

Policy Owner: Safeguarding Manager	
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Related Policies: Safeguarding Children Code of Conduct, Safer Recruitment Whistle Blowing Health & Safety Harassment & Bullying Data Protection & Confidentiality Privacy, Equality & Diversity Staff Performance Disciplinary Criminal Records Complaints Comments & Feedback Prevent policies (children and adults) Lone Working	
Resources:	
Policy Amendments/Updates:	
Onside Adult’s Safeguarding Policies & Procedures 2022/2023	

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Onside Safeguarding Statement

Onside is committed to ensuring that children, young people, and adults at risk of harm or abuse who come into contact with Onside staff and volunteers are treated with respect and are free from all forms of abuse or mistreatment. We are committed to ensuring that all staff and volunteers are aware of their responsibilities in relation to safeguarding, including their legal and statutory responsibilities, and have the knowledge and skills necessary to promote and maintain the welfare and safety of those with whom they come into contact. Our Trustees recognise their responsibility for ensuring that those benefiting from, or working with the organisation, are not harmed in any way through their contact with Onside.

Onside have comprehensive safeguarding policies which are reviewed annually. The designated safeguarding lead responsible for safeguarding children and young people is Sarah Hudson, Safeguarding Manager

Onside Safeguarding Contact Details

All the lead and deputy safeguarding leads can be contacted by calling 01905 27525

Designated Safeguarding Lead	Safeguarding Manager	Sarah Hudson	Sarah.hudson@onside-advocacy.org.uk
Deputy Designated Safeguarding Lead	Children & Young Peoples Programme Manager	Faye Williams	Faye.williams@onside-advocacy.org.uk
Deputy Designated Safeguarding Lead	Community & Development Manager	Viv McLaughlin	Viv.mclaughlin@onside-advocacy.org.uk
Deputy Designated Safeguarding Lead	Wellbeing Services Manager	Taryn Hill	Taryn.hill@onside-advocacy.org.uk
Deputy Designated Safeguarding Lead	Advocacy Services Manager	Janine Daniels-Stretch	Janine.daniels-stretch@onside-advocacy.org.uk
Deputy Designated Safeguarding Lead	PLUS manager	Mel Green	Melanie.green@onside-advocacy.org.uk
Trustee Safeguarding Lead	Trustee	Jessica Gane	Jessica.gane@onside-advocacy.org.uk



Please see safeguarding page on the intranet for further contact details

Senior Leadership Team Contact Details

In the absence of the Designated Safeguarding Lead one of the Deputy Safeguarding Leads or a member of the Senior Leadership Team will take on the responsibilities of the designated lead or deal with any escalation of specific safeguarding concerns.

All members of the Senior Leadership Team can be reached by telephoning the office on **01905 27525** during office hours 9am - 5pm Monday to Friday. Out of hours please contact **07810 185081**

If you are worried about someone's immediate safety or health, please call the relevant emergency services on 999

Key Contacts

Local Authority Safeguarding Contact details

Key Contacts

Local Authority Safeguarding Contact details

Worcestershire

To report an **ADULT** safeguarding concern

- * Please call **01905 768053**
- * Professionals can complete an online form using this link
https://capublic.worcestershire.gov.uk/AdultsSafeguardingConcern/?_ga=2.191636393.2049644287.1551704139-400659183.1544785931
- * If you would like safeguarding advice, please phone the Adult Safeguarding Team on **01905 843189** (note this number does not accept referrals)



SFRSD18 Adult's Safeguarding Policies & Procedures Policy

To report a **CHILD PROTECTION** concern

- ✳ If you have an immediate concern about the safety and welfare of a child, please phone the Family Front Door directly on **01905 822666**. You will be required to submit the information on a referral form as per the WSCP procedure
- ✳ Please refer to the levels of need guidance by following this link http://www.worcestershire.gov.uk/downloads/file/7962/levels_of_need_guidance_formerly_threshold_guidance
- ✳ If you have a child protection concern outside of normal office hours, please contact the out of hours emergency duty team (EDT) telephone **01905 768020**

Herefordshire

To report an **ADULT** safeguarding concern

- ✳ Please call **01432 260715** (weekdays 9am to 5pm) **0330 123 9309** (after 5pm, weekends and public holidays)
- ✳ Use this link to complete the referral form and email it to:
safeguarding@herefordshire.gov.uk
<https://herefordshiresafeguardingboards.org.uk/media/7515/ap1-form.doc>

To report a **CHILD PROTECTION** concern

- ✳ If you think that a child has been harmed or is being neglected, contact the Multi Agency Safeguarding Hub on **01432 260800. 01905 768020** (out of hours number for when MASH is unavailable)

Birmingham

To report an **ADULT** safeguarding concern

- ✳ **Email:** CSAdultSocialCare@birmingham.gov.uk
- ✳ **Telephone:** 0121 303 1234
- ✳ **Text Relay:** dial 18001 followed by the full national phone number



SFRSD18 Adult's Safeguarding Policies & Procedures Policy

Use this link to complete the referral form:

<https://birmingham.mylifeportal.co.uk/form/sgc1-1#!/onbehalfof>

To report a **CHILD PROTECTION** concern

Monday to Thursday: 8:45am to 5:15pm

Friday: 8:45am to 4:15pm

Telephone: **0121 303 1888**

Emergency out-of-hours

Telephone: 0121 675 4806

https://www.birminghamchildrenstrust.co.uk/info/3/information_for_professionals/40/refer_a_child_who_you_re_concerned_about

Warwickshire

To report an **ADULT** safeguarding concern

Telephone 01926 412080

To report a **CHILD PROTECTION** concern

Before making a referral - please take a look at the [Threshold Document](#) to decide whether your concerns require a referral to Children's Social Care

For urgent concerns - if you have an urgent child protection concern and need to get in touch call the MASH on **01926 414144**.

