

## SAFEGUARDING POLICY

### For Children, Adults at Risk and Staff

This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time

<b>Title</b>	SAFEGUARDING POLICY, for children, adults at risk and staff.
<b>Description of Policy / What is it for?</b>	<p>This policy covers all YMCA Bournemouth (YMCAB) departments and demonstrates that the safety and welfare of children, young people, and adults at risk is part of our core business and that all staff, volunteers and trustees must be aware of their responsibilities in this regard.</p> <p>This Policy will provide clarity to ALL staff, and helps YMCAB make sure that employees, volunteers, and other representatives are protected.</p>
<b>Purpose of policy / Objectives</b>	<p>This document outlines the YMCAB policy on identifying and responding to concerns regarding the safeguarding and protection of children and young people, with a specific section on protection of adults at risk.</p> <p>YMCAB provides and works within settings and services which includes children, young people and adults at risk.</p> <p>The purpose of this policy statement is:</p> <ul style="list-style-type: none"> <li>• To protect all children, young people and adults who engage in YMCAB’s services. This includes our staff, volunteers and trustees.</li> <li>• To provide overarching principles that guide our approach to child protection.</li> </ul> <p>Although the legislative and policy base is different when responding to the safeguarding needs for adults, most of the principles and procedures for staff are the same as those for children and young people.</p> <p>We will give equal priority to keeping all children, young people and adults at risk safe regardless of their age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.</p> <p>YMCA Bournemouth has zero tolerance against abuse and exploitation of its employees. YMCAB also recognises that safeguarding is everyone’s responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of all its employees.</p>
<b>Scope</b>	<p>This policy applies to all YMCAB departments, staff, volunteers, students and trustees and other relevant stakeholders.</p> <p>All employees, volunteers, students, trustees, sub-contractors, partner organisations and visitors are obliged to follow this Policy and maintain an environment that prevents harassment, unwanted behaviour, and abuse, and which encourages reporting of breaches of this Policy using the appropriate procedures.</p>

<b>Other relevant approved documents</b>	Recruitment Policy; Code of Conduct – Staff Policy; Whistleblowing Policy; DBS Policy; Lone Worker Policy; GDPR/Data Protection Policy; Equality and Diversity policy; Social Media Policy; Computer, Email and Internet Usage and Cyberbullying Policy; Work Related Violence and Abuse Policy;  Procedures for <ul style="list-style-type: none"> <li>• Responding to concerns about a child, young person or adults’ wellbeing.</li> <li>• Dealing with allegations of abuse</li> <li>• Managing allegations</li> <li>• Supervision ratios</li> <li>• Induction</li> <li>• Disciplinary Procedures</li> <li>• Photo and image sharing procedure</li> <li>• Recording and Retention procedure for safeguarding information.</li> </ul>
<b>Date of Issue/re-issue</b>	January 2025
<b>First review date / Frequency of review</b>	January 2026 and again annually
<b>Prepared by</b>	Jackie Huggett
<b>Monitoring and evaluation</b>	YMCAB will monitor the implementation of this policy through supervision of staff, quality assurance audits, and best practice reviews to ensure its effectiveness. Senior Managers will ensure legislative adherence.
<b>Approved by</b>	YMCAB Joint COO’s
<b>Authorised by</b>	YMCAB Board of Trustees

**Version Control (To be completed by the Policy Author)**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Status</b>	<b>Comments</b>
10	January 2025	Jackie Huggett (Head of Family and Youth Services)	Approved by Board of Trustees	
9	November 2023	Jackie Huggett (Head of Family and Youth Services)	Approved by Board of Trustees	
8	November 2022	Jackie Huggett (Head of Family and Youth Services)	Approved by Board of Trustees	
7	September 2021	Jackie Huggett (Head of Family and Relationship Services)	Approved by Board of Trustees	
6	June 2020	Jackie Huggett (Head of Family and Relationship Services)	Approved by Board of Trustees	
5	June 2019	Jackie Huggett (Head of Family and Relationship Services)	Approved by Board of Trustees	Revised contact details following BCP changes and YMCA changes in staff.
4	December 2018	Jackie Huggett (Head of Family and Relationship Services)	Approved by Board of Trustees	
3	November 2017	Jackie Huggett (Head of Family and Relationship Services)	Approved by Board of Trustees	

2.	February 2017	Alex Evans (Safeguarding and Policy Officer)	Approved by Board of Directors	
1	June 2015	Mark Inkpen (Deputy Director)	Approved by Board of Directors	

## **Safeguarding is taken seriously by YMCA Bournemouth**

### **The definition of safeguarding – children and young people**

The term ‘children’ refers to those under the age of 18 years old. The definition we base our policy on comes from the Children’s Act 2004 and the guidance document; Working Together to Safeguard Children 2023 which defines safeguarding and promoting children and young people’s welfare as:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework.

The above statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

Effective safeguarding means practitioners should understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families’ lives.

For the purposes of this policy, YMCA Bournemouth's responsibilities cover protecting children and young people from:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying, including online bullying and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender based violence/violence against women and girls
- Radicalisation and/or extremist behaviour
- The impact of new technologies on sexual behaviour, for example sexting
- Teenage relationship abuse
- Substance misuse
- Issues that may be specific to a local area or population, for example gang activity and youth violence
- Domestic violence
- Peer on peer abuse
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness

**“Adult safeguarding”** is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities.’  
Care Act 2014

All organisations have a duty to ensure that the welfare of all adults is ensured. As part of this they need to understand when to implement their safeguarding adults reporting procedures.

Safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or is at risk of, abuse or neglect; and;
- 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.

