



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

Safeguarding and Prevent Duty Procedure

Change History

First Published:		01/04/2011	Originally Created by:	Safeguarding Group
Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
19 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure. Small changes to wording and referencing	Operations Manager	24 July 2018
25 May 2018	Standards Officer	Additions to procedures covering, FGM, forced marriage, cyber bullying, grooming etc.	Operations Manager	24 July 2018
17/09/2018	Safeguarding Lead	No Changes	CEO	17/09/2019
02/04/2020	Safeguarding Lead	No Change	CEO/SMT	02/04/2021

Introduction

In line with the Safeguarding Vulnerable Groups Act 2006 and section 26(1) of the Counter-Terrorism and Security Act 2015 and Social Media for Online Radicalisation (July 2015) we have a duty when exercising our functions, to have due regard to the need to prevent people from being abused or drawn into terrorism. All individuals have a responsibility within their role regarding safeguarding the welfare of adults and preventing their abuse and/or radicalisation.

All complaints, allegations or suspicions must be taken seriously and brought to the attention of the Designated Senior Person before any steps are taken.

These procedures will enable staff to respond to any specific adult protection issues that have been witnessed or brought to their attention.

Definitions of Abuse and Exploitation

Abuse and/or exploitation occur when people mistreat or misuse other people, showing no concern for the other individual(s), and in a manner that degrades their well being and puts them in danger of harm.

Abuse and/or exploitation may consist of a single act or repeated acts. It may be physical, verbal or psychological; it may be an act of neglect or an omission to act. It may occur when a person at risk is persuaded to enter into a financial, sexual transaction or extreme situation to which he or she has not consented, or cannot consent. Abuse and/or exploitation can occur in any relationship and may result in significant harm to or radicalisation of the person subjected to it.

Physical abuse is defined as the use of physical force that may result in an injury, physical pain or impairment. Physical abuse may include but is not limited to acts of violence such as; striking, hitting, beating, pushing, shoving, shaking, kicking, pinching and burning.

Sexual abuse is being touched where you don't want to be touched, being made to touch others when you don't want to, undressing when you do not want to, being made to watch or say sexual things when you do not want to, they can include rape and sexual assault or sexual acts to which the person at risk has not consented, or could not consent or was pressured into consenting.

Emotional / Psychological abuse is defined as a person subjecting another to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder. Emotional abuse can include, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Financial or material abuse is a tactic used by abusers to limit and restrict their victims' access to their finances, this can also include theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect by others where a parent, carer or guardian will actively and knowingly fail to care for or attend to the basic needs of a child or vulnerable adult, this can include ignoring medical or physical care needs, failure to provide access to appropriate health, social care or education services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse is when you are picked out deliberately for unfair treatment because of a protected characteristic, this can include racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

Organisational abuse refers to neglect and poor professional practice in care settings. It may take the form of isolated incidents of poor practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other. It can occur when the routines, systems, communications and norms of an institution compel individuals to sacrifice their preferred lifestyle and cultural diversity to the needs of that institution. Repeated instances of poor care may be an indication of more serious problems.

Self-neglect is any failure of any adult to take care of themselves. It could be a result of poor health, depression, cognitive problems or being physically unable to care for themselves. This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Domestic violence and abuse is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

Modern Slavery encompasses slavery, human trafficking; forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. A radicaliser is an individual who encourages others to develop or adopt beliefs and views supportive of terrorism and forms of extremism leading to terrorism.

Spiritual Abuse can include things such as; forcing someone to accept religious ideas or values, the denial of your faith, compelling you to engage in some deliverance ministries and oppressive spiritual disciplines.

Female Genital Mutilation (FGM) is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Cyberbullying involves the use of electronic communication devices to bully people. These can include mobile phones, tablets, iPods, laptops and PCs. Social media platforms such as Facebook, Instagram, Twitter and WhatsApp are often used by cyberbullies to channel their communications.

Grooming is a word used to describe a person/group befriending children and vulnerable adults to take advantage of them for sexual preferences or to radicalise individuals into supporting and potentially committing terror related attacks. Grooming can be face to face or via online channels.

Forced or arranged marriage forcing someone to marry is a serious abuse of human rights and a form of domestic abuse. Where children are involved, it is child abuse. A forced marriage almost always involves rape, usually repeated rape until the victim becomes pregnant.

