

POLICY ONE: Safeguarding Policy for Children and Adults at risk

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POLICY ONE: Safeguarding Policy for Children and Adults at risk**SUMMARY**

Safeguarding means to protect or guard and to prevent or minimise the risks of harm. Cambridge Street Pastors are committed to safeguarding children and adults at risk in full partnership with relevant local agencies.

A. Responsibilities**Cambridge Street Pastors (“Street Pastors”) will:**

1. Fully recognise its responsibilities for safeguarding children and adults at risk.
2. Respect and promote the rights, wishes and feelings of children and adults at risk.
3. Promote and implement appropriate procedures to safeguard the well-being of children and adults at risk and protect them from abuse.
4. Recruit, train, support and supervise its volunteers to adopt best practice to safeguard and protect children and adults at risk from abuse and to minimise risk to themselves.
5. Require volunteers to adopt and abide by this Safeguarding Policy for Children and Adults at risk and these Procedures.
6. Respond to all allegations of misconduct or abuse of children and/or adults at risk in line with this Policy and these Procedures.
7. Liaise with statutory and all other appropriate agencies in safeguarding everyone that Cambridge Street Pastors comes into contact with in carrying out its work.

B. Principles

It is likely that through the normal working practices of Street Pastors, their volunteers will come into contact with children and adults at risk who may require safeguarding and assistance.

This Policy and these Procedures are based on the following principles:

1. The welfare of children and adults at risk is of paramount concern.
2. All children and adults at risk, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief, sexual identity have the right to be safeguarded from abuse.
3. It is everyone's responsibility to report any concerns about abuse, and the responsibility of the statutory authorities (the Adult Safeguarding Team, Children's Social Care and the Police) to conduct, where appropriate a safeguarding investigation.
4. All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
5. All personal data will be processed in accordance with the requirements of the Data Protection Act 1998 , General Data Protection Regulation 2018 and the Cambridge Street Pastors Privacy policy.

C. Review

This Policy and these Procedures will be regularly monitored and reviewed:

1. In accordance with changes in legislation and guidance on the safeguarding of children and adults at risk or any changes within Street Pastors.
2. Following any issues or concerns raised about the safeguarding of children or adults at risk within Street Pastors.
3. In all other circumstances, at least annually.

Child and Adult at risk Safeguarding Procedures

1. Recruitment and Employment

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and adults at risk. Cambridge Street Pastors follows a safer recruitment policy in the recruitment of trustees, volunteers and paid employees. Please see 'Street Pastors Safe Recruitment Policy' (page 29) for more details.

2. Specific Responsibility for the Safeguarding of Children and Adults at risk

2.1. Child and Vulnerable Adult Designated Officer

The Child and Vulnerable Adult Designated Officer (CVADO) or Cambridge Street Pastor Trustee designated as the alternate can be found in 'Cambridge Street Pastor Contacts' ('12 Cambridge Street Pastor Contacts' below)

The CVADO has the main responsibility for managing child and adult at risk safeguarding issues within the Street Pastors charity. The role and responsibilities of the CVADO are detailed below. Specific responsibilities in relation to allegations against volunteers are detailed in the Procedure for Managing Suspicions and Allegations of Abuse of a Child or Adult at risk against Volunteers (Section 4.3)

2.2. Role and Responsibilities of the Child and Vulnerable Adult Designated Officer

Within Street Pastors the CVADO will:

1. Implement and promote the Child and Adult at risk Safeguarding Policy and Procedures.
2. Act as the main contact within Street Pastors for the safeguarding of children and adults at risk.
3. Provide information and advice on safeguarding matters.
4. Support and raise awareness of safeguarding.
5. Communicate with volunteers on safeguarding issues.
6. Keep abreast of developments and understand the latest information on data protection, confidentiality and other issues that impact on the safeguarding of children and adults at risk.
7. Encourage good practice and support of procedures to protect children and adults at risk.
8. Establish and maintain contact with local statutory agencies including the Police and Statutory Safeguarding Teams.
9. Maintain confidential records of reported cases and action taken and liaise with the statutory agencies to ensure they have access to all necessary information.
10. Organise training for Street Pastor volunteers.
11. Regularly monitor and review the Street Pastor Child and Adult at risk Safeguarding Policy and Procedures.
12. Attend training on safeguarding of children and adults at risk at an appropriate level for their role.

