



ILLA-WALES CIC: Iberians & Latin Americans in Wales

SAFEGUARDING POLICIES

The Safeguarding of Children, Young People and Adults at risk Policies

**PROTECTION OF CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK'
POLICIES**

		Page No.
1.	Introduction	2
2.	Definitions	2-5
3.	Procedure and appointment of Safeguarding of Children, Young People and Adults at risk Champion	5-6
4.	Responding to Concerns	6
5.	Responding to Disclosures of Abuse	6-7
6.	Reporting Procedure	7
7.	Allegations Involving the Board Members, Members or Volunteers	7
8.	Good Practice Guidelines for Working with Service Users	7
9.	Recruitment, Selection and Training of Board Members & Volunteers	8
10.	Review and Updating	8



ILA-WALES CIC: Iberians & Latin Americans in Wales

SAFEGUARDING POLICIES

The Safeguarding of Children, Young People and Adults at risk Policies

1. Introduction

The Iberians & Latin Americans in Wales (ILA-WALES CIC) comes into contact with a range of individuals and organisations and recognises that some of our service users will be children, young people and adults at risk. The group takes seriously its responsibilities to promote the welfare and safeguard the interests of these groups of people.

The Board Members, all members and volunteers of **ILA-WALES CIC** can play an important part in promoting the safety and protection of the children, young people and adults at risk with whom the organisation works. The aim of this policy document is to ensure that any children, young people and adults at risk are protected and kept safe from harm while they are in contact with **ILA-WALES CIC**. In addition to this policy, **ILA-WALES CIC** has a framework of policies which are designed to ensure the emotional and physical safety of service users, members and volunteers.

2. Definitions

Child abuse can take many forms, but they are usually divided into the following four categories:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse

Often children suffer different forms of abuse simultaneously.

Physical abuse:

This is any form of physical injury inflicted or knowingly not prevented, by any person having custody or care of that child. Physical abuse is sometimes called non-accidental injury.

Signs and indicators can include:

- Cuts
- Fractures
- Burns and scalds
- Scratches and bite marks
- The effects of poison
- Bruises



ILLA-WALES CIC: Iberians & Latin Americans in Wales

SAFEGUARDING POLICIES

The Safeguarding of Children, Young People and Adults at risk Policies

- In places unlikely to be caused by falls – inside the thighs, behind the ears, around the groin.
- An unusual shape, such as finger marks
- Injuries caused by straps or other objects.

Neglect:

Children have the right to be fed, kept warm and loved, so that they can grow into healthy adolescents and adults. Neglect is the denial of these needs. Indicators of neglect can include:

- Low weight
- Voracious appetite
- Being dirty and smelly
- Inappropriate dress, such as sandals in winter.

A neglected child may show a lack of interest in activities and the parent or carer may show a lack of interest in the child.

Emotional abuse:

Children's behaviour and emotional development can be badly affected by verbal attacks, isolation, humiliation, over-protectiveness or inconsistency in the behaviour of the parent or carer. Indicators of emotional abuse can include:

- Communication problems
- Lethargy
- Stunted growth (failure to thrive)
- Wetting or soiling themselves often
- Poor self-esteem
- Rocking back and forth
- Aggression
- Unresponsiveness
- Complete or partial withdrawal from activities.

Sexual abuse:

Sexual abuse is the exploitation of children and adolescents in sexual activities to meet the sexual demands of adults at risk or other children. This may include rape, sexual intercourse with a child – even with their consent - fondling a child, masturbation, involving children in pornographic activity or involving them in watching pornographic videos.

Indicators of sexual abuse can include:

- Bruising on chest/breasts, inner thighs or buttocks
- Stained underclothes
- Genital injuries, soreness or rashes
- Urinary tract infections



ILLA-WALES CIC: Iberians & Latin Americans in Wales
SAFEGUARDING POLICIES

The Safeguarding of Children, Young People and Adults at risk Policies

- Frequent headaches and stomach pains
- Sudden or unexpected changes in behaviour
- Bedwetting
- Eating disorders
- Flirtatious/promiscuous behaviour
- Running away from home
- Alluding to secrets that cannot be revealed.

