



Middleton Co-operating

Safeguarding Policy

Our Commitment to Safeguarding

Middleton Co-operating aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of everyone our organisation comes into contact with. This policy statement focuses specifically on the welfare of children, young people and vulnerable adults.

Terms and Definitions

Adult

An adult is 'a person aged 18 years or over'.

Safeguarding Adults

The Care Act 2014 states that adult safeguarding means protecting 'an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse and neglect, while at the same time making sure that the adult's wellbeing is promoted, including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action'.

Child or Young Person

A child or young person is defined in law by the Children Act 2004 as 'a person who has not yet reached their 18th birthday'. The terms 'child' and 'young person' are interchangeable.

Safeguarding Children

Safeguarding relates to the action taken to promote the welfare of children and protect them from harm.

Safeguarding is defined in Working Together to Safeguard Children 2018 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes.

Policy Statement

The policies contained in this handbook are non-contractual and may be amended by the Management Committee at any time

Middleton Co-operating:

- Believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.
- Is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.
- Acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect through safeguarding the welfare of all children and vulnerable adults we come into contact with through our work.
- Recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.
- Recognises that there is a legal framework to safeguard children and young people, and adults who have care and support needs. We understand the need to protect those who are unable to take action to protect themselves, and will act in accordance with the relevant safeguarding legislation and with local statutory safeguarding procedures.
- Recognises the principles of adult safeguarding, ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.
- Believes everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We recognise that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.
- We recognise a need for an intersectional approach in safeguarding and understand for unlearning/learning that is necessary to challenge the current systems and reproduce harm and maintain power imbalances. We have a commitment to ongoing exploration of applying safeguarding principles with love and care.

Scope

This safeguarding policy and associated procedures apply to all individuals involved in Middleton Co-operating, including employees and Management Committee members. It covers concerns about the safety of children, young people and adults taking part in our co-op, its activities and in the wider community.

Purpose

The purpose of this policy is to demonstrate the commitment of Middleton Co-operating to safeguarding the welfare of children, young people and adults, and to ensure that everyone involved in Middleton Co-operating is aware of:

- The legislation, policy and procedures for safeguarding children, young people and adults.
- Their role and responsibility for safeguarding.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of a child, young person or adult.

Implementation

Middleton Co-operating commits to addressing safeguarding throughout our work.

Middleton Co-operating will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all our projects and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Middleton Co-operating. This includes the way in which information about individuals in our project is gathered and communicated, see our Data Protection Policy for more information.
- Implement stringent safeguarding procedures when recruiting, managing and supporting employees or volunteers.
- Follows safe recruitment procedures when employing staff and volunteers. This includes a DBS check if appropriate. We understand that a person who is barred from working with children or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer with these groups, and any organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
- Make a referral to the Disclosure and Barring Service if our organisation dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left.
- Ensure that individuals, consultants or agencies contracted to deliver work for or on behalf of our co-op, have their own safeguarding policies in place, or agree to adhere to the Middleton Co-operating Safeguarding policy and procedure.
- Ensure our employees and volunteers receive training on safeguarding at a level commensurate with their role. The Designated Safeguarding Leads, and any employees, committee members, and volunteers who work with children or vulnerable adults, will receive appropriate safeguarding training (for

example from the [NCVO](https://ncvo.org.uk) or Rochdale Safeguarding Board (adults & children) <https://rochdalesafeguarding.com>).

- Follow up on reports of safeguarding concerns promptly and according to due process.
- Appoint a Designated Safeguarding Lead and notify co-op members who this is and how to contact them.

Designated Safeguarding Leads

Kerry Amanda Edwards and Veronika Susedkova are the Designated Safeguarding Leads (DSLs) who holds responsibility for ensuring that this policy is adhered to. Kerry is a director of Middleton Co-operating and Veronika is the Development Lead. Kerry can be contacted on kerryama@hotmail.co.uk and Veronika can be contacted on veronika@middleton.coop.

