Logo

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“Women’s Voices Together, Building Strong Communities”

**Safeguarding Adults and Children Policy**

A picture containing sketch

Description automatically generatedDate: 11th September 2023

Diagram

Description automatically generatedSignatories: Ms Sara Hutchinson – Operations Director ……………………………………

Mr James Robinson - Operations Development Manager ………………………………

Review date: 11th September 2024

**Vulnerable Adults**

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**Children: a brief note**

1. **Purpose, scope, statement**
2. This policy applies to all current employees (self-employed contractors) and volunteers, whether full or part-time, temporary or fixed-term. The purpose of this policy and procedure is to provide them with clear information about our safeguarding provisions. Beyond The Page Ltd (BTP) is committed to ensuring that vulnerable adults who use our services are not abused and that working practices minimise the risk of such abuse**.**  Staff, (contractors) and volunteers have a duty to identify abuse and report it. This policy sets out the procedures that everyone must follow to best protect those to whom the policy applies.
3. BTP recognises that everyone has the right to freedom from abuse and to be in an environment where safety, security, praise, recognition and opportunity for taking responsibility are available. We aim to safeguard those who may face inequality or harassment due to the ‘protected characteristics’ identified in the Equality Act 2010: age, disability, sex, sexual orientation, race, religion or belief, gender reassignment, marriage or civil partnership, pregnancy or maternity. We take proactive steps to respect and value differences for the benefit of all those we work with (**please see Equalities Policy**).
4. BTP works closely with local service providers at all times, and has a clear multi-agency approach to safeguarding. By developing and sustaining these relationships, and through the implementation of this and associated policies, we will ensure that the welfare and safety of a person is paramount and will constantly strive to provide an environment free from abuse.
5. This policy is informed by a legislative framework **(Appendix A**).
6. **BTP Context**
7. BTP’s vision is strong, positive inter-cultural communities where migrant women can become confident, active citizens. Since 2015, we have offered fun, creative, women-only learning spaces for those born outside the UK to build English language skills, friendship and networks. We focus on supporting both local organisations and migrant women to overcome cultural and linguistic barriers to clear communication and engagement. Our usual working practices include: United Mothers core programme (groupwork, face to face); UM Chatrooms (groupwork online); community events; Speaking Buddies (1:1 online/ face to face); operational, administration (office/ home-working). We provide opportunities for women with lived experience to volunteer within the organisation (Community Champions.) In addition, we will be delivering wellbeing sessions, a steering group and family events with the Community Champions volunteering support.
8. **Definitions**

In this policy we definite adults at risk of harm according to the [UK Care Act 2014, Part 1, Section 42:](https://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect) An adult at risk is someone over 18 years old who:

* Has care and support needs
* Is experiencing, or at risk of abuse or neglect, and
* As a result of those needs is unable to protect themself against the abuse, neglect or risk of it

1. Adults who may be particularly vulnerable

Some adults can be at increased risk of neglect and or abuse. Many factors can contribute to such risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect.

*Special consideration and attention should be given to those who are:*

• disabled or have special educational needs

• living in a known domestic abuse situation or chaotic or dysfunctional household

• affected by known parental substance misuse or parental criminality

• asylum seekers

• living away from home

• vulnerable to being bullied, or engaging in bullying

• living in temporary accommodation

• living transient lifestyles

• living in neglectful and unsupportive home situations

• vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality

• involved directly or indirectly in prostitution or trafficking

• do not have English as a first language

1. Safeguarding decisions should take account of the individual’s ability to give informed consent and comply with the Mental Capacity Act 2005, paying specific attention to:

* A decision whether someone has capacity cannot be made solely on:
* a person's age or appearance, or
* a condition of his, or an aspect of his behaviour, which might lead others to make unjustified assumptions about his capacity. [Section 1](https://www.legislation.gov.uk/ukpga/2005/9/section/1)

A person is unable to make a decision for themselves if they are unable:

* to understand the information relevant to the decision,
* to retain that information,
* to use or weigh that information as part of the process of making the decision, or
* to communicate his decision (whether by talking, using sign language or any other means).
* A person is not to be regarded as unable to understand the information relevant to a decision if they are able to understand an explanation of it given to them in a way that is appropriate to their circumstances (using simple language, visual aids or any other means).
* The fact that a person is able to retain the information relevant to a decision for a short period only does not prevent him from being regarded as able to make the decision. The information relevant to a decision includes information about the reasonably foreseeable consequences of deciding one way or another or failing to make the decision. ([Section 2](https://www.legislation.gov.uk/ukpga/2005/9/section/2))

1. **How BTP prevents abuse**

BTP experience of safeguarding issues

The diagram illustrates examples of the range of abuse and harm that BTP has been aware of in our work. It is notable that much of this is organisational or systemic which is not susceptible to the usual safeguarding routes described below. Information about our response in these situations may be requested from the Executive Director (contact details below).

Diagram

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Safeguarding Leads

Safeguarding James Robinson: James Robinson

Tel: 07594 554793 Email: admin@beyondthepage.org.uk

Safeguarding lead: Sara Hutchinson

Tel: Email: [sara.hutchinson@beyondthepage.org.uk](mailto:sara.hutchinson@beyondthepage.org.uk)

Out of hours safeguarding contact person (1): Sara Hutchinson

Tel: 07749761029

Director SG Adviser – Amy Jowett

Tel: 07908 663 264 Email: amyjowett@yahoo.co.uk

Safe Practice Guide

Staff and volunteers must maintain *professional boundaries*, generally trying to avoid situations where your actions may be misinterpreted.

* No home visits without line manager authorisation and risk assessment
* No transporting any vulnerable adult in private transport without line manager authorisation and risk assessment
* Do not divulge home address or invite a UM member to your home
* Do not socialise with UM members outside working hours and discourage gifts/ invitations (discuss with line manager if unsure).
* Do not befriend any UM member on social media, except in case of UM private Facebook group

*When working online* (zoom calls):

* Remove all personally identifying items, including photos, from the background online screen or create an anonymous screen
* We are committed to employing staff, volunteers and board members with lived experience who have come through our United Mothers programmes. We understand that they may have formed relationships with participants in our programmes prior to starting their formal role with BTP. We will ensure that all members of the team put safeguarding as their highest priority and will report all concerns they have to their line manager.

*`*

*Place of work:*

*Staff*

*Staff work in a hybrid model of working at home and in community settings.*

Recruitment

BTP’s aim is to provide a thorough recruitment, induction and training process which applies to all staff and volunteers, including directors. Our process aims to create barriers to engaging any person who intends to cause harm to others. It supports the team to fully understand and be confident in safeguarding themselves and others. This process includes:

* Full job descriptions and person specifications, with clear roles and duties
* Multi- stage interview process, including safeguarding task
* DBS checks as appropriate for the role
* References
* Induction workshops, regular team training, supervision, peer support.
* The Safeguarding Leads will attend Safer Recruitment Training to ensure they are up to date with the latest good practice.
* Staff will undertake training through our HR training portal in:
* - Safeguarding adults (which supports the theory required for the Care certificate standard 10)
* -Safeguarding children awareness (which supports the Care certificate standard 11)
* -Mental health awareness
* We will source training on domestic abuse to be provided to volunteers and staff.
* Our Safeguarding leads will undertake training in Safeguarding level 4

1. **Types of abuse, harm or neglect**

**Abuse and Neglect**

Somebody may abuse or neglect an adult at risk of harm by inflicting, or by failing to act to prevent, significant harm to the individual. Adults at risk of harm may be abused in a family or in an institutional setting by those known to them or, more rarely, by a stranger. The following definitions give brief examples of how adults may be at risk of harm but are not exhaustive, as the individual circumstances of abuse will vary from person to person.