You should be concerned if a child has difficulty walking or sitting, shows sexually explicit behaviour or if they have inappropriate sexual knowledge for their age. Other behaviours which may indicate sexual abuse include fear of particular people or one person, anxiety, feelings of worthlessness and over-compliant behaviour.

Duty to report children at risk:

(1) If a relevant partner of a local authority has reasonable cause to suspect that a child is one who is at risk and appears to be within the authority's area, it must inform the local authority of that fact.

(2) If the child that the relevant partner has reasonable cause to suspect is one at risk and appears to be within the area of a local authority other than one of which it is a relevant partner, it must inform that other local authority.

What is an adult at risk?

(1) An "adult at risk", for the purposes of this Policy, is an adult whom—
(a) is experiencing or is at risk of abuse, neglect or significant harm;
(b) has needs for care and support (whether or not the authority is meeting any of those needs), and
(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

(2) If a local authority has reasonable cause to suspect that a person within its area (whether or not ordinarily resident there) is an adult at risk, it must
(a) make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken (whether under this Act or otherwise) and, if so, what and by whom, and
(b) decide whether any such action should be taken.

(3) Regulations made under section 54(5) (care and support plans) must include provision about recording in a care and support plan the conclusions of enquiries made under this section.

Significant harm is defined as:

- Any ill-treatment (including sexual abuse and forms of ill-treatment that are not physical);



ILA-WALES CIC: Iberians & Latin Americans in Wales

SAFEGUARDING POLICIES

The Safeguarding of Children, Young People and Adults at risk Policies

- The impairment of, or an avoidable deterioration, in physical or mental health, and;
- The impairment of physical, emotional, social or behavioural development.

What abuse or ill treatment means:

- **Physical abuse:**
This includes hitting, slapping, misuse of medication, undue restraint or unfair punishment.
- **Sexual abuse:**
This means sexual acts, to which the person has not agreed or was made to agree.
- **Psychological abuse:**
This includes threats of harm or of being left alone, making fun of people, calling people names, taking people's friends or services away.
- **Financial or material abuse:**
This includes taking a person's money or things away without consent, making people give their things away, misusing people's benefits or not using it for them.
- **Neglect:**
This might mean not getting a person to a doctor or dentist when they need one, not thinking about risks, not giving a person their food, tablets or medicine, not keeping them warm.

3. Procedures

ILA-WALES CIC aims to:

- Appoint a Safeguarding Champion of Children, Young People and Adults at Risk (this is already in place).
- Ensure that the Board Members, all members, and volunteers who have access to children, young people and adults at risk undergo a criminal records disclosure; references (where appropriate) will be sought from previous employers.
- Ensure that the Board Members, all members, and volunteers have access to this policy and guidelines and understand the principles and procedures.
- Ensure that all members, staff and volunteers follow a code of behaviour designed to protect children, young people and adults at risk.
- Ensure that all appropriate members, staff and volunteers have awareness training to identify signs and symptoms of abuse and how to deal with any concerns or disclosures. (For instance, in 2022, some of our Board Members and members received training on 'Protecting children from sexual abuse' provided by the Lucy Faithfull Foundation and funded by Swansea Bay University Health Board. During 2023, we



ILLA-WALES CIC: Iberians & Latin Americans in Wales

SAFEGUARDING POLICIES

The Safeguarding of Children, Young People and Adults at risk Policies

shall be organising information meetings and sharing the knowledge learnt).

- Follow procedures in cases where concerns become apparent and where referrals are/might be necessary.
- Have consistent ways to record and monitor concerns involving agencies, gather information and keep the Board Members, all members and volunteers informed.

4. Responding to Concerns

Concerns about a child, young person or adult at risk may come to the attention of the Board Members, a member or volunteer in various ways, such as through observation of behaviour, injuries or through disclosure. Anyone who has concerns should raise them as soon as is practically possible with any of the Board Members and/or the Safeguarding Champion. They will discuss and decide with the person who raised the concern and devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities such as Social Services, referral organisations or the Police. You may want to seek advice from them as soon as is practically possible. It is advisable that the person raising the concern speaks directly to relevant authorities about their concerns and writes a report to present to the Safeguarding Champion.

