) across the private, public and voluntary sectors. The Act provides almost every individual in the workplace with protection from victimisation where they raise genuine concerns about malpractice in accordance with the Act's provisions.

In the event of an allegation being made, it should be brought to the notice of the DSO immediately. In cases where the allegation is made against this person, the complainant should approach the Trustee with responsibility for Safeguarding (Rebecca Smith becsmith1@hotmail.com)

The procedure is initially the same as outlined above in section 8.1 in regards to recording and reporting the allegation/incident/suspicion.

Once an incident has been reported, irrespective of any investigation by social workers or the police, Carney's Community will do the following:

- Follow the Disciplinary Procedure as outlined in the Employee Handbook. Where necessary the alleged abuser will be suspended from work until the outcome of any investigation is clear.
- The DSO must consider whether the person has access to young people or adults at risk anywhere else and whether those organisations or groups need to be informed.
- All incidents should be investigated internally after any external investigation has finished, to review organisational practice and put in place any additional measures to prevent a similar thing happening again.

Employers must refer someone to the Disclosure and Barring Service if they:

- Sacked an employee because they harmed someone
- Sacked an employee or changed their role because they might have harmed someone
- Were planning to sack an employee for either of these reasons, but they resigned first
- An employee received a caution for, or been convicted of, a relevant offence

It is breaking the law if you don't refer someone to DBS when you should.

Contact the helpline for help referring someone to DBS.

DBS helpline: Telephone: 0300 0200 190

See: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-the-harm-test> for further guidance

6.e. Safeguarding Contacts

CARNEY'S COMMUNITY SAFEGUARDING CONTACT NUMBERS:

- DSO George Turner, 07513 384042
- Deputy DSO Layla Madkour 07379 161521.
- Trustee in charge of safeguarding Rebecca Smith: becsmith1@hotmail.com
- The adult social care Access Team: 020 8871 7707: Email: accessteam@wandsworth.gov.uk
- Emergency Out of Hours 020 8871 6000
- Missing Persons Unit (Met Police) 0207 275 3404
- In an emergency dial 999

Channel Panel: This is a multi-agency panel chaired by the Local Authority to support individuals who have been identified as being groomed into terrorism. The role of the panel is to develop an appropriate support package to safeguard those at risk of being drawn into terrorism based on an assessment of their vulnerability of being at risk of radicalisation. The panel is responsible for managing the safeguarding risk which is in line with other multi-agency panels where risk is managed, such as the Multi-Agency Public Protection Arrangements (MAPPA). Local safeguarding structures have a role to play for those eligible for adult safeguarding. Referrals to Channel are through the police engagement officer.

7. Safe recruitment

The application of rigorous procedures for the recruitment of any staff or volunteers who come into contact with children and young people, both directly and indirectly, can reduce the likelihood of safeguarding issues occurring.

Carney's Community uses the following procedures for the recruitment of staff and volunteers.

Recruitment: paid work – external applicants

- Clear person specifications and job descriptions are created for each role
- All posts are advertised
- An information pack about the job and Carney's Community is sent to any interested parties
- A standard application form is used
- Shortlisting candidates is done by more than one person
- Shortlisted candidates are invited to face-to-face interviews with a small panel of interviewers
- Carney's Community is working towards introducing a transparent scoring system for shortlisting and interviewing
- Probationary periods of at least 3 months apply to all roles

Carney's Community has a written policy on the Recruitment of Ex-Offenders. The requirement for a DBS for all staff (paid and voluntary) is made clear at the start of the application process. Checks are updated every three years for all staff.

Recruitment: paid work – internal applicants

Carney's Community actively seeks to provide paid employment opportunities for suitable participants, to provide them with work experience and life skills and to improve their employability. Often, participants are invited to interview for available roles without these roles being externally advertised. They are not shortlisted as staff and managers will have got to know them during their time as a participant and/or volunteer and will have already ascertained that they have the suitable skills and characteristics for the role. These applicants will complete an application form and attend an interview. A probationary period of at least 3 months will apply.

Recruitment: voluntary work

Potential volunteers approaching Carney's Community from outside the organisation are subject to the same process as paid applicants, outlined above in 8.1a.

However, in many cases, volunteers are people already known to Carney's Community as participants. Often, participants are invited to 'step-up' as volunteers as part of their mentoring journey and/or to provide them with work experience and life skills to improve their employability. For these volunteers, the formal application process is not usually followed. In addition, some volunteers help out on a very ad hoc basis, when asked by a coach to assist.

