

# COLLEGE OF INTEGRATED CHINESE MEDICINE

## SAFEGUARDING POLICY

### **Safeguarding of Children, Young People and Vulnerable Adults**

CICM believes that all children, young people and vulnerable adults have the right to be safe, happy and healthy and deserve protection from abuse. CICM is committed to safeguarding from harm all children, young people and vulnerable adults using any of its services and involved in any of its activities, and to treat them with respect during their dealings with the organisation.

This policy is based on our responsibilities under the Children Act 2004, specifically Section 11 which places a duty on key people and public bodies, to make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children.

The Management Committee (MC) ensures there is effective leadership, management and co-ordination of all the major academic and support activities undertaken by CICM.

This Policy should be read in conjunction with the Prevent Policy.

### **Guidance for Staff, Students, Volunteers and other related Parties**

What is Abuse? A person may abuse a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family, institutional or community setting; by those known to them or, more rarely, by a stranger.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm, including by fabricating the symptoms of, or deliberately causing, ill health.

Emotional abuse is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the victim's emotional development or self-esteem. It may involve conveying to the victim that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may involve age or developmentally inappropriate expectations being imposed, causing the victim frequently to feel frightened, or the exploitation or corruption of children or vulnerable adults. It may involve deprivation of contact, control, coercion, intimidation or harassment.

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not the victim is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving the victim in looking at, or in the production of, pornographic material, or encouraging them to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to basic emotional needs. In vulnerable adults this may appear to be as a result of self-neglect but still requires action.

Financial abuse is particularly relevant to vulnerable adults and may include theft, fraud, exploitation and pressure in connection with wills, property or inheritance or financial transactions. It may include the misuse or misappropriation of property, possessions or benefits by someone who has been trusted to handle their finances or who has assumed control of their finances by default.

### **Who is Responsible for Protecting Children and Vulnerable Adults?**

Responsibility for the implementation of this policy lies at all levels of the organisation.

The Council are responsible for ensuring that CICM has a policy, which adequately provides protection for children and vulnerable adults in receipt of its services and for the regular review of this policy in the light of changes to legislation or new legislation or regulation.

#### Senior Management Team Responsibilities

- a) Identifying those services and posts that are likely to have an involvement with children and vulnerable adults.
- b) Ensuring that those people appointed by them to CICM, whose normal duties involve treating, training, supervising or being in sole charge of children or vulnerable adults and are appropriately qualified and/or trained in working with these groups.
- c) Ensuring that all necessary procedures and practices are in place to provide adequate protection both for the individuals in these groups but also protection for the employees and students involved with them.
- d) Ensuring that employees, students, volunteers and other third party contractors dealing with these groups are adequately trained and aware of their responsibilities in this area.
- e) Ensuring that external contractors delivering CICM Services are aware of CICM's expectation that workers are aware of and abide by the standards of behaviour expected of CICM employees and students.

- f) Ensuring that carers and/or parents of the children and vulnerable adults are aware that: in providing services, CICM employees and students are not acting in loco parentis.
- g) Ensuring that this policy is made available to carers and/or parents of the children and vulnerable adults to whom CICM is providing services.
- h) Ensuring that any evidence or complaint of abuse or lack of care is reported to the appropriate body.
- i) Ensuring that proper records are kept of any incidents occurring within their service and that these are held securely by the Academic Director.
- j) Working with other associated agencies to ensure the proper transfer of information relating to dealings with children and vulnerable adults, in line with current legislation, where necessary.

Employee Responsibilities: All employees and particularly those working with children and vulnerable adults are responsible for:

- a) Ensuring that they are familiar with and understand the policies and procedures relating to their work with or in the vicinity of children and vulnerable adults.
- b) Ensuring that they feel confident in working within this environment and working with their managers to ensure that they have the knowledge and skills to carry out their tasks in this context.
- c) Treating all children and vulnerable adults with whom they come into contact while carrying out their work, equitably and with respect, in line with CICM's core values.
- d) Reporting to their line manager any concerns they may have about abuse or a lack of care of children and vulnerable adults either from other staff, from students, carers, parents or those in loco parentis or between members of the group.

Students, volunteers, third party contractors and other workers' responsibilities:

- a) Working with employees of CICM, to the same standard, in ensuring the safety and well-being of children and vulnerable adults within their scope.
- b) Participating in any training or development opportunities offered to them to improve their knowledge of skills in this area.