**YMCA Bournemouth works to the following key principles to protect its employees:**

- Everyone has an equal right to protection from harassment, exploitation, abuse and unwanted behaviour regardless of age, race, sex, sexual orientation, marriage and civil partnership, pregnancy or having a child, gender reassignment, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- The best interests of its employees are paramount and shall be the primary consideration in our decision making.
- YMCAB will take responsibility to meet our obligations regarding our duty of care towards all employees and volunteers.
- We will ensure that employees and volunteers are informed of our safeguarding standards.
- YMCAB will ensure that all partners are informed and committed to work in compliance with our safeguarding standards.
- When working with or through partners or sub-contracted agencies, YMCAB will ensure that their safeguarding procedures are consistent and in line with the principles and approaches set out in this Policy.
- We recognise that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact.
- YMCAB respects confidentiality and has a responsibility to protect sensitive personal data in line with Data Protection principles. Information should only be shared and handled on a need-to-know basis, that is, access to the information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information are allowed to receive it.
- YMCAB commits to monitoring the implementation of the Safeguarding Policy. This Policy will be reviewed annually.

**We believe that:**

- No one should experience abuse, harm or exploitation of any kind
- We have a responsibility to promote the welfare of all children, young people and adults, to keep them safe and to operate in a way that protects them

**We recognise that:**

- safeguarding is everyone's responsibility
- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- everyone, regardless of age, disability, ethnicity, gender, gender reassignment, political or immigration status, race, religion or belief, sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

### **We will seek to keep everyone safe by:**

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead/a deputy safeguarding lead and a lead trustee for safeguarding
- supporting the Designated Safeguarding Leads/Deputies in their work and in any action they may need to take in order to protect children and adults at risk and also all stakeholders.
- developing safeguarding policies and procedures which reflect best practice
- following legislation, statutory guidance and recognised good practice in order to protect vulnerable people and all involved in our services
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving service users appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to deal effectively with bullying that does arise
- developing and implementing an effective online safety policy and procedures
- sharing information about safeguarding best practice with staff, volunteers, trustees and service users
- following a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage allegations appropriately
- increasing awareness around issues and abuse and having clear alerting and referring procedures for employees and volunteers to follow should they have any suspicion that abuse is occurring or has occurred
- ensuring that service users are aware that we have a duty to report concerns, allegations or suspicions of abuse and that confidentiality cannot be maintained where there are allegations of abuse. Service users who suspect abuse are encouraged to share their concerns with appropriate staff members
- establishing a safe physical and caring environment in which there is an informed vigilance about the dangers of abuse and applying health and safety measures in accordance with the law and regulatory guidance
- completing risk assessments, appropriate consent forms (for children's activities), appropriate records and ensuring adequate insurance is in place.
- ensuring that we keep up to date with national and local developments relating to safeguarding
- using rigorous and careful supervision to protect people from the risks associated with known offenders within the community, including implementing contracts with known offenders and those who have been assessed as posing a risk
- recording and storing information professionally and securely, in line with data protection legislation and guidance
- working in partnership with local safeguarding boards or safeguarding partners and other partnership organisations to ensure proper reporting and management of concerns
- co-operating with the statutory authorities in any investigation, following multi-agency decisions and maintaining confidentiality of any investigations to those directly involved
- referring concerns about staff - volunteers and paid - that meet the relevant criteria to the Local Authority Designated Officer (LADO)
- contacting the police as a matter of urgency where an allegation suggests that a criminal offence may have been committed

- supporting all those in our organisation who are affected by abuse, supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child or adult at risk is paramount.
- taking the necessary action if an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our services/projects
- ensuring that pastoral care is offered and signposting them to appropriate agencies for support.

**YMCA Bournemouth Designated Safeguarding Officer is:**

Name: Jackie Huggett (Head of Family and Youth Services)

Telephone No: 07919 521962

Email: [Jackie.huggett@ymcabournemouth.org.uk](mailto:Jackie.huggett@ymcabournemouth.org.uk)

**YMCA Bournemouth Trustee is**

Richard Elms

Email: [richard.elms@ymcabournemouth.org.uk](mailto:richard.elms@ymcabournemouth.org.uk)

**All allegations or concerns should be made initially to the departmental DSL.**

In the absence of the departmental DSL, the named Deputy Safeguarding Lead should be contacted.

Their contact details will be clearly displayed in every setting and can also be found in Appendix 1, Key Contacts.

**The legal framework for this work is:**

- The Rehabilitation of Offenders Act 1974
- The Care Act 2014
- The Mental Capacity Act 2005
- The Children Act 1989 and 2004
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024
- The Children and Social Work Act 2017
- The Safeguarding Vulnerable Groups Act 2006
- Human Rights Act 1998
- GDPR and the Data Protection Act 2018
- Childcare Act 2006 (as amended in 2018)
- Children and families Act 2014
- Public Interest Disclosure Act 1998
- Equality Act 2010
- Prevent Duty/Counterterrorism and Security Act 2015
- United Nations Convention on the Rights of the Child 1989
- Statutory Framework for the Early Years Foundation Stage
- Information Commissioners Office
- Safeguarding Partners Procedures
- The Worker Protection (Amendment of Equality Act 2010) Act 2023

## **Who this policy applies to**

This policy is approved and endorsed by the Board of Trustees and applies to:

- all those who use any service provided by YMCA Bournemouth
- our trustees and staff (both paid and voluntary)
- organisations who hire our buildings with the agreement to operate under the YMCA safeguarding policy

The policy and procedures should be interpreted in accordance with local authority and charitable organisation good practice guidance. Children, parents/carers and vulnerable adults will be informed of this policy and our procedures, by making this policy accessible, visible, clear and concise.