5. Responding to Disclosures of Abuse

The following are guidelines on immediate action to be taken following a reporting of abuse by a child, young person or adult at risk.

- React calmly, so as not to frighten or deter him/her.
- Reassure him/her that you are glad s/he has told you, and it is not their fault.
- Do not promise to keep it to yourself – at the earliest opportunity, remind them of the Partnership's confidentiality policy and explain what this means¹.
- Explain that you need to make sure that they will be safe and may have to pass on the information to somebody trusted to deal with it appropriately.
- Listen carefully to what they say and take them seriously.
- Allow them to tell you what happened in their own words.
- It is important to clarify what you have heard, and to establish the basic facts. However, avoid leading questions and do not ask them specific questions about explicit details.

¹ A confidentiality policy is a set of rules regarding the distribution and maintenance of information and records.



ILA-WALES CIC: Iberians & Latin Americans in Wales
SAFEGUARDING POLICIES

The Safeguarding of Children, Young People and Adults at risk Policies

- If possible, make brief notes during the initial disclosure, explaining to them why you are doing this. If it is not possible to do so at the time, make notes as soon as possible afterwards. All notes should be dated and signed by the member, staff or volunteer taking them. The information recorded should include:
 - The nature of the suspicion or allegation.
 - A description of any visible injury.
 - Dates and times and any other factual information.
(The distinction between fact, opinion or hearsay).

6. Reporting Procedure

Abuse of children, young people and adults at risk can take many forms. It is not the responsibility of anyone within **ILA-WALES CIC** to decide whether abuse has taken place. It is, therefore, vital that the Board Members, all members and volunteers raise all cases of suspected or alleged abuse in line with the procedures identified in this policy. It is important to do this as there may already have been concerns expressed by other members, and failure to report concerns may put a child, young person or adult at risk at risk. Report your concerns to the Safeguarding Champion or in his/her absence, to any other Board Member. (Contact details of all Board Members are on the website² and the Safeguarding Champion's details are below, at the end of this document). This then will be reported to the duty social worker at the local office.

7. Allegations involving the Board Members, Members or Volunteers

Any concerns that involve allegations against a member of the group or volunteers should be referred immediately to the Safeguarding Champion, who will refer the matter to the appropriate body at the earliest opportunity.

8. Good Practice Guidelines for Working with Service Users

It is recognised that, in certain circumstances, it may be unavoidable to visit service users at their home. In the event of a Board Member, another member or volunteer visiting a service user at home, they must ensure that another person knows where they are going and what time they are expected to be back.

Service users should never be given access to the home address or telephone number of any volunteers of **ILA-WALES CIC**. Service users' contact details should never be disclosed to anyone outside of **ILA-WALES CIC** Board Members without their explicit consent.

² <https://www.iberolatinamericansinwales.org/about>



ILA-WALES CIC: Iberians & Latin Americans in Wales

SAFEGUARDING POLICIES

The Safeguarding of Children, Young People and Adults at risk Policies

9. Recruitment, Selection and Training of Volunteers

ILA-WALES CIC will ensure that its recruitment and selection procedures will take account of the need to protect children, young people and adults at risk. Two references will be taken up for all successful candidates and a DBS disclosure will also be carried out when necessary.

Disclosures will be requested prior to a volunteer taking up post and a DBS being carried out.

Induction for the Board Members, all members and volunteers will include information on all relevant policies and procedures, including the protection of children, young people and adults at risk, and ongoing training will be provided if necessary.

10. Review and Updating

This policy will be reviewed in line with any changes in relevant legislation, on an annual basis.

This policy was adopted on 5 September 2022

Signed: *Patricia RM Jones* (Safeguarding Champion & Director of Heritage & Communication)

**Telephone: 01792 420 941
Mobile/WhatsApp: 07399 791 251
Address: 29 De La Beche Road, Sketty
Swansea, SA2 9AR**