

SCOTTY'S LITTLE SOLDIERS
Safeguarding Adults Policy

1. Scope:

The purpose of Scotty's Little Soldiers ('the charity') Safeguarding Adults Policy is to ensure that every adult within our organisation is safe and protected from harm.

We are committed to safeguarding all adults by protecting their health, wellbeing and human rights enabling them to live free from harm, abuse and neglect.

This policy is based on the fundamental principle that all adults regardless of age, disability, gender, gender identity, ethnic, cultural, racial, national origins, religious belief/non-belief or sexual orientation have the right to live safely, free from abuse and neglect.

This policy aims to give clear direction to trustees, team members (staff), volunteers, visitors, and parents/carers about expected behaviours and our legal responsibility to safeguard and promote the welfare of any adults at risk of abuse that we come into contact with at the charity.

2. Name & Contact Details of Designated Safeguarding Person and Deputies.

Designated Safeguarding Person (DSP):

Rachel Scott 01553 423115 rachel@scottyslittlesoldiers.co.uk

Deputy Designated Safeguarding Persons (DDSP):

Charlie Houlder-Moat 07824 719521 charlie@scottyslittlesoldiers.co.uk
Emma Peppercorn 01553 423122 DD emma@scottyslittlesoldiers.co.uk

Details of their role and responsibilities can be found in paragraph 6 on pages 3-4.

Making contact:

We encourage all safeguarding concerns to be disclosed in person or via telephone to the DSP or a DDSP (the charity's designated safeguarding team) in the first instance.

If you are unable to reach them, then you may email instead but please note this may delay any action being taken (especially out of normal office hours 0900-1700) and this method should not be used in the event of an urgent safeguarding concern.

Guidance can be obtained via the person's local authority adult safeguarding services (Social Services). Scotty's Little Soldiers' headquarters is based in Norfolk and their local safeguarding adults contact is Norfolk Adult Social Services on **0344 800 8020**.

Further details can be found on their website <https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>

3. Introduction:

Scotty's Little Soldiers' mission is to provide relief from the effects of bereavement to children, young people and young adults (aged 0-25 years) who have experienced the death of a parent who has served with the Armed Forces of the Crown. We fully

recognise the contribution we can make in protecting adults from harm, abuse and neglect.

Our policy is focused on prevention, protection and support.

Our policy applies to all adults at risk of harm including our young adult beneficiaries, parents/carers, trustees, volunteers, visitors and team members. We have a Safeguarding Children's Policy, and this is closely intertwined with this policy to safeguard the families we work with.

Whilst Scotty's Little Soldiers is based in Norfolk, we support families all around the UK and, in a few instances, abroad. We understand the need to adhere to safeguarding adult procedures relating to the area where our beneficiaries and their families reside and are committed to ensuring we work in partnership with external agencies.

4. Definition of an Adult

Under the Care Act 2014, anyone 18 years and older is considered to be an adult, and could potentially be considered under s42 of that act - which relates to the duty to carry out safeguarding adult enquiries – if the adult:

- Has needs for care and support (regardless of the level of need and whether or not the council is meeting any of those needs)
- Is experiencing, or is at risk of abuse or neglect, and
- As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

Where someone over 18 is still receiving children's services, for example in an education setting until the age of 25, and a safeguarding issue is raised the matter should be dealt with through adult safeguarding arrangements. Children's safeguarding and other relevant partners should be involved as appropriate. The level of need is not relevant, and the young adult does not need to have eligible needs for care and support under the Care Act.

For domestic abuse the age limit is 16 years of age.

Note: To be considered as a safeguarding concern the adult must meet the criteria set out in the Care Act 2014 and detailed above.

5. Our Culture:

Scotty's Little Soldiers 'Culture Code' underpins and promotes the charity's commitment to safeguarding. It enhances our message to all team members that they have a duty to protect and promote the welfare of all our beneficiaries.

The charity seeks to maintain a culture where our beneficiaries and adults feel secure, are encouraged to talk, are listened to and are safe. Adults are encouraged to talk freely to any team member or volunteer if they are worried or concerned about something. At Scotty's one of our core values is *'Families Come First'* and we constantly promote this in our everyday work.