Organisations wishing to hire our buildings for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to provide a copy including a named safeguarding lead. If they do not have their own safeguarding policy, we will encourage them to adopt one before agreeing to the hire, or to agree that they will follow our own safeguarding policy and procedures.

If we become aware of a client/service user known to have harmed children or adults in the past, we will inform the DSL and CEO and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children and adults.

Charity trustees are responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it. The Charity Commission for England and Wales provides guidance on charity compliance which should be followed. Further information on the Charity Commission's role in safeguarding can be found on: the Charity Commission's page on Gov.uk.

## **Review**

The Board of Trustees and Senior Leadership Team will collaboratively review this policy annually, amending and updating it as required, and informing all staff/volunteers/trustees that this has been done.

The Policy will be signed and dated upon receipt of updates by the Chairman of the Trustees

Name: (on behalf of the Board of trustees)

Signed:

Date



## **Appendix 1 KEY CONTACTS: SOURCES OF ADVICE AND SUPPORT**

For information, advice and guidance on any matter relating to Safeguarding, the YMCA Bournemouth Designated Safeguarding Lead is:

Jackie Huggett (Head of Family and Youth Services)

Telephone No: 01202 434310/07919 521962      Email: [Jackie.huggett@ymcabournemouth.org.uk](mailto:Jackie.huggett@ymcabournemouth.org.uk)

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Departmental Designated Safeguarding Lead/Deputy is the person/s to whom all concerns, or allegations should be addressed. Departmental leads are as follows:

### **Family Help Team**

The Stourvale Centre

Name: Jackie Huggett (DSL)

Email [Jackie.huggett@ymcabournemouth.org.uk](mailto:Jackie.huggett@ymcabournemouth.org.uk)

Name Louise Humphries (Deputy DSL)  
DSL)

Lisa Harrison (Deputy

Telephone No: 01202 434310

01202 434310

Email [louise.humphries@ymcabournemouth.org.uk](mailto:louise.humphries@ymcabournemouth.org.uk)

[lisa.harrison@ymcabournemouth.org.uk](mailto:lisa.harrison@ymcabournemouth.org.uk)

### **Child Contact Centre**

Name: Jackie Huggett (DSL)

Telephone No: 01202 434310 or 07526 173590

Email: [Jackie.huggett@ymcabournemouth.org.uk](mailto:Jackie.huggett@ymcabournemouth.org.uk)

Name Mhairi Hopkins (Deputy DSL)

Email: [Mhairi.hopkins@ymcabournemouth.org.uk](mailto:Mhairi.hopkins@ymcabournemouth.org.uk)

### **Teddy's Pre-School**

Name: Kerry Smith (DSL)

Louise Everett

Kerry Lay ( Deputy DSLs)

Telephone No: 01202 391500

Email: [Kerry.smith@ymcabournemouth.org.uk](mailto:Kerry.smith@ymcabournemouth.org.uk) or [teddys@ymcabournemouth.org.uk](mailto:teddys@ymcabournemouth.org.uk)

[Louise.everett@ymcabournemouth.org.uk](mailto:Louise.everett@ymcabournemouth.org.uk)

### **YMCA Youth Services**

Name: Poppy Sargeaunt (DSL)

Glen Harvey (Deputy DSL)

Telephone No: 07827 848479

01202 467000/ 07500 899089

Email: [Poppy.Sargeaunt@ymcabournemouth.org.uk](mailto:Poppy.Sargeaunt@ymcabournemouth.org.uk)

[Glen.harvey@ymcabournemouth.org.uk](mailto:Glen.harvey@ymcabournemouth.org.uk)

### **YMCA Housing Services**

Name: Sarah Watson (DSL)

Carrie Parker (Deputy DSL)

Telephone No: 01202 290451

01202 290451

Email: [sarah.watson@ymcabournemouth.org.uk](mailto:sarah.watson@ymcabournemouth.org.uk)

[Carrie.parker@ymcabournemouth.org.uk](mailto:Carrie.parker@ymcabournemouth.org.uk)

### **YMCA Leisure, Health and Fitness**

Name: Martin Stockley (DSL)

Telephone No: 01202 777766

Email: [martin.stockley@ymcabournemouth.org.uk](mailto:martin.stockley@ymcabournemouth.org.uk)

Name: Luke Whiteley (Deputy DSL)

Alex Legg (Deputy DSL)

Telephone No: 01202 777766

01202 777766

Email: [luke.whitley@ymcabournemouth.org.uk](mailto:luke.whitley@ymcabournemouth.org.uk)

[alex.legg@thejunctionbroadstone.co.uk](mailto:alex.legg@thejunctionbroadstone.co.uk)

Name: Rikki Vellenoweth (Deputy DSL)

Karen Brixey (Deputy DSL)

Telephone No: 01202 777766

01202 777766

Email: [Rikki.vellenoweth@thejunctionbroadstone.co.uk](mailto:Rikki.vellenoweth@thejunctionbroadstone.co.uk)

[kbrixey@thejunctionbroadstone.co.uk](mailto:kbrixey@thejunctionbroadstone.co.uk)

### **YMCA Chaplaincy,**

Name: John Good

Telephone No: 07972 350674

Email: [john.good@ymcabournemouth.org.uk](mailto:john.good@ymcabournemouth.org.uk)

### **YMCA Counselling**

Name: Amanda Clark (DSL)

Telephone No: 01202 830102 EXT 7002 / 07872 969237

Email: [Amanda.clark@ymcabournemouth.org.uk](mailto:Amanda.clark@ymcabournemouth.org.uk)

Katie Ashley (Deputy DSL)

07824 439 475

[Katie.Ashley@ymcabournemouth.org.uk](mailto:Katie.Ashley@ymcabournemouth.org.uk)

### **YMCA Building Services Department**

Name: Dean Peckham (DSL)

