

# Milton Abbas Street Fair Trust [MASFT]

## Safeguarding Policy: Framework and Fundamentals

### 1. Purpose

The purpose of this policy is to protect people, particularly children, vulnerable adults and beneficiaries of MASFT grants, from harm that may be caused due to their coming into contact with MASFT personnel. This includes harm arising from:

- The conduct of personnel associated with MASFT
- The design and implementation of MASFT's programmes and activities.

This policy lays out the commitments made by MASFT, and informs Members, Trustees and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment - this is dealt with under MASFT's Anti Bullying and Harassment Policy.
- Safeguarding concerns in the wider community not perpetrated by MASFT or associated personnel.

### 2. What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

MASFT understands it to mean protecting people, including children and at risk adults, from harm that may arise from coming into contact with MASFT personnel or activities.

Further definitions relating to safeguarding are provided in the glossary below.

### 3. Scope

All MASFT Members, Trustees and associated personnel.

Associated personnel whilst engaged with activities or visits related to MASFT, including, but not limited to, the following; volunteers, hired personnel, visitors including journalists etc.

### 4. Policy Statement

MASFT believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. MASFT will not tolerate abuse and exploitation by Members, Trustees or associated personnel.

This policy addresses the following areas of safeguarding; child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding have different policies and procedures associated with them [see Associated Policies; Appendices A to E].

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MASFT commits to addressing safeguarding throughout its activities, through the three pillars of prevention, reporting and response.

### **5. Prevention**

#### **5.1 MASFT responsibilities**

MASFT will:

Ensure all personnel have access to, are familiar with, and know their responsibilities within this policy.

Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with MASFT Members. This includes the way in which information about individuals is gathered and communicated.

Implement stringent safeguarding procedures when dealing with personnel.

Ensure all personnel receive appropriate safeguarding guidance commensurate with their role in the organization.

Follow up on reports of safeguarding concerns promptly and according to due process.

#### **5.2 Members and Trustees responsibilities**

##### **Child Safeguarding**

MASFT Members, Trustees and volunteers must not:

Engage in sexual activity with anyone under the age of 18.

Sexually abuse or exploit children.

Subject a child to physical, emotional or psychological abuse, or neglect.

Engage in any commercially exploitative activities with children.

##### **Vulnerable Adult Safeguarding**

MASFT Members, Trustees and volunteers must not:

Sexually abuse or exploit vulnerable adults.

Subject a vulnerable adult to physical, emotional or psychological abuse, or neglect.

##### **Protection from sexual exploitation and abuse.**

MASFT Members, Trustees and volunteers must not:

Exchange money, goods or services for sexual activity.

Additionally, MASFT personnel are obliged to:

Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.

Report any concerns or suspicions regarding safeguarding violations by a MASFT Member, Trustee or volunteer to the appropriate nominated Trustee.

### **6. Enabling reports**

MASFT will ensure that safe, appropriate accessible means of reporting safeguarding concerns are made available to all personnel and the communities we work with.

MASFT will also accept complaints from external sources, such as members of the public and official bodies.

#### **How to report a safeguarding concern.**

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Any persons, who have a complaint or concern relating to safeguarding, should report it immediately to their nominated Trustee. If the person does not feel comfortable reporting to the nominated Trustee [for example, if they feel that the report will not be taken seriously, or if that person is implicated in the concern] they may report to any other Trustee.

### **7. Response**

MASFT will follow up all safeguarding reports and concerns according to the procedures described in this and associated Policies.

MASFT will apply appropriate disciplinary measures to personnel found in breach of this and associated policies.

### **8. Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern should be shared on a need to know basis only and be kept secure at all times.

### **9. Appendices: Associated policies & Glossary of terms**

- A. Code of Conduct
- B. Anti-Bullying and Harassment Policy
- C. Child Safeguarding Policy
- D. Vulnerable Adult Safeguarding Policy
- E. Glossary of Terms

# Appendix A

## Code of Behaviour

### Policy

#### *Principles*

As an adult participating in MASFT activities- whether as a Member, Trustee or a volunteer - you have a responsibility to ensure that everyone attending such activities, particularly children, young people and vulnerable adults, are protected from harm. It is the responsibility of each adult participating to ensure that:

- ✓ their behaviour is appropriate at all times;
- ✓ they observe the rules established for the safety and security of children, young people and vulnerable adults;
- ✓ they follow the procedures following suspicion, disclosure or allegation of child abuse;
- ✓ they recognise the position of trust in which they have been placed; and
- ✓ in every respect, the relationships they form with the children, young people and vulnerable adults in their care are appropriate

All persons who wish to participate in MASFT activities must accept and understand this policy. They must also agree to put MASFT's policies on safeguarding children and vulnerable adults into practice.

