Red2Green

Safeguarding Policy and Procedure

Reviewed: September 2023

Next review due: September 2024

1 Policy

Red2Green has a commitment to safeguard children and/or vulnerable adults with whom we come into contact in the course of our activities. The Red2Green Safeguarding Policy is as follows:

- The welfare of a child and/or adult at risk is paramount
- All children and/or adults without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or belief.
- The policy will be reviewed, approved and endorsed by the board of trustees on an annual basis
- The policy applies to anyone working for us in any capacity, ie employed, agency, voluntary or sessional
- Clients and carers are informed of the policy and procedures as appropriate
- All concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately. This may require a referral to social services/ adult social care services
- Red2Green is committed to safe recruitment, selection and vetting of staff and volunteers

Each person will be regarded as an individual, listened to, have their feelings respected and opinions valued. Where we suspect any areas of risk, we will endeavour to offer early intervention, referral and a strong network of support.

2 Some definitions used in this policy

2.1 Who is an adult at risk?

As defined by the Care Act 2014:

The term ‘Adult at Risk’, is a short form of the phrase ‘An adult at risk of abuse or neglect’ and refers to adults who may have safeguarding needs according to the Care Act (2014).

An Adult at Risk (sometimes referred to as AAR) is an adult (someone aged 18 or older) who:

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

As set out in the Care Act 2014, statutory Adult Safeguarding duties exist when adults who are experiencing, or at risk of, abuse or neglect cannot protect themselves due to their care and support needs.

2.2 Who is a child at risk?

A child is any person aged under 18.

A **vulnerable child** may:

- have a disability
- suffer from a mental health problem
- be defenceless

- be non-assertive
- have learning difficulties
- have sensory impairments
- be physically ill
- be in care
- have parents who are drug or substance dependant or are themselves suffering from illness or have disabilities.

2.3 The safeguarding of children and/or adults aims to:

Stop abuse or neglect wherever possible

- Enable children and/or adults to share current and/or historical abuse (enough to inform the safeguarding team)
- Prevent and reduce the risk of abuse or neglect to children and/or adults with care and support needs
- Safeguard children and/or adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving the life for children and/or adults concerned
- address what has caused the abuse or neglect.

3 Guidance that underpins this policy and procedure

Red2Green will follow practice laid out in Section 42 – 46 of the Care Act 2014. This will be achieved by following the guidance and procedures found at:

- https://www.cambridgeshire.gov.uk/residents/adults/keeping-safe/adult-safeguarding-and-mental-capacity/adult-safeguarding

- https://www.safeguardingcambspeterborough.org.uk/adults-board/cpsabprocedures/

Red2Green is committed to supporting the right of children and/or adults at risk to be protected from abuse and neglect and to making sure all staff and volunteers work together, in line with the Cambridgeshire and Peterborough Safeguarding Adults Policies, Procedures and Practice Guidance[1], and the Interagency Safeguarding Children Procedures of the Cambridgeshire and Peterborough Safeguarding Children Partnership Board (CPSCPB)[2] and act promptly when dealing with allegations or suspicions of abuse or neglect.

4 Red2Green aims to have the following:

- A clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children and adults at risk
- A culture of listening to and taking account of their wishes and feelings, both in individual decisions and the development of services
- Clear whistleblowing procedures
- Arrangements which set out clearly the processes for sharing information, with other professionals
- Designated professional leads for safeguarding

[1] https://www.safeguardingcambspeterborough.org.uk/adults-board/cpsabprocedures/
[2] https://safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/

- Safe recruitment practices for individuals whom the organisation will permit to work regularly with children and/or adults at risk
- Appropriate regular supervision and support for staff, including undertaking safeguarding training
- Staff should be given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns about a client's safety or welfare

5 The procedures if you have concerns about a child and/or vulnerable adult

5.1 Designated Safeguarding Leads

Elizabeth Taylor, the Chief Executive, is the Designated Safeguarding Lead (DSL) with responsibility for safeguarding.

The following staff members are the Deputy Designated Safeguarding Leads (DDSL):

- Emily Rogers, Options Manager
- Katie Robinson, Aspirations Manager

The DDSLs will assist the DSL in all matters of safeguarding across Red2Green, and in the DSL's absence will take a lead role in all safeguarding circumstances.