2.3. Code of Conduct for the Safeguarding of Children and Adults at risk

This code of conduct details the types of practice required by all volunteers of Street Pastors when in contact with children or adults at risk. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a volunteer will be dealt with through Street Pastors' Disciplinary Procedure for misconduct or through 'Responding to Disclosures' (page 11).

2.4. Good Practice

When working with children or adults at risk:

1. Partner up with another volunteer throughout the course of the shift.
2. Treat all children and adults at risk equally, with respect and dignity.
3. Be an excellent role model including not smoking in the company of children or adults at risk.
4. Give enthusiastic and constructive feedback rather than negative criticism.
5. Ensure that *if* any form of physical support is required for a child or adult at risk, it is provided openly, the child or adult at risk is informed of what is being done and their consent is obtained. Physical contact should be kept to a minimum and be for the benefit of the child or adult at risk, not the Street Pastor.
6. Do not do for the child or adult at risk what they can do for themselves.

7. Involve parents, guardians, carers or if relevant friends wherever possible.

2.5. First Aid and Treatment of Injuries:

If, in your capacity as a Street Pastor volunteer a child or adult at risk requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

1. Keep a written record of any injury that is presented or occurs, along with the details of any treatment given.
2. Only those with current recognised First Aid training should respond to any injuries. Otherwise a medically qualified professional must be called.
3. Where possible any course of action should be discussed with the child/adult at risk, in language that they understand, and their permission sought before any action is taken. If there is an insurmountable language barrier, call the police as they have access to an interpreter over the phone.
4. In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
5. The child's or adult at risk's parents/guardians or carers, if known, must be informed of any injury and any action taken as soon as possible, unless it is in the child's or adult at risk's interests and on professional advice not to do so.

2.6. Reporting

If volunteers have concerns about an incident involving a child or adult at risk that seems untoward or unusual they must report their concerns as soon as possible to the team leader (NightLite Senior or Street Pastor Senior), or the CVADO. Where possible, parents should also be informed of the incident as soon as possible unless it is not in the child's or adult at risk's interests to tell them in which case the CVADO will act as a point of reference for all referrals to professional agencies.

Report, record and inform if the following occur:

1. If you accidentally hurt a child or adult at risk; or
2. If a child or adult at risk seems distressed in any manner; or
3. If a child or adult at risk misunderstands or misinterprets something said or done.

3. Listening to Disclosures

Remember: Listen, Respond, Report, Record

3.1. Introduction

It is *not* the responsibility of anyone from Street Pastors to decide whether or not a child or adult at risk has been abused. **It is however everyone's responsibility to report concerns.** If you are unclear about the nature of the information (and therefore which category the disclosure falls into), advice must be sought from the CVADO or the Police or Statutory Safeguarding Teams.

In the context of your role within Street Pastors never allow allegations made by a child or adult at risk to go unchallenged, unrecorded or not acted upon.

3.2. How to Listen to a Disclosure

It is important to listen carefully to the information a child or adult at risk discloses. When listening to a disclosure the following good practice is required:

1. React calmly so as not to frighten the child/adult at risk.
2. Listen to the child/adult at risk.
3. Do not show disbelief.
4. Tell the child/adult at risk that he/she is not to blame and that he/she was right to tell.
5. Take what the child/adult at risk says seriously, recognising the difficulties inherent in interpreting what a child/adult at risk says, especially if they have a speech disability and/or differences in language.
6. Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child or adult at risk.
7. If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
8. If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
9. Do not introduce personal information from either your own experiences or those of other children or adults at risk.
10. Reassure the child or adult at risk.

When receiving a disclosure:

1. Avoid panic, showing shock or distaste.
2. Avoid probing for more information than is offered.
3. Avoid speculating or making assumptions.
4. Avoid making negative comments about the person against whom the allegation has been made.
5. Avoid approaching the individual against whom the allegation has been made.
6. Avoid making promises or agreeing to keep secrets.
7. Avoid giving a guarantee of confidentiality.

