

SAFEGUARDING CHILDREN & VULNERABLE ADULTS PROTECTION POLICY & PROCEDURES

Promoting Wellbeing for All



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POLICY REVIEW

This policy will be reviewed annually or sooner if there are changes in legislation or organisational structure.

**UPDATED:
DECEMBER 2024**



POLICY STATEMENT

Pausa Life is committed to safeguarding the welfare of children, young people, and vulnerable adults. We strive to create a safe and supportive environment that promotes wellbeing, respects individual dignity, and prevents harm.

This policy outlines our approach to safeguarding and the procedures we follow to:

- Protect children, young people, and vulnerable adults from harm while promoting their wellbeing.
- Ensure the safe recruitment and professional conduct of staff, volunteers, and sessional workers.
- Define clear responsibilities for addressing safeguarding concerns, including suspicions or reports of abuse, and provide robust guidance on managing these situations.
- Foster and uphold best practices in all safeguarding activities, ensuring the highest standards of care and protection.

SCOPE

This policy applies to all staff, volunteers, and partners working with Pausa Life. It includes all activities, courses, and events delivered by the organisation.

This policy outlines Pausa Life's commitment and responsibility to safeguard both participants and staff.

FURTHERMORE

Pausa Life acknowledges that the welfare of children and vulnerable adults is of utmost importance. Every child and vulnerable adult has an unequivocal right to protection from abuse, regardless of their gender, ethnicity, disability, sexuality, or beliefs.

We are committed to thoroughly investigating and addressing all suspicions and allegations of abuse. This policy is approved and endorsed by the organisation's directors and applies to all directors, employees, and sessional staff.



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Children and parents will be informed about this policy and its procedures where appropriate. All concerns and allegations of abuse will be treated with the utmost seriousness by directors, staff, and sessional workers. Appropriate actions will be taken, including referrals to children's services, notifying GPs, liaising with the Local Safeguarding Board, or, in emergencies, contacting the police or ambulance services.

Pausa Life is dedicated to ensuring safe recruitment, selection, and vetting processes to safeguard those in our care.



THE AIMS

THE AIM OF THIS POLICY IS TO ENSURE THAT ALL PAUSA LIFE STAFF:



- Actively support the wellbeing and safety of the children and adults in our care.
 - Recognise and fulfil their duties in addressing safeguarding concerns and incidents.
 - Respond promptly and appropriately to manage and resolve safeguarding issues.
 - Foster and maintain high standards of safeguarding practices across all activities.
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WHAT THIS DOCUMENT COVERS

- Types and signs of abuse.
- The impact and consequences of abuse.
- Relevant laws and legal obligations.
- Procedures for handling safeguarding issues.
- Safer recruitment practices, including DBS checks.



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KEY PRINCIPLES



ZERO TOLERANCE OF ABUSE:

Pausa Life will not tolerate any form of abuse or neglect.



EMPOWERMENT:

We support individuals to make decisions and understand their rights.

PREVENTION:

We proactively take measures to reduce risks and prevent harm.

PARTNERSHIP:

We work with external organisations to promote safety and wellbeing.



ACCOUNTABILITY:

Safeguarding is everyone's responsibility, and we ensure clear processes are in place.

PROPORTIONALITY:

It is better to take action before harm occurs.

WHAT IS SAFEGUARDING

Safeguarding means organisations must take reasonable steps to protect children, young people, and vulnerable adults from harm and address concerns in line with local policies and procedures. It includes working in partnership with relevant agencies to ensure welfare risks are mitigated effectively.



THESE DEFINITIONS CLARIFY THE GROUPS PAUSA LIFE SEEKS TO SAFEGUARD.

Children and Young People: Individuals under the age of 18.

Vulnerable Adult

A vulnerable adult is anyone aged 18 or older who may be unable to care for or protect themselves due to physical or mental health conditions, disabilities, or age-related factors.



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TYPES OF ABUSE

ABUSE MAY INVOLVE ONE OR MORE OF THESE FORMS SIMULTANEOUSLY.



EMOTIONAL ABUSE

This involves persistent neglect of a child's or vulnerable adult's emotional needs, such as lack of love, threats, or constant criticism, which can cause nervousness, withdrawal, or low self-esteem. Overprotection, neglect, or exposure to physical or sexual abuse are also forms of emotional abuse.

PSYCHOLOGICAL/MENTAL ABUSE

This type of abuse includes threats, intimidation, harassment, isolation from friends or family, or invasion of privacy, often leaving the individual feeling powerless or anxious.

NEGLECT

Neglect occurs when basic needs like food, warmth, and clothing are not met, or when there is a lack of love, attention, or supervision. Leaving a child or vulnerable adult alone or unsupervised also constitutes neglect.