We will support anyone who, **in good faith**, reports a concern that an adult is being abused or neglected or is at risk of abuse or neglect even if those concerns prove to be unfounded.

All team members and volunteers in regular contact with adults will, through induction and training, know how to:

- understand the importance of safeguarding and their role in safeguarding adults.
- recognise an adult potentially in need of safeguarding and know what action to take.
- recognise a disclosure from an adult and react appropriately.
- be aware of the different forms of abuse and neglect.
- understand dignity and respect when working with individuals.
- know how to report an adult safeguarding concern in line with this policy.

We will provide activities and opportunities that will equip adults with the skills and knowledge they need to stay safe.

We will provide information and advice to enable all the adults we work with to understand their rights and how they can obtain help and support.

At all times we will work in partnership and try to establish effective working relationships with carers, spouses/partners, relatives and colleagues from other agencies and organisations.

6. Roles & Responsibilities of DSP and DDSP:

Scotty's Little Soldiers Designated Safeguarding Person (DSP) should be the first point of contact for all concerns and queries regarding any safeguarding concern in the charity. If the DSP is uncontactable then concerns should be referred to a DDSP.

The DSP or DDSP (or another team member, if deemed appropriate) will liaise with the relevant Adult Social Services, and other agencies when required. They will also ensure:

- Any concern for an adult's safety or welfare will be recorded and given to the DSP who will be responsible for ensuring that all team members and volunteers are aware of the procedure they need to follow.
- All team members, trustees and volunteers have received appropriate safeguarding information during onboarding and have accessed relevant initial and ongoing training.
- Ensure that the charity's safeguarding policies are in place and are reviewed annually and follow national guidance.
- At all times that safer recruitment practices are followed.
- Complete appropriate DSP training regularly, and at least every 3 years

7. Safe Working Practices - General Procedures:

Policy Changes & Reviews: All trustees, team members and volunteers will be asked to read this policy at least annually and especially after it has been reviewed and updated, as necessary. Our safeguarding message and its importance is actively

promoted every day via the charity's safeguarding information wallet card, our own guide to safeguarding and pledge to professional conduct.

Scotty's Little Soldiers undertakes to remedy without delay any weaknesses to our safeguarding adults' arrangements that are brought to our attention.

Visitors: All regular visitors and volunteers to the charity will be told where our policy is held, and they will be shown our safeguarding wallet card providing information on our safeguarding procedures.

Our Young Adult Beneficiaries (we call Springboarders):

All our young adult beneficiaries or, where the adult does not have capacity, their parent/carer or legal guardian, will sign a permissions form at the start of their membership of Scotty's Little Soldiers, which includes any vital health or otherwise notable information. It requests permission for photographs to be taken for promotional purposes only.

We ensure that these beneficiaries (or their representative) are aware of our Safeguarding Adults Policy and our legal duty to share information with external agencies if we feel a beneficiary is at risk of significant harm.

Our young adult beneficiaries will be asked to sign a service consent form confirming they have received and read our Confidentiality, Information Sharing and Safeguarding Statement when we provide individual support. This information is also widely available on our Families Zone and OpsZone (our private websites for our families) which are fully accessible. Adults are informed of our legal duty to assist our colleagues in other agencies with safeguarding enquiries and what happens should we have cause to make a referral to Social Services (Adult Social Care).

8. Safer Recruitment

All trustees, team members or volunteers who come into contact with the children and adults we work with have a duty of care to prevent harm, promote their welfare and reduce the risk of them suffering from abuse or neglect. There is a legal duty placed upon us to ensure that everyone who work with, or on our behalf of the adults we work with, are competent, confident and suitable to do so.

Our recruitment practices are designed to help prevent unsuitable people from working with adults at risk of abuse or neglect. We ensure that we adhere to the principles of safer recruitment as follows:

- Carefully consider job descriptions, person specifications and selection criteria.
- Circulate all vacancies widely.
- Prepare a New Team Member Onboarding Pack containing the above information, our culture code, core values, safeguarding procedures and general information on the charity.
- Require a completed application form for shortlisted candidates, including a written declaration with regards to criminal convictions, spent or otherwise.
- Ask for identification.
- Ask for originals of any relevant qualifications.
- Conduct interviews with at least two people present.
- Ask for at least two references, including the last employer.
- Gain enhanced DBS checks.

