

Policy Owner: Safeguarding & Professional Guidance Manager	
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<p>Related Policies:</p> <ul style="list-style-type: none"> ✳ Safeguarding Children ✳ Dignity at Work ✳ Safer Recruitment ✳ Whistle Blowing ✳ Health & Safety ✳ Harassment & Bullying ✳ Data Protection & Confidentiality ✳ Privacy ✳ Equality, Diversity & Inclusion ✳ Complaints Comments & Feedback ✳ Prevent policies (Children and Adults) ✳ Lone Working ✳ Mental Capacity Act 	
Resources:	
<p>Policy Amendments/Updates:</p> <ul style="list-style-type: none"> ✳ Update on Contact Details for local Safeguarding Boards ✳ Inclusion of how service users are informed about safeguarding ✳ Inclusion of Safer Recruitment details ✳ Inclusion of Mental Capacity regarding informed consent 	

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Vision

A world where everyone is supported and empowered to be heard, to overcome barriers they face, and live their best lives.

Mission

Provide services, information, advice, and support to ensure fair and equitable access and improve health, wellbeing, and social connections.

Values

- ✿ Passionate about what we do
- ✿ Valuing Difference and Diversity
- ✿ Creative and Innovative
- ✿ Fairness and Justice
- ✿ Integrity and Personal Responsibility

ONSIDE Safeguarding Statement

Safeguarding protects people's health, wellbeing and human rights and enables them to free from harm and abuse. Safeguarding is everyone's responsibility

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 adults, children and young people is Sarah Hudson, Safeguarding Manager

Designated Safeguarding Lead Contact Details

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

During Office Hours

If your concern is urgent and you need to speak to a DSL please contact the DSL by telephone in the first instance

You can do that by

1. Phoning the Safeguarding Manager Sarah Hudson direct on **07572 259872 OR**
2. Phoning the Access Hub on **01905 27525** and ask to speak to a DSL
3. If urgent and no response to above call **07497 390459**

Out of office hours

ONSIDE office hours are Monday to Thursday 9am – 5pm, Friday 9am to 4.30pm. If you have an urgent concern outside of these hours please contact the **OUT OF HOURS NUMBER** on **07497 390459**. You will reach a member of the Senior Leadership Team who will support you with your concern.

Non urgent safeguarding concerns.

If you have concerns about someone that are not urgent or you wish to discuss an existing case you can contact the DSL as described in the steps above. You can also contact the DSL using the safeguarding inbox by emailing safeguarding@ONSIDE-advocacy.org.uk.

When you are communicating about a person you are supporting or are concerned about, please ensure you use their full name so we can accurately identify them.

If you wish to close a safeguarding case, please send an email to the safeguarding inbox stating the reason for closure. Please **DO NOT** close the safeguarding case

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://www.worcestershire.gov.uk/council-services/adult-social-care/safeguarding-and-concerns-about-adult/report-safeguarding-concern-about-adult>
- * If you would like safeguarding advice, please phone the Adult Safeguarding Team on **01905 843189** (note this number does not accept referrals)

- * Please follow this link to access the Worcester Adults Safeguarding Board
<https://www.safeguardingworcestershire.org.uk/>

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
<https://www.worcestershire.gov.uk/council-services/adult-social-care/safeguarding-and-concerns-about-adult/report-safeguarding-concern-about-adult>
- * Please follow this link to access Worcestershire Safeguarding Children's Partnership <https://www.worcestershire.gov.uk/council-services/childrens-social-care/refer-childrens-social-care>
- * 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

Please complete the safeguarding concern form: [HSAB Concern Form](#)

The following document will provide you with advice on how to complete the form: [Concern Form Guidance](#)

Not all situations will require reporting to the local authority as a safeguarding concern, for example when the impact on the person is low and you are satisfied that the abuse will not continue and you have taken action.

Please read this document for further information: [Concern or Alternative Action](#).

If you require any advice or have continuing concerns contact the team using the details below:

- 01432 260101 (Monday to Friday from 9am-5pm)
- Email: Safeguarding@herefordshire.gov.uk

The Advice and Referral Team will assist in any requests for care assessments or carers assessments. They can be contacted on 01432 260101

If your concern is about a child or young person, please contact the Multi-agency Safeguarding Hub (MASH) on 01432 260800. For more information go to the page

REMEMBER Adult social care is not an emergency service where someone's life/safety is at risk of significant harm, or a crime has been committed police/ambulance services should be contacted directly on 999 or 101 for non-urgent crimes. Failure to do so may result in delays and harm to the individual/others.

