

EWEN'S ROOM SAFEGUARDING POLICY

1. POLICY STATEMENT

This document states Ewen's Room's policy on the safeguarding of Children and Adults at Risk of abuse and/or neglect. We believe that everybody has a responsibility to promote the welfare of all children, young people and adults at risk, to keep them safe and to work in a way that protects them. We will give equal priority to keeping all children, young people and adults at risk safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

We recognise that some people are additionally more vulnerable because of the impact of discrimination, previous experience, their level of dependency, communication needs and other factors. We will ensure that all working for Ewen's Room will be trained to recognise signs of abuse and neglect and how to act when there is a cause for concern.

Ewen's room will meet our commitment to keep children and adults at risk safe by:

- Listening to children, young people and adults at risk and respecting them.
- A nominated person who takes responsibility for leading on safeguarding and supporting others in the organisation.
- Keeping safeguarding procedures up to date.
- Making sure all staff and volunteers understand and follow the safeguarding and child protection procedures.
- Ensuring children, young people and their families know about Ewen's Room's safeguarding and child protection policies and what to do if they have a concern.
- Building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns.

2. PURPOSE

This policy is designed to provide a framework so that Ewen's Room can work together with all

responsible agencies in the protection of children and adults at risk of abuse and/or neglect. It provides important information about safeguarding children and adults at risk as well as a clear procedure for dealing with safeguarding concerns. This policy is in place to ensure a fast, consistent and effective response to any circumstances giving ground for concern.

3. SCOPE

This policy applies to **all** Ewen's Room employees, contractors, volunteers and Committee Members or Ewen's Room Trustees.

All Ewen's Room staff and volunteers with direct contact with children or adults at risk will complete safeguarding training and follow up refresher training. This is important to ensure that all people we work with are kept safe from harm or neglect.

Ewen's Room works with children, young people and adults at risk to promote mental fitness and support with people's mental health. We provide mental health education, counselling, ongoing mentoring and events. This policy is relevant and important in all areas of our work. Safeguarding is everyone's responsibility.

4. MEANINGS OF TERMS USED

Abuse: can include physical, sexual or emotional harm, neglect or negligent treatment, maltreatment, radicalisation or exploitation. Abuse can take place in person or online, by any person (which could include by other Children and Adults at Risk or by people in positions of trust).

Children and Adults at Risk: children and young people (meaning people under the age of 18 years) and vulnerable adults (anyone over 16 years of age) who are unable to safeguard themselves, their property or their rights due to, for example, their age, mental health, disability, illness, gender, race, religion or belief, sexual orientation, economic status or who may be unable to protect themselves against abuse.

Safeguarding: proactive steps taken to prevent abuse against Children and Adults at Risk, including the action the organisation takes to promote the welfare of people including Children and Adults at Risk to protect them from harm.

Protecting: responding to concerns and/or disclosures that a Child or Adult at Risk may be experiencing or be at risk of abuse.

5. CONTEXT AND LEGAL FRAMEWORK

This policy is in the context of safeguarding policy and legislation in Scotland. The Scottish Government is responsible for child protection in Scotland. It sets out policy, legislation and statutory guidance on how the child protection system should work.

The national approach to improving outcomes for children and young people in Scotland is Getting it right for every child (GIRFEC) (Scottish Government, 2021a). This provides a framework for those working with children and their families to provide the right support at the right time.

The key guidance for anyone working with children in Scotland is the National guidance for child protection in Scotland (Scottish Government, 2021b). In Scotland, the definition of a child varies in different legal contexts, but statutory guidance which supports the Children and Young People (Scotland) Act 2014, includes all children and young people up to the age of 18.

Legal Framework

All staff and volunteers must act within the relevant laws and regulations to safeguard individuals from harm and abuse.

This policy is grounded in the following legislation which applies in Scotland:

[UN Convention on the Rights of the Child](#)

[Children Act \(Scotland\) 1995](#)

[Children and Young People Act \(Scotland\) 2014](#)

[Getting it Right for Every Child \(GIRFEC\)](#)

[Protection of Vulnerable Groups \(Scotland\) Act 2007](#)

Children

In Scotland, there is no legal requirement to report concerns about a child's welfare. The National Guidance for Child Protection in Scotland (2014), published by the Scottish Government, provides the current guidance and a national framework for anyone who could face child protection issues at work, and Ewen's Room will refer to this guidance as part of their safeguarding duties. The guidance refers to "collective responsibilities" to protect children.