They are responsible for the monitoring and recording of any safeguarding concerns and for ensuring that all concerns are shared with the appropriate authorities. It is not the role of the DSLs to investigate, only to gather and share information as appropriate. The DSLs may seek advice from external sources such as the local Safeguarding Adults and Children's Social Care Teams and the police.

In the case of adult safeguarding, any referrals or passing on of information will be done with the consent of the adult wherever possible. If consent is withheld, but information is still passed on, the DSLs will clearly document this decision and the reasons for it, which will be stored in line with Data Protection requirements. They will also inform the adult of this action wherever possible.

If an allegation is made against one of the DSLs, the other person will be responsible for managing the allegation in line with this policy.

Reporting Procedure

Any safeguarding concerns should be reported to the Designated Safeguarding Leads as soon as possible. The DSLs will ensure the appropriate agency is informed.

If one of the Designated Safeguarding Leads is implicated, please speak to the other DSL. In case both of the DSLs are implicated please contact another member of the Management Committee via safeguarding@middleton.coop or report concerns directly to the following agencies.

Rochdale Children's Social Care Team

Reporting a child at risk: if a child has suffered or is at risk of suffering harm, neglect or abuse, please call 0300 303 0440 (or out of hours 0300 303 8875) to report your concerns.

Reporting an adult who works with children: If you have concerns about an adult who works with children and believe they may have caused or could cause harm, please report this to the Local Authority Designated Officer (LADO), who is responsible for coordinating a response to any concerns reported - lado@rochdale.gov.uk

See: www.rochdale.gov.uk/childcare-children/report-child-risk

Rochdale Adult Care Services

Reporting an adult at risk: If you suspect someone is being abused, please report it to adult.care@rochdale.gov.uk or telephone: 0300 303 8886 (or out of hours 0300 303 8875)

See: <https://www.rochdale.gov.uk/adult-social-care/safeguarding-adults-risk/2>

In cases requiring an urgent response:

If you suspect a serious criminal act has taken place, telephone 999. Tell them if you think it might be child or adult abuse. If the individual is injured, seek immediate medical treatment. Tell the ambulance personnel or A&E staff that this is a potential abuse situation.

Response

Once a safeguarding concern has been disclosed to the DSLs or a member of Middleton Co-operating's Management Committee, we will endeavour to:

- Listen
- Empathise with the person
- Ask who, when, where, what but not why
- Repeat/ check our understanding of the situation
- Assess how to proceed, seek support if necessary (see confidentially, and appendix below).

Seeking support

If the disclosure raises any concerns relating to children under the age of 18, we will seek expert advice immediately.

If the disclosure relates to an employee or Management Committee member, we may wish to conduct an internal investigation. We have separate policies depending on the type of concern the disclosure relates to, including our Disciplinary Policy.

If the disclosure raises any concerns that we feel we are unable to resolve with an internal investigation, we will seek expert advice.

Confidentiality

Due to the sensitive nature of safeguarding concerns, confidentiality must be maintained during all stages of the reporting process, and information shared on a limited 'need to know' basis only. This includes our Management Committee who might otherwise be appraised of a serious incident.

Record Keeping

A written record will be kept in regard to any safeguarding concerns which have been raised. This must include details of the person involved, the nature of the concern and the actions taken.

The recordings should be signed and dated. All records must be securely and confidentially filed, in compliance with our Data Protection policy.

Middleton Co-operating will apply appropriate disciplinary measures to staff found in breach of this policy.

Our Partner Responsibilities

We have high expectations of the partners we work with in our community. We may request to see their Safeguarding and/or Health and Safety policy at the beginning of our working relationship.

We expect partners to conduct their own checks and internal processes to ensure that they are working in a manner that protects peoples' health, wellbeing and human rights, and enables them to live free from harm, abuse and neglect.

Our Employee, Management Committee and Volunteer Responsibilities

It is your responsibility to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy and Procedure.
- Listen to children, young people and vulnerable adults and respect them.