*Calls to 101 (from both landlines and mobile networks) cost 15 pence per call, no matter what time of day you call, or how long you are on the phone. The 15p cost of the call goes to the telephony providers to cover the cost of carrying the calls. The police and government receive no money from calls to 101. You can also email the police to inform them of concerns and start a conversation with them at contactus@westmercia.police.uk.

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

Use this link to complete the referral form:

https://www.birmingham.gov.uk/info/50044/contact_us_form

- ✿ Please follow this link to access the Birmingham Adults Safeguarding Board
<https://www.bsab.org/>

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

- ✿ Please follow this link to access the Herefordshire Children's Safeguarding Partnership
<https://lscpbirmingham.org.uk/>

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**.

* Please follow this link to access the Birmingham Adults Safeguarding Board

* <https://www.bsab.org/>

* Please follow this link to access the Warwickshire Children's Safeguarding Partnership

<https://www.safeguardingwarwickshire.co.uk/>

Gloucestershire

To report an **ADULT** safeguarding concern

Telephone 01452 426868 during office hours

Or email Socialcare.enq@gloucestershire.gov.uk

* Please follow this link to access the Gloucestershire Adults Safeguarding Board

<https://www.gloucestershire.gov.uk/gsab/safeguarding-adults-board/>

*

To report a **CHILD PROTECTION** concern

Telephone 01452 426565 during office hours

or email

childrenshelpdesk@gloucestershire.gov.uk

* Please follow this link to access the Gloucestershire Children's Safeguarding Partnership

<https://www.gloucestershire.gov.uk/gscp/>

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

ONSIDE Organisation Safeguarding Policy

Related Policies: Dignity at Work, Safer Recruitment, Whistle Blowing, Health & Safety, Harassment & Bullying, Data Protection & Confidentiality, Equality, Diversity & Inclusion, 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 (please see 'Types of Abuse, page 10). 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.

All ONSIDE's policies are shared with new staff during induction. They are also available on ONSIDE's intranet and website. When any amendments are made to policies, these are communicated via the intranet and shared at management and team meetings.

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
- ✳ 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 dignity at work policy
- ✳ All staff and volunteers will have 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.
- ✱ As part of the induction process, all new staff and volunteers undergo a programme of safeguarding training which includes e-learning, mandatory safeguarding training sessions with the safeguarding manager and field observations. Safeguarding refresher training is then completed annually for staff and bi-annually for volunteers.

ONSIDE Safer Recruitment

ONSIDE recognises that the staff team is their greatest asset. The success of an organisation depends on having the right number of staff with the right skills and abilities. It also ensures that no employee/job applicant is unfairly treated on any grounds as stipulated in the Equal Opportunities Statement including age, disability or ill health, gender reassignment, marital status, pregnancy and maternity, race, ethnic or national origins, religion or belief, social background, sex, or sexual orientation. Safe recruitment at ONSIDE is the first step to safeguarding and promoting the welfare of vulnerable adults, children, and young people it supports. As an employer, ONSIDE expects all staff and volunteers to share this commitment. In line with legislation including the Children Act 1989 (updated 2026), and the Safeguarding Vulnerable Groups Act 2006, ONSIDE takes very seriously its duty of care for vulnerable adults, children, and young people. The responsibility for the implementation and monitoring of this policy lies with the Chief Executive and the Board of Trustees. It is also the responsibility of the Chief Executive and the Board of Trustees to ensure that the Staff Recruitment Procedures are adhered to and promote efficient, effective, and fair selection of employees

The appointment of all new employees and volunteers is subject to the receipt of satisfactory employment checks. All relevant checks must be completed prior to commencement of employment.

In the unlikely event that ONSIDE has cause to use agency staff, the expectation is that they would be subject to the same Safer Recruitment process as ONSIDE employees.

References - Two professional references must be provided; one must be from a current or the most recent employer and one from the previous employer. If this is not possible, the second reference can be a character reference which would be acceptable in line with the Safer Recruitment Guidance. For ONSIDE to request references, the organisation must receive explicit consent prior to approaching referees in line with GDPR guidance.

Qualifications and/or Professional Status - Applicants must be able to demonstrate that they have obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Identification Documentation - This must be provided in line with Government guidance, as proof of identity and their eligibility to work in the UK in accordance with those set out in the

Immigration, Asylum and Nationality Act 2006, Home Office and UK Visas and Immigration guidance and DBS Code of Practice Regulations prior to commencement of employment. If an employee is required to hold a Disclosure and Barring Service Certificate, additional documentation will be requested in line with Government guidance.

