

Invictus Wellbeing Foundation

Safeguarding and Child Protection Policy

Contents:

1. Our policy
 - 1.1. Policy Statement
 - 1.2. Definitions
 - 1.3. Framework

2. Staffing and Vetting
 - 2.1. Recruitment
 - 2.2. Training and Development
 - 2.3. Probation
 - 2.4. Staff Code of Conduct
 - 2.5. Staff Welfare

3. Managing Concerns, Disclosures, Allegations and Suspicions of Abuse
 - 3.1. Procedure
 - 3.2. External Services
 - 3.3. Information Sharing and Confidentiality
 - 3.4. Whistleblowing

4. Supporting Our Clients
 - 4.1. Medical and Sensitive Information

5. Monitoring and Review

1. Our Policy

1.1. Policy Statement

Invictus Wellbeing Foundation (Invictus) holds strongly to the belief that no child or vulnerable adult should experience abuse of any kind. Invictus has a legal and moral obligation to promote the welfare of all children and young people and keep them safe. We are fully committed to practising in a way in which all children and young people we work with are protected and safeguarded.

Invictus recognises the safety and welfare of children and young people is paramount in all circumstances and will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

Invictus recognises that certain participants i.e. children with a disability, children and young people from minority ethnic groups, children looked after by their local authority, and children whom do not have English as their first language may be particularly vulnerable to abuse and we understand and take responsibility for taking reasonable and appropriate steps to safeguard these people.

This policy and all procedures are to be adhered to by anyone working on behalf of Invictus Wellbeing Foundation including trustees, directors, paid staff, volunteers and students.

1.2. Definitions

1.2.1. Child / Young Person

A child is defined as anyone who has not reached the age of 18. This is fundamental in UK law and the UN Convention of Human Rights. For the purposes of this policy and relevant procedures the term “child” and “young person” are used to mean the same thing.

Safeguarding children is defined in “Working together to safeguard children 2018” as:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;

- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

1.2.2. Vulnerable Adults / Adults at Risk

An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs is unable to protect themselves.

Safeguarding vulnerable adults is defined in the care and support statutory guidance issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect;
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect.
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

For the purposes of this policy, Invictus will apply similar standards and responses to young people as vulnerable adults.

1.2.3. Significant Harm

Significant harm: Is the threshold which justifies compulsory intervention in the best interests of the child or adult. This may refer to a single traumatic event or, more often, the cumulative effect of incidents and/or behaviours over time which significantly impairs an individual's physical and psychological development.

1.2.4. Types of Child Abuse and Neglect

Abuse is defined as: “a form 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 by others (e.g. via the internet).”

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, Invictus will put the needs of children, young people and vulnerable adults first when determining what action to take.

Physical abuse: a form of abuse which 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 (Fabricated Induced Illness).

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve making a child feel that they are worthless or unloved, inadequate, or valued only insofar 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 a child’s physical or developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in social interaction. It may involve seeing or hearing the abuse or neglect of others i.e. domestic abuse. It may involve bullying (including cyberbullying), causing children frequently to be scared or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of abuse and neglect of a child.

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 also include non-contact activities, such as involving children in spectating, or in the production of, sexual content, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Children are not always aware that they are being sexually abused and can see the abuse as a normal part of their lives. The sexual abuse of children by other children is a specific safeguarding issue is a particular issue with young people.

Neglect: 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, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff follow Invictus's Child Protection Procedures which are consistent with 'Working Together to Safeguard Children 2018'. It is not the responsibility of Invictus staff and volunteers to investigate safeguarding concerns or determine the truth of any disclosure or allegation. All members of staff however, have a duty to identify concerns and follow our policies and procedures. Accordingly, all concerns regarding safeguarding of young people will be recorded and discussed with the Designated Safeguarding Lead (DSL) or in their absence, a Designated Safeguarding Officer (DSO)

Abuse may be perpetrated by a range of people including family members, adult(s) known to the young person and other young people, and offences are committed by females as well as males.