Lines are open:

✱ Monday to Thursday - 9.00am - 5:30pm

✱ Friday - 9.00am - 5:00pm

You will then need to complete and return a [Multi-Agency Contact Form \(MAC\)](#) and send via email to the MASH team:

Please email - mash@warwickshire.gov.uk

Out of hours - if you need to get in touch out of usual office hours, please contact the Emergency Duty Team immediately on **01926 886922**.

Gloucestershire

To report an **ADULT** safeguarding concern



SFRSD18 Adult's Safeguarding Policies & Procedures Policy

Telephone 01452 426868 during office hours

Or email Socialcare.enq@gloucestershire.gov.uk

To report a **CHILD PROTECTION** concern

Telephone 01452 42 6565 during office hours

or email

childrenhelpdesk@gloucestershire.gov.uk

Out of hours contact the emergency duty team on **01452 61 4194**



Onside Organisational Safeguarding Policy

Date of Policy: 1 January 2022

Date of last review: March 2023

Date for next review: March 2024

Related Policies: Code of Conduct, Safer Recruitment, Whistle Blowing, Health & Safety, Harassment & Bullying, Data Protection & Confidentiality, Privacy, Equality & Diversity, Staff Performance, Disciplinary, Criminal Records, Complaints Comments & Feedback, Prevent policies (children and adults) Lone Working.

Onside is committed to the welfare and safety of all children, young people, and adults it comes into contact with. Onside will take all reasonable steps to ensure that all people it works with are kept safe from all forms of harm or abuse. Onside are committed to promoting good practice and managing services in a way which promotes safety and reduces the risk of harm or abuse occurring. Onside will ensure that any allegations, disclosures of abuse or suspicions are dealt with appropriately and the child or adult at risk is supported.

Onside will ensure that

- ✳ All trustees, staff, volunteers, and people using our services are familiar with this policy
- ✳ We will work with other agencies within the Safeguarding Framework for both children and adults
- ✳ We will work within our confidentiality policy and will gain permission from people using our services before sharing information about them with another agency (unless it is the referring agency), unless we are required by law to share it, or, unless the person using our service will come to harm if we do not share it
- ✳ All staff and volunteers are suitable to undertake work with children, young people, and adults and that all reasonable steps are taken not to appoint someone who is disqualified from working with one of the above groups. (See Safer Recruitment Policy) This will be done by the securing of two references and enhanced Disclosure & Barring Service checks which will be renewed every three years as a minimum. Onside staff are required to join the DBS Update Service and undertake an annual check
- ✳ All staff and volunteers are aware of the relevant policies relating to all aspects of safeguarding, through initial induction and on-going relevant training
- ✳ All staff and volunteers will have appropriate training in relation to safeguarding both children and adults as defined by the local safeguarding boards/service specification.
- ✳ All staff and volunteers are aware of their obligations and legal responsibility to report safeguarding concerns or inappropriate behaviour and the process they should follow in the event of a concern
- ✳ All staff and volunteers are aware that they are expected to demonstrate understanding and respect and always adhere to the Onside code of conduct
- ✳ All staff and volunteers will have the appropriate levels of support and supervision

- ✱ Trustees and the Senior Leadership Team will receive regular safeguarding reports to ensure effective management of services. The organisation responds appropriately to any changes of legislation.

Onside Adult Protection Policy and Procedures

These procedures are designed to provide a support framework for all staff and volunteers to ensure they recognise and respond to the safeguarding needs of adults. These procedures are based on the West Midlands regional safeguarding procedures.

This procedure applies to any paid member of staff, volunteer, or Trustee, who may be concerned about the safety and protection of an adult. This procedure must be followed whenever an allegation is made that an adult has been abused or when there is a suspicion that an adult has been abused. Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the adult. If the complainant is the adult, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for any subsequent investigation and or court proceedings.

A full record should be made as soon as possible of the nature of the allegation and any other relevant information using the safeguarding concern form.

Remember that you are not responsible for deciding whether abuse has occurred. **Onside staff and volunteers are not responsible for investigating an allegation**, that is the responsibility of the local authority adults safeguarding team following on from a referral.

Purpose & Aim of this procedure

We aim to ensure those adults who come into contact with Onside and any others who may come to our attention, receive the protection, and support they need if they are at risk of abuse. This procedure provides clear direction to Onside staff and volunteers at Onside who may have concerns that an adult is in need of protection.

Making Safeguarding Personal

Making Safeguarding Personal sits within the Department of Health (DH) Care and Support Statutory Guidance, (revised in 2017) that supports the implementation of the Care Act (2014). It means safeguarding adults:

- ✱ Is person-led
- ✱ Is outcome-focused
- ✱ Engages the person and enhances involvement, choice, and control
- ✱ Aims to improve the quality of life, well-being, and safety of individuals



Making Safeguarding Personal must not simply be seen in the context of a formal safeguarding enquiry (Care Act, 2014, Section 42 enquiry), but also in the whole spectrum of activity when supporting adults at risk. When working with someone you have safeguarding concerns about, always remember: *"no decision about me, without me"*. Have you consulted with and gained consent from the person you are worried about?

