

## Move On Policy Documents – Safeguarding

<p><b>Policy Purpose</b></p>	<ul style="list-style-type: none"> <li>• To protect all those who come into contact with Move On from discrimination and harassment</li> <li>• To protect children and vulnerable adults who come into contact with Move On from abuse and neglect</li> <li>• To set out the key elements and overarching principles of Move On’s commitment to safeguarding adults and children</li> <li>• To reduce the risk of re- traumatisation and secondary traumatisation for all staff, service users and volunteers</li> </ul>
<p><b>Statement of Principle</b></p>	<p>Move On believes that it is unacceptable for any person to experience abuse or harassment of any kind, and recognises we have a responsibility to safeguard the welfare of our staff, volunteers, service users, stakeholders and those who come in to contact with Move On through a commitment to good practice.</p> <p>Vulnerability has to be considered in the moment, because a person’s situation, and therefore the risk that they may be in, may change over time.</p> <p><b>In this policy, the term "staff" refers to full-time workers, part-time workers, sessional workers, secondees, trainees, those who are completing work experience or those completing work tasters.</b></p>
<p><b>Accessibility and Questions about this policy</b></p>	<p>If staff, volunteers, service users or other stakeholders have any questions or concerns about any aspect of this Policy, or Move On in relation to this Policy, they should speak to their manager, support worker or the person who supervises their volunteering. If their questions and concerns are not adequately addressed, they should contact Move On’s Safeguarding Officer, the Director of Operations, on 0141 221 2272.</p> <p>This policy is accessible to all Move On staff online in the Policy Folder on SharePoint Office 365 and will be made available to all volunteers and service users through prominent display at Move On sites and via induction.</p> <p>While this policy is here to protect anyone involved with Move On, some Move On participants are included in the definitions of children and vulnerable adults outlined in Appendix A.</p>
<p><b>Policy Aims</b></p>	<p>As an organisation Move On is committed to the principles of Safeguarding. We recognise that direct and indirect harm or abuse may</p>

