

Safeguarding Policy

Change Log

Version	Date	Revised by	Notes
1.0	10/20	Jo Dew Jones	Original issue
2.0	6/22	Jon Davies	Updated DSO contacts
3.0	11/22	Steven Cotton	Updated terms
4.0	08/23	Steven Cotton	Adult categories of abuse added
5.0	02/25	Steven Cotton	Updated terms
6.0	11/25	Jon Davies	Revised format to fit in with new Employee Handbook, updated contacts

Contents

Contents	2
Introduction	3
2 Important contact details	3
3 Aims and scope of this policy	3
4 Legal Framework	4
5 Abuse: summary of key information	5
6 Digital Safeguarding	6
7 Safeguarding: summary of key information	8
8 Safeguarding children and young people at Grow	9
9 Training	9
10 Checks	10
11 Reporting procedures	10

Roles:

Designated Safeguarding Lead	Helen Jordan
Senior Lead for Safeguarding	Tommy Henderson-Reay

Introduction

This document contains Grow's policies for safeguarding. Every employee will have access to a copy of this document and you are expected to become familiar with its contents. If there is any matter in this handbook that you do not understand, you should ask the Head of Operations for clarification.

This handbook is designed to help you understand the policies, general rules and operating standards that apply to the employees of Grow. It is intended as a statement of Grow's policies and procedures and, except where specifically indicated, does not form part of your contract of employment. Any dispute between you and Grow will be determined on the basis and content of your contract of employment.

The content of this policy document will be reviewed regularly and updates will be notified to employees. Where necessary, an updated version of these policies may be reissued in its entirety in electronic or hard copy format.

2 Important contact details

Role	Name	Email	Telephone
Designated Safeguarding Lead (DSL)	Helen Jordan	helen.jordan@growuk.org	07415 426656
Deputy DSO	Dave Cooke	dave.cooke@growuk.org	07944 976112
Deputy DSO	Sarah Walker	sarah.walker@growuk.org	07944 976098
Deputy DSO	Charly Crump	charly.crump@growuk.org	07960 001354
Trustee	Tommy Henderson-Reay	tommy.reay@gmail.com	07989 191468
NSPCC Helpline		www.nspcc.org.uk/	0808 800 5000
Safeguarding Sheffield Children		www.safeguardingsheffieldchildren.org/sscb	0114 273 4855

3 Aims and scope of this policy

- 1.1 The purpose of this policy is:
 - 1.1.1 to protect children and young people as far as reasonably practicable who receive Grow's services. This includes the children of adults who use our services;
 - 1.1.2 to provide referrers, parents, staff and volunteers with the overarching principles that guide our approach to safeguarding and digital safeguarding; and

- 1.1.3 for stakeholders, referrers, parents, staff and volunteers to be aware of Grow's accountable safeguarding processes
- 1.2 This policy is reviewed annually by our Senior Lead for Safeguarding in line with current legislation and best practice.
- 1.3 This policy applies to employees, contractors, students on work experience or placements, volunteers, and trustees. As part of Grow's commitment to Safeguarding, all employees, contractors, students on work experience or placements, volunteers, and trustees are required to have a valid and up to date DBS check. These checks are reviewed annually and wherever possible we ask people to sign up to the update service.
- 1.4 This policy recognises the importance of:
 - 1.4.1 providing a safe and trusted environment that safeguards anyone who comes into contact with Grow, including those Grow is working with, as well as staff and volunteers;
 - 1.4.2 setting an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance they will be handled sensitively and properly;
 - 1.4.3 having adequate policies, procedures and measures to protect adults at risk, children and young people; and
 - 1.4.4 providing clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities.
- 1.5 This policy reflects the beliefs and recognition that:
 - 1.5.1 children and young people should never experience abuse of any kind;
 - 1.5.2 we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them;
 - 1.5.3 the welfare of the child is paramount;
 - 1.5.4 all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse;
 - 1.5.5 some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
 - 1.5.6 working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

4 Legal Framework

- 1.1 This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key information can be found below. For further information, please visit <https://learning.nspcc.org.uk/child-protection-system/england>.

5 Abuse: summary of key information

- 1.1 The characteristics of both adult, and child abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or too embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries. There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others. Furthermore, abuse may be intentional or unintentional.
- 1.2 Abuse can take place in many settings including in person but also online. This is referred to in our digital safeguarding section below.
- 1.3 There are four main categories of child abuse:
 - 1.3.1 **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.
 - 1.3.2 **Sexual abuse** involves forcing or enticing a child or 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.
 - 1.3.3 **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
 - 1.3.4 **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person and can include cyberbullying.
- 1.4 There are ten categories of adult abuse:
 - 1.4.1 **Financial or material abuse** Including theft, fraud, internet scamming, 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.
 - 1.4.2 **Physical abuse** Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
 - 1.4.3 **Neglects and acts of omission** Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
 - 1.4.4 **Sexual abuse** Including 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.