The Children (Scotland) Act 1995 outlines the legislative framework for Scotland's child protection system covering parental responsibilities and rights and the duties and powers local public authorities have for supporting and promoting the safety and welfare of children.

Under Section 29, local authorities have a duty to assess the needs of care leavers up to the age of 26. This is amended by the Children and Young People (Scotland) Act 2014, which focuses on children and young people in planning services to make sure their rights are respected across the public sector.

Adults

Legislation does not place a statutory duty on any individual citizen to report safeguarding concerns about an adult. However, this does not mean we do not have a responsibility and duty to safeguard the wellbeing of adults using our services. Safeguarding is the responsibility of everyone at Ewen's Room.

The main legislation relevant to the safeguarding of adults in Scotland is the Adult Support and Protection (Scotland) Act 2007. This act puts duties on local authorities and public bodies in relation to adult safeguarding. We will take these duties into account in our work with individuals and support the local authorities to fulfill their statutory duties where possible.

6. IMPORTANT INFORMATION:

A. SAFEGUARDING CHILDREN AND CHILD PROTECTION PRINCIPLES

When we think about safeguarding children and young people it's important that we use 6 key principles.

1. Empowerment- It is important to create an environment that empowers children to have autonomy over their own decisions, allowing them to say 'no' or speak up when faced with uncomfortable situations.
2. Protection- Children, especially those who are victims of abuse, must be protected from serious harm, abuse and neglect.
3. Prevent- Abuse, neglect and serious harm to children must be prevented.
4. Proportionality- Some individuals may face different levels of risk and this needs to be understood and mitigated in order to create a safe space and prevent further abuse.
5. Partnerships- Partnerships must be formed with other support services and relevant agencies to ensure that information is shared safely and effectively to ensure children are protected from harm. Partnerships allow for everyone to work together in creating a safe environment within and beyond the organisation.
6. Accountability- Partnerships also reinforce that we are all accountable for the safety of the children around us. Everyone has a role to play towards ensuring the safeguarding and protection of the most vulnerable members of our communities.

B. ADULT SAFEGUARDING

Adult Safeguarding is the term that describes the function of protecting adults (anyone over the age

of 16) from abuse or neglect. People's wellbeing is central to the Adult Support and Protection (Scotland) Act 2007, and the prevention of abuse and neglect is one of the elements identified as contributing to a person's wellbeing.

In the context of the legislation, specific adult safeguarding duties apply 'Adults at risk' who:

- (a) are unable to safeguard their own wellbeing, property, rights or other interests.
- (b) are at risk of harm and
- (c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

An adult is at risk of harm for the purposes of the previous subsection if:

- (a) another person's conduct is causing (or is likely to cause) the adult to be harmed, or
- (b) the adult is engaging (or likely to engage) in conduct which is likely to cause self-harm.

C. HUMAN TRAFFICKING AND MODERN SLAVERY

Human trafficking involves recruitment, harbouring or transporting people into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will. In other words, trafficking is a process of enslaving people, coercing them into a situation with no way out, and exploiting them.

People can be trafficked and/or enslaved through different forms of exploitation such as forced prostitution, forced labour, forced begging, forced criminality, domestic servitude, forced marriage, and forced organ removal.

It is a common misconception that people need to have been transported across borders for trafficking to take place. In fact, transporting or moving the victim doesn't necessarily define trafficking. When children are trafficked, no violence or coercion needs to be involved. Simply bringing them into exploitative conditions constitutes trafficking.

Trafficking for sexual exploitation gets much attention. However, the majority of people are trafficked into labour exploitation. Many people who fall victim of trafficking want to escape poverty, improve their lives, and support their families. Often, they get an offer of a well-paid job abroad or in another region. They may borrow money from their traffickers in advance to pay for arranging the job, travel and accommodation. When they arrive, they find that the work they applied for does not exist, or the conditions are completely different, and their documents are often taken away and they are forced to work until their debt is paid off.