*For indicators, or signs of harm, please see Appendix B*

|  |  |
| --- | --- |
| ***Care Act 2014:*** |  |
| **physical​** | Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. |
| **domestic abuse​** | An incident, or pattern of incidents of controlling, coercive, degrading, threatening and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer |
| **sexual​** | Any act that involves a person in any activity for the sexual gratification of another person, whether or not it is claimed that the person either consented or assented. Sexual abuse involves forcing or enticing a person to take part in sexual activities, whether or not the person is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving the person in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a person or encouraging them to behave in sexually inappropriate ways. |
| **psychological/emotional​** | Persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a person’s emotional development. It may involve conveying to them that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age, or inappropriate expectations. It may involve causing a person to feel frightened or in danger or exploiting or corrupting. Some level of emotional abuse is present in all types of ill treatment; it can also occur independently of other forms of abuse. |
| **financial or material​** | Includes theft, fraud, exploitation, misuse of property or finance. Financial abuse is a criminal act and as such must be reported to the police. |
| **modern slavery​** | The recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation |
| **discriminatory​** | The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, sex, or disability |
| **organisational/ institutional​** | The mistreatment of people typically in their workplace brought about by poor or inadequate care or support, or systematic poor practice that affects the whole setting. |
| **neglect and acts of omission​** | Ignoring medical, emotional or physical care needs. Failure to provide access to appropriate health, care and support or educational services. The withholding of the necessities of life, such as medication, adequate nutrition and heating. |
| **self-neglect/ harm** | A wide range of behaviours and is often understood to be a physical response to an emotional pain of some kind. Self-harm often happens during times of anger, distress, fear, worry, depression, low self-esteem or trying to handle or control negative feelings. |
|  |  |
| ***Additional types*** |  |
| **honour-based violence​** | A collection of practices used to control behaviour within families in order to protect perceived cultural and religious beliefs and/or honour. Violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. This can include, but is not restricted to:   * Having a relationship with someone from a different culture or religion * Wanting to get out of a forced marriage * Wearing clothes or taking part in activities not considered traditional within a culture |
| **forced marriage ​** | 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. Forced marriage 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 abuse (e.g. taking someone’s wages and not giving any money back) can also be a factor. |
| **female genital mutilation (FGM)​** | includes procedures that intentionally alter or injure female genital organs for nonmedical reasons. FGM is internationally recognised as a violation of the human rights of girls and women and is illegal in the UK and Europe. It is estimated that 130 million girls and women alive today have been cut in the 29 countries in Africa and the Middle East where FGM is concentrated. |
| **hate ​** | a crime, typically one involving violence, that is motivated by prejudice on the basis of race, religion, sexual orientation, or other grounds |
| **mate​ (grooming)** | is when someone builds an emotional connection with a person to gain their trust for the purposes of sexual abuse or exploitation. Grooming can take place either online or in the real world by either a stranger or someone the vulnerable adult knows. Groomers can be either male or female. Many vulnerable adults don’t realise they have been groomed or that what has happened is abuse. Grooming can involve having someone pretend to be someone they are not such as saying they are the same age online, buying gifts, giving attention, taking the person on trips, outings or holidays. |
| **Cyber/ E-safety** | Vulnerable adults may expose themselves to danger, whether knowingly or unknowingly when using the internet and other technologies. Additionally, some people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc including ‘cyber-bullying’. |
| **radicalisation, extremism, terrorism** | Radicalisation is a process by which an individual or group adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine contemporary ideas and expressions of freedom of choice. Radicalism can be both violent and non-violent but more focus is on radicalisation turning into violent extremism. |

1. **What to do and how to report abuse**

(i)Concerns and disclosures

If you suspect, have any concern about, or are told about an incident or situation of abuse, then you must do something about it (see flowchart below). Do not try to decide by yourself if it is serious, or if you might be imagining something. Always share your concern and information with your safeguarding contact person.

