



## **York Bike Belles CIC**

# **Safeguarding of Children, Young People and Adults at Risk Policy**

**November 2022**

**If you feel that a child, young person or adult is at risk of immediate harm to themselves or someone else, call the Police on 101 or in an emergency 999.**

**If you are concerned that a child, young person or adult is a risk to themselves or someone else, call the YBB Safeguarding Lead, Sheridan Piggott, on 07900 977990 that day.**

## **Section 1 – Safeguarding Principles**

### **Introduction**

York Bike Belles CIC is committed to the welfare and the safeguarding of all the children, young people and adults at risk that come into contact with our organisation.

This safeguarding policy makes clear to all staff and volunteers within our organisation, and to all those that use our services, that it is our priority to safeguard children, young people and adults at risk.

The policy sets out the responsibilities of all staff and volunteers to ensure the safety and protection of all children, young people and adults at risk who are involved in our work.

We work with young people, families and adults at risk in our activities. This includes providing cycle training, loans of child-carrying equipment and bikes, advice sessions, workshops, social events, walks and rides, online communications, and our Cycling Without Age Rides for the elder community.

We provide supportive opportunities for children, young people and adults at risk to feedback on our activities and let us know what we are doing well, if they feel there are any risks to them and suggest how we can better help them and others keep safe.



## **Section 2 – How we put Safeguarding into practice**

### **Named Person for Safeguarding**

Name of Safeguarding Lead: Sheridan Piggott

Mobile number: 07900 977990

Significant immediate concerns: contact the police on 101 or in an emergency 999

If you feel that a child, young person or adult is at risk of immediate harm to themselves or someone else, call the Police on 101 or in an emergency 999.

If you are concerned that a child, young person or adult is a risk to themselves or someone else, call the YBB Safeguarding Lead, Sheridan Piggott, on 07900 977990 that day.

If the Safeguarding Lead is unavailable, please use the contact details below.

#### **Child or young person**

Concern that a child is vulnerable or at risk of significant harm, contact the Multi-Agency Safeguarding Hub (MASH) in York on 01904 551900 and select option 3 or email [MASH@york.gov.uk](mailto:MASH@york.gov.uk).

Outside office hours, at weekends and on public holidays contact the emergency duty team on 01609 780780.

To make an early help referral or access advice for a family, you contact the MASH Early Help Team on 01904 551900 and select option 2 or email them at [earlyhelp@york.gov.uk](mailto:earlyhelp@york.gov.uk)

More information at [www.saferchildrenyork.org.uk](http://www.saferchildrenyork.org.uk).

#### **Adult at risk**

Concern that an adult is vulnerable or at risk of significant harm, contact City of York Council Safeguarding Adults Board (SAB) on 01904 555111 during office hours, or 01609 534527 out of hours or email [adult.socialsupport@york.gov.uk](mailto:adult.socialsupport@york.gov.uk), or complete the adult safeguarding Concern form at <https://www.safeguardingadultsyork.org.uk/raise-concern>.

More information at [www.safeguardingadults.org.uk](http://www.safeguardingadults.org.uk).

## **Recognising the Types, Signs and Symptoms of abuse**

### **Children and young people**

Definition: Someone is a child or young person until their 18<sup>th</sup> birthday.

Child abuse is quite rare however, it is important that all staff and volunteers understand the different forms of abuse that some children may experience and the signs and symptoms of such abuse.

Below are the main types of abuse which can cause long term damage to a child or young person:

**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/carer fabricates the symptoms of, or deliberately induces illness in a child.

**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 in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond 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, (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse

(including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**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. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Online Abuse:** when children spend time online they may be exposed to a range of abuse and harm including:

- Cyberbullying
- Sexual exploitation - sharing and production of abusive images of children.
- Sexting (referred to as 'nudes' by young people) - exposure to pornographic images and other offensive material via the internet.
- Grooming - befriending and establishing an emotional connection with a child, and sometimes the family, to lower the child's inhibitions with the objective of sexual abuse.
- Radicalisation - the use of the internet, and in particular social media sites, to engage children in extremist ideologies or to promote gang related violence.

**Possible signs of abuse include:**

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury does not seem right.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self harm or suicide attempts.

## **Adults at risk**

Definition: An adult at risk is someone with care and support needs (whether or not those needs are currently being met). They may be experiencing, or are at risk of, abuse or neglect, and as a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

An adult at risk could include:

- An older person who is frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or sensory impairment
- Has mental health needs including dementia
- Has a long-term illness or condition
- Lacks the mental capacity to make particular decisions and is in need of care.

Below are the main types of abuse which can cause long term damage to an adult at risk:

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including 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.

**Financial or material abuse** – including 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** – slavery, human trafficking, forced labour and domestic servitude. People are bought and sold for sexual exploitation, forced labour, street crime, cannabis cultivation, grooming and pimping, domestic servitude, forced marriage or even the sale of organs and human sacrifice.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and 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

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It involves no other perpetrator.

## **Safeguarding Procedure for staff and volunteers**

### **Becoming aware of a safeguarding issue**

You may become aware of concerns about a child, young person or adult's safety by, for example:

- a third party or anonymous allegation is received;
- a child, young person or adult at risk's appearance, behaviour or statements cause suspicion of abuse and/or neglect;
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- a child, young person or adult at risk reports an incident(s) of alleged abuse, including online abuse, which is occurring now or has occurred at any time in the past;
- a written report is made regarding the serious misconduct of a worker towards a child, young person or adult at risk.

## **What to do if you are concerned about a child, young person or adult at risk:**

### **Stage 1**

- Listen carefully to what the child, young person or adult at risk has to say and take it seriously.
- Always explain that any information they have given cannot be kept confidential or a secret and may have to be shared with others, if this indicates they and or others are at risk of harm;
- If you feel that a child, young person or adult is at risk of immediate harm to themselves or someone else, call the Police on 101 or in an emergency 999.
- Notify Sheridan Piggott, YBB Safeguarding Lead, on 07900 977990 that day.
- Record what was said as soon as possible after any disclosure on the Safeguarding Form at the end of this Policy and ensure it is signed and dated, treated as confidential and stored in a password-protected electronic folder. Records are kept for at least 7 years.

### **Stage 2**

- The YBB Safeguarding Lead or the original referrer (if the Lead is not available) should take immediate action that day if there is a suspicion that a child, young person or adult at risk has been abused or likely to be abused.

#### **Children/ young person**

The YBB Safeguarding Lead or the original referrer (if the Lead is not available) should contact the Multi-Agency Safeguarding Hub (MASH) in York on 01904 551900 and select option 3 or email [MASH@york.gov.uk](mailto:MASH@york.gov.uk).

#### **Adult at risk**

The YBB Safeguarding Lead or the original referrer (if the Lead is not available) should contact City of York Council Adult Safeguarding Board (SAB) on 01904 555111 during office hours, or 01609 534527 out of hours or email [adult.socialsupport@york.gov.uk](mailto:adult.socialsupport@york.gov.uk), or complete the adult safeguarding concern form at <https://www.safeguardingadultsyork.org.uk/raise-concern>.

## Safe Recruitment

Sometimes there are people who work, or seek to work with children and young people who may pose a risk to children, young people and adults at risk and who may harm them.

We have a clear process for recruiting staff and volunteers to help reduce this risk as follows:

- We use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps us to get all of the important information we need to ask.
- We make it clear that we have a commitment to safeguarding.
- We have a face-to-face interview with pre-planned and clear questions.
- We include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children, young people or adults at risk.
- We check the candidate's identity by asking them to bring photographic ID.
- We check the candidate actually holds any relevant qualifications they say they have.
- We apply for a **DBS check** for all staff who have contact with children, young people, or adults at risk or have access to our records, including volunteers and Directors. DBS checks are updated every 3 years.
- We always check any references they provide. We ask specifically about an individual's suitability to work with children, young people or adults at risk.

There may be occasions where we wish to appoint a worker from abroad. This will mean that DBS checks may not be able to be undertaken. Nevertheless, we will try to make a "fit person" check from the country the person is moving from. We will ensure that additional references are undertaken on any worker from abroad.

In addition, we will check that all third parties working with us, such as contractors and consultants, have their own appropriate safeguarding policy and procedures in place.