D. TYPES OF ABUSE

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Emotional Abuse: Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or not valued, or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse: Sexual abuse involves forcing or inciting a child or a young person to take part in sexual activities, whether or not the child 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 children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotions.

Sexual Exploitation: Sexual exploitation can take many forms, from the seemingly 'consensual' relationship where sex is exchanged for attention/affection, accommodation or gifts, to serious organised crime and child trafficking. What marks out exploitation is an imbalance of power within the relationship. The perpetrator always holds some kind of power over the victim, increasing the dependence of the victim as the exploitative relationship develops.

E. RECOGNISING SIGNS OF ABUSE:

It is not always easy to spot when children have been abused. However, some of the more typical

symptoms that should trigger suspicions would include:

Physical Abuse:

- Unexplained or untreated injuries
- Injuries on unlikely or unusual parts of the body
- Cigarette burns, bites or belt marks, scalds
- Fear of parents being contacted, going home or receiving medical attention •
- Flinching when touched, refusal to discuss injuries
- Covering arms or legs
- Aggressive or withdrawn
- Fear of one person

Emotional Abuse:

- Over-reaction to mistakes
- Sudden speech disorders
- Extremes of emotions
- Self-mutilation
- Poor personal hygiene

Sexual Abuse:

- Pain, itching, bruising or bleeding to genital areas
- Stomach pains
- Discomfort when walking
- Unexplained source of money
- Inappropriate sexual drawings/language/behaviour

Abuse by Neglect:

- Constantly hungry
- Inappropriate clothing or dress. Dishevelled appearance
- Constantly tired, lonely, no friends
- Under weight
- No parental support or interest

Sexual Exploitation:

- Running away from home and going missing
- Drug and alcohol misuse
- Sexually risky behaviour

- Bullying
- Neglect and violence
- Teenage pregnancy
- self-harm and suicide
- Mental health issues
- Non-attendance at school and school phobia
- Forced isolation from community and family

7. PROCEDURE

A. DEALING WITH DISCLOSURE

If a child or adult at risk discloses that they have been abused, the member of staff, contractor, committee member or volunteer **should:**

- Stay calm /do not show shock.
- Listen carefully, gently and patiently
- If you do ask for more information use TED: 'tell me...' 'explain to me...' 'describe...' this should mean you do not ask leading questions.
- Encourage them to talk and listen to them.
- Be non-judgmental.
- Start with an open mind
- Tell the individual that you treat this seriously.
- Allow the individual to recall events and describe what has happened in their own time
- Reassure the individual they are doing the right thing by telling you and that they are not to blame.
- Be clear about your own position and what action you must take such as telling the individual that you need to pass the information on.
- Write down what you have been told, using the exact words if possible including the date, time, place and people present which you sign and date
- Keep any drawings, etc, that they may do..

Should not:

- Show shock, disgust or disbelief.
- Judge.
- Prompt them or ask detailed or leading questions.
- Make assumptions or put words into their mouth.
- Promise it will not happen again.
- Interrupt or stop them from freely recalling events.
- Make them repeat their account unnecessarily.

- Pressurise the individual for more details.
- Ignore what you have been told.
- Promise make promises you can not keep.
- Do not contact or confront the alleged abuser
- Don't contaminate or remove any evidence.
- Dismiss your concerns or worry that you may be mistaken.
- Discuss individual cases or give information about the allegation to anyone who doesn't need to know.

B. RECORD KEEPING

When abuse is disclosed or suspected the member of staff, contractor, committee member or volunteer should:

- Make brief notes as soon as possible giving quotes if they can be recalled
- Dates and times should be recorded
- Notes should be factual and precise
- These notes must not be destroyed, even if a more detailed report is later written - they may be needed in court. They must be stored in a secure place.