STAY CALM AND BE SYMPATHETIC

* LISTEN to what you are told without displaying shock or disbelief.
* Be observant and attentive without being judgmental
* Do not probe or put words into the persons mouth – accept what is said
* If you can, take notes, but if this will stop the person talking or stops you dealing with the person appropriately, take notes as soon as possible afterwards and be as accurate as you can.
* Do not ‘fill in blanks’ or add your own words or thoughts. Use the person’s own words even if they use colloquial language or swear.

REASSURE the person, but DO NOT make promises that you may not be able to keep, e.g. ‘everything will be alright’ or ‘I won’t tell anyone’. DO NOT promise confidentiality.

RESPOND calmly and openly

* Do not ask leading questions or interrogate. Ask open questions which will encourage the person to talk openly.
* It is not your job to investigate, this can only be done by the relevant agencies such as the police or social care. You should only ask enough to establish to nature of the disclosure
* Do not criticise the perpetrator or be judgmental
* Do not touch the person to comfort or reassure them
* Do not ask the person to repeat it all for another member of staff
* Explain what you have to do next and who you have to talk to but ask the person what they would like to happen and encourage them to accept the steps that have to be taken next.

If the situation puts someone in immediate danger, make it as safe as possible and call 999.

(ii)Allegations involving BTP volunteers and staff

Concerns about staff and volunteers must be treated with the same rigour as other safeguarding concerns. If a concern or allegation of abuse or inappropriate conduct is made against a member of staff or a person in a position of trust, or there is suspicion regarding a member of staff or volunteers conduct, contact your line manager immediately.

If the allegation or suspicion concerns your line manager then escalate the concern to the next level of seniority (this may be non-executive director). Where the allegations are particularly serious or there is no doubt that an offence has been committed the police and/or social care will be informed immediately. A strategy for further action will then be agreed before a decision is taken as to notifying the staff member/volunteer.

(iv)Whistleblowing

The term ‘Whistleblowing’ is used to describe a formal disclosure of alleged corruption, malpractice or wrongdoing made to the appropriate person in authority.

All staff, volunteers and members should not hesitate or be anxious to speak up or “blow the whistle” if they believe malpractice may be occurring. Some concerns can be resolved through discussion with a manager or senior member of staff, when an individual feels that this informal route is not appropriate, they should make a formal disclosure. Disclosures should be made to the next level of seniority (this may be non-executive director). They will decide whether the disclosure will be investigated, either way the whistle-blower will be informed.

Disclosures will always be handled in a sensitive and confidential manner and records will be kept as follows:

* 6 months following the outcome (if a substantiated investigation).
* If unsubstantiated, personal data should be removed immediately.

(v) Information for beneficiaries (United Mothers members)

* Awareness-raising
  + Ongoing work with the groups takes place on issues such as safe internet use for children and adults; making emergency phone calls; cultural variations in parenting.
* Consent to the use of images and recording
* We will at times use photographs and recordings both in audio and visual format for the purpose of research, funding and publicity. We will ensure that we gain consent from United Mothers members before undertaking photography or filming/recording. We will regularly update our consent records and ensure that images and films can be used without consent given. Reporting concerns to BTP
  + Following this policy review, we will introduce regular sessions to inform beneficiaries how to report a safeguarding concern to BTP. This will include creating a shorthand guide in consultation with United Mothers members.

1. **What BTP will do about safeguarding reports**

Procedure

Process For Reporting an Allegation, Concern or Disclosure

Is there an emergency?   
Is there an immediate risk of significant harm?

YES

NO

Inform the relevant emergency service.

They will immediately consider how to reduce risk to the individual, whilst considering the wishes and capacity of the individual.

Then contact either the BTP Safeguarding contact person, lead or advisor.

Record what you have seen, heard or been told as soon as possible and pass this on to the person you spoke with at BTP.

Remember the 4 R’s:

**Recognise** that you have a concern, or someone has made a disclosure to you.

**Reassure** the individual, ask what they would like to happen and let them know what action you will need to take.

**Record** what have you seen, heard or been told. Ensure you record these as soon as possible.

**Refer** to either the BTP Safeguarding contact person, lead or advisor.

Then

Then

The Beyond The Page Safeguarding team will record and manage all allegations, concerns and disclosures.