	<p>occur against protected characteristics set out in the Equality Act (2010): Age, Disability, Gender reassignment (including all forms of gender identity and expression), Marriage and civil partnership status, Pregnancy and maternity, Race, Religion and belief, Sex, and Sexual orientation, as well as health; and every person has the right to equal protection from all types of harm or abuse.</p> <p>As such, Move On seeks to ensure that all our functions are carried out with due regard to safeguarding the welfare of all staff, volunteers, service users, other stakeholders and those who come in to contact with Move On.</p> <p>Move On also has a responsibility to ensure that any individuals working with children and vulnerable adults are made aware of good practice, in order to minimise the risk that they are placed in situations where allegations could be made.</p> <p>It is particularly important that children and vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously with the Director of Operations, acting in their capacity as Safeguarding Officer, passing information to the Police, the appropriate Local Authority Safeguarding Team, and informing the appropriate staff where relevant.</p>
<p><b>Guiding Principles</b></p>	<ul style="list-style-type: none"> <li>• <b>Everyone’s responsibility</b> - Everyone at Move On has a responsibility to keep children and vulnerable adults safe from abuse, neglect and re-traumatisation.</li> <li>• <b>Prevention</b> – We will put sensible measures in place to prevent abuse, including the use of safe recruitment practices, promoting safe working practice and raising awareness of safeguarding.</li> <li>• <b>Protection</b> – We will provide policies, information and training to enable all Move On staff and volunteers to identify and respond appropriately to concerns about abuse.</li> <li>• <b>Partnership</b> - Move On will work in partnership with statutory, regulatory and other relevant organisations to ensure that safeguarding concerns are responded to appropriately.</li> <li>• <b>Accountability</b> - We aim to be transparent in our approaches and recognise the need for continuous learning and improvement.</li> </ul>
<p><b>Trauma Informed Principles – All staff and volunteers should use this approach</b></p>	<p>At Move On follows the Trauma Informed Principles set out by the NHS. This builds on the way we already work. The Trauma Informed Principles are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Choice</b> – The person has choice and control about activities they are involved in. Ensure the individual’s preferences are prioritised</li> <li>• <b>Safety</b> – The person feels safe in the environment we are working in and in their personal life. Emotional and physical safety is a priority</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Trustworthiness</b> - We are consistent, provide full information, ensure expectations are clear and stick to what we say (explain why we can't do something if we can't). Relationships are key!</li> <li>• <b>Empowerment</b> – The person has control of and takes an active role in what happens in the service. Services are developed and delivered to maximise empowerment, recognised strengths and build on skills</li> <li>• <b>Collaboration</b> – Work together. Work with, not for someone. Think about what works for that person</li> </ul> <p>This should be considered by everyone throughout all of our work including safeguarding staff, volunteers and service users. Line managers should also follow this approach when supporting staff.</p> <p>For more information on common trauma responses see Child and Adult Protection policies on SharePoint.</p>
<b>Confidentiality</b>	Move On recognises that safeguarding is placed above all other operating principles and supersedes the principle of confidentiality.
<b>Roles &amp; Responsibilities</b>	<p><b>All staff and volunteers</b> Every individual working for Move On, irrespective of their role, has a part to play in safeguarding children and vulnerable adults. All staff and volunteers must familiarise themselves with our Safeguarding Policy as part of their induction. Move On will provide regular safeguarding training available to staff and volunteers. All staff will follow the trauma informed principles and there will be specific training on this depending on your role.</p> <p>Some members of staff will be required to complete a risk assessment and wellbeing plan with the young people they work with to manage and reduce risk and keep them safe. If you are required to do this, your line manager will discuss this with you, and you will be trained to use this paperwork.</p> <p><b>Board Members</b> Move On board members set and adopt the Safeguarding Policy and have a duty of care to their charity, which includes taking the necessary steps to safeguard those at risk from abuse, managing risk and protecting the reputation of the charity.</p> <p><b>Executive Director</b> The Executive Director has a responsibility to ensure that safeguarding is included, where appropriate, in the strategic plans, risk assessments, communications and quality assurance processes of Move On. In some cases, they will be required to make decisions in relation to complex or serious safeguarding concerns, in consultation with the Safeguarding Officer.</p>

	<p><b>Management Team</b> Move On Managers are responsible for ensuring that they, and the staff that they supervise, are aware of Move On’s Safeguarding Policy and access relevant training. In some cases, they will be required to make decisions in relation to complex or serious safeguarding concerns, in consultation with the Safeguarding Officer.</p> <p><b>Safeguarding Officer</b> The Safeguarding Officer is the Director of Operations and is the designated person for safeguarding at Move On.</p> <p><b>Move On Partners</b> Move On Partners will make their own arrangements for safeguarding and it is a requirement of Move On that all Delivery Partners and contractors have an appropriate safeguarding policy that matches or exceeds the standards laid down in this policy.</p>
<p><b>How safeguarding concerns may arise</b></p>	<p>Concerns about safeguarding may arise in the following circumstances:</p> <ul style="list-style-type: none"> <li>• A member of staff, volunteer or board member has suspicions arising from observations of a child or vulnerable adult’s behaviour or appearance or things the child has said</li> <li>• A child or vulnerable adult tells a member of staff or volunteer that abuse has taken place, that they feel unsafe or they are at risk</li> <li>• A third-party expresses concerns to a member of staff or volunteer; this could be another child, vulnerable adult, member of staff, friend, a parent or guardian</li> <li>• A service user or volunteer expresses concerns to a member of staff or volunteer regarding a third party about who they have concerns</li> <li>• An anonymous allegation is received</li> <li>• The service user tells a volunteer or member of staff that they are a risk to themselves e.g. they are feeling suicidal and have plan or they are self-harming to a degree that puts them at risk</li> </ul>
<p><b>How to report a concern</b></p>	<p>The Board of Directors has designated the Director of Operations as Safeguarding Officer. Any concern about safeguarding should, wherever possible, be referred to the Director of Operations in the first instance. Where this is not possible, any issue should be referred to the Executive Director, or if they are unavailable another member of Move On’s Management team. However, it is the responsibility of all staff and volunteers to be aware of this policy and to implement it appropriately. In exceptional circumstances a staff member or volunteer may not be able to consult a manager and should not delay before acting in accordance with this policy. Concerns can be reported to:</p> <p><b>Jim Burns</b> - Director of Operations and <b>Safeguarding Officer</b> on <a href="mailto:jim@moveon.org.uk">jim@moveon.org.uk</a> or 0141 221 2272 or 07855756893</p>