Good record keeping:

How:

- Factual
- Record all contacts
- Contact with other agencies
- Clear & accurate
- Objective
- Actions in correct order
- Date & sign
- Legible

What:

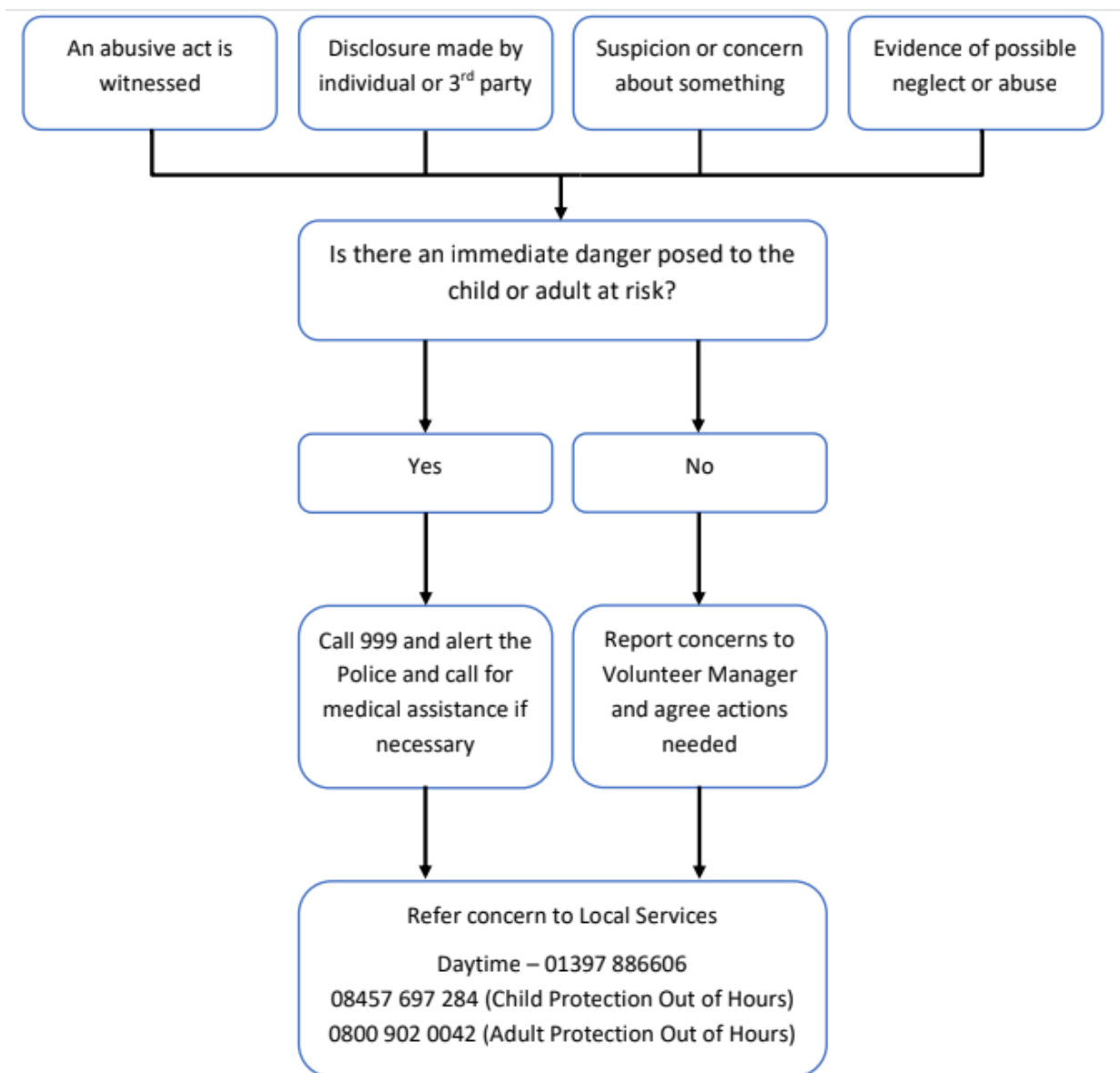
- What was observed
- What was heard
- What was disclosed to you
- Date & time of incident
- People involved

- Location

The Law:

- Records must be accurate , honest & fair
- Kept securely
- Have a genuine purpose for being kept
- Be relevant to their purpose

C. SAFEGUARDING FLOWCHART



8. SUPPORT

Dealing with a safeguarding or child protection incident is always difficult and stressful. Members of staff, contractors, committee members and volunteers should consider seeking support for themselves, initially from the volunteer co-ordinator or a more senior member of the charity than themselves.

9. MONITORING AND REVIEW

This policy will be reviewed annually as a minimum and at any other point in time when a review is deemed necessary such as following a change in legislation or a serious incident.