Telephone No: 01202 777766 ex 5002

Email: [dean.peckham@ymcabournemouth.org.uk](mailto:dean.peckham@ymcabournemouth.org.uk)

Mark Taylor( Deputy DSL)

01202 290451

[mark.taylor@ymcabournemouth.org.uk](mailto:mark.taylor@ymcabournemouth.org.uk)

### **Additional escalations can be signposted to the following staff:**

Mark Inkpen – Chief Operations Officer, YMCA Bournemouth

Telephone No: 01202 290451 / 07799 887858

Email: [mark.inkpen@ymcabournemouth.org.uk](mailto:mark.inkpen@ymcabournemouth.org.uk)

Telephone No: 01202 290451/07799 887858

Gareth Sherwood - Chief Executive Officer, YMCA Bournemouth

Email: [gareth.sherwood@ymcabournemouth.org.uk](mailto:gareth.sherwood@ymcabournemouth.org.uk)

## **EXTERNAL SAFEGUARDING CONTACTS:**

### **BCP Children's Services First Response Hub**

The Children's First Response MASH is a single point of contact for professionals or the public for advice and support about children at risk.

They can help if you:

- are worried about a child or a young person who is at risk of being hurt and abused
- know of a child or young person who is vulnerable and needs help
- want to know more about our support for children, young people and their families
- need support to agree an Early Help offer

**During office hours** (8.30am – 5.15pm, Mon –Thurs, 8.30am – 4.45pm Fri)

Address: Joint emergency HQ, Wimborne Road, Poole, BH15 2BP

Email: [childrensfirstresponsehub@bcpcouncil.gov.uk](mailto:childrensfirstresponsehub@bcpcouncil.gov.uk)

01202 123334

### **Out of Hours**

[childrensOOHS@bcpcouncil.gov.uk](mailto:childrensOOHS@bcpcouncil.gov.uk)

Tel: 01202 738 256

### **Dorset County Council**

#### **Family Support and Advice Line**

Monday to Friday: 8am to 10pm, Saturday, Sunday and bank holidays: 9am to 10pm  
Tel: 01305 228558

Westport House, Worgret Road, Wareham BH20 4PP

The Family Support and Advice Line brings together the Dorset Education Advice Line (DEAL), the Children's Advice and Duty Service (ChAD), the Family Help Hub (FHH), and Multi-Agency Safeguarding Hub (MASH) together as part of Dorset Council's work under the Families First for Children Pathfinder. It is the single point of contact and acts as a 'front door' for all safeguarding concerns and family help requests for support (previously early help).

**Out of hours emergencies** call: 01305 221000

### **Local Authority Designated Officer (LADO) must be informed of accusations made about staff:**

Allyson Donovan, Hayley Cowmeadow and Tina Cooper

01202 817600

[lado@bcpcouncil.gov.uk](mailto:lado@bcpcouncil.gov.uk)

<https://www.bcpCouncil.gov.uk/children-young-people-and-families/local-authority-and-youth-justice-services/lado>

**Useful links:**

BCP Safeguarding Children Partnership

BCP Council Civic Centre, Bourne Avenue

Bournemouth BH2 6DY

Email BCP Safeguarding Children Partnership

Dorset Safeguarding Children Partnership

County Hall, Colliton Park

Dorchester

Dorset DT1 1XJ

Tel: 01305 221196

Email Dorset Safeguarding Children Partnership

Keeping children safe in education:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Dorset police contact for Prevent concerns: [MASH@dorset.pnn.police.uk](mailto:MASH@dorset.pnn.police.uk)

For training enquiries relating to safeguarding please contact Dorset Nexus

Book a place at <http://www.dorsetnexus.org.uk/>

## **Adults at risk**

As with Children's Work, departments that work with adults at risk will have a named Designated Safeguarding Lead and Designated Safeguarding Deputy. This information will be highly visible and available to all clients, staff and visitors to departments where adults at risk frequent.

Further support and escalation contacts are as follows:

Bournemouth and Christchurch

Care Direct on 01202 454979

[caredirect@bcpcouncil.gov.uk](mailto:caredirect@bcpcouncil.gov.uk)

In emergency call Dorset Police on 01202 222222 or 101 or 999.

BCP Safeguarding Adults Board

Email: [asc.contactcentre@bcpcouncil.gov.uk](mailto:asc.contactcentre@bcpcouncil.gov.uk)

Telephone 01202 123654

Bournemouth, Christchurch and Poole Safeguarding Adults Board

Tel: 01202 794300

Email: [bcpsafeguardingadultsboard@bcpcouncil.gov.uk](mailto:bcpsafeguardingadultsboard@bcpcouncil.gov.uk)

BCPSAB, c/o Adult Social Care Services, BCP Council Civic Centre,

Bourne Avenue, Bournemouth BH2 6DY.

Or Dorset Police: tel - 101

In an emergency, please call 999

## **Appendix 2**

### **SAFEGUARDING PROCEDURES**

#### **WHAT TO DO IF THERE IS A DISCLOSURE OR ALLEGATION OF ABUSE**

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures the person making the disclosure
- does not investigate or ask leading questions. If questions are necessary, they should be framed in an open manner and not 'lead' in any way. Remember TED: Tell me.... Explain.... Describe...
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told
- informs the departmental named DSL as soon as possible (if they are implicated in the allegation, informs the Deputy DSL or the Chief Executive Director
- makes a written record of the allegation, disclosure or incident and signs and dates this record. This should be given to the departmental DSL

If there is an immediate threat of harm, the Police should be contacted without delay.