	<p><b>John Hinton</b> - Executive Director on <a href="mailto:john@moveon.org.uk">john@moveon.org.uk</a> or 0131 558 3740 or 07946578515</p> <p>Move On Chairperson on <a href="mailto:chair@moveon.org.uk">chair@moveon.org.uk</a> or 0141 221 2272</p> <p>This will depend on the seriousness and sensitivity of the issues involved and who is suspected of the wrongdoing.</p> <p>As well as the above the NSPCC can be contacted for advice - the helpline number is <b>0808 800 5000</b>. It operates Friday 8am-10pm and 9am-6pm at the weekends. NSPCC can be contacted by email (<a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>) or via their online form 24hrs.</p> <p>Samaritans can also be contacted for advice and support on 116 123 or via email on <a href="mailto:jo@samaritans.org">jo@samaritans.org</a> this is a 24hr service or you can call 111 (non-emergency) to discuss mental health concerns out of hours along with the service user. If it is not out of hours support can be offered to contact their GP.</p> <p><b>If a crime has been committed or someone is in immediate danger, call the police on 999 (emergency) or 101 (non-emergency).</b></p> <p>Alternatively any member of staff or volunteer can raise concerns with an outside agency - Social Services, NSPCC, Police - if they feel that their line manager, Safeguarding Officer, board member is not dealing with their concern or are implicated in some way.</p>
<p><b>Safeguarding Practices</b></p>	<p>This policy is designed to ensure that safeguarding practice is explicit and effective in the following areas:</p> <ol style="list-style-type: none"> <li><b>1. Recruitment and selection of staff and volunteers</b> Move On is committed to ensuring that anyone who may have the opportunity to work with children and vulnerable adults is checked for their suitability. Relevant steps will be carried out during the recruitment process to highlight the needs of children and vulnerable adults and to ensure the appropriateness of people in roles. This is detailed in Move On’s Recruitment and Advertising for Recruitment Policy.</li> <li><b>2. Training and information</b> Move On will ensure the provision of appropriate training and/or information to enable staff and volunteers to recognise their responsibilities with regard to their own good practice and the reporting of poor practice or concerns of possible abuse. Further specialised training will be made available to anyone required to manage or supervise staff or volunteers who are children or vulnerable adults to enable them to be aware of and carry out their</li> </ol>