BTP’s Process For Handling an Allegation, Concern or Disclosure

If the Safeguarding Lead was not the first contact, they will be informed.

The team will take the appropriate course of action in accordance with legal duties and guidance. We will decide whether any of the following should be informed:

* If a crime is suspected, the police must be informed and they will then be under a duty to investigate.
* Concerns regarding actual, alleged or suspected abuse or neglect can be reported directly to Kent County Council. Beyond The Page would use the appropriate reporting documents (available [here](https://www.kent.gov.uk/social-care-and-health/information-for-professionals/adult-safeguarding/adult-protection-forms)).

If concerns are raised out of hours, the Out of Hours Team will take any immediate protective action and

pass the concern on to the appropriate team. Kent and Medway Out of Hours number is 03000 416161.

sdfdsfs

BTP will report any potentially serious concerns or disclosures to any funders that require this information within 3 working days.

Then

BTP will ensure whoever raised the allegation, concern or disclosure is offered support.

Then

BTP will document the incident further, and any actions or decisions in our records.

Then

**Children: a briefing**

Safeguarding children duties apply to any organisation working with, or coming into contact

with, anyone under the age of 18.

Safeguarding children means to:

● protect children from abuse and maltreatment

● prevent harm to children’s health or development

● ensure children grow up with the provision of safe and effective care

● take action to enable all children and young people to have the best outcomes.

BTP staff and volunteers will be involved with delivering family workshops with children and their families. A child or children refers to all young people under the age of 18; in the case of care leavers, child protection can extend to the age of 21. The types and indicators of abuse, and reporting responsibilities discussed above are also applicable to children.

Face to face sessions:

* Family sessions will be held with staff and volunteers. All children must be always accompanied by a carer. It is not the responsibility of any United Mothers members or the staff/volunteers to look after children, this is the responsibility of the parents/carers attending. This will be made clear to all families attending the sessions.
* Young children and babies attending the creche at a United Mothers session remain with their mothers on entering the community centre and whilst waiting to enter the creche.
* Once in the creche, they are cared for by Thanet Early Years, a registered, professional service.

Online Chatroom programme:

* Children may be on-screen during United Mothers zoom sessions, and in a domestic setting. Staff and volunteers may witness interactions which are normally private. Our training workshops have covered situations which may cause concern and our obligations to discuss and report these.

**Appendix A: Legal Framework**

The Care Act 2014

The Equalities Act 2010

The Children and Social Work Act 2017

The Female Mutilation Act 2003, as amended by the Serious Crime Act 2015

The Sexual Offences Act 2003

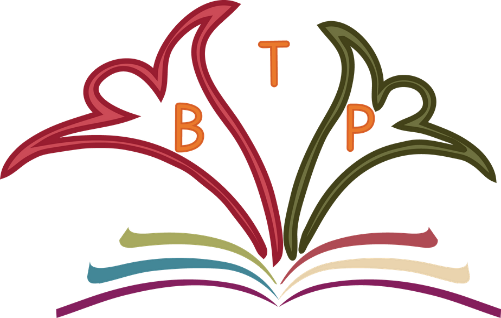
The Counter-Terrorism and Security Act 2015 (Prevent Duty)