Possible signs of Abuse and/or Exploitation

The following are some signs which may or may not be indicators that abuse and/or radicalisation has taken place, but the possibility should be taken into consideration:

Physical Abuse

- Unexplained fractures
- Unexplained burns

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- Unexplained marks or bruising
- Not wanting to be touched

Sexual Abuse

- Physical symptoms include genital itching or soreness or having a sexually transmitted disease
- Using bad language
- Not wanting to be touched
- Behaving in a sexually inappropriate way
- Changes in appearance

Psychological Abuse

- Being withdrawn
- Too eager to do everything they are asked
- Showing compulsive behaviour
- Not being able to do things they used to
- Not being able to concentrate or focus

Financial or material abuse

- Theft
- Fraud
- Exploitation,
- pressure in connection with wills
- property or inheritance or financial transactions
- misuse or misappropriation of property, possessions or benefits

Neglect and Acts of Omission

- Having pain or discomfort
- Being very hungry, thirsty or untidy
- Failing health
- Changes in behaviour

Discriminatory Abuse

- The person is not receiving the care services they require
- Their carer is overly critical or makes insulting remarks about the person
- The person is made to dress differently from how they wish

Organisational

- Inappropriate or poor care
- Misuse of medication
- Sensory deprivation e.g. denial of use of spectacles, hearing aid etc
- Lack of respect shown to personal dignity
- Lack of flexibility and choice: e.g. mealtimes and bedtimes, choice of food
- Lack of personal clothing or possessions
- Lack of adequate procedures e.g. for medication, financial management
- Controlling relationships between staff and service users
- Poor professional practice.

Self-neglect

- Poor personal hygiene
- Malnutrition
- Clothing unwashed
- Hoarding
- Untreated illnesses

Domestic

- Unexplained injuries
- Behaviour changes
- Not being able to concentrate
- Changes in appearance
- Emotionally fragile
- Nervousness

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Modern Slavery

- Show signs of consistent abuse or have untreated health issues.
- Be unwilling to talk without a more 'senior', controlling person around who may act as their translator.
- Sleep in a cramped, unhygienic room in a building that they are unable to freely leave.
- Be unable to leave their place of work to find different employment, and fear that bad things may happen if they do.
- Be charged for accommodation or transport by their employers as a condition of their employment, at an unrealistic and inflated cost which is deducted from their wages.
- Have no identification documents in their personal possession, and little or no finances of their own.

Radicalisation

- Views become increasingly extreme regarding another section of society or government policy
- Becoming increasingly intolerant of more moderate views
- Expressing a desire/intent to engage with extremist ideologies, groups or individuals.
- Changes in appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.
- Becoming withdrawn and focused on one ideology
- Downloading, viewing or sharing extremist propaganda from the web

Spiritual Abuse

- Showing signs or being withdrawn
- Being fearful discuss their faith, non faith or belief.
- Showing signs of fear or shame.

FGM - A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:

- A long holiday abroad or going "home" to visit family
- Relative or cutter visiting from abroad
- A special occasion or ceremony to "become a woman" or get ready for marriage
- A female relative being cut – a sister, cousin or an older female relative.
- Unexpected, repeated or prolonged absence from learning

Indicators FGM may have taken place

- Have difficulty walking, standing or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious or depressed
- Have unusual behaviour after an absence from learning

Cyberbullying

- Appears nervous when receiving a text, instant message or email.
- Unwillingness to share information about online activity
- Unexplained anger or depression, especially after going online or after using the phone.
- Abruptly shutting off or walking away from the computer mid-use

Grooming

- Being secretive about who they are talking to and where they are going
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol
- Becoming emotionally volatile

