Perranzabuloe Parish Council

Safeguarding Policy and Procedures

Adopted 18 August 2025

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POLICY STATEMENT AND SCOPE

Perranzabuloe Parish Council (PPC) recognise its moral and statutory responsibility to safeguard and promote the welfare of all children (anyone under 18) and adults at risk. It is committed to ensuring our safeguarding practice reflects statutory responsibilities and government guidance.

PPC is committed to prioritising the well-being of children and adults at risk and providing a safe and welcoming environment where they are respected and valued. It is alert to the signs of abuse and neglect and follows its procedures to ensure that children and adults at risk receive effective support and protection.

PPC recognise that health, well-being, ability, disability and need for care and support can affect a person's resilience. It recognises that some people experience barriers, for example, to communication in raising concerns or seeking help. It recognises that these factors can vary at different points in people's lives.

PPC recognise that there is a legal framework within which it needs to work to safeguard children and adults at risk and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by PPC will be consistent with the principles of child and adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the person concerned.

This policy applies to any person who officiates, works, volunteers, or otherwise participates (or visits) in meetings, civic ceremonies, work experience or events held in our buildings/facilities and/or organised by or on behalf of PPC.

PPC expects contractors and partner organisations, including for example, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Policy and associated procedures.

All bound by this policy are responsible for upholding high standards of conduct, professionalism and raising safeguarding concerns and allegations in accordance with the Reporting a Safeguarding Concern Procedures.

The Safeguarding Officer is The Clerk, Amanda Lash

This policy will be reviewed annually.

Amanda Lash, PSLCC, CiLCA
Clerk/RFO

POLICY PRINCIPLES

- The safety and welfare of children and adults at risk is paramount.
- All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Safeguarding is everybody's responsibility.
- All safeguarding concerns or allegations will be taken seriously and responded to swiftly and appropriately.
- PPC strive to create a culture and environment where everyone is empowered to protect themselves and others and feel able to raise concerns.
- PPC actively promote working together to ensure all children and adults at risk are safeguarded.

POLICY AIMS

The purpose of this policy is to:

- Protect children and adults at risk from harm.
- Provide the necessary information to enable people to meet their safeguarding responsibilities.
- Deliver good practice and high safeguarding standards.
- Mitigate putting councillors, staff and volunteers at risk.

PREVENTION

PPC recognise that it can play a significant part in the prevention of harm to children, young person or vulnerable adult by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. PPC will support children, young people or adults by:

- Establishing and maintaining an ethos, understood by everyone, which enables children, young people or adults to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment ensuring that all children, young people or adults know that there is someone in our organisation whom they can approach if they are worried or in difficulty.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children and adults.
- Meeting the requirements of external bodies' safeguarding policies on attending functions and events to which PPC staff, volunteers and/or Councillors have been invited.
- Recognising that children, young people or adults come from a variety of different cultural backgrounds, we have developed policies to ensure that PPC embraces diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- PPC will include our Safeguarding Policy in its governance documents/website and will post copies of its policy throughout the organisation.

DEFINITIONS

Child: anyone under the age of 18.

Adult at risk: An individual aged 18 years and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and,
- is experiencing, or at risk of, abuse or neglect, and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

RESPONSIBILITY FOR SAFEGUARDING

The Council have overall accountability for this policy and its implementation.

The Safeguarding Officer is:

Amanda Lash
clerk@perranzabuloe-pc.gov.uk

If the Safeguarding Officer is not available to report a safeguarding concern or allegation to, the alternative contact within our organisation is:

Susan Brooks (Assistant Clerk)
office@perranzabuloe-pc.gov.uk

All bound by this policy are responsible for raising safeguarding concerns.

For immediate concerns; Multi-agency referral unit (MARU) contact details are:
multiagencyreferralunit@cornwall.gov.uk

Children Services: 0300 1231 116

Adult Services: 0300 1234 131

More information can be found here**:**
https://www.cornwall.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/

https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/

CODE OF CONDUCT

All individuals within scope of this policy are expected to familiarise themselves with this policy and at all times act in accordance with it. Breaches of the law, this Policy and/or the Code of Conduct may result in criminal, disciplinary, and/or mitigative action being taken.