#### *Meeting your responsibilities*

To give positive guidance the Code of Behaviour (below) provides a list of 'do's and don'ts' to help you ensure that:

- ✓ the welfare of the children and/or young people and/or vulnerable adults for whom you have a duty of care is safeguarded;
- ✓ you avoid compromising situations or opportunities for misunderstandings or allegations.

### Code of behaviour

- ✓ **DO** put this code into practice at all times;
- ✓ **DO** treat everyone with dignity and respect;
- ✓ **DO** set an example you would wish others to follow;
- ✓ **DO** treat all young people equally - show no favouritism;
- ✓ **DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others;
- ✓ **DO** follow recommended adult/young people ratios for activities;
- ✓ **DO** respect the right to personal privacy of a child, young person or vulnerable adult;
- ✓ **DO** avoid unacceptable situations within a relationship of trust, e.g.: a sexual relationship with a young person or vulnerable adult over the age of consent;
- ✓ **DO** allow children, young people and vulnerable adults to talk about any concerns they may have;
- ✓ **DO** encourage others to challenge any attitudes or behaviours they do not like;
- ✓ **DO** avoid being drawn into inappropriate attention seeking behaviour, ego: tantrums and crushes;
- ✓ **DO** make everyone aware of **MASFT's** procedures for safeguarding children, young people and vulnerable adults;
- ✓ **DO** remember this code even at sensitive moments, e.g.: when responding to bullying, bereavement or abuse;

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- ✓ **DO** keep other colleagues informed of where you are and what you are doing;
- ✓ **DO** remember someone else might misinterpret your actions, no matter how well-intentioned;
- ✓ **DO** take any allegations or concerns of abuse seriously and refer immediately.
  
- ✗ **DO NOT** trivialise abuse;
- ✗ **DO NOT** form a relationship with a child, young person or vulnerable adult that is an abuse of trust;
- ✗ **DO NOT** permit abusive peer activities, e.g.: initiation ceremonies, bullying;
- ✗ **DO NOT** engage in inappropriate behaviour or contact - physical, verbal, sexual;
- ✗ **DO NOT** play physical contact games with children, young people or vulnerable adults;
- ✗ **DO NOT** make suggestive remarks or threats to a young person, even in fun;
- ✗ **DO NOT** use inappropriate language - writing, phoning, email or internet;
- ✗ **DO NOT** let allegations, suspicions, or concerns about abuse go unreported;
- ✗ **DO NOT** just rely on your good name to protect you.

## Appendix B

# Bullying and Harassment

## Policy

Everyone will be treated with dignity and respect by MASFT Members. Bullying and harassment of any kind are in no-one's interest and will not be tolerated; this includes bullying or harassment by and to MASFT Members, Trustees and volunteers and visitors.

This policy applies to all Members, Trustees and volunteers acting on behalf of MASFT.

Bullying and harassment will be treated as serious offences.

### *What is Bullying and Harassment?*

**Harassment**, in general terms is unwanted conduct affecting the dignity of men, women and children, where actions or comments are viewed as demeaning and unacceptable to the recipient.

It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.

**Bullying** is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious, or it may be insidious. It may be face to face or in written communications, email, or by phone. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public.

For further guidance see:

[www.gov.uk/workplace-bullying-and-harassment](http://www.gov.uk/workplace-bullying-and-harassment)

[www.acas.org.uk/media/pdf/l/r/Bullying\\_and\\_harassment\\_employer\\_2010-accessible-version-July-2011.pdf](http://www.acas.org.uk/media/pdf/l/r/Bullying_and_harassment_employer_2010-accessible-version-July-2011.pdf)

Examples of bullying/harassing behaviour include:

- ✓ spreading malicious rumours, or insulting someone by word or behaviour (particularly on the grounds of race, sex, age, disability, sexual orientation and religion or belief);
- ✓ copying memos that are critical about someone to others who do not need to know;
- ✓ ridiculing or demeaning someone - picking on them or setting them up to fail;
- ✓ exclusion or victimisation;
- ✓ unfair treatment;
- ✓ overbearing supervision or other misuse of power or position;
- ✓ unwelcome sexual advances - touching, standing too close, the display of offensive materials;
- ✓ deliberately undermining a competent person by overloading and constant criticism;

Legitimate, constructive and fair criticism of a person's performance or behaviour is not bullying. An occasional raised voice or argument is not bullying.