- Organise a comprehensive onboarding period which includes familiarisation with safeguarding policies, procedures and safeguarding training requirements.

DBS Disclosures: We will always gain the correct level of DBS disclosure appropriate to the role. If we are unsure as to what level of DBS check is required for the role, we will consult the [DBS Webpages](#) or contact the DBS Regional Outreach Service and speak to an Adviser.

Unless an individual is on the update service any information revealed on a DBS certificate will be accurate at the time the certificate was issued. There is no official expiry date for a DBS certificate. However, the charity will request a new DBS check every three years as part of our ongoing safer working practices.

Induction: When new team members or volunteers join Scotty's Little Soldiers, they will be informed of the safeguarding arrangements in place as part of their initial stages of onboarding. They will be given a copy of our safeguarding information wallet card, which provides details of our policy, procedures and our team and volunteer's safeguarding pledge on appropriate conduct. They will also be told who our Designated Safeguarding Person is and any Deputy(s).

Every new member of the team or volunteer will have an onboarding period that will include essential child and adult safeguarding information. This programme will include safeguarding training (appropriate to their role) relating to the signs and symptoms of abuse, how to manage a disclosure, how to record this information and issues of confidentiality. The onboarding will also remind team members and volunteers of their responsibility to safeguard all children and adults and the remit of the Designated Safeguarding Person.

We will take all possible steps to safeguard our beneficiaries and to ensure that the adults in our organisation are safe to work with children, young people and young adults.

9. Training:

Every trustee, team member and volunteer will undertake appropriate safeguarding training for their role, every three years. For the majority of the team, they will be expected to undertake the NSPCC *'Introduction to Safeguarding'* online course. Trustees will undertake the NSPCC *'Charity Trustees: Your duties to safeguard and protect'* course.

The charity's Families Team may also undertake the Norfolk SAFER Programme's *'Introduction to Child Safeguarding'* course or equivalent as appropriate to their role. Our Designated Safeguarding Person and Deputy(s) will complete the specific Norfolk SAFER programme's *'Designated Safeguarding Person'* Training.

Additional ad hoc awareness training will be provided throughout the year by the charity's designated safeguarding team (DSP and DDSP) to highlight the ongoing need to be vigilant about safeguarding matters and to reinforce our professional conduct pledge.

We actively encourage all team members to keep up to date with the most recent local and national safeguarding advice and guidance. For our purposes we signpost them to the Norfolk website norfolksafeguardingadultsboard.info in the first instance.

10. Records & Confidentiality:

If we are concerned about the welfare or safety of any adult coming in contact with Scotty's Little Soldiers, we will record our concerns immediately on the agreed reporting form and give this to the Designated Safeguarding Person. Reports of a concern given to the Designated Safeguarding Person must be in writing and signed and dated by the person with the concern.

Any information recorded will be kept securely on our electronic client management system with restricted access. These files will be the responsibility of the Designated Safeguarding Person (and where appropriate DDSP) and the information will only be shared within the organisation on a 'need-to-know' basis for the protection of the adult.

All information is confidential, however if there is a safeguarding and/or adult at risk concern, then information can be shared with other agencies, for example, the Police, an Adult Social Care Team and/or Children's Advice and Duty Service (CADS).

It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

11. Managing Allegations

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for all adults. We do recognise that sometimes the behaviour of other adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse vulnerable adults.

All team members or volunteers who work with us will be made aware of the steps that will be taken if an allegation is made against them. We will support anyone who, in **good faith**, reports his or her concerns that an adult is being abused or neglected or is at risk of abuse or neglect even if those concerns prove to be unfounded.

Team members will not investigate these matters. We will seek appropriate advice from the appropriate Local Authority Designated Officer (for safeguarding adults within 24 hours (one working day) of an allegation being made. In Norfolk the lead agency for safeguarding adults is Norfolk County Council (Adult Social Services) contactable on 0344 800 8020. In other Local Authorities across the UK we will follow the relevant Safeguarding adults guidance on their websites. We will seek and work with advice that is provided.

If a concern involves immediate or serious risk or injury, we will report first to emergency services using 999.

If an individual [paid worker or unpaid volunteer] is dismissed or stopped from working in our organisation because the person poses a risk of harm to adults (even if they have left e.g. resigned), we must make a referral to the Disclosure and Barring Service. **It is a criminal offence to FAIL to make a referral without good reason.**

12. Procedures for Handling Disclosures:

There are sensible steps every person should take in their daily professional conduct with our beneficiaries. We have created guidance for our team members and

volunteers within our safeguarding wallet card, which details our expectation of appropriate conduct when working with children, young people and young adults. (*This can be found in Appendix 1*)

A beneficiary or other adult may decide to disclose information that may indicate they or another adult are suffering from abuse or neglect. They may choose to speak to a particular person because they feel they will listen and that they can trust them. It takes courage to confide in someone – the way in which team members/volunteers respond can be crucial.

It is important that the team member remembers to:

- Remain calm and receptive.
- Listen without interrupting.
- Make it clear that you are taking the matter seriously.
- Acknowledge their courage in telling you.
- Let them know you will do what you can to help.
- Try to get their permission for you to share the information on a need-to-know basis to enable them to receive the help and support they need.
- Record what was said as soon as possible. Be sure to sign and date the record.
- Contact the Designated Safeguarding Person immediately.
- Seek support.

It is important that the team member remembers NOT to:

- Allow their shock to show.
- Ask leading questions.
- Probe for more information.
- Make assumptions or speculate.
- Make negative comments about the abuser.
- Make promises they cannot keep.
- Give assurances of absolute confidentiality – particularly in those situations where other adults may be at risk.

What to do if the adult asks you to keep the information secret:

- If the adult has **mental capacity** the **public interest test** applies [if someone else could be a victim of the alleged perpetrator it is in the public interest to report it with or without the victim's consent]
- If they do not have mental capacity, you have a duty to report it without their consent.

To make a referral we will contact the relevant Social Services. In Norfolk the website to report a concern is as follows: <https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>

13. What is Abuse and Neglect?

The Care Act 2014 does not set out a specific definition of abuse. Abuse can consist of a single or repeated act(s); it can be intentional or unintentional or result from a lack of knowledge. Abuse and neglect:

Can take many forms:

- It may be an isolated incident, a series of incidents or a long-term pattern of behaviour.
- It could affect one person or many more.
- It may be in someone's home, in public or in an institutional setting.
- It may be deliberate or the result of negligence or ignorance.
- Exploitation in particular is a common pattern in abuse and neglect.
- The degree or lack of intent will inform the response which will be appropriate and proportionate to the concerns that have been raised.

Can happen anywhere - including:

- In a person's own home and/or other people's homes
- In public places or in the community
- In clubs
- At work
- Schools and colleges of further education
- In hospitals, surgeries or other health centres
- Care homes
- In places of worship
- Via electronic media including the intranet
- Day centres

Patterns of abuse vary - and include:

- **Serial abusing** in which the perpetrator seeks out and 'grooms' individuals – sexual abuse sometimes falls into this pattern as do some forms of financial abuse and radicalisation.
- **Long-term abuse** in the context of an ongoing family relationship such as domestic violence between partners/spouses or generations or persistent psychological abuse.
- **Opportunistic abuse** such as theft occurring because money or jewellery has been left lying around.
- **Situational abuse** which arises because pressures have built up and or because of difficult or challenging behaviour.
- **Neglecting** a person's needs because the carer has difficulties. These could be debt, alcohol, or mental health related or the specific demands resulting from caring for someone.

Anyone can be an abuser or neglect someone – including:

- Spouses/partners
- Other family members
- Carers
- Neighbours
- Friends
- Acquaintances
- Local residents
- People who deliberately exploits adults their perceive as vulnerable to abuse

- Paid staff or professionals
- Volunteers and strangers

TYPES OF ABUSE AND NEGLECT:

The statutory guidance in the Care Act 2014 lists ten types of abuse. However, this is not intended to be an exhaustive list but rather a guide to the sort of behaviours which could give rise to a safeguarding concern. It is important that we do not limit our view of what constitutes abuse or neglect to those types or the different circumstances in which they can take place.

