



## **SAFEGUARDING CHILDREN/YOUNG PEOPLE/ ADULTS POLICY AND PROCEDURES**

### **6.2.1 Definitions**

In accordance with the **Children Act 1989 and 2004**, a child is any person who has not yet reached their 18<sup>th</sup> birthday. For the purpose of these procedures the reference to children therefore means 'children and young people' throughout.

An adult is a person who has reached the age of 18 years old. Safeguarding adults describes a range of activities aimed at preventing or responding to harm and abuse. A focus is on those least able to protect themselves from harm or abuse.

### **6.2.2 Policy Statement**

Peckham Soup Kitchen is committed to protecting the welfare of all Children/Young People/Adults as they participate in Peckham Soup Kitchen's services and/or activities. Peckham Soup Kitchen understands its responsibility to comply with legislation, particularly to ensure that the welfare of children, young people and adults are paramount, and will constantly monitor developments in this field. However, Peckham Soup Kitchen recognises that the best protection for Children/Young People/Adults participating in our programmes is the vigilance and forethought of staff and volunteers in preventing circumstances where abuse of trust could occur. To that end, Peckham Soup Kitchen will strive to create a safe and secure environment where service users, volunteers and staff can work together confidently in mutual respect.

Peckham Soup Kitchen also recognise its responsibility to take appropriate action when a child discloses that they are experiencing abuse or neglect, or if staff/volunteers have a concern about the welfare of a child, and to ensure staff/volunteers understand what might indicate this and what action to take.

This policy should be read in conjunction with the Southwark Council Safeguarding Children/Adults Procedures. These procedures reflect and are compliant with **Working Together to Safeguard Children 2018** and the following: the **Education Act 2002**, **Every Child Matters: Change for Children Agenda**, the **Children Act 2004** and the **National Service Framework (NSF) Children and Young People and Maternity Services**.

Visit: <https://www.southwark.gov.uk/social-care-and-support/adult-social-care/safeguarding-adults/safeguarding-adults> for additional information.

Peckham Soup Kitchen staff and volunteers are required to abide by the Staff Member/Volunteer Code of Conduct and, as part of that Code of Conduct, are required to notify Peckham Soup Kitchen of any police record or other factor which may make that person unsuitable to work with children.

Peckham Soup Kitchen will ensure that the Codes of Conduct, and the organisation's safeguarding children/young people/ adults procedures are continually monitored, developed and maintained and are appropriately communicated throughout the staff and volunteer network. Volunteers and staff throughout the organisation are responsible for ensuring that they are familiar with the Codes,

Guidelines and procedures of the organisation, and that new staff and volunteers are appropriately inducted.

Peckham Soup Kitchen has appointed a Designated Safeguarding Person who will be responsible for the above and will also be the person to whom any safeguarding children/young people/adults concerns will, in the first instance, be reported to and who will then discuss and agree the appropriate action to take.

**Peckham Soup Kitchen Designated Safeguarding Person is:  
Junior Mohammed, Director.**

Peckham Soup Kitchen will maintain several policies and procedures geared towards abuse prevention that include, but are not limited to the following topics:

- Safe recruitment/selection practice/follow up reference and carry out DBS Checks
- Training for those who recruit staff and volunteers
- Careful selection, training and supervision of staff and volunteers
- Employee and Volunteer Disciplinary Process
- Continuing education for staff
- Procedure for reporting suspected abuse
- Staff Member and Volunteer Code of Conduct
- Equality Act 2010

All staff and volunteers will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practising skills needed for the work.

Training on specific areas such as safeguarding children/young people/adults (even where the primary service users are adults who are parents (not children)); identifying and reporting abuse, and confidentiality of personal information will be given as a priority to new staff and volunteers and will be regularly reviewed.

### **6.2.3 What is Abuse and Neglect?**

Working together to **safeguard children (2018)** provides the following definitions:

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

**Emotional Abuse** is the persistent emotional maltreatment of a child/young person such as to cause severe and persistent adverse effects on the child/young person's emotional development. It may involve conveying to children/young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child/young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children/young people. These may include interactions that are beyond the child/young person's development capability, as well as overprotection and limitation of exploration and learning, or

preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, including cyber-bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment to a child/young person, though it may occur alone.

**Sexual Abuse** involves forcing or enticing a child/young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape, buggery or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images or watching sexual activities, or encouraging children/young people to behave in sexually inappropriate ways or grooming of a child/young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children/young people.

**Neglect** is the persistent failure to meet a child/young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child/young 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
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child/young person's basic emotional needs.

**Definitions of harm and abuse to adults** include behaviours defined as harassment under the Equalities Act 2010. 'Unwanted behaviour related to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.'