4. Responding to Disclosures

It is vital that Street Pastor volunteers respond well to a suspicion or allegation of abuse, inappropriate behaviour or misconduct from a child or adult at risk. Street Pastors understand what is meant by the term 'abuse'. The different types can include:

1. Emotional Abuse
2. Neglect
3. Physical Abuse
4. Sexual Abuse
5. Negative Discrimination (including racism)
6. Bullying (includes bullying by gangs; bullying by family volunteers; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse, and the signs that may suggest abuse, are detailed in 'Statutory Definitions of Abuse (Children)' (page 15) and 'Statutory Definitions of Abuse (Adults at risk)' (page 16) and 'Signs and Symptoms' (page). It is very important that these sections are read and understood.

4.1. Basic procedures

In the course of your role within Street Pastors a child or adult at risk may disclose information to you about a person that leads to a suspicion or allegation of inappropriate behaviour or misconduct:

1. Listen to the child as detailed above.
2. Acknowledge the information received.
3. Pass the information to the CVADO.
4. Make a full written record of disclosure as soon as practical on the disclosure form. Sign and date the record then pass it to the CVADO.

4.2. Extended procedures

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child or adult at risk says or indicates that he/she is being abused or information is obtained which gives concern that a child or adult at risk is being abused, you must react as soon as possible (and within 24 hours) in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the Child and Vulnerable Adult at risk Officer (CVADO) must firstly be consulted for advice on the appropriate course of action. If the CVADO is unavailable, external agencies such as the Police, Social Care or the Adult Safeguarding Team must be consulted for advice (12 below) This is important because they have an overview of safeguarding issues and they may well have other information that together causes concern.

Make a full written record of what has been seen, heard and/ or told as soon as possible in the child/adult at risk's own words. Ensure to write down any action taken and keep all hand-written notes even if subsequently typed up. The information recorded in conjunction with the Senior Pastor must, *where known*, include:

1. Name of child/adult at risk.
2. Age, date of birth of child/adult at risk.
3. Home address and telephone number of the child/adult at risk.
4. The nature of the allegation in the child/adult at risk's own words.
5. Any times, dates or other relevant information.
6. Whether the person making the report is expressing their own concern or the concerns of another person.

7. The child/adult at risk's account, if it can be given, of what has happened and how any injuries occurred.
8. The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
9. A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/adult at risk).
10. Details of any witnesses to the incident.
11. Whether the child/adult at risk's parents/guardians/carers have been contacted.
12. Details of anyone else who has been consulted and the information obtained from him or her.
13. If it is not the child/adult at risk making the report, whether the child/adult at risk has been spoken to; if so what was said.
14. Record, sign and date on the day what you have seen, heard or been told.
15. Pass the record to the Social Care, the Adult Safeguarding Team or the Police.

4.3. Disclosures about a Street Pastor

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a team volunteer:

1. Listen to the child or adult as detailed above.
2. Acknowledge the information received.
3. Pass to the CVADO or relevant trustee.
4. Make a full written record of the disclosure as soon as is practical
5. Sign and date the record then pass to the CVADO.

The CVADO must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. The CVADO should not interview the volunteer who has been accused. If the basic facts support a suspicion or allegation of misconduct by a volunteer, the matter will be dealt with in accordance with Street Pastors' Complaints Policy only after the matter has been fully dealt with by the appropriate authorities.

4.4. Making a Referral in Cases of Suspected and/or Alleged Abuse by a Street Pastor Volunteer

1. The CVADO on the instruction of the Charity Trustees will refer the suspicion and/or allegation to the Local Authority Designated Officer ("LADO") and the Police as soon as possible after the shift.

The LADO has a countywide responsibility for managing allegations against adults who work or volunteer with children and adults at risk across all agencies and can be contacted on 0345 045 5203 (Monday to Friday, 8am - 6pm) E-mail: ReferralCentre.Children@cambridgeshire.gov.uk.

2. Appropriate steps may be required to ensure the safety of the child(ren) or adult at risk(s) who may be at risk.
3. A record should be made of the name and designation of the LADO and the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.
4. **Important Note:** *Reporting of the matter to the Police or local statutory authorities must not be delayed by attempts to obtain more information.*

4.5. Managing the Volunteer against Whom the Allegation has been made

The LADO will in most cases call a strategy meeting to which the Police would be invited if the concerns were of a serious nature. The meeting will plan the investigation. It is not up to the Street Pastor charity to tell the volunteer that an allegation of abuse has been made against them.