	<p>roles and responsibilities. This includes specific Trauma Informed and Skilled training available for staff and volunteers where appropriate and information sheets for all bases, covering the principles we work by to create a Trauma Informed environment for all.</p> <p><b>3. Working practices</b> Staff and volunteers are encouraged to be alert to the need for re-assessment and adaptation in the light of the changing and special needs of those with whom they may work. They should to speak to their line manager if they feel uncertain about dealing with a problem themselves. Where a member of staff or volunteer suspects any form of abuse then they must report the issue, using the procedures outlined in this policy, the Child Protection Policy and the Vulnerable Adult Protection Policy.</p> <p><b>4. Photographic images</b> Move On will ensure that all staff and volunteers are aware of their responsibility to avoid taking inappropriate photographs or recorded images of children or vulnerable adults. Where images are captured which include anyone determined as being vulnerable, then appropriate consent from a guardian or adult supervisor must be sought before the image can be used.</p>
<p><b>Types of Abuse</b></p>	<ul style="list-style-type: none"> <li>• <b>Physical abuse</b> - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.</li> <li>• <b>Sexual abuse</b> - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.</li> <li>• <b>Psychological abuse</b> - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.</li> <li>• <b>Financial or material abuse</b> - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.</li> <li>• <b>Neglect and acts of omission</b> - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.</li> <li>• <b>Discriminatory abuse</b> - including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment, hate crime.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Institutional abuse</b> - institutional abuse, although not a separate category of abuse in itself, requires specific mention simply to highlight that adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level as detailed in the contract specification.</li> <li>• <b>Multiple forms of abuse</b> - multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of adults at risk, negligence or ignorance.</li> </ul>
<p><b>Recognising Abuse</b></p>	<p>Abuse is a powerful and emotive term. It is a term used to describe ways in which people are harmed, usually by individuals and often by those they know and trust. Move On staff and volunteers that have contact with children or vulnerable adults may hold this trust and could be at risk of misusing their power.</p> <p>It is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. <b>It is not, therefore, the responsibility of employees or volunteers to determine whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a vulnerable person.</b></p> <p>When a child or vulnerable adult is suffering from any one or more of the above 'categories of abuse', or if they are at risk, they will nearly always suffer from/display signs of stress and distress, as listed below:</p> <ul style="list-style-type: none"> <li>• A lack of concentration</li> <li>• Aggressive or hostile behaviour</li> <li>• Moodiness, depression, irritability, listlessness, fearfulness, tiredness, temper tantrums, short concentration span, acting withdrawn or crying at minor occurrences</li> <li>• Difficulties in relationships with peers</li> <li>• Regression to more immature forms of behaviour</li> <li>• Self-harming or suicidal behaviour</li> <li>• Low self-esteem</li> <li>• Wariness, insecurity</li> <li>• Disturbed sleep</li> <li>• Changes in the person's behaviour that is out of character</li> <li>• A sudden change in school performance</li> <li>• Running away or truancy</li> </ul>
<p><b>Adverse Childhood Experiences</b></p>	<p>All staff should be aware that Adverse Childhood Experiences can have an impact on people's physical and mental health. If the child, adult or young person has experienced these then it <u>may</u> have a negative</p>

<p><b>(ACE) and Trauma</b></p>	<p>impact on them. However, this is not the case for everyone, it is just good to be aware of.</p> <p><i>Adverse Childhood Experiences (ACEs)</i> – This is an increasingly used term which describes the experience of range of adversity in childhood including abuse, neglect but also parental substance misuse, parental separation or incarceration, parental mental illness and living in care.</p> <p>ACEs are stressful events occurring in childhood including:</p> <ul style="list-style-type: none"> <li>• Domestic violence</li> <li>• Parental abandonment through separation or divorce</li> <li>• Apparent with a mental health condition</li> <li>• Being the victim of abuse (physical, sexual and/or emotional)</li> <li>• Being the victim of neglect (physical and emotional)</li> <li>• A member of the household being in prison</li> <li>• Growing up in a household in which there are adults experiencing alcohol and drug use problems (Public Health Scotland 2020)</li> </ul> <p>Experiencing ACEs can be traumatic and can have a negative impact on children, young people and adults. For more information about ACEs see <a href="http://www.healthscotland.scot/population-groups/children/adverse-childhood-experiences-aces/overview-of-aces">http://www.healthscotland.scot/population-groups/children/adverse-childhood-experiences-aces/overview-of-aces</a></p>
<p><b>Related Move On Policies</b></p>	<ul style="list-style-type: none"> <li>• Recruitment and Advertising for Recruitment Policy</li> <li>• Move On Confidentiality Policy</li> <li>• Recruitment of Ex-Offenders Policy</li> <li>• Vulnerable Adult Protection Policy</li> <li>• Child Protection Policy</li> <li>• Whistleblowing Policy</li> </ul>
<p><b>Last Reviewed</b></p>	<p>February 2023</p>
<p><b>Policy Review Date</b></p>	<p>February 2025</p>



## **Appendix A – DEFINITIONS**

### **Vulnerable Adult**

An Adult (a person aged 18 or over) who 'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It may also include victims of domestic abuse; hate crime and anti-social behaviour. The person's need for additional support to protect themselves may be increased when complicated by additional factors such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

### **Children and Young People**

- Anyone under the age of 18.