

0114 698 10 60 Phone enquiries@meshccs.org.uk Email meshccs.org.uk Web

# MESH Safeguarding Children and Vulnerable Adults: Procedures and Protocols April 2021

**Document Owner:** Jo Buchanan, Trustee and Safeguarding Lead

Document approved by: Carol Borrill, Chair of Trustees

Date Policy approved:

Next review Date: 05.2023

# **Contents**

Introduction	1
Glossary	2
Section 1: Reporting Concerns (For everyone)	5
Reporting Concerns About Yourself	6
Reporting Concerns About Others (Flowchart 1)	7
Reporting Concerns About Others	8
Responding to a Direct Disclosure	9
Record Keeping	10
Section 2: What happens next? (Safeguarding Lead and organisational response)	11
Procedure for Safeguarding Lead* (Flowchart 2)	12
Immediate Response	15
Taking Action	16
Further Information and Useful Contacts	18
Section 3: Appendices	20
Appendices	20
Appendix 1 - Safeguarding Adults Report Form	21
Appendix 2 – Sources of Information and Support	26

# Introduction

MESH is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where a child or vulnerable adult is at risk of harm.

The procedure should be implemented with reference to MESH's Safeguarding Children, and Safeguarding Adults Policies and supporting information.

Any staff working with the public are expected to undertake Safeguarding Children Training Working Together - Promoting Well-being and Keeping Children Safe every two years.

All MESH staff are expected to read the Safeguarding policies in full.

This procedure document details the steps to be taken in responding to any concern that a child or vulnerable adult involved in MESH or its activities, is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting concerns- For everyone

Section 2: What happens next - For Safeguarding Lead and organisational response

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

# Glossary - Children's Safeguarding

Definitions of Abuse as cited in: Working Together to Safeguard Children, 2018.

#### **Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

#### Physical abuse

A form of abuse which 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.

#### **Emotional abuse**

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meets 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 a 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.

#### Sexual abuse

Sexual abuse involves 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, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include

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

#### **Child Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

#### Neglect

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

#### **Extremism**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

# **Glossary - Adult Safeguarding**

For more details please see the additional information sections of MESH's Safeguarding Adults Policy.