Invictus recognises that abuse, neglect and safeguarding issues are rarely stand alone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

1.3 Framework

This policy has been made in accordance with UK law and guidance which seeks to protect children and young people. Invictus recognises its responsibility under “Working together to safeguard children” (2018).

Invictus works with children in and from Yorkshire primarily but works across numerous local authorities. Invictus takes responsibility to ensure swift and appropriate reporting and referral to appropriate services and has published this policy based on West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures. A summary of key legislation can be found at nspcc.org.uk/learning.

2. Staffing and Vetting

2.1. Recruitment

This policy has been developed and complies with guidance outlined in the [Department for Education’s Keeping Children Safe in Education 2020](#).

To ensure that Invictus makes decisions about appointments with the full knowledge of the facts, regardless of whether or not a potential employee has previously worked in the education sector and is suitable to take up a particular appointment, the qualifications of potential employees will be rigorously scrutinised during the interview process and used as a point of discussion along with available references and completed application form.

There is a requirement that all staff have satisfactory Enhanced Disclosure and Barring Service (DBS) disclosures, at an appropriate level, before working with any client of Invictus. Invictus will undertake a rolling programme of Enhanced DBS checks for existing staff in line with relevant CMBC policy (a minimum of a check every 2 years). All information will be held in accordance with the Data Protection Act 2018.

2.2. Training and Development

Invictus ensures that staff are able to fulfil their safeguarding responsibilities more effectively by providing a comprehensive induction and ongoing training relevant to their roles. All staff will be required to attend relevant training which will outline procedures for dealing with disclosures, whistleblowing and safeguarding concerns.

2.3. Probation

Staff cannot pass their probation unless they have completed their Safeguarding induction or without all relevant safer recruitment checks being signed off.

2.4. Staff Code of Conduct

Invictus expects all staff and volunteers to act and behave professionally whilst working with our clients. As part of their commitment to this we ask all staff and volunteers to sign a code of conduct. This may differ depending on role and the level of engagement with young people and vulnerable adults; it includes use of social media and professional appearance.

2.5. Staff Welfare

We recognise that working with young people and vulnerable adults who are victims of abuse can be challenging and impact staff and volunteer wellbeing. Invictus offers the following support mechanisms:

- Ongoing reflective practice through regular clinical & non-clinical supervision at least once every month.
- Access to internal support from appropriate employees. For example Wellbeing Advisers will be able to speak directly to our Services Director regarding concerns.
- Promotion and signposting of helplines such as NSPCC to all staff.

2.6. Responsibilities

All employees of Invictus have a responsibility for safeguarding but we have a clear safeguarding leadership and accountability structure to ensure appropriate action is taken in regards to safeguarding and child protection concerns.

Daniel Hutchinson	Nominated Safeguarding and Child-Protection Lead & Designated Safeguarding Officer	07841919084 danny@invictuswellbeing.com	EXT 001
Kim Whymark	Designated Safeguarding Officer	kim.whymark@invictuswellbeing.com	EXT 002

Sharon Dunning	Designated Safeguarding Officer	sharon@invictuswellbeing.com	EXT 101
Una Attul	Designated Safeguarding Officer	una.attul@invictuswellbeing.com	EXT 301
Rowenna Makaj	Designated Safeguarding Officer	Rowenna.Makaj@invictuswellbeing.com	EXT 201
Base Phone - Call for DSO	On Duty Designated Safeguarding Officer	01422 730015 support@invictuswellbeing.com	No extension - hold