The DSL and DDSLs will meet monthly to discuss any cases, or causes for concern, and ensure they are able to step in if another is absent. These meetings will also be used for risk assessments (including Prevent) and monitoring the 'safeguarding toolkit'.

5.1.1 Duties of a safeguarding lead:

- The safeguarding lead should have a high level of safeguarding knowledge and should have completed essential training
- The safeguarding lead will be involved in safe recruitment procedures for new staff members as well as their induction
- They support staff
- They will make formal referrals to the Duty and Advice Team
- They complete the 'Safeguarding Toolkit' and take actions needed for improvement
- They will ensure that concerns are logged and stored securely away
- The safeguarding lead will have joint responsibility, together with the Board of Trustees, to ensure that an organisation's safeguarding policy and related policies and procedures are followed and regularly updated
- They are the person to go to for the contact details of relevant statutory agencies, such as the Police or Local Authority Designated Officer (LADO) for allegations against staff
- They must refresh their training in line with any necessary updates

5.1.2 DSL and DDSL Training

All safeguarding leads are required to complete a level 3 safeguarding course.

5.2 Information about abuse

5.2.1 What are care and support needs?

Injury, illness, or impairment, either mental or physical, can mean that a person needs help or support to manage their lives and be independent. For example, a person may have care and support needs as a result of:

- Physical disability, learning disability or sensory impairment
- Mental health needs, including dementia or a personality disorder
- Long-term health conditions
- Substances or alcohol misuse to the extent that it affects ability to manage day-today living

An adult may be considered to be at risk, even if:

- A formal assessment of care needs has not been carried out
- The adult pays for their care and support themselves
- Care and support needs are being met by family or friends

Having care and support needs does not automatically mean that an adult cannot protect him or herself from abuse. It is important not to make assumptions about an adult's vulnerability based on the presence of care and support needs alone.

Care and support needs may not be permanent and may fluctuate over time.

5.2.2 Child and adult safeguarding – what it is and why it matters.

Safeguarding means protecting a child or adult's right to live in safety, free from abuse and neglect. It is about people and Red2Green staff working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the child or adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that children or adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

The aim of this policy is to:

- Prevent harm and reduce the risk of abuse or neglect to children or adults with care and support needs
- Stop abuse or neglect wherever possible
- Safeguard children and/or adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the child and/or adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of a child and/or adult
- Address what has caused the abuse or neglect

5.2.3 Six key principles underpin all child/adult safeguarding work

Empowerment
People being supported and encouraged to make their own decisions and informed consent.

"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

Prevention
It is better to take action before harm occurs.

"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

Proportionality
The least intrusive response appropriate to the risk presented.

"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."

Protection
Support and representation for those in greatest need.

"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."

Partnership
Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."

Accountability
Accountability and transparency in delivering safeguarding.

"I understand the role of everyone involved in my life and so do they."

5.2.4 What is abuse and neglect?

Abuse may consist of a single act or repeated acts. It may be an act of neglect or a failure to act. It may occur when a child or vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Many types of abuse can be inflicted, some may be due to negligence, ignorance, or lack of understanding. The person inflicting the abuse is often known to the person being abused, they may be:

- A family member, friend or neighbour
- A paid carer or volunteer
- A health worker, social care or other worker
- Another resident or service user

- An occasional visitor or someone who is providing a service who deliberately exploits vulnerable people
- A stranger

Physical abuse including:
- Assault
- Hitting
- Slapping
- Pushing
- Misuse of medication
- Restraint
- 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
- Sexual assault
- 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
- Unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse including:
- Theft
- Fraud
- Internet scamming
- Coercion in relation to financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- The misuse or misappropriation of property, possessions or benefits

Modern slavery encompasses:

- Slavery
- Human trafficking
- Forced labour and domestic servitude.
- Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Discriminatory abuse including forms of:

- Harassment
- Slurs or similar treatment because of:
    - Race
    - Gender and gender identity
    - Age
    - Disability
    - Sexual orientation
    - Religion

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.