Further guidance can be found [Making Safeguarding Personal leaflet for professionals v2 \(1\).pdf](#)

Types of Abuse

Discriminatory

Including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual or transgender. This includes racism, sexism, ageism, homophobia or any other form of hate incident or crime.

Financial

Including theft, fraud, internet scamming, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Modern day slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

Self-neglect

Includes a person neglecting to care for their personal hygiene, health, or surroundings; or an inability to provide essential food, clothing, shelter, or medical care necessary to maintain their physical and mental health, emotional wellbeing, and general safety. It includes behaviour such as hoarding.

Exploitation

An individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a person and exploits them:



- * Through violence or the threat of violence, and/or
- * For financial or other advantage of the perpetrator or facilitator and / or
- * In exchange for something the victim needs or wants

Physical Abuse

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

Emotional Abuse

Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber-bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Institutional Abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in a person's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation.

Sexual Abuse

Including rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented or was pressured into consenting. It also includes sexual exploitation which is exploitative situations, contexts, and relationships where the person receives "something" (e.g., food, accommodation, drugs, alcohol, mobile phones, cigarettes, gifts, money) or perceived friendship/relationship as a result of them performing, and/or another or others performing sexual acts.

Neglect or acts of omission

Including ignoring medical, emotional, or physical care needs, failure to access appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.

Domestic Abuse

Domestic abuse can be defined as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behavior, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer as well as peer to peer. It is very common and in the vast majority of cases it is experienced by women and is perpetrated by men.

Domestic abuse can include, but is not limited to, the following

- ✳ Coercive control (a pattern of intimidation, degradation, isolation and control with the use or threat of physical or sexual violence)
- ✳ Psychological and/or emotional abuse
- ✳ Physical or sexual abuse
- ✳ Financial or economic abuse
- ✳ Harassment and stalking
- ✳ Online or digital abuse

Key changes from the new Domestic Abuse Act include

- ✳ A legal definition of domestic abuse which recognizes children as victims in their own right
- ✳ A legal duty on councils to fund support for survivors in safe accommodation (removing the word / term refuge)
- ✳ A ban on abusers using a defence of rough sex
- ✳ New protections in the family and civil courts for survivors (including ban on cross examination by alleged abusers, separate waiting rooms, exits etc.)
- ✳ Introduction of new criminal offences including post separation coercive control, non-fatal strangulation, threats to disclose private sexual images
- ✳ A ban on GP's charging for medical evidence of domestic abuse
- ✳ A guarantee that all survivors will be in priority need category for housing and will be able to keep a secure tenancy in social housing if they need to escape an abuser

The full statutory guidance can be accessed here ([Statutory definition of domestic abuse factsheet - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/statutory-definition-of-domestic-abuse-factsheet.pdf))

Contextual safeguarding

In 2018, the Department for Education updated the *Working Together to Safeguard Children guidance* which says as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including exploitation by criminal gangs and organised crime groups such as county lines; trafficking,



online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. The risks arising from situations outside the family interact with a wide range of needs such as social exclusion, poor physical and emotional health, barriers to learning, and SEND.

The growing sense that the current system of protection is not effective in meeting diverse needs and reducing risks is accompanied by an increase in understanding about adolescent development.

We should understand that risk can exist within peer groups and social networks as well as within families; We should avoid harmful assumptions about adolescent choices e.g., don't minimise the significance of adolescent choices, nor perceive them as adult 'lifestyle' choices. We should recognise and address the challenges involved in reducing adolescent risk and breaking cycles e.g., the challenge to engage adolescents in interventions and to support the full range of adolescent needs.

You can read more about Contextual Safeguarding here
<https://www.contextualsafeguarding.org.uk/>

It is also important to understand the definitions of:

- ✿ Child Sexual Exploitation
- ✿ Child Criminal Exploitation
- ✿ Modern Day Slavery
- ✿ Gangs
- ✿ Organised Crime Groups (OCGs)
- ✿ County Lines
- ✿ Cuckooing
- ✿ Trafficked Children
- ✿ Children and Young People Missing from Care
- ✿ Forced Marriage
- ✿ Honour Based Violence
- ✿ Female Genital Mutilation
- ✿ Radicalisation

This will enable you to be aware of the safeguarding complexities surrounding criminal exploitation, gang affiliation and organised criminality affecting children (0- to 18-year-olds), young people (18- to 25-year-olds) and vulnerable adults (over 25-year-olds).

Child Sexual Exploitation

A form of sexual abuse where children are sexually exploited for money, power, or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are



persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection, or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care, and education at some point.

Some of the following signs may be indicators of sexual exploitation:

- ✳ Children who appear with unexplained gifts or new possessions
- ✳ Children who associate with other young people involved in exploitation
- ✳ Children who have older boyfriends or girlfriends
- ✳ Children who suffer from sexually transmitted infections or become pregnant.
- ✳ Children who suffer from changes in emotional well-being
- ✳ Children who misuse drugs and alcohol
- ✳ Children who go missing for periods of time or regularly come home late; and
- ✳ Children who regularly miss school or education or don't take part in education

Child Criminal Exploitation

Child Criminal Exploitation has been defined within the Home Office Serious Violence Crime Strategy (2018) where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Staff need to be mindful that children who are criminally exploited should be seen as victims and not treated as criminals. They should also be treated through the lens of modern slavery and child safeguarding legislation and practice. It is important to remember that children, young people, or adults being criminally exploited may be trafficked, especially if they are having their travel arranged or facilitated for the purpose of them being exploited.