Where it is considered that there is no immediate threat of harm, the following will occur:

- The concern should be discussed with the departmental DSL or deputy and a decision made as to whether the concern warrants a referral to the statutory authorities. If neither are available anyone can and should make a referral if necessary. If in any doubt contact Bournemouth MASH on 01202 458101 or 01202 458102.
- If the concern is about a family who are already on a Child Protection Plan or are considered a Child In Need or are known to the Early Help team inform the social worker of the incident.
- A confidential record will be made of the conversation and the circumstances surrounding it. This record will be signed and dated and kept securely with a copy passed to statutory authorities if a referral is made.
- Effective information-sharing underpins integrated working and is a vital element of both early intervention and safeguarding. Research and experience have shown repeatedly that keeping children safe from harm requires practitioners and others to share information.
- The person about whom the allegation is made must not be addressed if it is believed that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand.
- The Safeguarding Lead and Executive Director should be kept informed of any serious concerns.
- For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts.

### If the allegation concerns a staff member or volunteer

For any concerns relating to children, the Local Authority Designated Officer (LADO) will be contacted. The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the YMCA will follow this advice. For LADO contact details, see Key Contacts.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the YMCA withdraws permission for an individual to engage in work with children / adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a different position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test, or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and therefore require notification.

### Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments, please refer to the policy of the same name or alternatively contact:

Name: Jackie Huggett (Head of Family and relationship Services)

Telephone No: 01202 434310    07919521962

Email: [jackie.huggett@ymcabournemouth.org.uk](mailto:jackie.huggett@ymcabournemouth.org.uk)

It would be helpful to have complaints in writing, as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon. Any written complaint will be responded to within 10 days.

All action is taken in line with the following guidance:

☑ Working Together to Safeguard Children (2023) – published by HM Government

☑ Bournemouth, Poole, Christchurch and Dorset Inter-Agency Safeguarding Procedures & Guidance, accessed through both the Pan Dorset Safeguarding children's partnership website <https://pdscp.co.uk/>

☑ What to do if you're worried a child is being abused – Government Guidance (2015) Multi Agency

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Procedures for the Protection of Adults with Care and Support Needs in Bournemouth, Dorset and Poole



## **Appendix 3**

### **WHAT IS ABUSE AND NEGLECT OF CHILDREN?**

The definitions below are taken from *Working Together to Safeguard Children 2018* and apply to England.

Additional information is taken from Pan Dorset Multi Agency Safeguarding Procedures.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### **Physical abuse**

Physical abuse is deliberately hurting a child. It may involve hitting, shaking, punching, kicking, biting, throwing or beating with objects such as belts, whips, or sticks. It also includes burning or scalding, drowning, suffocating, poisoning or giving a child alcohol or illegal drugs or any other 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.

In pregnancy an unborn child can be harmed by domestic violence.

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such including repeated verbal threats, criticism, ridicule, shouting, lack of love and affection and can 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another as in domestic abuse. It may involve serious bullying (including cyberbullying), 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.

## Sexual abuse and exploitation

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. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse including via the internet.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Sexual abuse also comes in many forms including Sexual Exploitation and FGM.

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female Genital Cutting, Female Circumcision and 'Sunna'.

FGM is illegal in the UK.

Child sexual exploitation is where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. Consent cannot be given, even when a child believes they are voluntarily engaging in sexual activity with the person who is exploiting them. It does not always involve physical contact as it can happen online.

This can involve a broad range of exploitative activity, from seemingly 'consensual' relationships and informal exchanges of sex for attention, accommodation, gifts or cigarettes, through to very serious organised crime.

Both girls and boys are at risk of sexual exploitation, and it is seriously harmful to children both emotionally and physically. Children and young people often find it very hard to understand or accept that they are being abused through sexual exploitation, and this increases their risk of being exposed to violent assault and life-threatening events by those who abuse them.

## Neglect

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. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. It's dangerous and children can suffer serious and long-term harm.

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 caregivers
- ensure access to appropriate medical care or treatment
- ensure access to education

### Child Trafficking and Modern Day Slavery

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Modern day slavery is not an issue from history or confined to certain countries. It is a global problem including the UK and is still happening today. The National government passed an act in 2015 and there was an awareness campaign. This was all about slavery and how we can all help stop it.

### County Lines

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

## **WHAT IS ABUSE OF ADULTS AT RISK?**

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

### **Physical abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### **Psychological or emotional abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

### **Sexual abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### **Neglect, or Act of Omission**

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well-being or development is impaired.

### **Financial or material abuse**

This is inappropriate use, misappropriation, embezzlement or theft of money/property/possessions.

### **Discriminatory abuse**

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

### **Organisational or Institutional abuse**

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

### Domestic Abuse

Domestic violence and abuse include any incident or pattern of incidents of controlling, coercive or 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. It also includes so called 'honour based' violence, female genital mutilation and forced marriage.

### Modern Slavery

This includes human trafficking, forced labour, domestic servitude, sexual exploitation, such as escort work, prostitution and pornography and debt bondage – being forced to work to pay off debts that realistically they never will be able to.

### Self- Neglect

Types of self-neglect include lack of self-care to an extent that it threatens personal health and safety, neglecting to care for one's personal hygiene, health or surroundings, the inability to avoid self-harm, failure to seek help or access services to meet health and social care needs and inability or unwillingness to manage one's personal affairs.

### Radicalisation

The government's Prevent Duty Guidance defines radicalisation as "the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups". It defines extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect. and tolerance of different faiths and beliefs.

### Cyber Bullying

Cyberbullying is when someone, bullies or harasses others on social media sites. Harmful bullying behaviour can include posting rumours, trolling, threats, sexual remarks, a victims' personal information, or pejorative labels (i.e., hate speech).

### Forced Marriage

Forced Marriage is defined by the UK Government Forced Marriage Unit as a marriage without the consent of one or both parties and where duress is a factor.