4.6. Suspension

1. The volunteer may be suspended whilst an investigation is carried out. Suspension is not a form of disciplinary action. If a volunteer is suspended there does not need to be a timescale communicated except to say that it is until *'the outcome of the current investigation is complete'*.
2. The Cambridge Street Pastors Charity Trustees and Director will carry out the suspension.
3. Only once the investigation process is complete and after taking advice of the relevant agencies should a suspension interview be arranged. The volunteer should then be informed of the reason the suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons will be conveyed in writing to the volunteer only when the investigation process with the other relevant agencies has been completed.

4.7. Managing False or Malicious Allegations

1. Where after investigation the allegation is found to be false or malicious the volunteer will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The volunteer involved may wish to seek legal advice.
2. Records should not be destroyed. Information detailing the outcome of the investigation should be carefully noted making it clear if applicable that the allegation was unfounded or malicious. This is so that any further allegations made in the future and found to be true can be cross referenced with the previous information.
3. Where this involves a volunteer of Street Pastors, they will be advised of the appropriate counselling services available.

4.8. Confidentiality

Volunteers receiving information about possible abuse should always treat that information as confidential in the sense that it must not be disclosed to anybody except those having a legal duty to receive it, for example the Police, a social care staff member (with statutory responsibility), the CVADO or a line manager in the governing body.

Communicating information obtained from a Disclosure Certificate under the Police Act 1997 is a criminal offence (See the DBS Requirements, Section 8).

Remember: Listen, Respond, Report and Record!

5. Definitions Sections

5.1. Statutory Authorities or Statutory Local Agencies:

This is a term to describe those agencies with legal responsibility to investigate suspicions or allegations of abuse. This includes the Police, who would investigate to see if a crime has been committed, and Children or Adult Social Services. In Cambridgeshire, these are Children's Social Care and Cambridgeshire Direct (for adults).

5.2. Child and Vulnerable Adult Designated Officer (CVADO):

This is the person with designated responsibility for safeguarding within each Street Pastor charity, usually the Street Pastors Director. His/her deputy should usually be a member of the Charity Trustees (see 12 'Cambridge Street Pastor Contacts' below).

5.3. Child:

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18.

5.4. Adult at risk or adult in need of safeguarding:

An adult is someone over 18 (unless specific legislation states otherwise). Some adults because of circumstance or particular vulnerability or risk may be in need of safeguarding.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults at risk from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone:

'who is or may be in need of community care services by reason of mental or other 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'.

For Street Pastors, we recognise that adults may be temporarily vulnerable and unable to take care of themselves or keep themselves safe.

6. Types of Abuse

6.1. Statutory Definitions of Abuse (Children)

It is generally accepted that there are five main categories of abuse for children – physical abuse, sexual abuse, emotional abuse and neglect. The four definitions of abuse below operate in England based on the government guidance ‘*Working Together to Safeguard Children (2010)*’. There are similar definitions for Wales, Scotland and Northern Ireland.

6.1.1. Neglect¹

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. 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, clothing and 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); or
 - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs

6.1.2. Emotional abuse¹

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 a child 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 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. These may include interactions that are beyond a child’s developmental 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 maltreatment of a child, though it may occur alone.

6.1.3. Physical abuse¹

A form of abuse which 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 Working together to safeguard children (March 2015)

6.1.4. Sexual abuseError! Bookmark not defined.

Forcing or persuading a child or young person to take part in any kind of sexual activity. It can include inappropriate touching, kissing or sexual intercourse. It can also involve causing a child to look at, or being involved in pornographic material or videos.

6.1.5. Domestic abuseError! Bookmark not defined.

Any incident of controlling, coercive, 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. The abuse can encompass, but is not limited to: Psychological, Physical, Sexual, Financial, Emotional.