### *Procedures*

Complaints of bullying and/or harassment, or information from anyone relating to such complaints, will be dealt with fairly and confidentially and sensitively. For reasons of consistency and practicality, the charity's procedures for safeguarding will be the same as those for safeguarding children and young people, except where the law, or the specific circumstances of an individual's need require otherwise.

### *Investigation*

Complaints will be taken seriously and investigated promptly, objectively and independently. Decisions can then be made as to what action needs to be taken.

### ***Informal action***

If appropriate, the matter will be dealt with informally; sometimes people are not aware that their behaviour is unwelcome, and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease.

### ***Formal action***

More serious cases of bullying or harassment will be dealt with under the organisation's grievance procedures.

### ***Unfounded allegations***

Anyone lodging a complaint which it transpires is unfounded and was made for malicious reasons will be treated as acting in a bullying or harassing manner.

## **Objectives & Actions**

The aim is to ensure incidents of bullying and harassment can be recognised and dealt with.

### ***How can bullying and harassment be recognised?***

Behaviour that is considered bullying by one person may be considered firm management by another. Most people will agree on extreme cases of bullying and harassment, but it is sometimes the "grey" areas that cause most problems.

Bullying and harassment can often be hard to recognize - they may not be obvious to others and may be insidious. The recipient may think "perhaps this is normal behaviour. They may be anxious that others will consider them weak, if they find the actions of others intimidating. They may be accused of "overreacting" and worry that they won't be believed if they do report incidents.

People being bullied or harassed may sometimes appear to overreact to something that seems relatively trivial, but which may be the "last straw" following a series of incidents. There is often fear of retribution if they make a complaint. Colleagues may be reluctant to come forward as witnesses, as they too may fear the consequences to themselves. They may be so relieved not to be the target of the bully that they collude with the bully as a way of avoiding attention.

Bullying and harassment makes someone feel anxious and humiliated. Feelings of anger and frustration at being unable to cope may be triggered. Some people may try to retaliate in some way. Others may become frightened and demotivated. Stress, loss of self confidence and self-esteem caused by harassment or bullying can lead to insecurity and illness.

### ***Why do we need to take action?***

Bullying and harassment are not only unacceptable on moral grounds but may, if unchecked or badly handled, create serious problems:

- ✓ Poor morale and poor relations;
- ✓ Loss of respect for colleagues;
- ✓ Resignations;
- ✓ Damage to organisational reputation;
- ✓ In extreme cases, legal redress.

# Appendix C

## Safeguarding Children

### Policy

#### *Safeguarding is everyone's responsibility:*

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard children and promote their welfare.

Safeguarding and promoting the welfare of children - and protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise. To be effective in promoting safeguarding of children, it is appropriate for MASFT Trustees to be fully aware of the resources and support available from the professional agencies.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote welfare of the child(ren) and - where necessary - to help bring to justice the perpetrators of crimes against children. All personnel should;

- ✓ be alert to potential indicators of abuse or neglect;
- ✓ be alert to the risks which individual abusers, or potential abusers, may pose to children;
- ✓ share and help to analyse information so that an assessment can be made of the child's needs and circumstances;
- ✓ contribute to whatever actions are needed to safeguard and promote the child's welfare;
- ✓ work co-operatively with parents unless this is inconsistent with ensuring the child's safety.

#### *Definitions of abuse and neglect:*

Abuse and neglect are forms 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 a stranger. They may be abused by an adult or adults or another child or children.

#### **Physical abuse**

Physical abuse 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**

Emotional abuse is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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, including prostitution, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g.: rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

Neglect is 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 provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Personnel awareness**

All MASFT Members, Trustees and volunteers will be made aware of this policy.

If considered necessary personnel will be encouraged to attend appropriate training courses.

## **Procedures**

What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you, you should:

- ✓ Not promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services.
- ✓ Listen to what is being said, without displaying shock or disbelief.
- ✓ Accept what is said.
- ✓ Reassure the child, but only as far as is honest, don't make promises you may not be able to keep e.g.: *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- ✓ Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *'You're not to blame'*.
- ✓ Do not interrogate the child; it is not your responsibility to investigate.
- ✓ Do not ask leading questions (e.g.: Did he touch your private parts?), ask open questions such as *'Anything else to tell me?'*
- ✓ Do not ask the child to repeat the information for another member of staff.
- ✓ Explain what you have to do next and who you have to talk to.
- ✓ Take notes if possible or write up your conversation as soon as possible afterwards.
- ✓ Record the date, time, place of any non-verbal behaviour and the words used by the child (do not paraphrase).
- ✓ Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with your designated Trustee. See the diagram on the next page for the process to follow.

If you still have concerns, you should refer to:

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Insert here the name, address & contact details of the appropriate safeguarding organisation (e.g.: Local Authority social services department)

Phone Number:

Text Number (SMS):

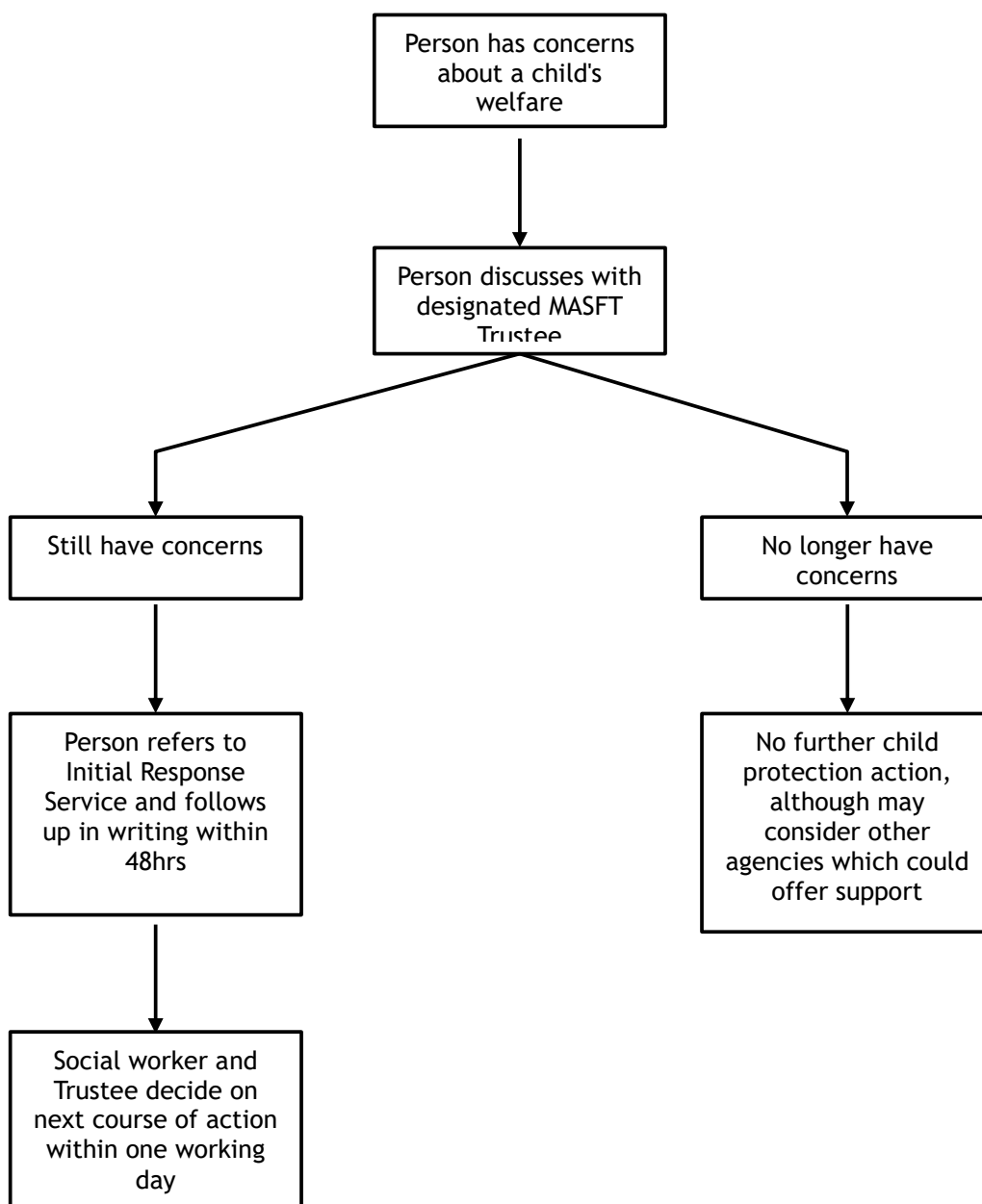
E-mail:

### *What information will you need when making a referral?*

You will be asked to provide as much information as possible. Such as the child's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents. Do not be concerned if you do not have all these details, you should still make the call.

You should follow up the verbal referral in writing, within 48hrs

### Process Chart Where There Are Concerns About A Child's Welfare



### *Allegations Involving a MASFT Member, Trustee or Volunteer*

MASFT is committed to assessing all personnel to make sure they are safe to work with children and young people. However, there may still be occasions when there is an allegation against a Member, Trustee or Volunteer. Allegations against those who work with children, in whatever capacity, cover a wide range of circumstances.