Physical contact

On no account should any employee, worker or volunteer have any physical contact with a child or vulnerable adult unless this is to prevent accident or injury to themselves or anyone else (e.g. to prevent a fall), or in the case of medical assistance being needed (e.g. to administer first aid), or to provide nursing or other general care, in which case the prior consent of the affected person should be requested where possible. Where appropriate, consent from parents or those with parental or caring responsibility should be obtained.

If a child or vulnerable adult is hurt or distressed, the worker should do their best to comfort or reassure the affected person without compromising their dignity or doing anything to discredit the person's own behaviour.

To protect both themselves and our business, staff should avoid the following:

- Being alone with children or vulnerable adults out of public view
- Kissing or hugging them or any unnecessary physical contact
- Engaging in rough or sexually provocative games
- Making inappropriate sexual comments
- Inviting or allowing children or vulnerable adults into their home
- Taking a child or vulnerable adult alone in a vehicle on journeys, however short, unless agreed by a manager
- Unless circumstances make it impossible to comply, taking a child or vulnerable adult to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent) and (c) stated in their care plan
- Letting allegations made by anyone go unacknowledged, unresolved or not acted upon.

All staff, workers and volunteers working with children or vulnerable adults, whether acting in a paid or unpaid capacity, should:

- Exercise caution when discussing sensitive issues
- Challenge all unacceptable behaviour and report allegations or suspicions of abuse
- If the recipient of any complaint or accusation from a child or vulnerable adult, listen without making or implying any judgement as to the truth of the complaint or accusation
- Remember that those who abuse children or vulnerable adults can be of any age, gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place
- Ensure risk assessments are completed on each activity

All our employees, workers and volunteers have a strict duty never to subject any vulnerable adult to any form of harm or abuse. This means that it is unacceptable, for example, to treat a child or vulnerable adult in any of the following ways:

- To cause distress by shouting or calling them derogatory names
- To slap them
- To hold them in such a way that it causes pain, or to shake them
- To physically restrain them (except to protect them from harming themselves or others)
- To take part in horseplay or rough games
- To allow or engage in inappropriate touching of any kind
- To do things of a personal nature for the person that they can do for themselves (this includes changing clothing)
- To allow or engage in sexually suggestive behaviour within a person's sight or hearing, or make suggestive remarks to or within earshot of the child or vulnerable adult
- To give or show anything which could be construed as pornographic
- To seek or agree to meet them anywhere outside of our normal workplace without the full prior knowledge and agreement of the parent, guardian or carer and your line manager
- To engage with them online in an unacceptable manner or outside of work-related activities

Communication

Communication is vital in establishing relationships built on trust and understanding. Those working with children or vulnerable adults should listen to what they are saying and respond appropriately. Such people are entitled to the same respect as any employees, workers and volunteers. It should also be made clear to them what standards of behaviour and mutual respect are expected from them.

Those working with children or vulnerable adults should behave appropriately, ensure that language is moderated in their presence and should refrain from adult jokes or comments which are clearly unsuitable. Workers should also note that what may be acceptable language them may not be regarded as such by others.

Contact should not be made with any of the children or vulnerable adults with whom we are working for any reason unrelated to the particular work. In particular, our employees, workers and volunteers are required to maintain our reputation for integrity and responsibility in dealing with such people and should not enter into any social or other non-work-related arrangements with them.

On no account should any of our employees, workers or volunteers give a child or vulnerable adult a gift, or buy refreshments etc., which could in any way be considered a bribe or inducement to enter into a relationship with that person or give rise to any false allegations of

improper conduct against the individual. Nor should any of our employees, workers or volunteers accept any gift or favour from a child or vulnerable adult unless this is of nominal value and is declared to their manager.

5.3 What to do if you suspect abuse?

5.3.1 If you have concerns

Under no circumstances should any employee, workers or volunteer try to deal with alleged abuse by themselves as it is not our responsibility to decide whether abuse has taken place.

It is not our responsibility to investigate abuse. However, we do have a duty to act if there is a cause for concern and to notify the appropriate authorities via the nominated person so that they can investigate and take any action necessary.