nation) for adults who the Local Authority has a responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.  A violation of a person's physical, emotional or mental integrity by any other person.  A group created by an organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.  Harm Damage done to a person's well-being.  MASH Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity The ability to consider relevant information, make and communicate a decision.  Safeguarding Adult Team A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern Ireland)  Adult Protection Committee	Adult	A person over the age of 18
responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.  Abuse  A violation of a person's physical, emotional or mental integrity by any other person.  Case Management Group  A group created by an organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.  Harm  Damage done to a person's well-being.  MASH  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adult Board  (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern Ireland)  Adult Protection Committee	Adult at risk	Definition used in legislation (different in each home
experiencing (further) harm caused by abuse and neglect.  A violation of a person's physical, emotional or mental integrity by any other person.  Case Management Group  A group created by an organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.  Harm  Damage done to a person's well-being.  MASH  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Safeguarding  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adult Team  A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding		nation) for adults who the Local Authority has a
Abuse A violation of a person's physical, emotional or mental integrity by any other person.  Case Management Group A group created by an organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.  Damage done to a person's well-being.  MASH Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity The ability to consider relevant information, make and communicate a decision.  Safeguarding Work to prevent and to stop abuse and neglect. A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding		responsibility to support to prevent them from
A violation of a person's physical, emotional or mental integrity by any other person.  Case Management Group  A group created by an organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.  Harm  Damage done to a person's well-being.  Mash  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Safeguarding  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern Ireland)  Adult Protection Committee		experiencing (further) harm caused by abuse and
mental integrity by any other person.  A group created by an organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.  Harm  Damage done to a person's well-being.  MASH  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Safeguarding  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern Ireland)  Adult Protection Committee		neglect.
A group created by an organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.  Harm Damage done to a person's well-being.  MASH Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity The ability to consider relevant information, make and communicate a decision.  Safeguarding Work to prevent and to stop abuse and neglect.  Safeguarding Adult Team A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern Ireland)  Adult Protection Committee	Abuse	A violation of a person's physical, emotional or
organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.  Harm  Damage done to a person's well-being.  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding		mental integrity by any other person.
of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.  Damage done to a person's well-being.  MASH  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding	Case Management Group	A group created by an organisation to ensure the
the implementation of the organisation's safeguarding functions.  Damage done to a person's well-being.  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity The ability to consider relevant information, make and communicate a decision.  Safeguarding Work to prevent and to stop abuse and neglect. A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  Adult Protection Committee		organisation carries out its role/s in individual cases
Safeguarding functions.  Damage done to a person's well-being.  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern Ireland)  Adult Protection Committee		of abuse or neglect AND to maintain an overview of
MASH  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Safeguarding  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern lreland)  Adult Protection Committee		the implementation of the organisation's
MASH  Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern lireland)  Adult Protection Committee		safeguarding functions.
point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity  The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern Ireland)  Adult Protection Committee	Harm	Damage done to a person's well-being.
areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding	MASH	Multi-Agency Safeguarding Hubs are used as a one
from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.  Mental Capacity The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect. A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  Adult Protection Committee		point of contact/safeguarding referrals in some
various agencies e.g. Local Authority, Police and Health.  Mental Capacity The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  Adult Protection Committee		areas. Where they exist a referral to MASH benefits
Health.  The ability to consider relevant information, make and communicate a decision.  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  Adult Protection Committee		from the information held by and the expertise of
The ability to consider relevant information, make and communicate a decision.  Safeguarding  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult  Partnership (Northern Ireland)  Adult Protection Committee		various agencies e.g. Local Authority, Police and
and communicate a decision.  Safeguarding  Safeguarding Adult Team  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  Adult Protection Committee		Health.
Safeguarding Adult Team  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  Adult Protection Committee  Work to prevent and to stop abuse and neglect.  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding	Mental Capacity	The ability to consider relevant information, make
A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.  A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding		and communicate a decision.
at risk within an organisation or more commonly across a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Protection Committee  at risk within an organisation or more commonly across a Local Authority district.  A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding	Safeguarding	Work to prevent and to stop abuse and neglect.
cross a Local Authority district.  Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  Adult Protection Committee  across a Local Authority district.  A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding	Safeguarding Adult Team	A team set up to manage the safeguarding of adults
Safeguarding Adults Board (SAB) (England and Wales) Safeguarding Adult Partnership (Northern Ireland) A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding		at risk within an organisation or more commonly
(SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  Adult Protection Committee  legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding		across a Local Authority district.
Safeguarding Adult Partnership (Northern Ireland)  Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding	Safeguarding Adults Board	A statutory body set up in line with national
Partnership (Northern voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding	(SAB) (England and Wales)	legislation. Statutory membership includes the Local
voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding	Safeguarding Adult	
from a disabled people's forum are often also included. Their role is to coordinate safeguarding	Partnership (Northern	voluntary sector and of 'citizens' e.g. a representative
Addit Flotection Committee	Ireland)	from a disabled people's forum are often also
	Adult Protection Committee	included. Their role is to coordinate safeguarding
(Scotland) work across the Local Authority district.	(Scotland)	work across the Local Authority district.

# Section 1: Reporting Concerns (For everyone)

## **Reporting Concerns About Yourself**

If you are in immediate danger or need immediate medical assistance contact the emergency services 999.

Please contact one of the Safeguarding Leads either Jenny Owen, Service Manager, jenny@meshccs.org.uk, 07812 502414 or Jo Buchanan, Trustee, jo@meshccs.org.uk.

If you would prefer, please contact Carol Borril, Chair of Trustees, carol@meshccs.org.uk or another trustee, who will help you raise the issue with one of the Safeguarding Leads.

If the Safeguarding Lead or Welfare Officer is implicated or you think has a conflict of interest, then report to MESH Chair of the Trustee Board.

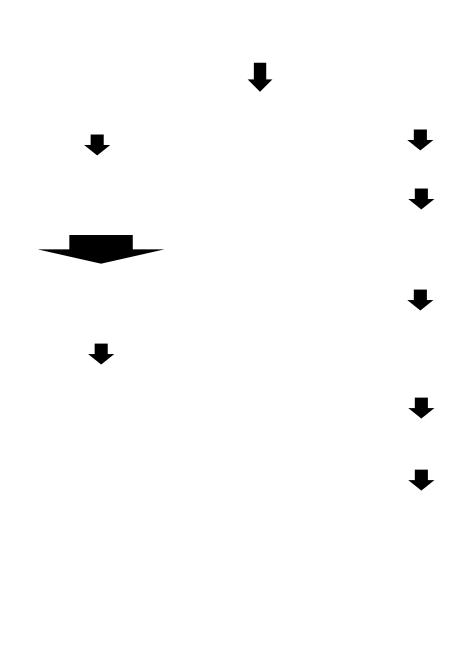
You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix 2 Other sources of support).