- 1.4.5 **Psychological abuse** Including 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.
 - 1.4.6 **Organisational abuse** Including neglect or poor care practice within an organisation or specific care setting, such as a hospital or care home. It can also be in relation to care provided in your own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
 - 1.4.7 **Discriminatory abuse** Including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.
 - 1.4.8 **Self neglect** This covers a wide range of behaviour such as neglecting to care for your personal hygiene, health or surroundings and includes behaviour such as hoarding.
 - 1.4.9 **Domestic abuse** Including psychological, physical, sexual, financial, emotional, or so-called 'honour' based violence.
 - 1.4.10 **Modern slavery** Encompasses slavery, human trafficking, forced labour and domestic servitude. Trafficking and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- 1.5 People who abuse:
- 1.5.1 are often well known to their victims, but can be strangers;
 - 1.5.2 might be a relative, partner, son or daughter, friend or neighbour, a paid or voluntary worker, or a health or social care worker;
 - 1.5.3 could be another adult at risk or service user;
 - 1.5.4 may abuse in person, online or through other routes; and
 - 1.5.5 may not realise they are abusing.

6 Digital Safeguarding

- 1.1 We're committed to safeguarding everyone at Grow. This includes people who use our digital services and social media channels.
- 1.2 We follow the same safeguarding principles offline and online.
- 1.3 Digital safeguarding means protecting everyone from online harms like:
 - 1.3.1 **Cyberstalking** – Repeatedly using electronic communications to harass or frighten someone. For example, by sending threatening messages.

- 1.3.2 **Discrimination and abuse on the grounds of protected characteristics** – It can be an offence to stir up hatred – 'inciting hatred' – on the grounds of any of the protected characteristics.
- 1.3.3 **Disinformation** – Deliberate intent to spread wrong information.
- 1.3.4 **Hacking** – Accessing or using computer systems or networks without authorisation, often by exploiting weaknesses in security.
- 1.3.5 **Harmful online challenges** – Online challenges sometimes show people doing dangerous things. People share these posts on social media, encouraging others to do the same.
- 1.3.6 **Hoaxes** – A lie designed to seem truthful.
- 1.3.7 **Impersonation** – Where someone pretends to be someone else online. This is often by taking photos from social media to build a fake profile. This is sometimes known as 'catfishing'.
- 1.3.8 **Misinformation** – Where someone shares information they think is correct, but it isn't.
- 1.3.9 **Online bullying** – Offensive, intimidating, malicious, insulting behaviour and abuse of power online. This can humiliate or denigrate people.
- 1.3.10 **Online harassment** – Unwanted contact online intended to violate someone's dignity. It could be hostile, degrading, humiliating or offensive.
- 1.3.11 **Promotion of self-harm, suicide and eating disorders** – Content encouraging these harmful behaviours on social media.
- 1.3.12 **Radicalisation** – Radicalisation aims to inspire new recruits, embed extreme views and persuade vulnerable people to support a cause. This may be through a direct relationship, or through social media.
- 1.3.13 **Sexual exploitation and grooming online** – Developing a relationship with a child with the intention of abusing them. Offenders use emotional and psychological tricks to build relationships. The abuse can take place online or offline.
- 1.3.14 **Sharing of illegal and inappropriate imagery** – 'Illegal' means child sexual abuse imagery and imagery that incites violence, hate or terrorism. 'Inappropriate' could mean sharing pornography, or violent or hateful content.
- 1.3.15 **Oversharing personal information** – This includes information that makes someone identifiable, like their names or phone number. It may also include identifying details based on someone's protected characteristics.
- 1.4 At Grow, if we think someone is at risk of any of these harms, we are committed to reporting it through our incident reporting process.
- 1.5 This policy applies to all volunteers, staff and partners. It also applies to everyone who uses our online services. These include websites, digital platforms and social media.
- 1.6 It covers all activities at any level which take place online. These include:
 - 1.6.1 Any activities that take place over internet

- 1.6.2 Any activities that take place on non-grow affiliated digital platforms, like Facebook or Zoom, or devices, like mobile phones or computers.