Anyone who witnesses or suspects abusive behaviour towards a child or vulnerable adult, or who has any concerns about the welfare of a child or vulnerable adult, should report this immediately. Concerns at Red2Green are logged in CharityLog under the clients record and 'cause for concern'. You should also discuss this with your line manager and make them aware. Records are also kept by Designated Safeguarding Leads.

Some concerns will be minor, but all records enable us to build a picture of a situation. Do not be worried about how trivial your concern might be.

Do not let other considerations, like fear of damaging relationships with others get in the way of protecting a client from abuse and neglect. You should view this as the beginning of a process of enquiry, not as an accusation.

If anyone has suspicions, they must act on these and not ignore a potentially very serious situation. It is NOT the individual's responsibility to decide how serious the matter might be nor to investigate their suspicions - this requires expertise they are not expected to have.

We will aim to maintain any request for witness anonymity, where appropriate and possible, and to provide support if required.

Any allegations of abuse made against anyone working for us will be thoroughly investigated and dealt with through our disciplinary procedure. Serious breaches may lead to dismissal.

5.3.2 If a client discloses abuse or neglect to you

If a child or vulnerable adult alleges abuse, it is important to respond appropriately. This means giving them the opportunity to talk without asking probing questions. Staff should:

- Stay calm
- Acknowledge that they have heard the person
- Listen carefully to what is being said
- Find an appropriate opportunity to explain that the information will probably have to be shared with others – never promise to keep secrets
- Allow the person to talk at their own pace
- Not ask direct questions – allow the person to say as much as they want to, by using active listening skills such as mirroring, neutral responses and active body language

- Reassure the person that they have done the right thing in telling someone
- Tell them what steps will be taken next and with whom the information will be shared
- Never promise to keep the disclosure a secret
- Record in writing what was said as soon as possible and in any event within 24 hours

Staff may have to make a judgement about how much of the story they allow the child or vulnerable adult to disclose. This is dependent on the individual circumstances and the decision should reflect:

- That they are likely to have to repeat what is said to a social worker and/or the police. Therefore, it may be appropriate to stop them so that they do not have to tell their experiences several times
- That it may be traumatic for them to disclose the details and, if distressed, they may need to continue to tell of their experiences
- That any attempt to stop them telling should be done very sensitively so that they do not think that we do not want to hear, are disgusted, angry or disbelieving

5.3.3 If you witness abuse

If you witness anyone abusing a client, log the details including the day and the time and any other witnesses in Charitylog. Immediately discuss with a Designated Safeguarding Lead.

6 How to report concerns about a client

6.1 Information you will need:

Remember as much of what you can of what they have told you and write this down as soon as possible and in the words they used. Remember the location of any marks such as bruises. A silhouette of a person is available to aid you.

The report should include:

- The child's or vulnerable adult's known details including name, date of birth, address and contact telephone numbers
- Whether the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation, including dates, times, specific factors and any other relevant information, making a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries, also any indirect signs such as behavioural changes
- Details of witnesses to the incidents
- The account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Accounts from others, including colleagues and parents
- All reports should be verbatim, without personal opinion

6.2 If the client is in immediate danger or it is unsafe for them to return home

If you or the client believe they are in immediate danger or would be in danger if returned to their carers, you should remain with them and contact the police on 999 or 101 and immediately alert a Designated Safeguarding Lead.

6.3 How to contact the Designated Safeguarding Lead

Sharing of information in cases of concern about a child or vulnerable adult's welfare will enable professionals to consider jointly how to proceed in the best interests of the individual and to safeguard such people generally. Effective information sharing is a vital element of both early intervention and safeguarding. Often, it is only when information from a number of sources has been shared and is then put together that it becomes clear that a child or vulnerable adult is at risk or suffering harm.

The Designated Safeguarding Leads can be contacted by e-mail safeguarding@red2green.org.

The Designated Safeguarding Leads keep Head Office informed of their whereabouts during the working day.

The DSL and DDSLs can be contacted on their Red2Green mobile phones:

Chief Executive: 07707 049989.
Aspirations Manager: 07521 423375
Options Managers: 07521 423321

6.4 Reporting concerns to Cambridgeshire County Council

If you cannot contact the Red2Green Designated Safeguarding Lead, you should contact Cambridgeshire County Council immediately and follow their advice exactly. Explain your concerns and explain your role in Red2Green. Give your own contact details and those of the Designated Safeguarding Leads in Red2Green.