INDIVIDUAL RESPONSIBILITIES

PPC recognise that safeguarding is not just about protecting children, young people and adults from deliberate harm. It also relates to health and safety; meeting the needs of children, young people and adults with medical conditions; providing first aid; internet or e-safety; appropriate arrangements to ensure security, taking into account the local context.

Additionally, it recognises that safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites, and so on), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation, extremist behavior and radicalisation, forced marriage and modern slavery.

Everyone associated with PPC maintains an attitude of ‘it can happen here’ and are aware of the signs and indicators of abuse.

Everyone has a responsibility to provide a safe environment for children, young people and vulnerable adults.

Everyone knows how to respond to someone who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

All residents are made aware of PPC's responsibilities with regard to safeguarding through publication of the safeguarding policy.

When services are delivered by a third party or agency, we will follow the requirements of the Disclosure and Barring Service and check that the person presenting themselves is the same person on whom appropriate checks have been made.

PPC will seek to ensure the suitability of adults working with and in the presence of children at any time.

When civic regalia is worn, as this signifies a position of trust and confidence, PPC understands that even though the contact/activities may not be with the same child/children/adult at risk on a regular basis representing PPC in this manor should be covered by this policy.

Community users organising activities for children, young people and vulnerable adults are aware of and understand the need for compliance with the PPC's safeguarding procedures.

RECRUITMENT & TRAINING

PPC's recruitment policy and induction process includes information on its arrangements and systems for safeguarding, behaviour policy, code of conduct and details of the Safeguarding Officer.

PPC operate a Safe Recruitment Policy and are committed to ensuring that people who work (including volunteers and self-employed individuals who it engages) with children or adults at risk are appropriately qualified for that role. This means that, where necessary, they will be required to undergo Criminal Records Checks through the Disclosure and Barring Service (DBS) in England and Wales, the Protection Vulnerable Groups (PVG) Scheme for those in Scotland, or the equivalent Overseas Criminal Records Check in their country of origin before being allowed to work.

There are 3 types of criminal record checks: Enhanced, Standard and Basic level checks which are all processed through the Disclosure and Barring Service (DBS). The Cornwall Council HR Safeguarding Team will advise on application the appropriate level of check for specific roles.

PPC has identified that positions of trust within the organisation that may require standard or enhanced DBS checks as follows:

- **All** councillors including the Chair and Vice-Chair
- **All** permanent staff and volunteers within the Library, Office and Grounds Maintenance and temporary beach wardens.

Everyone is provided with opportunities to receive appropriate training, which is regularly updated, in order to develop their understanding of the signs and indicators of abuse and of PPC's safeguarding procedures.

Everyone has been provided with and signed to say that they have read and understood the Safeguarding Policy.

Everyone necessary will have access to appropriate safeguarding training which is regularly updated in order to keep it updated in line with local and national guidance/legislation.

PPC will also, as part of our induction, issue information in relation to our Safeguarding Policy and any other policy and information related to safeguarding and promoting our Safeguarding Policy to all newly appointed individuals.

SUPPORTING STAFF, VOLUNTEERS AND COUNCILLORS

Everyone will be advised on the boundaries of appropriate behaviour – such matters form part of its Councillor, staff and volunteer induction and they have access to support and guidance when required or requested.

PPC recognise that Councillors, staff and volunteers working in the organisation who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting. It will support this by providing an opportunity for them to discuss their anxieties with the Safeguarding Officer, or another person and/or a trade union representative as appropriate.

WHISTLEBLOWING

PPC recognise that a child, young person or adult cannot be expected to raise concerns in an environment where we fail to do so.

Everyone is advised of our Whistleblowing Policy and of how it can be implemented. Everyone is aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable.

If necessary, concerns will be raised with the delegated ‘Whistleblowing’ representative who is the Clerk.

TYPES OF ABUSE

There are four main types of abuse that apply to children, these being:

- Sexual
- Physical
- Emotional
- Neglect

The safeguarding adults at risk legislation in each home nation defines categories of adult abuse and harm as follows.

England (Care Act 2014)

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect
- Financial or material abuse
- Discriminatory
- Organisational
- Self-neglect
- Domestic Abuse (including coercive control)
- Modern slavery

Detailed descriptions of these types of abuse, along with other forms of harm, can be found in (Appendix B).