- Follow the reporting procedure for any safeguarding concerns - do not assume that someone else will pass on information which they think may be critical to the safety and wellbeing of a child, young person or adult.
- Report any concerns or suspicions regarding safeguarding violations by an Middleton Co-operating employee, Management Committee member or volunteer. Employees will be protected from any detriment for doing so under our Whistleblowing Policy.

Appendix

1. Safeguarding Learning Resources

Maslaha: Radical Safeguarding Project:

<https://www.maslaha.org/Project/radical-safeguarding>

Contextual safeguarding (<https://www.contextualsafeguarding.org.uk/>) and <https://www.contextualsafeguarding.org.uk/blog/radical-safeguarding-in-practice/>

Intersectionality & safeguarding:

[https://safeguardingsupporthub.org/sites/default/files/2022-01/How-to%20note Intersectionality%20and%20safeguarding Global English.pdf](https://safeguardingsupporthub.org/sites/default/files/2022-01/How-to%20note%20Intersectionality%20and%20safeguarding%20Global%20English.pdf)

Intersectionality in SEND:

https://www.specialneedsjungle.com/wp-content/uploads/2022/03/Race-and-SEND-Survey_Final_170322.pdf

2. Organisations Supporting Safeguarding

Rochdale Borough Council is responsible for safeguarding both children & adults in Middleton. [Rochdale Safeguarding Board](#) would be the key contact in connection to serious safeguarding concerns and for advice.

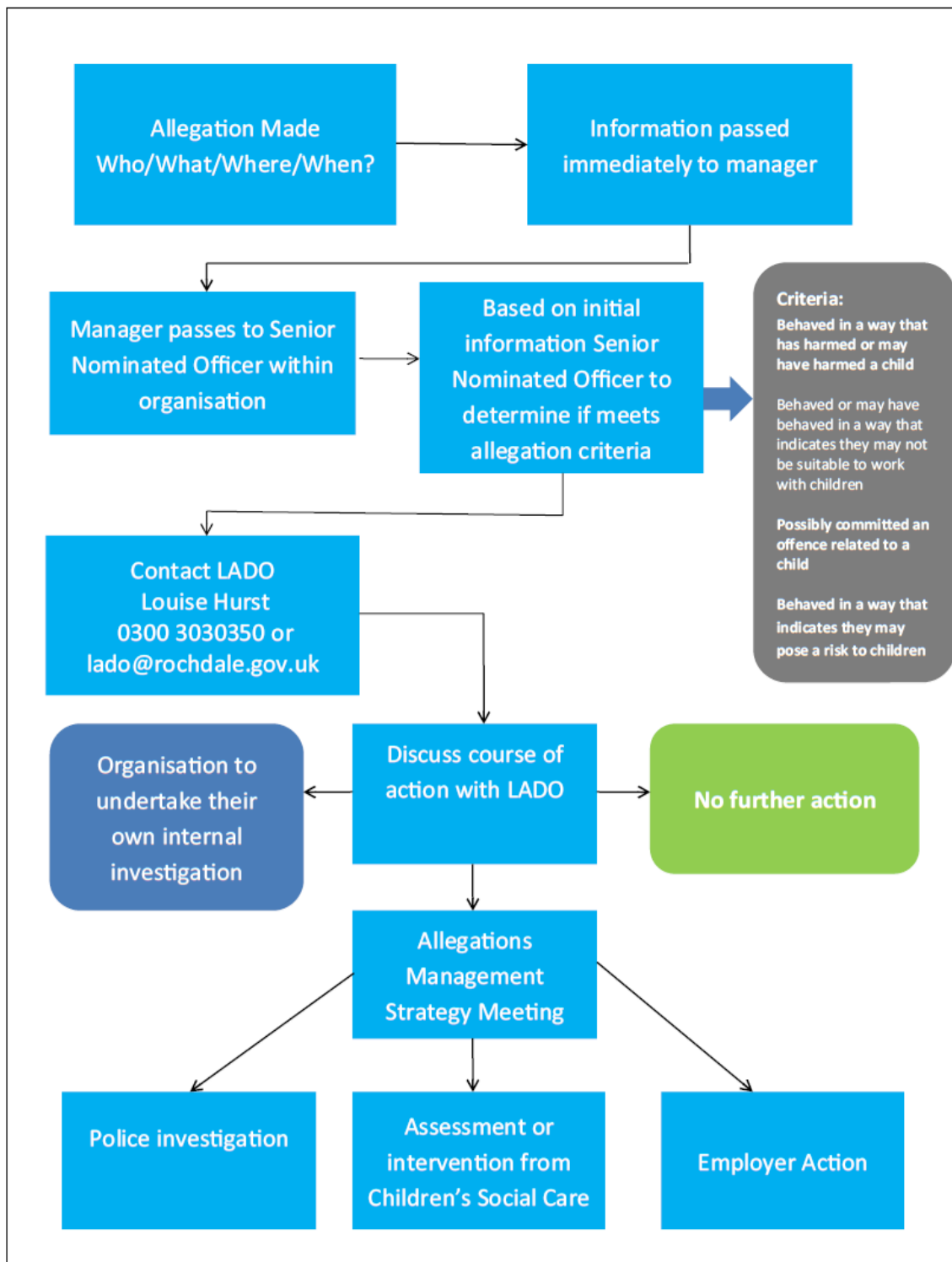
[NSPCC](#) operates a helpline, online reporting and email support service for anyone worried about the wellbeing of a child. They can be contacted by calling 0808 800 5000 or emailing help@NSPCC.org.uk