3. Managing Concerns, Disclosures, Allegations and Suspicions of Abuse

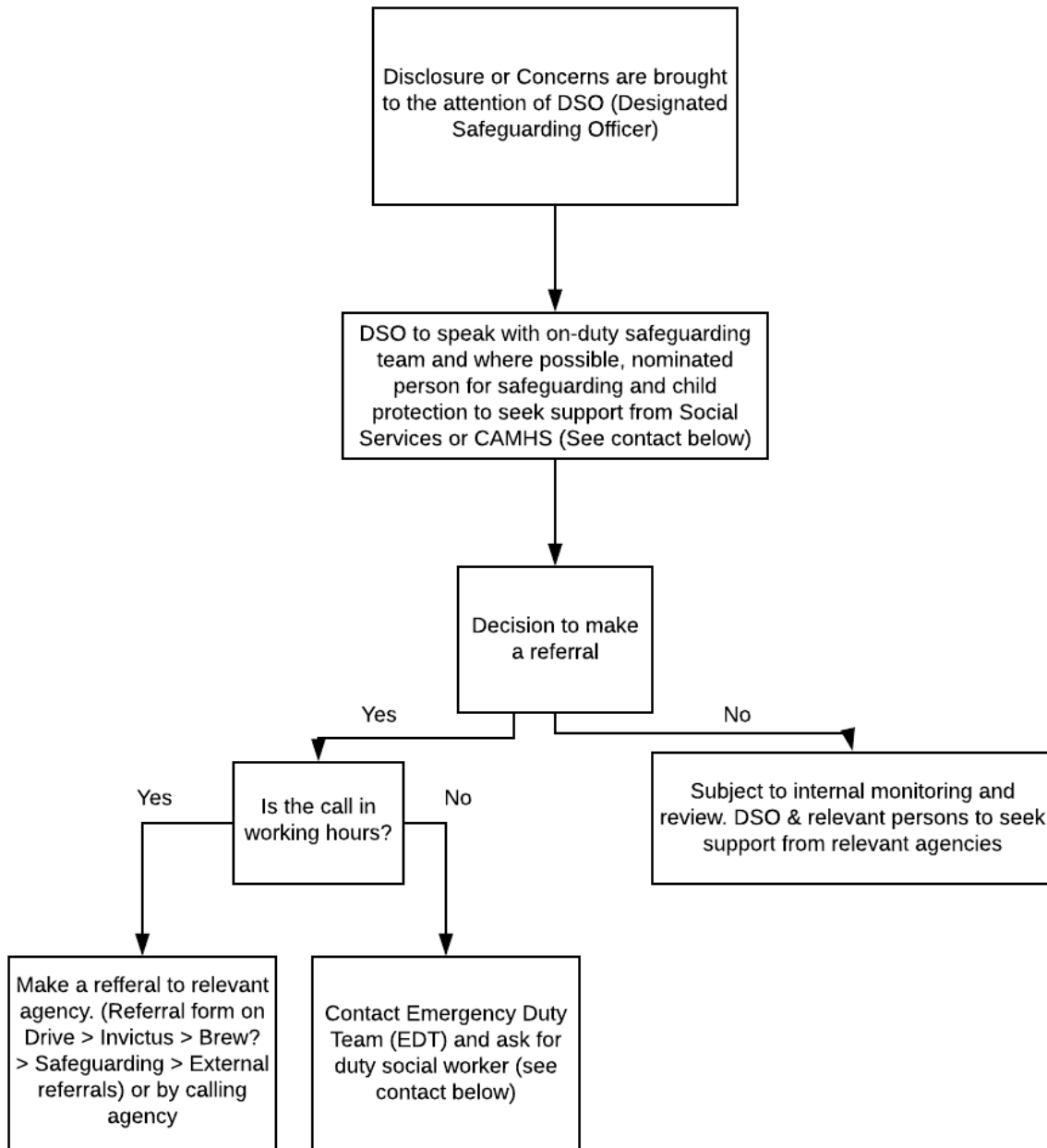
3.1. Procedure

If a client discloses that they have been a victim of abuse, or if a staff member has concerns that a young person is at risk of harm or abuse, they should immediately take the following steps:

1. Inform the young person that what they are saying may not be able to be kept confidential (if they are at risk of harm or someone else is).
2. If they continue, allow the young person to speak without interrupting, accepting what has been said and not questioning what they are saying. Reassure them that they have done the right thing in telling you and do not make opinionated statements.
3. Ensure that all young people involved that could become involved in situations of any further concern are out of immediate danger.
4. Record factual statements as you know them on a disclosure form (Appendix 1) and pass to the on duty Designated Safeguarding Officer at the earliest opportunity.
5. Escalate it to the Designated Safeguarding Officer immediately.