LOW LEVEL CONCERNS

A low-level concern (which can also be known as poor practice) is behaviour that falls short of abuse towards a child and does not meet the allegation threshold or a referral to the Local Authority Designated Officer (LADO, England, and Wales only), but which nevertheless harms or places a child at risk of harm or has a negative effect on the safety and well-being of children.

An 'allegation' means that it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Have behaved in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to a child but could, for example, include an arrest for possession of a weapon.
- Have, as a parent or carer, become subject to child protection procedures.

A low-level concern is any concern - no matter how small, and even if no more than a 'nagging doubt' that an adult may have acted in a manner which:

- Is not consistent with the Code of Conduct, and/or
- Relates to their conduct outside of work or office which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children or vulnerable adults.

Low level concerns are not acceptable and should be reported to the Safeguarding Officer who will refer the matter. It is critical that all low-level concerns are referred. Having one recipient of all such concerns should allow any potential patterns of concerning, problematic or inappropriate behaviour to be identified, and ensure that no information is potentially lost.

RESPONDING TO A SAFEGUARDING CONCERN OR ALLEGATION

Everyone has a responsibility to ensure the safety and welfare of children and adults at risk and to take appropriate steps to ensure that safeguarding concerns and allegations are taken seriously and responded to quickly and appropriately, even if the safeguarding concern or allegation may not have occurred recently.

It is not the responsibility of anyone within the organisation to investigate any safeguarding concern or allegation, nor determine whether abuse has taken place. All concerns must be responded to in accordance with the Reporting a Safeguarding Concern Procedure.

RESPONDING TO A DISCLOSURE OF ABUSE

If a child or adult at risk discloses that he or she has been abused or is at risk of abuse:

- stay calm and listen carefully;
- reassure the person that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the person know that s/he will need to tell the Safeguarding Officer;
- not promise to keep what they have been told a secret;
- inform the Safeguarding Officer as soon as possible; and

- make a written record of the allegation, disclosure or incident which will be signed, and dated.

CONFIDENTIALITY AND INFORMATION SHARING

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults at risk. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action.

PPC recognise that all matters relating to safeguarding are confidential.

- PPC will disclose personal information about a child, young person or adult on a need-to-know basis only;
- everyone is aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young people or adults;
- everyone is aware that they cannot promise to keep secrets which might compromise the safety or well-being of a child, young person or adult, or that of another; and
- PPC will always undertake to share our concerns with the Multi-Agency Referral Unit (MARU), unless to do so could put the child, young person or adult at greater risk of harm, or impede a criminal investigation. If in doubt, PPC will consult with the MARU.

REPORTING A SAFEGAURDING CONCERN

How to manage allegations against individuals who work or volunteer for or are an elected member of PPC.

PPC are aware of the possibility of allegations being made against someone who works or volunteers for it, or elected members representing it that may come into contact with children, young people or adults. They can be made by children, young person or adults or other concerned adults. Everyone in PPC (employees, councillors and volunteers) will be aware of the process to be followed if such an allegation is made.

In such circumstances PPC will:

- report the matter to the MARU;
- consider the safeguarding arrangements of the child, young person or adult at risk to ensure they are not in contact with the alleged abuser;
- consider the rights of the individual concerned for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending that person from work, representing or volunteering for PPC until the outcome of any investigation is deemed necessary;
- ensure that a safeguarding panel (3 members made up from the Chair/Vice Chair/ Clerk (Safeguarding officer) and Staffing Committee Chair) is asked to meet to consider mitigating risks posed by accusations against a Councillor/Senior management team member, including whether it is appropriate to suspend that Councillor/Officer from representing PPC on any or all outside bodies and at events until the outcome of any investigation is known;
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where the individual has been disciplined or dismissed as a result of the allegations founded or would have been if they had not chosen to resign.

APPENDIX A: DEFINITION

Adult: a person aged 18 years or older

Child: a person under the age of 18 years.

Parent: birth parents and other adults who are in a parenting role.

Adult at risk:
In England, an individual aged 18 years and over who:
(a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND.
(b) is experiencing, or at risk of, abuse or neglect, AND.
(c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Safeguarding: the action taken to promote the welfare of children and protect them from harm. This means protecting children from abuse and maltreatment, preventing harm to their health or development, ensuring they grow up with the provision of safe and effective care, and taking action to enable all children to have the best outcomes. Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect.