MESH will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact the Chair or a member of the MESH Trustee Board.

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

It is of utmost importance to MESH that you can take part in our activities safely and we will take every step to support you to do that.

# Reporting Concerns About Others (Flowchart 1)



# Reporting Concerns About Others

You have a concern, or have been told about, possible abuse of a child, young person or adult, or, poor practice or wider welfare You may be concerned about harm to another person because of something you have

seen or heard, information you have been told by others or because someone has

Is the person in immediate danger or need immediate medical attention?		
You should not keep safeguarding concerns to	yourself. If you have concerns and / or	
you are told abo No or alleged abuse, pe	oor practice <sub>Yes</sub> elfare issues	
you must contad Safeguarding Lead	as soon as y <del>ou can. se</del> nny Owen,	
jenny@meshccs.org.uk, 07812 501424 or Jo Buf	hanan io@moshees ora uk	
	Seek medical attention or contact	
If the Safeguarding Lead is implicated or you thi	emergency services <b>999</b>	
to the MESH Chair of the Trustees.	, , , , , , , , , , , , , , , , , , ,	
_		
Is a serious crime in progress	s or been committed?	
guidance below.	<b>L</b>	
No la la materia.	ide whathau Voo	
It is not you No bility to prove or dec		
or abused. It is however, everyone's respo	onsibility to respond to and report	
concerns they have.	Contact the police	
<ul> <li>If someone he heed for immediate me</li> </ul>	<b>999</b> n	
999.		
Is it safe to speak with the o	child or adult at risk?	
What does the person at risk want to happen?		
If you know their views include those throughout the process.		
Remember to be person centred/mekes	afeguarding personal. If it will not put	
Speak to your Safeguarding Lead Jenny Owen, jenny@meshccs.org.uk, 07812 501424 or		
Jo Buchanan, jo@meshccs.org.uk and report your concerns without delay.		
If you have concerns that they are implicated or may not act appropriately contact		
MESH's Chair of the Board of Trustees the person allegedly causing the harm is likely to find out.		
Make notes and complete a Safeguarding Concerns Report Form (see Appendix 1),		
submit to Service Manager or Chair of Trustees		
1		

# **Responding to a Direct Disclosure**

If a child or vulnerable adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Listen carefully to what the child or the adult at risk has to say, allowing them to continue at their own pace
- Reassure the child or the adult at risk they have done the right thing in telling.
- Undue and leading questions must be avoided as this could seriously prejudice any investigation.
- The child or the adult at risk should never be asked to repeat their story to a colleague.
- Stay calm.
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify
  what the person is telling you. Limit questioning to only the following four
  questions if the child has not already provided you with the information:
  - o What happened?
  - o When did it happen?
  - o Where did it happen?
  - o Who did it?
  - o How do you know them? (If the relationship of the abuser is unclear.)
- Ask them what they would like to happen next.
- Explain what you will do next and what will happen.
- Explain that you will have to share the information with MESH Safeguarding Lead.
- For **adults**, ask for their consent for the information to be shared outside the organisation. Explain that you may have to share this information even without consent, e.g. in best interests cases or where someone else is at risk.
- Make an arrangement as to how you/the Safeguarding Lead can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police,
   Domestic Abuse helpline, Victim Support -see Appendix 6).
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using their own words as soon as possible.
- FIII in a Safeguarding Report Form (see Appendix 1)

#### It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell people within or outside the organisation / relevant agencies who do not need to know.

# **Record Keeping**

- Complete a Safeguarding Report Form (see Appendix 1) and submit to the MESH Safeguarding Lead without delay.
- Describe the circumstances in which the concern came about and what action you took/ advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Be mindful of the need to be confidential at all times.