If a member of staff suspects abuse, or has concerns about another staff member, but it has not been disclosed, follow the process as above but without Steps 1 and 2.

For transparency: designated safeguarding officers will then follow the flow chart below:



Contact details

Calderdale

Calderdale Open Minds First Point of Contact: 01422 300001

Calderdale Safeguarding: 01422 393336

Calderdale Emergency Duty Team: 01422288000

Calderdale 24/7 Mental Health: 07385399840

Bradford

Bradford CAMHS: 01274723241

Bradford First Response mental health 24 hours: 08009521181

Bradford Safeguarding Initial Contact Point: 01274435600

Bradford Emergency Duty Team: 01274 431010

Kirklees

Kirklees CAMHS 24hrs: 0300 3045555

Kirklees Duty and Advice: 01484 456848

Emergency Duty Team: 01484 414960

Wakefield

Wakefield Emergency Duty Team: 0345 8503 503

Wakefield CAMHS Single Point of Access: 01977735865

Leeds

Leeds Safeguarding Duty and Advice: 0113 376 0336

Leeds Emergency Duty Team: 0113 535 0600

Mindmate (Leeds CAMHS): 03005550324

Leeds single point of access (out of hours): 08001831485

3.2. External Services

Invictus will take the following approach if external agencies are involved:

- Child Protection and Welfare Concerns: inform Social Services in the borough in which the child or young person resides.
- Criminal offence committed against a young person or vulnerable adult: inform the police in the borough in which the offence has occurred.
- Mental Health Concerns which involve a child or young person at risk of significant harm: Risk of significant harm is immediate or imminent: Call 999
- Risk of significant harm is at potential stage: Contact CAMHS First Point of Contact in the borough in which the child or young person resides.

3.3. Information Sharing and Confidentiality

Data protection legislation is not a barrier to sharing reasonable safeguarding concerns.

If it is necessary to share information concerns with the Designated Safeguarding Officer, in their absence, social services, to prevent a young person or adult at risk from suffering neglect or physical, mental or emotional harm then that information must be shared. The Designated Safeguarding Officer will make the decision as to whether it is appropriate to contact the parents or guardians of the young person. This decision may be taken with advice from external agencies.

3.4. Whistleblowing

Invictus has a clear whistleblowing procedure, referenced in staff training and codes of conduct, and promotes a culture that enables issues about safeguarding and the welfare of children to be addressed. Concerns can be reported directly to maryanne@invictuswellbeing.com or 01422 730015.

If not appropriate, concerns can be taken to the Local Authority Designated Officer (LADO) through:

Calderdale: CP.Admin@calderdale.gov.uk or 01422 394086
Bradford: LADO@bradford.gov.uk or 01274 435600
Kirklees: LADO.cases@kirklees.gov.uk or 01484 221126
Wakefield: lado.referrals@wakefield.gov.uk or 01977 727032
Leeds: LADO@leeds.gov.uk or 0113 3789687

4. Supporting our Clients

4.1. Medical and Sensitive Information

Invictus may collect relevant medical and sensitive information (MASI) about clients in order to support them and keep them safe whilst they take part in our sessions or come on to our premises. The collection, management and destruction of this information is subject to our GDPR and privacy policy.

5. Monitoring and Review

It is the responsibility of the designated safeguarding team to monitor and review the effectiveness and implementation of this policy and update it when required. The designated safeguarding team will meet bi-annually to analyse and update the policy as required.

The Safeguarding Team will meet on a quarterly basis to audit any safeguarding concerns that have been brought to the attention of the safeguarding team

This policy statement came in to force on: 15/05/22

The policy statement and accompanying procedures were last reviewed on: 15/05/22

The next date for review is the 02/12/22

Daniel Hutchinson - Operations Manager
Sharon Dunning - Senior Wellbeing Practitioner
Chris Georgiou - Founder & President

Date: 17/05/22