DBS (Disclosure and Barring Service) Certificate All relevant and appropriate staff at ONSIDE will require a DBS Certificate at the appropriate level for the role. A DBS Certificate must be obtained before the commencement of employment for those positions. It is ONSIDE's policy to conduct a DBS check on employees every two years if they are not registered on the DBS Update Service. It is ONSIDE's policy to conduct a DBS check on employees annually if they are registered on the DBS Update Service. The DBS no longer issue Disclosure Certificates to employers; however, DBS provide the Disclosure Certificate number, Date of Issue, and the result of the DBS Check

[Safer Recruitment Policy](#)

A paper copy of this policy is given to staff at the start of their employment. Volunteers are also given a paper copy at their volunteer induction.

As part of the induction process, staff are requested to complete an induction checklist and sign to confirm they have read and understood the safeguarding policy.

This policy is also available to reference or download from the intranet. Whenever any amendments or additions are made to this policy, it is circulated to all staff via staff email. It is also shared as a news item on the intranet.

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.

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.

Scope of Policy

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 is a guide for local authorities to use to ensure 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

The Care Act (2014) sets out the statutory requirements required to define and develop safeguarding approaches to safeguarding adults at risk.

An adult at risk is anyone over the age of 18 who:

- ✳ Has care and support needs
- ✳ Is experiencing or is at risk of abuse or neglect
- ✳ As a result of their care and support needs is unable to protect themselves against the abuse or risk 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 defense 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 \(www.gov.uk\)](#))

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 adults to gather in public places to socialise. Crime and violence are 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.

Home Takeover

Home Takeover 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 "Home Takeover" (previously referred to as 'Cuckooing'). Some of the Home Invasion 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.

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

So Called 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 safeguarding 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.

Once any immediate danger or emergency medical need has been dealt with, all staff or volunteers should discuss any concerns with ONSIDE Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead (DDSL)

Should you need to make a referral to Local authority Safeguarding Teams, these contact details are included within these policies and procedures on page 2.

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 on the safeguarding page of Oracle
- ✱ 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 as a case note on the ONSIDE case record management system

Informing service users, families and carers about safeguarding

ONSIDE believes everyone has the right to live in safety, free from abuse and neglect.

Abuse and neglect can occur anywhere: in your own home or a public place, while you're in hospital or attending day services, or in a school, college or care home.

You may be living alone or with others. The person causing the harm may be a stranger but, quite often, you'll know and feel safe with them. They're usually in a position of trust and power, such as a health or care professional, relative or neighbour.

All adult service users with mental capacity are given a document called ONSIDE & You at the start of any support. The staff member will discuss safeguarding and confidentiality procedures

with the person and will repeat this conversation when required. This conversation will include details of how to raise a safeguarding concern and may be in person, on the phone or on a virtual call.

All children and young people will undergo an initial assessment, which will often include parents or carers. It is at this point that safeguarding and confidentiality procedures are discussed with the child or young person.

The safeguarding policies are available on the ONSIDE website. The link is included on the ONSIDE & You document. If requested paper copies of the policies can be posted out to service users or their families / carers.

The safeguarding policy is included on all job adverts, on our website and is included in all initial assessments for adults and children where appropriate

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.

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 maybe, 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

You do not need consent to reporting a safeguarding concern within the ONSIDE reporting process.

Onside adopts the ONSI 2005 presumption of mental capacity unless a person's apparent comprehension of a situation gives rise to doubt. Onside recognises that it is the right of adults who have capacity, to make their own choices, irrespective of how unwise we may consider that decision to be. Adults have the right to express their wishes and priorities and to be personally involved when plans are made for their care. Every effort should be made to enable adult at risk to express their wishes in a way that is appropriate to them. It is also recognised that adults at risk may sometimes remain in dangerous situations because the adult refuses any offer of help. Where adults lack the capacity to safeguard themselves, other people will need to make those decisions. In doing so they will act as decision maker and make best interest decisions on their behalf as described in the Mental Capacity Act Code of Practice. Further guidance is covered in our Mental Capacity Act Policy:

Any young person aged 16 years or over is presumed by law to be competent and to have capacity (as defined in the Mental Capacity Act 2005) and therefore has the right to give or withhold consent to treatment or sharing of information independent of their parents' views. However, 16-18-year-olds are still deemed to be children for the purposes of safeguarding and these procedures should be followed and advice taken from line manager and/or DSL. For those under 16, the Mental Capacity Act is relevant when there are doubts about their ability to make decisions.