PHYSICAL ABUSE

Physical abuse includes hitting, shaking, squeezing, burning, biting, or excessive restraint. It also includes giving inappropriate substances like alcohol or drugs.

SEXUAL ABUSE

This involves adults exploiting children or vulnerable adults for sexual purposes, including intercourse, masturbation, oral or anal sex, fondling, or exposing them to pornographic materials.

FINANCIAL ABUSE

Financial abuse includes theft, fraud, or coercing a child or vulnerable adult into giving up money, benefits, possessions, or property.



CONSEQUENCES OF ABUSE

Abuse in any form can have a profound impact on individuals, regardless of age. If left unaddressed, the effects can be long-lasting, potentially shaping the course of a person's life. For instance, someone who experienced abuse as a child may struggle to form stable, trusting relationships, face issues like substance misuse or exploitation, or even consider self-harm. In some cases, they might perpetuate the cycle of abuse themselves.



For disabled children and vulnerable adults, the consequences can be even more severe due to existing disadvantages. Research indicates that disabled individuals are at heightened risk of abuse, influenced by factors such as societal prejudice, stereotyping, discrimination, isolation, and challenges in communicating their experiences. Similarly, children from ethnic minority backgrounds may face an increased risk due to the dual impact of abuse and racial discrimination.

THE FOLLOWING SECTION OF THE POLICY WILL
HIGHLIGHT KEY SIGNS OF ABUSE TO BE MINDFUL OF
WHEN WORKING WITHIN THE COMMUNITY.



SIGNS OF ABUSE



SIGNS THAT A CHILD OR VULNERABLE ADULT MAY BE EXPERIENCING ABUSE CAN INCLUDE:

- Unexplained or suspicious injuries, such as bruises, cuts, or burns, particularly in areas of the body not typically prone to injury.
- Inconsistent or unlikely explanations for injuries.
- The child or vulnerable adult describing what seems to be an abusive act involving themselves.
- Sudden changes in behaviour, such as withdrawal or unexpected outbursts of anger.
- Inappropriate sexual awareness or engagement in sexually explicit behaviour.
- A lack of trust in adults, especially those with whom a close relationship would normally be expected.
- Difficulty making or maintaining friendships, or avoiding social interaction with peers.
- Changes in eating habits, such as overeating or loss of appetite.
- Unexplained weight loss.
- Becoming increasingly unkempt or dirty.

THIS LIST IS NOT EXHAUSTIVE, AND THE PRESENCE OF ONE OR MORE OF THESE SIGNS DOES NOT NECESSARILY INDICATE THAT ABUSE IS OCCURRING. HOWEVER, THEY SHOULD PROMPT FURTHER INVESTIGATION AND ATTENTION



RELEVANT LEGISLATION ON SAFEGUARDING

- **The Children Act 1989:** Establishes the welfare of children as paramount, setting the framework for child protection.
- **The Police Act 1997:** Created the Criminal Records Bureau, making it a criminal offence for employers not to check employees working with children or vulnerable adults.
- **The Protection of Children Act 1999:** Requires childcare organisations to use the Disclosure Service in recruitment and reporting, urging other child-focused organisations to follow suit.
- **Criminal Justice and Court Services Act 2000:** Lists convictions that bar individuals from working with children in regulated roles, including positions in schools and child care facilities.
- **Care Standards Act 2000:** Establishes regulations for care standards in children's services.
- **Every Child Matters (2003) & The Children Act 2004:** Introduced reforms for integrated services for children, including multi-agency children's trusts and safeguarding boards. These reforms were spurred by the inquiry into Victoria Climbié's death, aiming to improve communication and collaboration among agencies.
- **Safeguarding Vulnerable Groups Act 2006:** Introduced the Vetting and Barring Scheme, requiring individuals working with vulnerable groups to undergo advanced vetting with penalties for non-compliance.
- **The Care Act 2014:** Places adult safeguarding on a statutory footing, giving local authorities new responsibilities to protect vulnerable adults.
- **Making Safeguarding Personal Guide (2014):** Encourages person-centred safeguarding practices, helping councils and partners to focus on outcomes for individuals.

THESE LAWS AND GUIDANCE FORM THE LEGAL FRAMEWORK FOR
SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND VULNERABLE ADULTS
ACROSS VARIOUS SECTORS.

DESIGNATED SAFEGAURDING TEAM

ESTA BORDONI

Designated Safeguarding Lead: Esta Bordoni

Phone: 07396 799 318

Email: esta.bordoni@pausa.life



My name is Esta, and I am the Safeguarding Lead at Pausa Life. If any member of the team has concerns about safeguarding, they must immediately report them to me. I will conduct a debrief with the team member and require a concise, factual report, including dates, times, and contact details of those involved. This report will then be sent to the Local Safeguarding Board. If the concern arises outside normal office hours, it will be referred to the Social Services Emergency Duty Team via the local police.

