



Safeguarding and Protecting Children and Vulnerable Adults Policy

V13 © Subud Britain June 2018

Designated Safeguarding Lead: Susannah Bolt

Deputy Designated Safeguarding Officer: Lucy Houbart

|

## INDEX

Introduction and Policy Statement	3
1. Definitions	4
1.1 Physical abuse	4
1.2 Neglect	4
1.3 Emotional abuse	4
1.4 Sexual abuse	4
1.5 Financial or material abuse	5
1.6 Discrimination and bullying	5
1.7 Relevant legislation and guidance	5
2. Reporting incidents and concerns	5
3. Our responsibilities	7
3.1 Recognise	7
3.2 Respond	7
3.3 Record	7
3.4 Report	7
3.5 Refer	7
4. The Role of the Designated Safeguarding Officer and Deputy	8
5. Managing a disclosure of abuse from a child or vulnerable adult	9
6. Action to be taken if you have a concern about a child or vulnerable adult's safety and wellbeing	9
7. Action to be taken by the Designated Safeguarding Officer	9
8. Key Contacts	10
9. Policies and procedures	11
9.1 Confidentiality Policy Statement	11
9.2 Diversity and Equality	11
9.3 Anti-Bullying Policy	12
10. Complaints Policy	13
11. Consent to use images, case studies of children and vulnerable adults	13

## Introduction

**Subud Britain** is the national organisation for the spiritual community of Subud in England, Scotland and Wales. Subud is committed to safeguarding the welfare of children and vulnerable adults whilst they participate in our activities and to promote their wellbeing in other areas of their lives.

Our policy and procedures aim to create an environment where there is no negligence or unnecessary exposure of Subud employees/volunteers, children or vulnerable adults to avoidable risk and Subud Britain is committed to minimising risk. Subud Britain aims to create an environment where everyone can safely learn, be creative and enjoy activities. Safeguarding is everyone's responsibility. DSO will support trustees to ensure safeguarding awareness raising within the organisation.

The good practice guidelines in this policy are applicable to all children, vulnerable adults, employees, volunteers, committee members, consultants and Trustees. The term 'professional' refers to any employee or volunteer who is the subject of a current enhanced Disclosure and Barring Service certificate.

Training on safeguarding children and vulnerable adults will be provided to all who undertake work with children and vulnerable adults on behalf of Subud Britain. Safeguarding will form part of the induction for all those who work with Subud Britain on a formal or informal basis.

## Safeguarding Children and Vulnerable Adults Policy Statement

Subud Britain believes that all children and vulnerable adults have the right to know that they are valued within Subud and enjoy protection from harm at all times, regardless of their age, culture, disability, gender, sexuality, race, religion, nationality or other personal characteristics. This commitment does not cease once a young person reaches the age of 18.

Subud Britain wants all those who attend our events or activities or have contact with our organisation to enjoy and benefit from what we offer in safety. This also extends to other areas of life that children and vulnerable adults who attend Subud activities or events experience.

It is the duty of all employees and volunteers of Subud Britain to safeguard the welfare of children and vulnerable adults we work or spend time with, by reporting any concerns about possible harm or abuse that is discovered or suspected to the appropriate persons or organisations. Subud Britain will ensure that appropriate measures are taken to protect children and vulnerable adults from neglect and physical, sexual and emotional harm and abuse.

Subud Britain will do this by:

- Ensuring that all employees and volunteers who provide activities attended by children and vulnerable adults are appropriately vetted according to the guidelines of the founder of Subud and
- Ensuring that all employees and volunteers who provide regulated activities attended by children and vulnerable adults are subject to all necessary checks.
- Undertaking risk assessments of events and taking necessary steps to minimise and manage risks.
- Informing parents, children and vulnerable adults of the steps we take to protect children and vulnerable adults, what can be expected of us and who the Designated Safeguarding Officers are.
- Ensuring that users of our services are aware of how to raise concerns or complaints about anything with which they may be unhappy.

## 1. Definitions

The terms 'safeguarding' and 'to safeguard' are used to describe the broader preventative and precautionary approach to planning and procedures that need to be in place to protect children and vulnerable adults. It is important to recognise that this incorporates more than 'child protection'.

Safeguarding involves keeping children and vulnerable adults safe from a much wider range of potential harm and looks at preventative action not just reaction.