6.1.6. Child sexual exploitationError! Bookmark not defined.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

6.1.7. Extremism and radicalisationError! Bookmark not defined.

Extremism and radicalisation – signs to look out for include: Being drawn into to strong principles and ideologies held by others, as a means to control, social network involvement in extremism, being at a transitional time in life, having a need for identity, meaning and belonging, being influenced or controlled by a groups, feelings of grievance and injustice, feeling under threat , displaying mental health concerns, a desire for status, a desire for excitement or adventure and/or a need to dominate and control others.

6.2. Statutory Definitions of Abuse (Adults at risk)

For adults at risk the statutory authorities use the following categories; physical abuse, sexual abuse, psychological or emotional abuse, financial or material abuse, discriminatory abuse, institutional abuse as well as neglect or act of omission.

From April 1st, 2015, the No Secrets 2000 guidance has been replaced by Section 42 – 46 of the Care Act 2014.

The Care Act defines safeguarding as ‘protecting an adult’s right to live in safety, free from abuse and neglect’ and defines 10 categories of abuse:

6.2.1. Physical abuse

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

6.2.2. Domestic violence

Including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

6.2.3. Sexual abuse

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent

exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

6.2.4. 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.

6.2.5. 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.

6.2.6. Modern slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers 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.

6.2.7. Discriminatory abuse

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

6.2.8. Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's 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 or practices within an organisation.

6.2.9. Neglect 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.

6.2.10. Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

7. Signs and Symptoms

7.1. Signs and symptoms generally

Recognising child abuse is not easy and it is not a person's responsibility to decide whether or not a child or adult at risk has been abused. It is a person's responsibility to pass on any concerns to the statutory agencies for them to investigate.

The signs of abuse listed are not definitive or exhaustive. The list is designed to help Street Pastors volunteers to be more alert to the signs of possible abuse.

Children and adults at risk may display some of the indicators at some time; the presence of one or more should not be taken as proof that abuse is occurring. Any of these signs or behaviours must be seen in the context of the child/adult at risk's whole situation and in combination with other information related to the child/adult at risk and his/her circumstances. There can also be overlap between different forms of

abuse.

7.2. Physical Abuse

<i>Children and young people</i>	<i>Adults</i>
<p>Most children will sustain cuts and bruises throughout childhood. These are likely to occur in bony parts of the body like elbows, shins and knees. In most cases injuries or bruising will be genuinely accidental. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered.</p> <p>Signs of possible physical abuse include:</p> <ol style="list-style-type: none"> 1. Unexplained injuries or burns, particularly if they are recurrent, improbable excuses given to explain injuries. 2. Refusal to discuss injuries. 3. Fear of parents being approached for an explanation. 4. Untreated injuries or delays in reporting them. 5. Excessive physical punishment to themselves. 6. Arms and legs kept covered in hot weather. 7. Avoidance of swimming, physical education etc. 8. Fear of returning home. 9. Aggression towards others. 10. Running away. <p>When considering the possibility of non-accidental injury it is important to take in to consideration that injuries may have occurred for other reasons e.g. skin disorders such as impetigo, rare bone diseases.</p>	<p>Signs of possible physical abuse include:</p> <ol style="list-style-type: none"> 1. A history of unexplained falls, fractures, bruises, burns, minor injuries 2. Signs of under or over use of medication and/or medical problems unattended

7.3. Sexual Abuse

<i>Children and young people</i>	<i>Adults</i>
<p>A child or adult at risk who is distressed may display some of the following physical, behavioural or medical signs that should alert you to a problem. It is the combination and frequency of these that may indicate</p>	<p>Signs of possible sexual abuse:</p> <ol style="list-style-type: none"> 1. Pregnancy in a woman who is unable to consent to sexual intercourse