**BTP Safeguarding Policy Appendix B: Indicators / further information Abuse, Harm or Neglect**

|  |  |
| --- | --- |
| **physical​** | * unexplained bruising, marks or injuries on any part of the body * multiple bruises - in clusters, often on the upper arm or outside of the thigh * cigarette burns * human bite marks * broken bones * scalds, with upward splash marks * multiple burns with a clearly demarcated edge * aggressive behaviour or severe temper outbursts * flinching when approached or touched * reluctance to get changed, for example in hot weather * depression * withdrawn behaviour * running away from home |
| **domestic abuse​** | * Asking permission to go anywhere or to meet and socialize with other people * Constant calls, texts, or tracking by their partner wanting to know where they are, what they are doing, and who they are with * Having very little money available to them, not having access to a credit card, or having to account for every penny spent * Not having access to a vehicle * Referring to their partner as "jealous" or "possessive," or always accusing them of having affairs.   See physical and emotional indicators |
| **sexual​** | * pain or itching in the genital area * bruising or bleeding near genital area * sexually transmitted disease * vaginal discharge or infection * stomach pains * discomfort when walking or sitting down * pregnancy * sudden or unexplained changes in behaviour e.g. becoming * aggressive or withdrawn * fear of being left with a specific person or group of people * having nightmares * running away from home * sexual knowledge which is beyond their age, or developmental level * sexual drawings or language * bedwetting * eating problems such as overeating or anorexia * self-harm or mutilation, sometimes leading to suicide attempts * saying they have secrets they cannot tell anyone about * substance or drug abuse * suddenly having unexplained sources of money * not allowed to have friends (particularly in adolescence) * acting in a sexually explicit way towards adults, young people or children |
| **psychological/emotional​** | * Agitation, anxiety, or constant apprehension * Changes in sleep habits (sleeping too much or not enough) * Developing a [drug or alcohol problem](https://www.verywellmind.com/addiction-4157312) * Extremely apologetic or meek * Loss of interest in daily activities * Low self-esteem * Seeming fearful * [Symptoms of depression](https://www.verywellmind.com/depression-symptoms-4157260) * Talking about or attempting suicide |
| **financial or material​** | * Missing personal possessions * Unexplained lack of money or inability to sustain lifestyle * Rent arrears, eviction notices |
| **modern slavery​** | * Evidence of workplace being used for accommodation * Workers look unkempt, malnourished, uneasy * Signs of substance misuse * Control over movements (eg being transported in groups) * Reluctant to interact with others * Same clothing every day |
| **discriminatory​** | * Expressions of anger, fear, frustration, anxiety * Person appears withdrawn, isolated * Support on offer does not take account of person’s needs under ‘protected characteristics’[[1]](#footnote-1) |
| **organisational/ institutional​** | * Disrespectful or abusive attitudes towards beneficiaries or employees * Not taking account of a person’s needs under ‘protected characteristics’ * Whistleblowing * Staff taking time off sick * Bullying |
| **neglect and acts of omission​** | * constant hunger, sometimes stealing food from others * constantly dirty or ‘smelly’ * loss of weight, or being constantly underweight * inappropriate clothing for the conditions * complaining of being tired all the time * not requesting medical assistance and/or failing to attend appointments * having few friends * mentioning being left alone or unsupervised * persistent stealing of items such as food |
| **self-neglect/ harm** | * cutting * pinching * burning * poisoning * biting * hair pulling * abusing substances * under-eating or over-eating * picking or scratching at the skin * hitting walls * excessive exercising * getting into fights where the person knows they will get hurt |
| **honour-based violence​** | Honour-based violence encompasses a range of offences including murder, rape, assault, abduction and domestic abuse. Both men and women are at risk. There are warning signs of honour abuse which include:   * Lengthy or repeated absence from school, decline in academic performance * Depression, anxiety, self-harm, substance misuse, suicidal thoughts * Poor attendance at work, drop in performance, failure to turn up for business trips * Restrictions on friends, disapproval of adopting ‘western’ clothing and make-up |
| **forced marriage ​** | * the victim or her family come from a community where Forced Marriage and 'Honour' is culturally embedded. * an announcement of engagement to a stranger not previously mentioned. * parents removing a child from education, preventing further education or extra-curricular activities   It is important that staff are sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic and cultural groups. At the same time, they must be clear that child abuse cannot be condoned for religious or cultural reasons, and therefore forced marriage must be responded to as a protection and safeguarding issue. In cases of forced marriage, discussion with the family or any involvement of the family or local community members will often place the child or young person at greater risk of harm. Families should not be approached if forced marriage is suspected.    There is no specific offence of ‘forcing someone to marry’ but criminal offences may nevertheless be committed. Perpetrators, usually parents or family members, could be prosecuted for offences including threatening behaviour, assault, kidnap, abduction, threats to kill, imprisonment and murder. Sexual intercourse without consent is rape, regardless of whether this occurs within a marriage or not.    Forced marriage is automatically handled as a safeguarding issue and staff should share information quickly when a person is at risk. Staff should follow the process outlined in the ‘Reporting a Safeguarding Concern’ procedure and cases will be referred to the Home Office based Forced Marriage Unit. |