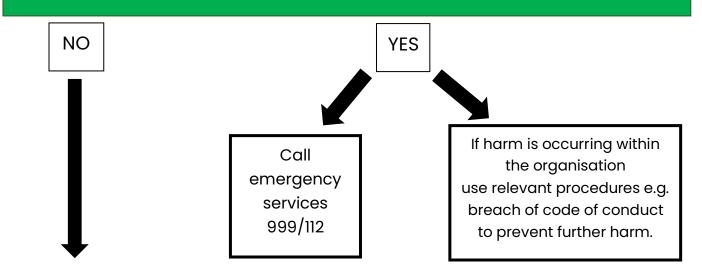
This information must only be shared with your Safeguarding Lead and others that have a need to know -e.g. to keep the person safe whilst waiting for action to be taken.

# Section 2: What happens next? (Safeguarding Lead and organisational response)

# Procedure for Safeguarding Lead (Flowchart 2)

#### Steps 1-5 Initial immediate response

**Step 1**: Is someone at immediate risk of harm/ danger or in need of immediate medical attention?



#### Step 2 – Safeguarding Report Details

If you have been sent a Safeguarding Report Form: Check that you can understand what is written and that all the necessary parts have been completed

If you are being contacted directly: Request a completed Safeguarding Report Form

(staff and volunteers) or fill in the form with the person making the report (referrer /adult themselves)

#### Step 3- Person Making the Report

Inform, reassure and advise the person making the report e.g. what to do/what not to do.

Explain what will happen next. Reinforce the need for confidentiality.

#### Step 4- Person at Risk

What are the risks? If involving an adult, what are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety?

Do you need to contact the person at risk directly? Is it safe for you to do so?

#### Step 5 – Person at Risk

If it is safe to do so - ensure the person at risk has information about what will happen next.

Make sure they have been given information about other organisations that can support them (see Appendix 2).

12

#### Step 6 – Consult and Decide

As needed, consult with the other Designated Safeguarding Lead, the Chair of Trustees, Local Authority/the Police and decide which one or more of the following actions need to be taken.

#### Step 7

#### If a serious crime is suspected contact the police

#### Possible outcomes: e.g.

- Criminal Caution or Conviction
- Police referral back to organisation
- Referral to Independent Barring Board
- Unsubstantiated no further action

#### Step 8

#### If you believe there is an child or adult at risk make a safeguarding report to the Local Authority

#### Possible outcomes e.g.

- LA enquiries triggered
- Child or adult supported to 'make safeguarding personal'
  - Other people at risk identified
  - Multi-agency meetings to coordinate actions
- New/changed care and support and protection plan for any person at risk
  - NOT at risk information and advice provided

#### Step 9

**If harm is suspected of being caused within MESH:** e.g. by an employee, contracted worker, volunteer or member report to relevant manager/s

Organisation takes **short term steps** within relevant policy to **prevent harm** e.g. suspend employee, mediator, volunteer etc.

Safeguarding adults process led by Local Authority

Criminal enquiry, investigation, proceedings

#### Possible outcomes: e.g.

- Informal resolution
- Education and training
  - Formal warning
    - Dismissal
- Role conditions applied
  - Contract ended
- Referred to Independent Barring Board
- Unsubstantiated no further action

#### Step 10

If adult safeguarding issue: Consult with and inform the adult ongoingly

#### Possible Outcomes: e.g.

- Adult receives information about the process
- Adult supported to have their views and experience heard
  - Adult supported to gain support from other agencies
    - Adult continues to participate in organisation

#### Step 11

Take advice from and **coordinate actions** taken by MESH with those of **other agencies**. Attend and contribute to Safeguarding Children or Adults strategy meetings if required.

#### Step 12

Hold Case Management meeting to coordinate actions by MESH

#### Steps 13 and 14

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported

Once a concern has been passed to the MESH Safeguarding Lead, they will coordinate the MESH Safeguarding Procedure (see Flowchart 2).

The Safeguarding Lead will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the person at risk if appropriate.

The Safeguarding Lead, where appropriate, in consultation with the Case Management Group, will take the following actions:

#### **Immediate Response**

**1.** Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the adult being harmed.

2. If you have been sent a **Safeguarding Report Form** check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of staff or a volunteer request that they complete a Safeguarding Report Form if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by the person at risk themselves or a member of the public fill in the safeguarding report form yourself gaining the details with the person contacting you.