<p>sexual abuse. Always seek advice.</p> <p>Signs of possible sexual abuse:</p> <ol style="list-style-type: none"> 1. Behavioural 2. Lack of trust in adults or over familiarity with adults 3. Fear of a particular adult 4. Social isolation - withdrawn or introversion 5. Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light) 6. Running away from home 7. Girls taking over the mothering role 8. Sudden Street problems e.g. falling standards, truancy 9. Reluctance or refusal to participate in physical activity or to change clothes for games 10. Low self-esteem 11. Drug, alcohol or solvent abuse 12. Display of sexual knowledge beyond child's age e.g. French kissing 13. Unusual interest in the genitals of adults, children or animals 14. Fear of bathrooms, showers, closed doors 15. Abnormal sexual drawings 16. Fear of medical examinations 17. Developmental regression 18. Over sexualised behaviour 19. Compulsive masturbation 20. Stealing 21. Irrational fears 22. Psychosomatic factors e.g. recurrent abdominal or headache pain 23. Sexual promiscuity 24. Eating disorders 25. Sleeping problems, nightmares, fear of the dark 26. Bruises, scratches, bite marks to the thighs or genital areas 27. Anxiety, depression 28. Eating disorder e.g. anorexia nervosa or bulimia 29. Pregnancy -particularly when reluctant to name the father 30. Itchiness, soreness, discharge, unexplained bleeding, pain on passing urine, recurring urinary tract problem, vaginal infections or genital damage 31. Sexually transmitted infections 32. Soiling or wetting in children who have been trained 33. Self-mutilation, suicide attempts 	<ol style="list-style-type: none"> 2. Unexplained change in behaviour or sexually implicit/explicit behaviour 3. Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting 4. Infections or sexually transmitted diseases 5. Full or partial disclosure or hints of sexual abuse 6. Self-harming
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7.4. Emotional Abuse

<i>Children and young people</i>	<i>Adults at risk, adults at risk</i>
<p>Signs of possible emotional abuse:</p> <ol style="list-style-type: none"> 1. Low self esteem 2. Continual self-depreciation 3. Sudden speech disorder 4. Significant decline in concentration 5. Immaturity 6. 'Neurotic' behaviour e.g. rocking 7. Self-mutilation 8. Compulsive stealing 9. Extremes of passivity or aggression 10. Running away 11. Indiscriminate friendliness 	<p>Signs of possible emotional abuse:</p> <p>Psychological</p> <ol style="list-style-type: none"> 1. Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful 2. Intimidated or subdued in the presence of the carer 3. Fearful, flinching or frightened of making choices or expressing wishes 4. Unexplained paranoia <p>Financial or Material</p> <ol style="list-style-type: none"> 1. Disparity between assets and living conditions 2. Unexplained withdrawals from accounts or disappearance of financial documents 3. Sudden inability to pay bills 4. Carers or professionals fail to account for expenses incurred on a person's behalf 5. Recent changes of deeds or title to property

Neglect

<i>Children and young people</i>	<i>Adults at risk, adults at risk</i>
<p>Signs of possible neglect:</p> <ol style="list-style-type: none"> 1. Constant hunger 2. Poor personal hygiene 3. Constant tiredness 4. Poor state of clothing 5. Frequent lateness or unexplained non-attendance at Street 6. Untreated medical problems 7. Low self esteem 8. Poor peer relationships 9. Stealing 	<p>Signs of possible neglect:</p> <ol style="list-style-type: none"> 1. Malnutrition, weight loss and /or persistent hunger 2. Poor physical condition, poor hygiene, varicose ulcers, pressure sores 3. Being left in wet clothing or bedding and/or clothing in a poor condition 4. Failure to access appropriate health, educational services or social care 5. No callers or visitors

8. Disclosure and Barring Service Requirements

Note: the following documents need to be agreed by the Street Pastor Charity Trustees in order to use the Disclosure and Barring Service (“DBS”).

8.1. Model Equal Opportunities Statement

Please see Cambridge Street Pastors Equal Opportunities Policy.

8.2. Handling of Disclosure Information

(This relates to organisations using the Disclosure and Barring Service)

1. Storage and Access

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

2. Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

3. Usage

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

4. Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the registered/umbrella body and/or the DBS/SCRO/AccessNI. Advice can then be given to the Data Safeguarding and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

5. Disposal

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

9. Local Safeguarding Check-Sheet

Cambridge Street Pastors

Detailed Safeguarding Procedures

in the event of an allegation made against a Street Pastor

1. Under no circumstances should a Street Pastor volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures as set out below:
2. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Senior Street Pastor who should report these concerns to Mark Strivens, the Coordinator, who is the Child and Vulnerable Adult Designated Officer CVADO. They have been nominated by Cambridge Street Pastors to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