Physical Abuse - includes:

- hitting, pushing, pinching, shaking, grabbing, biting, hair-pulling, scalding
- misusing medication
- withholding food or drink, force-feeding
- restraint or inappropriate physical sanctions
- failing to provide physical care or aids to living – for example glasses or a walking stick

Psychological & Emotional Abuse - includes:

- threats of harm or abandonment
- deprivation of contact
- radicalisation [being exploited by those who would want them to embrace terrorism]
- humiliation, blaming, controlling
- intimidation, coercion
- harassment, verbal abuse and cyber bullying
- isolation or unreasonable and unjustified withdrawal of services or support

Financial or Material Abuse – While it can occur in isolation, it is often present with other forms of abuse and includes:

- theft and fraud
- internet scamming
- some forms can involve the perpetrator seeking out and grooming individuals
- coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- misuse or misappropriation of property, possessions or benefits

Sexual Abuse – includes:

- rape, sexual assault or sexual acts to which the adult has not consented to, was unable to consent to, or was pressured into consenting to
- indecent exposure; sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography, subjection to pornography or witnessing sexual acts

Sexual Exploitation is a subset of sexual abuse. It involves:

- exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol, affection, money) as a result of them performing, or others performing on them, sexual activities

- can also involve serial abusing in which the perpetrator seeks out and 'grooms' individuals - Grooming is defined as developing the trust of an individual at risk of abuse and/or his or her family in order to engage in illegal sexual conduct

Organisational Abuse – includes:

- 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 includes:

- ignoring medical, emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- withholding of the necessities of life, such as medication, adequate nutrition and heating

Discriminatory Abuse – includes:

- forms of harassment, slurs or maltreatment because of someone's actual or perceived age, disability, gender, gender identify, ethnic, racial, cultural or national origin, religious belief/non-belief or sexual orientation
- ***hate incidents are a form of discriminatory abuse***

Domestic Abuse – The Domestic Abuse Act 2021 defines this as an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who **is or has been 'personally connected'** (so no longer just intimate partner or family member) regardless of gender or sexuality.

For this type of abuse **the age range is extended down to 16**. It includes:

- psychological, physical, sexual, financial, emotional abuse
- 'so called honour' based violence
- female genital mutilation
- forced marriage
- it also includes being a witness to domestic abuse of another person

Modern Slavery and Human Trafficking encompasses:

- Sexual exploitation including prostitution and 'adult entertainment'
- Forced Labour – commonly in agricultural, construction, food processing, hospitality industries, factories, car washers and nail bars
- Domestic servitude
- Organ harvesting
- Forced criminality – includes cannabis cultivation, street crime, forced begging, burglary, metal theft and benefit fraud

Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. They may use concerns about an individual's immigration status or concerns that their families may be at risk if they resist exploitation.

Self-neglect covers a wide range of behaviour - including:

- neglecting to care for one's own personal hygiene, health, safety or surroundings
- behaviour such as hoarding.

The definition of self-neglect **excludes** a situation in which a mentally competent person, who understands the consequences of their decisions, makes a conscious and voluntary decision to engage in acts that threaten their health or safety as a matter of personal choice.

However, there is a need to assess your concerns - balancing the individual's right to choose their lifestyle, considering their mental health or capacity to understand the consequences of their actions. It can often be a care or risk management issue rather than a safeguarding concern and may require a social care assessment in the first instance.

Signs and Indicators of Abuse/Neglect/Human Trafficking

The signs of abuse are not always clear. The following may, however, suggest the possibility of abuse:

- disclosures by the victim.
- concern expressed by a third party.
- admissions by the perpetrator.
- someone expressing fears that abuse might happen/
- evidence of unreported injuries.
- signs of fear or distress.
- injuries suggesting a possible non-accidental cause.
- explanations that are incompatible with injuries presented or where conflicting explanations are given.
- a history of persistent illness, infection or injury.
- inappropriate use of medication.
- possessions or money going missing or bills not being paid.
- property being sold without the owner's consent or understanding.
- sudden or unexpected removal of an individual from a care setting.
- a person is uncharacteristically withdrawn, without apparent reason.
- a person is found alone and at risk without adequate explanation.
- a long-time lapse between injury or illness and obtaining medical or other care,
- abrupt or frequent changes of doctor or caring agency,
- unexplained weight loss,
- uncharacteristically unkempt appearance or surroundings,
- agencies have repeated difficulty in gaining access to see someone,
- it is made difficult to speak to a person alone without their carer/another person present,
- evidence of avoidance, including regularly missed appointments, refusal of help, etc,
- evidence of alcohol or other substance misuse,
- signs of stress,
- history of previous abuse or violence in the family,
- unexplained pain, itching, infection or injury in the anal, genital or abdominal areas,
- torn, stained or bloody underclothing.

- multiple unrelated people living at one address living in overcrowded private rental accommodation.

Signs an individual may be led into extremism:

The following may indicate that an individual is at risk of being radicalised or is being exposed to extremist views:

- Being in contact with extremist recruiters and/or spending increasing time in the company of other suspected extremists.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Accessing extremist material online, including through social networking sites.
- Possessing or accessing materials or symbols associated with an extremist cause.
- Justifying violence to address social issues.
- Graffiti symbols, writing or artwork promoting extremist messages or images.
- Significant changes to appearance and/or behaviour increasingly centred on an extremist ideology, group or cause.
- Changing their style of dress or personal appearance to accord with the group.
- Attempts to recruit others to the group/cause.
- Using insulting or derogatory names for another group

For further information see paragraph 14 on PREVENT.

Hate Incidents

A hate incident is any incident which is perceived by the person, or any other person as being motivated by prejudice or hatred. Hate incidents / crime can be anything from name calling, physical attack, vandalism or stealing a person's property, motivated by prejudice, hostility or hatred towards that individual because they are 'different'. It may or may not be a crime and it may or may not be linked to a safeguarding concern. There are a number of ways to report a hate incident:

- In an emergency always phone 999.
- Contact the police via a non-emergency number 101 or via email: (e.g. Norfolk Constabulary enquiries@norfolk.pnn.police.uk) or visit their website:
- Going to your district council, local police station or anywhere you see the 'Hate Incident Reporting Place' logo.

14. The PREVENT DUTY

PREVENT - Prevent is part of the UK's Counter-terrorism strategy **CONTEST**. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism.

The key terms to be aware of are as follows:

Extremism - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Radicalisation - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system.

Responding to a Concern: Notice – Check – Share

Notice

A team member or volunteer working with an individual could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

Check

The next step is for the team member or volunteer to speak to the safeguarding lead to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share

Where the team member or volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported.

If the DSP has concerns then a PREVENT referral form should be completed using the national form [referral form](#). Completed forms should be sent to the appropriate local authority according to where the individual resides and further contact details and information can be found on their PREVENT guidance webpages. Additional [information and guidance on Prevent](#) is available on the Norfolk County Council website.

The government guidance can be found here

<https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible> There is separate guidance for Scotland.

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact the police on 101 or, in an emergency, 999.

15. Relevant Guidance & Legislation:

- Care Act 2014
- Domestic Abuse Act 2021
- Human Rights Act 1998

- Equalities Act 2010
- Public Interest Disclosure Act 1998
- Data Protection Act 2018 (and General Data Protection Regulations (GDPR))
- Care Standards Act 2000
- Sexual Offences Act 2003
- Domestic Violence Crime and Victims Act 2004
- Mental Capacity Act 2005
- Modern Slavery Act 2015
- 'Safeguarding Adults' National Framework 2005
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Freedoms Act 2012
- Section 26 and 29 of the Counter Terrorism and Security Act 2015 (Prevent duties)

16. Other Relevant Policies and Documents:

To underpin our values and culture, and ensure our beneficiaries are appropriately protected, we have the following documents which include reference to our commitment to safeguarding:

- Culture Code.
- Safeguarding wallet card & posters (professional conduct code).
- Safeguarding Children Policy.
- Online safety procedures and information/guidance for families.
- Confidentiality, Information Sharing and Safeguarding Statement.
- Safer Recruitment and Onboarding.
- Data Protection and Confidentiality.
- Health & Safety Policy (including First Aid).
- Crisis Management and Serious Incident Plan
- Whistleblowing
- Complaints Policy and Procedure

17. Review:

This policy is to be reviewed annually but may be updated by the Board of Trustees as required. We will always make immediate changes to our procedures in line with national guidance on safeguarding.