In both cases described above, the volunteers help out in group sessions under supervision from a qualified and DBS checked staff member, so are never left alone with other participants.

If these volunteers are subsequently asked to engage on a more formal or regular basis, the recruitment process outlined in 8.1a/b is then followed.

Successful Applicants:

Carney's Community ensure all applicants who are offered a position (paid and voluntary) will have:

- A DBS check. This should be taken at the time of appointment.
 - A transportable check may be used if at the level required, (i.e. enhanced plus children's barred list), and the person gives permission for us to access the update service
 - An in-date DBS check from a previous employer may be used temporarily at the start of employment only, while awaiting processing of a Carney's check. For existing staff, updated DBS checks will be required to be done through Carney's.
- Access to Carney's Community's policy on Employment of ex-offenders
- A formal induction meeting where they are made aware of policies and processes
- A signed self-declaration form
- An agreed probationary period
- An agreed job description
- Mandatory safeguarding training: all new staff and volunteers attend a Child and Adult Safeguarding course run by Wandsworth TPD or a similar course meeting the same standard. This is repeated every two years.
- Supervisions: All staff working at Carney Community receive regular supervision from a more experienced staff member

In addition, all new starters are asked to provide two references, proof of identity and original copies of any relevant qualifications.

Occasionally, Carney's Community offers employment to individuals who are not able to provide formal ID documents or references. In these cases, this requirement may be temporarily waived. The person concerned will only be working in group situations and will not be left alone with participants. This decision would be taken by George Turner (CEO) after consultation with other lead staff, on the understanding that the person involved will provide the documents as soon as they are able, and that enough is known about the person from other appropriate sources (e.g. Probation, Prison Services).

8. The Role of the Designated Safeguarding Officer

The role of the DSO is to deal with all instances involving protection that arise within Carney's Community. They will respond to all safeguarding concerns and enquiries.

The designated DSO for Carney's Community is George Turner. If you have any suspicions or concerns relating to safeguarding he is the person to contact.

In the absence of the DSO, you can contact one of the Deputy DSOs, contact details listed in the appendix.

In cases where the allegation is made against the DSO, the person making the allegation should approach Rebecca Smith or another Trustee.

9. Monitoring and review

In the event that a member of staff or a volunteer is found not to have upheld this policy and the safeguarding procedures, the Disciplinary Policy or Volunteer Complaints Procedure will be followed respectively.

Carney's Community will regularly review safeguarding training for workers and safeguarding issues that arise alongside any implications for changes to policy or processes in the organisation. In addition, this policy will be reviewed annually to ensure it is fit for purpose and in line with any relevant changes in legislation or best practice.

Appendix 1

Incident/ Accident reporting form

Date:

Time:

Name of Staff Member:

Job Title:

Name of Young Person:

Date of Birth:

Age:

Address:

Names of any other people present:

Location and Project:

Carney's Community

Nature of Incident/ Accident:

Action Taken / Decision Made:

Were any of the following agencies notified (If yes, please circle)?

Safeguarding Policy



Ambulance Services/ Doctor / Police / Social Services / Family / Carer / Family Support worker/ other persons (please state):

Reason for Action Taken / Decisions Made:

Further Action (can this incident be prevented from happening again? Do other staff/ participants need to be made aware?)

I hereby state that all of the above facts are a true and accurate record of the incident/ accident.

Signed:

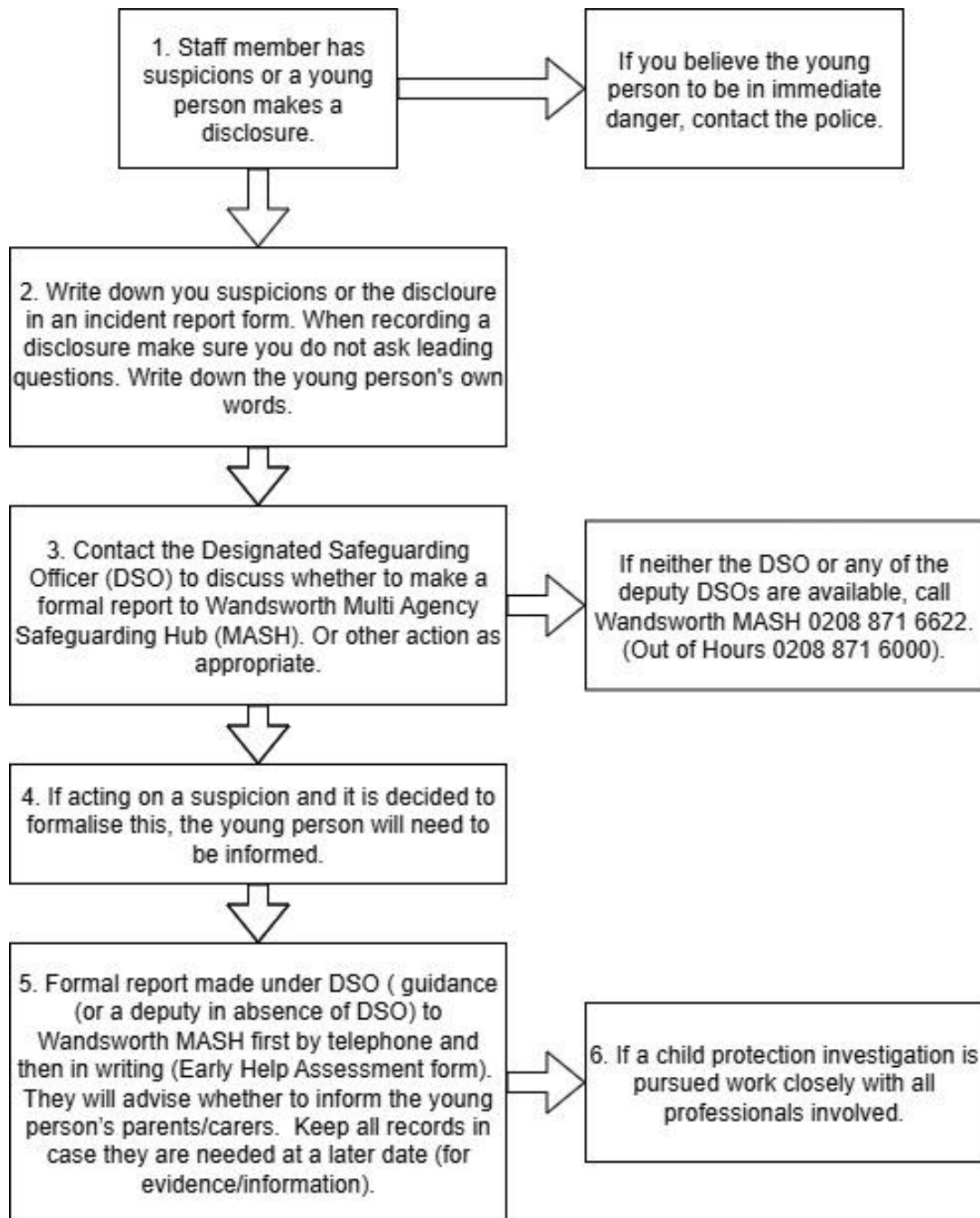
Name Print:

Date:

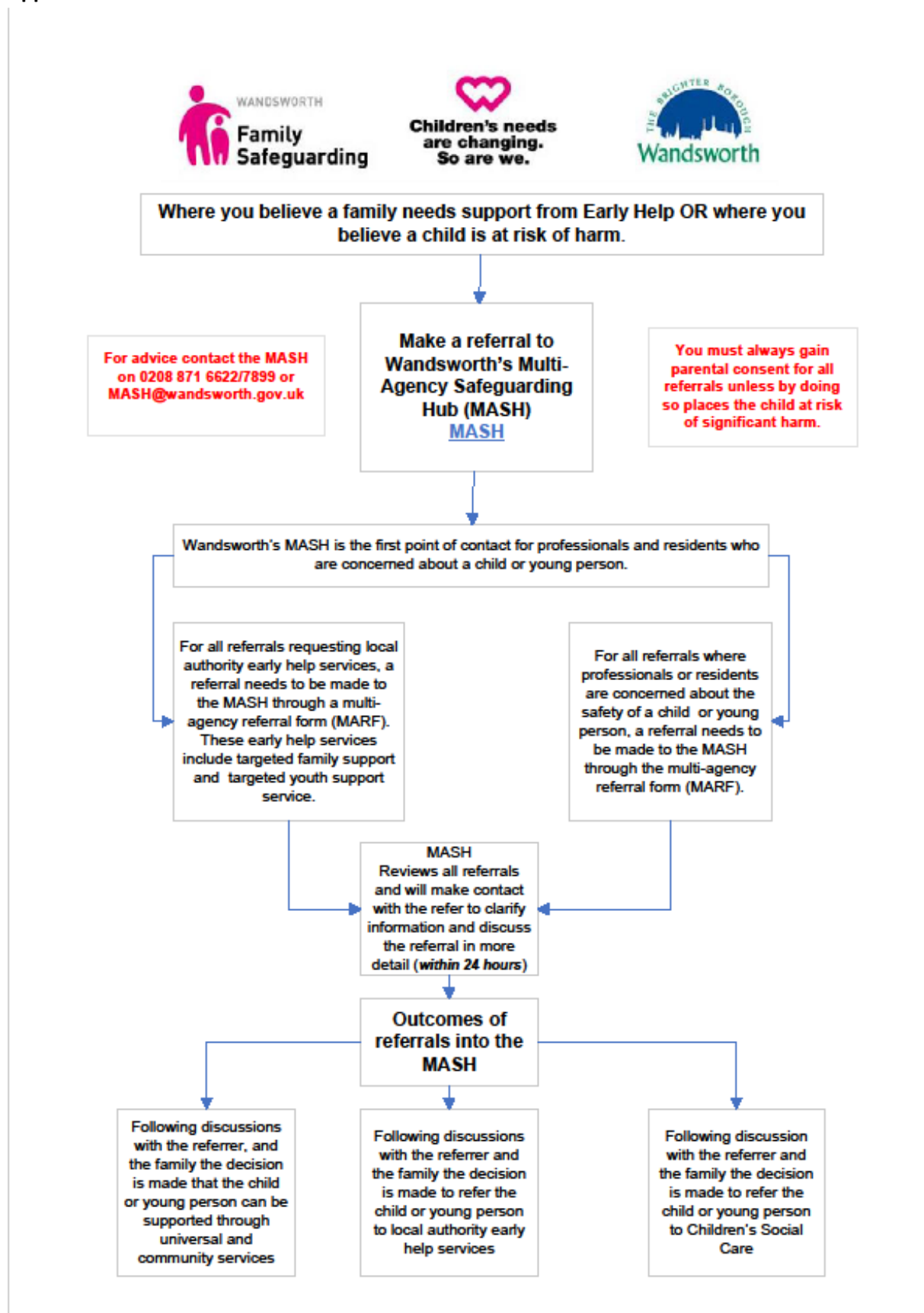
Any incidents of dealing or discussing arrangements to procure illegal substances should be challenged & recorded on this form.

The Misuse of Drugs Act 1971 states it is illegal to allow premises to be used for consumption and / or supply of controlled drugs.

Appendix 2: Disclosure Flow Chart



Appendix 3: MASH Flow Chart



Appendix 4: DSL – response to concern form

Designated Safeguarding Lead – response to concern form

<p>Time and date information received, and from whom.</p>	
<p>Any advice sought – if required (date, time, name, role, organisation and advice given).</p>	
<p><u>Action taken</u> (referral to young person’s social care/monitoring advice given to appropriate staff/CAF etc.) with reasons.</p> <p>Note time, date, names, who information shared with and when etc.</p>	
<p><u>Parents informed?</u> Y/N and reasons.</p>	
<p><u>Outcome</u></p> <p>Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</p>	
<p>Where can additional information regarding young person/incident be found (e.g. student file, serious incident book)?</p>	
<p>Signed</p>	
<p>Printed Name / Role title</p>	

Appendix 5: Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

At no time should an individual member of staff take photographic evidence of any injuries or marks to a young person's person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. Social Care direct or young person's social worker if already an open case to social care

When you notice an injury to a young person, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the young person feel hot?
- Does the young person feel pain?
- Has the young person's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record

A copy of the body map should be kept on the child's concern/confidential file.