Mark Strivens (Director) tel no: 07769 586 355

3. In the absence of the Child and Vulnerable Adult Designated Officer or, if the suspicions in any way involve the CVADO, then the report should be made to his deputy

Irena Spence (Trustee) tel no: [07805 486041](tel:07805486041)

The role of the CVADO or his/her deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

4. If the suspicions implicate both the CVADO and his deputy, then the report should be made in the first instance to the CEO and Operations Manager of Ascension Trust on 0208 330 2809. If both are unavailable, the report should be made to the Ascension Trust Legal and Policy Adviser again on 0208 330 2809.
5. Advice can also be sought from the Churches Child Protection Advisory Service 0303 003 11 11 (office hours, weekdays, unless there is an emergency or urgent matter that will not wait until

the next working day). CCPAS is well positioned to guide you as to whether to proceed to contact Social Care or the police.

6. Where the concern is about a child the CVADO should contact Children's Social Care. Cambridgeshire Social Care (children)'s telephone number (office hours) is **03245 0455203**. The out of hours' emergency number is 01733 234724 (MASH.C&F@cambridgeshire.gcsx.gov.uk)
If you think the child is in immediate danger, call 999 and ask for the Police.
7. Where the concern relates to an adult in need of safeguarding contact Cambridgeshire County Council Customer Services:
 - Office hours: 0345 045 5202 (8:00am – 6:00pm Monday-Friday, 9:00am – 1:00pm Saturday)
 - Email: referral.centre-adults@cambridgeshire.gov.uk.
 - Out of hours' emergency: 01733 234724
8. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
9. Whilst allegations or suspicions of abuse will normally be reported to the Child and Vulnerable Adult Designated Officer or his/her deputy, the absence of these persons should not delay taking advice from the CCPAS on 0845 120 4550 and if necessary, referral to Social Care and the Police
10. Street Pastors will support the CVADO in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
11. It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS. However, we hope that all those involved with the Street Pastors movement will use the procedure mentioned above. If, however, the individual with the concern feels that the CVADO has not responded appropriately, or where they have a disagreement with the CVADO as to the appropriateness of a referral they are free to contact

an outside agency direct. We hope by making this statement that Street Pastors demonstrates its commitment to effective safeguarding and the safeguarding of all those who are vulnerable.

10. Street Pastors Disclosure Report

This report must be completed where volunteers are concerned about an incident involving a child or adult at risk. This form must be completed as soon as possible after the incident that causes concern in conjunction with the Child and Vulnerable Adult Designated Officer.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know. This form can be found in the Trustee and Coordinator Pack.

Details of person making report:

Name:
Position:
Contact telephone number:

Details of Child/Adult at risk

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

Note: *If you are reporting concerns on behalf of someone else, please provide details of that person.*

Name:
Position:
Address:
Contact telephone number:

Date this person advised you of their concerns/incident:

Details of the incident/concerns

Date of incident/concern arose:

Time

Place

Names and addresses of other people who may have information about the concerns/incident

Describe in detail what happened:

Describe in detail visible injuries/bruises and concerning behaviour of the child/adult at risk, if any (use diagrams if this helps you to describe):

Was the child/adult at risk asked about the incident: YES/NO

If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarification:

Details of action taken

Detail what action, if any, has been taken following receipt of this information:

Other Information

Record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful).

Signature:
Name:
Position:
Date:

11. Street Pastors Safe Recruitment Policy

11.1. Recruitment and Employment

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and adults at risk. For all positions that require regular contact with children or adults at risk the following recruitment procedures must be completed.

From an initial inquiry and application an individual will undergo the Street Pastor safe recruitment process which will include an interview and references. Those deemed suitable at that stage will be offered a position on the proviso that they have a satisfactory criminal records disclosure, that they are not barred from working with children or adults at risk and that no other reason is presented to suggest they are unsuitable.

11.2. Initial Inquiry Information

Where an individual enquires about being a Street Pastor and for all other positions involving regular contact with children or adults at risk an applicant will be sent:

1. Street Pastors person specification and expectations
2. An application form
3. Two reference forms
4. A Confidential Self Declaration Form
5. A Street Pastors Volunteer's Agreement

11.3. Application and Confidential Self Declaration Form

All applicants will be asked to complete an application and Confidential Self Declaration form. The application form should include the name, address and telephone number(s) of the applicant along with qualifications and experience, employment history and contact details of named referees. The purpose of the application form is to provide a good source of information about his/her previous experience and reasons for wanting to become a Street Pastor.