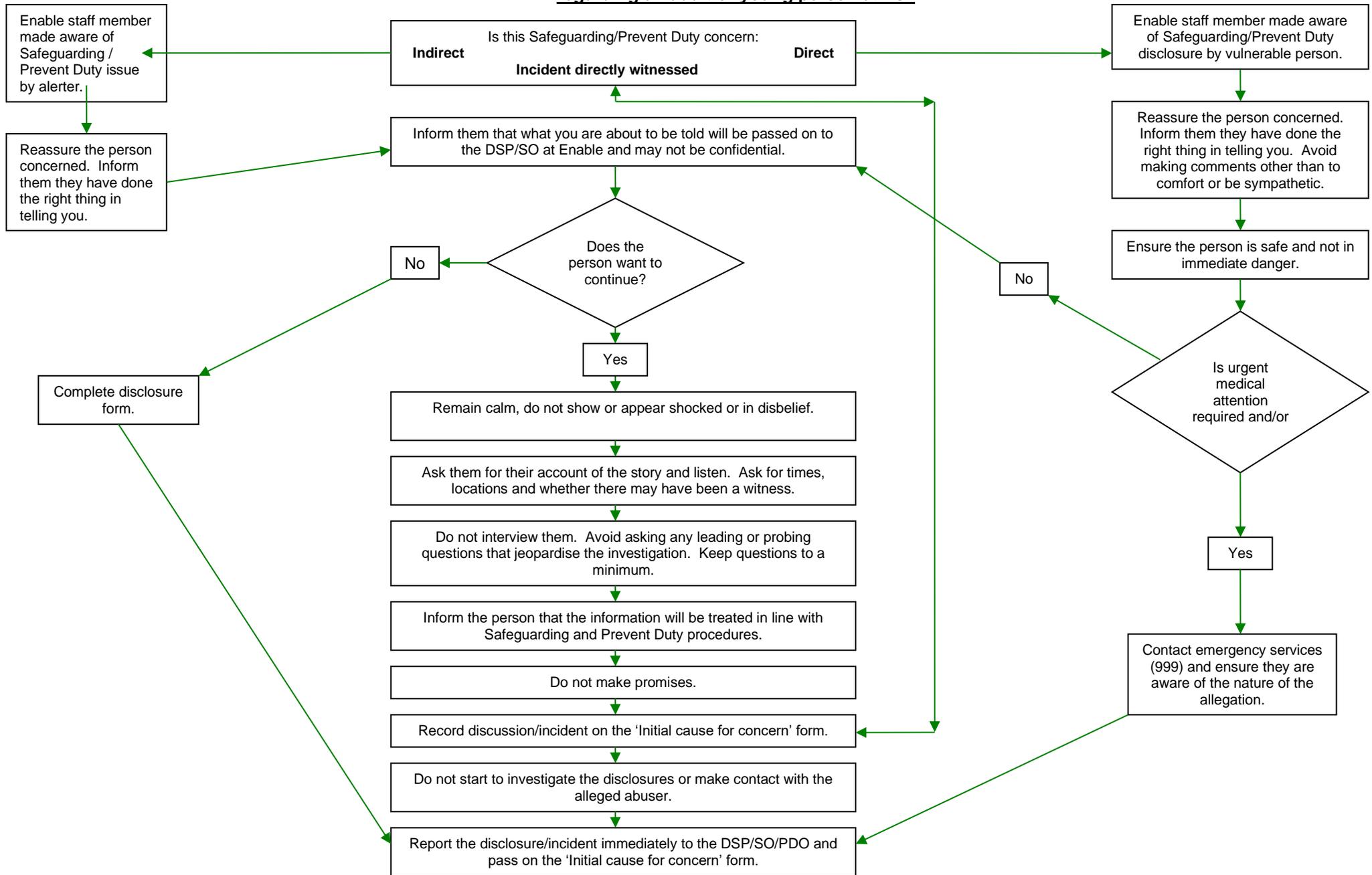
Forced / arranged marriage

- A long holiday abroad or going "home" to visit family and not wanting to go
- History of siblings leaving learning to marry early