In cases of criminal exploitation and gang affiliation we know that powerful, adult gang members recruit and arrange or facilitate the travel of children, young people (and vulnerable adults) for the purpose of them selling drugs, firearms, or sex on their behalf. This is exploitation and is defined as such under the Modern-Day Slavery Act 2015 which includes:

- ✳ Sexual exploitation
- ✳ Securing services etc. by force, threats, or deception
- ✳ Securing services etc. from children and vulnerable persons

- * It is important to note that perpetrators of criminal exploitation may themselves be children, young people or vulnerable adults who are criminally exploited and the victims of criminal exploitation may also be at risk of becoming perpetrators

Modern day Slavery

The Modern-Day Slavery Act 2015 places a duty on local authorities, including services that are commissioned to give due regard to support people who are drawn into modern day slavery in which people are exploited for criminal gain.

Gangs

It is common for groups of children and young people to gather in public places to socialise. Crime and violence is not intrinsic to the identity or practice of peer groups. Although some peer group gatherings can lead to increased anti-social behaviour and youth offending, these activities should not be confused with the serious violence or criminal activity (such as drug dealing) of a street gang, or criminal activities or an organised crime group.

Street Gangs

A street gang can be described as a relatively durable, predominantly street-based group of children who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity. A street gang will engage in criminal activity and violence and may lay claim over territory (not necessarily geographical but it can include an illegal economy territory), where they conflict with other similar gangs. These gangs have some form of identifying structure featuring a hierarchy usually based on age, physical strength, and propensity to violence or older sibling rank. Street gangs are loosely organised and may be affiliated to older criminals who are members of organised crime groups. Criminal exploitation and gang affiliation is likely to occur in street gangs. To become a gang member there may be certain rites a person will have to complete to become accepted as part of the gang. This may involve anti-social or criminal behaviour, substance misuse, sexual abuse/exploitation and/or violence.

Organised Crime Group (OCG)

An OCG is a group of individuals normally led by adults. Many of these groups are often loose networks of criminals that come together for a specific criminal activity, acting in different roles depending on their skills and expertise. This involves serious and organised criminality, where organised crime can be defined as serious crime planned, coordinated, and conducted by people working together on a continuing basis.

Their motivation is often, but not always, financial gain. OCG structures vary. Successful OCGs often consist of a durable core of key individuals. Around them is a cluster of subordinates,



specialists, and other more transient members, plus an extended network of associates. Many groups are often loose networks of criminals. Collaboration is often reinforced by shared experiences (such as prison), or recommendation from trusted individuals. Others are bonded by family or cultural ties – some 'crime families' are precisely that.

Street gangs and OCGs are a socially and intentionally constructed group of individuals with attitudes, thinking and behaviours geared towards criminality. They will use violence and intimidation, social media, and weapons as 'tools of power' to violate, challenge and disrespect other gangs. They will also use this level of violence and intimidation against a child that refuses to do particular criminal activities. This may result in threats being made against a child's family, including threats towards siblings and wider family members, to coerce someone into criminal activity.

County Lines

County Lines is 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.

Both street gangs and OCGs criminally exploit children, young people, and vulnerable adults to carry out illegal activity on their behalf. Gangs dealing drugs is not a new issue but the extent to which criminal exploitation (often organised) of children and vulnerable adults, as well as the increasing use of violence, has become an inherent part of 'County Lines'.

Children, young people, and vulnerable adults can be exploited to be both consumer and runner. They may begin to consume the drugs they are asked to run or begin running to maintain their drug usage or those of their peers. This places them 'in debt' to the gang and so they are expected to either pay back by 'working' or else accumulate debt. The more debt the more control the gang has. Threats can vary from being beaten, or in more extreme cases stabbed and may involve indirect threats to harm family members.

Cuckooing

Cuckooing is likely to occur when gangs establish a base within a targeted location. They will typically take over the homes of local vulnerable adults by force or coercion in a practice referred to as "cuckooing". Some of the cuckooing signs to look out for include but are not limited to the following:

- ✱ People living in multi-occupancy or social housing properties
- ✱ Vulnerable people disengaging with support services
- ✱ Drug users



- * Individuals who are unwilling or scared to discuss what is happening at their property when the subject is raised with them
- * Individuals who are isolated and lack family or other support networks

There is also the risk that babies and very young children may be living in properties that are being used by gangs which presents significant safeguarding risks.

Trafficked Children

Children may be trafficked into the UK from a number of different countries for a variety of different reasons. They can be trafficked a number of times and be subject to multiple forms of exploitation during their journey and once in the UK. Factors which can make children vulnerable to trafficking are varied and include such things as poverty, lack of education, discrimination and disadvantage, political conflict and economic transition and inadequate local laws and regulations.

Children of both UK and other citizenships are being trafficked internally within the UK for similar reasons to those outlined above, such as sexual and criminal exploitation. This can include unaccompanied asylum-seeking (UASC) children, who may appear to have entered the UK through legal channels but for whom this may have been part of their trafficking journey and will be exploited once within the UK.

Children & Young People Missing from Home or Care

A missing person is defined as: "Anyone whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests the person may be at risk of criminal activity or harm. When someone is categorised as missing, the police will investigate their disappearance and try to find and safeguard them. Under the Children Act 1989, the Police, working with Local Authority Children's Social Care services and other agencies, are responsible for making enquiries to safeguard and secure the welfare of any child within their area who is suffering (or is likely to suffer) significant harm.