**6.2.4 Recognising Child Abuse:** Child abuse occurs to children of both sexes and all ages, in all cultures, religions, and social classes and to children with and without disabilities. All staff and volunteers should be alert to signs that a child may be at risk of significant harm.

Some general considerations are as follows:

- Identification of child abuse may be difficult; it normally requires both medical and social assessment.
- Different types of child abuse may be present at the same time, eg a child who is being sexually abused may also be being physically abused. When enquiring into one type of abuse staff need to be alert to potential signs of other abuse.
- Always listen carefully to the child – pay particular attention to any spontaneous statement. In the case of children without speech or with limited language, pay attention to their signing or other means of expression, including behaviour and play.

- Any delay in seeking medical assistance or indeed none being sought at all, could be an indicator of abuse.
- Beware if explanation of an accident is vague, lacking detail, is inconsistent with the injury, or varies with each telling.
- Take note of inappropriate responses from parents or carers.
- Observe the child's interaction with the parents – particularly wariness, fear or watchfulness.
- Any history or patterns of unexplained injury/illness requires the most careful scrutiny. The fact that the parent/carer appears to be highly attentive and concerned should not divert attention from the assessment of risk.
- Beware if the child's injury is inconsistent with the child's development and mobility.
- Beware if there are indications of, or a history of domestic violence. Violence towards adults may also indicate violence towards children and may be emotional abuse, if not physical.
- Children who are being abused often do not say and tend to perceive themselves as deserving of ill treatment. This is particularly so for children who are being emotionally abused.

### **6.2.5 Staff Member/Volunteer Code of Conduct**

It is important that both service users and staff members/volunteers can participate in Peckham Soup Kitchen activities in a safe and secure environment.

This Code of Conduct has been developed for the protection of both service users and staff members/volunteers. To this end, Peckham Soup Kitchen expects all its staff members/volunteers to abide by this Code of Conduct.

### **6.2.6 Each Staff Member/Volunteer:-**

- Will abide by the Guiding Principles and Programme rules of Peckham Soup Kitchen in all activities as a Peckham Soup Kitchen staff member/volunteer.
- Will inform Peckham Soup Kitchen of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable either as a Peckham Soup Kitchen volunteer or for any particular Peckham Soup Kitchen activity.
- Recognises that the role of a Peckham Soup Kitchen staff member/volunteer places him/her in a position of trust with regard to all children/young people/adults who are service users participating in Peckham Soup Kitchen programmes, the Peckham Soup Kitchen organisation, and to colleagues in the staff member/volunteer and staff network, and undertakes to uphold that trust at all times.
- Undertakes to maintain, within the organisation's procedures, the confidentiality of any information relating to other staff member/volunteers, supporters, students or staff members made available to him/her in the course of the role as a Peckham Soup Kitchen staff member/volunteer.
- Will not knowingly place him/herself in a situation where the Staff/Volunteer member is alone with a child or young person and will endeavour to ensure, as far as possible, that there is another adult in attendance at any meetings.
- Will ensure that any Peckham Soup Kitchen activities involving children/young people/adults outside the normal activities are agreed and approved by her/his line manager in advance.

- Will not behave in any way, physically or verbally, that could be offensive.
- Remembers at all times that interactions between him/herself and service users must be such that no reasonable person observing that interaction could construe its nature as abusive.
- Volunteers will not at any time be working on their own with a child/young person; adults will be met in an office environment only.
- Clear record keeping will be kept regarding service users on a regular basis by Peckham Soup Kitchen Staff onto the database relating to meetings/training/outcomes; or concise emails to the Designated Safeguarding Person if it isn't appropriate to document on the database in relation to safeguarding children/young people/adults.
- It is expected that organisations using the office also adhere to our Safeguarding Policy and will inform the Designated Safeguarding Person or Duty Manager if they have any concerns, or wish to report an incident.

***If you follow these simple guidelines, Peckham Soup Kitchen staff, volunteers and service users will work confidently together in mutual respect.***

#### **6.2.7 Action to be taken if a child/young person/adult discloses to you abuse by someone else**

If a child/young person/adult who is a service user approaches you about an issue of abuse of trust, you must proceed with great caution.

The Staff/Volunteer's Code of Conduct specifies that a staff member/volunteer should not place him/herself in a situation where he/she is alone with a service user who is a child/young person/adult. However, it is possible that a service user will be unwilling to make disclosures of this nature in anything but a one-to-one situation. *The Service user's needs must take priority in this situation.* Ask if the service user would like someone else to be present – an adult or a friend - but if he/she declines; proceed with the interview, taking extra care with your behaviour and body language.

Without stopping the child/young person/adult from disclosing, but if possible before the child/young person/adult goes into detail, explain the consequences of you knowing and the action you will take. Assure them that you will offer support but must pass any information to another professional who may take appropriate action. Explain that this may be the Designated Safeguarding Person, as identified in Section 6.2.2 above, and Social Care.