It is essential that concerns are not discussed with anyone other than the Directors or the local authority to maintain confidentiality and prevent alerting any alleged abuser.

Overview

If any member of the Pausa Life team suspects or is aware that a child, young person, or vulnerable adult is being abused, they must act promptly and appropriately, ensuring the welfare of the individual is the top priority.

Staff must report any suspicion or allegation of abuse to me directly. Staff should not try to assess the truth of the allegation or handle the matter themselves. It is not the responsibility of Pausa Life staff to decide if abuse has occurred; this decision is made by statutory services.



DESIGNATED SAFEGAURDING TEAM

ESTA BORDONI

Designated Safeguarding Lead: Esta Bordoni

Phone: 07396 799 318

Email: esta.bordoni@pausa.life



James is an experienced safeguarding professional and an essential part of the Pausa Life safeguarding team. His advanced training enables him to contribute significantly to safeguarding practices within the organisation. While not the Designated Safeguarding Lead (DSL), James provides valuable support in maintaining a safe environment for all.

DR JAMES BORDONI



HELEN ALLEN



Helen is a highly trained member of the safeguarding team at Pausa Life. She brings extensive knowledge and expertise to support the organisation's commitment to safety and wellbeing. Although she is not the Designated Safeguarding Lead (DSL), Helen plays a vital role in ensuring safeguarding standards are upheld.

GUIDANCE



Abuse can take many forms, including physical, emotional, sexual, or neglectful behaviour. All staff and volunteers at Pausa Life are trained to recognise the signs of abuse and respond appropriately.

RECOGNISING SIGNS OF ABUSE

- Listen actively and without judgment, providing reassurance to the individual.
- Allow the person to speak at their own pace, ensuring they feel heard and supported.
- Avoid making promises of confidentiality; explain that safeguarding concerns must be reported to protect them and others.



RESPONDING TO DISCLOSURE

- Remain calm and composed, acknowledging the bravery it takes to speak up.
- Ask questions only for clarification and avoid any that might suggest a particular answer.
- Reassure the individual that they have done the right thing by speaking out and that their concerns will be taken seriously.



REPORTING CONCERNS

- Any concern must be reported to the Designated Safeguarding Lead (DSL) as soon as possible.
- If the concern involves the DSL, escalate it to an external safeguarding authority.
- Accurately and confidentially document all concerns, including factual details, dates, times, and relevant contacts.



ROLES AND RESPONSIBILITIES

Designated Safeguarding Lead (DSL):

The DSL at Pausa Life is responsible for overseeing safeguarding practices and responding to concerns.

All Staff and Volunteers:

Must be aware of safeguarding policies, complete training, and report concerns immediately.



Designated Safeguarding Lead: Esta Bordoni

Phone: 07396 799 318

Email: esta.bordoni@pausa.life



PROCEDURES

1. Recruitment and Training: All staff undergo advanced DBS checks.
2. Volunteers are not required to have DBS checks but are supervised during all activities.
3. Safeguarding training is mandatory for all staff and volunteers and is reviewed annually.

SAFEGUARDING REPORTING FORM

This form is for recording safeguarding concerns about children and/or vulnerable individuals. In an emergency, contact the police or social services immediately—do not delay.

All information recorded must remain confidential and be reported to the Designated Safeguarding Lead (DSL) within one working day, or the next working day if the concern arises over the weekend.

Complete this form at the time of disclosure or as soon as possible afterward, following any urgent actions required. Please provide as much detail as possible.

YOUR DETAILS - THE PERSON COMPLETING THE FORM

| | |
|-----------|--|
| NAME | |
| POSITION | |
| TELEPHONE | |
| EMAIL | |

DETAILS OF THE PERSON AFFECTED

| | |
|-----------|--|
| NAME | |
| ADDRESS | |
| TELEPHONE | |
| EMAIL | |

DETAILS OF THE INCIDENT (PLEASE DESCRIBE IN DETAIL USING ONLY THE FACTS)

| |
|--|
| |
|--|

OTHER PRESENT OR POTENTIAL WITNESSES

| | |
|-----------|--|
| NAME | |
| ADDRESS | |
| TELEPHONE | |
| EMAIL | |

ADDITIONAL RELEVANT INFORMATION (PLEASE DETAIL ANYTHING ELSE THAT YOU BELIEVE TO BE HELPFUL OR IMPORTANT)

| |
|--|
| |
|--|

**I HAVE COMPLETED THIS FORM AND PROVIDED
INFORMATION THAT IS FACTUAL AND DOES NOT CONTAIN
MY OWN VIEWS OR OPINIONS ON THE MATTE**

| | |
|------------|--|
| PRINT NAME | |
| SIGNATURE | |
| DAGTE | |

STEPPING UP FLOWCHART

Identifying suicide risk and keeping people safe

When you ask about suicide, you need to be clear and direct, for example you could say: "The things you're saying make it sound like you're having thoughts of suicide? Is that something that's on your mind?" "Are you thinking about taking your own life?"