Children Missing education (CME)

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have.

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life. (Children Missing Education Statutory Guidance for Local Authorities September 2016)

[Children missing education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Forced Marriage

The Forced Marriage Unit defines forced marriage as:

"A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse, and a serious abuse of human rights.

The pressure put on people to marry against their will can be physical (including threats, actual physical violence, and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial gain can also be a factor. E.g., withholding of wages

Honour Based Violence

This is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community. It is a term used to describe violence committed within the context of the extended family which is motivated by a perceived need to restore standing within the community, which is presumed to have been lost through the behaviour of the victim. This domestic violence could include Physical, sexual, emotional, or financial abuse or all of these.

The triggers around this may include:

- ✳ Having a relationship outside of an approved group
- ✳ Refusing an arranged marriage
- ✳ Loss of Virginity
- ✳ Pregnancy
- ✳ Spending time without supervision of a family member
- ✳ Attempting divorce
- ✳ Refusing to divorce when ordered to by family members
- ✳ Custody of children after divorce
- ✳ Reporting domestic violence

This form of abuse requires an immediate response from both the police and children's/ adults social care as urgent action will need to take place to safeguard and protect the victims.

Female genital mutilation (FGM)

This is a procedure where the female genitals are deliberately cut, injured, or changed, but there's no medical reason for this to be done. It's also known as female circumcision or cutting, and by other terms, such as Sunna, Gudniin, Halalays, Tahur, Megrez and Khitan, among others. The age at which FGM is carried out varies it may take place when a female baby is born /During childhood or adolescence / Just before marriage /During pregnancy.

Sometimes religious, social, and cultural reasons are given to justify FGM, however it is a dangerous practice and is a form of child abuse and illegal in the UK, child protection procedures need to be initiated and a referral to the police is required.

Radicalisation

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is a form of harm.

Extremism is 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. It includes calls for the death of members of the British armed forces (HM Government, 2011).

The process of radicalisation may involve:

- ✳ Being groomed online or in person
- ✳ Exploitation, including sexual exploitation
- ✳ Psychological manipulation
- ✳ Exposure to violent material and other inappropriate information
- ✳ The risk of physical harm or death through extremist acts

It happens gradually so children and young people who are affected may not realise what it is that they are being drawn into.

If a child or young person is being radicalised their day-to-day behaviour may become increasingly centred around an extremist ideology, group, or cause. For example, they may:

- ✳ Spend increasing amounts of time talking to people with extreme views (this includes online and offline communication)
- ✳ Change their style of dress or personal appearance
- ✳ Lose interest in friends and activities that are not associated with the extremist ideology, group, or cause
- ✳ Have material or symbols associated with an extreme cause
- ✳ Try to recruit others to join the cause

If you think a child or the people around them are involved in radicalisation and there is an immediate risk of harm, call the police straight away. Refer to the PREVENT policy on 26.

Recognising and Responding to Abuse

Ways that abuse might be brought to your attention

- An adult might make a direct disclosure about him or herself
- * An adult might make a direct disclosure about another adult
- * An adult might offer information that is worrying but not a direct disclosure
- * A member of staff might be concerned about an adult's appearance or behaviour or about the behaviour of a family member or carer towards an adult
- * A family member or carer might make a disclosure about abuse that an adult is suffering or at risk of suffering
- * A family member or carer might offer information about an adult that is worrying but not a direct disclosure.

Responding to an adult who has told you that he/she or another adult is being abused

- * Stay Calm
- * Listen carefully to what is said
- * Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others - do not promise to keep secrets
- * Tell the adult that the matter will only be disclosed to those who need to know about it
- * Allow the adult to continue at her/his own pace
- * Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer (leading questions)
- * Reassure the adult that telling someone about it was the right thing to do
- * Tell him/her that you now have to do what you can to keep him/her (or the adult who is the subject of the allegation) safe
- * Let the adult know what you are going to do next and who else needs to know about it
- * Let the adult tell his or her whole story. Don't try to investigate or quiz them, but make sure that you are clear as to what they are saying
- * Ask them what they would like to happen as a result of what they have said, but don't make or infer promises you can't keep
- * Record in writing as soon as possible what was said, using the adult's own words. Include the date, time, any names mentioned, to whom the information was given and ensure the safeguarding concern form is completed

Helping an adult in immediate danger or in need of emergency medical attention

- * If the adult is in immediate danger and is with you, remain with them and call the police
- * If the adult is elsewhere, contact the police and explain the situation to them.
- * If they need emergency medical attention, call an ambulance and, while you are waiting for it to arrive, seek help from a first aider within the setting where you are working
- * If the first aider is not available, use any first aid knowledge that you may have yourself to help the adult
- * You also need to contact your line manager or a designated safeguarding lead to let them know what is happening



- * Ensure a safeguarding concern form is completed immediately afterwards with your name and date

Reporting adult protection concerns

If an adult needs emergency medical attention or in immediate danger, follow the procedure outlined above re helping an adult in immediate danger or in need of emergency medical attention.

You should then take the steps set out below (keeping a record of your concerns) to ensure the concern is dealt with.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out at the end of this document. Local contact details for Adult Safeguarding teams are included within these policy and procedures on page 3.

All staff should discuss any concerns with the Onside Designated Safeguarding Lead or Deputy Designated Lead. If the DSL or no DDSL's are available, please contact a member of the Senior Leadership Team (SLT). All contact details are available within these policies and procedures on page 2.

Keeping a record of your concerns

- * Make some brief notes as soon as possible after the conversation
- * Do not destroy the original notes in case they are needed by a court of law
- * Record the date, time, place and any noticeable non-verbal behaviour and the words
- * Indicate the position of any bruising or other injury on the body map diagram that can be found within the safeguarding concern form
- * Record statements and observations rather than interpretations or assumptions
- * Record if carer/others have been informed of the concerns, their responses and or if they have not been informed, why you felt this was an appropriate course of action
- * All the information outlined above should be recorded on a safeguarding concern form

Role of the line manager

The role of the line manager is to support the member of staff, trustee or volunteer involved with the incident and to ensure the correct procedures are followed.

It is the responsibility of the line manager to ensure that their member of staff reports any concerns to either the DSL a DDSL or a member of SLT.

The line manager should ensure that all staff within their team are familiar with these procedures and ensure that all staff/volunteers undertake appropriate safeguarding and other related training.

What to do if a member of staff has concerns about an adult's safety or welfare

A member of staff/volunteer will record their concerns using the safeguarding concern form and discuss them with a designated safeguarding lead or deputy designated safeguarding lead.

CONSENT

The Care Act 2014 emphasizes the need to empower people to balance choice and control for individuals against preventing harm and reducing risk, and to respond proportionately to safeguarding concerns. Adults have a general right to independence, choice and self-determination including control over information about themselves. In the context of adult safeguarding these rights can be overridden only in certain circumstances which can include but are not limited to (please seek guidance from a DSL / DDSL if unsure)

- ✳ The person lacks the mental capacity to make that decision - this must be properly explored and recorded in line with the Mental Capacity Act
- ✳ Other people are, or may be, at risk, including children
- ✳ Sharing the information could prevent a crime
- ✳ The alleged abuser has care and support needs and may also be at risk
- ✳ A serious crime has been committed
- ✳ Staff are implicated
- ✳ The person has the mental capacity to make that decision, but they may be under duress or being coerced
- ✳ The risk is unreasonably high or there is a risk to life
- ✳ A court order or other legal authority has requested the information

When completing a safeguarding concern form please ensure you tick the relevant box to indicate if you have the individual's consent. You do not need consent to complete an Onside Safeguarding Concern form.

If you remain concerned

A referral to the local authority adult safeguarding department should be made immediately using the relevant Online form, please see p4 - 5 for links. Staff/volunteers must then complete the Onside safeguarding concern form and forward with a copy of the local authority safeguarding referral form to the DSL via safeguarding@onside-advocacy.org.uk. Once a referral has been made a social worker should respond within agreed timescales informing you of any further action that will be taken. If you have not had a response within 48 hours the referral should be followed up and any further action confirmed.

If no further local authority adult protection action is identified



The staff member/volunteer and line manager should decide whether to discuss the initial concern with other services (e.g., GP) to ensure that the adult's needs are being met elsewhere e.g., through health or other interventions or agencies.

Staff and Volunteer Training

Adult safeguarding training will be included in all Staff and Volunteer induction. Staff and volunteers will be made aware of their responsibilities for safeguarding and promoting the welfare of adults, how they should respond to adult protection concerns and how to make a referral to local authority adult safeguarding department or the police if necessary. All staff will be required to read and confirm that they agree to work in line with this policy and this will be recorded on Citrus, Onside's internal HR system. All Staff and volunteers will have updated safeguarding training appropriate to their role.

The DSL will ensure that all DDSL's will receive regular updates recognising that policies and best practice change and develop regularly.

Responding appropriately to an allegation of abuse

In the event of an incident or disclosure:

DO

- ✳ Make sure the individual is safe
- ✳ Assess whether emergency services are required and if needed call them
- ✳ Listen and offer support and reassurance
- ✳ Ascertain and establish the basic facts
- ✳ Make careful notes and obtain agreement on them
- ✳ Ensure notation of dates, time and persons present are correct and agreed
- ✳ Take all necessary precautions to preserve forensic evidence
- ✳ Follow correct procedure
- ✳ Explain areas of confidentiality; immediately speak to a DSL or DDSL for support and guidance
- ✳ Explain the procedure to the individual making the allegation
- ✳ Remember the need for ongoing support

DON'T

- ✳ Panic
- ✳ Confront the alleged abuser
- ✳ Be judgmental or voice your own opinion
- ✳ Be dismissive of the concern
- ✳ Investigate or Interview beyond which is necessary to establish basic facts
- ✳ Disturb or destroy possible forensic evidence

- ✳ Consult with persons not directly involved with the situation
- ✳ Ask leading questions
- ✳ Assume information
- ✳ Make promises
- ✳ Ignore the allegation

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional safeguarding agencies, following a referral.

The role of the DSL is to: -

- ✳ Ensure all staff are aware of these procedures, ensure that appropriate training and support is provided to all staff
- ✳ Provide support, guidance and advice to staff and volunteers who have concerns about people who use Onside services
- ✳ Ensure that the Chief Executive is kept fully informed of any concerns
- ✳ Ensure the maintenance of effective working relationships with other agencies and services
- ✳ Decide whether to take further action about specific concerns e.g., refer to Children's Services or the Police
- ✳ Ensure that accurate records relating to individual children are stored in line with the Onside Data Protection Policy
- ✳ DSL to agree with line manager any required monitoring of children who have been identified as 'at risk'

Support for staff

Dealing with a disclosure from an adult or child at risk is likely to be a stressful experience. The member of staff/volunteer concerned, should consider seeking support for her/himself and discuss this with their line manager, designated safeguarding lead or contact the Employee Assistance service [Employee Assistance Programme](#)

Allegations involving Onside volunteers or staff

Onside has a whistle blowing policy which includes the procedure outlined below that enabling staff and volunteers to share, in confidence with a designated person, concerns that they may have about a colleague's behaviour. This is sometimes referred to as **whistle blowing**. Also see Procedure for dealing with allegations made against an employee/volunteer. This behaviour may not be linked adult abuse, but it is beyond acceptable limits. Staff and volunteers are reminded that:



- ✿ You can't tell by looking at a person whether they are an abuser. They don't appear different from the rest of society
- ✿ Abusers come from all classes in society, all professions, and all races
- ✿ Abuse of adults may sometimes be carried out by strangers, but it is much more common that the abuser is known to the adult and is in a position of trust and/or authority

There may be staff or volunteers who:

- ✿ Are unable to provide consistent care
- ✿ Cause adults to suffer physical or emotional harm consistently behaving inappropriately towards them
- ✿ Manipulate themselves into positions of trust where they can exploit adults at risk, physically, emotionally, financially, or sexually.

Onside will provide support for whistle blowers. If you become aware of anything that makes you feel uncomfortable then we actively encourage you to discuss your concerns in confidence with any of the following: Chief Executive, Director of Services and Business Development, Director of Resources, Onside Trustee Lead for Safeguarding, Onside Safeguarding Manager or any Onside designated Safeguarding Leads (all contact details can be found on the "Safeguarding Contact Details" pages contained within this document). Please refer to Whistle Blowing policy for further information.

The Organisation supports and will provide protection for whistle blowers. If you become aware of anything that makes you feel uncomfortable then discuss the incident with the designated person. Training and supervision will be provided for staff and volunteers to recognise suitable and inappropriate behaviour.

The Safeguarding Manager/Chief Executive will not investigate the allegation itself, or take written or detailed statements, but he/she will assess whether it is necessary to refer the case to the local Social Services Department/Police in accordance with the local adult protection procedures.

Confidentiality

Onside is committed to maintaining confidentiality wherever possible and information around adult safeguarding issues should be shared only with those who need to know. For further information, please see Onside confidentiality policy.

All allegations/disclosures/concerns should be recorded on the safeguarding concern form. The information should be accurate, factual, and not based on opinions. The information that is recorded will be kept secure and will comply with GDPR and data protection.

Appendix i

Prevent Policy Adults

Date of Policy: 3 November 2015

Date of last policy review: 6th March 2023

Date of next policy review: 6th March 2024

Related Policies: Safeguarding Policy and related documents, Confidentiality, Code of Conduct

The revised Prevent Strategy was launched in June 2011 and is an integral part of the Counter Terrorism Strategy and its aim is to stop people becoming drawn into, promoting, or supporting terrorism.

Prevent will address all forms of terrorism but continue to prioritise according to the threat they pose to our national security. Preventing terrorism will mean challenging extremist (and non-violent) ideas that are also part of a terrorist's ideology. Prevent will also mean intervening to try to stop people moving from extremist groups or extremism into terrorist-related activity.

The three Prevent objectives are:

- ✿ Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- ✿ Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- ✿ Supporting sectors and institutions where there are risks of radicalisation

From 1 July 2015 all schools and childcare providers and other partners must have regard to the statutory guidance issued under section 29 of the Counterterrorism and Security Act 2015, to have "due regard to the need to prevent people from being drawn into terrorism". An updated Prevent Toolkit was published in September 2018

This duty is known as the Prevent duty. The specified authorities are those judged to have a role in protecting vulnerable children, young people, and adults and/or the national security.

There are other elements within the government's counter terrorism strategy which focus on pursuing and disrupting terrorists. This is not the role of Prevent, which operates in what is called the 'pre-criminal space', similar to other preventative initiatives that protect and safeguard vulnerable individuals at risk of being drawn into harm such as drugs, gang culture and gun and knife crime.

What support is available for people at risk of becoming involved in extremism

Channel is a joint initiative that offers help and guidance to people who may be at risk of becoming involved in extremism. Extremist organisations sometimes try to recruit people who are susceptible or vulnerable, in person or through the internet. If the early signs are spotted and acted upon, it safeguards the person concerned and helps protect all of us.

Concerns that an individual may be vulnerable to radicalisation do not mean that you think the person is a terrorist: it means that you are concerned that they are prone to being exploited by others.

It is important that staff trust their professional judgement - if they are concerned that someone is at risk of getting involved in extremism, they should in the first instance contact the YSS safeguarding lead who should, if required, contact their Channel coordinator. They will, in partnership with other safeguarding professionals, investigate further to assess the nature and extent of the risk and the Channel panel will develop the most appropriate support package for the individual concerned.

The Prevent strategy, published by the Government in 2011, is part of an overall counter-terrorism strategy called CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

In addition, the Counterterrorism and Security Act 2015 (the CT and S Act) set out the duty on local authorities and partners to establish and cooperate with a local Channel programme of 'Channel panels' to provide support for people, children, and adults, vulnerable to being drawn into terrorism. It is essential that Channel panel members, partners to local panels and other professionals ensure that children, young people, and adults are protected from harm.

Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist related activity.

