



***Keeping children,  
young people & adults  
safe is everyone's  
responsibility –  
including yours!***



*We believe that good safeguarding practices require staff who are carefully selected following Safer Recruitment procedures. A staff team who feel valued, motivated, inspired, and are appropriately trained, managed and supported in their work are the essential components of proactively safeguarding children , young people and adults.*

**To promote a positive and transparent culture our staff must:**

- ✓ Complete safeguarding training and undertake regular competency assessments on knowledge of policy and procedure.
- ✓ Read local authority safeguarding policies and understand what the signs of abuse are and how to report it.
- ✓ Hear, See & Respond to the concerns of children, young people adults and their families.
- ✓ Question and challenge, where necessary practices, values and attitudes so that cultures and behaviours remain healthy.
- ✓ Think about how routines and habits affect children, young people and adults and explore new ideas that promote safety and wellbeing.
- ✓ Be committed and work to create an environment where we share mistakes, learn from them, make suggestions and celebrate success.
- ✓ Encourage and make accessible our safeguarding, bullying, whistleblowing and complaints procedures to children, young people, adults, families and professionals.
- ✓ Create an environment of openness, trust and goodwill by all and have the confidence to express views, opinions, feelings and concerns.

# Physical abuse

Is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm.

All children, young people & adults have accidents like bumps and falls. Injuries which are normal may include:

- bruising on the shins, knees, elbows, and backs of the hands
- bruising on the forehead (especially those who have co-ordination difficulties)

Supporting the child, young person or adult to check regularly will help rule out physical Abuse.

## What should we look out for?



- Bruising (on the cheeks, ears, palms, arms, feet, on the back, buttocks, tummy, hips and backs of legs)
- A history of bruising incidents
- Multiple bruises in clusters, usually on the upper arms or outer thighs
- Bruises which look like they have been caused by fingers, a hand, or an object
- Burns or scalds (on the backs of the hands, feet, legs, genitals or buttocks)
- Burns which have a clear shape, like a circular cigarette burn
- Large oval shaped bite marks
- Fractures
- Head injuries caused by a blow or by shaking
- Fabricated or induced illness

**NOTE:** As well as the physical signs of abuse, children, young people and adults may also suffer mental ill health or behavioural problems.

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# Psychological & Emotional abuse

Is a form of abuse where there is persistent emotional maltreatment of a child, young person or adult thus causing severe and persistent adverse effects on the individual's emotional development. It may:

- Involve conveying to a child, young person or adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Include not giving the child, young person or adult opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate

## What should we look out for?



- Rocking, sucking on clothes, hands, hair, biting self or others
- Crying
- Avoids eye contact
- Overly aggressive, destructive or cruel to others
- Suffers from sleep, speech disorders
- Restricts play activities or experiences
- Demonstrates compulsions, obsessions, phobias, hysterical outbursts
- Alcohol or drug abuse
- Negative statements about self
- Shy, passive or compliant

**NOTE:** Individuals with learning disabilities, autism, ABI or mental health conditions may have these symptoms as part of their diagnosis and does not necessarily constitute abusing occurring.

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# Neglect

Is a form of abuse where there is persistent failure to meet a child, young person or adult's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. born, neglect may involve a parent or staff failing to:

- Provide adequate food, clothing and shelter
- Provide adequate supervision of the child, young person or adult
- Ensure access to appropriate medical care or treatment.
- Reassure when distressed

**What should we look out for?**



When a parent or staff fails to meet the needs of the child, young person or adult resulting in a lack of:

- Clean, warm clothing
- Enough food
- A safe place to live
- Protection from dangerous situations
- Love and affection
- Attention when children, young people or adults are very upset
- Proper supervision
- Enough attention given to health and diet
- Enough attention given to education or employment.

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# Sexual abuse

Is a form of abuse which can involve forcing or enticing a child, young person or adult 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.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children, young people and adults in our care.

Sexual exploitation is a form of sexual abuse. Victims are manipulated or forced into taking part in a sexual act, either as part of a seemingly consensual relationship, or in return for attention, gifts, money, alcohol, drugs or somewhere to stay.

## What should we look out for?



- Becoming withdrawn and avoiding social contact
- Expressions of despair and self harming
- Sexually transmitted infections/become pregnant
- Use of the internet that causes concern
- Isolated from peers and social networks; not mixing with their usual friends
- Becoming physically aggressive to other people
- Having money, new clothes, new phone or jewellery
- Becoming defensive and secretive about what they are doing or where they are going

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# Financial abuse

Is a form of abuse is a form of mistreatment and fraud in which someone forcibly controls another person's money or other assets. It can involve, for instance, stealing cash, and not allowing the person to take part in any financial decisions.

People don't always recognize the problem, because an abuser purposely might select an isolated, vulnerable person who is unlikely to realize what's happening or who will feel too ashamed to report it.

A vulnerable person might be persuaded by the abuser to purchase things that they must probably would not want or need.

## What should we look out for?



- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- A lack of clear financial accounts held by the service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house

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# Institutional abuse

Is a form of abuse that is the mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

Vulnerable people who require services are at risk of this type of abuse as it can occur with one or more staff member. Teams of staff can become institutionalised and the culture and practice of the service can mean that vulnerable people's wishes are sacrificed for the staff's.

Lack of choice and empowerment can bring restrictions on life and opportunities and quality of life is affected.

## What should we look out for?



- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters of the person
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

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# If you see it....report it!

## The golden rules:

1. If you suspect or see abuse do not wait, report it immediately.
2. Contact your line manager. If you can not reach them telephone Head Office during working hours or out of hours On Call.
3. Do not leave the person with the perpetrator. Make the person safe.
4. Know where your local safeguarding information/contact details are located.



Tel No: \_\_\_\_\_

Out of Hours: \_\_\_\_\_

5. Make a record as soon as possible of the events. Record them in chronological order as this will help understand the events better.
6. If a person has been assaulted, they must be seen by their G.P and a body map recorded.

# My Safeguarding Training

Date:

Title:

Date:

Title:

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