The Care Act 2014 emphasises 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. Whilst the Care Act primarily focuses on adults with care and support needs, it's not entirely limited to them either as young carers and young people transitioning to adult services sit within this legislation, so Onside apply these principles of empowerment and risk management with children and young people when required.

Deprivation of Liberty Safeguards (DoLS) and Best Interests

1. Commitment to Rights and Protection

The organisation is committed to safeguarding individuals while upholding their rights under the Mental Capacity Act 2005. This includes ensuring that any restriction or deprivation of liberty is lawful, necessary, and proportionate.

2. Mental Capacity and Decision-Making

We recognise that every adult has the right to make their own decisions unless it is established that they lack capacity under the principles of the Mental Capacity Act.

Where a person lacks capacity:

- ✿ Decisions must be made in their **best interests**
- ✿ The **least restrictive option** must always be chosen

3. Best Interests Decisions

Best interests decisions will:

- ✳️ Involve the individual as much as possible
- ✳️ Take into account their past and present wishes, feelings, beliefs, and values
- ✳️ Involve family members, carers, or advocates where appropriate
- ✳️ Be clearly documented

Staff must follow the **best interests checklist** as outlined in the Mental Capacity Act.

4. Deprivation of Liberty Safeguards (DoLS)

The organisation will ensure compliance with DoLS where individuals:

- ✳️ Lack capacity to consent to their care or treatment
- ✳️ Are under continuous supervision and control
- ✳️ Are not free to leave

In such cases:

- ✳️ A **DoLS authorisation** must be applied for through the relevant local authority
- ✳️ No unlawful deprivation of liberty will occur
- ✳️ Conditions of any authorisation must be followed

We recognise the importance of the Cheshire West ruling, which clarified what constitutes a deprivation of liberty.

5. Roles and Responsibilities

- ✳️ Staff must be trained to recognise potential deprivation of liberty
- ✳️ Concerns must be reported to the safeguarding lead immediately
- ✳️ The safeguarding lead will liaise with local authorities and relevant professionals

6. Record Keeping

Accurate records must be maintained, including:

- ✳️ Capacity assessments
- ✳️ Best interests decisions
- ✳️ DoLS applications and outcomes

7. Review and Monitoring

All restrictions and authorisations will be:

- ✳️ Regularly reviewed
- ✳️ Removed as soon as they are no longer necessary

8. Safeguarding Integration

DoLS and best interests decision-making form a key part of safeguarding practice. Any concerns about unlawful restriction or poor decision-making must be reported in line with the organisation's safeguarding procedures.

If you remain concerned

A referral to local authority adult safeguarding should be made immediately using the relevant Online form, please see p3 - 5 for links. This form should only be completed after you have spoken to a DSL, unless there are exceptional circumstances and / or the individual is at immediate risk of significant harm. A copy of the local authority safeguarding referral form should be uploaded to the case record management system. 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 DSL 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 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 N.B. the person's current or discarded clothing could contain forensic evidence. Resist touching or removing anything that anything which the police may wish to preserve to forensic examination.
- ✳ 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

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, HR, designated safeguarding lead or contact the Employee Assistance service [L&P Employee Support](#).

Managers should contact the person as soon as reasonably practicable after being informed of any incidents and ascertain if the person wants to discuss anything or needs any additional support, e.g. clear the next day's diary. The manager should arrange to speak with the person again within the next 48 hours – sometimes trauma is delayed – to ascertain if they need any additional support.

Allegations involving ONSIDE volunteers or staff

Most adults who work with children and young people act professionally and aim to provide a safe environment for the children and young people in their care, however, it must be recognised that there are adults who will deliberately seek out, create or exploit opportunities to abuse children. The allegations process is managed by Worcestershire's Local Authority Designated Officers (LADO).

LADO procedures should be applied when there is an allegation that any person who works with children, in connection with their employment or voluntary activity, has:

- ✱ behaved in a way that has harmed a child, or may have harmed a child
- ✱ possibly committed a criminal offence against or related to a child
- ✱ behaved towards a child or children in a way that indicates they may pose a risk of harm to children

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, Deputy Chief Executive, 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.

[Whistle Blowing Policy.pdf](#)

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 authority or police in accordance with local safeguarding 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.

Appendix i

Prevent Policy Adults

Date of Policy: 3rd March 2025

Date of last policy review: 7th July 2024

Date of next policy review: 7th July 2025

Related Policies:

1. Safeguarding Policy

Related documents,

- ✱ Confidentiality Policy
- ✱ 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

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