7 Safeguarding: summary of key information

- 1.1 The Care Act 2014 - This guidance is available on the gov.uk website and can be found here:
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>
- 1.2 Under the Care Act 2014, safeguarding duties apply to any adult who:
 - 1.2.1 has needs for care and support (whether or not the local authority is meeting any of these needs) and;
 - 1.2.2 is experiencing, or at risk of, abuse or neglect; and
 - 1.2.3 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.
- 1.3 The statutory guidance enshrines 6 principles of safeguarding:
 - 1.3.1 Empowerment – presumption of person led decisions and informed consent
 - 1.3.2 Prevention – it is better to take action before harm occurs
 - 1.3.3 Proportionality – proportionate and least intrusive response appropriate to the risk presented
 - 1.3.4 Protection – support and representation for those in greatest need
 - 1.3.5 Partnership – local solutions through services working in their communities
 - 1.3.6 Accountability – accountability and transparency in delivering safeguarding
- 1.4 Safeguarding means:
 - 1.4.1 protecting children from abuse and maltreatment;
 - 1.4.2 preventing harm to children’s health or development;
 - 1.4.3 ensuring children grow up with the provision of safe and effective care; and
 - 1.4.4 taking action to enable all children and young people to have the best outcomes.
- 1.5 Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.
- 1.6 For more information:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf
- 1.7 and “Working Together to Safeguard Children July 2019:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

- 1.8 Section 11 of the 2004 Children’s Act outlines the responsibilities of those working with vulnerable children and young people.
<https://www.legislation.gov.uk/ukpga/2004/31/section/11>.

8 Safeguarding children and young people at Grow

- 1.1 As part of our safeguarding policy, Grow will:
- 1.1.1 value, listen to and respect the views and perspectives of children and young people;
 - 1.1.2 appoint a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead trustee for safeguarding;
 - 1.1.3 adopt child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers;
 - 1.1.4 provide effective management for staff and volunteers through supervision, support, training and quality assurance measures;
 - 1.1.5 recruit staff and volunteers safely, ensuring all necessary checks are made;
 - 1.1.6 record and store information professionally and securely;
 - 1.1.7 share information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions;
 - 1.1.8 use our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involve children, young people, parents, families and carers appropriately;
 - 1.1.9 use our procedures to manage any allegations against staff and volunteers appropriately;
 - 1.1.10 create and maintain an anti-bullying environment and ensure that we have a policy and procedures to help us deal effectively with any bullying that does arise;
 - 1.1.11 ensure that we have effective complaints and whistleblowing measures in place; and
 - 1.1.12 ensure that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

9 Training

- 1.1 Designated Safeguarding leads undertake Designated Safeguarding Lead Level 3 training. The course includes case studies and practical exercises. The learning outcomes for this training are as follows:
- 1.1.1 Demonstrate knowledge of legislation surrounding safeguarding children & adults
 - 1.1.2 Identify the different kinds of abuse and neglect: emotional and physical

- 1.1.3 Report their safeguarding concerns to the appropriate authorities
 - 1.1.4 Respond to disclosure and share personal information correctly
 - 1.1.5 Understand how a child can be sexually exploited and the signs of sexual exploitation
 - 1.1.6 Conduct a child safeguarding risk assessment and manage safeguarding risks
 - 1.1.7 Take appropriate action after a referral and know how to fill out a safeguarding report
 - 1.1.8 Understand the importance of communication in care
 - 1.1.9 Show awareness of the legal responsibilities of safeguarding children and adults
- 1.2 All staff are safeguarding trained internally during their induction and also receive a yearly refresher through our whole staff training programme. Volunteers are given the same training. The training includes case studies and practical exercises. The learning outcomes for this training are as follows:
- 1.2.1 Identify the different kinds of abuse and neglect: emotional and physical
 - 1.2.2 Report their safeguarding concerns to the appropriate authorities
 - 1.2.3 Respond to disclosure and share personal information correctly
 - 1.2.4 Understand how a child can be sexually exploited and the signs of sexual exploitation
 - 1.2.5 As understanding of Grow's Safeguarding Policy

10 Checks

- 1.1 We undertake the following checks:
 - 1.1.1 Enhanced DBS check for all staff and volunteers that work with young people.
 - 1.1.2 DBS check of the appropriate level for all staff and volunteers that don't work with young people.
 - 1.1.3 References for all staff and volunteers.
- 1.2 The results of these checks are reviewed prior to the staff member or volunteer working with us.

11 Reporting procedures

- 1.1 It is the responsibility of all staff and volunteers to be alert to and recognise any signs of abuse or potential abuse, and act on any concerns which may arise. It is important that any allegations or suspicions of abuse are acted upon and reported as specified in this procedure. You cannot promise to ensure confidentiality if a young person raises a safeguarding concern with you.
- 1.2 If there is a serious risk to the vulnerable person which could involve injury or serious harm the Police must be contacted immediately. You must ensure the person is safe if the risk is immediate.

1.3 It is not Grow’s responsibility to investigate the abuse. This is the responsibility of the local authority and/or the Police.

1.4 Grow staff and volunteers must follow the steps described in the following diagram:

