

	Safeguarding Policy - Adults & Children		
	Date Approved	Date Last Approved	Policy Ownership
	Apr 2023	Nov 2022	Risk Committee
	Version	Distribution	Governance forum responsible for approval
	4.0	Trustees Staff Volunteers	Trustee Board
	Previous Version		Review Frequency
3.0		Every Year	

Version Control			
Version	Date	Author	Comments
1.0 to 2.0	July 2017	LH	Initial issues
3.0	Nov 2022	LH	Review and correct links
4.0	Apr 2023	MB	New CEO – replaced LH with MB New model from CitA

Safeguarding Adults

We have in place a safeguarding lead and a deputy safeguarding lead. The lead is the person responsible for reporting concerns of abuse and neglect to the relevant authority. In their absence the deputy safeguarding lead will take this action.

The safeguarding lead is the Chief Executive, Maxine Bromyard
Call 07717 776815 or email bromyardm@citizensadviceeastherts.org.uk

The deputy safeguarding lead is the Head of Advice, Karen Hoy
Call 07956 508911 or email hoyk@citizensadviceeastherts.org.uk

If there is immediate danger to life, risk of injury or if a crime is being committed, dial 999.

Christine Gillham, as a trustee member of the Risk Committee, is assigned the responsibility of overseeing safeguarding for our organisation including reporting serious concerns to the Charity Commission and making decisions on safeguarding concerns about our staff and volunteers or children and adults at risk in their care.

This policy should be read in conjunction with the Safeguarding Procedures.

There is a separate policy for safeguarding children on page 14.

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Introduction

Citizens Advice East Herts provides free, confidential and independent advice to the general public. These procedures have been designed to ensure the wellbeing and protection of any adult who accesses our services. The procedures recognise that adult abuse can be a difficult subject for workers and volunteers to deal with. Citizens Advice East Herts is committed to the belief that the protection of adults at risk from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all trustees, managers, staff, volunteers and service users act appropriately in response to any concern of adult abuse.

This policy needs to be read in conjunction with the following policies (available in the Policies and Procedures folder in the shared drive):

- Equality and Diversity
- Volunteer Complaints
- Client Complaints
- Whistle Blowing
- Client Confidentiality
- Staff Disciplinary
- Staff Grievance
- Data Protection
- Staff Recruitment and Selection

How should the policy be used?

This policy must be followed by all staff and volunteers, including senior managers and trustees. It also applies to anyone working on behalf of our organisation.

This policy focuses on safeguarding concerns about adults that stem from interactions with clients and other people who access our service; however, the legal duties and principles outlined in this document apply to people who aren't our clients. For example, our staff, volunteers, beneficiaries or other connections who meet the definition of adults at risk.

There is a separate policy for safeguarding children on page 14

There is a separate Safeguarding Procedure that covers:

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Safeguarding Adults

- identifying a safeguarding concern about someone
- raising a safeguarding concern
- emotional support
- safeguarding in the local office
- safeguarding concern Form

No one should ignore allegations or suspicions of abuse or neglect.

Why do we have a policy?

We have a policy to:

- stop abuse and neglect where possible
- prevent harm and reduce the risk of abuse and neglect
- provide staff and volunteers with overarching principles that guide our approach to safeguarding

It's important we have a policy because we provide services to a range of adults and we may suspect or be told about current or historic abuse or neglect. Our safeguarding guidelines and procedures will ensure that staff and volunteers are able to deal appropriately with these situations. This will include:

- having sound recruitment practices
- ensuring all staff and volunteers have an understanding and awareness of adult safeguarding
- ensuring all staff and volunteers know how to raise safeguarding concerns and feel confident doing so

What do we mean by safeguarding?

'Safeguarding' typically relates to children (defined as individuals under 18 - see our safeguarding children policy) and adults at risk (also known as vulnerable adults), for which specific legislation and regulatory requirements apply.

Our regulator, the Charity Commission, considers safeguarding to be taking reasonable steps to protect people from abuse or harm that we come into contact with, whether working online or in person.

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Safeguarding Adults

Our legal and membership duties

It is a requirement of Citizens Advice membership that we act within the relevant laws and regulations to safeguard people who come into contact with our service from harm and abuse.

Protecting people and safeguarding responsibilities are a governance priority for our organisation. It is a fundamental part of how we operate as a charity for the public benefit. Safeguarding is the responsibility of everyone at our organisation.

The legislation covering safeguarding is the Care Act 2014 (England) and the Social Services and Wellbeing (Wales) Act 2014. These acts put duties on local authorities in relation to adult safeguarding and while they don't apply to us directly as a charity, we acknowledge Citizens Advice may receive their funding or are contracted to deliver services on their behalf and therefore it's essential that we understand our role in protecting adults at risk.

We will take these duties into account in our work with people who come into contact with our service and support the local authorities to fulfil their statutory duties where possible.

They include:

- stopping abuse or neglect wherever possible
- preventing harm and reducing the risk of abuse or neglect to adults with care and support needs
- safeguarding adults in a way that supports them in making choices and having control about how they want to live
- promoting an approach that concentrates on improving life for the adults concerned
- raising public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- providing information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or wellbeing of an adult
- addressing what has caused the abuse or neglect

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Safeguarding Adults

Who is protected by this policy?

We recognise that many policies and organisations refer to 'adults at risk' or 'vulnerable adults'. This policy adopts the definition outlined in the Care Act 2014 and the Social Services and Wellbeing (Wales) Act 2014.

These definitions are outlined below and we acknowledge many of our service users could meet this definition:

Definition of 'adult at risk' is met if we have reasonable cause to suspect that someone over the age of 18:

- has care and support needs, and
- is experiencing, or is at risk of, abuse or neglect, and
- is unable to protect themselves because of their care and support needs

Note that concerns about those under the age of 18 should be reviewed under our separate child safeguarding policy.

An adult with care and support needs may be:

- an older person
- a person with a physical disability, a learning difficulty or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living

We will apply this policy equally to all adults who come into contact with our services regardless of age, race, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, religion and belief, sex and sexual orientation.

Clients may come into contact with our service through different channels that aren't always face to face, for example, email, web chat or phone. The principles of safeguarding outlined in this policy will be applied consistently to all safeguarding concerns across the various channels through which we operate our service.

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Safeguarding Adults

Principles for guiding our safeguarding activities

The Care Act 2014 sets out the following 6 principles that should underpin the safeguarding of adults. We'll follow these principles to guide our safeguarding activities and acknowledge that they're also used by local authorities and other statutory bodies to direct their adult safeguarding activities:

- **empowerment** - actions or decisions should be based on the presumption of person-led decisions and informed consent
- **prevention** - it is better to take action before harm occurs
- **proportionality** - the least intrusive response appropriate to the risk presented
- **protection** - support and representation for those in greatest need
- **partnerships** - local solutions through services working with their communities
- **accountability** - accountability and transparency in delivering safeguarding

In accordance with the principle of empowerment, fundamental to this policy is our commitment, wherever possible, to explore the thoughts and wishes of the person we're concerned about.

Recognising the different types of abuse and risk

The indicators provided below are not an exhaustive list of signs and symptoms of someone suffering abuse and neglect.

Type of abuse	Indicators of abuse
Physical	Physical abuse is when someone hurts or harms an individual on purpose. It includes: hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones and drowning.
Domestic Note that if the concern is about someone who is below the age of 18 we apply our safeguarding children policy on pg 14	An incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer.

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Type of abuse	Indicators of abuse
Sexual	This type of abuse includes rape, any inappropriate touching, indecent exposure, sexual acts to which the adult has not consented or lacks the capacity to consent, sexual photography or forced use of pornography or the witnessing of sexual acts.
Female genital mutilation (FGM)	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.
Psychological / emotional	This type of abuse includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Online	Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites.
Financial / material	This type of abuse can involve theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
Modern slavery: This type of abuse encompasses slavery, human trafficking, forced labour and domestic servitude	<p>These could include the following:</p> <ul style="list-style-type: none"> ● signs of physical or emotional abuse ● appearing to be malnourished, unkempt or withdrawn ● isolation from the community, seeming under

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Type of abuse	Indicators of abuse
<p>Note that if modern slavery is suspected we may also use the <u>National Referral Mechanism</u> as well as going through our safeguarding referral process</p>	<p>the control or influence of others</p> <ul style="list-style-type: none"> ● living in dirty, cramped or overcrowded accommodation and/or living and working at the same address ● lack of personal effects or identification documents ● always wearing the same clothes ● avoidance of eye contact, appearing frightened or hesitant to talk to strangers
Discriminatory abuse	Including forms of harassment, slurs or similar treatment because of age, race, religion or belief, sex, sexual orientation, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity or other type of protected characteristic.
Organisational / institution	Can occur in various settings such as a hospital, school or care home. This type of abuse can be one-off incidents as well as ongoing patterns of abuse.
Neglect / acts of omission	Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Criminal exploitation and gangs	Criminal exploitation abuse where vulnerable adults are manipulated and coerced into committing crimes.
Self neglect	<p>This covers a wide range of behaviour that is neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding</p> <p>In addition to self neglect examples above, you should take note of self-harming (cutting) or someone mentioning suicide. It could be a sign someone is experiencing another form of abuse or that they need mental health support.</p>

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Safeguarding Adults

Radicalisation and safeguarding

If we are concerned about an adult at risk becoming radicalised, we follow our safeguarding procedure, but also take into account the statutory guidance of the 'Prevent Strategy'. We acknowledge our responsibility under this guidance *'to have due regard to the need to prevent people from being drawn into terrorism'*.

Our staff and volunteers will be mindful of radicalisation and report any concerns using our safeguarding adult and children policies.

Confidentiality and safeguarding

Confidentiality is one of the founding principles of Citizens Advice. It is important that our clients can trust us and know that the information they disclose is treated in confidence.

However, if we have suspicions or information has been disclosed in relation to abuse, we have a responsibility to take action. Our principles do not override the need to protect adults at risk from abuse.

In accordance with the principle of empowerment, the thoughts and wishes of the person we're concerned about should be explored to inform our decision on whether to report a safeguarding concern and where possible their permission should be gained to report the concern.

However, there will be situations when confidentiality between ourselves and the client cannot be maintained. This includes situations where the person we're concerned about is in serious and immediate danger and there's no time to get permission, it's not possible to get permission or the person is not able to give permission (abuser is always present). Also, we would not try to get permission if there's a chance it would put the person we're concerned about in more danger.

In these situations, the wellbeing of the client or others who may be at risk takes precedence over our principal of confidentiality. Our safeguarding procedure details the process for breaching confidentiality and raising a safeguarding concern.

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Safeguarding Adults

Mental capacity and safeguarding

We'll assume that adults have the mental capacity to make informed decisions about their own safety and how they live their lives. The Mental Capacity Act 2005 is central to decisions and actions in safeguarding adults.

Where a person is able to make an informed choice in relation to a particular decision, they have a right to self-determination and we will explore their thoughts and wishes about what help they may or may not want.

In practice, it may come to light that an adult at risk does not have capacity to make informed decisions about their own situation. One way this could occur is if an adult at risk's carer has a registered lasting power of attorney for one or more of the adult at risk's affairs. If there is reason to believe that the adult at risk is being abused, has been abused in the past, neglected or exploited by the person they attended with, it will be difficult to have a conversation with the adult at risk alone. If getting permission to report a safeguarding concern puts a person in greater danger then steps can be taken without getting permission using the safeguarding procedure. In these circumstances it is important to include the reason why permission was not asked for on the safeguarding concern form.

If it is not clear if an adult has the capacity to make an informed decision, staff and volunteers should talk to the safeguarding lead and use the safeguarding procedure.

Factors which will be relevant in determining whether a safeguarding concern should be reported about a person who lacks capacity to make the decision themselves are if the person can't:

- understand information about the decision to be made on whether or not to report a concern because of a safeguarding reason, or
- retain that information in their minds, or
- use or weigh up that information as part of the decision making process, or
- communicate their decision (by talking, using sign language or other means)

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Safeguarding Adults

Screening of staff and volunteers

We ensure that all staff and volunteers who work in roles which are legally entitled to get a Disclosure and Barring Service (DBS) check are screened. We also ask for appropriate references as part of our screening process and reserve the right to await the results of DBS checks and references before allowing a person to start in that role. If a role is not entitled to a standard or enhanced check, our chief officer may choose to ask some staff or volunteers to undergo a basic check.

As an organisational policy, if a DBS check reveals an unspent conviction for a sexual offence against a child or vulnerable adult, the individual won't be taken on. We also won't take on anyone who performs a regulated activity as part of their role if they're barred from working with adults or children. Any other convictions will be considered on an individual basis.

Further information can be found in our DBS and ex-offenders policies.

Supervision, training and safeguarding

Thorough induction training will be provided to ensure that staff and volunteers are aware of good safeguarding practice alongside the service's core values and confidentiality. Refresher training will be provided every 2 years.

Staff and volunteers will be given regular supervision and have their training needs assessed. Regular case checking will take place and any unusual or excessive contact with an adult at risk will be investigated.

Appropriate safeguarding training is available to all staff and volunteers. This will be:

- online learning provided by national Citizens Advice
 - Level 1 Safeguarding Training for all staff and volunteers
 - Designated Safeguarding Lead Training for the Safeguarding Lead and Deputy Safeguarding Lead
 - Safeguarding Training for Trustees

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Safeguarding Adults

If a staff member or volunteer is removed from their role

If a staff member or volunteer is moved or dismissed from their role because of safeguarding concerns arising from their actions or inactions we have a responsibility as a regulated activity provider to inform the Disclosure and Barring Service. We will follow the [guidance set out by the Disclosure and Barring service](#) in these situations.

Developing new services

Any new services in development will take account of the need to safeguard adults at risk. This may be achieved by:

- risk assessment of proposed activities
- agreeing safeguarding measures with partner organisations including information sharing protocols
- seeking specialist advice, for example from the local safeguarding board

Working with local statutory agencies

Safeguarding Boards may carry out reviews or investigations and may require us to supply information. The boards are made up of representatives from local authorities and other statutory bodies and partner agencies.

We will supply information requested by a safeguarding board under the following circumstances:

- the information must be requested for the purpose of enabling the board to perform its functions
- the person or body requested to supply the information must have functions or engage in activities such that the board considers it likely to have information relevant to a function of the board

In general, there is no bar to us taking part in a safeguarding review, a criminal investigation or a Serious Case Review if required to. This is in the context of our policy on client confidentiality, and the confidentiality process will be used.

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Working with local authority commissioners

Commissioners at local authority level sometimes want to see their own safeguarding protocols reflected in the local Citizens Advice policy. Some key actions we will consider taking are:

- before commissioning, ensuring that we are aware of the local authority designated safeguarding lead and the functions of their team, and the local Safeguarding Adults Board (England) or area-based Safeguarding Board (Wales)
- where possible before commissioning, participating in local authority safeguarding training or briefings
- before commissioning or early in commissioning, reviewing local authority safeguarding protocols to make sure our policy reflects local arrangements
- if local authority policies appear to be in conflict with Citizens Advice policies or principles, contacting our Relationship Manager to discuss ways forward

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Safeguarding Children

We have in place a safeguarding lead and a deputy safeguarding lead. The lead is the person responsible for reporting concerns of abuse and neglect to the relevant authority. In their absence the deputy safeguarding lead will take this action.

The safeguarding lead is the Chief Executive, Maxine Bromyard
Call 07717 776815 or email bromyardm@citizensadviceeastherts.org.uk

The deputy safeguarding lead is the Head of Advice, Karen Hoy
Call 07956 508911 or email hoyk@citizensadviceeastherts.org.uk

If there is immediate danger to life, risk of injury or if a crime is being committed, dial 999.

Christine Gillham, as a trustee member of the Risk Committee, is assigned the responsibility of overseeing safeguarding for our organization including reporting serious concerns to the Charity Commission and making decisions on safeguarding concerns about our staff and volunteers or children and adults at risk in their care.

This policy should be read in conjunction with the Safeguarding Procedures. There is a separate policy for safeguarding adults on page 1.

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Safeguarding Children

Introduction

Citizens Advice East Herts provides free, confidential and independent advice to the general public. These procedures have been designed to ensure the wellbeing and protection of any adult who accesses our services. The procedures recognise that child abuse can be a difficult subject for workers and volunteers to deal with. Citizens Advice East Herts is committed to the belief that the protection of children at risk from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all trustees, managers, staff, volunteers and service users act appropriately in response to any concern of child abuse.

This policy needs to be read in conjunction with the following policies:

- Equality and Diversity
- Volunteer Complaints
- Client Complaints
- Whistle Blowing
- Client Confidentiality
- Staff Disciplinary
- Staff Grievance
- Data Protection
- Staff Recruitment and Selection

How should the policy be used?

This policy must be followed by all staff and volunteers, including senior managers and trustees. It also applies to anyone working on behalf of our organisation.

This policy focuses on safeguarding concerns that stem from interactions with clients and other people who access our service; however, the legal duties and principles outlined in this document also apply to children who aren't our clients. For example, the child of a client, anyone who is under the age of 18 who is volunteering, beneficiaries or other connections who meet our definition of children in relation to this safeguarding policy.

No one should ignore allegations or suspicions of abuse or neglect, safeguarding is everyone's responsibility.

There is a separate policy for safeguarding adults on page 1.

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There is a separate Safeguarding Procedure that covers:

- identifying a safeguarding concern about someone
- raising a safeguarding concern
- emotional support
- safeguarding in the local office
- safeguarding concern Form

Why do we have a policy?

We have a policy to:

- protect children and young people who access our services. This includes children in contact with adults who use our services
- detail what we will do to keep children safe and how we will deal with any concerns we have regarding a child's safety
- provide staff and volunteers with the overarching principles that guide our approach to children's safeguarding and child protection

It's important we have a policy because in the course of our day-to-day work, staff and volunteers may come into contact with children. In some instances, this will be incidental contact, for example when an adult client brings their child along to an appointment.

There may also be situations when staff and volunteers provide advice or services to clients who are children.

We aim to keep children safe and prevent them from harm. We are committed to:

- having sound recruitment practices
- ensuring all staff and volunteers have an understanding and awareness of children's safeguarding
- ensuring all staff and volunteers know how to raise safeguarding concerns and feel confident doing so

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Safeguarding Children

What do we mean by safeguarding?

‘Safeguarding’ typically relates to children (defined as individuals under 18) and adults at risk (also known as vulnerable adults), for which specific legislation and regulatory requirements apply.

Our regulator, the Charity Commission, considers safeguarding to be taking reasonable steps to protect people from abuse or harm that we come into contact with, whether working online or in person.

Our legal and membership duties

It is a requirement of Citizens Advice membership that we act within the relevant laws and regulations to safeguard people who come into contact with our service from harm and abuse.

Protecting people and safeguarding responsibilities are a governance priority for our organisation. It is a fundamental part of how we operate as a charity for the public benefit. Safeguarding is the responsibility of everyone at our organisation.

The Children Act 2004 places a statutory duty on agencies to co-operate to safeguard and promote the welfare of children. While section 11 of the act doesn't list charities as one of the organisations in scope, we acknowledge Citizens Advice may receive their funding or be contracted to deliver services on their behalf and therefore essential that we understand our role in safeguarding and promoting the welfare of children as part delivering a service.

It is unusual that we come into contact with children in the day to day delivery of our service, but when we do or if we choose to provide a service that is targeted at children, we use resources and follow standards from the NSPCC for safeguarding children.

Statutory guidance ‘Working together to safeguard children’ states that:

“Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.”

We will take these duties into account in our work with children who come into contact with our service and support local authorities to fulfil their statutory duties where possible.

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Safeguarding Children

This includes:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes

Who is protected by this policy?

Safeguarding and child protection applies to all children and young people under the age of 18.

This includes our clients, and children we come into contact with as part of delivering our service. Note that concerns about those over the age of 18 should be reviewed under our separate adult safeguarding policy.

We recognise that:

- the welfare of the child is paramount as enshrined in the Children Act 2004
- all children regardless of age, race, disability, gender reassignment, marriage/civil partnership status, pregnancy, maternity, religion or belief, sex and sexual orientation have a right to equal protection from all types of harm and abuse
- some children are especially vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

What is child abuse?

We follow guidance on child safeguarding and child protection set out by the NSPCC, who are a leading child safety charity.

The NSPCC has extensive information on [child abuse, the different types of abuse and signs and symptoms of child abuse](#).

The indicators provided below are not an exhaustive list of signs and symptoms of a child suffering abuse and neglect, but are a summary of the main types of child abuse for the purposes of this policy.

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Safeguarding Children


Type of Abuse	Detail of abuse
Neglect / acts of omission	Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care.
Domestic	Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and hearing/witnessing domestic abuse is child abuse.
Emotional/Psychological	Involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.
Sexual	When a child is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online. It's never a child's fault they were sexually abused – it's important to make sure children know this.
Child sexual exploitation (CSE)	<ul style="list-style-type: none"> ● Unhealthy or inappropriate sexual behaviour ● Being frightened of some people, places or situations ● Bring secretive ● Sharp changes in mood or character ● Having money or things they can't or won't explain ● Physical signs of abuse, like bruises or bleeding in their genital or anal area ● Alcohol or drug misuse ● Sexually transmitted infections ● Pregnancy

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Type of Abuse	Detail of abuse
Online	Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites.
Physical	Physical abuse is when someone hurts or harms a child or young person on purpose. It includes: hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones and drowning.
Female genital mutilation (FGM)	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.
Bullying / cyberbullying	No single sign will indicate for certain that a child being bullied, but watch out for: belongings getting 'lost' or damaged, physical injuries (such as unexplained bruises), being afraid to go to school or skipping school, not doing as well at school, asking for, or stealing, money (to give to whoever's bullying them), being nervous, losing confidence, or becoming distressed and withdrawn, problems with eating or sleeping, bullying others.
Child trafficking	Where children are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold.
Organisational / institution	Can occur in various settings such as a hospital or care home. This type of abuse can be one-off incidents as well as ongoing patterns of abuse.

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Type of Abuse	Detail of abuse
Grooming	When someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked.
<p>Modern slavery: This type of abuse encompasses slavery, human trafficking, forced labour and domestic servitude</p> <p>Note that if modern slavery is suspected we may also use the UK's National Referral Mechanism as well as going through our safeguarding referral process</p>	<p>These could include the following:</p> <ul style="list-style-type: none"> ● signs of physical or emotional abuse ● appearing to be malnourished, unkempt or withdrawn ● isolation from the community, seeming under the control or influence of others ● living in dirty, cramped or overcrowded accommodation and/or living and working at the same address ● lack of personal effects or identification documents ● always wearing the same clothes ● avoidance of eye contact, appearing frightened or hesitant to talk to strangers
Criminal exploitation and gangs	Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.
Self neglect	Although this isn't considered an official form of abuse by the NSPCC, it's important to consider things like a child self-harming or mentioning suicide as self neglect. It could be a sign a child is experiencing another form of abuse or that they need mental health support.

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Children and families at risk

Research shows that some children who've experienced abuse share similar characteristics making them more vulnerable. Having these characteristics doesn't necessarily mean they'll experience abuse or neglect, but we do know that these challenges are often interlinked and the more problems a child and their family are experiencing, the greater the risk of abuse (Clever, Unell and Aldgate, 2011).

- children experiencing parental mental health problems
- children experiencing parental substance misuse
- child who has been in the care of their local authority for more than 24 hours (a 'looked after' child)
- d/Deaf and disabled children
- children in households where domestic abuse has/is taking place

As part of delivering our service we'll be especially vigilant for signs of child abuse where we're aware the above characteristics are present.

Radicalisation and safeguarding

If we are concerned about a child becoming radicalised, we follow the stages in our safeguarding procedure but also take into account the statutory guidance of the '[Prevent Strategy](#)'. We acknowledge our responsibility under this guidance *'to have due regard to the need to prevent people from being drawn into terrorism'*.

Our staff and volunteers will be mindful of radicalisation and report any concerns using our safeguarding adult and children policies.

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Confidentiality and safeguarding

Confidentiality is one of the founding principles of Citizens Advice. It is important that our clients can trust us and know that the information they disclose is treated in confidence.

If a person aged under 18 is our client then the details of the advice given to them should remain confidential, even if their parent asks.

However, if we have suspicions or information has been disclosed in relation to abuse, we have a responsibility to take action. Our principles do not override the need to protect children from abuse.

Where a member of staff or volunteer has a suspicion that a child is being abused or has information disclosed to them alleging abuse, they should follow the steps in the safeguarding procedure.

In accordance with the principle of empowerment, the thoughts and wishes of the person we're concerned about should be explored to inform our decision on whether to report a safeguarding concern; however getting permission from a child in order to report a safeguarding concern may not always be possible or appropriate.

It is not necessary to discuss a safeguarding concern with a child before breaching confidentiality and reporting to a local authority if doing so is in the child's best interests. However, in situations where a child has ability/capacity to make decisions for themselves we will aim to discuss the concern with them. We will also make it clear to them during this discussion that even if they don't want us to, we may still need to report our concerns under our statutory obligations as a charity.