| **female genital mutilation (FGM)​** | UK communities that are most at risk of FGM include but are not exclusive to Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However, women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.  FGM is carried out on children between the ages of 0–15, depending on the community in which they live. It is extremely harmful and has short- and long-term effects on physical and psychological health. The procedure is often carried out in non-sterile environments without anaesthetic where the girl is the pinned down and the procedure is carried out.    Suspicions may arise in a number of ways that a child or young girl is being prepared for FGM to take place abroad. These include knowing that the family belongs to a community in which FGM is practised, there is knowledge that an older sibling or the mother has undergone FGM, the family are making preparations for the child to take a holiday, arranging vaccinations or planning absence from school/college or programme. The child may also talk about a 'special procedure/ceremony' that is going to take place or talks about being prepared for marriage.  There is increasing awareness of FGM as an important health issue in the UK. In 2011, an estimated 103,000 women aged 15–49 with FGM were living in England and Wales. The practice does occur within the UK, where it is illegal.  Indicators include:   * prolonged absence from school or programme * noticeable behaviour change on return and long periods away from classes or other normal activities * finding it difficult to sit still and appears to be experiencing discomfort or pain and possibly have bladder or menstrual problems and talk about pain between their legs.   If time is critical and the young person is leaving with no indication of returning, you must raise this with the relevant authority i.e. Police or Children’s Social Care as a priority. Where possible try to speak to your line manager beforehand and complete the appropriate form (TBC) |
| **hate ​** | 1. **Racial, Ethnic, Gender and/or Cultural Differences**  * The race, religion, ethnicity/national origin, disability status, gender identity and expression, or sexual orientation of the targeted individual differs from that of the offender. * The targeted individual or group is a member of a perceived group that is overwhelmingly outnumbered by members of another group in the area where the incident occurred. * The incident coincided with a holiday or date of particular significance to the targeted individual’s perceived group. * The targeted individual, although not a member of the targeted group, is a member of an advocacy group that supports the targeted group or the targeted individual was in the company of a member of the targeted group. * Historically, animosity exists between the targeted individual's perceived group and the offender's perceived group.  1. **Comments, written statements, or gestures**  * Bias-related comments, written statements, or gestures were made by the offender.  1. **Drawings, markings, symbols, or graffiti**  * Bias-related drawings, markings, symbols or graffiti are left at the scene of the incident.  1. **Organized Hate Groups**  * Objects or items that represent the work of organized hate groups (e.g. white hoods, burning crosses and hate graffiti) were left at the scene of the incident. * There are indications that a hate group was involved; for example, an organized hate group claimed responsibility for the crime or was active in the neighbourhood.  1. **Previous Bias Crimes or Incidents**  * Targeted individual or group was visiting a location where previous bias crimes had been committed against members of the targeted individual’s group. * Several incidents occurred in the same area and the targeted individuals were members of the same group. * Targeted individual or group had received previous harassing mail or phone calls or had experienced verbal abuse based on his or her affiliation with a targeted group. * Recent bias incidents or crimes may have sparked a retaliatory hate crime. |
| **mate​ (grooming)** | * being very secretive about how they're spending their time, including when online. * having an older boyfriend or girlfriend. * having money or new things like clothes and mobile phones that they can't or won't explain. * underage drinking or drug taking. * spending more or less time online or on their devices   Once groomers have established trust, they will exploit the relationship by trying to isolate the person from friends and family making them dependent on them. This will progress by using any means of power or control to make the person feel they have no choice but to do what the person wants. Groomers will use blackmail, guilt, shame or any other means to stop the child or young person telling anyone about the abuse.  Groomers no longer need to directly meet children or vulnerable adults in real life to abuse them, increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity. They are often opportunists who don’t necessarily target one person, they may send something out to hundreds and wait to see who replies. However, they will often target those who may post public comments that suggest the person has low self-esteem or is vulnerable. The groomer will then use information from the person’s profile to befriend them and then build up a relationship.  If someone discloses or you suspect that someone is being groomed, you must report this to your line manager straight away follow the reporting process. It is probable that disclosures of grooming will be reported externally and may also lead to police involvement. |
| **cyber** | The most common crimes are:   * Phishing scams. Phishing is a practice of a cybercriminal or hacker attempting to obtain sensitive or personal information from a computer user * Identity Theft scams * Online Harassment * Cyberstalking * Invasion of privacy |
| **radicalisation, extremism, terrorism** | * isolating themselves from family and friends. * talking as if from a scripted speech. * unwillingness or inability to discuss their views. * a sudden disrespectful attitude towards others. * increased levels of anger. * increased secretiveness, especially around internet use   Radicalisation can originate from opposing progressive changes in society or being against British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Actively promoting British values means challenging opinions or behaviours which are contrary to those fundamental values. The more common focuses of radicalisation and extremism are towards ISIL, Al Qa’ida, the far right, neo-Nazis, white supremacist ideology, and extremist animal rights (which is not an exhaustive list). There are many pathways to radicalisation, which can be independent but are usually mutually reinforcing. The use of social media and the internet as tools to radicalise cannot be underestimated. Often those who are already vulnerable in some way are targeted by others seeking to recruit people to follow extremist ideology and that exposure to extreme views can make young people vulnerable to further manipulation and exploitation. |