Child Protection involves recognising signs and indicators of physical, sexual, emotional abuse and neglect and acting on it in line with Subud's statutory duties to safeguard and promote the welfare of children and vulnerable adults.

Abuse and neglect are forms of maltreatment – a person may abuse or neglect a child or vulnerable adult by inflicting harm or by failing to act to prevent harm. For the purpose of this policy, the four categories of abuse are defined by 'Working Together to Safeguard Children' 2010 as:

1.1. Physical Abuse– Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

1.2. 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

1.3. Emotional Abuse– is the persistent emotional maltreatment 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 valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), 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 maltreatment of a child, though it may occur alone.

1.4. Sexual Abuse- Sexual abuse involves manipulating, forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, vaginal, anal or oral rape) 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. It is accepted that, in all forms of abuse, there are elements of emotional abuse and that some children are subjected to more than one form of abuse at any one time.

Subud Britain is committed to ensuring that vulnerable adults are safeguarded from abuse and recognises the additional areas of potential abuse in respect of this group:

1.5. Financial or Material Abuse – Exploitation through stealing or denying access to money or possessions, including access to benefits and allowances.

1.6. Discrimination and Bullying– Discrimination and bullying includes abuse motivated by discriminatory attitudes towards race, age, religion, gender, sexual identity, disability or cultural background.

In all circumstances the safety and welfare of the child or vulnerable adult is foremost, therefore information about abuse or welfare concerns will not be kept strictly confidential and will be shared with the named professionals on a 'need-to-know' basis. It may also require sharing with external agencies such as Police or Children's Services.

A vulnerable adult is defined by the Government White Paper, 'Who Decides', as someone 'who is, or may be, in need of community care services by reason of mental or other disability, of age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation'. This person is aged 18 or over.

The Subud Britain Child Protection and Safeguarding Policy has been produced in accordance with the following legislation and guidance:

- The 1989 and 2004 Children Acts
- 'Working Together to Safeguard Children' 2015
- Disability Discrimination Act 1995
- Data Protection Act 1984 and 1998
- Health and Safety at Work Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Guidance for Safer Working Practices for Adults who work with Children and Young People 2007
- What to do if you are worried a child is being abused? – Advice for Practitioners 2015
- Equalities Act 2010

## 2. Reporting Incidents and Concerns.

Responding to child abuse is everybody's responsibility but the investigation of concerns about or allegations of abuse is the responsibility of the statutory agencies. The statutory agencies are Children's Social Care, Adults' Social Care and the Police. **It is not the role of anyone working for Subud in any capacity to investigate or assess whether a child or vulnerable adult is suffering harm or abuse. It is their responsibility to pass their concerns to the Designated Safeguarding Officer as a matter of priority.**

Any parent, carer, child or young person, vulnerable adult or other person attending a Subud activity or event should report any concerns they have to the employee/volunteer running the event/activity they are attending. This person will notify the Designated Safeguarding Officer at the earliest opportunity.

All persons sharing concerns about children's or vulnerable adults' wellbeing will be respected and listened to throughout the process of reporting their concerns. All suspicions or allegations of abuse will be recorded on an incident form and passed on to the Designated Safeguarding Officer who will be responsible for taking appropriate action.

All Subud activities, where they are regulated activity, involving children and young people will be facilitated or supervised by a professional with enhanced DBS vetting. Although children and vulnerable adults may be working with adults who are not in receipt of enhanced DBS disclosures, there will be present at all times adults who have been subject to enhanced disclosures and who will maintain supervision.

No employee or volunteer will have unsupervised contact with children or vulnerable adults where contact would be deemed to be regulated activity, unless they are a professional, the subject of a current enhanced DBS certificate.

All members and helpers should be aware of the risks involved with lone working, for example the potential for an allegation to be made against the member or helper by the individual, or by those associated with (for example the family of) the individual, that they are working with.

Subud Britain is committed to safeguarding the welfare of children and vulnerable adults who participate in its activities and within our Complaints Policy is a complaints procedure for anyone who is dissatisfied with actions that we have taken to protect or respond to concerns about children and vulnerable adults.

Subud Britain strives to provide a safe and caring learning environment for children and vulnerable adults by having a code of conduct for employees/volunteers, children and vulnerable adults available to everyone on our website, [www.subud.org.uk](http://www.subud.org.uk). Paper copies are available on request and a summary copy of this policy is available to all adults and young people who attend our activities whether as volunteers or participants.