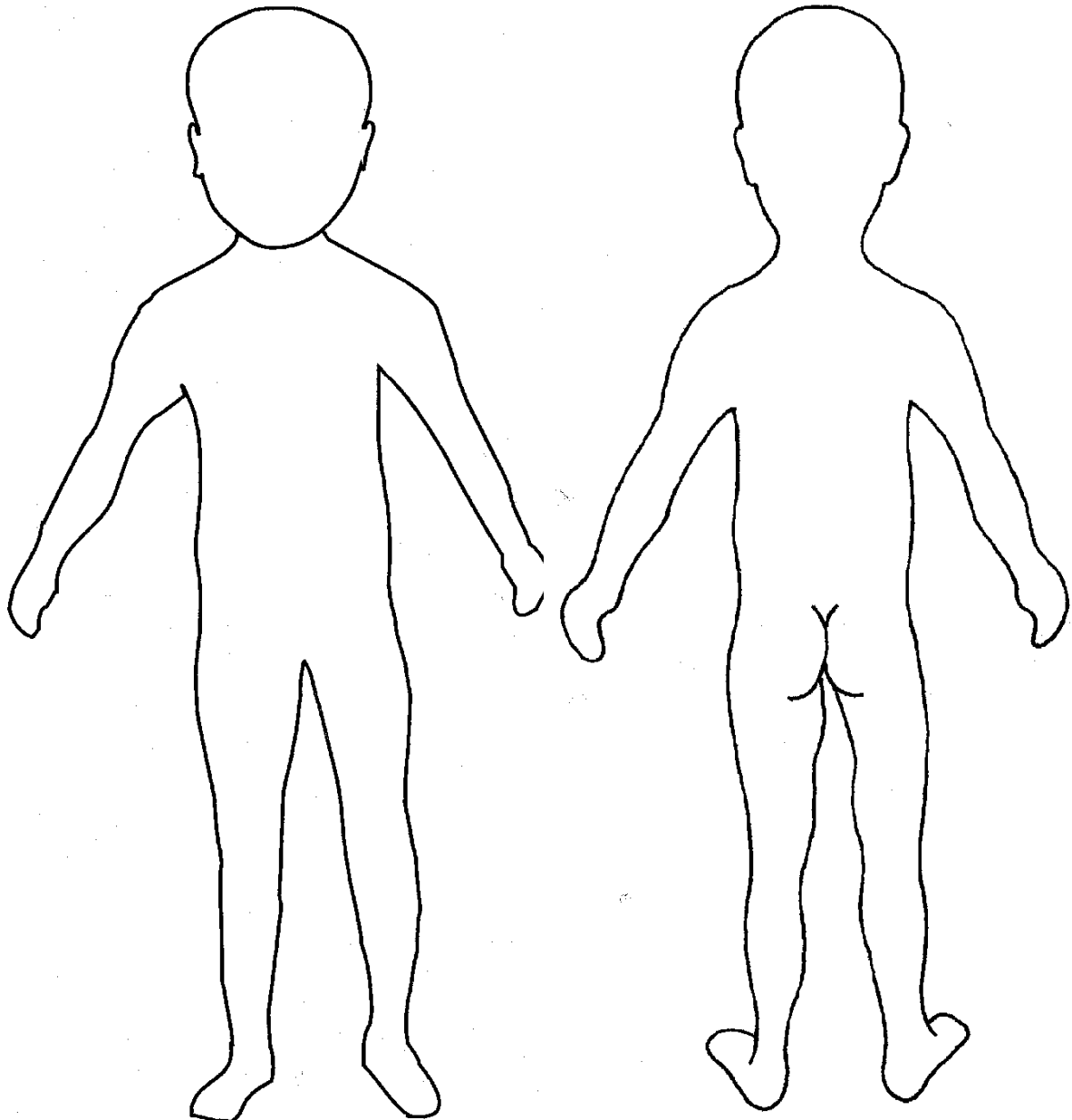
BODYMAP

(This must be completed at time of observation)