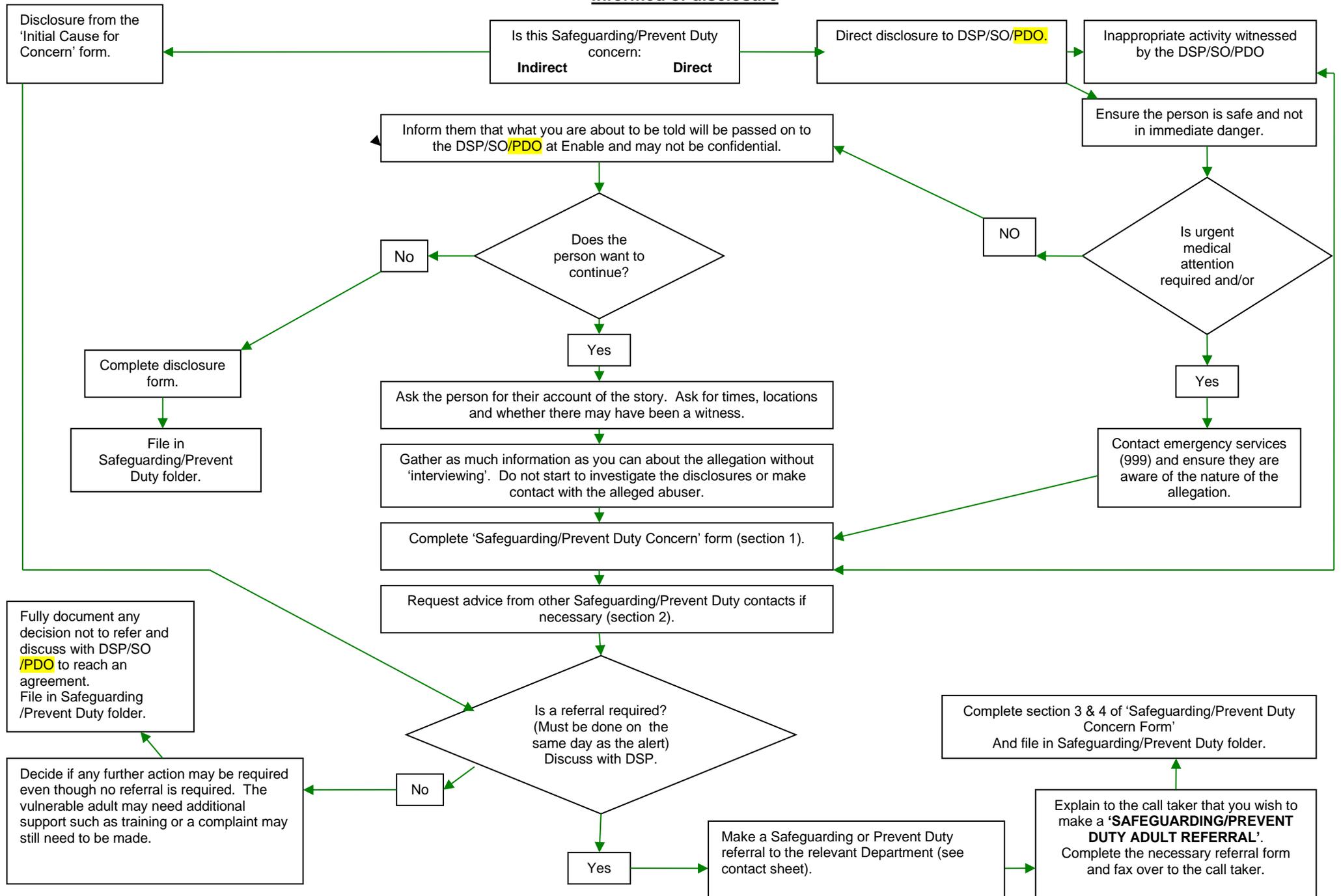
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- Parental control of income
- Evidence of self-harm
- Evidence of family disputes or running away from home

Process for Enable staff when receiving a disclosure/witnessing an incident regarding an adult or young person at risk



Process for Designated Senior Person/Safeguarding/Prevent Duty Officer when informed of disclosure



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Contacts list for Referrals

Prevent Duty Regional Co-ordinator

Sam Slack |East Midlands HE/FE Prevent Lead | Neighbourhoods |Derby City Council |1st Floor, Council House, Corporation Street, Derby DE1 2FS | Telephone 01332 640000 07384452156
sam.slack@derby.gov.uk

Police Prevent Team

Call 101 - request Police Prevent Team for the relevant county

<mailto:prevent@nottinghamshire.pnn.police.uk>
prevent@northants.pnn.police.uk
prevent.team@leicestershire.pnn.police.uk
prevent@lincs.pnn.police.uk
EMSOU-SB-Prevent@Derbyshire.PNN.Police.UK