Next review date: January 2025

18. Approved on behalf of the Trustees:

Sign Name:



Sign Name:



Print Name: Ellen Plumer

Print Name: Jon James

Date: 04/03/24

Date: 04/03/24

Appendix 1 – Scotty’s Little Soldiers – Safeguarding Wallet Card

SCOTTY'S LITTLE SOLDIERS SAFEGUARDING

Scotty's Little Soldiers are committed to safeguarding and promoting the welfare of all children, young people and young adults. Our Families Come First.

EVERYONE in our team has a duty to report any safeguarding concerns, complaints, disclosures, allegations or suspicions to help protect our beneficiaries from harm.

www.scottyslittlesoldiers.co.uk/safeguarding



What to do if a beneficiary tells you they are being harmed

Stay calm.

Listen and be supportive. Allow them to speak without interruption and accept what they say.

Do not ask any leading questions, interrogate them, put ideas in their head, or jump to conclusions. Do not investigate it yourself.

Never promise confidentiality – it must be explained that the information will be passed on to help keep them safe.

Avoid criticising the alleged perpetrator.

Tell them what must be done next (the Scotty's safeguarding process must be followed).

Record what has been said immediately, as close to what has been said as possible, using their language. Also record what was happening immediately before they disclosed. Be sure to sign and date the record in ink.

Contact Scotty's Designated Safeguarding Person immediately and seek guidance.

If a child, young person or young adult is at risk of immediate harm call **999** and request the help of the Police. Inform Scotty's Designated Safeguarding Person once you have done this.

It is our duty to report ALL safeguarding concerns as a matter of urgency and keep accurate records.

You must refer any concern or complaint (even if about yourself) to the Designated Safeguarding Person without delay.

Version 3: Jan 2024

Our Team & Volunteer's Safeguarding Pledge:

We agree to:

- Treat all our beneficiaries with respect and dignity.
- Ensure that their welfare and safety is paramount at all times.
- Liaise openly with parents and carers, unless inappropriate to do so.
- Create an environment where beneficiaries feel safe to voice their concerns.
- Listen to and act upon all safeguarding concerns, so beneficiaries feel safe in our care.
- Promote our commitment to safeguarding to all families.
- Set a good example for others to follow by being a positive role model.
- Act within appropriate professional boundaries, even in challenging circumstances.
- Be mindful of our behaviour, so our actions are not misinterpreted.
- Always act in a professional way and do not allow bullying or disruptive behaviours.
- Encourage an open culture, where people can challenge inappropriate attitudes and behaviours.
- Treat all beneficiaries equally and without favouritism.
- Remember we are in a position of trust and need to be aware of the limitations of our role.
- Avoid inappropriate language, suggestive or threatening language, whether verbal, written or online.
- Respect boundaries with beneficiaries and not engage in personal friendships or relationships with them.
- Respect adult to child ratios always and avoid being alone with a child or young person.
- Respect beneficiaries right to personal privacy.
- Make activities FUN and enjoyable for beneficiaries.
- Attend safeguarding training every 3 years.

We should not:

- Overstep professional boundaries.
- Trivialise abuse or let it go unreported.
- Drink alcohol when working with beneficiaries or allow children and young people to drink alcohol.
- Get involved in physical contact games with beneficiaries.

Appendix 2 – Sources of Information & Support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: **020 8765 7000**

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Tel: **0115 951 5400**

Email: Ann-Craft-Trust@nottingham.ac.uk
www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors
Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

England Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us	Northern Ireland Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline
Scotland Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk	Wales Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk
www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or
0808 808 0700 (Helpline)
Email: services@respond.org.uk
www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625
Web Chat: www.stophateuk.org/talk-to-us/
E mail: talk@stophateuk.org
Text: 07717 989 025
Text relay: 18001 0800 138 1625
By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839
Fax:Email: info@suzylamplugh.org
www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111
www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support