Keep calm and listen to the child/young/adult person - do not have physical contact at any time. Allow the child to speak without interruption, accepting what is said.

Do not make judgements or offer opinion, and as soon as is practically possible make an accurate written record of what the child/young person/adult has said, being careful to use their own words as accurately as possible

Explain again what will happen next. Find out when the child/young person/adult is next due to see the individual who is the subject of the complaint. (You will then be able to make a judgment as to the appropriate timing of your follow-up actions to ensure that the child remains safe.)

If the complaint concerns a situation not related to Peckham Soup Kitchen (eg at home or at school), discuss with Peckham Soup Kitchen Designated Safeguarding Person who will refer the complaint directly to the Local Authority Designated Officer at Southwark Council. Pass on all information disclosed to you by the child/young person/adult.

**Local Authority Designated Officer Contact numbers:**

- QAU duty number 020 7525 3297
- QAU service manager (LADO) 020 7525 0689

If the complaint concerns a Peckham Soup Kitchen staff member/volunteer, staff member or adult where the contact between that individual is a direct result of Peckham Soup Kitchen activity, immediately inform the Named Designated Person as identified in section 6.2.2 above who will then initiate the procedure.

Concerns about the welfare of a child, including the possibility of abuse or neglect, may also be raised by behaviour or other indicators noticed by a member of staff/volunteer, but not disclosed by the child. In these instances, it is equally important to act, and these concerns should be raised and discussed with the Designated Safeguarding Person.

**6.2.8. Peckham Soup Kitchen's procedures for dealing with suspected abuse of trust by staff members/volunteers:**

When dealing with issues concerning abuse of trust, all staff and volunteers must remember that the welfare of the children/young people/adults participating in Peckham Soup Kitchen is paramount, but that we also have a responsibility to ensure that our staff and volunteers are treated fairly and with respect. This procedure is designed to meet both those objectives. The management committee should ensure that every member is fully aware of these procedures.

**Peckham Soup Kitchen Named Designated Person is**

- **Dean Foster, Director - [peckhamsoupkitchen@gmail.com](mailto:peckhamsoupkitchen@gmail.com)**

**If this person is unavailable or is the subject of the allegation, then the alternative person to contact is:**

- **Junior Mohammed - [peckhamsoupkitchen@gmail.com](mailto:peckhamsoupkitchen@gmail.com)**

On receipt of a concern when an individual may have:

- Behaved in a way that has harmed a child/young person/adult, or may have harmed a child/young person/adult
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates she/he may not be suitable to work with children

the Named Designated Person will contact the LADO (Local Authority Designated Officer) who will consider, with the Named Designated Person, the most appropriate way forward. **It is essential that nothing is done to investigate the concern before contacting the LADO as this can contaminate evidence if a police investigation is deemed appropriate.**

In Southwark the LADO role is based within the Quality Assurance Unit.

<https://www.southwark.gov.uk/childcare-and-parenting/children-s-social-care/child-protection/allegations-against-people-who-work-with-children-in-southwark>

**Contact numbers:**

- QAU duty number 020 7525 3297
- QAU service manager (LADO) 020 7525 0689

**If the concern does not meet the above criteria but involves other inappropriate behaviour by the staff member/volunteer then this will be dealt with through the Peckham Soup Kitchen Disciplinary Procedure.**

It is also important to ensure that both the child/young person/adult and the alleged perpetrator receive appropriate support through this procedure. For the child/young person/adult this should in the first instance be provided by their parents/carers/professional person who may need some support to do this. The staff member/volunteer should be encouraged to get support from a professional person, union representative, friend, or another identified member of staff.

#### **6.2.9 Action to be taken if you receive an allegation about yourself.**

Keep calm. Do not get involved in an argument which is likely to make the situation worse.

Immediately inform your line manager and the Named Designated Person (see Section 6.2.2 above). The quicker that action is taken to investigate the allegations, the sooner the situation will be resolved.

Record the facts as you understand them.

Ensure that no-one is placed in a position which could cause further compromise. Do not contact another agency involved with the child/young person/adult concerned.

#### **6.2.10 Action to be taken if you suspect an abuse of trust has occurred**

After making an accurate written record of your concerns and your reasons for them, your first action should be to contact the Named Designated Person for allegations as indicated in Section 6.2.2 above.

**Whatever the nature of the complaint, it must be kept confidential. You must not discuss the disclosure with any individual or party other than those identified in the above procedure.**

**The Safeguarding of Children/Young People/Adults Policy and Procedure is reviewed every 6-months by the Health & Safety Co-ordinator.**

**All staff are required to comply with the Company's Safeguarding of Children/Young People/Adults Policy and Procedure. If any member of staff feels a review of this**