Child protection: the processes undertaken to protect children who have been identified as suffering or being at risk of suffering significant harm.

Local Authority Designated Officer (LADO): an individual within a local authority in England and Wales with responsibility for oversight of allegations against people who work with children.

Prohibited conduct: engage, or attempt or threaten to engage, in conduct that directly or indirectly harms the physical and/or mental welfare and/or safety of one or more child or adult at risk; or pose a risk of harm to the physical and/or mental welfare and/or safety of one or more child or adult at risk.

Abuse: Abuse happens when a person harms a child or an adult at risk. An abuser can be:
- family members
- friends
- people working or volunteering in organisational or community settings.
- people they know.
- strangers

Indicators of abuse: There are many signs and indicators that may suggest a child or adult at risk is being abused or neglected. The NSPCC and Ann Craft Trust have comprehensive lists of the types of abuse and their indicators at: https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/ and https://www.anncrafttrust.org/resources/types-of-harm/.
Examples of signs and symptoms include but are not limited to:
- Unexplained change in behaviour
- Unexplained bruises or injuries
- Missing belongings or money
- Child is not attending / no longer enjoying their sessions.
- Changes in weight
- Truancy
- Sexually explicit knowledge or behaviour
- Being withdrawn
- Genital pain, stomach pains, discomfort, pregnancy, incontinence, urinary infections, STDs.
- Dirty, ill-fitting clothes or a lack of appropriate clothing for the weather
- Self-harm.

- A fear of a particular group of people or individual.
- Lack of friends
- Lack or growth or development.
- Low self-esteem

Neglect:

Children - Ongoing failure to meet the basic needs of children. Neglect may involve failing to provide adequate food or shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs.

Adults at risk - includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional abuse: Any act or other treatment which is persistent and may cause emotional damage and undermine a child's sense of wellbeing. This includes persistent criticism, denigration or putting unrealistic expectations on children, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.

Emotional/Psychological abuse (adults at risk): Includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Physical abuse:

Children - Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Adults at risk - Hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Sexual abuse:

Children - Any act which involves forcing or enticing a child to take part in sexual activities. It does not necessarily involve violence and the child may not be aware that what is happening is abuse. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Abusers may threaten to send sexually explicit images, videos, or copies of sexual conversations to the child's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Adults at risk - Includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

Grooming: The process of developing a relationship with and the trust of a child, their family, and any other adults around the child, to commit sexual abuse or exploitation against them. Grooming can happen both online and in person.

Child sexual exploitation: A form of child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place using technology.

Self-neglect (adults at risk): Covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery (adults at risk): Encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse (adults at risk): Domestic abuse is any type of controlling, coercive, threatening behavior, violence, or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional, or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse, or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Discriminatory (adults at risk): Abuse or bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation, or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults, and 'banter'.

Organisational (adults at risk): Includes 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 one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organization.

Financial (adults at risk): Includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Harmful sexual behaviour (HSB): HSB is developmentally inappropriate sexual behaviour which is displayed by children, and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children, or adults. It is harmful to the children who display it, as well as the people it is directed towards.

HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled.

Bullying: Repeated behaviour intended to intimidate or upset a child and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone, or damaging their possessions.

Cyberbullying: The use of technology to harass, threaten, embarrass, humiliate, spread rumours, or target another child.

Child trafficking: Child trafficking involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children may be trafficked for child sexual exploitation, benefit fraud, forced marriage, domestic servitude, forced labour, criminal exploitation and more.

County lines: The organised criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using children. Gangs recruit children through deception, intimidation, violence, debt bondage and/or grooming. County line gangs pose a significant threat to children upon whom they rely on to conduct and/or facilitate such criminality.

Female genital mutilation: Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy. There are no medical reasons to carry out FGM.

Hazing: Rituals, initiation activities, actions or situations that occur with or without consent, which recklessly, intentionally, or unintentionally endanger the physical or emotional well-being of vulnerable groups.

Honour-Based Violence: Honour-Based Violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse.

Infatuations: Children may develop an infatuation with a person who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. People who work with children should be aware that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against them. These people should therefore ensure that their own behaviour is above reproach. Situations where a child is infatuated should be raised at the earliest opportunity with the Welfare Officer and Safeguarding Team.