Parents and carers are asked to sign a consent form when a child or vulnerable adult joins a Subud Britain regulated activity or event and emergency contact details are required for any circumstances where parents are not in attendance – e.g. the crèche provided at Congress. It is generally accepted that children will be present at Subud Britain with their parents.

Should an emergency medical situation arise, the professional in charge will in the first instance contact the emergency services and appropriate lead member on duty and a plan should then be made to notify the parent or carer stated on the consent form as soon as possible. The welfare of the child or vulnerable adult will be of paramount consideration at all times.

All disclosures/self-harm incidents will be followed up if no response is received from the investigating agencies within 72 hours, and the outcomes of the referral will be recorded by the Designated Safeguarding Officer.

Incident/concern sheets will be held confidentially and securely by the Designated Safeguarding Officer and will be reviewed regularly so that outcomes for the child or vulnerable adult can be monitored. Consideration must be given to the duties of Subud Britain according to the Data Protection Act 1998.

### 3. Our Responsibilities

#### 3.1 Recognise

Know what child abuse and the abuse of vulnerable adults are and know of which signs and symptoms professionals should be aware.

#### 3.2. Respond

Respond appropriately, ask yourself: is this an allegation from a child or vulnerable adult against an employee/volunteer; a disclosure from a child or vulnerable adult; suspicions regarding the conduct of other members; or concerns from an employee/volunteer regarding a child or vulnerable adult?

If the information is coming from a child or vulnerable adult do not lead or probe with questions. Employees/volunteers should remain calm, listen and reassure the person disclosing that you will talk to the Designated Safeguarding Officer to work out how to keep them safe. Do not make promises about being able to keep the information secret. If a child or vulnerable adult discloses that they have been or are being abused, the disclosure must be passed immediately to the Designated Safeguarding Officer who will take advice from the appropriate Children's Social Care or Adults' Social Services Team who will decide how to respond.

Disclosures of abuse must be recorded by the employee/volunteer receiving them as soon as possible, using the child's or vulnerable adult's own words. The record should be signed by the person recording it and dated and should state the time and place of the disclosure.

#### 3.3. Record

Exactly what has happened, using the words used by the child or vulnerable adult (if they have made a disclosure) or what you have observed or noticed that has resulted in your concern. This statement should be recorded on an Incident/Concern Form and be signed and dated and kept in a secure place by the Designated Safeguarding Officer.

#### 3.4. Report

Any concern about the welfare of a child or vulnerable adult must be reported to the Designated Safeguarding Officer as a matter of priority. It is the responsibility of the Designated Safeguarding Officer to make a judgment about how to proceed or to take advice from the statutory services and make a child or vulnerable adult protection referral if necessary. The Designated Safeguarding Officer's name and their contact details should be displayed in each Subud venue.

#### 3.5. Refer

The Designated Safeguarding Officer will take advice from the appropriate statutory agency and will respond according to their guidance, making a child protection or vulnerable adults' referral if necessary.

#### 4. The Role of the Designated Safeguarding Officer and Deputy

- The Designated Safeguarding Officer, or their Deputy in the absence of the DSO, is the first point of contact for all members to go to for advice if they are concerned about a child, or vulnerable adult.
- They are jointly responsible with Subud Britain's Trustees for ensuring that our Safeguarding Policy is kept up to date and to help Trustees to monitor and review safe systems and processes to promote the welfare of children, young people and vulnerable adults.
- They support Subud Britain to comply with safe recruitment procedures for new employees/volunteers and their induction where this is necessary.
- They support employees/volunteers to assist in information regarding concerns and support decision making about whether employees'/volunteers' concerns are sufficient enough to notify Children's Social Work Services or whether other courses of action are more appropriate,
- The DSO and in his/her absence, the Deputy DSO makes formal referrals to the Duty and Advice Team;
- They ensure that concerns are logged and stored securely.
- They are jointly with the Trustees responsible for promoting a safe environment for children and vulnerable adults.
- They know the contact details of relevant statutory agencies e.g. Children's Social Work Services (CSWS), Police, Local Safeguarding Children's Board, and the Local Authority Designated Officer (LADO) for allegations against staff.

It is not the responsibility of the Designated Safeguarding Officer, or Deputy, to decide whether a child has been abused or not - that is the responsibility of investigative statutory agencies such as Children's Social Work Services or the police. However keeping children safe is everybody's business and all staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

The Designated Safeguarding Lead and first point of referral is Susannah Bolt.