Definition

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

"Extremism is 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas" (HM Government Prevent Strategy 2011)

Risks

People can be drawn into violence, or they can be exposed to the messages of extremist groups by many means. These can include through the influence of family members or friends and/or direct contact with extremist groups and organisations or, increasingly, through the internet via social media or other websites. This can put a person at risk of being drawn into criminal activity. This may take the form of a "grooming" process where the vulnerabilities of a person are exploited to form an exclusive friendship which draws the person away from other influences that might challenge the radical ideology. The risk of radicalisation can develop over time and may relate to several factors in the person's life. Identifying the risks require practitioners to exercise their professional judgement and to seek further advice as necessary. The risk may be combined with other vulnerabilities or may be the only risk identified.

On-line content in particular social media may pose a specific risk in normalising radical views and promoting content that is shocking and extreme.

Indicators

Regarding issues that may make an individual vulnerable to radicalisation, these can include:

- ✿ Identity Crisis - Distance from cultural / religious heritage and uncomfortable with their place in the society around them
- ✿ Personal Crisis - Family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging
- ✿ Personal Circumstances - Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
- ✿ Unmet aspirations - Perceptions of injustice; feeling of failure; rejection of community values
- ✿ Criminality - Experiences of imprisonment; previous involvement with criminal groups

However, those closest to the individual may first notice the following changes of behaviour:

- ✿ General changes of mood, patterns of behaviour, secrecy
- ✿ Changes of friends and mode of dress
- ✿ Use of inappropriate language
- ✿ Possession of violent extremist literature
- ✿ The expression of extremist views



- ✱ Advocating violent actions and means
- ✱ Association with known extremists
- ✱ Seeking to recruit others to an extremist ideology

Action to be Taken

Any member of staff or volunteer identifying concerns about the person should discuss them with their line manager and report them to the Onside Safeguarding Manager, who will discuss these concerns with the police if appropriate. The Onside Safeguarding Manager is the Single Point of Contact for PREVENT so all concerns about radicalisation or extremism must be reported here using a safeguarding concern form. A multi-agency assessment meeting will determine the appropriate response and level of support to the individual. Consideration of referrals to the Channel programme may be appropriate in some cases. Response should be proportionate, with the emphasis on supporting people, unless there is evidence of more active involvement in extremist activities.

Wherever possible the response should be appropriately and proportionately provided from within the normal range of universal provision of the organisation working with other local agencies and partners. Where there is an identified risk/ potential risk that a person may be involved/ potentially involved in supporting or following extremism, further investigation by the police will be required, prior to other assessments and interventions.

Useful Contacts

The Police Prevent Team 01386 591835/591825/591917

Online training modules on Prevent and Channel are available at

<https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>

<https://www.elearning.prevent.homeoffice.gov.uk/channelawareness>

Prevent duty guidance

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Appendix ii

Recording a Safeguarding Concern form

Name of person you are concerned about		Date of Birth	Click or tap to enter a date.
Did you discuss confidentiality with the person and are they aware of your concerns?			Choose an item.
Name of person completing this form		Service & Role	
Date form completed	Click or tap to enter a date.		
GP surgery		Name of lead GP	
School		Name of school DSL	
Details of the Safeguarding concern/s including type of abuse			
Primary Concern Choose an item.		Secondary Concern Choose an item.	
Who did you go to for advice and what advice was given?			
What action did you take (if no action taken, please state & give reason why)			
Has a referral been made to the Local Authority? If yes, did you get consent?		Choose an item. Choose an item.	

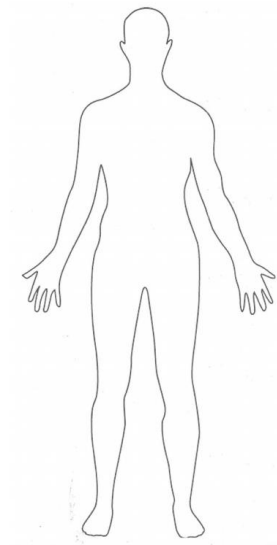
Any other information you think is relevant

PLEASE NOTE: All information on this document remains confidential. This form must be emailed to safeguarding@onside-advocacy.org.uk

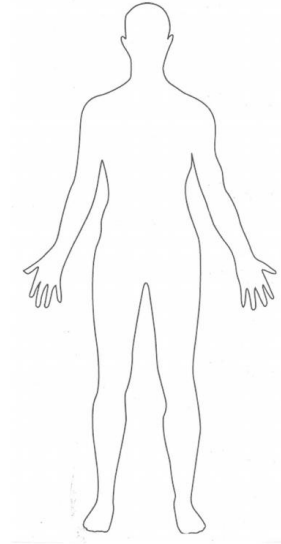
Recording a Safeguarding Concern Form

Please indicate the injury and where it is located. E.g., "Bite on knee" with arrow pointing to the area/s concerned.

Front



Back



Examples of concerns staff should report

This list is not exhaustive - you should report anything that causes you concern.

- ✳ Disclosure around criminal activity that may place an adult at risk of harm
- ✳ Disclosure around being abused in any form
- ✳ Disclosure around attraction to staff or volunteers
- ✳ Any occurrences where disclosures are made about guns, knives, weapons of any sort being carried, stored, used, etc
- ✳ Any occurrences where disclosures are made about drugs or illegal substances of any sort being carried, stored, used, etc
- ✳ Instances whereby thoughts or occasions of self-harm, suicide, are disclosed
- ✳ Disclosures of Domestic Abuse
- ✳ Threats to Onside staff or volunteers
- ✳ Threats towards other agency's staff or volunteers
- ✳ Threats to individuals in the community

Reporting a Safeguarding concern for all services (Staff & Volunteers)