**BTP Safeguarding Policy Appendix C: Shorthand Guides to Reporting and Handling Allegations, Concerns or Disclosure** **Diagram

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**First Contact**

James Robinson - Tel: 07516 552928 Email: [admin@beyondthepage.org.uk](mailto:admin@beyondthepage.org.uk)

**Out of Hours**

Out of hours contact

Sara Hutchinson - Tel: 07749 761029

**Lead & Adviser**

Safeguarding Lead:

Sara Hutchinson - Tel: 07749 761029 [sara.hutchinson@beyondthepage.org.uk](mailto:sara.hutchinson@beyondthepage.org.uk)

Director Safeguarding Adviser: Amy Jowett Tel 07908663264 [amyjowett@yahoo.co.uk](mailto:amyjowett@yahoo.co.uk)

**Timeline

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1. Equality Act 2010. The Act protects people against discrimination, harassment or victimisation in employment, and as users of private and public services based on nine protected characteristics: age, [disability](https://en.wikipedia.org/wiki/Disability), [gender reassignment](https://en.wikipedia.org/wiki/Sex_reassignment_therapy), marriage and civil partnership, pregnancy and maternity, race, religion or belief, [sex](https://en.wikipedia.org/wiki/Sex), and [sexual orientation](https://en.wikipedia.org/wiki/Sexual_orientation). The Act includes provisions for single-sex services where the restrictions are "a proportionate means of achieving a legitimate aim".[[8]](https://en.wikipedia.org/wiki/Equality_Act_2010#cite_note-FOOTNOTEEquality_Actschedule_3,_part_7,_para_28-8) In the case of disability, employers and service providers are under a duty to make [reasonable adjustments](https://en.wikipedia.org/wiki/Reasonable_accommodation) to their workplaces to overcome barriers experienced by disabled people. In this regard, the Equality Act 2010 did not change the law. [↑](#footnote-ref-1)