Afterwards, you must inform the Red2Green safeguarding contact of what has taken place in writing by email and on the phone.

Cambridgeshire County Council

https://www.safeguardingcambspeterborough.org.uk/concerned/professionals-reporting-a-concern/

Children Services: Tel: 0345 045 5203

Adult Services: Tel: 0345 045 5202

Emergency Duty Team (Out of Hours) call 01733 234724

7 Procedures to ensure safe recruitment of staff and volunteers

7.1 Recruitment

Processes are in place to check the suitability of staff or individuals working or coming into regular contact with any child or vulnerable adult. All such staff must have a satisfactory Disclosure and Barring Service check (DBS check) and satisfactory references before employment will commence. Where this is not practical, such staff must be supervised at all times until the appropriate checks are received.

Staff who have lived abroad will need to follow the guidance on criminal record checks for someone from overseas.[3]

Those who are involved in work where they have sustained or prolonged unsupervised access to children or vulnerable adults are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees, self-employed contractors and volunteers must declare all criminal convictions, however long ago; and these will be taken into account when deciding on their suitability for working with children or vulnerable adults.

However, a criminal record may not prevent a person from working for us in any other capacity: if that person is then asked to undertake tasks which will bring them into unsupervised contact with children or vulnerable adults, such as work experience placements, any record must be declared to their manager who will take appropriate advice where necessary and will decide whether this task should be allocated to another member of staff.

All trustees, staff and regular volunteers will require two references, and enhanced DBS checks procured or updated by Red2Green. Red2Green will cover the expense of staff adding their DBS to the update service.

One-off volunteers, who do not have a DBS check will never be left unsupervised and a risk assessment will be carried out prior to their volunteering.

All DBS checks will be renewed or checked at least every three years.

Staff references must be most recent employer, and another previous employer. If these are not detailed a character reference can be used in addition.

7.2 Training

All of our employees, workers and volunteers will be made aware of this policy. A copy of this policy will also be given to all relevant bodies with whom we work and will be made available to parents and carers/family of the children or vulnerable adults with whom we plan to work.

Safeguarding training (‘Making safeguarding personal’ and MCA and DoLS training level 1) will be given to the staff, trustees, and volunteers approximately every two years. All staff will be made aware of the safeguarding policy as part of their induction.

Supervisors and Tutors will also complete the level 2 training for Making Safeguarding Personal, and MCA and DoLS.

[3] https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through our disciplinary procedure. Serious breaches may lead to dismissal (for employees) and termination of any agreement (for workers or volunteers).

This policy will be monitored and reviewed on an annual basis, or at an earlier opportunity should the need arise. The information gained via completed report forms and feedback from relevant external bodies will also form the basis for any necessary changes in policy or procedure.

All personal information regarding children or vulnerable adults is highly confidential and should only be shared with appropriate people on a need-to-know basis. Information will be stored in CharityLog access limited to managers and key-workers and will only be kept for as long as is needed.

Anyone who is likely to have access to confidential material regarding children or vulnerable adults, or any of the bodies on behalf of whom we are working, will be required to sign a confidentiality agreement. The requirement for confidentiality is emphasised.

8 Information Sharing[4]

Working Together 2018 states that effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment and service provision to keep children (and vulnerable adults) safe. Child Safeguarding Practice Reviews (CPSR), formerly known as Serious case reviews (SCRs) have highlighted that missed opportunities to record, understand the significance of and share information in a timely manner can have severe consequences for the safety and welfare of children

It is important that practitioners can share information appropriately as part of their day-to-day practice and do so confidently.

It is important to remember there can be significant consequences in not sharing information as there can be in sharing information. You must use your professional judgement to decide whether to share or not and what information is appropriate to share.

Data protection law reinforces common sense rules of information handling. The law is there to ensure personal information is managed in a sensible way. It helps agencies and organisations to strike a balance between the many benefits of public organisations sharing information and maintaining and strengthening safeguards and privacy of the individual.