Nottinghamshire County Council Adult Social Care & Health Departments

<http://www.nottinghamshire.gov.uk/care/adult-social-care>

Area	Contact	Telephone	Fax	Minicom
Ashfield	Ashfield office Lawn View House 40 Station Road Sutton-in-Ashfield Nottinghamshire NG17 5GA	01623 434000		01623 434200
Bassetlaw	Welbeck House Darwin Drive Sherwood Energy Village Ollerton Nottinghamshire NG22 9FF	01623 520520		
Broxtowe	Prospect House Padge Road Beeston Nottingham NG9 2JR	01158041149		
Gedling	Sir John Robinson Way Arnold Nottingham NG5 6DB	0115 8546000		
Mansfield	Lawn View House 40 Station Road Sutton-in-Ashfield Nottinghamshire NG17 5GA	01623 434000		01623 434200
Newark & Sherwood	Newark and Sherwood District Council Castle House Great North Road Newark Nottinghamshire NG241BY	01636 650000		

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Rushcliffe	County Hall Loughborough Road West Bridgford Nottingham NG2 7QP	08449 808080		
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After 5pm or weekends/bank holidays contact:

Emergency Duty Team – 0300 4564546

Nottingham City Council

Adult Contact Team - <https://www.nottinghamcity.gov.uk/health-and-social-care/adult-social-care/contact-the-adult-and-health-and-social-care-teams/>

Tel: 0115 8761000

Nottinghamshire Police switchboard (non-emergency) - <http://www.nottinghamshire.police.uk/>

Tel: 101

Emergency Services

Tel: 999

Northamptonshire

<http://www3.northamptonshire.gov.uk/councilservices/adult-social-care/safeguarding/Pages/default.aspx>

Area	Contact	Telephone	Fax	Minicom
Northamptonshire	The Adult Care Team Northamptonshire County Council John Dryden House 8–10 The Lakes Northampton NN4 7YD	08451 244500		
	24 hours support line	01604 626938		

Derbyshire

https://www.derbyshire.gov.uk/social_health/care_and_health_service_providers/safeguarding/default.asp

Area	Contact	Telephone	Fax	Minicom
Derbyshire	Derbyshire Adult Care Derbyshire County Council County Hall Matlock Derbyshire DE4 3AG	01629 533190		
	24 hour support line	01629 532600		

Derby City Council

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http://www.derbyshire.gov.uk/social_health/adult_care_and_wellbeing/how_adult_care_works/what_you_can_expect/safeguarding/default.asp

Area	Contact	Telephone	Fax	Minicom
Derby	Adults Health & Housing Derby City Council	01332 786968 Outside office hours (Careline): 01332 785642	01332 786965	01332 785642

Lincoln

<https://www.lincolnshire.gov.uk/adult-care/safeguarding-adults/>

Area	Contact	Telephone	Fax	Minicom
Lincoln	Lincoln City Council	01522 782155		
	24 hour support line	01522 782332		
Lincolnshire	Office	01522 782155		
	24 hour support line	01522 782333		

Leicestershire

http://www.leics.gov.uk/index/social_services/asc_support/asc_keeping_people_safe/asc_suspected_abuse/adult_protection_procedures.htm

Area	Contact	Telephone	Fax	Minicom
Leicestershire	Adult Social Care	0116 305 0004		
	Emergency Duty Team - Out of hours (5pm to 8.30am Monday to Thursday or 4.30pm to 8.30am on Fridays or bank holidays)	0116 255 1606		
Rutland	Rutland County Council	01572 758341		
	24 hour support line	0116 2551606		
Leicester City	Daytime office hours	0116 4541004		
	24 hour support line	0116 2551606		

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Safeguarding/Prevent Duty Concern Form (to be used by DSP/SO/PDO)

Section 1

Name	
DOB	
Gender	
Ethnicity	
Address	

Date & Time allegation/concern received:	
Address at which allegation/concern was received:	
Name of staff member that raised allegation/concern:	
Date:	

Factual details of allegation/concern

**I agree that these notes are a true or accurate record of the concern(s) raised:
Signed.....Date.....**

Section 2

Any additional advice taken?	
Whom contacted:	
When:	
Advice given:	

Section 3

Action taken by Enable:	
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Section 4

Any further action to be taken by Enable?	
If yes, what action is to be taken?	

Name of Safeguarding/Prevent Duty Officer completing the form:
Signature:
Date:

This information has been discussed with the Designated Senior Person and the appropriate action has been agreed.