### **What to do if you think a child or vulnerable adult is in danger?**

Make a record of your actions and report it to the Academic Director. If you think that a child or vulnerable adult is in immediate danger or that a crime has been committed contact the police on 999, e.g. if an incident is taking place involving aggressive or abusive behaviour. If you still have concerns speak to another member of the MC or your local Social Services Children's Service Duty Protection Co-ordinator.

What to do if a child or vulnerable adult discloses to me that they are being abused

Do:

- a) Stay calm
- b) Listen carefully
- c) Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared, but only with people who need to know and who can help.
- d) Allow the victim to continue at their own pace
- e) Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- f) Reassure the victim that they have done nothing wrong in telling you
- g) Find out if they are already known to Social Services and if so it would be best to contact someone who already has knowledge of the situation
- h) Tell them what you will do next and with whom the information will be shared
- i) After the victim has disclosed, record in writing what was said using the victim's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure the record is signed and dated.
- j) Relay this information as soon as possible to a member of the MC

Do not:

- a) Dismiss the concern
- b) Panic
- c) Allow your shock or distaste to show
- d) Probe for more information than is offered
- e) Make promises you cannot keep: such as agreeing not to tell someone else, keeping secrets
- f) Speculate or make assumptions
- g) Approach or contact the alleged abuser
- h) Make negative comments about the accused person
- i) Pass on the information to anyone other than those with a legitimate "need to know" such as a member of the MC
- j) Delegate to others as the victim has specifically chosen you to talk to. Remember that you are not responsible for deciding whether or not abuse has occurred or what the next steps should be. This is the task of the Police and child or adult protection agencies following referral to them.

### **What to do if I have suspicions that a colleague may be abusing or not following good practice?**

Any member of staff who suspects that a colleague may be abusing children or vulnerable adults should act on their suspicions. Action should also be taken if it is felt that colleagues are not following CICM codes of conduct for dealing with children and vulnerable adults. This action will serve not only to protect children and vulnerable adults, but also colleagues

from false accusations. Write down the details of the incident and pass this report to the Academic Director or a member of the MC following the incident being reported.

The manager should then take appropriate action to ensure the safety of the child or vulnerable adult and any other people who may be at risk. If the matter relates to poor practice, procedures relating to misconduct should be followed. If the matter relates to abuse the matter should be referred to the Academic Director.

### **Informing the parents or carers of my concerns**

There is always a commitment to work in partnership with parents/carers where there are concerns about their children or adults in their care and in most circumstances it would be important to talk to parents/carers to clarify any initial concerns. For example if a child or vulnerable adult seemed withdrawn, there may be a reasonable explanation; they may have experienced an upset in the family.

BUT if you are suspicious that the parents or carer may be the abuser or you believe that the parent/carer may not be able to respond appropriately to the situation, speaking to them regarding the matter might place the child or vulnerable adult at greater risk. You should report the suspicion to a member of the MC and advice must be sought from Social Services with respect to consulting parents/carers.

What information should I record

In all situations, including those in which the cause for concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation, regardless of whether or not the concerns are shared with a statutory agency.

As far as possible an accurate note should be made of:

- a) The date and time of the incident and disclosure
- b) The parties who were involved
- c) What was said and done by whom
- d) Description of any visible injuries or bruising
- e) Any further action taken by CICM to investigate the matter
- f) Any further action e.g. the suspension of a worker
- g) Where relevant, reasons why there was no referral to a statutory agency.
- h) The full name of the person/s reporting and whom it was reported to.

The report should be stored securely and shared only with those who need to know. All referrals made to Social Services or the Police, should be confirmed in writing and followed up with a copy of the incident report within 24hrs. Social Services should acknowledge your

written referral within one working day of receiving it so if you have not heard back within 3 working days, contact Social Services again.

You should also record the Social Services member of staff to whom concerns were passed and the date and time of the call and subsequent letters sent.

These procedures not only serve to protect children but also protect employees, volunteers and CICM itself.

### **The Safeguarding Officer and their responsibilities**

The Safeguarding Officer is The Academic Director, Susannah Fone.

- a) To act as a point of contact for safeguarding concerns, receiving information and recording those concerns.
- b) To act upon safeguarding concerns appropriate to the circumstances, e.g. making external referrals to social services or police.
- c) To liaise with the Student Support Team and HR appropriate to the circumstances.
- d) To monitor the implementation of this policy and procedure.

### **Monitoring and reporting**

The Council shall receive an anonymised annual report of Safeguarding cases to monitor the effectiveness of this policy.

### **Useful Links**

Children Act

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

Data Protection Act

<http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted> Data Protection Act 1998

Human Rights Act

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

Sexual Offences Act

<http://www.legislation.gov.uk/ukpga/2003/42/contents>