The purpose of the Confidential Self Declaration form is to collect information about an individual's criminal history that may be relevant to the position e.g. criminal records or investigations. Using a Confidential Self Declaration form will save time in the recruitment process where someone is clearly unsuitable, enable discussion to take place in more borderline situations and is also useful to match the information given by the applicant with the returned disclosure document. This can act as a measure of the honesty and openness of the applicant, as it may be a factor to be taken into account in coming to a recruitment decision.

Where a post involves substantial contact with children and adults at risk, it is exempt from the Rehabilitation of Offenders Act 1974 and other similar legislation. When a criminal records check is carried out on someone applying for such work, details of cautions, reprimands or final warnings and formal convictions will be on the certificate sent to Street Pastors by the relevant disclosure service (DBS etc.). Where such offences may be 'spent' for other purposes and therefore would not need to be declared they remain 'unspent' where working with children and adults at risk. All applicants for Street Pastors should therefore complete a Self-Declaration Form detailing any cautions, reprimands, final warnings and convictions. The form should be signed and then returned in a separate, sealed envelope to the Coordinator or any other person on the Street Pastors Charity Trustees responsible for recruitment.

11.4. Interviews

All applicants **must** be interviewed. Street Pastors will ensure that general principles of good practice in asking questions at interview are followed and that all questions will be relevant to the position, open, fair, appropriate and legitimate.

11.5. References

References **must** be sought from the Leader of the applicant's Church as well as a referee of choice. The Street Pastors Charity Trustees also reserve the right to seek any further references they may wish to.

11.6. Offer of Position

After interview; and having reviewed references, those who are successful should be offered the position. Once appointed, the individual can undertake training and complete a criminal records (DBS) check. The training programme, which should be completed within 18 months, includes sessions relevant to Safeguarding.

11.7. Checks

Criminal records disclosures should only be undertaken on those appointed to a position, though on the proviso that the disclosure undertaken doesn't reveal information that would make a person unsuitable.

A criminal record disclosure **must** be undertaken on all those appointed as Street Pastors; every person appointed as a Street Pastor **must** be asked to complete and submit an online DBS check, with the results returned to the Street Pastors Director and the applicant.

More information is available from: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/dbs-checks-organisations1/>

11.8. Use of Umbrella Bodies for Criminal Record Disclosures

Cambridge Street Pastors currently uses CCPAS (will become 'Thirtyone:eight') for criminal record disclosures. CAS can offer advice on blemished disclosures.

Contact details as follows:

CCPAS,
PO Box 133,
Swanley, Kent, BR8 7UQ

Tel: 0303 003 11 11
Email: info@ccpas.co.uk

11.9. DBS Code of Practice

Please note: Street Pastor Charities must agree to and abide by the DBS Code of Practice, copies available at:

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop>

11.10. Supervision

Street Pastors are supervised and supported on patrol by the Senior Street Pastor who will report any concerns about individuals to the Director. If Street Pastors have concerns about any Senior, they can report these to the Director. Any such concerns will be investigated.

12. Cambridge Street Pastor Contacts

(a) CAVDO contact – Cambridge Street Pastors

Mark Strivens

Director, Cambridge Street Pastors

07769 586 355

07588 560 090

director@cambridgestreetpastors.org.uk

(b) Alternate trustee contact – Cambridge Street Pastors

Irena Spence

Trustee, Cambridge Street Pastors

07805 486041

13. Statutory Agencies

Reporting concerns – children:

- Office hours: 03245 0455203
- Out of hours' emergency: 01733 234724
- Email: referral.centre-children@cambridgeshire.gov.uk.
- If you think the child is in immediate danger, call 999 and ask for the Police.

Reporting concerns – adults:

- Office hours: 0345 045 5202 (8:00am – 6:00pm Monday-Friday, 9:00am – 1:00pm Saturday)
- Email: referral.centre-adults@cambridgeshire.gov.uk.
- Out of hours' emergency: 01733 234724