If the answer is Yes

Ask about intensity

Q. How intense are your thoughts of suicide? Q. How long have you been feeling this way?

Ask about intention

Q. Do you think you'll act on your suicidal feelings?

Yes

No

Staying Safe

Explain that you're really concerned for their safety and you don't want to leave them, until there's a plan in place to keep them safe.

Ask if they are already in touch with any support services, such as their GP or mental health services.

If the answer is No

Help the person identify their protective factors

Q. What has helped to keep you safe up till now? Q. What would help to keep you safe for the next hour, or day, or week? Agree with the person a plan to keep them safe.

Give key contacts for mental health support

Use the attached pages to explain to the person how to access support. Make sure they're clear how to get support if they don't feel they can keep themselves safe.

Emergency Action

Arrange help (see attached sheet "If someone can't cope . . .")

Inform your DSL,

Follow your organisation's policy in relation to suicide risk, or disclosure of suicide.

Help the person identify how they'll stay safe until they access further support.

FOR ADULTS (18 AND OVER):

Contact their GP - if the GP surgery is closed, call NHS 111.

Call the **Cheshire and Halton Assessment Team 01925 666647**

This team supports adults with moderate to severe mental health problems and is available 24/7. People in crisis can contact the team directly or be referred by their GP. The team will screen individuals over the phone to assess their needs, offer advice, or refer them to appropriate services. Support workers and others concerned about someone can also contact the team for guidance.

Important: Adults are advised to contact the Assessment Team instead of going to A&E unless they require medical attention for a physical health issue.

If there's an immediate risk to life, call 999.



IF SOMEONE CAN'T COPE OR IS FEELING SUICIDAL

IF YOU OR SOMEONE YOU KNOW IS STRUGGLING TO COPE, FEELING DESPERATE, OR HAVING THOUGHTS OF SUICIDE, HERE ARE THE RECOMMENDED STEPS TO ACCESS SUPPORT SERVICES:



FOR CHILDREN & YOUNG PEOPLE (UNDER 18):

Contact their GP If the GP surgery is closed, call NHS 111.

Contact their CAMHS Worker or Social Worker. If they have an assigned professional, get in touch for support.

Call **CAMHS Assessment and Response Team (CART) 01925 579405**

CART supports children and young people up to age 18 and is open 9:00 am – 9:00 pm, seven days a week. While referrals need to be made by professionals, family members and young people can call for advice.

Visit A&E Children and young people under 18 experiencing a mental health crisis can attend A&E at Warrington Hospital.

If there's an immediate risk to life, call 999.

Additional Guidance:

For adults or children, if you're worried about someone:
Contact their GP or another support service they're involved with.

Reach out to their Care Coordinator, if applicable.

By following these steps, you can ensure that the person receives the appropriate support.

REPORTING CONCERNS TO LOCAL SAFEGUARDING PARTNERSHIPS

www.cheshirewestscp.co.uk/

Office Hours Contact:
0300 123 7047

Out of Hours Emergency Duty Team:
01244 977277

CHESHIRE WEST
REPORT A CONCERN;
CHILD / YOUNG PERSON

CHESHIRE WEST
REPORT A CONCERN;
VULNERABLE ADULT

accesswest@cheshirewestandchester.gov.uk

Office Hours Contact:
0300 123 7034

Out of Hours Emergency Duty Team:
01244 977277

CHECS@cheshireeast.gov.uk

Office Hours Contact:
0300 123 5012

Out of Hours Emergency Duty Team (EDT):
0300 123 5022

CHESHIRE EAST
REPORT A CONCERN;
CHILD / YOUNG PERSON

CHESHIRE EAST
REPORT A CONCERN;
VULNERABLE ADULT

www.cheshireeast.gov.uk/livewell/staying-safe/keeping-adults-safe/concerned-about-an-adult.aspx

Office Hours Contact:0300 123 5010
Out of Hours Emergency Duty Team: 0300 123 5022

Number 71 – CWP Mental Health Services
Phone Line/Support: CWP NHS Services and Locations
Spider Project (Chester)
Phone: 0800 145 6485 / 01244 393139
Email: enquiries.chester@spiderproject.org.uk

OTHER USEFUL
CONTACTS

|| Pausa Life

CONTACT INFORMATION :

Designated Safeguarding Lead: Esta Bordoni

Phone: 07396 799 318

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