All allegations of abuse of children by those who work with children, or care for them, must be taken seriously. All reports of allegations must be submitted within one working day to the nominated Child Protection Trustee.

The following procedure should be applied in all situations where it is alleged that a person who works with children has:

- ✓ Behaved in a way which has harmed a child, or may have harmed a child;
- ✓ Possibly committed a criminal offence against or related to a child;
- ✓ Behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children.

The allegations may relate to the persons behaviour during an MASFT activity, at home, or in another setting.

The Child Protection Trustee will discuss the matter to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded.

Some allegations will be so serious as to require immediate referral to the Local Council's Supporting Families Division and the Police, but common sense and judgement must be applied in reaching a decision about what action to take.

If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer Significant Harm, the Child Protection Trustee will immediately refer the matter to the Local Council Supporting Families Division and ask for a Strategy Discussion/Meeting to be convened straight away.

Some allegations may be less serious and at first sight might not seem to warrant consideration of a police investigation or enquiries by the Council Supporting Families Division. However, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of the organization. Consequently, the Child Protection Trustee should be informed of all allegations that are raised and appear to come within the scope of this procedure so that he or she can consult Police and social care colleagues as appropriate.

Where such allegations are made, consideration must be given to the following three strands:

- ✓ The police investigation of a possible criminal offence;
- ✓ Enquiries and assessment by Children's Social Care Services as to whether the child is need of protection or in need of services;
- ✓ Consideration by the MASFT of disciplinary action in respect of the individual.

# Appendix D

## Safeguarding Vulnerable Adults

### Policy

#### *Safeguarding is everyone's responsibility:*

Safeguarding vulnerable adults is a part of the wider role of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific vulnerable adults who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard vulnerable adults and promote their welfare.

Safeguarding and promoting the welfare of vulnerable adults - and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

For those vulnerable adults who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote their welfare and - where necessary - to help bring to justice the perpetrators of crimes against them. All MASFT personnel and associated agencies and professionals should:

- ✓ be alert to potential indicators of abuse or neglect;
- ✓ be alert to the risks which individual abusers, or potential abusers, may pose to vulnerable adults;
- ✓ share and help to analyse information so that an assessment can be made of the individual's needs and circumstances;
- ✓ contribute to whatever actions are needed to safeguard and promote the individual's welfare;
- ✓ take part in regularly reviewing the outcomes for the individual against specific plans; and

MASFT seeks, throughout its activities, to serve the needs of vulnerable adults, promoting holistic development.

In doing so the charity takes seriously the welfare of all vulnerable adults who participate in its activities.

The charity aims to ensure that they are welcomed into a safe, caring environment with a happy, friendly and supportive atmosphere.

The charity recognises that it is the responsibility of all personnel involved to prevent the neglect, physical, sexual or emotional abuse of vulnerable adults and to report any abuse discovered or suspected.

The charity recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

The charity will, if circumstances necessitate, liaise with the statutory social services authorities.

### Procedures

For reasons of consistency and practicality, the charity's procedures for safeguarding vulnerable adults will be the same as those for safeguarding children and young people, except where the law, or the specific circumstances of an individual's need require otherwise.

# Appendix E.

## Glossary of Terms

### **Beneficiary of Assistance**

Someone who directly receives goods or services from MASFT's programme. Note that misuse of power can also apply to the wider community that the MASFT serves, and also can include exploitation by giving the perception of being in a position of power.

### **Child**

A person below the age of 18

### **Harm**

Psychological, physical and any other infringement of an individual's rights

### **Psychological harm**

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

### **Protection from Sexual Exploitation and Abuse (PSEA)**

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by any person. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

### **Safeguarding**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect<sup>1</sup>

In our sector, we understand it to mean protecting people, including children and vulnerable adults, from harm that arises from coming into contact with our personnel or programmes. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes and personnel. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialize. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts all personnel, whether vulnerable or not, and affected beneficiary persons at the centre of all we do.

### **Sexual abuse**

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

### **Sexual exploitation**

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

### **Survivor**

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

### **Vulnerable adult**

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<sup>1</sup> NHS 'What is Safeguarding? Easy Read' 2011

A person who is or may be in need of care 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.

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## Change Record

### *Reviewing the Policy and Procedure*

This policy and procedures will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy

Date of Change:	Changed By:	Comments:
06.06.2019	B J Isherwood	Policy approved by the Trustees