Designated Senior Person:

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Was there a witness?		YES / NO
Name of witness:		
Address:		
Relationship to vulnerable person:		

Any action already taken?		YES / NO
If Yes, what action has been taken?		
Date/Time reported to DSP/SO/PDO at Enable:		

Signature			
Name (please print)			
Location		Tel No	

Safeguarding/Prevent Duty Feedback Form

It is a contractual requirement that Enable is informed of any safeguarding/prevent duty allegations/concerns/disclosures that may be raised within your organisation whilst you are delivering on an Enable contract.

The information given on this feedback form is for Enables records only and will not be passed on to any other parties.

Organisation Name:						
Date of safeguarding/prevent duty allegation/concern/disclosure:						
Gender of vulnerable person: Male / Female						
Age group: (please tick)	0-18	19-24	25-34	35-54	55-64	65+
Date reported to the Designated Senior Person (DSP) in your organisation:						
Was any further action required? Yes / No						
If 'No', date your organisation closed the safeguarding/prevent duty case:						
If 'Yes', what agency was this reported to:						
Was appropriate feedback given to you from the agency? Yes / No						
If 'No' did you follow this up with the agency? Yes / No						
If 'Yes', date feedback given:						
Date your organisation closed the safeguarding case:						

I confirm that the information given above is correct:

Name of person completing this form:	Signature:
Position within Organisation:	Date:

Once completed, please email this feedback form to dave@enable.uk.net or return to: **FAO David Buckley, Enable, Carlton Road Business Centre, 27-31 Carlton Road , Nottingham NG3 2DG**

Please ensure this is marked as **private and confidential** if returning in the post

Disclosure Form

This is an agreement between:

Alerter / vulnerable person(Name)

.....(Signature)

.....(Date)

AND

Enable staff member(Name)

.....(Signature)

.....(Date)

You have requested that the personal and sensitive information you have discussed with an Enable staff member is **NOT** to be shared with any other 3rd party **except** for the Designated Senior Person/Safeguarding Prevent Duty Officer at Enable.

Useful websites for Safeguarding Adults and Preventing Extremism

<https://www.gov.uk/government/publications/preventing-extremism-in-schools-and-childrens-services/preventing-extremism-in-the-education-and-childrens-services-sectors>

<https://www.gov.uk/government/publications/prevent-duty-guidance>

www.nottinghamshire.gov.uk/care/safeguarding/mash

Glossary

Abuse

A deliberate act of ill-treatment that can harm or is likely to cause harm to a adult/child's safety, well-being and development.

Adult at Risk

An adult who may be vulnerable to abuse or maltreatment is deemed to be someone aged 18 or over, who is in an area and has needs for care and support (whether or not the authority is meeting any of those needs); Is experiencing, or is at risk of, abuse or neglect; and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Alarmer

The person who raises a concern about an adult at risk.

Cause for concern

A reason to be worried about the health, development or welfare of an adult/child and recognising that this cause may be preventable by seeking services for the child/adult and/or their family.

Confidentiality

Confidentiality is the process of handling information that is identified as being of a personal and sensitive nature.

DSP (Designated Senior Person)

The role of the Designated Safeguarding Person is to take lead responsibility for dealing with adult/child protection issues, provide advice and support to other staff, liaising with the local authority and working with other agencies.

Direct

A disclosure made to you from the adult at risk.

Disclosure

Refers to the revealing of facts to others.

Extremism

Vocal or active opposition to fundamental British values, including: democracy; the rule of law; individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

Indirect

A disclosure made from a third party about the adult at risk.

PDO (Prevent Duty Officer)

The role of the Prevent Duty Officer is to support staff when dealing with adult/child radicalisation issues, provide advice and support, liaise with the regional co-coordinator and work with other agencies. The PDO will report to the DSP when any disclosures are made

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Prevent Duty

In accordance with the Counter-Terrorism and Security Act 2015: a statutory duty to, “have due regard to the need to prevent people from being drawn into terrorism”.

Referral

Passing a disclosure to the Local Authority or Specialist for a decision regarding a vulnerable adult.

Safeguarding

Duties and responsibilities for those providing a health, social or education service to carry out/perform to protect individuals from harm and to provide a safe environment.

SO (Safeguarding Officer)

The role of the Safeguarding Officer is to support staff when dealing with adult/child protection issues, provide advice and support, liaise with the local authority and work with other agencies. The SO will report to the DSP when any disclosures are made.

Vulnerable Adult

A 'Vulnerable Adult' is defined in the 'No Secrets' report as:

A person aged 18 years or over who is or maybe in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.