[Respond](#) provides therapy and specialist support services to people with learning disabilities, autism or both who have experienced abuse, violence or trauma. Tel: 020 7383 0700 or 0808 808 0700 (Helpline)

[Hourglass](#) is a UK charity focused on the abuse and neglect of older people. They have a free 24/7 helpline 0808 808 8141.

3. LADO flowchart

LADO: Process for Managing Allegations



4. Types and signs of abuse - vulnerable adults

We will not be limited in our view of what constitutes abuse or neglect, as this can take many forms and the circumstances of an individual case should always be considered.

Types and signs of abuse - adults

Discriminatory: Includes forms of harassment, bullying, slurs, isolation, neglect and discrimination because of race, gender, sexual orientation, age, disability or religion.

Domestic abuse or violence: Includes an incident or a pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by partner, carer or family member. This also includes psychological/emotional, physical, sexual or financial abuse.

Financial or material: including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission: including ignoring medical 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.

Organisational: Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in a person's own home.

Physical: Including assault, hitting, slapping, pushing, burning, misuse of medication, restraint or inappropriate physical sanctions.

Psychological: Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyberbullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Sexual: Including rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo.

Self – Neglect: this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.

Modern slavery and Human Trafficking: This involves men, women and children being brought into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will. People can be trafficked for many different forms of exploitation such as forced prostitution, forced labour, forced begging, and forced criminality, domestic servitude, forced marriage, forced organ removal.

5. Types and signs of abuse - children and young people

Physical abuse: any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell. It includes hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones and drowning.

Sexual Abuse: includes contact and non-contact abuse, in person and online, grooming, and child sexual exploitation. Sexual abuse may include use of the internet, mobile phones or digital cameras. Allegations of sexual abuse must always be taken seriously.

Neglect: Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. Neglect can be physical, emotional, educational or medical.

Emotional Abuse: Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.

Bullying: Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. Cyberbullying is bullying that takes place online. Unlike bullying in the real world, online bullying can follow the child wherever they go, via social networks, gaming and mobile phones.

Domestic abuse: any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. Domestic abuse can be emotional, physical, sexual, financial or psychological.

Online abuse: any type of abuse that happens on the internet. Includes grooming, cyberbullying, sexting, emotional abuse, sexual exploitation, sexual abuse.

This list is not exhaustive. Many children may not even recognise that they are suffering from abuse or neglect. It is our role, as responsible adults, to pick up and act on any signs that something is not right.