### Sexual Exploitation

Sexual exploitation involves someone taking advantage of the adult sexually, for their own benefit through threats, bribes, violence, and humiliation. The perpetrator uses their power to get the adult to do sexual things for the perpetrator's own or other people's benefit or enjoyment.

## **SIGNS OF POSSIBLE ABUSE IN CHILDREN**

### **Physical abuse**

Physical signs include:

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spiral
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

Psychological/emotional signs include:

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing
- Fabricated and Induced Illness. This is when a parent or carer feigns the symptoms of, or deliberately causes ill-health to a child who they are looking after.
- Female Genital Mutilation (FGM)

A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision. This is normally undertaken on pre-pubescent girls, who are either taken abroad for procedure or “practitioners” come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death. **It is an offence under UK Law not to report an incident of FGM to the Police (FGM Act 2003).**

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilationprocedural-information>

### **Emotional abuse**

Signs include:

- Physical, learning and emotional developmental delay
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Anxious behaviour (such as rocking, hair twisting, thumb sucking)

- Self-harm
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

## **Neglect**

Physical signs include:

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

Psychological/emotional signs include:

- Constant hunger
- Constant tiredness
- Frequent lateness/non-attendance at school
- Destructive tendencies
- Low self-esteem
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

## **Sexual abuse**

Physical signs include:

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

Psychological/emotional signs include:

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self-mutilation, self-disgust
- Eating disorders

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.



## **SIGNS OF POSSIBLE ABUSE IN ADULTS**

### **Physical**

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or overuse of medication and/or medical problems unattended

### **Psychological**

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

### **Sexual**

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

### **Neglect or Omission**

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

### **Financial or Material**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

### **Discriminatory**

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

### **Institutional**

- Lack of flexibility or choice over meals, bedtimes, visitors, phone calls, etc.
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity.

## **Appendix 4**

### **THE ROLE OF A DESIGNATED SAFEGUARDING LEAD/DEPUTY**

#### Context

We believe that children and adults at risk deserve the best possible care that the YMCA can provide and that the YMCA should be a safe place for everyone involved.

#### Purpose of the role:

- To coordinate safeguarding policy and procedure in the Association.
- To be the first point of contact for safeguarding issues within their department.
- To be an advocate for good safeguarding practice across the Association.

#### Responsibilities:

To coordinate safeguarding policy and procedure across the Association.

- To familiarise themselves with policies and procedures and good practice guidelines (both Association-wide and within own departments) in safeguarding and to keep abreast of any changes and developments.
- To ensure input is made into YMCA policies and procedures annually, kept up to date, and are fit for purpose.
- To make all staff/volunteers/trustees across the YMCA, and in particular departments they hold safeguarding responsibility for, aware of the safeguarding policies and procedures, as each department procedures may differ slightly depending on the clientele. To ensure that all staff sign to say that they have read, understood and will comply with the policy.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) checks.
- To be the first point of contact for safeguarding issues
- To be a named departmental person that children / adults at risk, colleagues and outside agencies can talk to regarding any issue to do with safeguarding, including MARAC/PPN notifications
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the YMCA.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the YMCA.
- To ensure that appropriate records are kept by the YMCA, and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To inform the YMCAB Safeguarding Lead at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- To report summary safeguarding information periodically to the Safeguarding Lead to enable them to monitor safeguarding both departmentally and across the YMCA.

- To be an advocate for good safeguarding practice in the YMCA
- To promote sensitivity within the YMCA towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the team, including both paid staff, volunteers and trustees.
- To update their own safeguarding training every two years.
- To seek appropriate support and advice in carrying out this role.
- To attend YMCAB DSL meetings and read and share updates with their team
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.

## **Appendix 5**

### **INFORMATION SHARING**

Working Together to Safeguard Children 2018 states that:

“Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision.

Early sharing of information is the key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services. Serious case reviews (SCRs) have highlighted that missed opportunities to record, understand the significance of and share information in a timely manner can have severe consequences for the safety and welfare of children.

Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children’s social care (e.g. they are being supported as a child in need or have a child protection plan). Practitioners should be alert to sharing important information about any adults with whom that child has contact, which may impact the child’s safety or welfare.

Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.” (Working Together 2018)

There are seven golden rules set out in the government guidance for information sharing:

1. Remember that the Data Protection Act 2018 and GDPR do not prohibit the collection and sharing of personal information, but rather provide a framework to ensure that personal information is shared appropriately. In particular, the Data Protection Act 2018 balances the rights of the information subject (the individual whom the information is about) and the possible need to share information about them.
2. Be open and honest with the person and/or their family, where appropriate, from the outset about why, what, how and with whom information will, or could, be shared and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being. Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion and is shared securely.
7. Keep a record. Keep a record of your decision and the reasons for it, whether it is to share information or not. If you decide to share then record what you have shared, with whom and for what purpose.

Further advice is available on Pan Dorset safeguarding children partnership website

## **Appendix 6**

### **PREVENT**

Prevent is about safeguarding people and communities from the threat of terrorism. Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

All YMCA Bournemouth staff must attend a WRAP (workshop to raise awareness of Prevent) as part of their induction process.

#### DEFINITIONS AND INDICATORS

Radicalisation happens when a person's thinking and behaviour become significantly different from how members of their society and community view social issues and participate politically.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty, and respect and tolerance for different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

(Source: Counter Extremism Strategy, October 2015)

There are a number of behaviours within families or in the child themselves which may indicate a child is at risk of being radicalised or exposed to extreme views. These include:

- Spending increasing time in the company of other suspected extremists.
- Changing their style of dress or personal appearance to accord with the group.
- Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Possession of materials or symbols associated with an extremist cause.
- Attempts to recruit others to the group/cause.
- Communications with others that suggests identification with a group, cause or ideology.
- Using insulting to derogatory names for another group.
- Increase in prejudice-related incidents committed by that person – these may include;
  - physical or verbal assault
  - provocative behaviour
  - damage to property
  - derogatory name calling
  - possession of prejudice-related materials
  - prejudice related ridicule or name calling
  - inappropriate forms of address
  - refusal to co-operate
  - attempts to recruit to prejudice-related organisations
  - condoning or supporting violence towards others.