Peer-on-peer abuse: Children can be taken advantage of or harmed by their peers. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between individuals and within relationships (both intimate and nonintimate).

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children for the purposes of involvement in extremist activity is a serious safeguarding issue.

Positions of trust: A person aged 18 or older who holds a position of authority or responsibility over a child or adult at risk is in a position of trust. Positions of trust are not defined by a qualification or job title, but by reference to the activity which the adult is carrying out in relation to the child or adult at risk, namely, coaching, teaching, training, supervising or instructing (including as a volunteer) on a regular basis. People who are in a position of trust must be aware of the power imbalance they hold over children and adults at risk and not use this for personal advantage or gratification.

In June 2022, the Sexual Offences Act 2003 was changed to extend the abuse of position of trust offences to include where an adult is coaching, teaching, training, supervising or instructing a child under 18 years old within sport or religious settings. This means that under the Sexual Offences Act 2003, in England and Wales it is a criminal offence for a person in a position of trust to have a sexual or intimate relationship with a child under 18 years old, even if the relationship is deemed consensual. Therefore, any sexual activity (including online activity) between someone in a position of trust and a child under 18 years old will be formally reported as it may be a criminal offence.

APPENDIX B: TYPES OF ABUSE

INCREASED VULNERABILITY TO ABUSE

Vulnerability is a changeable and contextual state but may include children and adults at risk with a physical disability or diagnosed condition such as dementia, learning difficulties, or those who have a mental health condition such as severe anxiety or depression. Children and adults in these groups may:

- Have smaller network of friends and peer group to support and protect.
- Require intimate/physical and or invasive medical care required which can allow abuse to be hidden.
- Have communication difficulties.
- Be less able to resist either verbally or physically.
- Be dependent on the abuser for a service or basic need.
- Have medical conditions that are used to explain injuries.

Personal circumstances such as domestic violence, poverty, substance abuse, homelessness and social exclusion may also have an impact on vulnerability. In addition, children and adults at risk from LGBTQ+ and/or Black, Asian and Other Minority Ethnic groups can:

- Be subjected to bullying, emotional abuse and physical abuse due to their sexual orientation or gender identity.
- Experience racism and racist attitudes.
- Engage in cultural practices, which are classed as abuse within the UK (e.g., honour-based violence, female genital mutilation)
- Expect to be ignored by people in authority due to experience of institutionalised racism.
- Be afraid of further abuse or racist abuse if they challenge others.
- Be subjected to myths based on racial stereotyping.
- Be using or learning English as a second language and therefore find it more difficult to
- communicate.

MAKING SAFEGUARDING PERSONAL

Legislation recognises that adults make choices that may mean that one part of their well-being suffers at the expense of another. Similarly, adults can also make a decision to risk their personal safety, for example to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

’Making Safeguarding Personal’ means engaging an adult at risk in a conversation about how best to respond to their situation in a way that enhances their involvement, choice, and control, as well as improving their quality of life, well-being, and safety. Their views, wishes, feelings and beliefs will be taken into account when decisions are made about how to support them to be safe and finding the solution that is right for them. Treating people with respect, enhancing their dignity, and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If an adult at risk has difficulty making their views and wishes known, they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

Being able to live free from abuse and neglect is a key element of well-being. Any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

MENTAL CAPACITY

It is important to make sure an adult at risk has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell us their views.

If we are concerned that an adult at risk who has a lot of difficulty making their own decisions is being abused or neglected, we will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

We will always seek to obtain the consent from an adult at risk before sharing information about them with others, however there are some circumstances where we will need to act without their consent, and these include where:

- it is not safe to contact them to gain their consent – i.e. it might put them or the person making contact at further risk.
- we believe they or someone else is at risk, including children.
- we believe the adult at risk is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult at risk does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.

When information is shared without the consent of the adult at risk this will be explained to them, when it is safe to do so, and any further actions should still fully include them.