- **3.** Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
- **4.** Consider what is known about the situation, what the risks are, and for adults, what is known of **the views of the adult**, whether they have given their consent to the report being made and whether they might be considered to be an 'adult at risk'.

Find out whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion).

Decide if you need to **contact the adult** to get more information, determine their wishes, or explain what actions you need to take.

**5.** Ensure that the **person at risk has been given information** about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them (see Appendix 2).

ONLY do this if you have a known safe way of contacting them.

## **Taking Action**

In all situations you should ensure those in your organisation who can act (within their remit) to prevent further harm have the information to do so. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

#### 6. Consult and Decide

If necessary, consult with chair of MESH Trustee Board and with the Local Authority/the Police and decide which of the following actions need to be taken.

- 7. Contact the police (where the crime took place) if:
  - a serious crime has been committed.
  - a crime has been committed against someone without the mental capacity to contact the police themselves.
  - the adult has asked you to make a report to the Police on their behalf because they are unable to themselves.
- 8. Make a referral/report to the Local Authority Safeguarding Adults Team or Multi-Agency Safeguarding Hub (MASH) (where the adult lives) if you believe they may be an adult at risk

#### AND

- the adult appears not to have the mental capacity to make decisions about their own safety and well-being.
- the risk is from a person employed or volunteering in work with adults with care and support needs (including within a sports organisations).
- there are other 'adults at risk' (e.g. another family member, another club member or other people using a service).
- the adult at risk lives in Wales or Northern Ireland (no consent required).
- the adult at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it.

If a child is at risk you must make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives.

If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Safeguarding Childre / Adults Team or the

# Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the adult or the person who may be causing harm

#### 9. Use policy and procedures to stop harm within the organisation

If the person who may be causing harm is a person involved in MESH in whatever capacity inform the Chair of the Trustee Board.

Decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, breach of contract.

Agree what short term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in the organisation/their sport.

The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

10. If statutory agencies are involved, work together with them to agree the next steps.
E.g. the Police may need to interview an employee before a disciplinary investigation is conducted.

Attend and contribute to any safeguarding strategy or case meetings that are called by the Local Authority.

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop MESH taking internal steps to safeguard the person at risk. E.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but the organisation should still follow its disciplinary procedure.

11. Decide who in the organisation will **maintain contact with the adult** (if relevant) to consult with them, keep them informed and make sure they are receiving the support they need.

Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the adult to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to

them, what they would like to happen next and what outcomes they want to achieve.

- **12.** Convene a **Case Management Group meeting** to coordinate actions internally to your organisation:
  - share information about what has happened with those within MESH who have a role in safeguarding the adult.
  - share the views of the adult.
  - share any actions being taken by the Police/Local Authority.
  - agree who will coordinate between MESH and other agencies.
  - decide what actions MESH will take.
  - Coordinate action by MESH.
- **13.** Case Management Group meetings must be **recorded** so that decision making is transparent, and actions agreed are followed. **Follow up meetings** should be held as necessary until the actions needed are complete.
- **14.** Ensure **records are complete and stored securely**. Collate monitoring information, including feedback from the person who was at risk of harm and **report to the Board as requested**.

#### **Further Information and Useful Contacts**

MESH Policies, procedures and supporting information are available on the MESH Google Drive:

https://drive.google.com/drive/folders/10qi3iN3TQg5lc2Upva5F8ISNu\_KqVCkc?usp=sharing

#### Safeguarding Lead or Welfare Officer:

Jenny Owen, jenny@meshccs.org.uk, 07812 501424

#### **Deputy Safeguarding Lead or Welfare Officer:**

Jo Buchanan, jo@meshccs.org.uk

#### **Local Authority Safeguarding Department**

#### The Sheffield Safeguarding Children Hub

Tel: 0114 273 4855

Website: https://www.safeguardingsheffieldchildren.org/sscb/safeguarding-information-

and-resources/referring-a-safeguarding-concern-to-childrens-social-care

#### The Sheffield Adult Safeguarding Partnership:

Tel: 0114 273 4908

Website: https://www.sheffieldasp.org.uk/sasp/p/worried-about-an-adult

#### **Local Police Station:**

Telephone 111 for all non-emergency situations

# **Section 3: Appendices**

# **Appendices**

# Appendix 1 - Safeguarding Report Form

To be completed as fully as possible if you have concerns regarding a child or adult.