It is important be constantly vigilant and remain fully informed about the issues which affect the local area, city and society. Staff are reminded to suspend any 'professional disbelief' that instances of radicalisation 'could not happen here' and to be 'professionally inquisitive' where concerns arise, following the appropriate procedures for recording and passing on information.

## Protection and Action to be Taken

Any staff member who has concern that a child, parent, staff member or visitor is displaying radical or extreme behaviour must report them to the designated safeguarding lead in their organisation. The concerns will be referred to the Safeguarding and Referral Unit of Dorset Police, along with other information we may have to assist decision making within the Police and to ensure appropriate measures are taken to support the family concerned.

Consideration should be given to the possibility that sharing information with parents may increase the risk to the child and therefore may not be appropriate. However, experience has shown that parents are key in challenging radical views and extremist behaviour and should be included in interventions unless there are clear reasons why not.

## **Appendix 7**

### **Sexual Harassment Policy**

#### Policy statement

We are committed to providing a working environment free from sexual harassment and ensuring all staff are treated, and treat others, with dignity and respect. We recognise that sexual harassment can occur both in and outside the workplace.

Sexual harassment or victimisation of any member of staff, or anyone they come into contact with during the course of their work, is unlawful and will not be tolerated. We will take active steps to help prevent the sexual harassment and victimisation of all staff. Anyone who is a victim of, or witness to, sexual harassment is encouraged to report it in accordance with this policy. This will enable us to take appropriate action and provide support. Sexual harassment can result in legal liability for both the business and the individual/s involved, whether they work for us or are a third party outside of our control. When it comes to staff, sexual harassment may result in disciplinary action up to and including dismissal. With other stakeholders and visitors, the association will take other appropriate action.

#### About this policy

The purpose of this policy is to set out a framework for line managers to deal with any sexual harassment that occurs by staff (which may include consultants, contractors, agency workers, trustees, volunteers, students) but also clients and third parties such as customers, suppliers or visitors to our premises.

This policy does not form part of any contract of employment or contract to provide services, and we may amend it at any time in line with statutory guidance.

#### Who does this policy apply to?

This policy applies to all employees, workers, consultants, self-employed contractors, casual workers, agency workers, volunteers, trustees, students. It also applies to our customers, suppliers and visitors.

The policy sits within Safeguarding. Line managers have day-to-day responsibility for this policy, and you should refer any questions about this policy to them in the first instance.

This policy is reviewed when appropriate.

#### What is sexual harassment?

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to sexual harassment.

It also includes treating someone less favourably because they have submitted or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex, in the past.

Sexual harassment may include, for example:

- a) unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing
- b) continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- c) sending or displaying material that is pornographic or that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet)
- d) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless) or
- e) offensive emails, text messages or social media content.

A person may be sexually harassed even if they were not the intended target. For example, a person may be sexually harassed by pornographic images displayed on a colleague's computer in the workplace.

Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- a) Bringing proceedings under the Equality Act 2010.
- b) Giving evidence or information in connection with proceedings under the Equality Act 2010.
- c) Doing any other thing for the purposes of or in connection with the Equality Act 2010.
- d) Alleging that a person has contravened the Equality Act 2010.

Victimisation may include, for example:

- a) Denying someone an opportunity because it is suspected that they intend to make a complaint about sexual harassment.
- b) Excluding someone because they have raised a grievance about sexual harassment.
- c) Failing to promote someone because they accompanied another staff member to a grievance meeting.
- d) Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.

Sexual harassment and victimisation are unlawful and will not be tolerated. They may lead to disciplinary action for staff up to and including dismissal if they are committed:

- a) In a work situation.
- b) During any situation related to work, such as at a social event with colleagues.
- c) Against a colleague or other person connected to us outside of a work situation, including on social media.
- d) Against anyone outside of a work situation where the incident is relevant to your suitability to carry out your role.

We will take into account any aggravating factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take.

If any sexual harassment or victimisation of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. These may include updating relevant policies, providing further staff training and taking disciplinary action against the individual/s involved. We will take other relevant action regarding our other stakeholders.



Third-party harassment occurs where a person is harassed or sexually harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, unwelcome sexual advances from a client, customer or supplier visiting the employer's premises, or where a person is visiting a client, customer or supplier's premises or other location in the course of their employment.

Third-party sexual harassment can result in legal liability and will not be tolerated. All staff are encouraged to report any third-party harassment they are a victim of, or witness, in accordance with this policy.

Any sexual harassment by a member of staff against a third party may lead to disciplinary action up to and including dismissal.

We will take active steps to try to prevent third-party sexual harassment of staff. These may include warning notices to customers or recorded messages at the beginning of telephone calls.

If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. These may include warning the individual about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.

#### If you are being sexually harassed: informal steps

If you are being sexually harassed, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult, you should speak to your line manager or the Safeguarding Team at [Safeguarding@ymcabournemouth.org.uk](mailto:Safeguarding@ymcabournemouth.org.uk), who can provide confidential advice and assistance in resolving the issue formally or informally. If you feel unable to speak to your line manager because the complaint concerns them, you should speak informally to the Safeguarding Team. If this does not resolve the issue, you should follow the formal procedure below.