There will be situations when confidentiality between ourselves and a client cannot be maintained. This includes:

- situations where the child we're concerned about is in serious and immediate danger and there's no time to get permission for a disclosure
- it's not possible to get permission or the child is not able to give permission (for example when the abuser is always present)
- it's not appropriate for us to get permission because it could put the child we're concerned about in more danger

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In these situations the wellbeing of the child takes precedence over our principal of confidentiality. Our safeguarding procedure details the process for making a confidentiality disclosure and raising a safeguarding concern.

Screening of staff and volunteers

We ensure that all staff and volunteers who work in roles which are legally entitled to get a Disclosure and Barring Service (DBS) check are screened, we will also ask for appropriate references as part of our screening process and reserve the right to await the results of DBS checks and references before allowing a person to start in that role. If a role is not entitled to a standard or enhanced check, our chief officer may choose to ask some staff or volunteers to undergo a basic check.

As an organisational policy, if a DBS check reveals an unspent conviction for a sexual offence against a child or vulnerable adult, the individual won't be taken on. We also won't take on anyone who performs a regulated activity as part of their role if they're barred from working with adults or children. Any other convictions will be considered on an individual basis.

We are legally required to report any incidents where a member of staff or a volunteer is disciplined or dismissed for inappropriate behaviour with or against a child to the Charity Commission and DBS.

Further information can be found in our DBS and ex-offender policies.

Supervision, training and safeguarding

Thorough induction training will be provided to ensure that staff and volunteers are aware of good safeguarding practice alongside the service's core values and confidentiality.

Staff and volunteers will be given regular supervision and have their training needs assessed.

Regular case checking will take place and any unusual or excessive contact with a child will be investigated.

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Appropriate safeguarding training is available to all staff and volunteers. This will be:

- Level 1 Safeguarding Training for all staff and volunteers
- Designated Safeguarding Lead Training for the Safeguarding Lead and Deputy Safeguarding Lead
- Trustee Safeguarding Training for Trustees training arranged through partner agencies.

Refresher training will be provided every 2 years.

Staff and volunteer conduct

If a staff member or volunteer is suspected of inappropriate conduct, during the course of their role, that could put a child at risk of harm - this will be investigated immediately under the appropriate policy. They may be suspended during the investigation and we'll still aim to complete the investigation even if the staff member or volunteer resigns.

If a staff member or volunteer is dismissed from their role because of safeguarding concerns arising from their actions or inactions we have a responsibility as a regulated activity provider to inform the Disclosure and Barring Service. We will follow the guidance set out by the Disclosure and Barring Service in these situations. It may also be appropriate to make a serious incident report to the charity commission and other relevant funders and regulators.

We reserve the right to share factual, fair and proportionate details of the situation with other employers if we're asked for a reference.

Developing new services

Any new services in development will take account of the need to safeguard children. This may be achieved by:

- risk assessment of proposed activities
- agreeing safeguarding measures with partner organisations including information sharing protocols
- seeking specialist advice, for example from the local safeguarding children board

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Working with local statutory agencies

Safeguarding Boards may carry out reviews or investigations and may require us to supply information. The boards are made up of representatives from local authorities and other statutory bodies and partner agencies.

We will supply information requested by a safeguarding board under the following circumstances:

- the information must be requested for the purpose of enabling the board to perform its functions
- the person or body requested to supply the information must have functions or engage in activities such that the board considers it likely to have information relevant to a function of the board

In general, there is no bar to us taking part in a safeguarding review, a criminal investigation or a Serious Case Review if required to. This is in the context of our policy on client confidentiality, and the confidentiality process will be used.

Working with local authority commissioners

Commissioners at local authority level sometimes want to see their own safeguarding protocols reflected in the local Citizens Advice policy. Some key actions we will consider taking are:

- before commissioning, ensuring that we are aware of the local authority designated safeguarding lead and the functions of their team, and the local Safeguarding Adults Board (England) or area-based Safeguarding Board (Wales)
- where possible before commissioning, participating in local authority safeguarding training or briefings
- before commissioning or early in commissioning, reviewing local authority safeguarding protocols to make sure our policy reflects local arrangements
- if local authority policies appear to be in conflict with Citizens Advice policies or principles, contacting our Relationship Manager to discuss ways forward