APPENDIX C: LEGISLATION, GUIDANCE AND REGULATIONS

Our approach to safeguarding is based on the principles recognised within UK legislation as well as Government guidance, which includes:

Age of Legal Capacity Act 1991 (Scotland)	Keeping Children Safe in Education 2022
Care Act 2014	Police Act 1997
Children Act 1989	Protection from Abuse Act 2001 (Scotland)
Children Act 1995 (Scotland)	Protection of Children Act 1999
Children Act 2004	Protection of Children and Prevention of Sexual Offences Act 2005 (Scotland)
Children (Equal Protection from Assault) Act 2019 (Scotland)	Protection of Freedoms Act 2012
Children and Social Work Act 2017	Protection of Vulnerable Groups Act 2007 (Scotland)
Children and Young People Act 2014 (Scotland)	Rehabilitation of Offenders Act 1974
Commissioner for Children and Young People Act 2003 (Scotland)	Safeguarding Vulnerable Groups Act 2006
Criminal Procedure Act 1995 (Scotland)	Sexual Offences (Amendments) Act 2000
Data Protection Act 1998	Sexual Offences Act 2009 (Scotland)
Disclosure Act 2020 (Scotland)	Sexual Offences Act 2003
Equalities Act 2010	Social Services and Wellbeing Act 2014 (Wales)
European Convention on Human Rights 1950	The Age of Criminal Responsibility Act 2019 (Scotland)
General Data Protection Regulations 2018	United Nations Convention on the Rights of the Child 1989
Getting It Right for Every Child (GIRFEC) (Scotland)	Wales Safeguarding Procedures
Human Rights Act 1998	Working Together to Safeguard Children 2018 (revised 2020)
Information Sharing Advice for Safeguarding Practitioners 2018	

Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult at risk who is unable to make decisions for themselves:

- England and Wales - Mental Capacity Act 2005
- Scotland - Adults with Incapacity Act 2000
- There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is conducted by a person who is employed as a career: e.g. wilful neglect and wilful mistreatment.

APPENDIX D: ADDITIONAL INFORMATION AND SUPPORT

Alcoholics Anonymous
Free helpline for alcohol issues.
0800 9177 650
help@aamail.org
www.alcoholicsanonymous.org.uk

Anger Management
British Association of Anger Management (BAAM)
0845 130 0286
www.angermanage.co.uk

Beat
Provides support on all aspects of eating disorders.
0808 801 0677 (over 18s)
help@beateatingdisorders.org.uk

Bipolar UK
Support to enable people affected by bipolar disorder/ manic depression to take control of their lives.
0333 323 3880
info@bipolaruk.org
www.bipolaruk.org.uk

ChildLine
ChildLine help anyone under 19 in the UK with any issue they are going through.
08001111 or you can email or live chat at: https://www.childline.org.uk/about/about-childline/

Galop
Emotional and practical support for LGBT people experiencing domestic violence.
0800 999 5428
help@galop.org.uk

Men's Advice Line
Information, support and advice to men experiencing domestic violence, offered by Respect.
0808 801 0327
info@mensadviceline.org.uk

Mind
Information, advice, guidance and support for people with mental health problems.
0300 123 3393
info@mind.org.uk

National Domestic Violence Helpline
Run in partnership between Women's Aid & Refuge.
0808 2000 247

NAPAC
The National Association for People Abused in Childhood (NAPAC) offers support to adult survivors of all types of childhood abuse.
0808 801 0331
https://napac.org.uk/

NSPCC
The NSPCC can support any concerns about a child's safety or wellbeing.
0808 800 5000
help@nspcc.org.uk

One in four
Specialising in working with survivors of childhood sexual abuse and sexual violence. Offers long-term 1-1 therapy.
0208 697 2112
admin@oneinfour.org.uk
www.oneinfour.org.uk

Relate
Counselling and relationship education for couples. Live chat line service also available.
0300 100 1234
www.relate.org.uk

Samaritans
Call **116 123** for free - Whatever you are going through, a Samaritan will face it with you.
www.samaritans.org

Sane
Deals with all aspects of mental illness including depression, schizophrenia, and anxiety.
0845 767 8000
www.sane.org.uk

The Survivors Trust
The Survivor's Trust is the largest umbrella agency for specialist rape and sexual abuse services in the UK.
01788 550554
www.thesurvivorstrust.org

Talk to Frank
National organisation providing advice regarding drugs and substance abuse. On-line live chat service also available.
0300 123 6600
www.talktofrank.com