



Registered Charity 202098

Safeguarding Policy

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Our commitment

Ottertton Relief in Need Charity (ORINC) believe that all children, young people and adults have the right to be safe, happy and healthy and deserve protection from abuse. ORINC is committed to safeguarding from harm all children, young people and adults using ORINC services and involved in any of its activities, and to treat them with respect during their dealings with ORINC.

Aims of the policy

The aims of the policy are to:

- Clarify the roles and responsibilities of all parties within scope of the policy.

- Support the promotion of a safe working environment and a culture of care in which the rights of all adults with care and support needs, children and young people and are protected and respected.
- Promote best practice in how trustees interact with children, young people and adults with care and support needs while providing ORIN services.
- Develop clear guidance and procedures for those trustees working with children, young people and adults with care and support needs and ensure through training and support that they are aware of these and able to implement them.

Scope of the policy

The policy is in respect of ORIN's responsibility towards:

Children and young people, legally defined as any person under the age of 18.

Adults with care and support needs are defined under the Care Act 2014 and for the purposes of this policy, as anyone over the age of 18 who:

- has needs for care and support
- is experiencing, or at risk of, abuse or neglect; **and** as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

From this point the term people will be used to refer to this group.

It covers all the functions and services of ORINC

This document is primarily concerned with protecting people from harm and providing guidance on how to deal with issues.

However, it is important to remember that safeguarding has a wider meaning which includes the promotion of welfare and taking action to enable all people to have the best life outcomes.

Where available this policy should also be used in conjunction with the following documents

Complaints & Feedback Procedure

Responsibility

Safeguarding is everyone's responsibility. Everyone has a responsibility to safeguard vulnerable adults and children and promote their welfare.

All trustees working with children and adults with care and support needs are responsible for:

- Ensuring that they are familiar with and understand the policies and procedures relating to their work with or in the vicinity of children and adults with care and support needs.

- Ensuring that they feel confident in working within this environment and working with other trustees to ensure that they have the knowledge and skills to carry out their tasks in this context.
- Treating all those children and adults with whom they come into contact while carrying out their work equally and with respect.
- Reporting any concerns they may have about abuse or a lack of care of people with care and support needs.

All trustees should:

- be alert to potential indicators of abuse or neglect.
- be alert to the risks which individual abusers, or potential abusers, may pose to vulnerable children and adults.
- share and help to analyse information so that an assessment can be made of the individual's needs and circumstances.
- contribute to whatever actions are needed to safeguard and promote the individual's welfare.

As one of its major activities ORINC seeks to serve the needs of vulnerable adults and children by providing financial support.

In doing so the charity takes seriously the welfare of all vulnerable adults and children who are involved in its activities.

The charity aims to ensure that they are welcomed and provides a safe, caring environment with a happy and friendly atmosphere.

The charity recognises that it is the responsibility of each one of its trustees, to prevent the neglect, physical, sexual or emotional abuse of vulnerable adults and children and to report any abuse discovered or suspected.

The charity recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

The charity is committed to maintaining good links with the statutory social services authorities.

Definitions of abuse and neglect:

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. People may be abused in a family or by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical abuse

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

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the person's emotional wellbeing or development. It may involve conveying to people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adult. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing the person frequently to feel frightened or in danger, or the exploitation or corruption of people. Some level of emotional abuse is involved in all types of maltreatment of a person, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable person to take part in sexual activities, including prostitution, whether or not the person is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts.

They may include non-contact activities, such as involving people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging people to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a person's basic emotional needs.

Trustee Awareness

All trustees will be made aware of this policy as part of their initial induction process and there will be regular updates for all trustees as necessary.

Procedures

For reasons of consistency and practicality, the charity's procedures for safeguarding vulnerable adults will be the same as those for safeguarding children and young people except where the law, or the specific circumstances of an individual's need require otherwise.

You may have concerns about someone because of something you have seen or heard, or a person may choose to disclose something to you. If someone discloses information to you:

- Do not promise confidentiality, you have a duty to share this information and refer to Multi-Agency Safeguarding Hub (children) or Care Direct (adults).
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the person, but only as far as is honest, don't make promises you may not be able to keep *ego*: *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- Do reassure and alleviate guilt if the person refers to it. For example, you could say, *'You're not to blame'*.
- Do not interrogate the person; it is not your responsibility to investigate.
- Do not ask leading questions (*e.g.*: Did he touch your private parts?), ask open questions such as *'Anything else to tell me?'*
- Do not ask the person to repeat the information for another trustee.
- Explain what you have to do next and who you have to talk to.
- Take notes if possible or write up your conversation as soon as possible afterwards.
- Record the date, time, place any non-verbal behaviour and the words used by the person (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with Martin Jacques ORIN Chair

Concerns about the safety of a child

If you are concerned about the safety of a child in Devon and want to speak to someone contact:

Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gov.uk and give as much information as you can.

If a child is at immediate risk contact the police on 999.

Concerns about a vulnerable adult

If you think a vulnerable adult is being abused in any way contact:

Care Direct on 0345 155 1007 or email csc.caredirect@devon.gov.uk

Care Direct is open to take calls from 8am to 8pm Monday to Friday and from 9am to 1pm on Saturdays. If an emergency happens outside these hours or on a Bank Holiday contact the Emergency Duty Service on 0345 600 0388.

Domestic violence

If someone you know is affected by domestic violence there is help available. For independent and confidential advice call Devon's domestic abuse helpline on 0345 155 1074.

What information you need when making a referral

You will be asked to provide as much information as possible such as the person's full name, date of birth, address, school, GP, languages spoken, any disabilities the person may have, details of the parents. Do not be concerned if you do not have all these details, you should still make the call.

Allegations Involving a Trustee

ORIN is committed to good governance and, where appropriate relevant checks will be undertaken prior to appointment of a new trustee.

However, there may still be occasions when there is an allegation against a trustee.

All allegations must be taken seriously. All reports of allegations must be submitted as soon as possible to the ORIN Chair or another trustee.

Some allegations may be less serious and at first sight might not seem to warrant consideration of a social services or police investigation. However, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of the organisation. Consequently, East Devon Safeguarding should be informed of all allegations that come to the charity's attention and appear to come within the scope of this procedure.

Some allegations will be so serious as to require immediate referral to East Devon Safeguarding Division and the Police, but common sense and judgement must be applied in reaching a decision about what action to take.

Reviewing the Policy and Procedures

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.

Change Record

Date of Change:	Changed By:	Comments:
September 2022		Policy approved by the Trustees