The Deputy Safeguarding Officer for Subud Britain is Lucy Houbart.



## 5. Managing a Disclosure of Abuse from a Child or Vulnerable Adult

If a child or vulnerable adult discloses anything to you which indicates that they are suffering or are likely to suffer abuse:

- Stay calm and approachable; do not let your shock show.
- Listen very carefully to what is being said without interrupting.
- Explain at an appropriate time as early as possible that the information being given by the child or vulnerable adult will need to be shared and passed on to others – but stress that it will only be shared with those who need to know. Do not, under any circumstances, promise to keep it a secret.
- Make it clear that you are taking them seriously and acknowledge how difficult this must be for them.
- Allow the child or vulnerable adult to speak at their own pace and in their own words.
- Reassure the child or vulnerable adult that they are doing the right thing in telling you.
- If you need to ask questions, then only ask questions for clarification, avoid asking questions that suggest particular answers, avoid asking probing questions – you do not need to know all the details - that is the job of the experts (from external agencies) and you might jeopardise a future investigation.
- Let the child or vulnerable adult know what will happen next, that you will report the information to the Designated Officer who will do their best to help them.
- Record all the details of what was said, use the exact wording used by the child or vulnerable adult, do not try to interpret any of the information yourself, record details such as names mentioned, dates, times, who the information went to, what action was taken next, don't forget to sign and date the form (see incident and disclosure form).

## 6. Action to be taken if you have a concern about a child or vulnerable adult's safety or wellbeing

- Act immediately.
- Follow the steps outlined in the section above about what do to if a child or vulnerable adult discloses something to you.
- Inform the Designated Officer with as much information/details as soon as possible.
- Keep a detailed record of what you witnessed, heard or were told.

## 7. Action to be taken by the Designated Safeguarding Officer

- Act immediately.
- Contact the appropriate Local Authority team and if it is appropriate, the parents or carers.
- Allegations or suspicions made about employees/volunteers must be passed to the Designated Safeguarding Officer immediately so that advice can be sought from the Local Authority Designated Officer (LADO). If an allegation is made about the Designated Safeguarding Officer, it must be passed onto Subud Britain's National Chair immediately.
- Contact the local Social Services Team for the child or vulnerable adult's home address. The contact details for this Team should be displayed in the Subud Britain Venue.
- If a child or vulnerable adult is at immediate risk of harm, call the Police.
- You may also need to agree with the local social services team about ongoing support for the child or vulnerable adult, once any concerns have been passed on. Record details of all discussions and agreed actions.
- Make records of the disclosure as soon as practical on an Incident and Disclosure form, in as much detail as possible and in the child or vulnerable adult's words rather than interpreting them. Ensure these records are kept securely and confidentially. They should be password protected and stored in a locked storage facility.

If a child or vulnerable adult has disclosed that they are being abused by someone in their household and it is not possible to contact the Social Services Team, the Police must be called so that steps can be taken to ensure that the child or vulnerable adult is safeguarded. The rights and needs of a child, young person or vulnerable adult to be safe need to be paramount in any decision made.

## 8. KEY CONTACTS

NSPCC 24 Hour Helpline: 0808 800 5000

Childline 24 Hour helpline: 0800 11 11

Police: 999

If you are worried a child may be at risk while using the internet:

Child Exploitation Online Protection Centre (CEOP): 0870 000 3344 [www.ceop.gov.uk](http://www.ceop.gov.uk)

[Local Safeguarding Children's Board (LSCB)]

[Children's Services contact number]

[Children's Services Out of Hours Contact Number]

## 9. Policies and Procedures

### 9.1 Confidentiality Policy Statement

Children and vulnerable adults have the right to have their information dealt with sensitively and confidentially. However, confidentiality will never be a barrier to good safeguarding practice.

If a child or vulnerable adult tells an employee/volunteer that they or another person is being hurt physically, sexually or emotionally, or likely to be hurt in the future, or in danger of hurting someone else, then we will have to tell other people. Employees/volunteers will not promise to 'keep secrets' and will always make it clear that if they are told something that means someone is at risk of harm or is being harmed, this will have to be passed to the Designated Safeguarding Officer.