If you are not certain whether an incident or series of incidents amounts to sexual harassment, you should initially contact your line manager or the Safeguarding Team informally for confidential advice.

If informal steps are not appropriate, or have been unsuccessful, you should follow the formal procedure set out below or refer to our Grievance Procedure.

#### Raising a formal complaint

If you wish to make a formal complaint about sexual harassment, you should submit it in writing to your line manager or the Safeguarding Team. If the matter concerns your line manager, you should submit it to the Safeguarding Team.

Your written complaint should set out full details of the conduct in question, including the name of the harasser, the nature of the sexual harassment, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

If you wish to make a formal complaint about victimisation, you should submit it in writing to your line manager or the Safeguarding Team. If the matter concerns your line manager, you should submit it to the Safeguarding Team.

Your written complaint should set out full details of the conduct in question, including the name of the person or persons you believe have victimised you, the reason you believe you have been victimised, the nature of the victimisation, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

As a general principle, the decision whether to progress a complaint is up to you. However, we have a duty to protect all staff and may pursue the matter independently if, in all the circumstances, we consider it appropriate to do so.

If you witness sexual harassment or victimisation

Staff who witness sexual harassment or victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:

- a) Intervening where you feel able to do so.
- b) Supporting the victim to report it or reporting it on their behalf.
- c) Reporting the incident where you feel there may be a continuing risk if you do not report it.
- d) Co-operating in any investigation into the incident.

All witnesses will be provided with appropriate support and will be protected from victimisation.

Formal investigations

We will investigate complaints in a timely, respectful and confidential manner. Individuals not involved in the complaint or the investigation should not be told about it.

We will arrange a meeting with you, usually within one week of receiving your complaint, so that you can give your account of events. You have the right to be accompanied by a colleague or a trade union representative of your choice, who must respect the confidentiality of the investigation.

Where your complaint is about an employee, we may consider suspending them on full pay or making other temporary changes to working arrangements pending the outcome of the investigation, if circumstances require. The investigator will also meet with the alleged harasser who may also be accompanied by a colleague or trade union representative of their choice to hear their account of events. They have a right to be told the details of the allegations against them, so that they can respond.

Where your complaint is about someone other than an employee, such as a customer, supplier or visitor, trustee, client or any other stakeholder or third-party we will consider what action may be appropriate to protect you and anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the business and the rights of that person. Where appropriate, we will attempt to discuss the matter with the third party.

We will also consider any request that you make for changes to your own working arrangements during the investigation. For example, you may ask for changes to your duties or working hours to avoid or minimise contact with the alleged harasser.

It may be necessary to interview witnesses to any of the incidents mentioned in your complaint. If so, the importance of confidentiality will be emphasised to them.

At the end of the investigation, the investigator will submit a report to a senior manager. The senior manager will arrange a meeting with you, usually within a week but sometimes it may take longer of

receiving the report, in order to discuss the outcome and what action, if any, should be taken. You have the right to bring a colleague or a trade union representative to the meeting. A copy of the report and the senior manager's findings will be given to you and to the alleged harasser.

#### Action following the investigation

If the senior manager considers that there is a case to answer and the alleged harasser is an employee, the matter will be dealt with as a case of possible misconduct or gross misconduct under our Disciplinary Procedure. Our investigation into your complaint may be put on hold pending the outcome of the Disciplinary Procedure. Where the disciplinary outcome is that sexual harassment occurred, prompt action will be taken to address it. If the harasser is a third party, such as noted above or any other third party representative we will consider what action would be appropriate to deal with the problem.

Whether or not your complaint is upheld, we will consider how best to manage the ongoing working relationship between you and the person concerned. It may be appropriate to arrange some form of mediation or counselling, or to change the duties, working location or reporting lines of one or both parties.

Any staff member or other party who deliberately provides false information in bad faith, or who otherwise acts in bad faith as part of an investigation, may be subject to action under our Disciplinary Procedure. However, you will not be disciplined or treated detrimentally because your complaint has not been upheld.

#### Appeals

If you are not satisfied with the outcome you may appeal in writing to your line manager or the Safeguarding Team, stating your full grounds of appeal, within one week of the date on which the decision was sent or given to you.

We will hold an appeal meeting, normally within one week of receiving your written appeal. Where practicable, the appeal hearing will be conducted by a senior manager who has not been previously involved in the case and is senior to the individual who conducted the previous meeting. They may ask anyone previously involved to be present. You have the right to bring a colleague or trade union representative to the meeting.

We will confirm our final decision in writing, usually within one week of the appeal hearing. This is the end of the procedure and there is no further appeal. Please note that sometimes these matters may take longer depending on the circumstances.

#### Protection and support for those involved

Staff who make complaints, report that they have witnessed wrongdoing, or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

If you believe you have suffered any such treatment you should inform your line manager or the Safeguarding Team. If the matter is not remedied, you should raise it formally using our Grievance Procedure or this procedure if appropriate.

We will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

Support and guidance can be obtained from the following external services:

- a) The Equality Advisory and Support Service ([www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)).
- b) Protect ([www.protect-advice.org.uk](http://www.protect-advice.org.uk)).
- c) Victim support ([www.victimsupport.org.uk](http://www.victimsupport.org.uk)).
- d) Rape crisis ([www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)).
- e) Rights of women (England and Wales) ([www.rightsofwomen.org.uk](http://www.rightsofwomen.org.uk)).

### Reporting outcomes, confidentiality and record-keeping

Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to disciplinary action under our Disciplinary Procedure.

When appropriate and possible, where a complaint is upheld, we will advise the complainant of the action that has been taken to address their specific complaint and any measures put in place to prevent a similar event happening again.

Information about a complaint by or about a staff member may be placed on their personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection Policy.