If it is safe to do so, when reporting concerns about adults it is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and plan a course of action.

Section 1 – Details of person v	vho you have concerns about
Name of child or adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if	
known	
Consent to share	
information with	
emergency contact?	
Section 2 – Details of the pers	son completing this form/ Your details
Name	
Contact phone number(s)	
Email address	
Line manager or alternative	
contact	
Name of organisation	
Your Role in organisation	
Section 3 – Details of concerr	n

Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the child or adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)		
Date/ Time	What happened	
Section 5 – Details of the pers	son thought to be causing harm (if known)	
Name		
Address		
Date of Birth/Age		
Relationship/connection to adult		
Role in organisation		
Do they have contact with		
other adults at risk in		
another capacity? E.g. in		
their work/family/as a		
volunteer		
Section 6 - Have you discussed your concerns with the adult if the person at risk is an		
adult? What are their views? What have they stated about what they want to happen		

and what outcomes they want?

Section 6A – Reasons for not d	•	
Discussion would put the adult	or others at risk. Please explain:	
Adult appears to lack mental o	capacity. Please explain:	
Adult unable to communicate	their views. Please explain:	
	·	
Section 7 – Risk to others		
Are any other adults at risk	Yes/No/Not known – delete as appropriate	
If yes please fill in another Safeguarding Report Form answering questions 1-6		
, ,		
Are any children at risk Yes/	No/Not known Delete as appropriate	
If yes please fill in a Safeguarding Referral Form and attach to this.		
i i yes piedse iii ii d saleguala	ing Referral Form and attach to this.	
Continuo O Milhort mating house		
Section 8 – What action have you taken if any to reduce the risks?		
Actions by MESH: e.g. person causing harm suspended, sessions changed.		
Section 9: Other agencies	Who contacted/reference number/contact	
contacted	details/advice gained/action being taken	

Police		
Ambulance		
Other – please state who and	why:	
Section 10: Contact with Truste	es / Other sta	ff members
Who else has been informed a	of this issue? -	and what was the reason for information
sharing		
Sharing		
Consultation with Safeguardir	ng Lead	Dates and times
Completed Form copied to Sa	rfeguarding Le	ad; Date and time
·	0 0	
Signed:		
Date:		
2 3.13.		

#### This form must be completed and returned to:

Chair of the Management Committee, MESH, Scotia Works, Leadmill Road, Sheffield S1 4SE

Telephone 0114 698 10 60

In an envelope marked **STRICTLY CONFIDENTIAL.** 

OFFICE USE ONLY
Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)
Details of your contact with the person at risk of harm. If an adult, have they consented
to information being shared outside of MESH?
Details of contact with the Local Authority Safeguarding Team/MASH where the person
at risk of harm lives – advice can be still sought without giving personal details if you do
not have consent for a referral for an adult at risk.
That have consent for a referral for an adult at risk.
Details of any other agencies contacted:
Details of the outcome of this concern:

# Appendix 2 – Sources of Information and Support

#### Sheffield Safeguarding Hub - 0114 273 4855

#### Multi Agency Support Teams - 0114 2037485

#### Safeguarding Adults Office - 0114 273 6870

#### **Action on Elder Abuse**

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information. Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

#### Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

#### **Men's Advice Line**

For male domestic abuse survivors

Tel: 0808 801 0327

#### National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

#### National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247	Tel: 0808 802 1414
www.nationaldahelpline.org.uk/Cont	www.dsahelpline.org
act-us	Twitter: www.twitter.com/dsahelpline
	Facebook: www.facebook.com/dsahelpline
Scotland	Wales
Tel: 0800 027 1234	Llinell Gymorth Byw HebOfn/ Live free from fear
Email: helpline@sdafmh.org.uk	helpline
Web chat: sdafmh.org.uk	Tel: 0808 8010 800
	Type Talk: 18001 0808 801 0800
	Text: 078600 77 333

#### Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: <u>info@rapecrisis.co.uk</u>

www.rapecrisis.co.uk

#### Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or 0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

#### **Stop Hate Crime**

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625 By post: PO Box 851, Leeds LS1 9QS

#### **Susy Lamplugh Trust**

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839 Fax: 020 8392 1830

Email: info@suzylamplugh.org www.suzylamplugh.org

#### **Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

#### Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service. www.womensaid.org.uk/information-support