It also helps agencies and organisations to balance the need to preserve a trusted relationship between practitioner and child and their family with the need to share information to benefit and improve the life chances of the child.

The following are guidelines to help practitioners decide whether they should share information or not. They are based on the 2018 information sharing guidelines published by

[4] This section is taken from https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/threshold-document/

the government, with additional consideration of the Data Protection Act 2018 and the updated Working Together 2018:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

9 Teaching Safeguarding

We are committed to offering our learners preventative education to ensure that learners are aware of safeguarding risks, recognise when they are at risk and how and where to get help and support if they need it. They will be taught about healthy relationships online and offline, how to keep themselves and others safe, including online. Red2Green recognises this will need to be tailored to the specific needs and vulnerabilities of individuals, including those who have been victims of abuse and those with special educational needs and disabilities.

Our preventative education encourages open debate about different points of view and beliefs and creates a culture of zero tolerance for sexism, misogyny/ misandry, disablism, racism, homophobia, biphobia and sexual violence and harassment. It is responsive to

contextual, local and national data, issues and trends to ensure it is meeting the challenges that our learners are facing.

10 Prevent

The Prevent strategy, published by the Government in 2011, was part of the overall counter-terrorism strategy, CONTEST.

The aim of the Prevent strategy was to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

In June 2018 the UK Government republished the CONTEST strategy which replaces the previous CONTEST and supersedes the Prevent Strategy, both published in 2011.

The CONTEST strategy has specific strategic objectives:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.
- Enable those who have already engaged in terrorism to disengage and rehabilitate

These objectives are delivered through the Prevent Delivery model:

- Working online and offline to empower communities and individuals
- Using safeguarding principles provide tailored multi-agency support to those identified as most at risk to radicalisation
- Providing support to those already engaged to disengage and rehabilitate

Red2Green recognises that those who use our services could be easily influenced or impressionable which could make them more vulnerable to radicalisation, and that as a health and social care provider, and alternative education provider, we have a statutory obligation to take action.

Therefore the procedures that we have in place include:

- All staff complete Prevent training and know to log concerns in the same way as other safeguarding concerns
- The DSL and DDSLs complete further training on the referral process and Channel.
- A Prevent Risk Assessment is completed by the DSL and DDSLs and reviewed annually.

11 Online Safety

We recognise that the online world provides everyone with many opportunities; however, it can also present risks and challenges.

We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online.

We have a responsibility to help keep children and young people safe online, whether or not they are using Red2Green's network and devices.

Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting welfare and in helping those who attend Red2Green to be responsible in their approach to online safety.

We will seek to keep those who use our services safe by:

- Providing clear and specific directions to staff and volunteers on how to behave online.
- Supporting and encouraging those who use our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
- Supporting and encouraging parents and carers to do what they can to keep their children safe online.
- reviewing and updating the security of our information systems regularly.
- ensuring that usernames, logins, email accounts and passwords are used effectively.
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate.
- ensuring that images of everyone are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- providing supervision, support and training for staff and volunteers about online safety.
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse).
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

12 Key Safeguarding Contacts

Prevent (radicalisation and extremism)	Prevent@cambs.pnn.police.uk or telephone 01480 422596 If it's an emergency, please call 999. If you see online material promoting terrorism or extremism, you can report it online. Online referral: https://www.cambs.police.uk/advice/advice-and-information/t/prevent/prevent/beta/prevent-team-referral/
NSPCC helpline for adults	Helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors on: • Text 88858 • 0808 800 5000 help@nspcc.org.uk
NSPCC Whistleblowing Advice	Free advice and support for professionals concerned about how child protection issues are being handled in their organisation: • 0800 028 0285 help@nspcc.org.uk
Report harmful online content	• UK Safer Internet Centre – report online harm. A national reporting centre that has been designed to assist anyone in reporting harmful content online CEOP – to report online sexual abuse or the way someone has been communicating online
Harmful Sexual Behaviour Support Services	• SWGfL Harmful Sexual Behaviour Support Service for the children's workforce 0344 2250623 or email hsbsupport@swgfl.org.uk Stop it now! For worries about a child's sexual behaviour, 0808 1000 900