

## SEA MILLS COMMUNITY INITIATIVES

Registered Office: The Clock Tower, 5 Farleigh Court, Old Weston Road,  
Flax Bourton, Bristol BS48 1UR  
Tel: 07771 905801

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# Sea Mills Community Initiatives

## Safeguarding Policy

6<sup>th</sup> February 2019

### Key contacts for Safeguarding

#### **Sea Mills Community Initiatives**

Safeguarding Officer Rebecca Cross Email: [reb.cross@live.com](mailto:reb.cross@live.com) Tel. 0779 0443562  
Chair of Trustees: Andrew Street Tel. 0777 1905801

#### **Statutory Agencies**

Bristol City Council First Response Tel. 0117 9036444  
For concerns regarding children

Bristol City Council Care Direct Tel. 0117 9222700  
For concerns regarding vulnerable adults

Police Non-emergency Tel. 101  
Emergency Tel. 999

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# 1. Introduction to Sea Mills Community Initiatives

**Name of Organisation:** Sea Mills Community Initiatives (SMCI)

**Address:** The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol BS48 1UR

**Telephone Number:** 0117 3296154/07771905801

**Email address:** [thecafeonthesquare@gmail.com](mailto:thecafeonthesquare@gmail.com) [smciallotmentproject@gmail.com](mailto:smciallotmentproject@gmail.com)

**Statutory statement:** Sea Mills Community Initiatives (SMCI) is registered in England and Wales at The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol BS48 1UR as a company limited by guarantee (number 07076038) and as a charity (number 1136611).

The object of the Charity under its Memorandum is:

*To further the benefit of the residents of Kingsweston ward, Bristol and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.*

The main focus of SMCI to date has been the operation of a community café, The Café on the Square, a space for small group activities to serve the local community and for use by all. Its second project is the development of Sea Mills Community Garden, bringing disused allotments back into use as a food growing project for the local community.

## Work with children and vulnerable adults

The Café on the Square is attended by children, young people as well as people who could be considered as vulnerable adults, but provides no formal activities aimed at children and young people specifically, and does not provide formal healthcare or social care services to vulnerable adults.

Sea Mills Community Garden is attended by children and young people, with some young people (age 14+) doing placements for Duke of Edinburgh awards, as well as people who could be considered as vulnerable adults. The garden project is aiming to develop targeted

sessions for children, young people and adults with specific needs such as those requiring residential healthcare.

## 2. SMCI – commitment to safeguarding

### **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 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 children and vulnerable adults – in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

Individual children and adults, especially some of the most vulnerable and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children’s social care, and quite possibly the voluntary sector and other agencies.

For those children and 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 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 children and vulnerable adults;
- share and help to analyse information so that an assessment can be made of the child or vulnerable adult’s needs and circumstances;
- contribute to whatever actions are needed to safeguard and promote the child or vulnerable adult’s welfare;
- take part in regularly reviewing the outcomes for the child or vulnerable adult against specific plans; and
- work co-operatively with parents and/or other carers unless this is inconsistent with ensuring the child or vulnerable adult’s safety.

SMCI seeks to serve the needs of children, young people and vulnerable adults, promoting holistic development.

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In doing so the charity takes seriously the welfare of all children, young people and vulnerable adults who come onto its premises or who are involved in its activities.

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

The charity recognises that it is the responsibility of each one of its staff, paid and unpaid, to prevent the neglect, physical, sexual or emotional abuse of children or 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 is committed to supporting, resourcing and training those who work with children, young people and vulnerable adults and to providing supervision.

The charity is committed to maintaining good links with the statutory social services authorities.

### **Staff awareness**

All staff will be made aware of this policy as part of their initial induction process and there will be regular briefings and updates for all staff.

Where necessary or possible, staff will be encouraged to attend appropriate training courses, such as those run by Bristol City Council or the charity Thirtyone:eight.

### **Reviewing the Policy and Procedure**

This policy and procedure 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.

### 3. Procedures

#### What to do if you have concerns about a child/vulnerable adult

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

- Do not promise confidentiality, you have a duty to share this information and refer to Social Care Services.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the child/vulnerable adult, 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/vulnerable adult refers to it. For example, you could say, 'You're not to blame'.
- Do not interrogate the child/vulnerable adult; 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/vulnerable adult 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 any non-verbal behaviour and the words used by the child/vulnerable adult (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.

#### Reporting a concern

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the SMCI Safeguarding Officer **Rebecca Cross**, email: [reb.cross@live.com](mailto:reb.cross@live.com) tel. **07790443562**, having sought advice from their supervisor/manager if appropriate.

The Safeguarding Officer is nominated by the SMCI Board of Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities

To report a concern about the well-being of a child, the Safeguarding Officer should contact the First Response Team at Bristol City Council on 0117 903 6444 or if an urgent response is **not** needed, via their online form: <https://www.bristol.gov.uk/social-care-health/report->

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[concern-about-child-for-professionals](#) . Outside office hours, call the Emergency Duty Team on 01454 615 165.

To report a concern regarding an adult in need of protection or adult abuse, the Safeguarding Officer should contact Care Direct at Bristol City Council on 0117 922 2700, 8.30am to 5pm, Monday to Friday. There is an answerphone service outside these hours.

If the child or adult is at **immediate risk** call the Police on 999.

If the suspicions implicate the Safeguarding Officer, then the report should be made directly to the First Response or Care Direct teams at Bristol City Council (see above). You may be referred to the Local Authority Designated Officer (LADO), who deals with concerns about professionals.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer should not delay referral to Social Care Services or the Police.

The SMCI Board of Trustees will support the Safeguarding Officer in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies, although the charity hopes that staff and volunteers will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer has not responded appropriately, or where they have a disagreement with the Safeguarding Officer as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the charity demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

### **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.

# Appendix 1 – Definitions of abuse

## Definitions of child abuse:

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 or not 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

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

### **Vulnerable adults and abuse - definitions**

The core definition of "vulnerable adult" from the 1997 Consultation "Who Decides?" issued by the Lord Chancellor's Department, is a person: **"Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation"**. This definition of an Adult covers all people over 18 years of age.

#### **What is Abuse?**

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

#### **Abuse can happen anywhere:**

- in a person's own home
- in a residential or nursing home
- in a hospital
- in the workplace
- at a day centre or educational establishment
- in supported housing
- in the street.

#### **Who can abuse?**

The person responsible for the abuse is often well known to the person being abused, and could be:

- a paid carer in a residential establishment or from a home care service
- a social care worker, health worker, nurse, doctor or therapist
- a relative, friend, or neighbour
- another resident or person using a service in a shared care setting
- someone providing a support service
- a person employed directly by someone in their own home as a carer or a personal assistant.

#### **Others are strangers who:**

- befriend vulnerable people with the intention of exploiting them
- deceive people into believing they are from legitimate businesses, services or utility providers
- intimidate vulnerable people into financial transactions they do not want or cannot understand.