Name of child: _____ Date of Birth: _____

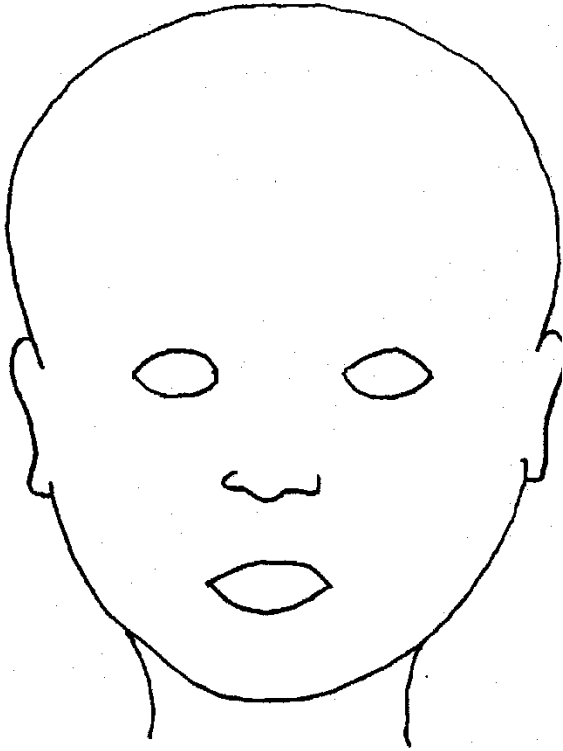
Name of Staff: _____ Job title: _____

Date and time of observation: _____

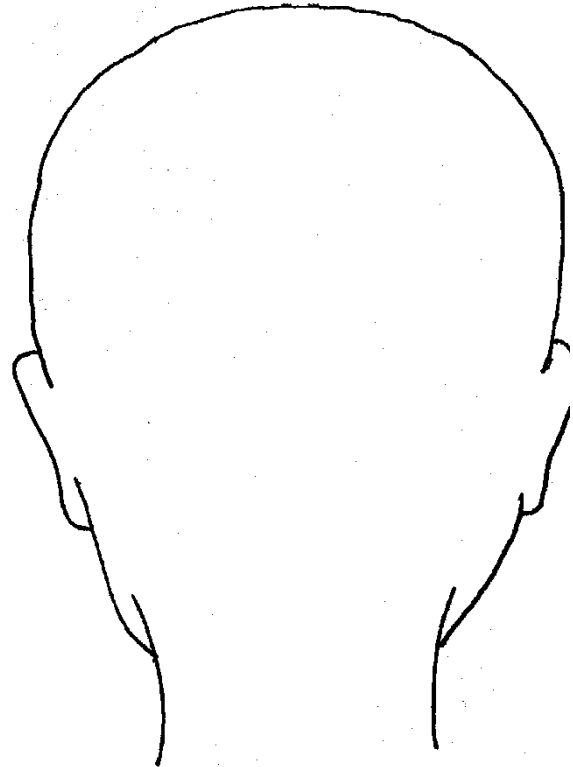


Name of child: _____

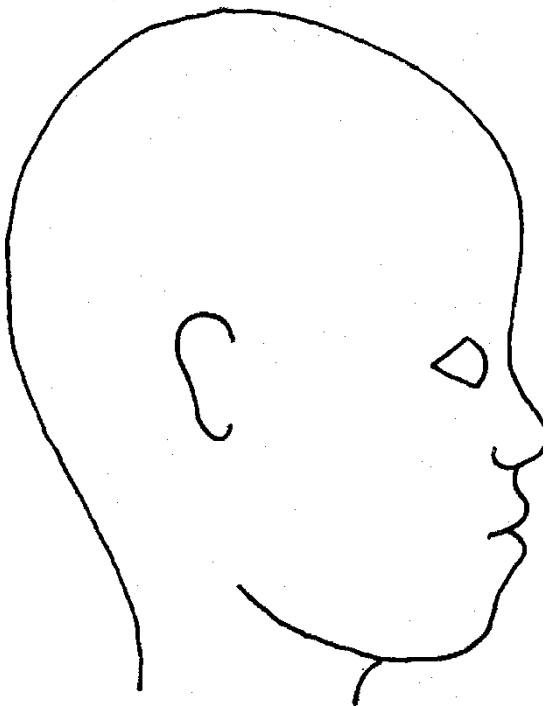
Date and time of observation: _____