Wherever possible, confidential information will not be passed to statutory agencies without the consent of the owner. There may be times, however, when disclosing confidential information without consent is necessary to safeguard a child or vulnerable adult or because the information suggests that there is a risk to others. If this is the case, information will be passed to the appropriate statutory agency by the Designated Safeguarding Officer, making it clear that consent has not been sought and why, or that consent has been refused. The reasons for the disclosure without consent must be recorded and stored securely by the Designated Safeguarding Officer.

The Designated Safeguarding Officer will decide whether Children's Social Care or Adult Social Services must be contacted. He/she may also decide to contact the parents or carer of a child or vulnerable adult.

When deciding whether to pass on confidential information without consent, the Designated Safeguarding Officer must consider whether doing so is, 'a proportional response to meet the need to safeguard the child or vulnerable adult'.

If we have a concern about a child or vulnerable adult's welfare, the Designated Safeguarding Officer will contact the parent or carer unless to do so would place the child or vulnerable adult at risk. The Designated Safeguarding Officer will take advice from Children's Social Care or Adult Social Services where necessary to ensure that appropriate action is taken to safeguard children and vulnerable adults.

Any issues relating to a complaint or a concern raised will be dealt with confidentially.

### 9.2. Diversity and Equality [Insert Diversity/equality policy statement here or use this example]

People can be discriminated against for any number of reasons and in many different ways, some overt and some more subtle. For those discriminated against, dealing with it, perhaps on a regular basis, is extremely stressful. Subud Britain is aware of the many forms that discrimination may take and is committed to challenging it.

Children and vulnerable adults may become the target for discrimination if they:

- Belong to a minority or ethnic, or religious group
- Do not have the predominant national language as a first language
- Communicate with difficulty
- Dress in a way that does not conform to what is seen as 'the norm'
- Have physical differences e.g. height, weight
- Have different emotional needs
- Have special educational needs
- Behave in ways that are seen as 'difficult', 'abnormal', or 'different'
- Are from poor social backgrounds
- Have physical, sensory or learning disability • Are gay, lesbian, bi-sexual or transgender

Subud Britain will challenge incidents of discrimination and include provision for complaints without discrimination against employees and volunteers.

Subud Britain has a Diversity and Equality Policy that is available to users of our services/venues.

### 9.3. Anti-Bullying Policy - Statement of Intent

We are committed to providing a caring, friendly and safe environment for all children and vulnerable adults so they can partake in Subud activities and events in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Subud Britain. If bullying does occur, all children and vulnerable adults should be able to report the incidents and know that it will be dealt with promptly and effectively.

Bullying may result in a child or vulnerable adult suffering or being at risk of suffering significant harm (Working Together to Safeguard Children 2015), and Subud Britain takes seriously its statutory duties to safeguard children and vulnerable adults who may be or are the victims of bullying.

#### What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying is difficult to cope with and often difficult to prove. Bullying may be unintentional in that the 'bully' is unaware that their comments or actions are distressing to another, or more often it is deliberate and may take place over a prolonged period.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding dance wear, threatening gestures), ridiculing, humiliating, spreading rumours or causing someone to be isolated
- Physical - pushing, kicking, hitting, smacking, punching, or any use of violence or unwanted physical contact
- Racist - racist taunts, graffiti, gestures
- Religious and cultural offensive comments, taunts, slurs, verbal or in writing
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexual orientation, regardless of the sexual identity of the recipient.
- Discriminatory because someone is disabled or has special educational needs or is in some way vulnerable
- Verbal - name-calling, sarcasm, spreading rumours, teasing or making offensive comments to or about someone
- Cyber - All areas of internet, such as email & social networking sites, Mobile threats by text messaging & calls, Misuse of associated technology, i.e. camera & video facilities

#### Why is it important to respond to Bullying?

Bullying of all kinds hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Adults, children and vulnerable adults who are bullying need to learn different ways of behaving. Children and vulnerable adults who are bullied are entitled to support and to be safeguarded. We all have a responsibility to respond promptly and effectively to issues of bullying.

## 10. Complaints Policy

Subud Britain's Complaints Policy is available and accessible to all users of Subud Britain's venues, activities and events.

## 11. Consent to use Images of Children and Vulnerable Adults

Subud Britain will not use the images, or names of children or vulnerable adults in our media, leaflets, or internet websites without written permission from the parent or carer for those under 18, or a written disclaimer from those 18 or over. If the press are involved in photographing events, then no names of individual young people will be given unless appropriate consents are provided to the newspaper.