## **Support, Supervision and Training of staff and volunteers**

All staff and volunteers will undertake the City of York Council Safeguarding Children and the Safeguarding Adults at risk e-training at least every 3 years, or an agreed Safeguarding training equivalent or face-to-face. This can currently be found at <https://york.learningpool.com>.

All new staff and volunteers are sent a copy of this policy when they start with us. They are asked to read it thoroughly and asked questions to check their understanding of it as part of their formal induction. The induction also includes best practice in online or e-safety for our relevant activities.

All new staff and volunteers have a 'probationary period' and work alongside established staff and volunteers for at least two sessions before leading activities themselves.

All staff and volunteers have an opportunity to discuss with their line manager or activity supervisor any safeguarding matter giving them concern during their regular supervision sessions.

All staff consider safeguarding issues in risk assessments for our activities.

If a member of staff or volunteer does not uphold our safeguarding policy or procedure, we will investigate and, if the investigation is upheld, we may end the contract or work arrangement with them.

## **Allegations against staff or volunteers**

Any allegations made against a member of YBB staff will be discussed with the Local Authority Designated Officer (LADO).

We will carry out an internal investigation, appropriately protect any internal 'whistle-blowers', and consider the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal of the member of staff involved, or ending of volunteer arrangement, dependant on the nature of the incident.

The contact details of the LADO can be found at <https://www.saferchildrenyork.org.uk/allegations-against-childcare-professionals-and-volunteers.htm>

## **Distributing and reviewing this policy**

This policy is freely accessible to all. It is displayed prominently on our web site on the **Our Policies** page at <https://yorkbikebelles.community/our-organisation/our-policies/>, and a copy sent to all staff, volunteers and Directors.

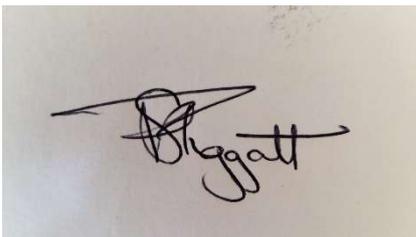
This policy is reviewed annually and approved by the Board of Directors.

## **Section 3 – Actions and Sign Off:**

### **Agreed Actions 22/23**

**We will ensure that all new staff and volunteers carry out the City of York Council’s online Safeguarding training at <https://york.learningpool.com> or an agreed Safeguarding training equivalent online or face to face as part of their YBB Induction.**

**Signed:**



**Dated: 4 November 2022**

**Date of next review: November 2023**

## Safeguarding Report Form

**This form should be used to report safeguarding concerns relating to children, young people and adults at risk.**

**In an emergency, please contact the Police on 999.**

**All the information provided must be treated as confidential and reported to the YBB Safeguarding Lead, Sheridan Piggott, on 07900 977990 that day.**

If you are unable to contact the Safeguarding Lead, please use the contact numbers below:

**Children/ young person**

Contact the Multi-Agency Safeguarding Hub (MASH) in York on 01904 551900 and select option 3 or email [MASH@york.gov.uk](mailto:MASH@york.gov.uk).

**Adult at risk**

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The form should be completed at the time or immediately following concern coming to your attention or a disclosure being made, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1) **YOUR DETAILS – THE PERSON COMPLETING THE FORM**

**Your Name:**

**Your position:**

**Your telephone number:**

**Your email address:**



|  |                             |
|--|-----------------------------|
|  |                             |
| <b>Date form completed:</b>  | <b>Time form completed:</b> |
| <b>2) THE DETAILS OF THE PERSON AFFECTED</b>                                 |                             |
| <b>Name:</b>   |                             |
| <b>Date of Birth:</b>  |                             |
| <b>Address:</b>  |                             |
| <b>Telephone number:</b>   |                             |
| <b>Email address:</b>  |                             |
| <b>Details of the incident (please describe in detail using only facts):</b> |                             |



**3) OTHER PRESENT OR POTENTIAL WITNESS**

**Name:**

**Address:**

**Telephone number:**

**Email address**

**Additional Relevant Information (please detail anything else that you believe to be helpful / important)**

**I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.**

|                   |  |
|-------------------|--|
| <b>PRINT NAME</b> |  |
| <b>SIGNATURE</b>  |  |



**YBB**  
York Bike Belles

**Record action taken:**

**(Completed by  
Safeguarding Lead)**