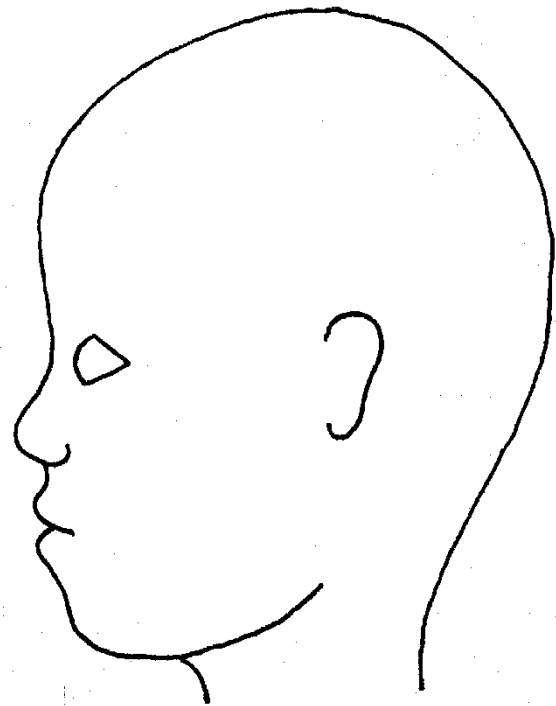
FRONT



BACK



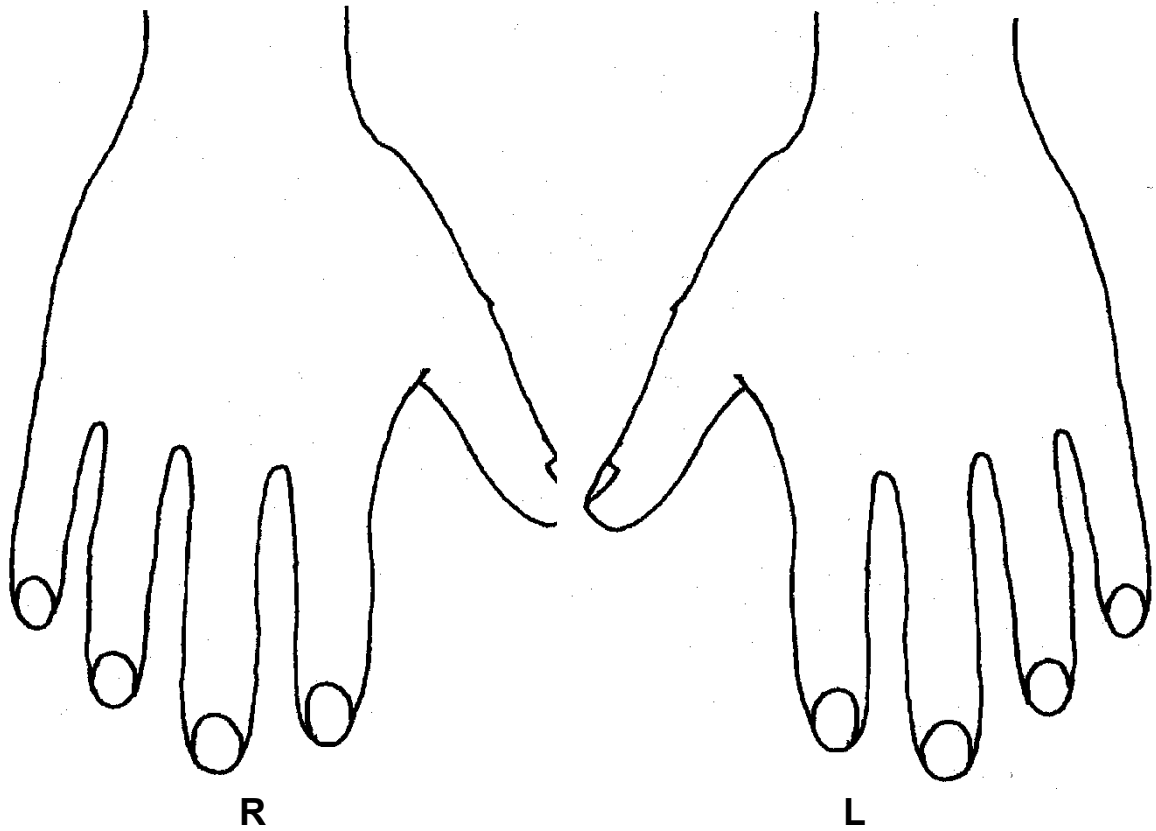
RIGHT



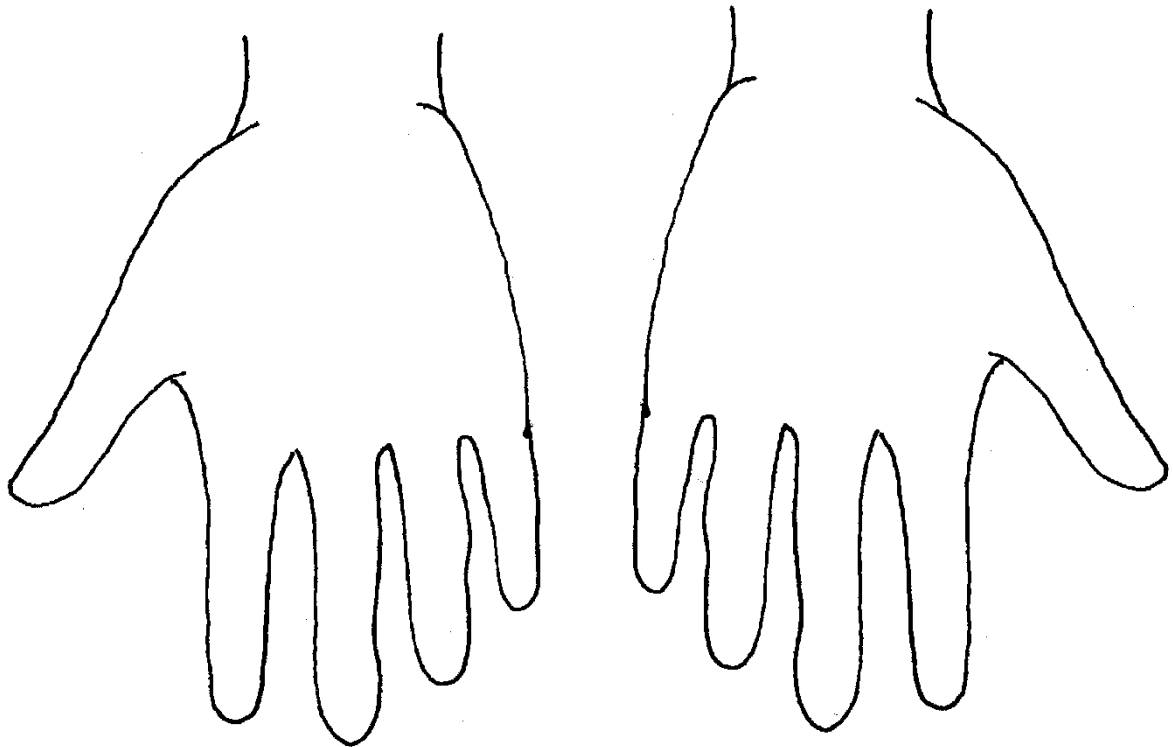
LEFT

Name of child: _____

Date and time of observation: _____

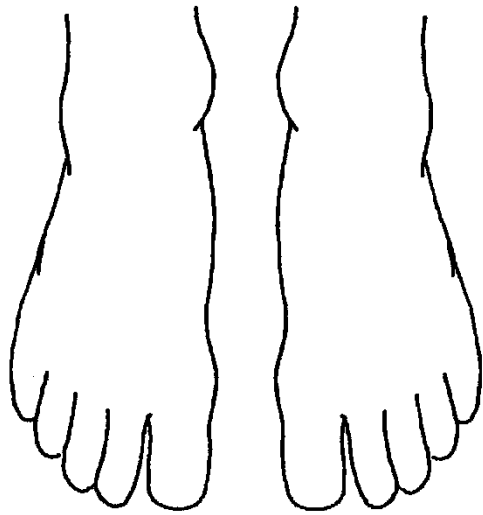


BACK

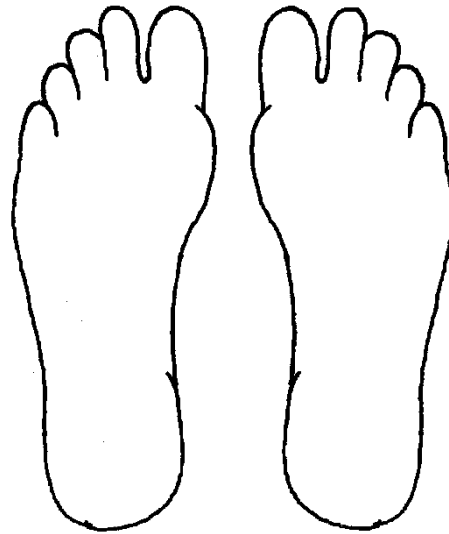


Name of child: _____

Date and time of observation: _____



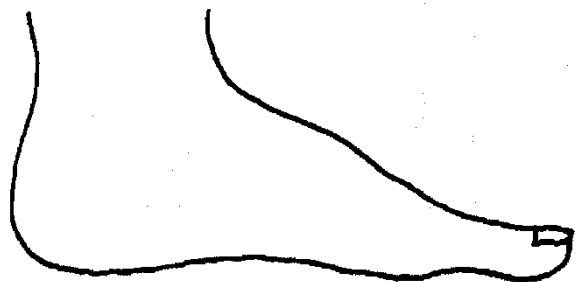
R TOP L



R BOTTOM L



R

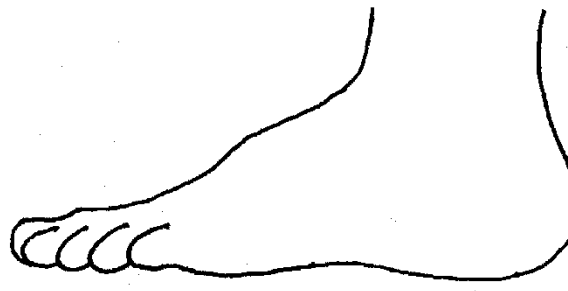


L

INNER



R



L

OUTER

Printed Name,
Signature and Job
title of staff:
